ALTA LOMA SCHOOL DISTRICT

Regular Meeting of the Board of Trustees Wednesday, November 15, 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; and (2) other topics within the jurisdiction of the Board.

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

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

Action	E.	ADOPTION OF AGENDA	 	
Action	F.	APPROVAL OF MINUTES 10/4/23 (Special Meeting) (pp. 1-3) 10/18/23 (pp. 4-8)	 	
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Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from Adriana Mohler at (909) 484-5151, Extension 102003, by FAX (909) 484-5155 or email at amohler@alsd.org. 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 Floyd M. Stork Elementary
- 2. Eleanor Purdy, Dean of Students, Vineyard Junior High
- 3. Student Data Presentation

J. 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.

K. 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).

L. 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
- 2. Timely events/information
- 3. District activities

Action M. CONSENT CALENDAR

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

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:

 California Association for Health, Physical Education, Recreation and Dance (CAHPERD);
 Camfel Productions, Inc.;
 CASBO;
 City of Rancho Cucamonga;
 Curriculum and Improvement Support Committee Symposium (CISC);
 Department of General Services/Offices of Fiscal Services;
 Emergency Management Safety Partners, Inc. dba Soraya Sutherlin;
 General Audit Tool (GAT);
 Jenjo Ink;
 Jurupa Mountain Discovery Center;
 Knott's Berry Farm;
 Mary Vagle Nature Center;
 Medieval Times;
 Open Access Learning & Participation for ALL;
 Riley's Farm;
 Top Golf;
 ZOHO Corporation. (pp. 8-13)

- 2. Recommend the Board accept the following donations:
 - a. Donation of \$3886.20 from Carnelian PTA to Carnelian Elementary School's Student Fundraiser Account to be used to enhance the instructional program.
 - b. Donation of \$339.75 from Chipotle to Victoria Groves Elementary School's Student Fundraiser Account to be used to enhance the instructional program.
 - c. Donation of \$100.00 from Angela Eisenbrey to Victoria Groves Elementary School's Student Fundraiser Account to be used to enhance the instructional program.
 - d. Donation of \$100.00 from Handel's Ice Creamery to Victoria Elementary School's Student Fundraiser Account to be used to enhance the instructional program.
 - e. Donation of \$602.97 from Kroger to Victoria Groves Elementary School's Student Fundraiser Account to be used to enhance the instructional program.
 - f. Donation of \$680.00 from The Blackbaud Giving Fund by its agent, YourCause Edison International and its donors to Victoria Groves Elementary School's Student Fundraiser Account to be used to enhance the instructional program.
 - g. Donation of \$200.00 from Step it Up Fundraiser to Victoria Groves Elementary School's Student Fundraiser Account to be used to enhance the instructional program. (No exhibit)
- 3. Recommend the Board approve payments to vendors in Board Payment Report, as presented. (p. 14)
- 4. Recommend the Board approve employment, terminations, resignations, leaves and temporary assignments, as presented. (pp. 15-21)
- 5. Recommend the Board approve the Amended and Restated Clinical Experiences Agreement with California Baptist University, and authorize Superintendent Sherry Smith and/or Assistant Superintendent Donna Carlson to sign all related documents. (pp. 22-38)
- Board Policy related to Community Relations
 Second Reading
 BP 1330 Use of School Facilities
 BP 3515 Campus Security
 BP 3515.3 District Campus Security
 BP 5145.12 Search and Seizure
 (pp. 39-49)
- 7. Amend Job Description
 Second Reading

 Administrative Secretary
 (pp. 50-55)

	N.	CURRICULUM AND INSTRUCTION
Action		1. Recommend the Board approve the 2023-24 School Plan for Student Achievement for all District schools. (p. 56)
Action		2. Recommend the Board approve the agreement with Interquest Detection Canines for the 2023-24 school year, cost not-to-exceed \$5,000 and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (pp. 57-59)
Action		3. Recommend the Board approve the School for Literacy Support and Improvement MOU with San Bernardino County Superintendent of Schools and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (pp. 60-63)
	O.	BUSINESS AND FINANCIAL PROCEDURES
Action		1. Recommend the Board approve Notice of Completion for the Jasper Elementary School Restroom Remodel performed by Floored Tile and Stone, Trade Category #12 Tile and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (p. 64)
Action		2. Recommend the Board approve Notice of Completion for the Jasper Elementary School Restroom Remodel performed by Simmons and Wood, Inc., Trade Category #15 Painting and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (p. 65)
		3. Recommend the Board approve Notice of Completion for the Jasper Elementary School Restroom Remodel performed by Spec Construction Co., Inc., Trade Category #16 General Works and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (p. 66)
		4. Recommend the Board approve Notice of Completion for the Jasper Elementary School Restroom Remodel performed by Empyrean Plumbing, Inc., Trade Category #21 Plumbing and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (p. 67)
		5. Recommend the Board approve Notice of Completion for the Jasper Elementary School Restroom Remodel performed by Rancho Pacific Electric Construction, Inc., Trade Category #23 Electrical and Low Voltage and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents. (p. 68)

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6.	Recommend the Board approve the use of the Piggyback Downey
	Unified School District Bid No. 23/24-11, Services, Configure
	To Order (CTO), Hardware and Software Products, Awarded to
	Apple Inc. for the length of the contract and authorize Superintendent
	Sherry Smith and/or Associate Superintendent Eric Hart to sign all
	related documents. (pp. 69-78)

P. HUMAN RESOURCES

Action

Action

2. Recommend the Board accept the initial proposal for negotiations for the 2023-2024 school year from the Alta Loma Educators Association, as presented. (pp. 81-82)

Action

3. Recommend the Board accept the request for retirement from **Janine McAllister**, Bus Driver, District Support Center. Janine's final day of service will be December 12, 2023, for a total of **12 years of service** to the District. (p. 83)

Q. BOARD INFORMATION/DISCUSSION

1. Board Policies

First Reading

BP 0410 – Nondiscrimination in District Programs and Activities

BP 1160 – Political Processes

BP 1312.3 – Uniform Complaint Procedures

BP 3311 - Bids

BP 3312– Contracts

BP 3460 - Financial Reports and Accountability

BP 3551- Food Service Operations/Cafeteria Fund

BP 4151/4251/4351 – Employee Compensation

BP 5145.3 – Non Discrimination/Harassment

BP 7140 – Architectural and Engineering Services

(pp. 84-116)

2. Board Bylaws
First Reading
BB 9124 – Attorney
(pp. 117-119)

- 3. Governance Calendar (pp. 120-121)
- 4. Naming of Facility
- 5. General Obligation Bond

R. FUTURE AGENDA ITEMS

S. **ANNOUNCEMENTS**

- The Board of Trustees will attend CSBA's Annual Education Conference, Wednesday, November 29, 2023 - Saturday, December 2, 2023 in San Francisco, CA. No action will be taken by the Board.
- 2. The date of the next regular meeting of the Board of Trustees is Wednesday, December 13, 2023, 6:00 PM at the District Support Center, 9390 Base Line Road.

Т. **CLOSED SESSION**

- ✓1. Public Employee Performance Evaluation/Employment Superintendent. (Government Code §54957) □ 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. (Government Code §54957.6) a. Alta Loma Educators Association (ALEA). □ 3. Conference with labor negotiators for unrepresented employees: (Government Code §54957.6) 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. (Government Code §35146, §48912 §49070)
- ☐ 5. Public Employee Employment/Discipline/Dismissal/Release. (Government Code §54957, 54957.10
- √ 6. Conference with Legal Counsel Existing/Potential Litigation. (Government Code §54956.9(d)(1), and §54956.9(d)(2)) a. OAH # 2023070865 – Settlement Agreement

U. ADJOURNMENT

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, ALTA LOMA SCHOOL DISTRICT, COUNTY OF SAN BERNARDINO-WEDNESDAY, October 4, 2023

OPEN SESSION, CALL TO ORDER AND ROLL CALL

The special meeting was called to order by Board President Brad Buller at 6:01 PM. Present were members Buller, Chung, Davies, and Martinez. Member Hurley arrived at 6:43 PM. Absent none.

PUBLIC COMMENT ANNOUNCEMENT

Mr. Buller read aloud the Public Comment Announcement.

ADOPTION OF AGENDA

Moved by Mrs. Davies, seconded by Ms. Martinez and carried with the following vote to adopt the agenda of the meeting with the change to move Item F. Public Comment on Special Meeting Items to after Item G. General Obligation Bond Study Session.

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

NOES: 0

ABSENT: 1 (Hurley)

ABSTAIN: 0

GENERAL OBLIGATION BOND STUDY SESSION

Dr. Timothy McLarney from True North Research shared the results of the Baseline Bond Survey True North conducted. The purpose of the survey was to determine if a bond measure is feasible, identify how to create a measure consistent with community priorities and gather information needed for communications and outreach.

True North selected voters to take the survey by a stratified and clustered random sample of likely voters using age, gender, partisanship, household party type, and sub-geographies. Voters were recruited by personalized email, text, and telephone calls, voters were given PINs to restrict access and to ensure one complete survey per respondent. There were 411 completed interviews with an overall margin of error of plus or mine 4.8% at a 95% level of confidence.

Dr. McLarney shared the results of some of the questions in the survey. The conclusion was a bond does appear to be feasible for the 2024 ballot. Some positives signs from the survey were that voters ranked improving the quality of education in local schools as the most important issue facing the community, there is about a 64% support for bond measures, and all ballot tests are 55%, even after opposition arguments. Some challenges will be clarity around the tax rate extension, receptiveness to potential opposition arguments and some unknowns: trajectory of economy, inflation and other measures that could be on the ballot.

Dr. McLarney left the Board with some recommendations. Dr. McLarney stated, this is a snapshot in time, not a crystal ball, he believes the turnout will be higher for the District at the November 2024 Election. The project priorities are STEM, modern classrooms, facility repairs at the older schools to bring them up to code, removal of hazardous materials, instructional technology, safety and security. Most importantly, begin a conversation with the community to build awareness of facility needs and consensus on a bond proposal.

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

October 4, 2023

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Superintendent Smith and Associate Superintendent Hart reviewed the District's Long-Range Facilities Master Plan. They reminded the Board and the community that the plan was comprised of stakeholder's recommendations, desires and true needs of the school sites. The master plan is the big picture if the District is able to do everything the stakeholders recommended. There is a difference between desire and need.

With the Measure H funds, the District was able to complete many projects Districtwide. For example, upgraded the network infrastructure, phone system, keyless locking system, and elementary school playground equipment restoration and repair. Dr. Smith and Mr. Hart shared some before and after pictures of the schools that were modernized using the Measure H funds. Deer Canyon Elementary, Alta Loma Junior High School, Vineyard Junior High School, Victoria Groves Elementary, Jasper Elementary, Stork Elementary, Carnelian Elementary, and Hermosa Elementary School were all modernized with Measure H funds.

During modernization the District faced some challenges. One challenge was with the east side construction company. 2 east side schools cost \$30 million dollars to be modernized, where on the west side, 4 schools were able to be modernized for \$35 million. The Board had to make a difficult decision to switch construction management companies on the east side. COVID was another challenge the District had to face, due to COVID, construction costs increased 45% percent. Because cost was increasing the Board had to reevaluate, classrooms became the priority, they had to pause on some extras like furniture, roofing and HVAC if it could wait and pause on modernization for Alta Loma Elementary and Banyan Elementary School.

The 1999 Measure W Bond generated 25.8 million for the District. If the District goes out for a bond in November of 2024, at the same tax rate of \$30.00 per \$100,000 assessed value, it will now generate 71 million dollars for the District. Measure W would retire when the new general obligation bond would begin making it cost neutral, it's a tax extension. The new bond would modernize Alta Loma Elementary, and Banyan Elementary first and then it would allow for projects to be completed at the other eight schools.

The Board held a discussion and had some questions regarding the two presentations. These questions will be turned into FAQ's for the public. No action was taken by the Board.

PUBLIC COMMENT

Kurtis Downs, a member of the public had three questions for the Board.

The bond wouldn't be issued until 2026, correct?

Would the bond be able to be refinanced during its 25-year period?

Where does the money come from for the advertising of the bond?

Lilliana Doonan, a parent and member of the community shared her thoughts about the last bond that was passed and her disappoint to find out little was done at Alta Loma Elementary compared to other schools in the District. Ms. Doonan shared some of the facility needs at Alta Loma Elementary.

Jennifer Gruber, Alta Loma Elementary School PTA President, thanked the Board for the modernization that was done at Alta Loma Junior High. Mrs. Gruber asked the Board if the bond does not pass, what is the plan for the two sites that did not get modernization done?

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

October 4, 2023

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Jaimee Sakaoghli, parent, staff member, and member of the community, commented that she was a person that handed out flyers for the Measure H Bond. Mrs. Sakaoghli, suggested to make sure the community knows that it's not going to raise taxes, loved that it will help keep property values up and \$30.00 per \$100,000, really isn't that much a year. Mrs. Sakaoghli raised the question to the Board, Is it just going to be the two schools, or is it going to be spread out?

Luis Cetina, member of the community and former component of Measure H as a member of the Rancho Cucamonga Water District, he lent his name to the effort. Mr. Cetina firmly believes and supports that our schools are an asset to our communities, and our schools lend importance to the property values and our schools are critical, because they create the good citizens of tomorrow. Mr. Cetina is in favor of upgrading our schools and he is in favor of doing what we need to do to maintain the academics of Alta Loma School District. Mr. Cetina asked the Board if they would consider bringing this bond measure to the March 2024 Elections and not waiting for the November 2024 Elections.

Rita Hernandez Loof, member of the community and currently member of the San Bernardino Board of Education, San Bernardino County, Area 8. Expressed to the Board what she has heard from the community, she doesn't feel there is an appetite in this community for additional taxes. Ms. Loof does not support a bond in Alta Loma, and she doesn't think the community would support it as well. Ms. Loof shared that 40% of the state budget goes to education, California has one of the largest economies in the world, and she is not a component for more money for education, she is a component for money going to the student, and making sure the student is getting the money. Ms. Loof shared the District's 2022 Dashboard Report.

Dave Palmer, member of the community, appreciated the opportunity to share his perspective on the bond. Mr. Palmer shared that he is not in favor of bonds and expressed his opinions and concerns with a bond.

ANNOUNCEMENTS

The date of the next regular meeting of the Board of Trustees is Wednesday, October 18, 2023, at the Alta Loma School District Support Center, 9390 Base Line Road. Closed Session will begin at 5:00 PM, followed by regular open session at 6:00 PM.

CLOSED SESSION

The Board adjourned to closed session at 7:44 PM for the purpose of discussing matters expressly authorized by Government Code Section 3549.1, 54956.9, 5496.9(d), 54957, and 54957.6.

OPEN SESSION/ADJOURNMENT

The Board reconvened to open session and made the following announcements.

Moved by Dr. Hurley, seconded by Ms. Martinez and carried with the following vote to appoint Eleanor Purdy, to the position of Dean of Students, Vineyard Junior High School

AYES: 5 (Buller, Chung, Davies, Hurley, Martinez)

NOES: 0 ABSENT: 0 ABSTAIN: 0

The Board adjourned the meeting at 8:25 PM.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, ALTA LOMA SCHOOL DISTRICT, COUNTY OF SAN BERNARDINO-WEDNESDAY, October 18, 2023

OPEN SESSION, CALL TO ORDER AND ROLL CALL

The closed session portion of the meeting was called to order by Board President Brad Buller at 5:01 PM. Present were members Buller, Davies, Hurley and Martinez. Member Chung arrived at 5:50 PM. Absent none.

PUBLIC COMMENT ANNOUNCEMENT

Mr. Buller read aloud the Public Comment Announcement.

PUBLIC COMMENT ON CLOSED SESSION ITEM

None.

ADOPTION OF AGENDA

Moved by Ms. Martinez seconded by Mrs. Davies, and carried with the following vote to adopt the agenda of the meeting as presented.

AYES: 4 (Buller, Davies, Hurley, Martinez)

NOES: 0

ABSENT: 1 (Chung)

ABSTAIN: 0

CLOSED SESSION

The Board adjourned to closed session at 5:02 PM for the purpose of discussing matters expressly authorized by Government Code Section §54957, and §54957.6.

REGULAR OPEN SESSION/ANNOUNCEMENTS

The Board convened to regular open session at 6:01 PM and no announcements were made regarding closed session items. The Board will go back into closed session after the regular session portion of the meeting.

PLEDGE OF ALLEGIANCE

Victoria Groves Student Ambassador, Lucas Phillips led the flag salute.

PUBLIC COMMENT ANNOUNCEMENT

Mr. Buller read aloud the Public Comment Announcement.

APPROVAL OF MINUTES

Moved by Mrs. Davies, seconded by Dr. Hurley and carried unanimously to approve the meeting minutes of September 20, 2023, as presented.

RECOGNITONS AND PRESENTATIONS

Student Presentation - Victoria Groves Elementary School

- Alyssa Kouyoumdjian
- Lucas Phillips
- Musical Performance by Victoria Groves Kindergarten Classes

Associate Superintendent, Eric Hart gave an update the Board on our crossing guards.

Page 2 PUBLIC COMMENT

Bill Adargo, wanted to come and represent all the ALSD custodians. He shared he had done some research and that our custodians are a little underpaid, he is not asking for a big pay raise, but when you look that In-N-Out is paying \$20 an hour, Del Taco, is paying \$19 an hour, and most of these places are going to start paying more money. Mr. Adargo believes that the lead custodians deserve a little more than what they are getting right now, this job is not a minimum wage job, it's physical and hard work. Mr. Adargo asked the Board to take into consideration paying junior high custodians more, they have more students, gymnasiums and the work is harder at the junior high schools.

Kurtis Downs, member of the community shared with each Board member a school resource guided titled "Navigating the Transgender Landscape". Mr. Downs read a few excerpts from the guide.

BOARD REPORTS

Board Member Malinda Hurley ...began her report by offering her condolences to the family of Bridgette Bowman, thanked Superintendent Smith for putting out the call to the Crisis Team for students that may need social-emotional support during this time; September 29, attended the Latino Education and Advocacy Days (LEAD) Summit at Cal State San Bernardino, was honored to have the opportunity to meet Dolores Huerta and Emilio Rivera; October 16, attended Ontario Montclair's Aspiring Leaders Program; attended La County School of Trustees Association (LACSTA), event at Edgewood Middle School on school branding, it was a great event; yesterday, attended the California Teachers Association, service center one's general council meeting; looking forward to attending the Fall Joint Meeting on Monday, October 30 of the San Bernardino County and Riverside County School Boards Association.

Board Member Eric Chung ...September 29, had the opportunity to attend the Stork Hoedown; October 13, had a phone conference with Dr. Pierce, Principals Vetere and Carter regarding the Speech and Debate Club that is getting started at both the junior high schools; the first meeting at Alta Loma Junior High was yesterday, with 22 students signing up and more to come; the Debate Club will end with a competition at the Rancho Cucamonga Superior Court; this morning attended A Gathering with Friends Breakfast, thanked President Buller for the invite; thanked Superintendent Smith and her team for always keeping the Board in the loop and doing a wonderful communicating.

Board Member Jessica Martinez ...attended the LCAP meeting via Zoom, Member Martinez was quite impressed with Dr. Pierce; topics discussed during the meeting were base funding, percentage of unduplicated students and looking at a growth vs. proficiency model for 4th -8th grade students; the new dashboard will be released in December; looking forward to the next meeting in November; attended via Zoom, the San Bernardino County's training titled "Duties of Board and Community Members, Roles and Responsibilities", very informative on the Board's roles and highlighting some things from experienced Board members; October 4, joined Alta Loma Elementary for National Walk to School Day; October 10, via zoom participated in Pacific Justice Institutes Meeting titled "California's Bill Passed"; October 12, joined Dr. Smith and Dr. Pierce at their visit to Alta Loma Elementary; October 17, joined the site visit at Victoria Groves with Trustee Davies, Dr. Smith and Mr. Hart, gave kudos to Principal Peralta.

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Board Member Rebecca Davies ...October 17, had a walk-through visit at Victoria Groves Elementary with Trustee Martinez, Dr. Smith and Mr. Hart; Principal Peralta is doing an amazing job leading her site and supporting student achievement; reiterated some information that was shared in the SANDABS meeting, at the Federal legislative level, there are two proposals which SANDABS is advocating on our behalf for; these bills deal with funding for the Individuals with Disabilities Education Act; these two bills would provide regular, mandatory increases to bring the federal government's portion to full funding no later than 2033; appreciates the time and effort that went into the Special meeting October 4th; the purpose of the meeting was two-fold; first, to share the results of the Bond Survey and second, to share information regarding the District's Long-Range Facilities Masterplan and has been accomplished with the Measure H Bond funds; supported Hermosa's by attending their fundraiser at Chipotle last night; looking forward to representing the Board at the Fall Joint Meeting of the San Bernardino County and Riverside County School Boards Association meeting on October 30, Member Davies is the designee to vote in the election of members to the San Bernardino County Committee on School Organization, Member Davies encourages her fellow Board members to attend.

Board Member Brad Buller ... had the privilege of joining Member Martinez and Dr. Smith on National Walk to School Day walking to Alta Loma Elementary School.

SUPERINTENDENT AND STAFF REPORTS

Superintendent Smith shared that there were no reportable incidents for the District's quarterly submission for Williams Reporting for the period of July 1, 2023 through September 30, 2023.

Saturday is the District's Family GATE Day at Vineyard Junior High School, looking forward to this Saturday. Dr. Smith addressed Mr. Adargo's comments this evening regarding the 6th grade move. Dr. Smith shared that there is a plan in Phase 3 or after to look at the classified positions that could be impacted with more students on campus. Next week the District is launching into Phase 2 Parent Information Nights, October 24 will be the Open House at Vineyard Junior High School for the east side schools.

Associate Superintendent Eric Hart shared a brief update that the District engaged with Davis Demographics to do some enrollment projections and as part of the study to look at the possibility of updating boundaries to give more parity across our school sites. The information was valuable and looking at the information for the boundary realignment, the District saw that there might have been a couple of things that could have been done, but overall there was nothing that would have shifted things to try and equalize class size and give that parity. At this time, the District doesn't feel it needs to go any further investigating boundary realignments.

CONSENT CALENDAR

Moved by Dr. Hurley, seconded by Ms. Martinez, and carried unanimously to adopt the following Consent Calendar items:

Vendor Agreements

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

1) Anaheim Convention Center; 2) California Association City of Supervisors of Child Welfare and Attendance (CASCWA); 3) California School Nutrition Association; 4) CUE,

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Inc.; 5) iFly Indoor Skydiving; 6) Jazz Band Tune Up Festival; 7) La Verne Heritage Foundation; 8) Lewis Family Playhouse; 9) Mission San Juan Capistrano;; 10) Motion Picturing Licensing Corporation (MPLC); 11) Riverside City College (RCC) Jazz Festival; 12) San Bernardino County Superintendent of Schools; 13) Sawdust Factory; 14) SELPA Administrators of California.

Board Payment Report

Approved the Board Payment Report, as presented.

Routine Personnel Items

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

Donations

Accepted with appreciation the following donations:

1. Donation of \$2,000 from Schools First Credit Union to Alta Loma School District to be used for the District's 2023-2024 Convocation.

Conference Attendance

Authorized Assistant Superintendent Dr. Christina Pierce to attend the CASCWA State Conference, April 24, 2024 – April 26, 2024, in Monterey, California.

Board Policies

A second reading was held to adopt Board Policy related to Business and Nondiscrimination Operations.

BP 3514 - Environmental Safety

Board Policies

A second reading was held to amend Board Policies related to Business and Noninstructional Operations, as presented.

BP 3515.2 – Disruptions

GENERAL FUNCTIONS

Annual Organizational Meeting

Moved by Ms. Martinez, seconded by Dr. Hurley and carried unanimously to designate December 13, 2023 as the annual organizational meeting for the Board of Trustees.

BUSINESS AND FINANCIAL PROCEDURES

CG Acoustics, Inc.

Moved by Dr. Hurley, seconded by Mrs. Davies and carried unanimously to authorize payment for added scope to CG Acoustics, Inc. in the amount of \$17,728.79 for the Hermosa Elementary Modernization Project, under the threat of litigation, due to bid deficiency, and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all related documents.

HUMAN RESOURCES

Consulting Contract - Administrative Coaching

Moved by Mrs. Davies, seconded by Dr. Hurley and carried unanimously to approve the Consulting Contract with Michele Rachielles for Administrative Coaching at the rate of \$31.25 per 15-minute increment, not-to-exceed \$6,000, effective October 19, 2023 through May 22, 2024, as presented.

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Consulting Contract – Reading Specialist

Moved by Mrs. Davies, seconded by Dr. Hurley and carried unanimously to approve the Consulting Contract with Michele Rachielles for Reading Specialist Support for Learning Labs at the rate of \$75 per hour, not-to-exceed \$5,000, effective October 19, 2023 through May 22, 2024, as presented.

BOARD INFORMATION/DISCUSSION

Board Policies - First Reading

BP 1330 – Use of School Facilities

BP 3515 – Campus Security

BP 3515.3 - District Campus Security

BP 5145.12 - Search and Seizure

Job Description-First Reading

Administrative Secretary

FUTUTRE AGENDA ITEMS

Member Davies asked if at the next meeting under information/discussion for an agenda item to pe placed to discuss naming of a facility to recognize former Board Member Sandie Oerly for her years of services.

ANNOUNCEMENTS

The date of the next regular meeting of the Board of Trustees is Wednesday, November 15, 2023, 6:00 PM at Alta Loma School District Support Center, 9390 Base Line Road.

CLOSED SESSION/ADJOURNMENT

The Board adjourned to closed session at 7:06 PM in Honor of Bridgette Bowman, 4th grade student at Hermosa Elementary School.

The Board reconvened to open session, no announcements were made, the meeting was adjourned at 9:27PM.



Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

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

Date: November 15, 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:

California Association for Health, Physical Education,

Recreation and Dance (CAHPERD)

2. Camfel Productions, Inc.

3. CASBO

4. City of Rancho Cucamonga

5. Curriculum and Improvement Support Committee

' Symposium (CISC)

6. Department of General Services/Office of Fiscal Services

7. Emergency Management Safety Partners, Inc. dba Soraya

Sutherlin

8. General Audit Tool (GAT)

9. Jenjo Ink

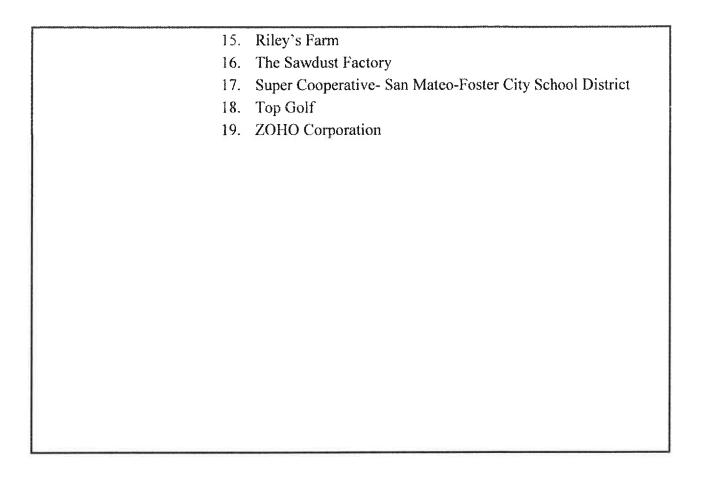
10. Jurupa Mountain Discovery Center

11. Knott's Berry Farm

12. Mary Vagle Nature Center

13. Medieval Times

14. Open Access Learning & Participation for ALL



Board Meeting Date: 11/15/2023

VENDOR	DESCRIPTION/COST	RESPONSIBLE ADMINISTRATOR OR MANAGER
California Association for Health, Physical Education, Recreation and Dance (CAHPERD)	Conference fee for Physical Education teacher to attend the 2024 CAHPERD Annual State Conference on February 1 - 3, 2024 in Garden Grove. Prepayment is required. Total cost is \$405.	Assistant Superintendent, Educational Services
Camfel Productions, Inc.	Assembly fee for Alta Loma Junior High students on April 3, 2024. Prepayment is required. Total cost is \$1,625.	Principal
CASBO	Conference fee for Administrative Services staff to attend the Winter Symposium on December 7, 2023. Total cost is \$360.	Associate Superintendent. Administrative Services
City of Rancho Cucamonga	Special assessment for Parcel 1076-631-03/Victoria Groves Elementary School within Landscape Maintenance District 2. First installment of \$527.05 due December 11, 2023 and second installment of \$527.04 due on April 10, 2024.	Associate Superintendent, Administrative Services
Curriculum and Improvement Support Committee Symposium (CISC)	Conference fee for Director of Educational Programs and a TOSA to attend 2024 CISC Annual Symposium on February 21-23, 2024 in Monterey. Prepayment is required. Total cost is \$1,050.	Assistant Superintendent, Educational Services
Department of General Services/Office of Fiscal Services	Structural Plan Fees required by the Division of State Architect (DSA) for the closeout of the Jasper Elementary School Modernization Project and Restroom Remodel. Total cost is \$17,493.82.	Associate Superintendent, Administrative Services
Emergency Management Safety Partners, Inc. dba Soraya Sutherlin	Fee for comprehensive safe school training and support. Total cost is \$19,684.	Associate Superintendent, Administrative Services
General Audit Tool (GAT)	Annual fees for Google Management Software General Audit Tool (GAT), including GAT+ for Education and GAT Shield for Education from November 2023 to October 2024. Total cost not-to-exceed \$24,000.	Director, Information Technology

Board Meeting Date: 11/15/2023

Jenjo Ink	Enrichment program for junior high student enrolled in the Hangtime afterschool program for the 2023-24 school year. Total cost is \$2,000.	Director, Student Services
Jurupa Mountain Discover Center	Field trip fee for Stork Elementary first grade students on December 8, 2023. Prepayment is required. Total cost is \$2,500.	Principal
Knott's Berry Farm	Field trip fee for EXPLORE students to attend Knott's Berry Farm during Thanksgiving Break. Prepayment is required. Total cost is \$3,100.	Director, Student Services
Mary Vagle Nature Center	Field trip fee for Victoria Groves Elementary fourth grade students on March 12, 2024. Prepayment is required. Total cost is \$570.	Mary Vagle Nature Center
Medieval Times	Field trip fee for Alta Loma Junior High GATE students on November 16, 2023. Prepayment is required. Total cost is \$7,000 to be paid through the school site ASB account.	Principal
Open Access Learning & Participation for ALL	Conference fee for Speech Therapist to attend Open Access Region 10 Tier 1: AAC Foundations on February 2 and February 9, 2024. Prepayment is required. Total cost is \$100.	Director, Special Education
Riley's Farm	Field trip fee for Banyan Elementary fifth grade students on April 5, 2024. Deposit and prepayment are required. Total cost is \$1,770.	Principal
The Sawdust Factory	Assembly fee for Hermosa Elementary TK, kindergarten and first grade students on December 19, 2023. Prepayment is required. Total cost is \$1,500.	Principal
Super Cooperative – San Mateo-Foster City School District	Child Nutrition Cooperative membership fee for the 2024-25 school year. Total cost is \$1,000.	Director, Child Nutrition
Top Golf	Field trip fee for Hermosa Elementary fifth grade students on May 16, 2024. Deposit and prepayment are required. Total cost is \$1,750.	Principal

Board Meeting Date: 11/15/2023

		THE APPROX ALLEDIA
ZOHO Corporation	Annual license for ADManager Plus	Director, Information
	software for Windows user account	Technology
	management and reporting from December	Swe V
	2023 through December 2024. Total cost	
	not-to-exceed \$2.000.	



Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

From: SHEric Hart, Associate Superintendent, Administrative Services

Date: November 15, 2023

Subject: Approval of District Purchase Orders and Payments to Vendors

Total of Purchase Orders: \$1,223,816.07 Total Payments to Vendors (All Funds): \$2,016,658.95

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: November 15, 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

November 15, 2023

CERTIFICATED PERSONNEL

I. RECOMMENDED APPOINTMENTS

(Pending approval of new position/salary placement)

NAME

EFFECTIVE

ASSIGNMENT/ SITE

POSITION CODE/SALARY

Administrative

None

Temporary

None

Probationary 1

Bosley, Solmari

11/01/23

Teacher, Secondary,

CETEAC0516, Salary C-1, FTE

Vineyard Junior High

Mikhail, Gabriella

11/04/23

Teacher, 4th Grade,

CETEAC0410, Salary D-1, FTE

Deer Canyon Elementary

Probationary 2

None

II. CHANGE OF STATUS

(Change in site or hours)

NAME

EFFECTIVE

STATUS

ASSIGNMENT

Uraga, Tracie

09/09/23

From:

Teacher, 4th Grade, Deer Canyon, CETEAC0410,

Salary E-18, FTE

To:

Teacher, TK, CETEAC0475

Leave of Absence

NAME

EFFECTIVE

ASSIGNMENT/SITE/CODE

None

Return from Leave of Absence

NAME

EFFECTIVE

POSITION/SITE/CODE

None

CERTIFICATED PERSONNEL (continued)

III. OTHER PERSONNE	_	Ol	THER	PERS	O	NNEI
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(Stipends & Limited Assignments)

NAME EFFECTIVE

ASSIGNMENT

None

IV. RESIGNATIONS

NAME	EFFECTIVE	POSITION/SITE/CODE
Coronel, Lucia	11/17/23	Clinical Counselor, DSC, CEPSYC0014
Dischiavi, Sierra	10/13/23	Teacher, Choral, DSC, CETEAC0447

V. TERMINATION OF EMPLOYMENT

EMPLOYEE	EFFECTIVE	POSITION/SITE/CODE	

None

CLASSIFIED PERSONNEL

I. RECOMMENDED APPOINTMENTS

(Pending approval of new position/salary placement)

NAME	EFFECTIVE	ASSIGNMENT/ SITE	CODE/SALARY/HOURS
Banuelos, Yvette	10/23/23	Instructional Aide, SDC,	CLAIDE0256, Salary 24-A, 5.8 average hours a day
Cameron, Caleb	11/03/23	Jasper Elementary ELO-P Activities/Enrichment Assistant, Victoria Groves	CLCCRE0119, Salary 26-A, 5.5 hours a day
Curby, Arron	11/02/23	Elementary Instructional Aide, SDC, Carnelian Elementary	CLAIDE0342, Salary 24-A, 5.8 average hours a day
Dempsey, Chelsea	11/01/23	Instructional Aide, SNA, Alta Loma Elementary	CLAIDE0299, Salary 30-A, 3.5 hours plus additional temporary 2 hours a day
Jackson, Jana	10/23/23	Proctor, Hermosa Elementary	CLPCTR0351, Salary 17-C, .5 hours a day
Kephart, Dana	10/25/23	Proctor, Vineyard Junior High	CLPCTR0390, Salary 17-A, 2 hours a day
Moran, Leyla	11/01/23	Child Nutrition Worker,	CLCNWK0025, Salary 26-A, 3.5 hours a
Ramirez, Isaac	10/25/23	Vineyard Junior High Custodian, Part Time, Deer Canyon Elementary	day CLCUST0045, Salary 31-A, 4 hours a day
Vazquez, Nestor	11/06/23	Custodian, Part Time, Banyan Elementary	CLCUST0028, Salary 31-A, 4 hours a day

Short Term Appointment

None

II. CHANGE OF STATUS

(Change in site, position or hours)

NAME	EFFECTIVE	STATUS	ASSIGNMENT
Bojorquez, Elissa	10/16/23	From:	Instructional Aide, SDC, Carnelian Elementary, CLAIDE0340, Salary 30-D, 3.5 hours a day
		To:	7 hours a day
Fabrizio, Traci	10/16/23	From:	Instructional Aide, SDC, Carnelian Elementary, CLAIDE0233, Salary 24-C, 3.5 hours a day
		To:	7 hours a day

CLASSIFIED PERSONNEL (continued)

II. CHANGE OF STATUS (continued)

(Change in site, position or hours)

NAME	EFFECTIVE	STATUS	ASSIGNMENT
Glass, Daniel	11/06/23	From:	Utility Worker, DSC, CLUTIL0002, Salary 33-F,
			8 hours a day
		To:	Maintenance Worker, Grounds, CLMNWK0101,
			Salary 35-F
Gomez, Olivia	11/01/23	From:	Proctor, Victoria Groves Elementary, CLPCTR0385,
			Salary 17-C, 3.65 average hours a day
		To:	3.9 average hours a day
Gonzalez Cantillo,	11/01/23	From:	Child Nutrition Worker, Alta Loma Elementary,
Andrea			CLCNWK0041, Salary 26-C, 2.5 hours a day
		То:	3.0 hours a day
Lloyd, Jenna	10/02/23	From:	Behavior Intervention Assistant, DSC, CLASST0002,
			Salary 34-A, 5 hours a day
		To:	5 hours plus additional temporary .2 average hours a day
Munoz, Raylene	07/01/23	From:	ELO-P Site Coordinator Stipend, East, DSC,
			CLCCRE0802, Salary \$2,000 a year
		To:	\$4,000 a year
Rodriguez, Jessica	11/02/23	From:	Instructional Aide, SDC, Carnelian Elementary,
			CLAIDE0342, 5.8 average hours a day
		То:	Instructional Aide, SNA, CLAIDE0293, Salary 30-C,
			3.5 hours a day
Williams, Kori	10/16/23	From:	Speech/Language Pathologist Assistant, DSC,
			CLAIDE0385, Salary 55-A, 2.4 average hours a day
		To:	5.8 average hours a day

Leave of Absence

NAME	EFFECTIVE	POSITION/SITE/CODE
Oerly, Sandra	11/05/23-01/07/24	Instructional Aide, 1st Grade, Short Term, Stork Elementary, CLAIDE0316

ALTA LOMA SCHOOL DISTRICT BOARD OF TRUSTEES

November 15, 2023

CLASSIFIED PERSONNEL (continued)

II. CHANGE OF STATUS (continued)

(Change in site, position or hours)

Return from Leave of Absence

NAME	EFFECTIVE	POSITION/SITE/CODE	
De La Riva, Beatrice	10/19/23	Instructional Aide, Vineyar	d Junior High, CLAIDE0276
Surgent, Diana	10/23/23	Child Nutrition Worker, Vin	neyard Junior High, CLCNWK0028
III. CHANGE C	F CALENDAR		
NAME	EFFECTIVE	POSITION/SITE/CODE	CALENDAR
NI			

None

IV. OTHER PERSONNEL

(Stipends & Limited Assignments)

Classified in Lieu of Certificated Staff

NAME	EFFECTIVE	ASSIGNMENT/ SITE	CODE/SALARY
Lyon, Connor	10/13/23-12/12/23	Soccer, Assistant Coach, Vineyard Junior High	Adjunct Coach, \$45 an hour

V. RESIGNATIONS

NAME	EFFECTIVE	ASSIGNMENT
Bentley, Peyton	11/30/23	Student Helper, DSC, CLSTDT0006
Donnan, Ronald	10/27/23	Maintenance Worker, Grounds, DSC, CLMNWK0101
McCliman, Michelle	10/11/23	Parent Ambassador, Deer Canyon Elementary, Time Card Position
Ogren, Eryn	11/06/23	Coordinator of Purchasing, Warehouse and Reprographics, DSC, CLCORD0001
Williams, Kori	10/25/23	Speech/Language Pathologist Assistant, DSC, CLAIDE0385

CLASSIFIED PERSONNEL (continued)

VI. TERMINATION OF EMPLOYMENT

EMPLOYEE	EFFECTIVE	POSITION/SITE/CODE	
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None			



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From: \ Donna Carlson, Assistant Superintendent, Human Resources

Date: November 15, 2023

Subject: Approve the Amended and Restated Clinical Experiences Agreement with

California Baptist University

BACKGROUND: California Baptist University wishes to amend the current Clinical

Experiences Agreement to include School Psychology Practicum and Pre-Internship Fieldwork, School Psychology Final Fieldwork and Internship and School Counseling Internship and Final Fieldwork to provide practicum, fieldwork and internship experience to students enrolled in the School Psychology and School Counseling Programs. The programs help students acquire the skills and knowledge needed in their chosen field of study or occupation. The term of this amended agreement is effective November 16, 2023

through June 30, 2028.

RATIONALE: California Baptist University, agrees to provide coursework, student

professional liability insurance, and University supervision for each participating candidate, and the District agrees to provide them with

a faculty mentor and appropriate support.

FUNDING: There is no financial impact to the District.

RECOMMENDATION: Recommend the Board approve the Amended and Restated Clinical

Experiences Agreement with California Baptist University and authorize Superintendent Sherry Smith and/or Assistant

Superintendent, Donna Carlson to sign all related documents.

Prepared By: OCM Patricia Chavez Urias, Credentials Technician



AMENDED AND RESTATED CLINICAL EXPERIENCES AGREEMENT

This Amended and Restated Clinical Experience Agreement (the "Agreement) is entered into by and between California Baptist University ("CBU") and ALTA LOMA SCHOOL DISTRICT (the "District") effective on the date specified in Article I below. CBU and District are each a "Party" and are sometimes collectively referred to herein as the "Parties."

RECITALS

- A. Pursuant to the provisions of Section 1065 of the California Education Code, the governing board of any District is authorized to enter into agreements with any university or college accredited by the State Board of Education as a teacher education institution, to provide teaching experience through practice teaching to students enrolled in teacher education curricula of such institution; and
- B. Any such agreement may provide for the payment in money or in services for such services rendered by the District an amount not to exceed the actual cost of the District services rendered by the District
- C. On January 1, 2021, the Parties entered into that certain Clinical Experiences Agreement and wish to replace that agreement with their amended and restated agreement as set forth fully herein:

NOW, THEREFORE, it is mutually agreed between the Parties hereto as follows:

ARTICLE I - SPECIAL PROVISIONS

The Parties through the signatures of their authorized representatives below agree to enter into the following agreement(s). Check all that apply: (X)

- Article II: Student Teaching/Clinical Practice Agreement
- Article III: Teaching Internship Agreement
- X- Article IV: School Psychology Practicum/Pre-Internship Fieldwork Agreement (450 hours)
- X- Article V: School Psychology Final Fieldwork/Internship (1200 hours)
- X- Article VI: School Counseling Internship and Final Fieldwork Experience Agreement

The Parties agree that the terms of this Article 1 are incorporated by reference into each of the agreements selected by the Parties above which shall form the Parties' Agreement.

1. EFFECTIVE DATE. The effective date of this Agreement is November 16, 2023.

- 2. TERM OF AGREEMENT. The Term of the Agreement is from November 16, 2023-June 30, 2028.
- 3. NOTICES. Any notice required to be served hereunder shall be in writing and shall be delivered in person or by certified or registered mail at the address set forth below:

California Baptist University	School District
School of Education	Alta Loma School District
8432 Magnolia Avenue	9390 Base Line Road
Riverside, CA 92504	Rancho Cucamonga, CA 91701

4. SERVICES.

- a. Student Teaching: Not to exceed <u>one (1)</u> teaching assignment per teacher per semester or fourteen- week session.
- b. School Psychology: Number of students per supervising psychologist varies by site.
- c. School Counseling: Number of students per supervising counselor varies by site.
- 5. PAYMENT. CBU will pay for each session of full-time or part-time clinical practice supervision provided pursuant to this Agreement at the rate specified in the program specific supervisor handbook.
- METHOD OF PAYMENT. CBU shall pay the cooperating mentor teacher, school
 psychologist, or school counselor for each student placement, unless District policy dictates
 otherwise.
- NO OBLIGATION FOR PAYMENT. Unless otherwise specified herein, CBU shall not be
 obligated by this Agreement to pay the District any amount in excess of the total sum set forth
 in Article I herein.
- 8. INDEMNIFICATION. The Parties hereto, and each of them, do hereby mutually agree to indemnify, defend, save and hold harmless each other, and their respective officers, affiliates, agents, servants and employees, of and from any and all liability, claims, demands, debts, suits, actions and causes of action, including wrongful death and reasonable attorney's fees for the defense thereof, arising out of or in any manner connected with the performance of any act or deed under or pursuant to the terms and provisions of this Agreement by such indemnifying party, or its officers, affiliates, agents, servants and employees, but only in proportion to and to the extent such liability, claims, demands, debts, suits, actions, causes of action, or attorney's fees are caused by or result from the negligent or intentional acts or omissions of either party.
- 9. COMPLIANCE WITH EDUCATION CODE SECTION 45125.1. CBU agrees to comply with all provisions of Education Code Section 45125.1 and District procedures relating to fingerprinting and criminal background checks. It will conduct criminal background checks of all students assigned to the District, and will certify that no students who have been convicted of serious or violent felonies as specified, will have contact with the pupils, pursuant to this Agreement. CBU must provide the District with a list of all CBU students providing services pursuant to this Agreement, and designate to which sites they will be assigned. Failure to

- comply with this requirement may result in, at the District's sole discretion, termination of this Agreement.
- 10. TB TEST. CBU shall provide District with proof of negative TB test, upon request, of each CBU student subject to this Agreement, current within one (1) year of clinical practice.
- 11. CERTIFICATE OF CLEARANCE. In accordance with PC 11105.3, pre-service teachers and fieldwork/clinical practice candidates will not be placed in fieldwork experiences in the District with unsupervised access to children until a background check by the Department of Justice and reported to the California Commission on Teacher Credentialing, including fingerprint clearance, is complete. CBU is responsible for ensuring that the certificate of clearance is valid as long as the student is enrolled in the program. Subsequent arrest records received by the District will be cause for a District review of continued candidate suitability. CBU or the District will determine if the student will be removed from the clinical practice assignment.
- 12. RESPONSIBILITY FOR UNIVERSITY'S ACADEMIC PROGRAM. CBU shall have exclusive control over all academic issues involving CBU's programs, which shall include, without limitation: selection of course content and required textbooks, delivery of instructional programs, selection and approval of faculty, admission, registration and retention of candidates, evaluation of candidates' prior experience and education, evaluation of candidates' academic progress, scheduling courses, awarding academic credit, and conferring degrees.
- 13. INDEPENDENT CONTRACTOR STATUS. This Agreement shall not be construed to create any partnership, joint venture, nor other agency relationship between the parties, who are independent of one another.
- 14. COOPERATION IN DISPOSITION OF CLAIMS. The District and CBU agree to cooperate with each other in the investigation and disposition of audits, peer review matters, disciplinary actions and third-party liability claims arising out of any services provided under this Agreement. It is the intention of the parties to fully cooperate in the disposition of all such audits, actions or claims. Such cooperation may include, but is not limited to, joint investigation, defense, disposition of claims of third parties arising from services performed under this Agreement, and making witnesses available; provided, however, that nothing shall require either the District or CBU to disclose any peer review documents, records or communications which are privileged under Section 115.7 of the California Evidence Code, under the Attorney-Client Privilege or under the Attorney Work-Product doctrine.
- 15. AMENDMENT. This Agreement may be amended or modified only in writing signed by the Parties.
- 16. ENTIRE AGREEMENT. This Agreement (including all Agreements indicated in Article 1 herein inclusive of any exhibits and addendums thereto) constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, understandings or agreements.

- 17. NON-WAIVER. No waiver or breach of any term or provision of this Agreement shall be construed to be, nor shall be, a waiver of any other breach of this Agreement. No waiver shall be binding unless in writing signed by the party waiving the breach.
- 18. ASSIGNMENT. Neither party shall assign its rights or delegate its duties under this Agreement without the prior written consent of the other party.
- 19. SEVERABILITY. In the event that any provision of this Agreement shall be held void, voidable, or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.
- 20. GOVERNING LAW. This Agreement will be governed by and construed in accordance with the laws of the State of California. In the event of any dispute or litigation concerning or arising out of this Agreement, both Parties agree to seek resolution of the dispute or litigation within the venue of the appropriate courts in the County of Riverside, State of California.
- 21. AUTHORIZATION WARRANTY. Each of the Parties represents and warrants to the other that the individual(s) executing this Agreement is duly authorized to bind the party to the terms and obligations set forth in this Agreement.
- 22. COUNTERPARTS. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, all of which together shall constitute one and the same instrument. The Parties further agree that facsimile or scanned signatures will constitute original signatures for purposes of execution of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date.

DISTRICT	CBU
School District	California Baptist University
By: Dr. Sherry Smith Superintendent	By: Coc. — Mark Howe CFO/Senior Vice President for Finance and Administration
	By: Duncan, Ed.D. Robin Duncan, Ed.D. Dean, School of Education

ARTICLE II - STUDENT TEACHING/CLINICAL PRACTICE

- 1. LOCATION AND SUPERVISION. The District shall provide teaching experience through student teaching to schools and classes of the District, not to exceed the number of student teaching assignments set forth in the special provisions. Such student teaching shall be provided in such schools or classes of the District under the direct supervision and instruction of such employees of the District, as the District and CBU through their duly authorized representatives may agree upon.
- 2. REFUSAL OF ASSIGNMENT. The District may refuse to accept for student teaching any student of CBU assigned to student teaching in the District. Upon District's refusal, CBU shall withdraw the assignment of any Student Teaching candidate.
- 3. **DEFINITION**. For the purposes of this Agreement, "Student Teaching" means active participation in the duties and function of classroom teaching under the direct supervision and instruction of the employees of the District who hold valid clear teaching credentials issued by the California Commission for Teacher Credentialing, authorizing them to serve as classroom teachers in the schools or classes in which the student teaching is provided.
- 4. ACADEMIC YEAR. For the purposes of this Agreement, the term "Academic Year" means the period of time each year that the District's schools are open and classes are held.
- 5. DISTRICT EMPLOYED SUPERVISOR (DES)/ MENTOR TEACHER REQUIREMENTS:
 - (a) District employed supervisors must have completed a minimum of three (3) years successful teaching experience.
 - (b) District employed supervisors must have been rated as exemplary teachers by the employer.
 - (c) District employed supervisors must hold the same credential as the assigned student teaching candidate.
 - (d) District employed supervisors must complete or provide evidence of meeting the California Commission on Teacher Credentials 10-hour professional development requirement.
 - (e) District employed supervisors for multiple subject candidates must teach the 4 core content areas (Language Arts, Math, Science, and Social Science).
 - (f) District employed supervisors must be prepared to provide candidates with weekly verbal and written feedback and appropriate support for edTPA requirements as outlined in the Mentor Teacher Handbook.
- 6. PLACEMENT. Student Teaching candidates must be placed in a classroom with a population of diverse learners to include English Language Learners or students struggling with academic language. In addition, multiple subject candidates must be placed in a classroom in which all core subjects are taught.

- 7. PRACTICE TEACHING SESSIONS. For the purposes of this Agreement, "Session of Student Teaching" means a full day of Student Teaching daily for five (5) days a week for seven (7) to fourteen (14) weeks for Multiple Subjects, Single Subject, and Education Specialist Credential candidates. For Student Teaching, the Multiple Subject, Single Subject, and Education Specialist credential candidates receive fifteen (15) semester units of Student Teaching credit. CBU shall determine the amount of college credit units assigned to Student Teaching.
- 8. STUDENT TEACHER ASSIGNMENT. Student Teaching assignments in classes of schools of the District shall be for one (1) or two (2) sessions as mutually agreed between CBU and the District.
- 9. ASSIGNMENT EFFECTIVE DATE. The Student Teaching assignment shall be deemed to be effective as of the date the Student Teacher presents to their assigned classroom upon confirmation from the CBU Clinical Coordinator.
- 10. TERMINATION OF ASSIGNMENT BY CBU. If CBU terminates a Student Teaching assignment for any reason after a minimum of two (2) weeks after the assignment effective date, the District Employed Supervisor shall receive payment for one (1) assignment for such Student Teacher candidate as though there has been no termination of the assignment.

ARTICLE III -TEACHING INTERNSHIP AGREEMENT

- LOCATION AND SUPERVISION. The District shall provide teaching experience through
 intern teaching to schools and classes of the District, not to exceed the number of intern
 teaching assignments set forth in the special provisions. Intern teaching shall be provided in
 schools or classes of the District under the direct supervision and instruction of employees of
 the District, as the District and CBU through their duly authorized representatives may agree
 upon.
- TERMINATION OF ASSIGNMENT. The District may refuse to accept any student of CBU
 assigned to intern teaching in the District. CBU may refuse a placement if it does not meet
 university program standard requirements and/or terminate the assignment of any Student
 Teacher.
- 3. **DEFINITION**. For purposes of this Agreement, "Intern Teaching" means active participation in the duties and function of classroom teaching under the direct supervision and instruction of the employees of the District who: (i) hold valid clear teaching credentials issued by the California Commission for Teacher Credentialing, authorizing them to serve as classroom teachers in the schools or classes in which the intern teaching is provided; and (ii) have completed a minimum of three (3) years successful teaching experience.

4. DISTRICT AGREES TO:

- (a) Require candidates to have an intern eligibility letter from CBU before proceeding with an interview for employment.
- (b) Ensure that the CBU intern ("Intern") selected for the internship is supported and is adequately supervised.
- (c) Ensure that the District employed supervisor ("DES") mentor has the following qualifications: (i) valid corresponding clear or life credential; (ii) three (3) years successful teaching experience; and (iii) English Learner ("EL") Authorization.
- (d) Ensure that a minimum of seventy-two (72) hours of support, mentoring, and supervision shall be provided per Academic Year by DES in the following activities: (i) content-specific coaching such as math coaches or reading coaches; (Coaching separate from evaluation by administration); (ii) grade level or department meetings related to curriculum planning and/or instruction; (iii) new teacher orientation; (iv) classroom observations and coaching; (v) co-planning demonstration lessons and/or co-teaching activities with mentor/coach; (vi) activities and/or workshops specifically addressing issues in Intern's classroom which are co-attended by Intern and support person(s); and (vii) editing of work-related writings such as letters to parents, announcements, PowerPoint presentations or other such writings.
- (e) Ensure that the lntern is supported and is adequately supervised specific to the needs of El.s.

- (f) Identify an individual who will be immediately available to assist Intern with planning lessons that are appropriately designed and differentiated for ELs, for assessing language needs and progress, and to support language accessible instruction through in-classroom modeling and coaching as needed. The individual assisting Intern may be the same mentor provided he/she has an EL authorization and is immediately available.
- (g) Ensure that an additional twenty-four (24) hours of support, mentoring, and supervision shall be provided per Academic Year in the following activities and distributed in a manner that sufficiently support Intern's development of knowledge and skills in the instruction of ELs: (i) content-specific EL coaching in the classroom; (ii) co-planning with special educator or EL expert to address included special needs students and/or ELs; (iii) release time for participation in district group/regional group such as Early Learning Advisory Council ("ELAC") or District English Learners Advisory Committee ("DELAC"); (iv) review and discuss test results such as the English Language Proficiency Assessments for California (ELPAC) and other standardized tests with colleagues; and (v) weekly planning or review of plans with EL authorized credential holder.
- (h) Evaluate the Intern's performance and notify the CBU supervisor immediately, preferably by email, of any cause of dissatisfaction with, misconduct of, or any other difficulties in the work performance of the Intern.

5. CBU AGREES TO:

- (a) Ensure that Intern candidates have earned bachelor's degrees and have met the minimum preservice hours in methods courses prior to receiving an intern eligibility letter.
- (b) Ensure Intern is supervised and is provided with adequate support. All activities of supervision and support will be monitored, documented and recorded on file at CBU.
- (c) Ensure that the CBU supervisor will have the following qualifications: (i) current knowledge in the content area they will supervise; (ii) understands the concept of public schooling; (iii) has the ability to model best professional practices in teaching, learning, scholarship, and service; (iv) is knowledgeable about diverse abilities, cultural, language, ethnic and gender diversity; and (v) has a thorough grasp of the academic standards, frameworks, and accountability systems that drive the curriculum of public schools.
- (d) Ensure that a minimum of seventy-two (72) hours of support, mentoring and supervision per semester by CBU supervisor will be provided in the following activities: (i) seminars (including problem-solving issues with students, curriculum, instruction, Teacher Performance Expectation ("TPE")) offered in person or via web-enabled video conference, webinar or other video-conferencing media; (ii) peer/faculty support such as discussion debriefing teaching day at start of each class; (iii) classroom observations and coaching; (iv) email, phone including voice or text, and/or video conferencing support related to observation, problem-solving, planning and curriculum; (v) interactive journal for

- Support/Supervisor and Intern; and (vi) editing of work-related writing such as letters to parents, announcements, PowerPoint presentations or other such writings.
- (e) Ensure that the Intern is supervised and has adequate support specific to the needs of ELs. All activities of supervision and support shall be monitored, documented, and recorded on file at CBU.
- (f) Provide supervision including in-classroom coaching specific to the needs of ELs.
- (g) Ensure that an additional twenty-one (21) hours of support, mentoring, and supervision shall be provided per Academic Year in the following activities and distributed in a manner that sufficiently support Intern's development of knowledge and skills in the instruction of ELs: (i) content-specific EL coaching in the classroom; (ii) observe Specifically Designed Academic Instruction Delivered in English ("SDAIE") and/or English Language Development ("ELD") lessons online or in person; (iii) Intern observation of other teachers using EL strategies in other classrooms; and seminars including problem-solving issues with EL students, curriculum, instruction, EL strategies, offered in person or via the webenabled video conference, webinar or other video-conferencing media.
- 6. INTERN TEACHING SESSIONS. For purposes of this Agreement, "Session of Intern Teaching" is considered to be a full day of intern teaching daily for five (5) days a week for a minimum of twelve (12) weeks for Multiple Subjects, Single Subject, and Education Specialist Credential candidates. Internship requires full-time teaching.
- 7. INTERN EFFECTIVE DATE. The date of the agreement signed between the student and District shall be deemed the Intern Effective Date.
- 8. NO OBLIGATION FOR PAYMENT. Notwithstanding any other provisions of this Agreement, CBU shall not be obligated by this Agreement to pay the District any amount.

ARTICLE IV – SCHOOL PSYCHOLOGY PRACTICUM EXPERIENCE AGREEMENT

- I. PROGRAM REQUIREMENTS. Each candidate accepted into the School Psychology Internship Program (the "Program") shall meet all of the following minimum criteria:
 - A. Holds a baccalaureate degree(s) or higher degree(s) from regionally accredited institutions of postsecondary education.
 - B. Valid Certificate of Clearance, which includes fingerprinting.
 - C. Passed the California Basic Education Skills Test ("CBEST") and has completed sufficient course work in school counseling or school psychology to perform the duties necessary of the above-mentioned positions.
 - D. Interview and screening by CBU staff in accordance with CBU's policies and practices. CBU reserves the right of final determination on a candidate's acceptance into CBU's academic program which may qualify a candidate for eligibility for Program.
 - E. Hold a TB clearance valid prior to and for the duration of their placement. CBU candidates are required to have TB clearance renewed each year.
 - F. All other service preconditions required by state law or regulations, which may be amended from time to time.
- II. PLACEMENT OF CANDIDATES. The District shall assign candidates to assume the functions under the supervision of a District school psychologist, as outlined in the CBU practicum handbook.
 - A. The District and CBU shall coordinate the process of placement of candidates.
 - B. The District will use its best efforts within the constraints of openings available to place candidates in environments to maximize success of Candidates (i.e., supportive principal, available peer support, school selection.)
 - C. The District reserves the right to make the final determination on any candidate's potential employment by the District.
 - D. Neither the University nor the District shall unlawfully discriminate in the selection of, or participation by, any Intern pursuant to this Agreement because of ethnicity, religion, sex, sexual orientation, national origin, ancestry, age or disability
- III. SUPERVISION OF CANDIDATES. CBU shall provide practicum faculty and a practicum coordinator for candidates. Practicum faculty shall provide biweekly supervision to all practicum candidates in the practicum courses. CBU's practicum coordinator, practicum faculty, and the District Supervisor shall provide input into evaluation of course requirements pursuant to CBU's Pupil Personnel Services Practicum Handbook (CTC Standards).
- IV. PROGRAM SUPPORT. District and CBU shall work collaboratively to provide support to the candidate to ensure success in practicum training.
 - A. The District shall provide a qualified supervisor to assist each candidate towards the completion of a total of 450 school-based clock hours over two years. CBU shall provide

- each candidate with a practicum course taught by a program faculty member. The District and CBU shall independently determine the qualifications of their respective supervisors. CBU requires that a District supervisor be fully credentialed and have at least three (3) years' job experience.
- B. The District supervisors, CBU practicum coordinator, and CBU practicum faculty will meet for yearly practicum supervisor training.
- C. The CBU practicum coordinator will provide District supervisors with a Practicum Handbook that details a series of supervised experiences that provide for the application of pedagogical knowledge, skills and abilities as identified in the CTC SPPEs.
 - (1) The District shall provide candidates with opportunities and specific experiences aligned with the CTC SPPEs, including, but not limited to the following: (a) data-based decision making, (b) consultation and collaboration, (c) interventions and support to develop academic skills, (d) behavior interventions and mental health services to develop social and life skills (e) direct and indirect services-school wide practice to promote learning, (f) school-wide practices to promote behavioral and mental health (g) family-school collaboration, (h) human diversity, (i) research and program evaluation, and (j) legal, ethical and professional practices and dispositions.
 - (2) CBU shall provide candidates concurrent instruction in the practicum courses, supporting the fieldwork experience and providing a direct extension of program goals for training.
 - (3) The District supervisor shall complete an evaluation of the candidate's practicum performance per school semester.
 - (4) The District shall include candidates in appropriate District support programs and regularly scheduled staff development activities.

ARTICLE V – SCHOOL PSYCHOLOGY INTERNSHIP/FINAL FIELDWORK EXPERIENCE AGREEMENT

- I. PROGRAM REQUIREMENTS. Each candidate accepted into the Program shall meet all of the following minimum criteria:
 - A. Holds a baccalaureate degree(s) or higher degree(s) from regionally accredited institutions of postsecondary education.
 - B. Valid Certificate of Clearance, which includes fingerprinting.
 - C. Passed the California Basic Education Skills Test ("CBEST") and has completed sufficient course work in school counseling or school psychology to perform the necessary duties of the required positions.
 - D. Interview and screening by the CBU staff in accordance with CBU's policies and practices. The determination on a candidate's acceptance into CBU's academic program shall be made by CBU in its sole and absolute discretion.
 - E. Hold a TB clearance valid prior to and for the duration of their placement. CBU Candidates are required to have TB clearance renewed each year.
 - F. All other service preconditions required by state law or regulations, which may be amended from time to time.
- II. PLACEMENT OF CANDIDATES. The District shall assign candidates to assume the functions under the supervision of a district school psychologist, as outlined in the CBU's Pupil Personnel Services School Psychology Internship Handbook.
 - A. The District and CBU shall coordinate the process of placement of candidates.
 - B. The District will use its best efforts within the constraints of openings available to place candidates in environments to maximize first year success of candidates (i.e., supportive principal, available peer support, school selection.)
 - C. The District reserves the right to make the final determination on any Candidate's potential employment by the District.
 - D. Neither CBU nor the District shall unlawfully discriminate in the selection of, or participation by, any candidate pursuant to this Agreement because of ethnicity, religion, sex, sexual orientation, national origin, ancestry, age or disability.
- III. SUPERVISION OF CANDIDATES. CBU shall provide an internship supervisor and internship course for Candidates. CBU supervisors shall provide biweekly supervision to all candidates in the internship courses. CBU supervisors and the District shall provide input into the candidate's evaluation for the purpose of course requirements, pursuant to CBU's Pupil Personnel Services School Psychology Internship Handbook (CTC Standards).
- IV. PROGRAM SUPPORT. The District and CBU shall work collaboratively to provide support to the Candidate to ensure success in internship training.
 - A. The District shall provide a qualified supervisor to assist each candidate towards the completion of 1200 school-based clock hours over the course of the internship year (full-

- time)/two years (part-time). CBU shall provide each candidate with an internship course taught by CBU supervisors. The District and CBU shall independently determine the qualifications of their respective supervisors. CBU requires that a District supervisor be fully credentialed and have at least three (3) years' job experience.
- B. The District supervisors and CBU supervisors will meet with the candidate at least one time per semester to ensure the success of the candidate.
- C. CBU supervisors will provide District supervisors with an Internship Handbook and Field Experience Plan that details a series of supervised experiences that provide for the application of pedagogical knowledge, skills and abilities as identified in the CTC SPPEs. The Field Experience Plan is reviewed and signed early in the field experience and is periodically reviewed and revised. The plan identifies the field experience objectives, describes appropriate experiences for the achievement of the objectives across settings, and outlines the evaluation plan for determining the achievement of each objective. The plan also delineates the responsibilities of both CBU and the local supervisory personnel.
- D. The District supervisor shall complete an evaluation of the candidate's internship performance per school semester (two evaluations over the internship year).
- E. The District shall include candidates in appropriate District support programs and regularly scheduled staff development activities.

ARTICLE VI – SCHOOL COUNSELING INTERNSHIP AND FINAL FIELDWORK EXPERIENCE AGREEMENT

- I. PROGRAM REQUIREMENTS. Each intern accepted into the Program shall meet all of the following minimum criteria:
 - A. Hold a baccalaureate degree(s) or higher degree(s) from regionally accredited institutions of postsecondary education.
 - B. Valid Certificate of Clearance.
 - C. Passed the California Basic Education Skills Test ("CBEST") and has completed sufficient course work in school counseling or school psychology to perform the duties necessary of the required positions.
 - D. Interview and screening by CBU staff in accordance with CBU's policies and practices. The determination on of an intern's acceptance into CBU's academic program shall be made by CBU in its sole and absolute discretion.
 - E. Interview and screening by the District staff in accordance with the District's normal hiring policies and practices, to include:
 - i. District Human Resources interview and screening.
 - ii. District Administrator interview and screening.
 - iii. Completions of a background check to include a Department of Justice fingerprint clearance.
 - iv. Testing for illegal drug use as evidenced by the submission to a drug test.
 - v. Be free of active tuberculosis as evidenced by the submission to an examination within the past sixty (60) days in accordance with California Education Code 49406.
 - F. All other service preconditions required by State Law or regulations, which may be amended from time to time.
- II. PLACEMENT OF INTERNS. The District shall assign Interns to assume the functions that are authorized by the credential held by the Intern.
 - A. The District and CBU shall coordinate the process of placement of interns.
 - B. The District will use its best efforts within the constraints of openings available to place Interns in environments to maximize first-year success of Interns (i.e., supportive principal, available peer support, school selection.)
 - C. The District reserves the right to make the final determination on any intern's employment by the District.
 - D. Neither CBU nor the District shall unlawfully discriminate in the selection of, or participation by, any intern pursuant to this Agreement because of ethnicity, religion, sex, sexual orientation, national origin, ancestry, age or disability.
 - E. CBU acknowledges that, as required by the Commission, the District shall not displace a certificated District employee with the placement of an intern.
- III. SUPERVISION OF INTERNS. CBU shall provide site supervisors, (each a "University Supervisor") for all interns. University Supervisors shall visit interns in the intern environment at least once per semester. Interns are employees of the District and subject to all of the rights

and obligations associated to such employment, including the normal certificated employee evaluation policies and practice. For employment purposes, the District shall be the sole evaluator of the intern, including the evaluation process, instrument and content. University Supervisors and the District shall provide input into the intern's evaluation for the purpose of course requirements, pursuant to CBU's Pupil Personnel Services Program Document (CTC Standards).

IV. PROGRAM SUPPORT. District and CBU shall work together collaboratively to provide the necessary support to the intern to ensure success.

- A. The District and CBU shall each provide a qualified supervisor to assist each intern. District and CBU shall independently determine the qualifications of their respective supervisors. CBU requires that a field mentor be fully credentialed and at least two (2) years' job experience.
- B. The District field mentor and CBU supervisor will meet together periodically with interns to ensure interns are following the California Standards for their specific credential.
- C. The CBU supervisor and the District field mentor must agree upon a Learning Plan for the counseling intern's fieldwork experience. The plan includes the competencies the intern is expected to develop, the experiences used to attain the competencies, and a plan for determining competency attainment. All parties periodically review the Learning Plan.
- D. The District shall assign a field mentor to the intern. District shall select and evaluate such field mentor in accordance with the District policies and practices.
- E. The District shall include interns in appropriate District support programs and regularly scheduled staff development activities.
- F. The duration and schedule of the fieldwork is to conform to the academic year of the school district, and the daily schedule is to conform to the hours of a typical school counselor, unless adjusted mutually by the CBU supervisor, the District field mentor, and the intern.
- G. CBU Supervisor Responsibilities:
 - (1) Meet with school counseling intern regularly to review experience and for remediation as needed.
 - (2) Review program expectations and paperwork with field mentor at the onset of field placement.
 - (3) Maintain regular contact by email, phone, or meeting with field mentor to clarify expectations and monitor counseling intern's progress.
 - (4) Conduct on-site visitation during the academic year at least once per semester.
 - (5) Provide final evaluation of counseling intern for recommendation of credential.
- H. Field Mentor Responsibility:
 - (1) Provide at least two hours of regularly scheduled supervision time each week with counseling intern.
 - (2) Help counseling intern understand rationale for actions and decisions.
 - (3) Provide experiences and materials needed for counseling intern to conduct activities identified in the Learning Plan.
 - (4) Keep CBU supervisor informed of counseling intern's progress (i.e., complete progress forms, emails, etc.).
 - (5) Provide feedback to Program for improvement.

- V. RIGHTS AND RESPONSIBILITY OF INTERNS. Interns shall be deemed District employees for all purposes. As such, Interns shall be entitled to all rights and obligations normally afforded the District employees of like classification, assignment and working conditions.
 - A. Interns shall assume the full legal responsibility for the activities and assignment(s) they are given.
 - B. Interns shall be paid as "non-credentialed" employees commensurate with their assignment and the applicable collectively bargained Agreement for Certificated Bargaining Unit.
 - C. Subject to the limitations of California Education Code Section 44462, District reserves the right to adjust Intern's compensation to cover supervision services pursuant to this Agreement.
 - **D.** Interns shall not acquire tenure while serving on an internship credential or in a "non-credentialed" status. Acquiring tenure shall be governed by the then-applicable California Education Code provisions.
 - E. Interns may be assigned to extracurricular activities. However, such assignments shall not present a conflict with the intern's responsibilities at CBU.
 - F. Interns shall attend all assigned school and District in-service training sessions or orientations. Interns shall attend department and faculty meetings, parent-teacher conferences and back-to-school nights. If there is a conflict between such District events and CBU programs, District events shall take priority.
 - G. Interns shall not be entitled to additional days off or release time than what is afforded other employees of like classification, assignment and working conditions. Interns shall coordinate with their assigned school principal any planned days off for personal business or unpaid personal leave in order to meet any special requirements imposed on an intern by CBU to attend CBU classes or programs. If there is a conflict between such CBU obligations and normal responsibilities at the District, the normal responsibilities at the District shall take priority.
 - H. Interns shall comply with all federal, state and local statutes and regulations applicable to District certificated employees, including without limitation, laws relating to the confidentiality of student matters.
 - I. Interns shall obtain prior written approval of the District before publishing any materials relating to the internship experience.



Superintendent's Memorandum

To: Board of Trustees

From: Spr. Sherry Smith, Superintendent

Date: November 15, 2023

Subject: Amend Board Policies Related to Community Relations, Business and

Noninstructional Operations and Students.

BACKGROUND: In order to keep Board Policies in compliance with applicable State

and Federal laws, as well as to create consistency of format within all Board Policies, the District contracted with the California School Boards Association to facilitate the review and revision of all Board

Policies.

Second Reading

BP 1330 – Use of School Facilities

BP 3515 – Campus Security

BP 3515.3- District Campus Security BP 5145.12 - Search and Seizure

RATIONALE: This action will amend the policies to be compliant with current

State and Federal Law and current practices.

FUNDING: There is no fiscal impact to this action.

RECOMMENDATION: Recommend the Board amend Board Policies related to Community

Relations, Business and Noninstructional Operations and Students,

as presented.

Alta Loma SD

Board Policy

Community Relations

BP 1330(a)

USE OF SCHOOL FACILITIES

The Board of Trustees believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by District residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

The Superintendent or designee shall give priority to Sschool-related activities shall have priority in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

- 1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
- 2. Preserve order in school buildings facilities and on school grounds and protect school facilities, designating including the designation of a person to supervise this task, if necessary
- 3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work schoolwork

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities on those days on which the *District* schools is are closed. (Education Code 37220)

There shall be no advertising on school facilities and grounds except as allowed by District Policy specified in BP Board Policy 1325 - Advertising and Promotion.

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the District and the community.

Fees

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s),

USE OF SCHOOL FACILITIES (continued)

playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041. (5 CCR 14041)

The Board authorizes the use of school facilities or grounds without charge, except when outside normal school district working hours, by nonprofit organizations, and by clubs; or associations organized to promote youth and school activities. In accordance with Education Coded 38134 (a), these groups include, including, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire USA, YMCA, parent-teacher associations, and school-community advisory councils, and recreational youth sports. Other groups that request the use of school facilities under the Civic Center Act, including nonprofit groups not organized to promote youth and school activities and for profit groups, shall be charged an amount not to exceed direct costs determined in accordance with 5CCR 14037-14041. However, if the use of school facilities or grounds is for religious services, the group shall be charged an amount that equals or exceeds direct costs determined in accordance with Education Code 38134.

Additionally, when any use of school facilities or grounds is for religious services, the District shall charge an amount at least equal to the district's direct costs. (Education Code 38134)

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the District's students. (Education Code 38134)

For organizations with which the District has a Joint Use Agreement, the terms of that agreement will supersede this policy.

Calculating Direct Costs

In determining dDirect costs to be charged for community use of each, or each type of, school facilitiesy or grounds, including, but not limited to, playing or athletic fields, track and field venues, tennis courts, gymnasiums, and outdoor basketball courts, the Superintendent or designee shall be calculated in accordance with 5 CCR 14038 and may reflect the community's include a proportionate share of the costs of the following following costs: (Education Code 38134: 5 CCR 14038-14041)

- 1. Supplies, utilities, janitorial services, other services of District employees, and salaries of District employees directly associated with operation and maintenance of the school facilities or grounds involved
- 2. Maintenance, repair, restoration, and refurbishment of the school facilities or grounds
 However, for classroom-based programs that operate after school hours, including, but not
 limited to, after school, tutoring, and child care programs, direct costs to be charged shall-

USE OF SCHOOL FACILITIES (continued)

not include the cost of maintenance, repair, restoration, or refurbishment of the school facilities or grounds. (Education Code 38134)

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the District's students. (Education Code 38134)

- 1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space school facilities or grounds
- 2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services performed by district employees and/or contracted workers, and salaries and benefits paid to district employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. (5 CCR 14041)

Use of School Facility as Polling Place

The Board of Trustees may authorize the use of school buildings as polling places on any, or vote centers for Eelection Day, and. The Board may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of a school building as a polling place, or vote center on election day and/or during the 10 days preceding election day, as well as during key dates necessary for drop-off, set-up, and pick-up of election materials, as determined by the elections official, the Board of Trustees shall allow its use for such purpose. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as a polling places or vote center. (Elections Code 12283)

When a school is used as a polling place *or vote center*, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. He/she *The Superintendent or designee* shall make a reasonable effort to ensure that the site is accessible to persons with disabilities. (Elections Code 12283)

USE OF SCHOOL FACILITIES (continued)

The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place *or vote center*.

Policy

adopted: October 4, 2006 amended: November 7, 2007

December 11, 2013

ALTA LOMA SCHOOL DISTRICT

Alta Loma, California

Alta Loma SD

Board Policy

Business and Non Instructional Operations

BP 3515(a)

CAMPUS SECURITY

The Board of Trustees is committed to providing a school environment that promotes the safety of students, staff, and visitors to school grounds. The Board also recognizes the importance of protecting District property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures, which may be included in the District's comprehensive safety plan and/or site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

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

Reporting Threats

Any certificated or classified employee, or other school official, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-8, as part of a middle school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, shall immediately report the threat or perceived threat to law enforcement in accordance with Education Code 49393. (Education Code 49390, 49393)

Threat or perceived threat means any writing or action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent, student, or other individual.

Additionally, anyone who receives or learns of a health or safety threat related to school or a school activity is encouraged to report the threat to a school or District administrator.

CAMPUS SECURITY (continued)

Surveillance Systems

In consultation with the District's school site council, safety planning committee, other relevant stakeholders, and staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the District's surveillance equipment shall be disabled so that sounds are not recorded.

(cf. 5131.1- Bus Conduct)

To the extent that any images from the District's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, board policy, administrative regulation, and any applicable collective bargaining agreements.

(cf. 4112.6 – Personnel Files)

(cf. 4212.6 - Personnel Files)

(cf. 4312.6 – Personnel Files)

Alta Loma SD

Board Policy

Business and Noninstructional Operations

BP 3515.3(a)

DISTRICT CAMPUS SECURITY

To help protect the safety of District students and staff and the security of District property, the Board of Trustees shall maintain campus security. The Board is committed to providing a positive school climate, mental health services, other student support services, and restorative justice practices to resolve conflicts and reduce law*enforcement interactions with students.

The Superintendent or designee shall provide training to staff regarding the role of campus security officers and the appropriate circumstances for contacting such officers.

Duties of campus security officers shall be delineated in a job description approved by the Board. Such duties shall focus on collaborative problem solving and, when circumstances warrant intervention with students, the use of positive and restorative approaches in accordance with Penal Code 13651. Campus security officer job duties shall not include the handling of routine student disciplinary matters.

Persons employed or assigned as a campus security officer shall serve as watchpersons, security guards, or patrolpersons on or about District premises to protect persons or property, prevent the theft or unlawful taking of District property, or report unlawful activity to the District and local law enforcement agencies. (Education Code 38001.5)

When District campus security officers are unable to perform their duties because of an emergency, including, but not be limited to, war, epidemic, fire, flood, or work stoppage, or when the emergency necessitates additional security services, the Board may contract with a private licensed security agency. In such cases, the Board shall make a specific finding that an emergency exists and shall include this finding in the Board minutes. (Education Code 38005)

When notified by a school official of a threat or perceived threat that a student is preparing to commit a homicidal act related to a school or school activity, administration with the support of campus security shall immediately conduct an investigation and assessment of the threat or perceived threat. Such investigation and assessment shall include a search of the school site only if there is reasonable suspicion that the search would produce evidence related to the threat or perceived threat. (Education Code 49390, 49393, 49394)

Conduct of Officers

The Board expects campus security officers, in partnership with site administrators, to cooperate and regularly communicate with local law enforcement agencies, and to work collaboratively with other District staff and community members to develop long-term, proactive approaches that address the conditions affecting school safety.

DISTRICT CAMPUS SECURITY (continued)

Campus security officers shall conduct themselves in ways that promote goodwill and cooperation on the part of students, District staff, and the general public. Campus security officers shall not discriminate against or treat any person differently on the basis of race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, genetic information, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Campus security officers shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or provide assistance with immigration enforcement at District schools, except as may be required by state and/or federal law. (Education Code 234.7)

Whenever possible, campus security officers shall use tactics such as de-escalation techniques, crisis intervention tactics, or other alternatives to force to minimize the use of force. Campus Security officers shall periodically receive training regarding applicable District policies and the guidelines from the Commission on Peace Officer Standards and Training.

Equipment

Campus security officers shall not carry firearms.

Records

Campus security officers shall not have access to student records, nor release student information to another person, agency, or organization, without written permission from the parent/guardian or adult student, unless specifically allowed or required by state or federal law. (Education Code 49076; 34 CFR 99.1)

Records created and maintained by the campus security for a law enforcement purpose are not considered disclosable student records under the Family Educational Rights and Privacy Act. (34 CFR 99.3)

Policy adopted:

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California

Alta Loma SD Board Policy Students

BP 5145.12(a)

SEARCH AND SEIZURE

As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or District property under their control, and may seize illegal, unsafe and prohibited items. The Board of Trustees requires that discretion, good judgment and common sense be exercised in all cases of search and seizure.

The Board of Trustees is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, and only as authorized by law, board policy, and administrative regulation, school officials may search students, their property, and/or District property under their control and may seize illegal, unsafe, or otherwise prohibited items. School officials shall exercise discretion and use good judgment when conducting searches.

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirements of the District's policy and administrative regulation and other legal issues, as appropriate.

Individual-Searches Based on Individualized Suspicion

School officials may search individual students, their the student's property, and or District property under their student's control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, board policy, administrative regulation, or other rules of the District or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation.

Any search of a student, the student's property, or District property under the student's control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, on District property.

SEARCH AND SEIZURE (continued)

A student's personal electronic device may be searched only if a school official, in good faith, believes that an emergency involving danger of death or serious physical injury to the student or others requires access to the electronic device information.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050)

Searches of individual students shall be conducted in the presence of at least two District employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

Searches of Student Lockers and Desks

All student lockers and desks are the property of the District. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

Use of Contraband Detection Dogs

In an effort to keep the schools free of dangerous contraband, the District may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or board policy. The dogs may sniff the air around lockers, desks, or vehicles on District property or at District-sponsored events. Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without individualized suspicion.

Policy adopted: August 23, 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:

November 15, 2023

Subject:

Job Description: Administrative Secretary

BACKGROUND:

The job description of Administrative Secretary is being amended to update aspects of the current duties and responsibilities. This amended job description addresses the specific duties of the Administrative Secretary in the Special Education department.

Second Reading

RATIONALE:

The amended job description outlines the essential duties, qualifications and physical demands of the Administrative Secretary,

Special Education.

FUNDING:

There is no impact to the general fund.

RECOMMENDATION:

Recommend that the Board approve the amended job description for

Administrative Secretary, Special Education, as presented.

Amended: TBD

ALTA LOMA SCHOOL DISTRICT ADMINISTRATIVE SECRETARY - SPECIAL EDUCATION

DEFINITION

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

In the capacity of an Administrative Secretary, under the guidance of the Director of Special Education, this individual will carry out a broad spectrum of administrative and clerical duties. The role involves acting as a vital link connecting the Director of Special Education with the wider community and District personnel. The candidate will be entrusted with exercising discretion and sound judgment within the designated tasks and areas of responsibility. This position demands a high level of proactiveness, encompassing coordination, organization, and active participation in various operational facets of the administrative role, along with any other relevant duties as assigned.

ESSENTIAL DUTIES

- Serve as a personal an administrative secretary and office management aide dealing with a variety of sensitive and privileged matters.
- Consistently monitor records of absence while efficiently arranging and managing the associated documentation for the Special Education Department.
- Review of Individualized Education Plans (IEPs), reports, and data to ensure alignment with procedures and regulations.
- Provide support with the annual transition of special education students to their new grade levels and program assignments.
- Coordination of student placement and transportation for the Extended School Year Program.
- Coordinate the staff activities of the administrator's office, including the organization, planning, layout, and development of work accomplishment time lines.
- Manage and maintain the Director of Special Education's schedule and tasks such as organizing, planning, calendar, meeting agendas and material preparation; this includes establishing timelines for work completion.
- Prepare information and data requested for administrative review.
- Attend meetings and conferences as requested and take and transcribe notes into summary form.
- Take and transcribe correspondence, memoranda, reports, and other communicative documents that include technical terminology requiring a familiarity with legal mandates, policies, regulations, and operational procedures affecting the administrator's functional responsibilities.
- Monitor and support the management of the SEIS program within the Special Education Department.
- Manage and coordinate the MAA and Paradigm notifications, timelines and requirements for reimbursement for the Special Education Department.
- Acquire, monitor, distribute and collect the necessary resources and equipment for employees within the Special Education Department; this includes Low Incidence Equipment (LOWI), as needed.
- Provide annual notification of placement to Special Education Instructional Aides, including contracted hours, any additional temporary hours and assigned school site.

Amended: TBD

ALTA LOMA SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY - SPECIAL EDUCATION - Page 2

- Interpret policies, regulations, and operational procedures to those persons contacting the administrator's office either by telephone, or through personal visitation.
- Submit Personnel Action Requests (PARs) for vacancies and changes in employment status for all Special Education Department Staff, as necessary.
- Verify accuracy and submit employee time cards, reimbursements and requisitions for the Special Education Staff.
- Create and update spreadsheets and databases containing Special Education files and records to facilitate the prompt and accurate generation of reports.
- Collaborate closely with the Transportation Department to effectively coordinate transportation arrangements for Special Education Students enrolled in District, County and Non-Public School Programs.
- Act as a receptionist and office management aide to the administrator, including the answering of routine inquiries and correspondence, maintaining an action calendar, scheduling appointments, conferences and meetings, and a variety of other operational details.
- Establish and maintain complex manual and automated alphabetical, numerical, and subject matter files and data that may include sensitive and privileged data.
- Utilize modern office equipment, including computers and related application software.
- May provide technical input into the performance evaluation of the office clerical staff.
- Assist with budget planning and expenditure control procedures.
- Compile and organize the requested documentation required for legal records requests related to the Special Education Department.
- May assist in the preparation of the materials and documents pertaining to the Governing Board meeting agenda.

QUALIFICATIONS

Knowledge of:

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

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

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

Effective and efficient communication techniques, strategies, and procedures.

Ability to:

Coordinate, organize, and monitor the clerical functions of the administrator's office;

Effectively and efficiently perform highly responsible clerical, secretarial, and administrative aide functions and activities;

Compile data and information, and prepare comprehensive reports;

Communicate effectively in oral and written form;

Amended: TBD

ALTA LOMA SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY - SPECIAL EDUCATION - Page 3

Establish and maintain a complex data management, storage, and retrieval systems, using computers; Type or keyboard enter at a net corrected speed of 60 words per minute;

Take and transcribe dictation, or use transcription equipment to accurately and efficiently produce a variety of printed informational material and data;

Understand and carry out oral and written directions:

Establish and maintain cooperative relationships and maintain a pleasant office climate.

EXPERIENCE AND EDUCATION

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

Experience:

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

Education:

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

SUMMARY OF PHYSICAL DEMANDS RATINGS

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

Rating Symbol Key:

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

1. STRENGTH:

	A.	Standing Walking Sitting		10% 10% 80%
	В	Lifting	0	25 lbs.
		Carrying	F	25 lbs.
		Pushing	O	10 lbs.
		Pulling	O	10 lbs.
2.	CLII	MBING	0	
	BAL	ANCING	NP	

ALTA LOMA SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY - SPECIAL EDUCATION - Page 4

3.	STOOPING KNEELING CROUCHING CRAWLING	O O O NP
4.	REACHING HANDLING FINGERING FEELING	C O C NP
5.	TALKING: Ordinary Other	C O
	HEARING: Conversations Other Sounds	C O
6.	SEEING Acuity, Near Acuity, Far Depth Perception Accommodation Color Vision Field of Vision	C O O C NP O

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

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 of the time

Amended: TBD

ALTA LOMA SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY - SPECIAL EDUCATION - Page 5

F = Frequently - From 1/3 to 2/3 of the timeC = Constantly - 2/3 or more time

1. ENVIRONMENT:

Inside 90%

Outside 10%

2. EXTREME COLD

NP

EXTREME HEAT

NP

4. WET/HUMID

NP

5. NOISE

65 decibels

VIBRATION

Comments regarding "Noise" = General office conversation and equipment

6. HAZARDS:

MechanicalSExplosivesNPElectricalNPRadiant EnergyNPBurnsSOther Hazard/sNP

Comments regarding "Mechanical Hazards" = Copier, opening boxes

Comments regarding "Burn Hazards" = Copier

7. ATMOSPHERIC CONDITIONS:

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

Comments regarding "Fumes" = Copier Comments regarding "Odors" = Copier Comments regarding "Dust" = Paper

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



Educational Services Memorandum

To: Dr. Sherry Smith, Superintendent

From: A Christina Pierce, Assistant Superintendent, Educational Services

Date: November 15, 2023

Subject: Approval of 2023-24 School Plan For Student Achievement (SPSA)

BACKGROUND: Each year site staff reviews student achievement data, to determine

strengths and weaknesses of the instructional program, and to align their findings to the Local Control Accountability initiatives. This analysis allows teachers and administrators to determine school goals for the year. The goals described in the School Plan for Student Achievement also include state and federal funding aligned to each one. The School Plan for Student Achievement is presented to each school's School Site Council for additional input and

approval.

RATIONALE: The California Department of Education mandates that each school

receiving state and federal monies develop a School Plan for Student Achievement. The plan must be approved by each school's School

Site Council and the Board of Trustees.

FUNDING: There is no impact to the General Fund.

RECOMMENDATION: Recommend the Board approve the 2023-24 School Plan for Student

Achievement for all District schools.



Educational Services Memorandum

To:

Dr. Sherry Smith, Superintendent

Christina Pierce, Assistant Superintendent, Educational Services

Date:

November 15, 2023

Subject:

Approval of Agreement with Interquest Detection Canines

BACKGROUND:

The District has seen, over the past few years, an increase in student access to tobacco, illegal drugs and other dangerous items. The District continues to strive to be proactive in the areas of student

safety, prevention and detection of contraband items.

RATIONALE:

Interquest Detection Canines is a service that is utilized by surrounding districts to provide contraband inspection services in an effort to identify students who have brought alcohol, tobacco, drugs and explosives to school. Interquest Detection Canines utilizes nonaggressive contraband detection canines that would provide an additional proactive approach to school safety at both Alta Loma

Junior High School and Vineyard Junior High School.

FUNDING:

Funding will be from Unrestricted General Fund.

RECOMMENDATION:

Recommend the Board approve the agreement with Interquest Detection Canines for the 2023-24 school year, cost not-to-exceed \$5,000 and authorize Superintendent Sherry Smith and/or Associate

Superintendent Eric Hart to sign all related documents

Prepared By:

Cara Cerecerez, Director of Student Services

Interquest Detection Canines™ (INTERQUEST)

Alta Loma SD (the District)

This shall serve as an agreement by and between Interquest Detection Canines™ and the DISTRICT for substance awareness and detection services for the fiscal year of July 1, 2023 through June 30, 2024.

It is understood that the DISTRICT has established and communicated a policy clearly defining contraband as all drugs of abuse (in the broadest terms), alcoholic beverages, firearms and ammunition, prescription and overthe-counter medication, and that this policy has been disseminated to all campus locations. Violations are considered inimical to the welfare of students and contrary to the DISTRICT'S desire to foster an atmosphere conducive to safety and education.

INTERQUEST shall provide contraband inspection services utilizing non-aggressive contraband detection canines. Such inspections will be conducted unannounced to district personnel on a random basis. Visits will be conducted with INTERQUEST acting as an agent of the DISTRICT while conducting such inspections. Special request visits (proms, bus trips, etc) can be scheduled in advance when necessary, but DISTRICT will be responsible for payments for any scheduled visits not cancelled 72 hours prior to the requested date. Communal areas, lockers, gym areas, parking lots (automobiles), grounds, and other select areas as directed by DISTRICT officials, shall be subject to inspection. Contraband detected on DISTRICT property is the responsibility of the DISTRICT.

INTERQUEST policy precludes the use of detection canines to "sniff" individuals under any circumstances.

INTERQUEST agrees to provide <u>8 Half--</u> visits at <u>\$370/ visit</u> for the contract period. The DISTRICT may increase or decrease the total number of visits by notifying INTERQUEST in writing. Multiple canine teams will be charged on a per team basis. INTERQUEST will invoice for service on a monthly basis at the conclusion of the service month. The DISTRICT agrees to pay for services within thirty (30) days of receipt of such invoice. Required court testimony will be charged at the same daily rate.

INTERQUEST will provide DISTRICT visits in conjunction with days designated as appropriate for utilizing the DISTRICT'S attached calendar. DISTRICT will provide a school calendar with inappropriate dates for service marked through. This calendar will serve as an addendum to the Agreement. All other dates will be considered acceptable for visits. DISTRICT will be responsible for payment for any visit made on any day other than those days noted as unacceptable on the attached school calendar.

INTEROUEST shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT which will protect INTERQUEST and DISTRICT from claims which may arise out of or result from INTERQUEST's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for

The INTERQUEST shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, such amount shall not be less than ONE MILLION DOLLARS (\$1,000,000).

- b. Comprehensive general liability insurance with limits of not less than ONE MILLION DOLLARS (\$1.000,000) for bodily injury and properly damage liability per occurrence, including:
 - Owned non-owned and hired vehicles:
 - Blanket contractual:

- 3. Broad form property damage.
- 4. Products/completed operations; and
- Personal Injury.
- C. Professional liability insurence, including contractual flability, with fimits of ONE Mil.LION DOLLARS (\$1,000,000), per occurrence. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least five (5) years thereafter and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. In the event that INTERQUEST subcontracts any portion of INTERQUEST's duties, INTERQUEST shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph. Failure to maintain professional liability insurance is a material breach of this AGREEMENT and grounds for immediate termination.
- d. Each policy of insurance required above shall name CSRM JPA and the DISTRICT as additional insureds; shall state that, with respect to the operations of INTERCUEST hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days written notice shall be given to DISTRICT prior to cancellation, and, shall waive all rights of subrogation. INTERCUEST shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, INTERCUEST shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event INTERCUEST fails to secure or maintain any policy of insurance required hereby. DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of INTERCUEST, and in such event INTERCUEST shall relimburse DISTRICT upon demand for the cost thereof

iNTERQUEST shall hold harmless, defend and indemnify District and its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the District.

INTERQUEST is licensed and registered by the U.S. Department of Justice, Drug Enforcement Administration, and state regulatory agencies as required.

INTERQUEST DETECTION CANINES™	FOR THE DISTRICT:
Debbie Farmer	
Debbie Farmer	DATE:

Please return one (1) copy of this Agreement <u>and your District calendar</u> in the enclosed envelope. Visits are provided on an unannounced basis according to the calendar provided. This pricing structure offer is available for agreements returned February 28, 2023 through July 31, 2023.



Educational Services Memorandum

To:

Dr. Sherry Smith, Superintendent

From:

Christina Pierce, Assistant Superintendent, Educational Services

Date:

November 15, 2023

Subject:

Approval of Memorandum of Understanding (MOU) between San Bernardino

County Superintendent of Schools for Literacy Support and Improvement

BACKGROUND:

The San Bernardino County Superintendent of Schools has offered to districts throughout San Bernardino County a Memorandum of Understanding that provides each district with funding of \$100,000 for literacy support and improvement. The term of the MOU shall

commence on October 1, 2023 and end on June 30, 2024.

RATIONALE:

The San Bernardino County Superintendent of Schools will provide funding to support literacy in the following areas: professional learning and development, supplemental instructional supplies, extended literacy support and targeted student group support. The District will utilize the funding to support training in the science of

reading for grades K-2 and i-Ready.

FUNDING:

There is no financial impact to the District.

RECOMMENDATION:

Recommend the Board approve the School for Literacy Support and Improvement MOU with San Bernardino County Superintendent of Schools and authorize Superintendent Sherry Smith and/or Associate

Superintendent Eric Hart to sign all related documents.



MEMORANDUM OF UNDERSTANDING Literacy Support and Improvement MOU # 23/24-0722

This Memorandum of Understanding (MOU) is entered into this 25th day of October 2023, by and between the San Bernardino County Superintendent of Schools, hereinafter referred to as SUPERINTENDENT, and Alta Loma School District hereinafter referred to as DISTRICT, to provide funding to the respective DISTRICT to support literacy at their respective DISTRICT and throughout San Bernardino County.

A. PURPOSE

The purpose of this MOU is to establish a formal working relationship between the Parties to this MOU and to set forth the operating conditions and responsibilities of the Parties that will be required to allocate funding from the SUPERINTENDENT to the DISTRICT once all requirements and/or conditions are met and approved by the SUPERINTENDENT.

B. GOALS

The goal of the MOU is to provide the DISTRICT with funding to support Literacy in one or more of the following areas:

- Professional Learning and Development
- Supplemental Instructional Materials
- Extended Literacy Support
- Targeted Student Group Support

C. PARAMETERS (TERMS)

- 1. The term of this MOU shall commence on October 1, 2023, and end on June 30, 2024.
- Contract monitoring responsibilities for this MOU shall rest with the SUPERINTENDENT.

D. RESPONSIBILITIES - General

- 1. The SUPERINTENDENT's will provide the following during the term of this MOU:
 - Communicate and establish the outlined criteria to the DISTRICT in order to participate in receiving funding for the areas of support.
 - b. Act as a support system to answer any questions or clearly identify any possible issues or concerns of the DISTRICT.
 - c. Review all required documents related to the MOU participants.
- 2. SUPERINTENDENT agrees to the following:

- a. Serve as Lead Educational Agency (LEA).
- b. Serve as the funding source for the established dollar amount outlined in the MOU.
- Develop and maintain a budget to be utilized.
- d. Provide approximately One Hundred Thousand Dollars and no/100 (\$100,000.00) per DISTRICT.

3. DISTRICT agrees to do the following:

- a. Identify **DISTRICT** needs and priorities to support literacy.
- Participate in the MOU and utilize the funding to meet Section B. GOALS of this MOU.
- c. Report use of funds and impacts.

E. SHARED ACCOUNTABILITY

- 1. In order to ensure that all candidates have the opportunity to participate in program activities, SUPERINTENDENT and DISTRICT agree to the following:
 - a. Develop strong communication links among all parties to this MOU, so that all information distributed is accurate and timely.

F. TERMS AND CONDITIONS

- 1. The terms and provisions of this MOU, together with any exhibits, constitute the entire agreement in relation to the subject matter hereof between the parties. This MOU shall supersede all previous communications, whether oral or written, between the parties with respect to the subject matter hereof and no agreement modifying, amending or extending any of the terms and provisions of this MOU shall be binding on either party unless in writing, signed by a duly authorized officer or representative of each of the parties.
- 2. The obligation of SUPERINTENDENT under this MOU is contingent upon the availability of funds furnished by the State of California. In the event that such funding is terminated or reduced, this MOU may be terminated, and SUPERINTENDENT's fiscal obligations hereunder shall be limited to a pro-rated amount of funding actually received by the SUPERINTENDENT. SUPERINTENDENT shall provide DISTRICT written notification of such termination. Notice shall be deemed given when received by the DISTRICT or no later than three (3) days after the day of mailing, whichever is sooner.
- 3. Any and all notices permitted or required by this MOU shall be in writing and shall be deemed to have been duly given (a) personally delivered; (b) three (3) business days after being mailed by the United States post, certified and return receipt requested; or (c) one business day after being sent by nationally recognized overnight courier, properly addressed as follows or such other address as may later be designated by the party. As of the date of this MOU, the addresses of the parties are as follows:

SUPERINTENDENT:

San Bernardino County Superintendent of Schools

601 N E Street,

San Bernardino, CA 92410 Attn: Tracy Chambers

DISTRICT:

Alta Loma SD

9390 Base Line Road Alta Loma, CA 91701 Attn: Christina Pierce

- This MOU shall be controlled and construed solely in accordance with the jurisdiction and laws
 of the courts of the State of California, United States of America, without giving effect to
 principals regarding conflicts of laws.
- 6. SUPERINTENDENT and DISTRICT agree to defend, indemnify, and hold each other and their respective officers, employees, and agents, if any, harmless from any claims, demands or liabilities of any kind of nature, including but not limited to personal injury and property damage arising from or related to this MOU, except for SUPERINTENDENT's or DISTRICT's negligent performance pursuant to this MOU.
- 7. Parties shall not be liable for failure to perform any obligation under this MOU where such failure is due to fire, flood, earthquake, riot, sabotage, labor dispute, natural calamity, war, epidemic, acts of God, acts of the government or of any civil or military authority or other causes that are beyond the reasonable control of such party.
- 8. **DISTRICT** shall not assign its rights or delegate its duties under this MOU without the prior written consent of **SUPERINTENDENT**. This MOU shall be binding on and inure to the benefit of successors and permitted assigns of each party.
- 9. The provisions of this MOU shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this MOU shall be effective and binding upon the parties

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS	ALTA LOMA SCHOOL DISTRICT
By: Authorized Signature	By: Authorized Signature
Printed Name KEVIN GARCIA	Printed Name: Christina Pierce
Title: PLOWERM MANNER	Tillo: Assistant Superintendent Of Ed. Scrvices
Date: 10/26/23	Date: 10/24/23
Page 3	



Administrative Services Memorandum

To:

Dr. Sherry Smith, Superintendent

From: LHEric Hart, Associate Superintendent, Administrative Services

Date:

November 15, 2023

Subject:

Approval of Notice of Completion (NOC) - Floored Tile and Stone. Trade

Category #12 Tile for the Jasper Elementary School Restroom Remodel

BACKGROUND:

On September 30, 2022 the Alta Loma School District awarded a contract to Floored Tile and Stone, Trade Category #12 Tile for the Jasper Elementary School Restroom Remodel. The District has determined that the project was complete as of May 29, 2023 and advises filing a Notice of Completion with the San Bernardino

County Recorder's Office.

RATIONALE:

Filing the Notice of Completion allows the District to finalize the

payment process.

FUNDING:

Funding is from Measure H Bond Proceeds – Fund 21.

RECOMMENDATION:

Recommend the Board approve Notice of Completion for the Jasper Elementary School Restroom Remodel performed by Floored Tile and Stone, Trade Category #12 Tile and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all

related documents.



Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

From: 24 Eric Hart, Associate Superintendent. Administrative Services

Date: November 15, 2023

Subject: Approval of Notice of Completion (NOC) - Simmons and Wood, Inc., Trade

Category #15 Painting for the Jasper Elementary School Restroom Remodel

BACKGROUND: On September 30, 2022 the Alta Loma School District awarded a

contract to Simmons and Wood, Inc., Trade Category #15 Painting for the Jasper Elementary School Restroom Remodel. The District has determined that the project was complete as of May 29, 2023 and advises filing a Notice of Completion with the San Bernardino

County Recorder's Office.

RATIONALE: Filing the Notice of Completion allows the District to finalize the

payment process.

FUNDING: Funding is from Measure H Bond Proceeds – Fund 21.

RECOMMENDATI

Recommend the Board approve Notice of Completion for the Jasper
ON:

Elementary School Postroom Remodel performed by Simmons and

Elementary School Restroom Remodel performed by Simmons and Wood, Inc., Trade Category #15 Painting and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric

Hart to sign all related documents.



Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

From: 54 Eric Hart, Associate Superintendent, Administrative Services

Date: November 15, 2023

Subject: Approval of Notice of Completion (NOC) - Spec Construction Co., Inc., Trade

Category #16 General Works for the Jasper Elementary School Restroom Remodel

BACKGROUND: On September 30, 2022 the Alta Loma School District awarded a

contract to Spec Construction Co., Inc., Trade Category #16 General Works for the Jasper Elementary School Restroom Remodel. The District has determined that the project was complete as of May 29, 2023 and advises filing a Notice of Completion with the San

Bernardino County Recorder's Office.

RATIONALE: Filing the Notice of Completion allows the District to finalize the

payment process.

FUNDING: Funding is from Measure H Bond Proceeds – Fund 21.

RECOMMENDATION: Recommend the Board approve Notice of Completion for the Jasper

Elementary School Restroom Remodel performed by Spec Construction Co., Inc., Trade Category #16 General Works and authorize Superintendent Sherry Smith and/or Associate

Superintendent Eric Hart to sign all related documents.



Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

From: ZHEric Hart, Associate Superintendent, Administrative Services

Date: November 15, 2023

Subject: Approval of Notice of Completion (NOC) - Empyrean Plumbing, Inc., Trade

Category #21 Plumbing for the Jasper Elementary School Restroom Remodel

BACKGROUND: On September 30, 2022 the Alta Loma School District awarded a

contract to Empyrean Plumbing. Inc., Trade Category #21 Plumbing for the Jasper Elementary School Restroom Remodel. The District has determined that the project was complete as of May 29, 2023 and advises filing a Notice of Completion with the San Bernardino

County Recorder's Office.

RATIONALE: Filing the Notice of Completion allows the District to finalize the

payment process.

FUNDING: Funding is from Measure H Bond Proceeds – Fund 21.

RECOMMENDATION: Recommend the Board approve Notice of Completion for the Jasper

Elementary School Restroom Remodel performed by Empyrean Plumbing, Inc., Trade Category #21 Plumbing and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric

Hart to sign all related documents.



Administrative Services Memorandum

To: Dr. Sherry Smith, Superintendent

From: 24 Eric Hart, Associate Superintendent, Administrative Services

Date: November 15, 2023

Subject: Approval of Notice of Completion (NOC) – Rancho Pacific Electric Construction,

Inc., Trade Category #23 Electrical and Low Voltage for the Jasper Elementary

School Restroom Remodel

BACKGROUND: On September 30, 2022 the Alta Loma School District awarded a

contract to Rancho Pacific Electric Construction, Inc., Trade Category #23 Electrical and Low Voltage for the Jasper Elementary School Restroom Remodel. The District has determined that the project was complete as of May 29, 2023 and advises filing a Notice of Completion with the San Bernardino County Recorder's Office.

RATIONALE: Filing the Notice of Completion allows the District to finalize the

payment process.

FUNDING: Funding is from Measure H Bond Proceeds – Fund 21.

RECOMMENDATION: Recommend the Board approve Notice of Completion for the Jasper

Elementary School Restroom Remodel performed by Rancho Pacific Electric Construction, Inc., Trade Category #23 Electrical and Low Voltage and authorize Superintendent Sherry Smith and/or Associate

Superintendent Eric Hart to sign all related documents.



Administrative Services Memorandum

To:

Dr. Sherry Smith, Superintendent

From: AEric Hart, Associate Superintendent, Administrative Services

Date:

November 15, 2023

Subject:

Request to Utilize the Piggyback Downey Unified School District Bid No. 23/24-11, Services, Configure To Order (CTO), Hardware and Software Products.

Awarded to Apple Inc.

BACKGROUND:

The Downey Unified School District piggyback bid with Apple Inc. is for the purchase of Services, CTO, hardware and software products. To align with the District's intent to increase the use of technology in classrooms and to deliver the finest 21st Century education to all students, the District has the need to purchase Apple

products.

RATIONALE:

The annual cost to purchase technology equipment and supplies could potentially exceed the equipment 2023 public bid threshold of \$99,100. Competitive bids must be sought or identified to meet the formal bid requirements. However, Public Contract Code Section 20118 allows school districts the opportunity to utilize competitively bid contracts from other public agencies. Piggyback language can be found in Downey's bid documents. It is in the District's best interest to utilize this contract as needed to purchase various services, CTO, hardware and software products.

On October 10, 2023, Downey Unified School District authorized the term through April 30, 2024. The contract is renewed annually

unless terminated by either party.

FUNDING:

Unrestricted General Fund (Fund 01).

RECOMMENDATION:

Recommend the Board approve the use of the Piggyback Downey Unified School District Bid No. 23/24-11, Services, Configure To Order (CTO), Hardware and Software Products, Awarded to Apple Inc. for the length of the contract and authorize Superintendent Sherry Smith and/or Associate Superintendent Eric Hart to sign all

related documents.



Piggyback Consent Form ("Consent Form") to the Apple Direct Customer Agreement between

Downey Unified School District and Apple Inc. ("Apple")

	Customer	Apple
Name of Institution: Address: City, State, Zip:	Alta Loma School District	Apple Inc.
	9390 Base Line Rd.	One Apple Park Way,
	Alta Loma, CA 91701	Cupertino, California 95014
		Min oran equipme

Dear Customer,

Thank you for your recent purchase order. After an initial review, we have determined that you do not have a contract with Apple; however, you are an eligible purchaser under the purchase agreement identified below ("Agreement") and attached to this Consent Form.

Name of Agreements	Apple Direct Customer Agreement
Agreement Number	1695400
Bid/Contract Number	Bid No. 23/24-11
Purchaser	Downey Unified School District
Date of Agreements	October 6, 2023

Apple may process your current and future purchase orders under the Agreements provided that you execute this Consent Form. If for some reason the Agreement is not attached to this Consent Form, please immediately request it prior to executing this Consent Form. Apple advises Customer to review all the terms and conditions of the Agreement prior to executing this Consent Form.

By executing this Consent Form, Customer agrees to be bound by the terms and conditions of the Agreements. Customer further agrees that it shall be responsible and liable for any purchases made under the Agreement and for any of its actions or inactions pursuant to the terms and conditions of the Agreement.

This Consent Form will terminate upon termination or expiration of the Agreement. Apple may terminate this Consent Form at any time without cause (i.e. for any or no reason) upon thirty (30) days' written notice to Customer. Apple also may terminate this Consent Form immediately upon written notice to Customer, if Customer breaches or fails to perform any terms and conditions of the Agreement or this Consent Form.

Please complete and execute this Consent Form and return it to eaccountteam@apple.com. Please note that if we do not receive this Consent Form, your purchase order will not be processed.

If you have any questions or comments regarding this Consent Form, please email contracts@apple.com.

Regards, WW Contracts Apple Inc.		
CUSTOMER		
Authorized Signature		
Associate Superindentent Administrative Services		
Title		
Eric Hart		
Name	•	
Date:		
Piggyback Consent Form	1 of 1	SCC_28_JUNE_2019



(v26Sep2018v2)

Apple Direct Customer Agreement

This Agreement is entered into by and between Apple Inc., a Canfornia corporation located at One Apple Park Way, Cupertino, California 95014 ("Apple") and Customer, each of whom agrees to be bound by and comply with all terms and conditions contained in the Agreement

Customer Legal Name ("Customer"): DOWNEY UNIFIED SCHOOL DISTRICT

DBA Name: DOWNEY UNIFIED SCHOOL DISTRICT

Address: 11627 BROOKSHIRE AVE DOWNEY CA 90241 United States of America

Purpose

Customer wishes to purchase Products from Apple for Customer's own use, and the Parties intend that this Agreement will govern the purchase of such Products in accordance with the terms and conditions set forth below.

1. Definitions

The following terms have the meanings specified below

- "Agreement" means, collectively, this Apple Direct Customer Agreement, Apple price 1sts and any mutually executed amendments or addenda to the Agreement.
- "Apple Product" or "Apple Products" means Services, CTO Products, hardware and software products manufactured, distributed or licensed under an Apple-owned or licensed brand name that Customer has paid to acquire or has properly licensed from Apple for its own use, but excluding any third party software and all other third party products
- "Apple Confidential Information" means any and all information in oral or written form that Customer knows or has reason to know is confidential information and that is disclosed in connection with this Agreement or to which Customer may have access in connection with this Agreement, including but not limited to financial information and data, personnel information, information regarding strategic alliances, costs or pricing data, the identities of customers and prospective customers and any information relating to new product launch, including the release dates and product specifications. Apple Confidential Information shall not include any information that: (i) was rightfully in a Customer's possession prior to disclosure without any obligation to maintain its confidentiality; (ii) was independently developed by Customer without the use of or reference to Apple Confidential Information; or (iii) is now, or hereafter becomes, publicly available other than through disclosure by Customer in breach of this Agreement
- "Configure-To-Order Product" or "CTO Product" means Products that Apple modifies from its standard configurations and that are available to Customer only by special order
- "Customer Confidential Information" means and is limited to information that is. (i) reduced to a tangible form, (ii) independently developed by Customer without the use of or reference to any Apple Confidential Information, and (iii) provided specifically at Apple's request after execution of this Agreement and after execution of an acknowledgment signed by an Apple Sales Director that such information shall be treated as Customer Confidential Information. Customer Confidential Information shall not include any information that: (a) is communicated verbally; (b) was rightfully in Apple's possession prior to disclosure without any obligation to maintain its confidentiality; (c) was independently developed by Apple without the use of Customer Confidential Information; (d) is required to verify Customer's compliance with any provisions of this Agreement; or (e) is now, or hereafter becomes, publicly available other than through disclosure by Apple in breach of this Agreement.
- "Effective Date" means the date upon which an authorized representative of Apple signs this Agreement.
- "Limited Warranty" means Apple's standard limited warranty that is set forth in the documentation that accompanies any Apple Products purchased under this Agreement.
- "Line of Credit" means a line of credit established for Customer by Apple in its sole discretion
- "Party" means either Apple or Customer and "Parties" means both of them.
- "Products" mean, collectively, Services, Apple Products and other products that are sold or licensed by Apple to Customer for its
- "Services" mean, collectively, the standard, price-listed-services, support and/or training products sold under the Apple brand name

2. Interpretation

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In the event of any conflict or inconsistency between the terms of this Agreement and any license terms or terms of use accompanying any Apple Product, such license terms and/or terms of use shall control solely as to the use of the Apple Product covered by those terms.

3. Terms and Conditions of Purchase

3.1 Ordering

Customer may order Products from Apple by either: (i) ordering at an Apple Retail Store, (ii) ordering electronically through the online portal managed by Apple, (iii) submitting a purchase order to Apple, as permitted by Apple, or (iv) by any other means communicated by Apple. Customer is solely responsible for all purchase decisions, including but not limited to, ensuring the compatibility and appropriateness of all Products. All purchases of Products under this Agreement shall be made solely for Customer's end use and not for resale. In the event Customer submits orders via an online portal managed by Apple, Customer agrees to Apple's Terms of Use and Privacy Policy located on such online portal. Furthermore, purchases through an online portal may also be subject to an Online Sales Policy, to the event of any inconsistency between this Agreement and the Online Sales Policy, this Agreement will govern.

3.2 Customer's subsidiaries and/or affiliates may not purchase Products from Apple under this Agreement unless Apple has agreed in signed writing with Customer that such subsidiaries and/or affiliates are authorized to purchase Products from Apple pursuant to this Agreement. Such authorization shall be subject to the parent company having provided a guarantee of the debts to Apple of such subsidiaries and/or affiliates and compliance with the obligations of this Agreement by such subsidiaries and/or affiliates. Notwithstanding the foregoing, Apple may require at its sole discretion that the debts to Apple of such subsidiaries and/or affiliates must be included in a parent company guarantee.

3.3 Limited Billing Service Account

Apple will provide Customer a limited billing service account to use when placing service orders such as Customer Installable Parts (CIPs) and mail-in or on-site repairs via the contact center or Apple Retail Stores. Customer may be asked to submit a purchase order when placing a service order. Customer acknowledges that Apple does not provide service CIP or repair pricing on an Apple price list. Apple will quote current service CIP or repair pricing to Customer prior to processing any purchase order, and Customer will have the option to either accept or decline the quoted prices. Apple will not process the purchase order if Customer declines the quoted price, but will process the purchase order under the terms of this Agreement if Customer accepts the quoted pricing.

3.4 Prices and Orders

Customer agrees that Apple may change Product offerings, discounts and pricing at any time and without notice to Customer. Prices include standard freight and insurance using an Apple-selected carrier. Apple does not guarantee that Products will be available at all times during the Term. Apple reserves the right to accept or decline any order, in whole or in part. Apple may cancel any accepted order prior to shipment, if in its sole discretion, Apple determines that it has insufficient inventory to fulfill such order Apple may make partial shipments of Customer sorders and will not be liable for any failure to ship complete orders. Customer will be invoiced separately for each partial shipment and will pay each invoice when due, without regard to subsequent deliveries. Apple will allocate its available inventory and make deliveries (including partial shipments) in its sole discretion and without liability to Customer.

3.5 Delivery

- 3.5.1 Except for U.S. federal government agencies, title and risk of loss to all Products will pass to Customer upon shipment from Apple's shipping location. For Products shipped pursuant to Apple's standard practices, Apple will issue credits or replace Products returned due to damage in transit or that are lost in transit. When Products are not shipped pursuant to Apple's standard practices but instead via a carrier selected by Customer, Apple will not issue credits or replace Products returned due to damage in transit or that are lost in transit and Customer's sole recourse for loss or damage shall be against its own insurer, its selected carrier, and its carrier's insurer. Customer shall insure Products for their full replacement value for delivery to Customer until Customer has paid Apple in full for such Products and shall name Apple as a loss payee on the Customer's policy. For both government and non-government sales, shipping charges for orders shipped under Customer's instructions will be added to Apple's invoice or shipped freight collect, at Apple's option.
- 3.5.2 For orders picked up by Customer at the Apple Retail Store, risk of loss or damage to Products will pass to Customer upon pick up of the Products from the Apple Retail Store. Title to the Products will pass to Customer when Apple provides notice that the Products are available for pick up from the Apple Retail Store. Customer shall contact the Apple Retail Store for any issues regarding pick up of the Products.
- 3.5.3 For U.S. federal government agencies only little and risk of loss to all Products will pass to Customer upon delivery to Customer.

3.6 Payment

- 3.6.1 Unless Customer qualifies for credit with Apple or except as otherwise approved by Apple, Customer shall pre-pay for all orders placed
- 3.8.2 Provided that Customer qualifies for credit with Apple, Customer shall be invoiced upon shipment of Products or performance of Services (as applicable), and provided Customer is qualified for credit with Apple, payment of such invoice is due no later than thirty (30) days from the invoice date.

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- 3.6.3 Apple may in its sole discretion establish a Line of Credit for Customer. If Apple establishes a Line of Credit if will do so to the extent permitted by faw and under the following minimum terms and conditions:
- 3.6.4 Payment terms for all amounts due from Customer to Apple (including payments for Services) will be net thirty (30) days from the date of Apple's invoice, except as may otherwise be required by Apple in writing. Invoices must be paid in full by direct debit or other electronic payment method agreed between the parties in the currency invoiced without deduction, counterclaim or set off (statutory or otherwise) and in clear funds. If a direct debit is returned unpaid, Apple shall be entitled to place the Customer's account on credit hold until payment is received in full.
- 3.6.5 The Line of Credit will limit the aggregate amount of credit that may be extended at any time to Customer for amounts owing to Apple under this Agreement, any other agreement or for any other sales or extensions of credit of any kind by Apple to Customer. The amount of the Line of Credit may be immediately adjusted upwards or downwards at any time as appropriate, at the discretion of Apple. In exercising its discretion, Apple reserves the right to consider and act upon the following, among other criteria: (i) the profitability and financial well being of Customer; (ii) whether current and accurate financial and business performance information are provided in a timely fashion by Customer; (iii) the amount and likely present value of whatever collateral or credit enhancement has been provided; and (iv) whether Apple will likely be, or has been required to realize upon and liquidate such collateral or credit enhancement. Customer acknowledges that Apple can reduce, vary or cancel the Line of Credit at any time.
- 3.6.6 Apple may place sales to Customer on immediate credit hold (i.e., suspend all sales to Customer) whenever the outstanding balance owed by Customer and its subsidiaries and/or affiliates to Apple would exceed the Line of Credit or whenever Customer fails to make payment to Apple in accordance with established terms.
- 3.6.7 Without prejudice to its right to terminate this Agreement for breach under Section 10, Apple reserves the right to withhold shipment and/or to declare all sums immediately due and payable in the event of a breach by Customer of any of its obligations to Apple, including the failure to comply with any credit terms.
- 3.6.8 Should there at any time be monies owing from Apple to Customer, Apple will have the right to setoff such sums and apply them to any sums (whether or not due) owed by Customer or its affiliates or subsidiaries to Apple.
- 3.6.9 Upon Apple's reasonable request, Customer will provide to Apple (or an Apple affiliate): (i) audited annual financial statements, including a balance sheet, cash flow and profit and loss statements, as well as auditors' report and notes to financials: (ii) financial statements and similar financial information or reports routinely provided to any other vendor, lender or creditor to support extensions of credit, and (iii) such other financial information as may be reasonably requested by Apple in a format agreed upon by Apple and Customer. (I such information is not provided in a timely manner, Apple may suspend all sales to Customer or exercise any other remedies hereunder until such information is provided to Apple.
- 3.6.10 All applicable local sales or use taxes, duties and other imposts, if any, due on account of purchases hereunder shall be paid by Customer. Proof of tax-exempt status must be on file at Apple's Support Center for any order to be treated as a tax-exempt transaction. Apple will also charge for any fees due from Customer by regulation or statute, including, if applicable, fees due under the California Electronic Waste Recycling Act or similar taws in other states. Apple reserves the right to change its price lists and Customer's credit terms at any time. In addition to Apple's other rights herein, Apple reserves the right, without liability or obligation to Customer, to suspend deliveries due to a payment default.

3.7 Product Returns

Products purchased hereunder shall be subject to Apple's then-current policies for defective and dead-on-arrival (DOA) Products.

3.8 Support

Apple will provide post-sales support for Apple Products as described in the documentation accompanying such Apple Products. Apple will not provide support for any Products other than unmodified Apple Products.

4. Confidentiality

- 4.1 During the Term and for five (5) years thereafter, Customer will not use Apple Confidential Information except as required to achieve the objectives of this Agreement, or disclose such Apple Confidential Information except to employees or contractors who have a need to know. Customer will not make any disclosure or statement of Apple Confidential Information in connection with the Agreement or its subject matter without Apple's prior, specific written consent. Customer shall not make any public statement regarding any item of Apple Confidential Information, including but not limited to any matter of business between Customer and Apple, or the nature of any contractual relations between Apple and Customer or any third party. Customer may disclose Apple Confidential Information to the extent required by law, provided that it first makes reasonable efforts to give Apple notice of such requirement prior to any such disclosure and takes reasonable steps to obtain protective treatment of the Apple Confidential Information.
- 4.2 Apple will not use Customer Confidential Information except as required to achieve the objectives of this Agreement, or disclose such Customer Confidential Information except to employees, agents or contractors who have a need to know or as required by law Except as otherwise stated herein, Apple will not make any disclosure or statement of such information without the Customer's prior written consent or as required by law.

5. Representations and Warrantles

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5.1 Customer represents and warrants that: (i) it has the right to enter into this Agreement and perform its obligations hereunder. (ii) the terms of this Agreement do not violate and will not cause a breach of the terms of any other agreement to which Customer is a party or by which it is bound; and (iii) all Products purchased will be for Customer's own use in its facilities in the United States and will not be purchased for resale to any other entity or individual.

5.2 Apple Limited Warranty

The sole warranty for an Apple Product purchased hereunder shall be the Limited Warranty. Except for the Limited Warranty, all Apple Products are sold "as is" and without additional warranty or support from Apple. All Products, other than Apple Products, are sold "as is" and without warranty or support from Apple, but may be accompanied by a manufacturer's warranty, as more particularly provided in the warranty documentation that accompanies such Products. Upon Customer's request. Apple will provide a copy of the manufacturer's warranty accompanying Products offered by Apple under this Agreement. Nothing in this Agreement shall be construed as obligating Apple to provide any warranty-related fulfillment or support for any Products, other than Apple Products

5.3 Disclaimer

- 5.3.1 EXCEPT FOR THE LIMITED WARRANTY, APPLE MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, WITH RESPECT TO THE PRODUCTS OR SERVICES, AND TO THE MAXIMUM EXTENT PROVIDED BY LAW APPLE HEREBY DISCLAIMS SUCH WARRANTIES, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- 5.3.2 Apple Products are not intended or suitable for use in situations or environments where the failure or time delays of, or errors or inaccuracies in, the content, data or information provided by Apple Products could lead to death, personal injury or severe physical or environmental damage, including without limitation the operation of nuclear facilities, aircraft navigation or communications systems, air traffic control, life support or weapons systems.

6. Indemnity

- 6.1 Provided that Customer promptly notifies Apple in writing, gives Apple sole control over the defense and all related settlement negotiations, and does not compromise or settle any claims then, subject to the terms of this paragraph and the exceptions and limitations set forth below, including but not limited to Section 7.1 and 7.2, Apple will defend any proceeding or act on brought by a third party against Customer to the extent based on a claim that: (i) an Apple Product that Customer has paid to acquire from Apple infringes a U.S. patent, copyright, trademark or misappropriates a U.S. trade secret; or (ii) personal injury or tangible property damage suffered by such third party was caused by Apple's gross negligence or willful misconduct during the performance of Services.
- 6.2 Notwithstanding the foregoing, Apple shall not be liable or responsible for, or obligated to defend any claims or damages arising out of or related to: (a) modification of any Apple Product; (b) combination, operation or use of the Apple Product with any other equipment, data, documentation, items or products; (c) use of Apple Product in a manner or for a purpose, or in a location, for which it was not intended; (d) import or export of any Apple Product in violation of applicable export control requirements, regulations or laws; (e) use or exportation of any Product(s) into any countries identified on any U.S. Government embargoed countries list, (f) use of any Apple Product in a manner or for a purpose not authorized under the applicable license terms; (g) any other products; or (h) Customer, its employees, agents, affiliates, subsidiaries or subcontractor's negligent acts or omissions.
- 6.3 Customer shall promptly notify Apple, in writing, of any claim, demand, proceeding or suit of which Customer becomes aware which may give rise to a right of defense under Section 6.1 ("Claim"). Notice of any Claim that is a legal proceeding, by sult or otherwise, must be provided to Apple within thirty (30) days of Customer's first learning of such proceeding. Notice must be in writing and include an offer to tender the defense of the Claim to Apple. Apple, if it accepts such tender, may take over sole control of the defense of the Claim. That control includes the right to take any and all actions deemed appropriate by Apple in its sole discretion to resolve the Claim by settlement or compromise. Upon Apple's acceptance of tender, Customer will cooperate with Apple with respect to such defense and settlement. If a Claim is settled and to the extent permitted by law, neither Party will publicize the settlement and will make every effort to ensure the settlement agreement contains a non-disclosure provision.
- 6.4 In the event of a Claim, Apple may at its sole option (but shall not be obligated to): (i) procure for Customer the right to continue use of the applicable Apple Product(s); (ii) reptace the applicable Apple Product(s); (iii) modify the applicable Apple Product(s); or (iv) refund the amount paid by Customer to Apple for the applicable Apple Product, less depreciation. THE FOREGOING CONSTITUTES CUSTOMER'S SOLE AND EXCLUSIVE REMEDY AND APPLE'S ENTIRE LIABILITY FOR ANY CLAIMS ARISING OUT OF THIS SECTION 6.
- 6.6 Customer shall not use the Apple Products, iCloud Storage APIs and iCloud service, or any component or function thereof, (i) to create, receive, maintain or transmit protected health information (as defined at 45 C.F.R § 160.103) or (ii) in any manner that would make Apple or any other third-party distributor, supplier or provider of those technologies a business associate, as defined under the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations ("HIPAA") at 45 C.F.R. § 160.103, of the Customer or any third party. Customer agrees to be solely responsible for complying with any reporting requirements under law or contract arising from Customer's breach of this Section and to reimburse Apple for any losses incurred by Apple relating to those reporting obligations.

7. Limitation of Liability

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7.1 Apple's maximum aggregate hability (including any liability for the acts or omissions of Apple's employees, agents and sub contractors) for any and all claims of any kind arising out of or in connection with the Agreement, whether in contract, warranty tort (including negligence), misrepresentation, strict liability, statute, or otherwise, shall not exceed three hundred thousand dollars (\$300,000).

7.2 IN NO EVENT, WHETHER AS A RESULT OF BREACH OF CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE). MISREPRESENTATION STRICT LIABILITY, STATUTE OR OTHERWISE, SHALL APPLE BE LIABLE FOR ANY LOSS OF PROFIT OR ANY SPECIAL, CONSEQUENTIAL, INCIDENTAL, INDIRECT LOSSES (INCLUDING LOSS OF DATA, INTERRUPTION IN USE UNAVAILABILITY OF DATA UNAVAILABILITY OR INTERRUPTION IN AVAILABILITY OF APPLE PRODUCTS, OR OTHER ECONOMIC ADVANTAGE) OR FOR PUNITIVE OR EXEMPLARY DAMAGES.

7.3 THE PARTIES AGREE THAT THE TERMS OF THE AGREEMENT, INCLUDING THOSE CONCERNING WARRANTIES, INDEMNITY AND LIMITATIONS OF LIABILITY, REPRESENT A FAIR ALL OCATION OF RISK BETWEEN THE PARTIES WITHOUT WHICH THEY WOULD NOT HAVE ENTERED INTO THIS AGREEMENT, LIABILITY FOR DAMAGES WILL BE LIMITED AND EXCLUDED, EVEN IF ANY EXCLUSIVE REMEDY PROVIDED FOR IN THE AGREEMENT FAILS OF ITS ESSENTIAL PURPOSE THE REMEDIES SET FORTH IN THIS AGREEMENT WILL BE CUSTOMER'S SOLE AND EXCLUSIVE REMEDIES FOR ANY CLAIM MADE AGAINST APPLE

8. Ownership

8.1 Use of Name

Neither Party shall use the other's name, logol trademarks or service marks in any advertising, communications or publications without the other Party's prior written consent.

8.2 Software

Customer acknowledges that Products often contain not only hardware but also software, including but not limited to, operating systems and applications. Such software may be included in ROMs or other semiconductor chips embedded in hardware, or it may be contained separately on disks or on other media. Such software is proprietary, is copyrighted, and may also contain valuable trade secrets and is protected by patents. Customer, as an end user, is licensed to use any software contained in such Products, subject to the terms of the license accompanying the Products, if any, and the applicable patent, trademark, copyright, and other intellectual property, federal and state laws of the United States.

8.3 Restrictions

Unless Customer has obtained Apple's prior written consent, Customer, in addition to any obligations or restrictions set forth in any license, which may accompany a Product, shall not copy the software. Customer shall not disassemble, decompile, reverse engineer, copy, modify, create derivative works thereof or otherwise change any of the software or its form.

9. Export Compliance

This Agreement is subject to all laws, regulations, orders or other limitations on the export and re export of commodities, technical data and software. Customer agrees that it will not export, re-export, resell or transfer any export-controlled commodity, technical data or software: (i) in violation of such limitations imposed by the United States or any other appropriate national government authority; (ii) to any country for which an export license or other governmental approval is required at the time of export, without first obtaining all necessary licenses and approvals, at Customer's sole cost and expense; (iii) to any country or national or resident of a country to which trade is embargoed by the United States, or any other relevant national authority; (iv) to any person or firm on any relevant government agency restricted party lists, (examples: United Nations Sanctions list, United States Denial Lists, Office of Foreign Assets Control Specially Designated Nationals List, etc.); or (v) for use in, or to an entity that might engage in, any sensitive nuclear, chemical or biological weapons, or missile technology end-uses unless authorized by the United States Government, and any other relevant government agency by regulation or specific license.

10. Term and Termination

10.1 Term

Unless terminated earlier as provided in this Agreement, the initial term of this Agreement shall be from the Effective Date until the following April 30 ("Initial Term"). This Agreement shall automatically renew for successive twelve (12) month periods (each a "Renewal Term"), unless either Party provides written notice of its election not to renew at least ninety (90) days prior to the end of the Initial Term or then-current Renewal Term. The Initial Term and all Renewal Terms are referred to as the "Term".

10.2 Termination for Convenience

This Agreement may be terminated by either Party at any time without cause (i.e., for any or no reason), on thirty (30) days' written notice to the other Party.

10.3 Termination for Cause

Apple may immediately terminate this Agreement and any other existing agreement with Customer if: (i) Customer fails to fully perform any obligation under the Agreement; (ii) Customer commits a criminal offence, engages in fraud or any unlawful or unfair business practice; (iii) there is a material change in or transfer of Customer's management, ownership, control or business operations, or Customer becomes affiliated, through common management, ownership, or control, with any person or entity that is unacceptable to Apple; or (iv) Customer's actions expose or threaten to expose Apple to any liability, obligation, or violation of taw.

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10.4 Effect of Notice of Termination

If either Party gives notice of termination of the Agreement according to Section 10; (i) all unpaid invoices issued by Apple will be accelerated and become immediately due and payable on the effective date of termination, and (ii) Customer will cease placing new orders for Products from Apple on the effective date of termination.

10.5 Survival

All defined terms and the following Sections of this Agreement shall survive expiration or any termination of the Agreement 3.6 (Payment); 4 (Confidentiality); 5 (Representations and Warranties); 6 (Indemnity); 7 (Limitation of Liability); 9 (Export Compliance) 10.4 (Effect of Notice of Termination); 10.5 (Survival); 11 (General Terms) and; any other Sections that by their nature would reasonably be expected to survive expiration or termination.

11. General Terms

11.1 Governing Law

If Customer is a public agency or institution, this Agreement will be governed by the taws of the state where Customer is located or if Customer is a federal government agency, this Agreement will be governed and interpreted in accordance with applicable federal law. If Customer is a private or corporate entity, this Agreement will be governed by the laws of the State of Delaware, without regard to its conflict of laws provisions, and in the event of any action between the parties venue shall be in the State of California

11.2 Notice under the Agreement

Notices under the Agreement may be given as follows:

11.2.1 Any notice under this Agreement must be in writing and will be deemed given upon the earlier of actual receipt or ten (10) days after being sent by courier, return receipt requested, to the address stated below for Apple and to the address designated in this Agreement by Customer for receipt of notices, or as may be provided by the Parties

Apple Inc. U.S. Contracts Operations One Apple Park Way, M/S 581-CNTR Cupertino, California 95014

11.2.2 Either Party may give notice of its change of address for receipt of notices in any of the following manners: (a) in accordance with Section 11.2.1 (b) by email to the address provided by the Party, or (c) as otherwise authorized by Apple.

11.3 Assignment by Apple

Customer may not assign this Agreement or any of its rights or duties without Apple's prior written consent. Any non-compliant assignment by Customer shall be null and void. Apple may assign this Agreement, in whole or in part, in Apple's sole and absolute discretion, to any affiliate of or successor in interest to Apple, without the consent of Customer.

11.4 Modifications

Except as otherwise provided in this Agreement, no modification to this Agreement will be binding unless in writing and signed by an authorized representative of each Party.

11.5 Entire Agreement

Apple and Customer acknowledge that the Agreement supersedes and extinguishes all previous agreements and representations (whether oral or written), between or on behalf of the Parties with respect to its subject matter. The Agreement contains all of Apple's and Customer's agreements, warranties, understandings, conditions, covenants, promises and representations with respect to its subject matter. Apple and Customer acknowledge and agree that they have not reflect on any other agreements, warranties, understandings, conditions, covenants, promises or representations in entering into this Agreement. Neither Apple nor Customer will be liable for any agreements, warranties, understandings, conditions, covenants, promises or representations not expressly stated or referenced in this Agreement. Apple is deemed to have refused any provisions in purchase orders, invoices or other documents or statements from Customer that purport to after or have the effect of aftering any provision of the Agreement and such refused provisions will be unenforceable.

11.6 No Rellance

Apple and Customer each acknowledge and agree that, in entering into the Agreement, they have not relied on and will not be liable for any agreements, warranties, understandings, conditions, covenants, representations or promises other than those expressly stated or referenced in the Agreement. The parties acknowledge and understand that all terms of the Agreement are enforceable as written, and that Apple and Customer intend to enforce and comply with all written terms of the Agreement. Customer hereby acknowledges and agrees that it will be bound by all the terms in the Agreement, notwithstanding any prior or subsequent agreement, warranty, understanding, condition, covenant, representation or promise suggesting otherwise.

11.7 Severability

If a court of competent jurisdiction holds that any provision of this Agreement is invalid or unenforceable, the remaining portions of this Agreement will remain in full force and effect, and this Agreement will be adjusted if possible so as to give maximum effect to the original intent and economic effect of the Parties.

11.8 Waivers

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A Party's waiver of any breach by the other Party or failure to enforce a remedy will not be considered a waiver of subsequent breaches of the same or of a different kind.

11.9 Force Majeure

Neither Party will be liable for delay or failure to fulfill its obligations under this Agreement, other than payment obligations, to the extent such delay or failure is due to unforeseen circumstances or causes beyond the Party's reasonable control, including but not limited to, acts of God, war, riot, pandemic, embargoes, acts of civil or military authorities, acts of terrorism or sabotage, fire flood accident, strikes, inability to secure transportation, failure of communications networks, (a "Force Majeure"), provided such Party promptly notifies the other Party and uses reasonable efforts to correct such failure or delay in its performance. Customer may cancel any order delayed by more than thirty (30) days from the scheduled ship date due to a Force Majeure.

11.10 Headings and Construction

Paragraph headings are for reference only and will not affect the meaning or interpretation of this Agreement. Wherever the singular is used, it includes the plural, and wherever the plural is used, it includes the singular.

11.11 Signature Authorization and Electronic Signature

Each Party represents that the person signing this Agreement certifies that he or she has authority to contractually bind Customer to the terms and conditions of this Agreement. The Parties agree that this Agreement or any related documents may be accepted by electronic signature, which shall be accepted in lieu of a handwritten signature with full force and effect.

11.12 Counterparts

This Agreement may be executed in one or more counterparts (including by facsimile), each of which when so executed shall be deemed to be an original and shall have the same force and effect as an original. Such counterparts together shall constitute one and the same instrument.

11.13 Additional Eligible Purchasers

- (i) Eligible Purchasers include the Customer and any school districts and their public or private not-for-profit school systems, state universities and colleges, and community, vocational and technical colleges, state, county or city agency or department (including fire departments and libraries), special district, port authority, municipality, township, or Native American reservation in the state that Customer is located ("Eligible Purchasers"). Products purchased shall be for each of the Eligible Purchaser's own use in the United States and shall not be purchased for the purpose of resale to another entity or individual. Apple reserves complete discretion in making eligibility determinations.
- (ii) The Customer shall be responsible and be liable only for purchases made directly by it on its own purchase orders and shall not be liable for any purchases made by or acts of any other Eligible Purchasers purchasing under this Agreement. Eligible Purchasers shall be responsible and liable for purchases made by or acts of the Eligible Purchaser subject to the terms and conditions of this Agreement and shall not be liable for any purchases made by or acts of any other Eligible Purchasers purchasing under this Agreement.
- (iii) By placing orders hereunder, Eligible Purchaser acknowledges and agrees to be bound by the terms and conditions of this Agreement and shalf be deemed a "Customer" under the terms of the Agreement.

The duty authorized representatives of the Parties execute this Agreement as of the dates stated below.



Customer	Apple Inc.	
SIGNATURE: FElin & Michie	SIGNATURE: Johnney Million	
PRINT NAME:	PRINT NAME: //	
Robert McEntire, Ed.D.	Johnny Mendoza	
PRINT TITLE:	PRINT TITLE:	
Associate Superintendent, Business Services	Project Coordinator	
DATE:	DATE:	
10/10/2023	10/6/2023	
	US Sales Ops	

Direct Sales 9 of 9 US - 909933



Human Resources Memorandum

To: Or. Sherry Smith, Superintendent

From: Donna Carlson, Assistant Superintendent, Human Resources

Date: November 15, 2023

Subject: Public Disclosure of Receipt of Initial Proposal for Negotiations for the 2023-2024

School Year from the Alta Loma School District

BACKGROUND: The District has prepared an initial proposal for negotiations.

RATIONALE: This Disclosure satisfies the legal requirements of Government Code

Section 3547.5.

FUNDING: There is no fiscal impact to the District.

RECOMMENDATION: Recommend the Board accept the initial proposal for negotiations

for the 2023-2024 school year from the Alta Loma School District as

presented.



Human Resources

To:

Alta Loma Educators Association (ALEA)

From:

Donna Carlson, Assistant Superintendent, Human Resources

Date:

November 15, 2023

Subject:

Initial Proposal for 2023-34 School Year Negotiations

The Alta Loma School District intends to enter negotiations with the Alta Loma Educators Association (ALEA) for the 2023-24 school year. In addition to the automatic reopeners, Article XX, Employee Compensation and Article XXI, Extracurricular and Special Assignments and Pay, the District will also reopen Article VIII, Evaluation of Employees, and Article XXVI, Peer Assistance and Review (PAR) Program.

The District focus for Article VIII, Evaluation of Employees, is to align contract language with California Standards for the Teaching Profession.

The District focus for Article XXVI, Peer Assistance and Review (PAR) Program is to separate PAR language from the new teacher induction language.



Human Resources Memorandum

To: Dr. Sherry Smith, Superintendent

From: Donna Carlson, Assistant Superintendent, Human Resources

Date: November 15, 2023

Subject: Public Disclosure of Receipt of Initial Proposal for Negotiations for the 2023-2024

School Year from the Alta Loma Educators Association

BACKGROUND: The District has received an initial proposal for negotiations.

RATIONALE: This Disclosure satisfies the legal requirements of Government Code

Section 3547.5.

FUNDING: There is no fiscal impact to the District.

RECOMMENDATION: Recommend the Board accept the initial proposal for negotiations

for the 2023-2024 school year from the Alta Loma Educators

Association as presented.

October 17, 2023

ALTA LOMA SCHOOL DISTRICT BOARD Regular Meeting of November 15, 2023

PURPOSE: The purpose of this item is for the Board of Trustees and the public to be informed regarding ALEA's (Alta Loma Educators Association) Sunshine Negotiation Proposal for the 2023-2024 school year.

BACKGROUND INFORMATION: Sunshine proposals are the first step in contract negotiations. It informs the negotiating teams as to the issues they can expect to see at the bargaining table.

DETAILS: As a union, we are excited to embark upon a new era of collaboration, responsibility and educational excellence. We see the upcoming negotiations as an opportunity to inspire, improve, and imagine a better future for all our students. Negotiations give us all the rare chance for our actions to reflect our values. We all get to cooperate, understand, sacrifice, and ultimately succeed together.

Alta Loma Educators Association has identified the following articles to sunshine:

Article V – Teaching Hours

- Prep time
- IEP's during the day

Article X – Leave of Absence

Sub rate differential pay



Human Resources Memorandum

To:

Dr. Sherry Smith, Superintendent

From: Donna Carlson, Assistant Superintendent, Human Resources

Date:

November 15, 2023

Subject:

Request for Retirement from Janine McAllister, Bus Driver, District Support Center

BACKGROUND:

Janine McAllister began her career as a substitute bus driver with the District on September 9, 2010. Janine was offered a permanent bus driver position on September 15, 2011. On August 2, 2013, Janine became a bus driver for the special education students.

Janine enjoyed working with the small children with special needs. Everyday the children made her smile. Janine has great satisfaction knowing she made a difference in their lives.

Janine's favorite memories are of the lifelong friendships she has made. She also has special memories of the holiday parties and, best of all, the department working together to create a winning holiday door decorated in the theme of "Grandma Got Run Over by a School Bus".

In retirement Janine plans to work part time with special needs individuals, seniors and veterans. With each new sunrise arrives endless possibilities and adventures and Janine plans to seize each day!

Congratulations, Janine, on the occasion of your retirement. Thank you for 12 years of exemplary service to Alta Loma School District.

RATIONALE:

Janine's final day of service to Alta Loma School District will be December 12, 2023.

FUNDING:

There is no impact to the general fund.

RECOMMENDATION:

Recommend the Board accept the request for retirement from Janine McAllister, Bus Driver, District Support Center.



Superintendent's Memorandum

To: Board of Trustees

From: ADr. Sherry Smith, Superintendent

Date: November 15, 2023

Subject: Amend Board Policies Related to Philosophy, Goals, Objectives and

Comprehensive Plans, Community Relations, Business and Noninstructional

Operations, Personnel, Students, and Facilities.

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 0410 – Nondiscrimination in District Programs and Activities

BP 1160 – Political Processes

BP 1312.3 – Uniform Complaint Procedures

BP 3311 – Bids BP 3312– Contracts

BP 3460 – Financial Reports and Accountability BP 3551–Food Service Operations/Cafeteria Fund BP 4151/4251/4351 – Employee Compensation BP 5145.3 – Non Discrimination/Harassment

BP 7140 – Architectural and Engineering Services

RATIONALE: This action will amend the policies to be compliant with current

State and Federal Law and current practices.

FUNDING: There is no fiscal impact to this action.

RECOMMENDATION: Recommend the Board amend Board Policies related to Philosophy,

Goals, Objectives and Comprehensive Plans, Community Relations. Business and Noninstructional Operations. Personnel, Students, and

Facilities, as presented.

Alta Loma SD Board Policy

Philosophy, Goals, Objectives and Comprehensive Plans

BP 0410(a)

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

This policy shall apply to all acts related to a school activity or school attendance and to all acts of the Board of Trustees and the Superintendent in enacting policies and procedures that govern the District.

The Board of Trustees is committed to providing equal opportunity for all individuals in District programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, reproductive health decisionmaking, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 5145.3 – Nondiscrimination/Harassment) (cf. 5145.7 – Sexual Harassment) (cf 1240 – Volunteer Assistance) (cf 4030 – Nondiscrimination in Employment)

All individuals shall be treated equitably in the receipt of District and school services. Personally identifiable information collected in the implementation of any District program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the District shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

(cf. 5145.13 - Response to Immigration Enforcement)

District programs and activities shall be free of any discriminatory use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources.

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or District on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

The Superintendent or designee shall annually review District programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing District programs and activities. The Superintendent or designee shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report their findings and recommendations to the Board after each review.

(cf. 5145.3 - Nondiscrimination/Harassment)

All allegations of unlawful discrimination in District programs and activities shall be **brought**, investigated and resolved in accordance with the procedures specified in AR BP 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Pursuant to 34 CFR 104.8 and 34 CFR 106.98, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the District's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the District. The notification shall also be posted on the District's website and social media and in District schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

The District's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language. (Education Code 48985; 20 USC 6312)

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing District facilities are needed to provide individuals with

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

(cf. 6163.2 - Animals at School)

The Superintendent or designee shall ensure that the District provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to District and school websites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or principal designee if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program or meeting.

(cf. 5141.6 – School Health Services) (cf. 9320 – Meeting and Notices) (cf. 9322 – Agenda/Meeting Materials) (cf. 1113 – District and School Websites)

The individual identified in *Administrative* Regulation 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the District's response to complaints and for complying with state and federal civil rights laws is hereby designated as the District's ADA coordinator. He/she *The compliance officer* shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to District programs, services, activities, or facilities.

Director of Human Resources 9390 Base Line Road Alta Loma, CA 91701 (909) 484-5151

Policy

adopted: September 19, 2006 amended: September 6, 2017 November 2, 2022 ALTA LOMA SCHOOL DISTRICT

Alta Loma, California

Alta Loma SD

Board Policy

Community Relations

BP 1160(a)

POLITICAL PROCESSES

The Board of Trustees has a responsibility to actively advocate fiscal and public policy that supports the District's schools and the children in the community. The Board shall be proactive in defining the District's advocacy agenda based on the District's vision and goals and the needs of the District and community. The Board's advocacy efforts shall be conducted in accordance with legal requirements.

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(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)
(cf. 9000 - Role of the Board)
(cf. 9010 - Public Statements)
```

Ballot Measures/Candidates

No District funds, services, supplies or equipment shall be used to urge the support or defeat of any ballot measure or candidate, including any candidate for election to the Board. (Education Code 7054)

The Board may discuss and study the potential effect of proposed or qualified ballot measures on the District's schools at an open and agendized Board meeting. The Board's discussion of the effect of such measures shall include an opportunity for staff and members of the public to speak on all sides of the issue. At that meeting, the Board may adopt a position or resolution in support of or in opposition to a ballot measure. The language in any resolution adopted by the Board shall not urge the public to take any action regarding the measure.

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(cf. 9320 - Meetings and Notices)
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The Board's positions on a ballot measure, including any resolution, shall be publicized only through normal District procedures and consistent with regular District practice for reporting Board actions. Such publicity shall be for informational purposes and shall not attempt to influence voters.

Individual School Board members may include their name in support of or opposition to a county city, District, or school measure on a county ballot in accordance with Elections Code 9170.

The Superintendent or designee may use District resources to provide students, parents/guardians and community members with fair and impartial information related to ballot measures, including information about the impact of ballot measures on the District. (Education Code 7054)

POLITICAL PROCESSES (continued)

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(cf. 1100 - Communication with the Public)
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In preparing or distributing such informational material, the Superintendent or designee shall analyze the material to help ensure that it is an appropriate informational activity, provides a fair analysis of the issues, and does not advocate passage or defeat of a measure or candidate.

District resources, including email or computer systems, shall not be used to disseminate campaign literature. In addition, District resources shall not be used to purchase advertisements, bumper stickers, posters or similar promotional items that advocate an election result or urge voters to take any action in support of or in opposition to a measure.

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(cf. 1325 Advertising and Promotion)
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Political activity related to District bond measures shall, in addition to the above, be subject to the following conditions:

- 1. The Superintendent or designee may research, draft, and prepare a District bond measure or other initiative for the ballot, but shall not use District resources to influence voters or otherwise campaign for the measure.
- 2. Upon request, Board members and District administrators may appear at any time before a citizens' group to explain why the Board called for an election on a bond measure and to answer questions. (Education Code 7054.1)
 - If the presentation occurs during working hours, the employee representing the District shall not urge a citizens' group to vote for or against the bond measure.
- 3. The Board or any individual Board member may file a written argument for the ballot that is either for or against any school measure. (Elections Code 9501)

Legislation

The Board's responsibility as an advocate for the District may include lobbying and outreach at the local, state and national levels. The Board and Superintendent or designee shall work to establish and maintain ongoing relationships with elected officials, community leaders, and the media in order to communicate District positions and concerns.

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(cf. 1020 - Youth Services)
(cf. 1112 - Media Relations)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 7131 - Relations with Local Agencies)
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BP 1160(c)

POLITICAL PROCESSES (continued)

The Board and Superintendent shall may develop an advocacy action plan to define expectations and responsibilities. This plan may include, but is not limited to, legislative priorities, strategies for outreach to the media and community, development of key messages and talking points, and adoption of positions on specific legislation, regulations, or budget proposals.

In order to strengthen legislative advocacy efforts, the District may work with organizations and coalitions and may join associations whose representatives lobby on behalf of their members in accordance with Government Code 53060.5.

The District may provide fair and impartial information about legislative issues affecting schools and children and shall inform the community about its advocacy activities. However, informational materials about legislation shall not urge the public to lobby the legislature, Governor, or state agencies on behalf of the District.

As necessary, the Board may direct the Superintendent or designee to draft legislative or regulatory proposals which serve the District's interests.

Legal Advocacy

The Board recognizes that some issues are more appropriately addressed judicially rather than legislatively. When a legal issue is likely to set a state or national precedent, the District may join with other districts or parties in order to resolve the issue through litigation or other appropriate means.

(cf. 9124 - Attorney) (cf. 9321 - Closed Session Purposes and Agendus)

Political Forums

Forums on political issues may be held in District facilities as long as the forum is made available to all sides of the issue on an equitable basis. (Education Code 7058)

(cf. 1330 Use of School Facilities)

ALTA LOMA SCHOOL DISTRICT

Alta Loma, California

Alta Loma SD

Board Policy

Community Relations

BP 1312.3(a)

UNIFORM COMPLAINT PROCEDURES

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

(cf. 5145.7 - Sexual Harassment) (cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)

Complaints Subject to UCP

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

- 1. Accommodations for pregnant and parenting students (Education Code 46015)
- 2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
- 3. After School Education and Safety programs (Education Code 8482-8484.65)
- 4. Agricultural career technical education (Education Code 52460-52462)
- 5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
- 6. Child care and development programs (Education Code 8200-8488)
- 7. Compensatory education (Education Code 54400)
- 8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
- 9. Course periods without educational content (Education Code 51228.1-51228.3)
- 10. Discrimination, harassment, intimidation, or bullying in District programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender

expression, or genetic information, or any other characteristics identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

Discrimination includes, but is not limited to, the Board's refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the District, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243)

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(cf. 1312.2 - Complaints Concerning Instructional Materials) (cf. 1312.4 - Williams Uniform Complaint Procedures)
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- 11. Educational and graduation requirements for students in foster care, homeless students experiencing homelessness, students from military families, and-students formerly in a juvenile court school, students who are migratory, and students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
- 12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
- 13. Local control and accountability plan (Education Code 52075)
- 14. Migrant education (Education Code 54440-54445)
- 15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
- 16. Student fees (Education Code 49010-49013)
- 17. Reasonable accommodations to a lactating student (Education Code 222)
- 18. Regional occupational centers and programs (Education Code 52300-52334.7)
- 19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
- 20. School safety plans (Education Code 32280-32289)

- 2120. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
- 2221. State preschool programs (Education Code 8207-8225
- 2322. State preschool health and safety issues in license-exempt programs (Education Code 8212)
- 2423. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
- 2524. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

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

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

When an allegation that is not subject to the UCP is included in a UCP complaint, the District shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the District's UCP.

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

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

Non-UCP Complaints

The following complaints shall not be subject to the District's UCP but shall be referred investigated and resolved by to the specified agency or through an alternative process:

- 1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)
- 2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
- 3. Any complaint alleging that a student, while in an education program or activity in which the District exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in Administrative Regulation 5145.71 Title IX Sexual Harassment Complaint Procedures.
- 4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the District in accordance with the procedures specified in Administrative Regulation 4030- Nondiscrimination in Employment, including the right to file the complaint with the California Civil Rights Department of Fair Employment and Housing.

(cf. 4030 - Nondiscrimination in Employment)

- 5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the District is subject, or a physical safety concern that interferes with the District's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with Adminstrative Regulation 6159.1 Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
- 6. Any complaint alleging noncompliance of the District's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 Nutrition Program Compliance. (5 CCR 15580-15584)
- Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the District's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with Board Policy 3555 - Nutrition Program Compliance. (5 CCR 15582)

8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Policy

adopted: October 4, 2006 amended: November 7, 2012

May 20, 2015

September 21, 2016 September 16, 2020

May 3, 2023

ALTA LOMA SCHOOL DISTRICT

Alta Loma, California

Alta Loma SD

Board Policy

Business and Noninstructional Operations

BP 3311

BIDS

The Board of Trustees is committed to promoting public accountability and ensuring prudent use of public funds. In When leasing, or purchasing, or contracting for equipment, materials, supplies, or services for the District, and including when contracting for public projects involving District facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the District, such leases and purchases contracts shall be made using competitive bidding.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4 for competitive bidding. (Public Contract Code 20116)

The Superintendent or designee shall establish comprehensive bidding procedures for the District in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders on the basis of a completed questionnaire and financial statements.

When calling for bids, the Superintendent or designee shall ensure that the bid specification clearly describes in appropriate detail the quality, delivery, and service required and includes all information which the District knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

The Superintendent or designee shall develop procedures to be used for rating bidders for award of contracts which, by law or Board policy, require prequalification. The procedures shall identify a uniform system for rating bidders and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20101.

Except as authorized by law and specified in the Administrative Regulation, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 2011)

When the Board has determined that it is in the best interest of the District, the District may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies any personal property to the extent authorized by law. (Public Contract Code 20118)

Policy

ALTA LOMA SCHOOL DISTRICT

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

Alta Loma, California

Alta Loma SD

Board Policy

Business and Noninstructional Operations

BP 3312(a)

CONTRACTS

The Board of Trustees recognizes its responsibility to enter into contracts on behalf of the District for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of District goals. In exercising this authority to enter into a contract, the Board shall ensure that the District's interest is protected and that the terms of the contract conform to applicable legal standards, including the bidding requirements in Public Contract Code 20111.

In addition, Board members and District employees involved in the making of contracts on behalf of the District shall comply with the District's conflict of interest policy as specified in Board Bylaw 9270 – Conflict of Interest.

The Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the District as indicated on County Form No. 2. To be valid or to constitute an enforceable obligation against the District, all such contracts must be approved and/or ratified by the Board.

Every contract entered into on behalf of the District shall be made available for public inspection, except when the law prohibits disclosure. No contract shall prohibit a District employee from disparaging the goods or services of any contracting party.

Contracts for Non-nutritious Foods or Beverages

The District shall not enter into or renew a contract for the sale of foods or beverages that do not meet applicable nutritional standards specified in Education Code 49431-49431.7, 5 CCR 15500-15501 or 15575-15578, or 7 CFR 210.11 or 220.12, unless the contract specifies that such sale will occur off campus or outside the time restriction specified in the applicable law. Before the District enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods as defined in law, the Board shall ensure that the District has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The Superintendent or designee shall develop the District's internal control procedures to protect the integrity of public funds. Such internal controls may include, but not be limited to, the following:

1. Procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.

2. Procedures to ensure that District personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for District proceeds directly to the school site.

To ensure that funds raised by the contract benefit District schools and students:

- 1. The Superintendent or designee may invite parents/guardians, students, staff, and interested community members to make recommendations regarding the contract, including recommendations as to how the funds will be spent in a manner that benefits public education.
- 2. The Superintendent or designee shall ensure that the contract does not limit the ability of student and parent organizations to plan and operate fundraising activities.

Any contract for the sale or advertisement of non-nutritious foods or carbonated or non-nutritious beverages shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

The Board shall not enter into or renew any contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or on non-nutritious foods until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled Board meeting. The Board shall clearly, and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5)

The public hearing shall include, but not be limited to, a discussion of the nutritional value of foods and beverages sold within the District; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the foods and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the District or a District school from making any part of the contract public. (Education Code 35182.5)

Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students (Education Code 35182.5)

Contracts for Digital Storage and Maintenance of Student Records

The District may enter into or renew a contract with a third party for the purpose of providing services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or to provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records. For these purposes, student records include any information maintained by the District that is directly related to a student and any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other District employee, and do not include de-identified information. (Education Code 49073.1)

Any such contract shall contain all of the following: (Education Code 49073.1)

- 1. A statement that student records continue to be the property of and under the control of the District
- 2. If applicable, a description of the means by which students may retain possession and control of their own student-generated content, as defined in Education Code 49073.1, including options by which a student may transfer student-generated content to a personal account
- 3. A prohibition against the third party using any information in the student record for any purpose other than those required or specifically permitted by the contract
- 4. A description of the procedures by which a parent/guardian or a student age 18 years or older may review personally identifiable information in the student's records and correct erroneous information
- 5. A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of student records
- A description of the procedures for notifying the affected parent/guardian, or the affected student if age 18 years or older, in the event of an unauthorized disclosure of the student's records
- 7. A certification that a student's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced, except that these requirements shall not apply to student-generated content if the student chooses to establish or maintain an account with the third party for the purpose of storing that content

- 8. A description of how the District and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act, 20 USC 1232g
- 9. A prohibition against the third party using personally identifiable information in student records to engage in targeted advertising

Contracts for Personal Services

In order to achieve cost savings, the District may enter into or renew a contract for any personal service that is currently or customarily performed by classified employees, if the contract does not displace school District employees and meets other conditions specified in Education Code 45103.1. To enter into or renew such a contract, the Board shall ensure that the District meets the numerous conditions specified in Education Code 45103.1.

Contracts for Personal Services

In order to achieve cost savings, the District may enter into or renew a contract for any personal service that is currently or customarily performed by classified employees, if the contract does not displace school District employees and meets other conditions specified in Education Code 45103.1. To enter into or renew such a contract, the Board shall ensure that the District meets the numerous conditions specified in Education Code 45103.1.

In addition, the District may enter into or renew any contract for personal service without meeting the conditions described above, if any of the following conditions exists: (Education Code 45103.1)

- 1. The contract is for new District functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors
- 2. The services contracted are not available within the District, cannot be performed satisfactorily by District employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the District
- 3. The services are incidental to a contract for the purchase or lease of real or personal property, including, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented
- 4. The District's policy, administrative, or legal goals and purposes cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary District hiring process

- 5. The nature of the work is such that the criteria for emergency appointments, as defined in Education Code 45103.1, apply
- 6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the District in the location where the services are to be performed
- 7. The services are of such an urgent, temporary, or occasional nature that the delay that would result from using the District's regular or ordinary hiring process would frustrate their very purpose

Policy

adopted: November 1, 2006 amended: December 14, 2022

ALTA LOMA SCHOOL DISTRICT

Alta Loma, California

Alta Loma SD

Board Policy

Business and Noninstructional Operations

BP 3460(a)

FINANCIAL REPORTS AND ACCOUNTABILITY

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

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

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

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

If the District is facing fiscal insolvency, the Board may consider applying to the state for an emergency apportionment that exceeds 200 percent of the District's recommended reserve. Before applying for such emergency apportionment, the Board shall discuss, at a regular or special meeting, the need for an emergency apportionment and receive testimony regarding the apportionment from parents/guardians, the exclusive representatives of employees of the District, and other members of the community. (Education Code 41326)

Unaudited Actual Receipts and Expenditures

On or before September 15, the Board shall approve and file with the County Superintendent a statement of the District's unaudited actual receipts and expenditures for the preceding

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

fiscal year. The Superintendent or designee shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42100)

Gann Appropriations Limit Resolution

On or before September 15, the Board shall, at a regular or special meeting, adopt a resolution identifying, pursuant to Government Code 7900-7914, the District's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year.

Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

Interim Reports/Certification of Ability to Meet Fiscal Obligations

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

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

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

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

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

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Whenever the District receives a qualified or negative certification from the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent. (Education Code 42131)

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

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

Audit Report

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

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

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

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

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

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

BP 3460(d)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Audit Committee

The Board may appoint an audit committee composed of staff knowledgeable about fiscal

matters, other staff, and representatives of the community.

The committee shall serve in an advisory capacity and may:

1. Make recommendations regarding the selection of the external independent auditor in

accordance with Education Code 41020 and 41020.5

2. Review the plan for the audit process with the independent auditor to determine the

adequacy of the nature, scope, and timetable of the audit

3. Review the results of the audit and participate with the independent auditor and

management in preparing final recommendations and responses

4. Participate with the independent auditor in presenting the audit report to the Board

5. Review Board policies and administrative regulations to recommend any revisions needed

to ensure effective financial reporting

6. Provide input on the effectiveness of the independent auditor

7. Periodically report to the Board regarding the status of previous audit recommendations

for improving the accounting and internal control systems

Policy

adopted: November 1, 2006

amended: September 15, 2010

February 15, 2023

ALTA LOMA SCHOOL DISTRICT

Alta Loma, California

Alta Loma SD

Board Policy

Business and Noninstructional Operations

BP 3551(a)

FOOD SERVICE OPERATIONS/CAFETERIA FUND

The Board of Trustees intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the District.

The Superintendent or designee shall ensure that food service director(s) possess the qualifications required by 7 CFR 210.30 and California Department of Education (CDE) standards.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the CDE. (42 USC 1776)

Meal Sales

Any student who requests a meal shall be served a nutritionally adequate breakfast and lunch free of charge, each school day. (Education Code 49501.5)

As permitted by law, additional or second meals, adult meals, and other nonprogram foods, such as smart snack compliant food and beverages sold in vending machines, may be sold to students. (Education Code 380282, 49501.5)

Meals may be sold to District employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are authorized by the Superintendent or designee to be on campus. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments. Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

Cafeteria Fund and Account

The Superintendent or designee shall establish a cafeteria fund independent of the District's general fund.

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund.

Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the District or by an entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

When soliciting for bids and contracts for the purchase of an agricultural food product, the District shall specify in the solicitation that only the purchase of agricultural food products grown, packed, or processed domestically is authorized, unless a specific exception applies. A nondomestic food product may be purchased for the use in the District's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, or when competitive bids reveal the costs quality of a United States the domestic product are significantly higher than is inferior to the quality of the nondomestic product, or the bid or price of the nondomestic product is more than 25 percent lower than the bid or price of the domestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception- for three years from the date of purchase. (Food and agriculture Code 58596.3)

Furthermore, the District shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a for domestic product produced outside the state. (Food and Agriculture Code 58595)

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the District's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by CDE to ensure compliance of the District's food service program with federal requirements.

Policy

adopted: May 3, 2006 amended: October 1, 2014

September 21, 2022

ALTA LOMA SCHOOL DISTRICT

Alta Loma, California

Alta Loma SD

Board Policy

Personnel

BP 4151(a) 4251 4351

EMPLOYEE COMPENSATION

In order to recruit and retain employees committed to the District's goals for student learning, the Board of Trustees recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the District office. (Education Code 45022, 45023, 45160, 45162, 45268)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for education level and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year (Education Code 45038, 45039, 45048, 45165, 45500)

In extraordinary circumstances or emergency situations, the Board may determine to continue to compensate employees during periods of extended closure or disruption of normal District operations when permitted by law and consistent with collective bargaining agreements and memoranda of understanding.

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

Overtime Compensation

District employees shall be paid an overtime rate of not less than one and one-half times their regular rate of pay for any hours worked in excess of eight hours in one day *and*/or 40 hours in one work week, or twice their regular rate of pay for any hours worked in excess of 12 hours in one day or eight hours on the seventh consecutive day of work. However, teachers, school administrators, and other employees in positions established by the Board as

EMPLOYEE COMPENSATION (continued)

executive, administrative, or professional shall be exempt from overtime rules. (Education Code 45128, 45130; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

(cf. 4300 - Administrative and Supervisory Personnel)

At the discretion of the District or other agreement between the District and employees, an employee may take compensatory time off in lieu of overtime compensation, provided the employee has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within 12 calendar months after making the request if the use of the compensatory time does not unduly disrupt District operations. (Education Code 45129; 29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

Wage Overpayment

If the District determines an employee has been overpaid, the District shall notify the employee in writing of the overpayment, afford the employee an opportunity to respond before commencing any recoupment actions, and inform the employee of the employee's rights to dispute the existence or amount of the claimed overpayment. If the employee agrees there was an overpayment in the claimed amount, reimbursement shall be made to the District through one of the methods described in Education Code 44042.5 as mutually agreed upon by the employee and the District. (Education Code 44042.5)

If a mutual agreement on a method of reimbursement is not reached, within 30 days of the employee verifying the overpayment amount, the District shall recoup the overpayment through payroll deductions in accordance with Education Code 44042.5.

If the employee does not respond or disputes the existence or amount of the District's claimed overpayment, the District shall, with Board approval, initiate a legal action to recover the overpayment. (Education Code 44042.5)

If the employee separates from the District before the overpayment is fully repaid, the District shall withhold the remaining balance due from any money owed to the employee upon separation, provided that the state minimum wage is still paid to the employee as required by Education Code 44042.5. The Superintendent or designee may consult with legal counsel to calculate the amount to withhold.

EMPLOYEE COMPENSATION (continued)

If an outstanding overpayment balance still remains, the District shall, with Board approval, exercise any legal means to recover the remaining amount owed by the employee. (Education Code 44042.5)

Legal action to recover any overpayment under this policy shall be initiated within three years from the date of the overpayment, which for leave credits is the date that the employee receives compensation in exchange for leave erroneously credited to the employee. (Education Code 44042.5)

Policy

adopted: amended:

July 11, 2006 January 14, 2009

September 6, 2023

ALTA LOMA SCHOOL DISTRICT

Alta Loma, California

Alta Loma SD Board Policy Students

BP 5145.3(a)

NONDISCRIMINATION/HARASSMENT

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a District school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Board of Trustees and the Superintendent in enacting policies and procedures that govern the District.

The Board of Trustees desires to provide a welcoming, safe and supportive school environment that allows all students equal access to and opportunities in the District's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any District school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, or gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Because unlawful discrimination may occur when disciplining students, including suspension and expulsion the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 – Discipline, Board Policy and Administrative Regulation 5144.1 – Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities).

NONDISCRIMINATION/HARASSMENT (continued)

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

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(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
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The Superintendent or designee shall facilitate students' access to the educational program by publicizing the District's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the District's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the District's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. (Education Code 234.1, 234.6)

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the District's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participate in the District's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, bullying, or retaliation, shall be subject to disciplinary action, up to and including dismissal.

NONDISCRIMINATION/HARASSMENT (continued)

Grievance Procedures

The Board of Trustees hereby designates the following position as Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying, and inquiries regarding the District's nondiscrimination policies:

Director, Student Services 9390 Base Line Road Alta Loma, CA 91701 (909) 484-5151

Any student who feels that they have been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes any such incident should report the incident to the Director or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Director or principal, whether or not the victim files a complaint.

In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1)

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Director shall immediately investigate the complaint in accordance with the District's uniform complaint procedures specified in AR 1312.3—Uniform Complaint Procedures. The Superintendent or designee shall ensure that the student handbook clearly describes the District's—nondiscrimination—policy, procedures—for filing—a complaint—regarding discrimination or harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The District's policy may also be posted on the District website or any other location that is easily accessible to students.—

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

NONDISCRIMINATION/HARASSMENT (continued)

Record-Keeping

The sSuperintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the District to monitor, address, and prevent repetitive prohibited behavior in District schools.

Policy

adopted: September 19, 2006 amended: January 11, 2011

January 15, 2014 October 5, 2022 ALTA LOMA SCHOOL DISTRICT

Alta Loma, California

Alta Loma SD Board Policy

Facilities Facilities

BP 7140

ARCHITECTURAL AND ENGINEERING SERVICES

In order to ensure safe construction and protect the investment of public funds, the Board of Trustees requires that a licensed and certified architect or structural engineer be employed to design and supervise the construction of district schools and other facilities.

The Board of Trustees desires to provide school facilities that support the educational program and meet all applicable safety and design standards. When required by law, the Board shall employ or contract with a licensed and certified architect and/or structural engineer to design and supervise the construction of district schools and other facilities.

The architect and/or structural engineer shall be responsible for preparing all construction plans, specifications, and estimates and for the observation of the work of construction. (Education Code 17302)

To ensure compliance with state design and safety standards, preliminary and final plans for any state-funded school facility project, including Board-approved educational specifications for school design when necessary, shall be submitted to the California Department of Education and the Department of General Services, Division of the State Architect. (Education Code 17267; 5 CCR 14030-14032)

The Superintendent or designee shall devise a competitive process for the selection of architects and structural engineers, and other design professionals that is based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. For each project, he/she the Superintendent or designee shall recommend specific architectural and engineering firms to the Board for approval. The Board shall pay fair and reasonable amounts warranted by the provider's qualifications and competence. The Board need not select the lowest responsible bidder.

Policy adopted: November 1, 2006

ALTA LOMA SCHOOL DISTRICT
Alta Loma, California



Superintendent's Memorandum

To: Board of Trustees

From: SDr. Sherry Smith, Superintendent

Date: November 15, 2023

Subject: Amend Board Bylaw

BACKGROUND: In order to keep Board Policies and Bylaws in compliance with

applicable State and Federal laws, as well as to create consistency of format within all Board Policies and Bylaws, the District contracted with the California School Boards Association to facilitate the review and revision of all Board Policies and Bylaws. District administration has reviewed and evaluated the following Board

Bylaw:

First Reading

BB 9124 Attorney

RATIONALE: This action will amend the bylaws to be compliant with current State

and Federal Law and current practices.

FUNDING: There is no fiscal impact to this action.

RECOMMENDATION: Recommend the Board amend the above listed Board Bylaw, as

presented.

Alta Loma SD Board Bylaw

BB 9124(a)

ATTORNEY

The Board of Trustees recognizes the complex legal environment in which school districts operate and desires reliable, high-quality legal advice at reasonable rates. In order to meet the District's legal needs, the Board may contract with county counsels, attorneys in private practice, or appoint legal counsel as a District employee or independent contractor. The Board also supports pursuing collaborative legal efforts with other agencies and districts as appropriate.

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(cf. 3320 – Claims and Actions Against the District)
(cf. 9260 – Legal Protection)
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Duties of Legal Counsel

The District's legal counsel may: (Education Code 35041.5)

- 1. Render legal advice to the Board and the Superintendent or designee
- Serve the Board and the Superintendent or designee in the preparation and conduct of District litigation and administrative proceedings
- Render advice on school bond and tax increase measures and prepare the necessary forms for the voting of these measures
- 4. Perform other administrative duties as assigned by the Board and Superintendent or designee

Retaining Legal Counsel

When the District is seeking legal advice or representation, the Superintendent or designee shall identify prospective attorney(s), firm(s), and/or legal services entity(ies).

The District may, but is not required to, initiate a Request for Proposals to advertise and solicit proposals for legal services. In evaluating the prospective attorney(s), firm(s), and/or entity(ies), the Board and Superintendent may consider the attorney's, firm's and/or entity's background, experience, and relevant legal reputation; experience advising and representing school districts in California; fees; and experience of attorneys at the firm who will provide legal services.

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(cf. 3311 - Bids)
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Any attorney representing the District shall be admitted to practice law in California. (Education Code 35041.5)

ATTORNEY (continued)

The Board and Superintendent shall periodically evaluate the performance of the firm(s) and/or attorney(s); the efficiency and adequacy of advice; the results obtained for the District; the reasonableness of fees; and the responsiveness to and interactions with the Board, administration and community.

The Board may use such evaluation(s) to determine whether to renew any current agreements(s) for legal services.

The Board may also contract for specialized legal services, as appropriate when a majority of the Board determines that the unique demands of a particular issue or emergency situation require such representation.

Contacting Legal Counsel

The Board president, or Superintendent or designee, may, Aat their discretion, the Board president or Superintendent may confer with District legal counsel subject to any limits or parameters established by the Board. In addition, the Board President, or Superintendent or Board president designee, may contact District legal counsel to provide the Board with legal information or advice when so directed by a majority of the Board.

Individual Board members other than the Board president may not seek advice from District legal counsel on matters of District business unless so authorized by *the Superintendent*, *the Board President*, *or* a majority of the Board.

Bylaw

adopted: September 19, 2006 amended: December 14, 2022

ALTA LOMA SCHOOL DISTRICT

Alta Loma, California

November December	15th 13th	CSBA Annual Conf Annual Org. Mig.	ALE	Calendar CSBA Policy Committee Updates Convenes 1st Reading School Calendar	(Consent)	Act-evement Data Presenal on			Collective
October No	18th	Designate Date for Annual Organizational Mecting	VG Stork	Cale	SPSAs (Conser				Sunshine Collective
September	6th & 20th	CSBA Masters in Governance Begins	(6) Banyan (20) ALJH	CSBA Policy Updates	LCAP Update (20th) Approval of Consolidated Application and Reporting System	(6th) Adequate Inst. Supplies		(20th) Qualified Coaches	
August	2nd	Superintendent Goals Established (Closed)	EXPLORE/ESY summer recap			Post Public Hearing Notice - Adequate Inst. Supplies, SPSA/ Summer Offerings	·	Convocation/ Alternate Credentals	
ylul	dark								State Adopted
June	7th & 14th			CSBA Policy Updates Student IDT Masser Attendence Agreement (2026, every 5 years)	(7th) LCAP Public Hearing /Local Indicators/ (14th) LCAP Adoption	(14th) Special Field Trips / Approval of Field Trips, Deposits and Prepayments		Recruitment & Hiring/Renewal of Assoc. Sup & Sup contracts	
May	3rd & 17th	(17th) Board Apprecation to Staff	(3) Vineyard		Post LCAP Public Hearing Notice	Textbook Adoption Approval		Final RIF/ Recruitment & Hiring/ Retirement Celebration/ Hire summer staff	Governor's May
April	5th & 19th	Conduct Board Self Evaluation -action plan-	(5th) Jasper (19) Deer Cyn	Approve CSBA Policy Services	ELD Plan	School Counseling presentation (5)	District Solar Energy Update	Recruitment & Hiring	
March	8th	*special gov. workshop study: Slate of District	Hermosa	CSBA Policy Updates		New Adoptions Update SBCSS MOU Data Sharing Services (15th) Comprehensive Safety Plans	Transportation Service Plan	RIF & Reassignment Notices by 14th	
February	1st & 15th	(1st) Approve Board Calendar, Gov. Calendar	(15th) ALE		(1)Post SARCs on website (15) School Safety Plans			Intention to Release	
January	£	Midyear Review/Chack In Board Evaluation/ 1st Reading Board Calendar for 2023-2024	VGE	Approve School Calendar	School Accountability Report Card (SARC)	Dashboard Data Presentation		Qualified Coaches	Governor's
Job Area	Board Mtg Dates	Effective Governance	Student Voice	Policy Review	Strategic Planning (LCAP/SPSA)	Student Achievement	Facilities	Human Resources	The second second

Website Maintenance		Update Principal's Corrmunity					£ 10 لك ليد خريفا ∨ تفا سر	Update Site Bell Schedules, Calendars, Principal's Wetcome Back Letter, Site Administrators and Staff Roster			Update Principal's Letter to Site Community	
Community Relations Topics	2nd Quarter Williams Report/		Attend Open House Festival of the Arts	Attend Open (3rd) PTA House Recognition/ 3rd Quarter (17th) Williams Report Emptoyee Retirements		(14th) LCAP posted Resolutions: on website Red Ribbon District Week / Week of Welcome Back the School Letter Administrator / Teacher Appreciation Week / CA Day of the Teacher / Classified	LCAP posted Con website A District Construct Cons	Community BTS Night Advisory Attendance Committee Rep Family Auth (every 2 Engagement Yrs.) Policy 4th Quarter Williams Report	BTS Night Attendance Family Engagement Policy	1st Quarter Wikams Report		
	Receive Annual Audit Reports (District and Measure H Bond)		Approve 2nd Interim Report		(3rd & 17th) (7th) Budget LCAP/Budget Public Hearing Study Sessions (14th) Budget Adoption / Renewal of Major Vendor Contracts	(7th) Budget Public Hearing (14th) Budget Adoption / Renewal of Major Vendor Contracts			(6th) Approve Unaudited Actuals, (6th) Adopt GANN Limit Resolution		-	Approve 1st Interim Report

11,15,23

Standardized Account Code Structure

L	FUND		RESOURCE		GOAL		FLINCTION		OBJECT		CONTRA
- E	GENERAL FUND	0000	UNRESTRICTED (BASE LCFF)	0000	UNDISTRIBUTED	1000-1999	INSTRUCTION	4000-4999	BOOKS, MATERIALS & SIPPLIES	000	DISTRICTWIDE
13	CAFETERIA FUND	0100	SUPPLEMENTAL - LCFF	1000	GENERAL EDUCATION SUMMARY	2000-2999	INSTRUCTION RELATED SERVICES	8000-2999	SERVICES & OTHER OPERATING EXPENDITURES	001	ALTA LOMA ELEMENTARY
21	BUILDING FUND	1100	LOTTERY - UNRESTRICTED	1110	REGULAR EDUCATION	3000-3999	PUPIL SERVICES	6669-0009	CAPITAL OUTLAY	200	CADMIDITAN SERVICEDO
}		3600	ELOP – EXPANDED LEARNING OPPORTUNITIES PROCHAM	4760	BILINGUAL EDUCATION	5000-5999	COMMUNITY SERVICES			100	JASPER ELEMENTARY
		3010	TITLE I, PART A, BASIC GRANT	2760	SPECIAL EDUCATION, NONSEVERLY DISABLED	7000-7999	GENERAL ADMINISTRATION			900	FLOYD M. STORK
		3220	CARES ACT		AGES 5-22						FLEMENTARY
				8500	CHILD CARE SERVICES	8000-8999	PLANT SERVICES			900	DEER CANYON ELEMENTARY
		4035	Title II							400	HERMOSA ELEMENTARY
		4127	Title IV							600	VICTORIA GROVES ELEMENTARY
		4203	Title III							010	BANYAN ELEMENTARY
		5310	CHILD NUTRITION							303	ALTA LOMA JUNIOR HIGH
		6500	Special Education – State							308	VINEYARD JUNIOR HIGH
		8150	RRMA Ongoing Maintenance							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.

02 Alta Loma School District	ol District		Fiscal	Fiscal Year: 2024
Purchase Order 240958	Vendor KOALA T'S APPAREL LLC	Description ALJH / Yearbook Shirts	Ln Fu Rs Y Goal Func Obj Sch Mgmt 1 01-0000-0-0000-2700-5890-303-5109 Total	Encumbered 381.44 381.44
240959	PROWELD ONE	BACKPACK HOOKS	1 01-8150-0-0000-8110-4380-000-2076 Total	3,550.00 3,550.00
240960	PACIFIC HEARING SERVICES	SPECIAL ED/LOWI #5	1 01-6500-0-5760-1110-4340-000-617C 2 01-6500-0-5760-1110-4440-000-617C Total	240.60 2,001.99 2,242.59
240961	MARY VAGLE NATURE CENTER	VG/ Field Trip	1 01-0000-0-1110-1000-5888-009-5109 Total	540.00 540.00
240962	ODP BUSINESS SOLUTIONS LLC	White Boards for Math Lab	1 01-3010-0-1110-1000-4310-002-526D Total	727.28 727.28
240963	FSS CONTENT TOPCO LP DBA	DC/BOOKS	1 01-3010-0-1110-1000-4210-006-526D Total	1,500.00
240964	BARNES & NOBLE BOOKSTORES INC	DC/BOOKS	1 01-3010-0-1110-1000-4210-006-526D Total	2,000.00
240965	MULTI-HEALTH SYSTEMS INC	SPECIAL ED/PSYCH	1 01-6500-0-5760-1110-4310-000-600S 2 01-6500-0-5760-1110-5844-000-600S Total	266.69 160.01 426.70
240966	BERTRAND MUSIC ENTERPRISES INC	/Hr^	1 01-0000-0-0000-2700-4350-308-5501 Total	499.62 499.62
240967	SBCSS	Educatonal Programs / Conferen	1 01-0000-0-4760-1000-5844-000-320D Total	150.00 150.00
240968	CALIFORNIA LEAGUE OF EDUCATORS	VJH/CA LEAGUE OF EDUCATORS	1 01-0000-0-0000-2700-5300-308-570D Total	395.00 395.00
240969	VERSARE PORTABLE PRODUCTS	Room Divider	1 01-3010-0-1110-1000-4450-002-526D Total	2,681.25 2,681.25
240970	MARC LITTLE	Improv Enrichment (Marc Little	1 01-2600-0-8500-5000-5810-000-3600 Total	8,492.96 8,492.96

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02 Alta Loma School District	ool District		Fisc	Fiscal Year: 2024
Purchase Order 240971	Vendor COURTNEY LABAT DAVALLE	Description Alta Loma Dance Academy Enrich	Ln Fu Rs Y Goal Func Obj Sch Mgmt 1 01-2600-0-8500-5000-5810-000-3600 Total	Encumbered 8,000.00 8,000.00
240972	JENJO INK	JenJo Ink Character Drawing En	1 01-2600-0-8500-5000-5810-000-3600 Total	5,600.00
240973	MARY VAGLE NATURE CENTER	ALE/Field Trip	1 01-0000-0-1110-1000-5888-001-5109 Total	624.00 624.00
240974	RAYMOND M. ALF MUSEUM OF	ALE/Field Trip	1 01-0000-0-1110-1000-5888-001-5109 Total	200.00
240975	ACOSTA TREE SERVICE	M&O / GRNDS /VJH TREE TRIMMING	1 01-0000-0-0000-8211-5638-000-2095 Total	5,150.00 5,150.00
240976	ACOSTA TREE SERVICE	M&O / GRNDS / VINEYARD TREE TR	1 01-0000-0-0000-8211-5638-000-2095 Total	4,775.00 4,775.00
240977	ACOSTA TREE SERVICE	M&O / GRNDS / CARNELIAN TREE T	1 01-0000-0-0000-8211-5638-000-2095 Total	10,350.00 10,350.00
240978	HODGES BADGE COMPANY INC	ALJH / Awards	1 01-0000-0-0000-2700-5890-303-5109 Total	940.10 940.10
240979	CORWIN PRESS INC	VG/ Teacher Books	1 01-0000-0-1110-1000-4310-009-5501 Total	133.89 133.89
240980	COUNTY OF SAN BERNARDINO	CN /Health Inspections	1 13-5310-0-0000-3700-5810-000-2CAF Total	5,615.00 5,615.00
240981	HOUGHTON MIFFLIN HARCOURT	SPECIAL ED/CURRICULUM	1 01-6500-0-5760-1110-4310-000-600S Total	1,132.32 1,132.32
240982	LEARNING HEADPHONES	Jasper / Headphones	1 01-0000-0-1110-1000-4340-004-5777 Total	808.13 808.13
240983	SOUTHWEST SCHOOL&OFFICE SUPPLY	ALJH / Instructional Supplies	1 01-1100-0-1110-1000-4340-303-923T Total	215.67 215.67
240984	ODP BUSINESS SOLUTIONS LLC	ALJH / Instructional Supplies	1 01-1100-0-1110-1000-4310-303-923T	279.50

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02 Alta Loma School District	

02 Alta Loma School District	ol District		Fisc	Fiscal Year: 2024
Purchase Order	Vendor	Description	Ln Fu Rs Y Goal Func Obj Sch Mgmt Total	Encumbered 279.50
240985	EAI EDUCATION	ALJH / Math Supplies	1 01-1100-0-1110-1000-4310-303-922T Total	52.69 52.69
240986	GEORGE PANTELIDES INC	CN/Kitchen Supplies	1 13-5310-0-0000-3700-4390-000-2CAF Total	12,000.00 12,000.00
240987	THINKING MAPS INC	ALJH / Thinking Maps	1 01-0000-0-1110-1000-4310-303-570D Total	93.20 93.20
240988	US TOY CO/CONSTRUCTIVE	Jasper / Classroom Supplies (G	1 01-1100-0-1110-1000-4310-004-901T Total	494.56 494.56
240989	ODP BUSINESS SOLUTIONS LLC	ALJH / Misc. Supplies	1 01-0000-0-1110-1000-4310-303-570D Total	143.65 143.65
240990	ARROW RESTAURANT EQUIPMENT	CN/ Equipment	1 01-7028-0-0000-3700-6411-000-2CAF 2 01-7028-0-0000-3700-6511-000-2CAF Total	6,614.22 5,499.88 12,114.10
240991	SOUTHWEST SCHOOL&OFFICE SUPPLY	ALJH / Writer Awards	1 01-0000-0-0000-2700-4350-303-570D Total	182.66 182.66
240992	ORIENTAL TRADING CO INC	ALJH / ASB Supplies	1 01-0000-0-0000-2700-4350-303-5109 2 01-0000-0-0000-2700-4350-303-570D Total	200.00 45.45 245.45
240993	STAPLES ADVANTAGE	ALJH / Misc Supplies	1 01-1100-0-1110-1000-4310-303-923T 2 01-0000-0-1110-1000-4310-303-570D Total	30.70 30.70 61.40
240994	SOUTHWEST SCHOOL&OFFICE SUPPLY	Jasper Workroom Supplies	1 01-0000-0-0000-2700-4350-004-5501 Total	769.91 769.91
240995	ODP BUSINESS SOLUTIONS LLC	Jasper / Classroom Supplies (S	1 01-1100-0-1110-1000-4310-004-901T	102.56 102.56
240996	ODP BUSINESS SOLUTIONS LLC	Jasper / Classroom Supplies (E	1 01-1100-0-1110-1000-4310-004-903T Total	737.50 737.50

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02 Alta Loma School District	od District		Fis	Fiscal Year: 2024
Purchase Order 240997	Vendor BRADY INDUSTRIES OF CALIFORNIA	Description WAREHOUSE / OPEN SUPPLIES	Ln Fu Rs Y Goal Func Obj Sch Mgmt 1 01-0000-0-0000-7540-4370-723-2230 Total	Encumbered 3,000.00 3,000.00
240998	TERRA PAVE INC.	M&O /ASPHALT PAVING UNDER SOLA	1 01-8150-0-0000-8110-5633-000-2076 Total	14,775.00 14,775.00
240999	BRADY INDUSTRIES OF CALIFORNIA	JASPER/BRADY IFS OPEN PO	1 01-0000-0-0000-8210-4370-004-5501	5,062.43 5,062.43
241000	BRADY INDUSTRIES OF CALIFORNIA	M&O OPEN PO CUSTODIAL SUPPLIES	1 01-0000-0-0000-8210-4370-000-2 09 2 Total	12,265.51 12,265.51
241001	BRADY INDUSTRIES OF CALIFORNIA	M&O / OPEN PO FOR EQUIPMENT RE	1 01-8150-0-0000-8110-5631-722-2076 Total	4,040.53 4,040.53
241002	ORIENTAL TRADING CO INC	ALJH / ASB Supplies	1 01-0000-0-1110-1000-4310-303-5109 Total	98.02 98.02
241003	OFFICE & ERGONOMIC SOLUTIONS	OFFICE FURNITURE	1 01-1100-0-0000-2100-4450-720-3300 2 01-1100-0-0000-2100-4350-720-3300 Total	595.87 2,162.54 2,758.41
241004	ODP BUSINESS SOLUTIONS LLC	ALJH / Science Supplies	1 01-1100-0-1110-1000-4310-303-5333 Total	135.97 135.97
241005	BRADY INDUSTRIES OF CALIFORNIA	ALJH / Brady IFS Open PO	1 01-0000-0-0000-8210-4370-303-5501	11.84
241006	QUALITY REPAIR SOLUTION	ALJH / Laminator Service	1 01-0000-0-0000-2700-5600-303-5501 Total	450.00 450.00
241007	A GOOD SIGN & GRAPHICS CO.	M&O / SIGNAGE-VARIOUS SITES	1 01-8150-0-0000-8110-4380-000-2076 Total	5,000.00
241008	ADVANCED ENVIRONMENTAL	M&O / GRNDS / CARNELIAN	1 01-0000-0-0000-8211-5631-000-2095 Total	2,087.00 2,087.00
241009	ODP BUSINESS SOLUTIONS LLC	DC/SUPPLIES	1 01-1100-0-1110-1000-4310-006-903T Total	91.55 91.55

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BEST NET CONSORTIUM ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT Board of Trustees Meeting 11/15/2023

02 Alta Loma School District	ol District		Fisc	Fiscal Year: 2024
Purchase Order 241010	Vendor CORWIN PRESS INC	Description DC/STAFF DEVELOPMENT	Ln Fu Rs Y Goal Func Obj Sch Mgmt 1 01-1100-0-1110-1000-5844-006-903T Total	Encumbered 249.00 249.00
241011	BRADY INDUSTRIES OF CALIFORNIA	DC/OPEN	1 01-0000-0-0000-8210-4370-006-5501 Total	12,535.53 12,535.53
241012	BERTRAND MUSIC ENTERPRISES INC	VJH/HARMONY DIRECTOR	1 01-1100-0-1110-1000-4310-308-912T Total	781.19 781.19
241013	BRADY INDUSTRIES OF CALIFORNIA	Carnelian /GORM - New Vendor B	1 01-0000-0-0000-8210-4370-002-5501 Total	3,621.65 3,621.65
241014	BRADY INDUSTRIES OF CALIFORNIA	Stork Custodial Supplies	1 01-0000-0-0000-8210-4370-005-5501 Total	10,732.05 10,732.05
241015	BRADY INDUSTRIES OF CALIFORNIA	VG / Brady IFS OPEN	1 01-0000-0-0000-8210-4370-009-5501 Total	7,176.84 7,176.84
241016	CANAM ERGONOMICS INC	COUNTER TOP	1 01-8150-0-0000-8580-6250-000-2076 Total	13,464.29 13,464.29
241017	HOME DEPOT	Refrigerator for Banyan EXPLOR	1 01-2600-0-8500-5000-4450-000-3600	1,077.50 1,077.50
241018	CURRICULUM ASSOCIATES LLC	Phonics for Reading	1 01-3010-0-1110-1000-4310-002-526D Total	276.96 276.96
241019	MANGO MATH GROUP LLC	Mango Math TK Curriculum	1 01-2600-0-8500-5000-4350-000-3600 Total	4,495.76 4,495.76
241020	ODP BUSINESS SOLUTIONS LLC	ALJH / ASB Supplies	1 01-0000-0-0000-2700-4350-303-570D 2 01-0000-0-1110-1000-4310-303-5109 Total	15.26 312.70 327.96
241021	PAPER EDUCATION AMERICA INC	Contracting Services	1 01-3010-0-1110-1000-5844-000-526D Total	164,000.00 164,000.00
241022	CHEFS TOYS	CN/CONVECTION OVEN	1 01-7032-0-0000-3700-6511-010-2CAF Total	12,624.22 12,624.22

BEST NET CONSORTIUM ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT Board of Trustees Meeting 11/15/2023

Fiscal Year: 2024

02 Alta Loma School District

Description Ln Fu Rs Y Goal Func Obj Sch Mgmt Encumbered 7 01-1100-0-0000-2100-5200-720-3300 369.00 369.00 369.00	Ed Services/Cloud Services 2 01-2600-0-0000-7700-5844-000-3300 37,800.00 3 01-0000-0-0000-7700-5844-001-570D 37,800.00 4 01-0000-0-0000-7700-5844-001-570D 3,780.00 5 01-0000-0-0000-7700-5844-002-570D 3,780.00 6 01-0000-0-0000-7700-5844-005-570D 3,780.00 7 01-0000-0-0000-7700-5844-005-570D 3,780.00 8 01-0000-0-0000-7700-5844-005-570D 3,780.00 9 01-0000-0-0000-7700-5844-005-570D 3,780.00 10 01-0000-0-0000-7700-5844-005-570D 3,780.00 11 01-0000-0-0000-7700-5844-010-570D 3,780.00 12 01-0000-0-0000-7700-5844-308-570D 3,780.00 12 01-0000-0-0000-7700-5844-308-570D 3,780.00 12 01-0000-0-0000-7700-5844-308-570D 3,780.00	SPECIAL ED/PSYCH 178.87 178.87 178.87 Total 179.87	BAN/PALI 25,545.00 Tol0000-0-1110-1000-5888-010-5109 25,545.00 Total 25,545.00	INTERPRISES INC VJH/BASS STAND 1 01-1100-0-1110-1000-4310-308-912T 323.25	OF CALIFORNÍA Copy of VJH/CUSTODIAL OPEN 1 01-0000-0-0000-8210-4370-308-5501 4,969.59 Total 4,969.59	EDICAL SPECIAL ED/LOWI #6 1 01-6500-0-5760-1110-6411-000-617C 8,056.48 8,056.48	FRONT OFFICE WINDOW SIGNAGE 1 01-8150-0-0000-8110-5890-000-2076 1,503.11 2 01-8150-0-0000-8110-5810-000-2076 250.00	TALS VJH/ Rental Chairs for Promoti 1 01-0000-0-1110-1000-5611-308-5109 2,675.00 2,675.00 2 01-0000-0-0000-7200-5611-308-2200 2,675.00 2,6
Vendor Descripti	QUALTRICS LLC	PRO ED SPECIAL	PALI INSTITUTE INC	BERTRAND MUSIC ENTERPRISES INC VJH/BASS	BRADY INDUSTRIES OF CALIFORNÍA Copy of V	GOLDEN VALLEY MEDICAL SPECIAL	ART SPECIALTIES FRONT O	ALL OCCASION RENTALS VJH/ Rent
Purchase Order 241023	241024	241025	241026	241027	241028	241029	241030	241031

BEST NET CONSORTIUM ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT Board of Trustees Meeting 11/15/2023

02 Alta Loma School District	ol District		Fis	Fiscal Year: 2024
Purchase Order 241032	Vendor T-MOBILE USA INC.	Description M&O/ Cellphone	Ln Fu Rs Y Goal Func Obj Sch Mgmt 1 01-8150-0-0000-8110-4340-722-2076 Total	Encumbered 355.56 355.56
241033	ODP BUSINESS SOLUTIONS LLC	ADMIN SERVICES -IT/OFFICE SUPP	1 01-0000-0-0000-7200-4350-720-8305 Total	58.37 58.37
241034	DEPARTMENT OF GENERAL SERVICES	ADMIN SVCS / JASPER PLAN FEE	1 21-0000-0-0000-8520-6230-004-7304 Total	17,493.85 17,493.85
241035	LITERACY RESOURCES LLC	VG/ Curriculum Books	1 01-0000-0-1110-1000-4310-009-570D Total	586.44 586.44
241036	CAMFEL PRODUCTIONS INC	ALJH / Camfel Assembly	1 01-0000-0-1110-1000-5810-303-570D Total	1,625.00 1,625.00
241037	BRADY INDUSTRIES OF CALIFORNIA	ALE/Custodial Supplies	1 01-0000-0-0000-8210-4370-001-5501 Total	2,549.56 2,549.56
241038	CALIFORNIA ASSOCIATION OF	STU SERV/ CONFERENCE	1 01-0000-0-0000-3900-5200-720-6600 Total	3,954.00 3,954.00
241039	SCHOOL SERVICES OF CALIF INC	ADMIN SVCS / GOVERNOR'S BUDGET	1 01-0000-0-0000-7200-5200-720-2200 Total	1,625.00 1,625.00
241040	INLAND PERSONNEL COUNCIL	HR / IPC FALL SYMPOSIUM	1 01-0000-0-0000-7400-5200-720-4400 Total	334.00 334.00
241041	MEDIA LEADERS LLC	ONLINE PROGRAM	1 01-0000-0-1110-1000-5844-001-570D 2 01-0000-0-1110-1000-5844-002-570D 3 01-0000-0-1110-1000-5844-004-570D 5 01-0000-0-1110-1000-5844-009-570D 6 01-0000-0-1110-1000-5844-005-570D 7 01-0000-0-1110-1000-5844-007-570D 8 01-0000-0-1110-1000-5844-303-570D 9 01-0000-0-1110-1000-5844-308-570D 10 01-0000-0-0000-3900-5844-720-6600 11 01-0000-0-1110-1000-5844-010-570D	1,000.00 1,000.00 1,000.00 1,000.00 1,000.00 1,000.00 1,000.00 1,000.00 1,000.00 1,000.00

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02 Alta Loma School District	ol District		Fisc	Fiscal Year: 2024
Purchase Order 241042	Vendor CASCWA SOUTHERN SECTION	Description CONFERRENCE - STUDENT SERVICES	Ln Fu Rs Y Goal Func Obj Sch Mgmt 1 01-0000-0-0000-3900-5200-720-6600 Total	Encumbered 100.00 100.00
241043	JONES SCHOOL SUPPLY CO INC	Carnelian / Trimester Awards B	1 01-0000-0-0000-2700-5890-002-570D Total	448.18 448.18
241044	BRADY INDUSTRIES OF CALIFORNIA	BRADY IFS	1 01-0000-0-0000-8210-4370-010-5501 Total	7,768.74 7,768.74
241045	SCHOOL SERVICES OF CALIF INC	FISCAL SVCS / WEBINAR	1 01-0000-0-0000-7300-5200-720-2211 Total	195.00 195.00
241046	ALLERGY SINUS & ASTHMA	CONSULTANT SERVICES	1 01-0000-0-0000-3140-5810-000-6600 Total	1,000.00
241047	MONOPRICE INC	ALE Supplies	1 01-3010-0-1110-1000-4340-001-526D Total	3,992.14 3,992.14
241048	SAVVAS LEARNING COMPANY LLC	4210 BOOKS - ES/ Educatonal Pr	1 01-6300-0-1110-1000-4210-000-368D Total	4,208.83 4,208.83
241049	SOUTHWEST SCHOOL&OFFICE SUPPLY	ALJH / Toner	1 01-0000-0-1110-1000-4310-303-570D Total	212.03 212.03
241050	AMERICAN PRINTING HOUSE FOR	SPECIAL ED/LOWI #7	1 01-6500-0-5760-1110-4310-000-617C Total	297.43 297.43
241051	SPEC CONSTRUCTION CO. INC	2022-23-04 DSC Security #16	1 01-3213-0-0000-8530-6250-720-3213 Total	298,050.00 298,050.00
241052	SOUTHWEST SCHOOL&OFFICE SUPPLY	ALJH / SpEd Instructional Supp	1 01-6500-0-5760-1120-4310-303-622S Total	44.93 44.93
241053	MONOPRICE INC	ALJH / SpEd Instructional Supp	1 01-6500-0-5760-1120-4310-303-622S Total	64.22 64.22
241054	SPEC CONSTRUCTION CO. INC	2022-23-05 Carnelian Playgroun	1 01-8150-0-0000-8530-6250-002-2076 Total	275,000.00 275,000.00
241055	SCENTCO INC	BAN/SCENTCO	1 01-0000-0-0000-2700-4350-010-5109	1,066.72

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02 Alta Loma School District	ol District		Fisca	Fiscal Year: 2024
Purchase Order	Vendor	Description	Ln Fu Rs Y Goal Func Obj Sch Mgmt Total	Encumbered 1,066.72
241056	CYBERGUYS/E-FILLIATE INC	HERM/HEADPHONES	1 01-0000-0-1110-1000-4340-007-5777 Total	865.12 865.12
241057	MARY VAGLE NATURE CENTER	VG/ Field Trip	1 01-0000-0-1110-1000-5888-009-5109 Total	570.00 570.00
241058	HI-LINE MUSIC	ALJH / Instrument Repair	1 01-0000-0-1110-1000-5631-303-5109 Total	170.00 170.00
241059	BARNES & NOBLE BOOKSTORES INC	VJH/OPEN PO BARNES & NOBLE	1 01-0000-0-0000-2700-4350-308-570D Total	2,000.00
241060	VISION COMMUNICATIONS INC	Vision Communications Co.	1 01-2600-0-8500-5000-5844-000-3600 Total	220.00 220.00
241061	GILKEY, JOHN AARON	Stork Piano Tuning	1 01-0000-0-0000-2700-5810-005-5109 Total	450.00 450.00
241062	PDQ.COM CORPORATION	IT / License	1 01-0000-0-0000-2100-5844-000-8305 Total	313.20 313.20
241063	ZOHO CORPORATION	IT / License	1 01-0000-0-1110-1000-5844-000-8305 Total	1,295.00 1,295.00
241064	GENERAL AUDIT TOOL	IT / Mgmt	1 01-0000-0-0000-2100-5840-000-8305 Total	23,100.00 23,100.00
241065	STAPLES ADVANTAGE	warehouse/health	1 01-0000-0-0000-0000-9320-000 Total	501.85 501.85
241066	HENRY SCHEIN INC	WAREHOUSE/HEALTH	1 01-0000-0-0000-0000-9320-000 T otal	196.66 196.66
241067	PITSCO INC	ALJH / Pitsco Renewal	1 01-1100-0-1110-1000-5844-303-570D 2 01-1100-0-1110-1000-5844-000-5333 Total	1,012.50 1,012.50 2,025.00
241068	THE SAWDUST FACTORY	HERM/ACTIVITY ON CAMPUS	1 01-0000-0-1110-1000-5810-007-5109	1,422.00

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02 Alta Loma School District	ol District		Fisca	Fiscal Year: 2024
Purchase Order	Vendor	Description	Ln Fu Rs Y Goal Func Obj Sch Mgmt Total	Encumbered 1,422.00
241069	LAKESHORE EQUIPMENT COMPANY	ALJH / Science Supplies	1 01-1100-0-1110-1000-4310-303-5333 Total	122.74 122.74
241070	APPLE INC	iPads- CHAMPS	1 01-6500-0-5730-1110-4340-002-5800 Total	1,609.79 1,609.79
241071	CAL POLY POMONA FOUNDATION INC	JASPER 5th Grade Field Trip to	1 01-0000-0-1110-1000-5888-004-5109 Total	440.00 440.00
241072	SMART & FINAL	VJH/OPEN PO FOR SPED	1 01-1100-0-1110-1000-4310-308-940T Total	200.00
241073	WPS	SPECIAL ED/OT	1 01-6500-0-5760-1190-4310-000-662C Total	187.29 187.29
241074	PEARSON ASSESSMENTS	SPECIAL ED/OT	1 01-6500-0-5760-1190-4310-000-662C Total	340.93 340.93
241075	ODP BUSINESS SOLUTIONS LLC	Jasper / Classroom Supplies (B	1 01-1100-0-1110-1000-4310-004-903T Total	69.82 69.82
241076	ABLENET INC	CHAMPS / SPECIAL ED	1 01-6500-0-5730-1110-4340-002-5800 Total	909.39 909.39
241077	CAHPERD-NAPEC	CONFERENCE - ED SERVICES	1 01-0100-0-1110-1000-5200-000-3312 Total	405.00 405.00
241078	LEAVING THE VILLAGE	ALJH / Conference	1 01-0000-0-1110-1000-5200-303-570D Total	375.00 375.00
241079	TOP GOLF USA INC	HERM/FIELD TRIP	1 01-0000-0-1110-1000-5888-007-5109 Total	1,748.09 1,748.09
241080	CURRICULUM ASSOCIATES LLC	VG/ i-Ready Pilot	1 01-0000-0-1110-1000-4310-009-5501 2 01-0000-0-0000-2700-5810-009-5501 Total	2,088.20 2,000.00 4,088.20
241081	DISCOUNT PLAYGROUND SUPPLY	VG/ Tetherballs	1 01-0000-0-1110-1000-4310-009-5501	290.23

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BEST NET CONSORTIUM ACCOUNTS PAYABLE - BOARD PURCHASE ORDER REPORT Board of Trustees Meeting 11/15/2023

02 Alta Loma School District	N District			Fiscal Year:	ear: 2024
Purchase Order	Vendor	Description	Ln FuRs Y Goal Func Obj Sch Mgmt Total		Encumbered 290.23
241082	ODP BUSINESS SOLUTIONS LLC	Jasper / Toner Drum (Classroom	1 01-0000-0-1110-1000-4340-004-5777 Total	-004-5777 Total	288.47 288.47
241083	SCHOOL LIFE	Carnellian/ Trimester Awards B	1 01-0000-0-1110-1000-4310-002-570D Total	-002-570D Total	943.04 943.04
241084	THINKING MAPS INC	HERM/THINKG MAPS	1 01-0000-0-1110-1000-4310-007-570D Total	-007-570D Total	52.69 52.69
241085	RILEYS FARM	BAN/RILEYS FARM	1 01-0000-0-1110-1000-5888-010-5109 Total	-010-5109 Total	1,764.00 1,764.00
241086	IMAGE MARKET	Jasper / Student Council Shirt	1 01-0000-0-1110-1000-5890-004-5501 Total	-004-5501 Total	420.06 420.06
241087	SOUTHWEST SCHOOL&OFFICE SUPPLY	Jasper /Office Misc.	1 01-0000-0-0000-2700-4350-004-5501 Total	-004-5501 Total	99.78 99.78
241088	BRADY INDUSTRIES OF CALIFORNIA	HERM/CUST SUPPLIES	1 01-0000-0-0000-8210-4370-007-5501	-007-5501 Total	12,610.08 12,610.08
		Purchase Order Count: 131	Gra	Grand Total	1,223,816.07
The above Purchase	The above Purchase Order(s) have been issued in accordance with the	District's policies and procedures	Fund Summary:	Fund 01 Fund 13 Fund 21	1,188,707.22 17,615.00 17,493.85

and are hereby recommended for approval.

Authorized Agent

Fiscal Year: 2024

02 Alta Loma School District

Transmittal Number: 24000459-0 AU Reference Vendor PO240900-001 VISSER BUS	24000459-0 AUDIT Vendor VISSER BUS SERVICES INC.	Description SPECIAL ED//ISSER TRANSPORTATI Total Payment Amount	Amount 6,440.00 6,440.00
		Transmittal Total	6,440.00
		Fund Summary: Fund 01	6,440.00
Transmittal Number: 24000459-0 PO240459-001 BSN SPC	24000459-0 BSN SPORTS LLC	BAN/ US GAMES Total Payment Amount	334.00 334.00
PO240764-001	DELUXE	FISCAL SERVICES / RECEIPT BOOK Total Payment Amount	895.70 895.70
PO240518-004	FEDEX	ADMIN SERVICES / OPEN FEDEX Total Payment Amount	245.09 245.09
PO240300-004	GORM INC	Custodial Supplies Total Payment Amount	498.73 498.73
PO240743-001	J & G ADVERTISING SPECIALTIES	DC/SHIRTS Total Payment Amount	207.42 207.42
PO240158-001 PO240158-002	J W PEPPER & SON INC J W PEPPER & SON INC	ALJH / J.W. Pepper Open PO ALJH / J.W. Pepper Open PO Total Payment Amount	190.71 156.24 346.95
PO240385-001	SCHOOL SPECIALTY LLC	DC/SUPPLIES Total Payment Amount	475.61 475.61
PO240111-011	THOMPSON PLUMBING SUPPLY	M&O / OPEN SUPPLIES Total Payment Amount	131.99 131.99
		Transmittal Total	3,135.49
		Fund Summary: Fund 01	3,135.49
Transmittal Number: 24000460-0 PV240136-001 CHAIREZ	24000460-0 CHAIREZ, MARISSA		113.58

Fiscal Year: 2024

02 Alta Loma School District

Total Payment Amount 113.58	Description Amount 28.54 Total Payment Amount 28.54	125.63 Total Payment Amount 125.63	14.84 14.21 Total Payment Amount 29.05	26.35 Total Payment Amount 26.35	221.24 Total Payment Amount 221.24	173.52 Total Payment Amount 173.52	55.51 Total Payment Amount 55.51	SPECIAL ED 1,500.00 Total Payment Amount 1,500.00	132.84 Total Payment Amount 132.84	72.15 Total Payment Amount 72.15	Transmittal Total 2,478.41	Fund Summary: Fund 01 2,478.41	SPECIAL ED/SPEECH 452.56
Transmittal Number: 24000460-0	Reference Vendor PV240143-001 CHI, LARRY	PV240142-001 CORONEL, LUCIA	PV240138-001 DISCHIAVI, SIERRA PV240139-001 DISCHIAVI, SIERRA	PV240145-001 EDMON, GREG	PV240146-001 FRYE, STEPHANIE	PV240137-001 KERR, JENA	PV240140-001 KOCHERT, JEFF	PO240873-001 MIND RESEARCH INSTITUTE	PV240141-001 OLEAS, PATRICIA	PV240144-001 ZOMER, MICHELLE			Transmittal Number: 24000461-0 PO240940-001 ABLENET INC

02 Alta Loma School District

Fiscal Year: 2024

Transmittal Number: 24000461-0	24000461-0	Tot	Total Payment Amount	452.56
Reference PO240913-001	Vendor BLICK ART MATERIALS	Description ALJH / Art Supplies	An 4 Total Payment Amount	Amount 436.83 436.83
PO240507-007	BRAILLE ABILITIES LLC	SPECIAL ED	9,8 Total Payment Amount 9,8	9,838.05 9,838.05
PO240768-008	MAXIM HEALTHCARE STAFFING	SPECIAL ED Tol	3,8 Total Payment Amount 3,8	3,849.20 3,849.20
PO240001-044 PO240001-045 PO240001-046 PO240001-047 PO240318-006	SMART & FINAL	CC / SUPP OPEN, CC / SUPP OPEN, CC / SUPP OPEN, CC / SUPP OPEN, CC / SUPP OPEN, HERMOSA / Open Supplies	ment Amount	13.18 33.28 154.48 13.98 364.98 234.67
PO240925-001	THINKING MAPS INC	VG/ Thinking Maps Tot	s Total Payment Amount Transmittal Total 15,4	50.64 50.64 15,441.85
		Fund Summary:	Fund 01	15,441.85
Transmittal Number: 24000462-0 PO240953-001 CITY OF	24000462-0 CITY OF RANCHO CUCAMONGA	BAN/FIELD TRIP	8 Total Payment Amount	812.00 812.00
PV240150-001	COCKRELL, TRACY	1 01	Total Payment Amount	21.96 21.96
PV240149-001	GARCIA, ANGELICA	To.	1 Total Payment Amount	185.90 185.90
PV240148-001	GUERRERO , TED JR	T ₀	Total Payment Amount	121.74 121.74

02 Alta Loma School District	District		Fiscal Year: 2024
Transmittal Number: Reference PV240147-001	24000462-0 Vendor MCCUTCHEON, LENNON	Description Total Payment Amount	Amount 355.29 355.29
		Transmittal Total	1,496.89
		Fund Summary: Fund 01	1,496.89
Transmittal Number: 24000463-0 AUDIT PO240938-001 HIGH TRAILS O	24000463-0 AUDIT HIGH TRAILS OUTDOOR INC	Jasper / 6th Grade Science Cam Total Payment Amount	18,605.00 18,605.00
		Transmittal Total	18,605.00
		Fund Summary: Fund 01	18,605.00
Transmittal Number: 24000464-0 PO240974-001 RAYMON	24000464-0 RAYMOND M. ALF MUSEUM OF	ALE/Field Trip Total Payment Amount	200.00 200.00
		Transmittal Total	200.00
		Fund Summary: Fund 01	200.00
Transmittal Number: PO240120-006	24(CHILD CARE / Home Depot Suppl	21.07
PO240160-004 PO240160-005	HOME DEPOT CREDIT SERVICES	ALJH / Home Depot Open PO	136.49
FO240160-005 PO240160-006	HOME DEPOT CREDIT SERVICES	ALJIH / Home Depot Open PO	24.//
PO240167-002	HOME DEPOT CREDIT SERVICES	Home Depot OPEN PURCHASE ORDER	186.68
PO240243-002	HOME DEPOT CREDIT SERVICES	JASPER / HOME DEPOT OPEN PO	26.73
PO240243-003	HOME DEPOT CREDIT SERVICES	JASPER / HOME DEPOT OPEN PO	23.79
PO240243-004	HOME DEPOT CREDIT SERVICES	JASPER / HOME DEPOT OPEN PO	10.43
PO240244-002 PO240248-002	HOME DEPOT CREDIT SERVICES	BAN / HOME DEPOT	7.51
PO240249-002	HOME DEPOT CREDIT SERVICES	MERMOSA / Open Citet Stimm	350.94 162.40
PO240249-003	HOME DEPOT CREDIT SERVICES	HERMOSA / Open Cust Supp.	20.99
		Total Payment Amount	1,052.31
PO240289-007	ODP BUSINESS SOLUTIONS LLC	HERMOSA / Open Office Supplies	1,042.44

02 Alta Loma School District

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Fiscal Year: 2024

Transmittal Number: 24000465-0	24000465-0	Total Payment Amount	1,042.44
		Transmittal Total	2,094.75
		Fund Summary: Fund 01	2,094.75
Transmittal Number: Reference PO240637-006	24000466-0 AUDIT Vendor PBK ARCHITECTS INC.	Description ARCHITECTURE SERVICES FOR MODE Total Payment Amount	Amount 10,810.21 10,810.21
		Transmittal Total	10,810.21
		Fund Summary: Fund 21	10,810.21
Transmittal Number: PO240637-005	24000466-0 PBK ARCHITECTS INC.	ARCHITECTURE SERVICES FOR MODE Total Payment Amount	9,513.11 9,513.11
		Transmittal Total	9,513.11
		Fund Summary: Fund 21	9,513.11
Transmittal Number: 24000467-0 PO240936-001 GOPHEF	24000467-0 GOPHER SPORT	DC/PLAYGROUND Total Payment Amount	335.25 335.25
PO240088-036 PO240088-037 PO240088-039 PO240088-040 PO240088-041 PO240088-043 PO240088-044 PO240088-046 PO240088-046	HOME DEPOT CREDIT SERVICES	M&O / OPEN SUPPLIES	20.66 19.83 120.21 18.04 154.98 50.60 62.37 61.60 29.64 7.62 11.46 73.01

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02 Alta Loma School District

Transmittal Number: 24000467-0 Reference Vendor PO240009-024 ODP BU\$ PO240276-014 ODP BU\$	24000467-0 Vendor ODP BUSINESS SOLUTIONS LLC ODP BUSINESS SOLUTIONS LLC	Description CHILD CARE / OPEN SUPPLIES, O BAN / OPEN-INSTRUCTIONAL SUPPL Total Payment Amount	O IPPL Amount	Amount 7.29 64.69 71.98
PO240001-049	SMART & FINAL	CC / SUPP OPEN, Total Payment Amount	Amount	114.70
		Transmittal Total	al Total	1,151.95
		Fund Summary:	Fund 01	1,151.95
Transmittal Number: 24000468-0 PO240526-005 TRI VALL	24000468-0 TRI VALLEY INSPECTIONS INC	ADMINISTRATIVE SERVICES / INSP Total Payment Amount	SP Amount	18,864.00 18,864.00
		Transmittal Total	ial Total	18,864.00
		Fund Summary:	Fund 21	18,864.00
Transmittal Number: 24000469-0 AUDIT PO240686-002 RITE-WAY ROC	24000469-0 AUDIT RITE-WAY ROOF CORPORATION	2022-23-01 VG Mod - #8 Total Payment Amount		91,375.96 91,375.96
		Transmittal Total	tal Total	91,375.96
		Fund Summary:	Fund 21	91,375.96
Transmittal Number: 24000470-0 PO240508-001 CALIFOR	24000470-0 AUDIT CALIFORNIA FINANCIAL SERVICES	ADMIN SERVICES / FINANCIAL REP Total Payment Amount	EP Amount	10,500.00 10,500.00
		Transmittal Total	tal Total	10,500.00
		Fund Summary:	Fund 21	10,500.00
Transmittal Number: 24000471-0 AUDIT PO240181-002 IFS INDIVIDUAL	24000471-0 AUDIT IFS INDIVIDUAL FOODSERVICE	CN /Paper Goods Total Payment Amount	Amount	308.56 308.56

Fiscal Year: 2024

02 Alta Loma School District

Transmittal Number: Reference PO240177-006 Transmittal Number: PO240184-001 PO240183-002 PO240182-001 PO240182-003 PO240181-001	Vendor IMPERIAL BAG & PAPER CO LLC MERIAL BAG & PAPER CO LLC CALIFORNIA INDUSTRIAL DRIFTWOOD DAIRY INC. ECHO FIRE PROTECTION CO INC EN FIRE PROTECTION CO INC ECHO FIR	Description CN /Paper Goods Total Payment Amount Transmittal Total Fund Summary: Fund 13 Total Payment Amount CN / MITCHEN REPAIRS Total Payment Amount CN / Service Fire System Total Payment Amount	Amount 1,825.00 1,825.00 2,133.56 2,133.56 2,133.56 26,978.54 26,978.54 186.17 121.25 121.25 428.67
PO240161-003 PO240177-005 PO240177-007 PO240180-002 PO240180-004 PO240173-008 PO240173-009 PO240173-010		CN /Paper Goods CN /Paper Goods CN /Paper Goods CN /Paper Goods CN /Office Supplies CN /Service of refrigerators,	1,380.90 1,762.40 1,616.30 5,239.60 29.08 404.54 500.52 21.53 955.67 2,118.60 324.50 2,708.48

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02 Alta Loma School District

Transmittal Number: 24000471-0 Reference Vendor PO240170-001	24000471-0 Vendor SMART & FINAL	Description CN / Food & Supplies	Amount 28.80
		Total Payment Amount	28.80
		Transmittal Total	40,157.23
		Fund Summary: Fund 13	40,157.23
Transmittal Number: 24000472-0 PO240895-001 BORDER	24000472-0 BORDERLAN SECURITY	IT Equipment Total Payment Amount	218,776.27 218,776.27
		Transmittal Total	218,776.27
		Fund Summary: Fund 01	218,776.27
Transmittal Number: 24000473-0 PO240269-007 ODP BUS PO240269-008 ODP BUS PO240283-006 ODP BUS PO240286-033 ODP BUS	24000473-0 ODP BUSINESS SOLUTIONS LLC ODP BUSINESS SOLUTIONS LLC ODP BUSINESS SOLUTIONS LLC ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO OFFICE SUPPLIES VJH / OPEN PO OFFICE SUPPLIES Office Supplies ODP Open PO/Ad Office Supplies ODP Open PO/In Total Payment Amount	15.76 2.83 43.08 23.80 85.47
PO240951-001	READY AMERICA	VG/ Emergency bags Total Payment Amount	178.11 178.11
PO240447-003 PO240447-004	SM HOYT LUMBER CO INC SM HOYT LUMBER CO INC	HERM / OPEN PURCHASE ORDER HERM / OPEN PURCHASE ORDER Total Payment Amount	15.49 (1.94) 13.55
PO240792-002	SMART & FINAL	VJH/OPEN PO FOR ELA Total Payment Amount	117.90 117.90
		Transmittal Total	395.03
		Fund Summary: Fund 01	395.03
Transmittal Number: 24000474-0 PV240151-001 US BAN	24000474-0 U S BANK	Total Payment Amount	1,183.59 1,183.59

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Fiscal Year: 2024							
	1,183.59	1,183.59	Amount 83.86 83.86	225.00 225.00	308.86	308.86	56.14 18.27 94.60 119.97 75.67 59.23 12.87 114.41 20.29 160.20 95.48 (65.98) (8.97) (2.54) (11.64) 960.00
	Transmittal Total	Fund Summary: Fund 01	Description Total Payment Amount	Total Payment Amount	Transmittal Total	Fund Summary: Fund 01	M&O / OPEN SUPPLIES M&O /
02 Alta Loma School District	Transmittal Number: 24000474-0		Transmittal Number: 24000475-0 Reference Vendor PV240152-001 CHAVEZ URIAS, PATRICIA	PV240153-001 SMITH, SHERRY			Transmittal Number: 24000476-0 PO240088-048 HOME DEPOT CREDIT SERVICES PO240088-049 HOME DEPOT CREDIT SERVICES PO240088-050 HOME DEPOT CREDIT SERVICES PO240088-051 HOME DEPOT CREDIT SERVICES PO240088-053 HOME DEPOT CREDIT SERVICES PO240088-054 HOME DEPOT CREDIT SERVICES PO240088-055 HOME DEPOT CREDIT SERVICES PO240088-056 HOME DEPOT CREDIT SERVICES PO240088-059 HOME DEPOT CREDIT SERVICES PO240088-059 HOME DEPOT CREDIT SERVICES PO240088-060 HOME DEPOT CREDIT SERVICES PO240160-007 HOME DEPOT CREDIT SERVICES PO240243-005 HOME DEPOT CREDIT SERVICES HOME DEPOT CREDIT SERVICES HOME DEPOT CREDIT SERVICES HOME DEPOT CREDIT SERVICES HOME DEPOT CREDIT SERVICES HOME DEPOT CREDIT SERVICES HOME DEPOT CREDIT SERVICES

1,625.37

Transmittal Total

BEST NET CONSORTIUM ACCOUNTS PAYABLE - BOARD PAYMENT REPORT Board of Trustees Meeting 11/15/2023

Fiscal Year: 2024

02 Alta Loma School District

Amount 103.63 103.63	217.61 217.61	700.00 700.00	1,061.62 1,061.62	2,082.86	2,082.86	104,199.99 104,199.99	36,976.84 36,976.84	2,715.57 2,761.40 1,877.18 781.80 8,135.95	149,312.78	149,312.78	1,625.37 1,625.37
Description Total Payment Amount	Total Payment Amount	JenJo Ink Character Drawing En Total Payment Amount	Improv Enrichment (Marc Little Total Payment Amount	Transmittal Total	Fund Summary: Fund 01	CN /Food commodities, snack it Total Payment Amount	CN /Fresh Produce Total Payment Amount	CN /Grocery Products CN /Grocery Products CN /Grocery Products CN /Grocery Products Total Payment Amount	Transmittal Total	Fund Summary: Fund 13	Total Payment Amount
Transmittal Number: 24000477-0 Reference Vendor PV240154-001 DZAMA, MATTHEW	PV240156-001 HOOPER, MONIQUE	PO240972-001 JENJO INK	PO240970-001 MARC LITTLE			Transmittal Number: 24000478-0 PO240171-003 GOLD STAR FOODS	PO240179-002 SUNRISE PRODUCE	PO240178-003 SYSCO LOS ANGELES INC PO240178-004 SYSCO LOS ANGELES INC PO240178-005 SYSCO LOS ANGELES INC PO240178-006 SYSCO LOS ANGELES INC			Transmittal Number: 24000479-0 PV240155-001 U.S. BANK

02 Alta Loma School District

Transmittal Number: 24000479-0

Fiscal Year: 2024

Fund 13 1,625.37	Amount 31.51 31.51 45.60 96.93 0 96.93 0 16.25 0 124.73 0 226.26 0 226.26 0 277.20 Amount 984.89	Transmittal Total 984.89	Fund 01 984.89	ES 43.96 ES 33.24 ES 58.98 CE 676 6.76 60.16 53.78 268.11 60.16 60.16	Transmittal Total 818.62	Fund 01 818.62	22.62 57.16 9.69
Fund Summary:	Description CHILD CARE / OPEN SUPPLIES, O FISCAL SERVICES / OPEN OFFICE	Transmi	Fund Summary:	VJH / OPEN PO OFFICE SUPPLIES VJH / OPEN PO OFFICE SUPPLIES VJH / OPEN PO OFFICE SUPPLIES VJH / OPEN PO - SCHOOL/OFFICE VJH / OPEN PO - SCHOOL/OFFICE VJH/INK FOR SPANISH VJH/PRINTER FOR ART VJH/PRINTER FOR ART VJH/PRINTER FOR ART	Transm	Fund Summary:	HR 2023-24 (ODP) (former Offic HR 2023-24 (ODP) (former Offic HR 2023-24 (ODP) (former Offic
0-0-1-1-0-0-1-1	Vendor Vendor ODP BUSINESS SOLUTIONS LLC			24000481-0 ODP BUSINESS SOLUTIONS LLC			24000482-0 ODP BUSINESS SOLUTIONS LLC ODP BUSINESS SOLUTIONS LLC ODP BUSINESS SOLUTIONS LLC
italistiittai Nullibei. 2400042	Transmittal Number: Reference PO240009-025 PO240009-026 PO240009-027 PO240009-028 PO240009-030 PO240009-031 PO240324-030 PO240324-030			Transmittal Number: P0240269-009 P0240269-010 P0240280-016 P0240280-017 P0240771-002 P0240910-001 P0240910-003			Transmittal Number: PO240235-019 PO240235-020 PO240235-021

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Transmittal Number: Reference PO240278-008 PO240282-007 PO240282-007 PO240283-007 PO240286-034 PO240286-035 PO240286-036 PO240286-037 PO240286-037 PO240286-001 PO240450-001	Vendor Vendor ODP BUSINESS SOLUTIONS LLC STAPLES BUSINESS CREDIT STAPLES BUSINESS CREDIT STAPLES BUSINESS CREDIT STAPLES BUSINESS CREDIT	Description DC / OPEN INSTR SUPPLIES DC / OPEN INSTR SUPPLIES VG / OPEN Office Depot Instr s VG / OPEN Office Depot Instr s Office Supplies ODP Open PO/In Asper / Ink (Rodriguez's Offi Transmittal Total Fund Summary: Fund 01 ALJH / Staples Open PO ALJH / Staples Open PO	Amount 37.53 18.25 4.31 99.42 143.94 64.10 81.24 49.65 45.19 105.58 309.24 398.05 445.97 Fund 01 1,445.97 59.25 214.25 43.09	
PO240452-003 PO240452-004 PO240919-001	BUSINESS BUSINESS BUSINESS	VG / OPEN Staples VG / OPEN Staples Jasper / Reception Chairs Total Payment Amount	2 9 L	
		Transmittal Total Fund Summary: Fund 01	tal Total 1,673.67 Fund 01 1,673.67	
Transmittal Number: MV240027-001	24000484-0 NATALIE L. BOEHM`	REFUND OF 6TH GRADE CAMP MONIE Total Payment Amount	NIE 375.00 Iount 375.00	
		Transmittal Total Fund Summary: Fund 01	tal Total 375.00 Fund 01 375.00	

Fiscal Year: 2024

02 Alta Loma School District

Amount 30,844.40 30,844.40	30,844.40	30,844.40	5,838.07 5,838.07	1,145.76 1,145.76	832.56 832.56	38.63 38.63	249.40 164.90 414.30	447.16 447.16	2,643.72 2,643.72	4,681.18 4,681.18	16,041.38	16,041.38	468.55
Description TRANSPORTATION / SERVICES Total Payment Amount	Transmittal Total	Fund Summary: Fund 01	TRANSPORTATION / BUS REPAIR Total Payment Amount	M&O / MAINT AGREEMENT-WHEELCHA Total Payment Amount	M&O / GRNDS / OPEN SUPPLIES Total Payment Amount	M&O -OPEN PO-CUST REPAIRS Total Payment Amount	M&O / GRNDS / OPEN SUPPLIES M&O / GRNDS / OPEN SUPPLIES Total Payment Amount	M&O / GRNDS / OPEN SUPPLIES Total Payment Amount	TRANSPORTATION / OPEN TIRES Total Payment Amount	M&O/MAINTENANCE SUPPLIES Total Payment Amount	Transmittal Total	Fund Summary: Fund 01	TRANSPORTATION / OPEN REPAIR
24000485-0 AUDIT Vendor VISSER BUS SERVICES INC.			24000485-0 A-Z BUS SALES INC	AMTECH ELEVATOR SERVICES	EWING IRRIGATION PRODUCTS INC	FOOTHILL VACUUM&JANITORIAL INC	LA VERNE POWER EQUIPMENT LA VERNE POWER EQUIPMENT	O.F. WOLFINBARGER INC	PARKHOUSE TIRE INC	SOCAL FILTERS AND SERVICES INC			24000486-0 A-Z BUS SALES INC
Transmittal Number: Reference PO240860-002			Transmittal Number: 24000485-0 PO240816-001 A-Z BUS	PO240036-002	PO240129-010	PO240052-002	PO240125-006 PO240125-007	PO240126-001	PO240214-004	PO240092-001			Transmittal Number: 24000486-0 PO240234-003 A-Z BUS

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Fiscal Year: 2024												
	.55	unt .62 .62	57.46 57.46 14.92	.50 .50	00:	240.36 141.34 306.24 42.00 295.02 024.96	60.00 60.00	00.1	872.80 872.80	1.35	1.35	46.31 30.70 136.45
	468.55	Amount 1,909.62 1,909.62	57.46 57.46 114.92	1,072.50 1,072.50	596.00 596.00	240.36 141.34 306.24 42.00 295.02 1,024.96	09	25,000.00 25,000.00	872 872	31,119.35	31,119.35	94 98 98 138
	Total Payment Amount	REEMENT Total Payment Amount	IN /OPEN PO LAUNDR IN /OPEN PO LAUNDR Total Payment Amount	INING Total Payment Amount	N / BUS AND FLEET Total Payment Amount	IN / OPEN SUPPLIES	N / OPEN TIRES Total Payment Amount	REPAIRS-DSC 1ST Total Payment Amount	AIRS Total Payment Amount	Transmittal Total	Fund 01	
	Total Paym	Description M&O / MAINT AGREEMENT Total Paym	TRANSPORTATION /OPEN PO LAUNDR TRANSPORTATION /OPEN PO LAUNDR Total Payment Amoun	BUS DRIVER TRAINING Total Paym	TRANSPORTATION / BUS AND FLEET Total Payment Amol	TRANSPORTATION / OPEN SUPPLIES	TRANSPORTATION / OPEN TIRES Total Payment A	M&O / FLOORING REPAIRS-DSC 1ST Tot al Payment Amo	M&O / OPEN REPAIRS Total Paym	Tran	Fund Summary:	M&O / OPEN SUPPLIES M&O / OPEN SUPPLIES M&O / OPEN SUPPLIES
l District	: 24000486-0	Vendor AMTECH ELEVATOR SERVICES	CINTAS CORPORATION CINTAS CORPORATION	HOSEA & ATHENA TRAINING	KC SERVICES	NAPA AUTO PARTS NAPA AUTO PARTS NAPA AUTO PARTS NAPA AUTO PARTS NAPA AUTO PARTS	PARKHOUSE TIRE INC	RICCARDI FLOOR COVERING INC	TIME AND ALARM SYSTEMS INC			r: 24000487-0 LOWE'S COMPANIES INC LOWE'S COMPANIES INC LOWE'S COMPANIES INC
02 Alta Loma School District	Transmittal Number:	Reference PO240037-003	PO240195-013 PO240195-014	PO240186-001	PO240204-006	PO240218-013 PO240218-014 PO240218-015 PO240218-016 PO240218-017	PO240214-005	PO240485-001	PO240138-005			Transmittal Number: PO240100-019 PO240100-020 PO240100-021

Fiscal Year: 2024

02 Alta Loma School District

Amount 22.50 22.50 21.97 36.17 61.37 1,421.02	Transmittal Total 1,776.49	Fund 01 1,776.49	97,152.70 snt Amount 97,152.70	Transmittal Total 97,152.70	Fund 21 97,152.70	ISE 10,996.00 ant Amount 10,996.00	Transmittal Total 10,996.00	Fund 01 10,996.00	3,856.77 ant Amount 3,856.77	Transmittal Total 3,856.77	Fund 01 3,856.77	r agr ent Amount 3,840.00
Description M&O / OPEN SUPPLIES	Transı	Fund Summary:	Floyd M. Stork Modernization 2 Total Payment Amount	Transı	Fund Summary:	IT / STUDENT SYSTEM LICENSE Total Payment Amount	Trans	Fund Summary:	Total Payment Amount	Trans	Fund Summary:	SUPERINTENDENT / Retainer agr Total Payment Amount
Vendor Vendor LOWE'S COMPANIES INC			24000488-0 AUDIT SPEC CONSTRUCTION CO. INC			24000489-0 AUDIT INFINITE CAMPUS INC			24000490-0 EMPLOYMENT DEVELOPMENT DEPT			24000491-0 AUDIT ATKINSON ANDELSON LOYA RUUD
Transmittal Number: Reference PO240100-022 PO240100-024 PO240100-025 PO240100-026			Transmittal Number: PO240678-001			Transmittal Number: 24000489-0 PO240533-002 INFINITE			Transmittal Number: PV240157-001			Transmittal Number: PO240504-001

Transmittal Number: 24000491-0 AUDIT 02 Alta Loma School District

Fiscal Year: 2024

3,840.00	3,840.00	Amount 497.00 497.00	228.88 228.88	364.00 364.00	526.47 526.47	75.03 103.35 93.20 56.58 174.89 313.58 21.42 838.05	2,454.40	2,454.40	499.62 499.62	1,375.18 1,375.18	153.58 153.58
Transmittal Total	nary: Fund 01	le Total Payment Amount	IRS Total Payment Amount	entra Services Total Payment Amount	; / MAIL METER Total Payment Amount	& Final & Final Open rt & Final - rt & Final - rt & Final - Total Payment Amount	Transmittal Total	nary: Fund 01	Total Payment Amount	PLIES Total Payment Amount	Total Payment Amount
	Fund Summary:	Description VG/ Barnes & Noble To	ED SVCS /I REPAIRS Tot	HR 2023-24 Concentra Services Total Paymen	ADMIN SERVICES / MAIL METER Total Payment.	CC / SUPP OPEN, CC / SUPP OPEN, VG / OPEN Smart & Final ALJH / ASB Smart & Final Open ALJH / Office Smart & Final - ALJH / Office Smart & Final - ALJH / Office Smart & Final -		Fund Summary:	VJH/ Te	M&O / OPEN SUPPLIES Total I	DC/LIBRARY
7400045-0 AODI-		24000491-0 Vendor BARNES & NOBLE	HI-LINE MUSIC	OCCUPATIONAL HEALTH CENTERS	QUADIENT LEASING USA INC	SMART & FINAL			24000492-0 BERTRAND MUSIC ENTERPRISES INC	CHATFIELD-CLARKE CO INC	DEMCO INC
Fansmittal Number: 24000491-0		Transmittal Number: Reference PO240907-001	PO240584-002	PO240260-003	PO240517-002	PO240001-050 PO240001-051 PO240314-003 PO240321-002 PO240322-005 PO240322-006			Transmittal Number: PO240966-001	PO240144-002	PO240937-001

13,590.47

Transmittal Total

BEST NET CONSORTIUM ACCOUNTS PAYABLE - BOARD PAYMENT REPORT Board of Trustees Meeting 11/15/2023

Fiscal Year: 2024

02 Alta Loma School District

mber:	24000492-0 Vendor GOPHER SPORT	Description HERM/PE EQUIP Total Payment Amount	Amount 145.28 145.28
PO240412-006 PO240412-007 PO240412-008	J W PEPPER & SON INC J W PEPPER & SON INC J W PEPPER & SON INC	VJH / OPEN PO FOR MUSIC VJH / OPEN PO FOR MUSIC VJH / OPEN PO FOR MUSIC Total Payment Amount	48.20 49.30 62.98 160.48
PO240534-001	LANGUAGELINE SERVCIES	ED SVCS / CONSULTANT SERVICES Total Payment Amount	295.47 295.47
PO240891-001	ULINE	DC/DELINEATORS Total Payment Amount	374.47 374.47
		Transmittal Total	3,004.08
		Fund Summary: Fund 01	3,004.08
Transmittal Number: PO240693-002	24000493-0 AUDIT JANUS CORPORATION	2022-23-01 VG Mod - #27 Total Payment Amount	40,620.57 40,620.57
		Transmittal Total	40,620.57
		Fund Summary: Fund 21	40,620.57
Transmittal Number: 24000494-0 PO240694-002 RAN EN	24000494-0 RAN ENTERPRISES INC	2022-23-01 VG Mod - #22 Total Payment Amount	2,565.00 2,565.00
		Transmittal Total	2,565.00
		Fund Summary: Fund 21	2,565.00
Transmittal Number: 24000495-C PO240635-008 TILDEN-	24000495-0 TILDEN-COIL CONSTRUCTORS INC	ADMIN SERVICES/CONSTRUCTION MA Total Payment Amount	13,590.47 13,590.47

02 Alta Loma School District

Transmittal Number: 24000495-0

Fiscal Year: 2024

		Fund Summary:	Fund 01 Fund 21	13,590.47 0.00	
Transmittal Number: Reference PO240636-004 PO240636-005	24000496-0 AUDIT Vendor GO ARCHITECTS INC GO ARCHITECTS INC	Description ADMIN SERVICES/ARCHITECTURE SE ADMIN SERVICES/ARCHITECTURE SE Total Payment Amou	S/ARCHITECTURE SE S/ARCHITECTURE SE Total Payment Amount	Amount 6,058.66 500.00 6,556.66	
		Trans	Transmittal Total	6,556.66	
		Fund Summary:	Fund 01 Fund 21	6,556.66 0.00	
Transmittal Number: PO240636-006	24000496-0 GO ARCHITECTS INC	ADMIN SERVICES/ARCHITECTURE SE Total Payment Amoun	//ARCHITECTURE SE Total Payment Amount	350.00 350.00	
		Trans	Transmittal Total	350.00	
		Fund Summary:	Fund 01 Fund 21	350.00 0.00	
Transmittal Number: 24000497-0 PV240158-001 LAM, DE	24000497-0 LAM, DEE	Total Paym	Total Payment Amount	338.38 338.38	
PV240159-001	U S BANK	Total Paym	Total Payment Amount	1,115.00 1,115.00	
		Trans	Transmittal Total	1,453.38	
		Fund Summary:	Fund 01	1,453.38	
Transmittal Number: PO240269-012 PO240269-013 PO240269-014 PO240280-018	24000498-0 ODP BUSINESS SOLUTIONS LLC	VJH / OPEN PO OFFICE SUPPLIES VJH / OPEN PO OFFICE SUPPLIES VJH / OPEN PO OFFICE SUPPLIES VJH / OPEN PO - SCHOOL/OFFICE VG / OPEN Office Depot Instr s	PLIES PLIES PLIES FFICE s	9.92 58.98 12.00 151.02 4.91	

Fiscal Year: 2024

02 Alta Loma School District

Amount 249.40 31.24 101.68 16.82 74.51 71.52 45.03 101.32 8.99 39.78 184.88 1,183.36	1,183.36	1,183.36	222.81 91.03 49.48 13.93 60.37 35.55 35.01 59.73 69.08 29.18 10.71 676.88	11.97 39.16
Description VG / OPEN Office Depot Instr s Office Supplies ODP Open PO/In Office Supplies ODP Open PO/In JASPER / INST SUPPLIES HERMOSA / Open Instr Supp HERMOSA / Open Instr Supp Jasper / Classroom Supplies (C Jasper	Transmittal Total	Fund Summary: Fund 01	CHILD CARE / OPEN SUPPLIES, O CHILD CARE / OPEN SUPPLIES, O VJH / OPEN PO OFFICE SUPPLIES, BAN / OPEN-INSTRUCTIONAL SUPPL BAN / OPEN-INSTRUCTIONAL SUPPL BAN / OPEN-INSTRUCTIONAL SUPPL Office Supplies ODP Open PO/In FISCAL SERVICES / OPEN OFFICE FISCAL SERVICES / OPEN OFFICE FISCAL SERVICES / OPEN OFFICE DC/SUPPLIES-RSP DC/SUPPLIES-RSP Total Payment Amount Transmittal Total Fund Summary: Fund 01	CC / SUPP OPEN, CC / SUPP OPEN,
Transmittal Number: 24000498-0 Reference Vendor PO240282-010 ODP BUSINESS SOLUTIONS LLC PO240286-040 ODP BUSINESS SOLUTIONS LLC PO240288-011 ODP BUSINESS SOLUTIONS LLC PO240280-011 ODP BUSINESS SOLUTIONS LLC PO240290-012 ODP BUSINESS SOLUTIONS LLC PO240942-001 ODP BUSINESS SOLUTIONS LLC PO240942-002 ODP BUSINESS SOLUTIONS LLC PO240942-003 ODP BUSINESS SOLUTIONS LLC PO240946-001 ODP BUSINESS SOLUTIONS LLC PO240946-002 ODP BUSINESS SOLUTIONS LLC PO240946-001 ODP BUSINESS SOLUTIONS LLC PO240946-002 ODP BUSINESS SOLUTIONS LLC PO240946-001 ODP BUSINESS SOLUTIONS LLC			Transmittal Number: 24000499-0 PO240009-032 ODP BUSINESS SOLUTIONS LLC PO240009-033 ODP BUSINESS SOLUTIONS LLC PO240269-015 ODP BUSINESS SOLUTIONS LLC PO240276-016 ODP BUSINESS SOLUTIONS LLC PO240286-042 ODP BUSINESS SOLUTIONS LLC PO240324-032 ODP BUSINESS SOLUTIONS LLC PO240324-033 ODP BUSINESS SOLUTIONS LLC PO240324-034 ODP BUSINESS SOLUTIONS LLC PO240935-001 ODP BUSINESS SOLUTIONS LLC PO240935-002 ODP BUSINESS SOLUTIONS LLC	Transmittal Number: 24000500-0 PO240001-052 SMART & FINAL PO240001-053 SMART & FINAL

7,822.44

Transmittal Total

BEST NET CONSORTIUM ACCOUNTS PAYABLE - BOARD PAYMENT REPORT Board of Trustees Meeting 11/15/2023

Fiscal Year: 2024

02 Alta Loma School District

Amount 11.97 28.98 48.58 135.55 193.14 202.14 200.02 871.51	871.51	871.51	5,615.00 5,615.00	447.83 (10.15) 437.68	6,052.68	6,052.68	13,011.25 13,011.25	13,011.25	13,011.25	7,822.44
Description CC / SUPP OPEN, CC / SUPP OPEN, CC / SUPP OPEN, JASPER/SMART & FINAL OPEN PO HERMOSA / Open Supplies DC / OPEN DC / OPEN Total Payment Amount	Transmittal Total	Fund Summary: Fund 01	CN /Health Inspections Total Payment Amount	CN/Kitchen Supplies CN/Kitchen Supplies Total Payment Amount	Transmittal Total	Fund Summary: Fund 13	DC/FIELD TRIP Total Payment Amount	Transmittal Total	Fund Summary: Fund 01	Total Payment Amount
Transmittal Number: 24000500-0 Reference Vendor PO240001-054 SMART & FINAL PO240001-055 SMART & FINAL SMART & FINAL SMART & FINAL PO240313-004 SMART & FINAL PO240318-007 SMART & FINAL PO240892-001 SMART & FINAL			Transmittal Number: 24000501-0 PO240980-001 COUNTY OF SAN BERNARDINO	PO240986-001 GEORGE PANTELIDES INC PO240986-002 GEORGE PANTELIDES INC			Transmittal Number: 24000502-0 PO240620-003 PALI INSTITUTE INC			Transmittal Number: 24000503-0 PV240160-001 U.S. BANK

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Fiscal Year: 2024

Transmittal Number:	24000503-0	Fund Summary: Fund 01	01 7,822.44
Transmittal Number: Reference PO240905-004	24000504-0 Vendor ALL CITY MANAGEMENT	Description AMIN SERVICES/CROSSING GUARD Total Payment Amount	Amount 8,886.75 unt 8,886.75
PO240253-006 PO240253-007 PO240253-008 PO240253-009	BURRTEC WASTE INDUSTRIES INC BURRTEC WASTE INDUSTRIES INC BURRTEC WASTE INDUSTRIES INC BURRTEC WASTE INDUSTRIES INC	DSC / DISTRICT-WIDE TRASH DSC / DISTRICT-WIDE TRASH DSC / DISTRICT-WIDE TRASH DSC / DISTRICT-WIDE TRASH Total Payment Amount	4,643.67 144.06 340.08 206.31 unt 5,334.12
PO240325-003 PO240338-003 PO240340-001 PO240342-003 PO240345-003 PO240346-003	SO. CALIFORNIA GAS COMPANY	GAS / VJH GAS / STRK GAS / JASP GAS / HERM GAS / DC GAS / ALJH GAS / ALE Total Payment Amount	313.30 89.88 33.99 1.73 29.70 164.95 114.95 unt 748.50
PO240357-004	SOUTHERN CALIFORNIA EDISON	ELECTRICITY / BAN Total Payment Amount	10,341.22 unt 10,341.22
		Transmittal Total	otal 25,310.59
		Fund Summary: Fund 01	01 25,310.59
Transmittal Number: CM240013-001 PV240161-001	24000505-0 AUDIT U S BANK U S BANK	Total Payment Amount	(188.57) 5,597.82 unt 5,409.25
		Transmittal Total	otal 5,409.25
		Fund Summary: Fund 01	01 5,409.25
Transmittal Number: PO240844-001	24000506-0 APPLE INC	SPECIAL ED	9,077.14

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Fiscal Year: 2024

9,077.14	9,077.14	9,077.14	Amount 534.47 510.59 1,045.06	2,938.68 2,938.68	808.91 808.91	72.11 72.11	69.60 69.60	418.10 418.10	5,352.46	5,352.46	13,482.37	13,482.37	13,482.37	
Total Payment Amount	Transmittal Total	Fund 01	E Site Total Payment Amount	nics Total Payment Amount	nent Total Payment Amount	ipal's Offi Total Payment Amount	OR MUSIC Total Payment Amount	Total Payment Amount	Transmittal Total	Fund 01	Total Payment Amount	Transmittal Total	Fund 01	
Total Pay	Tra	Fund Summary:	Description iPad For EXPLORE Site SPECIAL ED	Board Room Graphics Total Pay	Playground Equipment Total Pa y	ALJH / TV for Principal's Offi Total Pay	VJH / OPEN PO FOR MUSIC Total Pay n	Smart & Final Total Pa y	Tr	Fund Summary:	Total Pa	TR	Fund Summary:	
ver: 24000506-0			oer: 24000507-0 Vendor APPLE INC APPLE INC	ART SPECIALTIES	BSN SPORTS LLC	CDW GOVERNMENT LLC	J W PEPPER & SON INC	SMART & FINAL			oer: 24000508-0 AUL TRUST			per: 24000509-0
Transmittal Number: 24000506-0			Transmittal Number: 24000507-0 Reference Vendor PO240797-001 APPLE II PO240845-001 APPLE II	PO240760-001	PO240460-002	PO240600-003	PO240412-009	PO240317-006			Transmittal Number: 24000508-0 PV240162-001 AUL TRU			Transmittal Number: 24000509-0

Fiscal Year: 2024

02 Alta Loma School District

Amount 39.84 57.06 96.90	102.68 102.68	20.60 20.60	219.72 219.72	38.76 38.76	185.78 185.78	73.16 73.16	57.64 57.64	36.58 36.58	831.82	831.82	4,300.73 841.42 12.52 12.52 9.44 1,621.33
Total Payment Amount	Total Payment Amount	Total Payment Amount	Total Payment Amount	Total Payment Amount	Total Payment Amount	Total Payment Amount	Total Payment Amount	Total Payment Amount	Transmittal Total	Fund 01	
Description Total Paym	Total Paym	Total Payn	Total Paym	Total Payn	Total Paym	Total Paym	Total Paym	Total Paym	Tran	Fund Summary:	WATER / VJH WATER / VJH WATER / VJH WATER / VG WATER / VG
24000509-0 Vendor ARVIZU, JONATHAN ARVIZU, JONATHAN	CURTIS, ELIZABETH	EVANS, SUSAN	JOHNSON, LAUREN	LENING, LAUREN	MEDFORD, ALICIA	PERALTA, JOYLYNN	RIOS-LEETHAM, LORI	VETERE, JENNY			24000510-0 AUDIT CUCAMONGA VALLEY CUCAMONGA VALLEY CUCAMONGA VALLEY CUCAMONGA VALLEY CUCAMONGA VALLEY CUCAMONGA VALLEY
Transmittal Number: Reference PV240163-001 PV240164-001	PV240172-001	PV240165-001	PV240166-001	PV240167-001	PV240168-001	PV240171-001	PV240169-001	PV240170-001			Transmittal Number: PO240326-009 PO240326-010 PO240326-011 PO240327-002 PO240327-003

Fiscal Year: 2024

02 Alta Loma School District

Transmittal Number:	24000510-0 AUDIT		
Reference	Vendor	Description	Amount
PO240327-004	CUCAMONGA VALLEY	WATER / VG	4,578.48
PO240328-007	CUCAMONGA VALLEY	WATER / STRK	878.16
PO240328-008	CUCAMONGA VALLEY	WATER / STRK	1,978.65
PO240328-009	CUCAMONGA VALLEY	WATER / STRK	7.59
PO240329-005	CUCAMONGA VALLEY	WATER / JASP	4.057.38
PO240330-007	CUCAMONGA VALLEY	WATER / HERM	2,506.45
PO240330-008	CUCAMONGA VALLEY	WATER / HERM	12.52
PO240330-009	CUCAMONGA VALLEY	WATER / HERM	641.19
PO240331-007	CUCAMONGA VALLEY	WATER / DSC	941.77
PO240331-008	CUCAMONGA VALLEY	WATER / DSC	19.93
PO240331-009	CUCAMONGA VALLEY	WATER / DSC	352.27
PO240332-003	CUCAMONGA VALLEY	WATER / DC	3,354.29
PO240333-005	CUCAMONGA VALLEY	WATER / CARN	7.59
PO240333-006	CUCAMONGA VALLEY	WATER / CARN	2,983.67
PO240334-005	CUCAMONGA VALLEY	WATER / BAN	12,369.62
PO240334-006	CUCAMONGA VALLEY	WATER / BAN	296.90
PO240334-007	CUCAMONGA VALLEY	WATER / BAN	1,774.94
PO240334-008	CUCAMONGA VALLEY	WATER / BAN	15.18
PO240335-005	CUCAMONGA VALLEY	WATER / ALJH	865.73
PO240335-006	CUCAMONGA VALLEY	WATER / ALJH	6,208.03
PO240336-008	CUCAMONGA VALLEY	WATER / ALE	1,405.05
PO240336-009	CUCAMONGA VALLEY	WATER / ALE	390.40
PO240336-010	CUCAMONGA VALLEY	WATER / ALE	7.59
		Total Payment Amount	52,451.34
		Transmittal Total	52,451.34
		Fund Summary: Fund 01	52,451.34
Transmittal Number: 24000510-0	24000510-0		
PO240575-004	CROWN CASTLE FIBER LLC	U-DATA LINE / DSC-SITES	3,574.25
		Total Payment Amount	3,574.25
PO240406-009	FRONTIER COMMUNICATIONS	DSC / U-PHONE LINES, DSC-SITES	1,396.38
PO240406-010	FRONTIER COMMUNICATIONS	DSC / U-PHONE LINES, DSC-SITES	108.37
		Total Payment Amount	1,504.75
PO240188-003	SO. CALIFORNIA GAS COMPANY	TRANSPORTATION/FUEL	1,190.40
		Total Payment Amount	1,190.40
PO240394-003	SPARKLETTS	Herm/Water Service	34.96

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02 Alta Loma School District

Description ALJH / Bottled Water Total Payment Amount 83.26	M&O / CELL PHONE SERVICE 9.93 NURSE / CELL PHONE SERVICE 29.79 T-Mobile Cell Phone Total Payment Amount 139.02	Transmittal Total 6,491.68	Fund Summary: Fund 01 6,491.68	M&O /WHEELCHAIR LIFT REPAIRS 881.25 Total Payment Amount 881.25	M&O / GRNDS / OPEN SUPPLIES Total Payment Amount 631.89	M&O / OPEN-PEST	M&O / OPEN SUPPLIES Total Payment Amount 9.75	M&O / OPEN SUPPLIES Total Payment Amount 528.15	Transmittal Total 3,882.04	Fund Summary: Fund 01 3,882.04	M&O/OPEN SUPPLIES M&O/OPEN SUPPLIES Total Payment Amount 63.35	
24000510-0 Vendor SPARKLETTS ALJH / Bottle	T-MOBILE M&O / CE T-MOBILE T-MOBILE T-Mobile (HELEVATOR SERVICES	EWING IRRIGATION PRODUCTS INC M&O / GF	IPMTECH PEST MANAGEMENT M&O / OF	RBM LOCK & KEY SERVICE M&O / OF	THOMPSON PLUMBING SUPPLY M&O / OF			24000512-0 BATTERIES PLUS BULBS 638 BATTERIES PLUS BULBS 638 M&O/OPEN	SHIPPIIS NACO / OSM
Transmittal Number: Reference PO240395-001	PO240239-003 PO240491-003 PO240745-003			Transmittal Number: 24000511-0 PO240034-001 AMTECH	PO240129-011	PO240051-003	PO240116-009	PO240111-012			Transmittal Number: PO240095-005 PO240095-006	900 04040000

02 Alta Loma School District

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Transmittal Number: 24000512-0	24000512-0	Total Payment Amount	337.31
Reference PO240047-002	Vendor IPMTECH PEST MANAGEMENT	Description M&O / EXTERMINATOR SERVICES Total Payment Amount	Amount 1,275.00 1,275.00
PO240198-002 PO240198-003	UPLAND SPINE & REHAB UPLAND SPINE & REHAB	DMV TESTING / OPEN PURCHASE OR DMV TESTING / OPEN PURCHASE OR Total Payment Amount	80.00 80.00 160.00
PO240107-011	VISTA PAINT CORP	M&O / OPEN SUPPLIES Total Payment Amount	282.94 282.94
		Transmittal Total	2,118.60
		Fund Summary: Fund 01	2,118.60
Transmittal Number: 24000513-0 PV240177-001 ALARCO	24000513-0 ALARCON, CRYSTAL	Total Payment Amount	125.76 125.76
PV240175-001	COCKRELL, TRACY	Total Payment Amount	107.74 107.74
PV240174-001	PIERCE, CHRISTINA	Total Payment Amount	33.25 33.25
		Transmittal Total	266.75
		Fund Summary: Fund 01	266.75
Transmittal Number: 24000514-0 PO240908-002 CHERYL	24000514-0 CHERYL HIBBELN	CN/ Leadership Coaching with L Total Payment Amount	2,500.00 2,500.00
		Transmittal Total	2,500.00
		Fund Summary: Fund 01	2,500.00
Transmittal Number: 24000515-0	24000515-0		

Transmittal Number: 24000515-0

8,412.84 8,412.84

Total Payment Amount

M&O / OPEN SUPPLIES

Transmittal Number: 24000516-1 AUDIT
PO240939-001 THOMPSON PLUMBING SUPPLY

8,412.84

Transmittal Total

8,412.84

Fund 01

Fund Summary:

BEST NET CONSORTIUM ACCOUNTS PAYABLE - BOARD PAYMENT REPORT Board of Trustees Meeting 11/15/2023

Fiscal Year: 2024

02 Alta Loma School District

Amount 3,628.03 3,628.03	3,628.03	3,628.03	2,687.09 2,687.09	3,990.00	1,266.61 1,266.61	500.00 196.48 696.48	9.58 79.34 20.44 109.36	8,749.54	8,749.54
Total Payment Amount	Transmittal Total	: Fund 01	nding Total Payment Amount	Total Payment Amount	iture Total Payment Amount	Total Payment Amount	nart & Final O Total Payment Amount	Transmittal Total	: Fund 01
Total F	•	Fund Summary:	l Branding Tot al F	Total F	Furniture Total F	Total F	PEN, PEN, Se Smart & F Total F		Fund Summary:
Description		Fun	ALJH / School Branding Total	SPECIAL ED	ALJH / Office Furniture Tot a	SPECIAL ED SPECIAL ED	CC / SUPP OPEN, CC / SUPP OPEN, ALJH / Science Smart & Final O Total Payme		Fun
24000515-0 Vendor U S BANK			24000516-0 ART SPECIALTIES	MAXIM HEALTHCARE STAFFING	OFFICE & ERGONOMIC SOLUTIONS	PARADIGM HEALTHCARE PARADIGM HEALTHCARE	SMART & FINAL SMART & FINAL SMART & FINAL		
Transmittal Number: 24000515-0 Reference Vendor PV240176-001 US BAN			Transmittal Number: 24000516-0 PO240868-001 ART SPE	PO240768-009	PO240739-001	PO240546-004 PO240547-002	PO240001-057 PO240001-058 PO240320-002		

Transmittal Number: 24000517-0

Fiscal Year: 2024

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Transmittal Number: 24000517-0 Reference Vendor PV240178-001 CARTER	24000517-0 Vendor CARTER, ANDREW	Description	Amount 398.94
		lotal Payment Amount	393.94
		Transmittal Total	398.94
		Fund Summary: Fund 01	398.94
Transmittal Number: 24000518-0 AUDIT PO240870-001 ART SPECIALTI	24000518-0 AUDIT ART SPECIALTIES	DC/MISC Total Payment Amount	5,682.11 5,682.11
		Transmittal Total	5,682.11
		Fund Summary: Fund 01	5,682.11
Transmittal Number: 24000518-0 PO240913-002 BLICK AF	24000518-0 BLICK ART MATERIALS	ALJH / Art Supplies Total Payment Amount	48.00 48.00
PO240968-001	CALIFORNIA LEAGUE OF EDUCATORS	VJH/CA LEAGUE OF EDUCATORS Total Payment Amount	395.00 395.00
PO240982-001	LEARNING HEADPHONES	Jasper / Headphones Total Payment Amount	808.13 808.13
PO240111-013	THOMPSON PLUMBING SUPPLY	M&O / OPEN SUPPLIES Total Payment Amount	242.11 242.11
PO240107-012	VISTA PAINT CORP	M&O / OPEN SUPPLIES Total Payment Amount	1,654.50 1,654.50
		Transmittal Total	3,147.74
		Fund Summary: Fund 01	3,147.74
Transmittal Number: 24000519-0 PO240223-007 A-Z BUS	24000519-0 A-Z BUS SALES INC	TRANSPORTATION / OPEN REPAIR P Total Payment Amount	669.49 669.49

ACCOUNTS PAYABLE - BOARD PAYMENT REPORT Board of Trustees Meeting 11/15/2023 BEST NET CONSORTIUM

Fiscal Year: 2024

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Transmittal Number: 24000519-0

PO240748-002

Reference

PO240125-008

PO240524-001

24000519-0 Vendor KOALA T'S APPAREL LLC	Description Staff Uniforms Total Payment Amount	Amount 956.82 956.82
LA VERNE POWER EQUIPMENT	M&O / GRNDS / OPEN SUPPLIES Total Payment Amount	80.66 80.66
RAPTOR TECHNOLOGIES LLC	ADMIN SVCS / VISITOR MANAGEMEN Total Payment Amount	6,250.00 6,250.00
SMART & FINAL SMART & FINAL	CC / SUPP OPEN, CC / SUPP OPEN, Total Payment Amount	395.16 28.36 423.52
	Transmittal Total	8,380.49
	Fund Summary: Fund 01	8,380.49
24000520-0 ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	21.54
BUSINESS SOLUTIONS	OPEN SUPPLIES,	52.41 51.20
ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	11.60
BUSINESS SOLUTIONS		21.54
BUSINESS SOLUTIONS	HR 2023-24 (ODP) (former Offic	142.54
ODP BUSINESS SOLUTIONS LLC	HR 2023-24 (ODP) (former Offic HR 2023-24 (ODP) (former Offic	(9.69) (61.41)
BUSINESS SOLUTIONS	FISCAL SERVICES / OPEN OFFICE	17.23
BUSINESS SOL	FISCAL SERVICES / OPEN OFFICE	12.92
BUSINESS SOLUTIONS	FISCAL SERVICES / OPEN OFFICE	26.93
ODP BUSINESS SOLUTIONS LLC	FISCAL SERVICES / OPEN OFFICE FISCAL SERVICES / OPEN OFFICE	17.23 10.38
BUSINESS SOLUTIONS	FISCAL SERVICES / OPEN OFFICE	203.32
ODP BUSINESS SOLUTIONS LLC	Jasper / Ink (Alvarez/Teacher	161.91
	Total Payment Amount	699.58
	Transmittal Total	699.58
	Fund Summary: Fund 01	699.58

Fransmittal Number: 24000520-0

PO240001-059

PO240001-060

PO240009-035 PO240009-036

PO240009-037 PO240009-038 PO240235-022 PO240235-023 PO240235-024 PO240235-025 PO240324-035 PO240324-036

PO240009-034

PO240324-037 PO240324-038

PO240324-039 PO240324-040 PO240948-001

02 Alta Loma School District	District				Fiscal Year: 2024
Transmittal Number: Reference PO240575-005	24000521-0 Vendor CROWN CASTLE FIBER LLC	Description U-DATA LINE / DSC-SITES Total Payment Amount	ıt Amount	Amount 2,293.29 2,293.29	
PO240360-009 PO240360-010 PO240360-011 PO240360-012	SW SCHOOL SUPPLY SW SCHOOL SUPPLY SW SCHOOL SUPPLY SW SCHOOL SUPPLY	Office Supplies (Southwest) Office Supplies (Southwest) Office Supplies (Southwest) Office Supplies (Southwest) Total Payment Amount	ıt Amount	128.87 32.22 38.21 47.61 246.91	
		Transm	Transmittal Total	2,540.20	
		Fund Summary:	Fund 01	2,540.20	
Transmittal Number: 24000522-0 PO240947-001 LA VERN	24000522-0 LA VERNE HERITAGE FOUNDATION	TK Fieldtrip - Pumpkin Patch Total Payment Amount	ıt Amount	300.00 300.00	
		Transm	Transmittal Total	300.00	
		Fund Summary:	Fund 01	300.00	
Transmittal Number: 24000523-0 PO240679-002 SPEC CC PO240687-002 SPEC CC	24000523-0 SPEC CONSTRUCTION CO. INC SPEC CONSTRUCTION CO. INC	2022-23-01 Jasper Restroom - # 2022-23-01 VG Mod - #10 Total Payment Amount	ıt Amount	546.25 32,062.50 32,608.75	
		Transm	Transmittal Total	32,608.75	
		Fund Summary:	Fund 21	32,608.75	
Transmittal Number: 24000524-0 AUDIT PO240705-002 CONTINENTAL	24000524-0 AUDIT CONTINENTAL PLUMBING	2021-22-04 Hermosa Modernizat Total Payment Amount	it nt Amount	6,599.10 6,599.10	
		Transm	Transmittal Total	6,599.10	
		Fund Summary:	Fund 21	6,599.10	
Transmittal Number: 24000525-0 AUDIT	24000525-0 AUDIT				

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Fiscal Year: 2024										
	Amount 209,562.23 209,562.23	209,562.23	209,562.23	6.42 121.21 388.72 41.81 32.99 60.05 71.08	962.17	962.17	41,871.00 37,147.24 61,404.92 140,423.16	140,423.16	0.00 140,423.16	441.47 (24.86) 13.44 19.33 77.16
	Description 2021-22-04 Hermosa Modernizat Total Payment Amount	Transmittal Total	Fund Summary: Fund 21	BAN / OPEN-INSTRUCTIONAL SUPPL VJH / OPEN PO - SCHOOL/OFFICE VJH / OPEN PO - SCHOOL/OFFICE JASPER / INST SUPPLIES JASPER / INST SUPPLIES HERMOSA / Open Office Supplies ED SERVICES/OFFICE SUPPLIES ED SERVICES/OFFICE SUPPLIES	Transmittal Total	Fund Summary: Fund 01	ADMIN SERVICES/CONSTRUCTION MA ADMIN SERVICES/CONSTRUCTION MA ADMIN SERVICES/CONSTRUCTION MA Total Payment Amount	Transmittal Total	Fund Summary: Fund 01	BAN / OPEN-INSTRUCTIONAL SUPPL BAN / OPEN-INSTRUCTIONAL SUPPL BAN / OPEN-INSTRUCTIONAL SUPPL BAN / OPEN-INSTRUCTIONAL SUPPL BAN / OPEN-INSTRUCTIONAL SUPPL
02 Alta Loma School District	Transmittal Number: 24000525-0 AUDIT Reference Vendor PO240704-002 SPEC CONSTRUCTION CO. INC			PO240276-017 ODP BUSINESS SOLUTIONS LLC PO240280-019 ODP BUSINESS SOLUTIONS LLC PO240280-020 ODP BUSINESS SOLUTIONS LLC PO240288-012 ODP BUSINESS SOLUTIONS LLC			Transmittal Number: 24000527-0 AUDIT PO240635-009 TILDEN-COIL CONSTRUCTORS INC PO240635-010 TILDEN-COIL CONSTRUCTORS INC PO240635-011 TILDEN-COIL CONSTRUCTORS INC			Transmittal Number: 24000528-0 PO240363-004 SW SCHOOL SUPPLY PO240363-005 SW SCHOOL SUPPLY PO240363-007 SW SCHOOL SUPPLY PO240363-008 SW SCHOOL SUPPLY
02 Alta Lo	Transmittal Nu Reference PO240704-002			Transmittal Nu PO240276-017 PO240280-019 PO240288-012 PO240288-013 PO240289-008 PO240945-001			Transmittal Nu PO240635-009 PO240635-010 PO240635-011			Transmittal Nu PO240363-004 PO240363-005 PO240363-006 PO240363-008

02 Alta Loma School District

Fiscal Year: 2024

526.54	526.54	526.54	Amount 311.53 311.53	311.53	311.53	215.67 182.66 398.33	398.33	398.33	35,200.00 35,200.00	35,200.00	35,200.00	22.63 92.60 403.03 518.26	518.26
Total Payment Amount	Transmittal Total	Fund Summary: Fund 01	Description ALE / OPEN INSTR SUPP Total Payment Amount	Transmittal Total	Fund Summary: Fund 01	ALJH / Instructional Supplies ALJH / Writer Awards Total Payment Amount	Transmittal Total	Fund Summary: Fund 01	Ed Services/Cloud Services Total Payment Amount	Transmittal Total	Fund Summary: Fund 01	HERMOSA / Open Office Supplies HERMOSA / Open Instr Supp HERMOSA / Open Instr Supp Total Payment Amount	Transmittal Total
Transmittal Number: 24000528-0			Transmittal Number: 24000529-0 Reference Vendor PO240369-009 SW SCHOOL SUPPLY			Transmittal Number: 24000530-0 PO240983-001 SW SCHOOL SUPPLY PO240991-001 SW SCHOOL SUPPLY			Transmittal Number: 24000531-0 AUDIT PO241024-001 QUALTRICS LLC			Transmittal Number: 24000531-0 PO240366-002 SW SCHOOL SUPPLY PO240367-009 SW SCHOOL SUPPLY PO240367-010 SW SCHOOL SUPPLY	

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02 Alta Loma School District	District		Fiscal Year: 2024
Transmittal Number: 24000531-0	24000531-0	Fund Summary: Fund 01	518.26
Transmittal Number: Reference PO240012-004	24000532-0 Vendor AAA CONTAINER SALES & RENTALS	Description M&O / STORAGE CONTAINER RENTAL Total Payment Amount	Amount 172.40 172.40
PO240503-001 PO240503-002 PO240503-003	ASIAN-AMERICAN RESOURCE CENTER ASIAN-AMERICAN RESOURCE CENTER ASIAN-AMERICAN RESOURCE CENTER	SPECIAL ED SPECIAL ED SPECIAL ED Total Payment Amount	178.17 214.19 177.51 569.87
PO240768-010	MAXIM HEALTHCARE STAFFING	SPECIAL ED Total Payment Amount	1,768.00 1,768.00
PO240965-001	MULTI-HEALTH SYSTEMS INC	SPECIAL ED/PSYCH Total Payment Amount	360.00 360.00
		Transmittal Total	2,870.27
		Fund Summary: Fund 01	2,870.27
Transmittal Number: 24000533-0 PV240179-001 CITY OF	24000533-0 CITY OF FONTANA	Total Payment Amount	468.00 468.00
		Transmittal Total	468.00
		Fund Summary: Fund 01	468.00
Transmittal Number: 24000534-0 PO240979-001 CORWIN	24000534-0 CORWIN PRESS INC	VG/ Teacher Books Total Payment Amount	130.74 130.74
PO240958-001	KOALA T'S APPAREL LLC	ALJH / Yearbook Shirts Total Payment Amount	381.44 381.44
PO240385-002	SCHOOL SPECIALTY LLC	DC/SUPPLIES Total Payment Amount	74.42 74.42

88.10 88.10

Total Payment Amount

ROJAS, SADIE

PV240183-001

1,320.82

Transmittal Total

BEST NET CONSORTIUM ACCOUNTS PAYABLE - BOARD PAYMENT REPORT Board of Trustees Meeting 11/15/2023

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02 Alta Loma School District

Transmittal Number: 24000534-0 Reference Vendor PO240472-004 STERICY	24000534-0 Vendor STERICYCLE INC	Description DISTRICT SUPPORT / SHREDDING S Total Payment Amount	Amount 268.19 268.19
		Transmittal Total	854.79
		Fund Summary: Fund 01	854.79
Transmittal Number: 24000535-0 PV240180-001 DEMARI	24000535-0 DEMARIS DEL CARMEN MADRIGAL	Total Payment Amount	299.00 299.00
		Transmittal Total	299.00
		Fund Summary: Fund 01	299.00
Transmittal Number: 24000536-0 PV240181-001 BASCOM	24000536-0 BASCOMB, GENESIS	Total Payment Amount	37.99 37.99
PO240971-001	COURTNEY LABAT DAVALLE	Alta Loma Dance Academy Enrich Total Payment Amount	1,000.00
PV240187-001	DZAMA, MATTHEW	Total Payment Amount	33.46 33.46
PV240186-001	FRIED, JULIE	Total Payment Amount	75.99 75.99
PV240182-001	LARRAGA, AMANDA	Total Payment Amount	40.28 40.28
PV240185-001	MIRELEZ, AMBER	Total Payment Amount	45.00 45.00

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1,320.82	Amount 67.95 67.95	67.95	67.95	481.25 481.25	283.75 283.75	765.00	765.00	61.79 61.79	60.21 60.21	53.01 53.01	65.12 65.12	51.50 51.50 291.63	
Fund 01	Total Payment Amount	Transmittal Total	Fund 01	Total Payment Amount	Total Payment Amount	Transmittal Total	Fund 13	Total Payment Amount	Total Payment Amount	Total Payment Amount	Total Payment Amount	Total Payment Amount Transmittal Total	
Fund Summary:	Description Total Pa	Ţ	Fund Summary:	Total Pa	Total Pa	£	Fund Summary:	Total Pe	Total Pa	Total Pa	Total Pa	Total Pe	
24000536-0	24000537-0 Vendor REVOLVING CASH FUND			24000538-0 IRENE TOWER	VINCENT GUERRERA			24000539-0 CAMPAGNE, CARRIE	LEE, MARIA	NAMEHAS, ADRIANNE	TORRY, KELLENE	ZIMMERMANN, DAWN	
Transmittal Number: 24000536-0	Transmittal Number: 24000537-0 Reference Vendor PV240184-001 REVOLV			Transmittal Number: 24000538-0 MV240028-001 IRENE T	MV240029-001			Transmittal Number: 24000539-0 PV240188-001 CAMPAG	PV240190-001	PV240191-001	PV240189-001	PV240192-001	

02 Alta Loma School District

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Transmittal Number: 24000539-0	24000539-0	Fund Summary:	Fund 01	291.63
Transmittal Number: Reference PO240470-003 PO240470-004	24000540-0 Vendor PAPE MATERIAL HANDLING INC PAPE MATERIAL HANDLING INC	Description WAREHOUSE / OPEN REPAIRS WAREHOUSE / OPEN REPAIRS Total Payment Amount	Amount	Amount 174.26 79.75 254.01
PO241021-001	PAPER EDUCATION AMERICA INC	Contracting Services Total Payment Amount		164,096.00 164,096.00
PO240780-001	SCHOOL SPECIALTY LLC	HERM/PE EQUIPMENT Total Payment Amount	: Amount	410.26 410.26
PO240001-061 PO240001-062 PO240496-007	SMART & FINAL SMART & FINAL SMART & FINAL	CC / SUPP OPEN, CC / SUPP OPEN, ED SVCS / OPEN OFFICE SUPPLIES Total Payment Amount	LIES : Amount	36.65 7.52 259.88 304.05
		Transmi	Transmittal Total	165,064.32
		Fund Summary:	Fund 01	165,064.32
Transmittal Number: 24000541-0 PV240199-001 BON, KR	24000541-0 BON, KRISTEN	Total Payment Amount	: Amount	180.23 180.23
PV240194-001	CALDERON, EGLADELY	Total Payment Amount	t Amount	72.11 72.11
PV240193-001	CASTANZA JESSICA	Total Payment Amount	t Amount	57.00 57.00
PV240197-001	ESCARENO, JENNA	Total Payment Amount	t Amount	36.45 36.45
PV240200-001	LEBECK, KATHRYN	Total Payment Amount	t Amount	43.04 43.04
PV240195-001	NAMEHAS, ADRIANNE			54.04

ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

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02 Alta Loma School District	District		Fiscal Year: 2024
Transmittal Number: 24000541-0	24000541-0	Total Payment Amount	54.04
Reference PV240198-001	Vendor ROJAS, SHELLY	Description Total Payment Amount	Amount 121.00 121.00
PV240196-001	VARELA, JESSICA	Total Payment Amount	38.12 38.12
PV240202-001	VERDUGO, KRISTEN	Total Payment Amount	159.44 159.44
PV240201-001	WATKINS STEPHANIE	Total Payment Amount	9.63 9.63
		Transmittal Total	771.06
		Fund Summary: Fund 01	771.06
Transmittal Number: 24000542-0 PV240204-001 POUNDS PV240205-001 POUNDS PV240206-001 POUNDS PV240208-001 POUNDS PV240208-001 POUNDS PV240209-001 POUNDS	24000542-0 POUNDS, FELICIA POUNDS, FELICIA POUNDS, FELICIA POUNDS, FELICIA POUNDS, FELICIA	Total Payment Amount	44.34 113.18 156.02 68.78 116.98 104.41 603.71
PV240203-001	ROJAS, SHELLY	Total Payment Amount	260.00 260.00
		Transmittal Total	863.71
		Fund Summary: Fund 01	863.71
Transmittal Number: 24000543-0 PO241046-001 ALLERG	24000543-0 ALLERGY SINUS & ASTHMA	CONSULTANT SERVICES Total Payment Amount	1,000.00 1,000.00
PO240985-001	EAI EDUCATION	ALJH / Math Supplies	51.99

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Transmittal Number: 24000543-0	24000543-0	Total Payment Amount	51.99
Reference PO240518-005	Vendor FEDEX	Description ADMIN SERVICES / OPEN FEDEX Total Payment Amount	Amount 76.97 76.97
PO241043-001	JONES SCHOOL SUPPLY CO INC	Carnelian / Trimester Awards B Total Payment Amount	448.19 448.19
PO241041-001	MEDIA LEADERS LLC	ONLINE PROGRAM Total Payment Amount	15,000.00 15,000.00
		Transmittal Total	16,577.15
		Fund Summary: Fund 01	16,577.15
Transmittal Number: PO240284-001 PO240286-043 PO240290-013 PO240290-014 PO240290-015 PO241009-001	24000544-0 ODP BUSINESS SOLUTIONS LLC	Office Supplies ODP Open PO/Pr Office Supplies ODP Open PO/In Office Supplies ODP Open PO/In HERMOSA / Open Instr Supp HERMOSA / Open Instr Supp HERMOSA / Open Instr Supp DC/SUPPLIES	75.33 191.76 43.93 41.19 433.10 19.07 87.01 891.39
		Transmittal Total	891.39
		Fund Summary: Fund 01	891.39
Transmittal Number: PO240288-014 PO240995-001 PO240996-001 PO240996-003 PO240996-003	24000545-0 ODP BUSINESS SOLUTIONS LLC	JASPER / INST SUPPLIES Jasper / Classroom Supplies (S Jasper / Classroom Supplies (E	227.22 102.09 77.21 61.75 327.00 268.11 1,063.38
		Transmittal Total	1,063.38

1,066.63

Transmittal Total

1,066.63

Fund 01

Fund Summary:

BEST NET CONSORTIUM ACCOUNTS PAYABLE - BOARD PAYMENT REPORT Board of Trustees Meeting 11/15/2023

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Transmittal Number: 2	24000545-0	Fund Summary: Fund 01	1,063.38
Transmittal Number: 2 Reference PO240866-001 PO240866-003 PO240866-003	24000546-0 Vendor CMC SOUTH CMC SOUTH CMC SOUTH CMC SOUTH	Description VJH/CMC MATH CONFERENCE VJH/CMC MATH CONFERENCE VJH/CMC MATH CONFERENCE VJH/CMC MATH CONFERENCE Total Payment Amount	Amount 235.00 235.00 235.00 235.00 940.00
		Transmittal Total	940.00
		Fund Summary: Fund 01	940.00
Transmittal Number: 24000547-0 PO240929-001 CMC SO	24000547-0 CMC SOUTH	VJH/CMC MATH CONFERENCE Total Payment Amount	235.00 235.00
		Transmittal Total	235.00
		Fund Summary: Fund 01	235.00
ımber:	8-0 BUSINESS	/ OPEN SUPPLIES,	66.79
PO240009-040 PO240009-041	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O	133.73
PO240009-042	BUSINESS		70.10
PO240009-043 PO240235-026	ODP BUSINESS SOLUTIONS LLC	CHILD CARE / OPEN SUPPLIES, O HR 2023-24 (ODP) (former Offic	147.93 60.47
PO240324-041	BUSINESS SOLUTIONS	FISCAL SERVICES / OPEN OFFICE	52.25
PO240989-001	BUSINESS	FISCAL SERVICES / OPEN OFFICE ALJH / Misc. Supplies	75.23 133.87
PO240989-002 PO241020-001	ODP BUSINESS SOLUTIONS LLC ODP BUSINESS SOLUTIONS LLC	ALJH / Misc. Supplies ALJH / ASB Supplies Total Payment Amount	9.11 252.31 1,066.63

School District

02 Alta Loma School District	District			Fiscal Year: 2024
Transmittal Number: Reference PO240663-001	24000549-0 AUDIT Vendor LEARNING WITHOUT TEARS	Description TK INSTRUCTIONAL MATERIAL Total Payment Amount	Amount 10,009.16 10,009.16	
		Transmittal Total	10,009.16	
		Fund Summary: Fund 01	10,009.16	
Transmittal Number: PO240716-007 PO240716-008 PO240716-009 PO240716-010 PO240716-011	24000549-0 ADAMS SILVA & MCNALLY LLP	SUPERINTENDENT/ Retainer Agree	103.50 345.00 276.00 138.00 203.39 69.00 1,134.89	
PO240230-001	ART SPECIALTIES	Signage Artwork Graphics Total Payment Amount	17,923.18 17,923.18	
PO240768-011	MAXIM HEALTHCARE STAFFING	SPECIAL ED Total Payment Amount	1,716.00 1,716.00	
PO240001-063 PO240001-064 PO240001-065 PO240001-066 PO240892-003	SMART & FINAL	CC / SUPP OPEN, CC / SUPP OPEN, CC / SUPP OPEN, CC / SUPP OPEN, DC / OPEN	212.17 26.85 42.68 35.46 16.47 333.63	
		Transmittal Total	21,107.70	
		Fund Summary: Fund 01	21,107.70	
Transmittal Number: 24000550-0 PO240959-001 PROWEI	24000550-0 PROWELD ONE	BACKPACK HOOKS Total Payment Amount	3,550.00 3,550.00	
		Transmittal Total	3,550.00	

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Fiscal Year: 2024

3,550.00	Amount 350.00 642.90 992.90	992.90	992.90	1,895.00 1,895.00	1,895.00	1,895.00	100.00 574.76 674.76	506.72 506.72	135.29 135.29	17,500.00 17,500.00	18,816.77	18,816.77	100.00
Fund Summary: Fund 01	Description Total Payment Amount	Transmittal Total	Fund Summary: Fund 01	Total Payment Amount	Transmittal Total	Fund Summary: Fund 01	warehouse/health VG / Brady IFS OPEN Total Payment Amount	White Boards for Math Lab Total Payment Amount	CC / SUPP OPEN, Total Payment Amount	SPECIAL ED Total Payment Amount	Transmittal Total	Fund Summary: Fund 01	CONFERRENCE - STUDENT SERVICES
r: 24000550-0	r: 24000551-0 Vendor RODRIGUEZ, CHARRON RODRIGUEZ, CHARRON			r: 24000552-0 RACHFORD, STEVEN			r: 24000553-0 BRADY INDUSTRIES OF CALIFORNIA BRADY INDUSTRIES OF CALIFORNIA	ODP BUSINESS SOLUTIONS LLC	SMART & FINAL	WESTERN HEALTH			r: 24000554-0 CASCWA SOUTHERN SECTION
Transmittal Number: 24000550-0	Transmittal Number: Reference PV240210-001 PV240211-001			Transmittal Number: 24000552-0 PV240212-001 RACHFO			Transmittal Number: 24000553-0 PO240957-001 BRADY I PO241015-001	PO240962-001	PO240001-067	PO240567-001			Transmittal Number: 24000554-0 PO241042-001 CASCW

02 Alta Loma School District

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Fiscal Year: 2024

100.00	Amount 126.87 126.87	00.66 00.66	112.71	77.78 77.78	516.36	516.36	2,287.62 2,287.62	2,287.62	2,287.62	7,976.48 7,976.48	2,014.54 686.00 2,700.54	800.00	5,745.66 5,745.66
Total Payment Amount	Description Total Payment Amount	Total Payment Amount	Total Payment Amount	Total Payment Amount	Transmittal Total	Fund Summary: Fund 01	Total Payment Amount	Transmittal Total	Fund Summary: Fund 01	AMIN SERVICES/CROSSING GUARD Total Payment Amount	M&O / MAINTENANCE AGREEMENT M&O / REPAIRS Total Payment Amount	FIBER INTERNET Total Payment Amount	FISCAL SERVICES / Dental Total Payment Amount
: 24000554-0	Vendor ESCARENO, JENNA	MCMANAMAN, ALICIA	OLEAS, PATRICIA	YEUTTER, CHAD			: 24000555-0 ROSETTA STONE			: 24000556-0 ALL CITY MANAGEMENT	BAY ALARM BAY ALARM	CHARTER COMMUNICATIONS	DELTA DENTAL OF CALIFORNIA
Transmittal Number: 24000554-0	Reference PV240213-001	PV240216-001	PV240215-001	PV240217-001			Transmittal Number: PV240214-001			Transmittal Number: 24000556-0 PO240905-005 ALL CITY	PO240058-005 PO240075-002	PO240492-005	PO240601-004

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02 Alta Loma School District

Transmittal Number: Reference PO240627-004	24000556-0 Vendor GRANITE TELECOMMUNICATIONS LLC	Description District Telephone Service Total Payment Amount	Amount 2,706.06 2,706.06
PO240325-004 PO240337-004 PO240338-004 PO240340-002 PO240341-004 PO240342-004 PO240345-004 PO240345-004 PO240346-004	SO. CALIFORNIA GAS COMPANY	GAS / VJH GAS / VG GAS / STRK GAS / JASP GAS / HERM GAS / DC GAS / DC GAS / CARN GAS / BAN GAS / ALJH GAS / ALJH GAS / AL	319.40 37.17 121.47 52.14 11.43 102.97 34.62 101.32 119.08 194.23 1,222.21
PO240425-003	SUNBEAM SOLAR OPERERATIONS LLC	DISTRICT WIDE / SOLAR ENEGRY U Total Payment Amount	49,447.64 49,447.64
PO240462-003	VERIZON BUSINESS	DSC / LONG DISTANCE VERIZON Total Payment Amount	41.79
		ransmittal Total Fund Summary: Fund 01	70,640.38
Transmittal Number: PO241013-001	24000557-0 BRADY INDUSTRIES OF CALIFORNIA	Carnelian /GORM - New Vendor B Total Payment Amount	1,165.35 1,165.35
PO241064-001	GENERAL AUDIT TOOL	IT / Mgmt Total Payment Amount	23,100.00 23,100.00
PO241019-001	MANGO MATH GROUP LLC	Mango Math TK Curriculum Total Payment Amount	4,495.76 4,495.76
PO240987-001	THINKING MAPS INC	ALJH / Thinking Maps Total Payment Amount	93.74 93.74

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Description Amount IICATIONS INC Vision Communications Co. Total Payment Amount 220.00	Transmittal Total 29.074.85	Fund Summary: Fund 01 29,074.85	IES OF CALIFORNIA JASPER/BRADY IFS OPEN PO 1,059.52 Total Payment Amount 1,059.52	UM&JANITORIAL INC JASPER/FOOTHILL VACUUM & JANIT 30.49 UM&JANITORIAL INC Jasper / Vacuum Total Payment Amount 341.89	2./TRAFFIC CONES ALJH / Stanchions 70tal Payment Amount 848.99	ORATION 1T / License 313.20 Total Payment Amount 313.20	1,295.00 Total Payment Amount 1,295.00	Transmittal Total 3,858.60	Fund Summary: Fund 01 3,858.60	IC ENTERPRISES INC VJH/HARMONY DIRECTOR Total Payment Amount 781.19	IES OF CALIFORNIA JASPER/BRADY IFS OPEN PO 750.49 IES OF CALIFORNIA JASPER/BRADY IFS OPEN PO 80.58 Total Payment Amount 831.07	HERM/CUST SUPPLIES 69.79
24000557-0 Vendor VISION COMMUNICATIONS INC			NDUSTRI	FOOTHILL VACUUM&JANITORIAL INC FOOTHILL VACUUM&JANITORIAL INC	OES GLOBAL INC./TRAFFIC CONES	PDQ.COM CORPORATION	ZOHO CORPORATION			24000559-0 BERTRAND MUSIC ENTERPRISES INC	BRADY INDUSTRIES OF CALIFORNIA BRADY INDUSTRIES OF CALIFORNIA	GORM INC
Transmittal Number: 24000557-0 Reference Vendor PO241060-001 VISION (Transmittal Number: 24000558-0 PO240999-001 BRADY II	PO240400-004 PO240927-001	PO240836-001	PO241062-001	PO241063-001			Transmittal Number: 24000559-0 PO241012-001 BERTRA	PO240999-002 PO240999-003	PO240304-003

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Fiscal Year: 2024									
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	Amount 168.10 168.10	153.71 153.71	2,003.86	2,003.86	1,500.00	1,500.00	1,500.00	1,555.27 1,680.46 148.18 109.27 3,493.18	8,791.54 2,537.71 6,280.11 6,493.01 3,551.33 321.09 8,660.77 8,332.77 5,190.94 6,964.19 2,283.20 59,406.66
	Repair Total Payment Amount	Total Payment Amount	Transmittal Total	Fund 01	Total Payment Amount	Transmittal Total	Fund 01	INES, DSC-SITES INES, DSC-SITES INES, DSC-SITES INES, DSC-SITES INES, DSC-SITES Total Payment Amount	SC SC ARN LJH LJH RK TRK Total Payment Amount Transmittal Total
	Description ALJH / Instrument Repair Total Paym	CC / SUPP OPEN, Total Paym	Trans	Fund Summary:	BAN/PALI Total Pay m	Trans	Fund Summary:	DSC / U-PHONE LINES, DSC-SITES DSC / U-PHONE LINES, DSC-SITES DSC / U-PHONE LINES, DSC-SITES DSC / U-PHONE LINES, DSC-SITES	ELECTRICITY / JASP ELECTRICITY / HERM ELECTRICITY / DSC ELECTRICITY / DSC ELECTRICITY / ALJH ELECTRICITY / ALJH ELECTRICITY / ALB ELECTRICITY / ALB ELECTRICITY / STRK ELECTRICITY / STRK ELECTRICITY / STRK
District	24000559-0 Vendor HI-LINE MUSIC	SMART & FINAL			24000560-0 PALI INSTITUTE INC			24000561-0 FRONTIER COMMUNICATIONS FRONTIER COMMUNICATIONS FRONTIER COMMUNICATIONS FRONTIER COMMUNICATIONS	SOUTHERN CALIFORNIA EDISON
02 Alta Loma School District	Transmittal Number: Reference PO241058-001	PO240001-068			Transmittal Number: PO241026-001			Transmittal Number: 24000561-0 PO240406-011 FRONTIE PO240406-013 FRONTIE PO240406-014 FRONTIE	PO240347-004 PO240348-003 PO240349-004 PO240350-004 PO240352-007 PO240352-008 PO240355-008 PO240356-008 PO240356-008

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Fiscal Year: 2024

Transmittal Number:	24000561-0	Fund Summary: Fund 01 62	62,899.84
Transmittal Number: Reference PO240095-007	24000562-0 Vendor BATTERIES PLUS BULBS 638	Description M&O/OPEN SUPPLIES Total Payment Amount	Amount 205.95 205.95
PO240209-001	BELSHIRE ENVIRONMENTAL INC	TRANSPORTATION / SERVICE Total Payment Amount	1,200.00 1,200.00
PO240187-009 PO240187-010	CENTRAL OCCUPATIONAL MEDICINE CENTRAL OCCUPATIONAL MEDICINE	TRANSPORTATION / OPEN , DRUG T TRANSPORTATION / OPEN , DRUG T Total Payment Amount	50.00 30.00 80.00
PO240195-015 PO240195-016	CINTAS CORPORATION CINTAS CORPORATION	TRANSPORTATION /OPEN PO LAUNDR TRANSPORTATION /OPEN PO LAUNDR Total Payment Amount	57.46 57.46 114.92
PO240129-012	EWING IRRIGATION PRODUCTS INC	M&O / GRNDS / OPEN SUPPLIES Total Payment Amount	873.66 873.66
PO240080-002	LIGHTING INSTYLE	M&O / OPEN PO-SUPPLIES Total Payment Amount	38.91 38.91
		Transmittal Total	2,513.44
		Fund Summary: Fund 01	2,513.44
Transmittal Number: PO240218-018 PO240218-019 PO240218-020 PO240218-021	24000563-0 NAPA AUTO PARTS NAPA AUTO PARTS NAPA AUTO PARTS NAPA AUTO PARTS	TRANSPORTATION / OPEN SUPPLIES	24.23 103.99 107.99 229.61 465.82
PO240061-003	NETRONIX INTEGRATION INC	M&O / SALTO SUPPLIES Total Payment Amount	3,420.93 3,420.93
PO240126-002	O.F. WOLFINBARGER INC	M&O / GRNDS / OPEN SUPPLIES Total Payment Amount	468.71 468.71

Fiscal Year: 2024

02 Alta Loma School District

Transmittal Number: Reference PO240041-001	24000563-0 Vendor ROY O HUFFMAN ROOF COMPANY	Description M&O / REPAIRS DISTRICT WIDE Total Payment Amount	Amount 750.00 750.00
PO240111-014 PO240111-015	THOMPSON PLUMBING SUPPLY THOMPSON PLUMBING SUPPLY	M&O / OPEN SUPPLIES M&O / OPEN SUPPLIES Total Payment Amount	88.36 130.60 218.96
PO240138-006	TIME AND ALARM SYSTEMS INC	M&O / OPEN REPAIRS Total Payment Amount	469.50 469.50
		Transmittal Total	5,793.92
		Fund Summary: Fund 01	5,793.92
Transmittal Number: 24000564-0 PO241008-001 ADVANC	24000564-0 ADVANCED ENVIRONMENTAL	M&O / GRNDS / CARNELIAN Total Payment Amount	1,387.00 1,387.00
PO240049-001	BASIC BACKFLOW INC	M&O - OPEN REPAIRS Total Payment Amount	150.00 150.00
PO240210-003	BATTERY SYSTEMS	TRANSPORTATION / OPEN BATTERIE Total Payment Amount	373.79 373.79
PO240033-013	BUG X PEST CONTROL	M&O / EXTERMINATOR SERVICES Total Payment Amount	400.00 400.00
PO240149-007	CED INC	M&O / OPEN SUPPLIES Total Payment Amount	957.00 957.00
PO240129-013	EWING IRRIGATION PRODUCTS INC	M&O / GRNDS / OPEN SUPPLIES Total Payment Amount	368.25 368.25
		Transmittal Total	3,636.04
		Fund Summary: Fund 01	3,636.04
Transmittal Number: 24000565-0 AUI PO240219-003 FLYERS ENI	24000565-0 AUDIT FLYERS ENERGY LLC	TRANSPORTATION / OPEN FUEL	8,701.86

160.35

Fund 01

Fund Summary:

BEST NET CONSORTIUM ACCOUNTS PAYABLE - BOARD PAYMENT REPORT Board of Trustees Meeting 11/15/2023

Fiscal Year: 2024

Transmittal Number: 24000565-0 AUDIT 02 Alta Loma School District

		Total Payment Amount	8,701.86
		Transmittal Total	8,701.86
		Fund Summary: Fund 01	8,701.86
Transmittal Number: 24000565-0 Reference Vendor PO240052-003 FOOTHII	24000565-0 Vendor FOOTHILL VACUUM&JANITORIAL INC	Description M&O -OPEN PO-CUST REPAIRS Total Payment Amount	Amount 52.10 52.10
PO240204-007	KC SERVICES	TRANSPORTATION / BUS AND FLEET Total Payment Amount	584.00 584.00
PO240218-022	NAPA AUTO PARTS	TRANSPORTATION / OPEN SUPPLIES Total Payment Amount	980.58 980.58
PO240061-004	NETRONIX INTEGRATION INC	M&O / SALTO SUPPLIES Total Payment Amount	947.43 947.43
PO240915-002	OWEN ELECTRIC INC	M&O / OPEN SUPPLIES Total Payment Amount	386.43 386.43
PO240116-010 PO240116-011	RBM LOCK & KEY SERVICE RBM LOCK & KEY SERVICE	M&O / OPEN SUPPLIES M&O / OPEN SUPPLIES Total Payment Amount	16.26 16.31 32.57
		Transmittal Total	2,983.11
		Fund Summary: Fund 01	2,983.11
Transmittal Number: 24000566-0 PV240218-001 BOWYEF	24000566-0 BOWYER, KRISTIN	Total Payment Amount	160.35 160.35
		Transmittal Total	160.35

Transmittal Number: 24000567-0

BEST NET CONSORTIUM ACCOUNTS PAYABLE - BOARD PAYMENT REPORT Board of Trustees Meeting 11/15/2023

Fiscal Year: 2024

02 Alta Loma School District

Amount 154.07 154.07	47.16 47.16	201.23	201.23	19,500.00 19,500.00	19,500.00	19,500.00	285.00 285.00	476.64 476.64	817.70 817.70	75.43 75.43	192.17 30.88 31.31 11.81 11.99 127.03 74.12
Description Total Payment Amount	Total Payment Amount	Transmittal Total	Fund Summary: Fund 01	M&O / GRNDS /CARNELIAN TREE T Total Payment Amount	Transmittal Total	Fund Summary: Fund 01	ADMIN SERVICES/CONSULTING SERV Total Payment Amount	Copy of Lamination Total Payment Amount	ALJH / Awards Total Payment Amount	HERM/OPEN PO Total Payment Amount	ALJH / Instructional Supplies ALJH / Science Supplies ALJH / ASB Supplies Total Payment Amount
24000567-0 Vendor BOWYER, KRISTIN	CARTER, ANDREW			24000568-0 AUDIT ACOSTA TREE SERVICE			24000568-0 FIELDMAN ROLAPP & ASSOCIATES	GBC	HODGES BADGE COMPANY INC	KOALA T'S APPAREL LLC	ODP BUSINESS SOLUTIONS LLC
Transmittal Number: 'Reference PV240219-001	PV240220-001			Transmittal Number: 24000568-0 PO240737-001 ACOSTA			Transmittal Number: 24000568-0 PO240521-001 FIELDMA	PO240841-001	PO240978-001	PO240372-002	PO240984-001 PO240984-002 PO240984-003 PO240984-004 PO240984-005 PO241020-002

BEST NET CONSORTIUM

	Fiscal Year: 2024											
		Amount 76.60 37.24 126.51 240.35	2,374.43	2,374.43	6,045.04 6,045.04	185.98 64.43 212.03 462.44	6,507.48	6,507.48	412.02 88.92 60.55 561.49	15.09 201.33 487.63 24.50 30.69 759.24	1,320.73	1,320.73
T REPORT 023		, s. FINAL OPEN PO Total Payment Amount	Transmittal Total	Fund 01	\N Total Payment Amount	outhwest) outhwest) outhwest) Total Payment Amount	Transmittal Total	Fund 01	e ler Total Payment Amount	Supplies Supplies Supplies Supplies Supplies	Transmittal Total	Fund 01
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT Board of Trustees Meeting 11/15/2023		Description CC / SUPP OPEN, CC / SUPP OPEN, JASPER/SMART & FINAL OPEN PO	Tran	Fund Summary:	ELECTRICITY / BAN Total Pay n	Office Supplies (Southwest) Office Supplies (Southwest) Office Supplies (Southwest) Total Payn	Tran	Fund Summary:	CC / DS Waters Herm/Water Service ALJH / Bottled Water Total Payn	Jasper Workroom Supplies Jasper Workroom Supplies Jasper Workroom Supplies Jasper Workroom Supplies Jasper Workroom Supplies	Tran	Fund Summary:
ACC	District	24000568-0 Vendor SMART & FINAL SMART & FINAL SMART & FINAL			24000569-0 SOUTHERN CALIFORNIA EDISON	SW SCHOOL SUPPLY SW SCHOOL SUPPLY SW SCHOOL SUPPLY			24000570-0 SPARKLETTS SPARKLETTS SPARKLETTS	SW SCHOOL SUPPLY		
	02 Alta Loma School District	Transmittal Number: Reference PO240001-069 PO240001-070 PO240313-005			Transmittal Number: PO240357-005	PO240360-013 PO240360-014 PO240360-015			Transmittal Number: PO240000-003 PO240394-004 PO240395-002	PO240741-004 PO240994-001 PO240994-002 PO240994-003 PO240994-004		

Fiscal Year: 2024

02 Alta Loma School District

Amount 41.99 85.40 44.93 451.04 40.95 664.31	9.94 29.82 99.40 139.16	803.47	803.47	(66.36) 8,366.73 8,300.37	8,300.37	8,300.37	450.00 450.00	269.36 187.22 8.82 18.95 193.40 677.75	110.23 110.23
Description ALJH / Southwest Open PO BAN / OPEN-INSTRUCTIONAL SUPPL HERMOSA / Open Office Supplies Total Payment Amount	M&O / CELL PHONE SERVICE NURSE / CELL PHONE SERVICE T-Mobile Cell Phone Total Payment Amount	Transmittal Total	Fund Summary: Fund 01	Total Payment Amount	Transmittal Total	Fund Summary: Fund 01	CN / KITCHEN REPAIRS Total Payment Amount	CN /Office Supplies	CN / Forklift maintenance & Re Total Payment Amount
24000571-0 Vendor SW SCHOOL SUPPLY	T-MOBILE T-MOBILE T-MOBILE			24000573-0 AUDIT U S BANK U S BANK			24000574-0 CALIFORNIA INDUSTRIAL	ODP BUSINESS SOLUTIONS LLC ODP BUSINESS SOLUTIONS LLC ODP BUSINESS SOLUTIONS LLC ODP BUSINESS SOLUTIONS LLC	PAPE MATERIAL HANDLING INC
Transmittal Number: 24000571-0 Reference Vendor PO240361-005 SW SCH PO240361-007 SW SCH PO240363-009 SW SCH PO240366-003 SW SCH	PO240239-004 PO240491-004 PO240745-004			Transmittal Number: CM240014-001 PV240221-001			Transmittal Number: PO240184-002	PO240180-006 PO240180-007 PO240180-008 PO240180-009	PO240176-002

2,016,658.95

Grand Total:

131

Transmittal Count:

274

Payment Count:

BEST NET CONSORTIUM ACCOUNTS PAYABLE - BOARD PAYMENT REPORT Board of Trustees Meeting 11/15/2023

02 Alta Loma School District

Fiscal Year: 2024

Transmittal Number: 24000574-0	24000574-0	Transmittal Total	1,237.98
		Fund Summary: Fund 13	1,237.98
Transmittal Number: 24000575-0 Reference Vendor PO240504-002 ATKINSC	24000575-0 Vendor ATKINSON ANDELSON LOYA RUUD	Description SUPERINTENDENT / Retainer agr Total Payment Amount	Amount 1,200.00 1,200.00
PO241056-001	E-FILLIATE INC	HERM/HEADPHONES Total Payment Amount	868.33 868.33
PO240518-006	FEDEX	ADMIN SERVICES / OPEN FEDEX Total Payment Amount	146.43 146.43
PO240585-004	HI-LINE MUSIC	ED SVCS BAND INSTRUMENTAL RE Total Payment Amount	58.79 58.79
		Transmittal Total	2,273.55
		Fund Summary: Fund 01	2,273.55
Transmittal Number: 24000576-0 PV240222-001 US BAN	24000576-0 U S BANK	Total Payment Amount	59.88 59.88
		Transmittal Total	59.88
		Fund Summary: Fund 01	59.88
Transmittal Number: 24000577-0 AUDIT PO240637-007 PBK ARCHITEC PO240637-008 PBK ARCHITEC	24000577-0 AUDIT PBK ARCHITECTS INC. PBK ARCHITECTS INC.	ARCHITECTURE SERVICES FOR MODE ARCHITECTURE SERVICES FOR MODE Total Payment Amount	9,513.10 10,810.20 20,323.30
		Transmittal Total	20,323.30
		Fund Summary: Fund 21	20,323.30

Fiscal Year: 2024

02 Alta Loma School District

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