

Colton Joint Unified School District

1212 Valencia Drive * Colton, CA 92324-1798 * (909) 580-5000



BOARD OF EDUCATION REGULAR MEETING

November 1, 2007

5:30 p.m. – Public Session

Public Comment to Precede Action Sessions

Closed Session to Commence following Action Sessions

***Location: Colton JUSD Student Services Center
Board Room
851 South Mt. Vernon Avenue
Colton, California***

AGENDA

I. CALL TO ORDER

Roll Call

- Mr. Frank A. Ibarra (President) _____
- Mr. Kent Taylor (Vice President) _____
- Mrs. Marge Mendoza-Ware (Clerk) _____
- Mr. Mel Albiso _____
- Mr. Robert D. Armenta, Jr. _____
- Mr. Mark Hoover _____
- Mr. David R. Zamora _____

- Mr. James A. Downs _____
- Mr. Casey Cridelich _____
- Mr. Jerry Almendarez _____
- Mrs. Yolanda Cabrera _____
- Mr. Rick Dischinger _____
- Dr. Diane D'Agostino _____
- Mrs. Bertha Arreguín _____
- Mrs. Mollie Gainey-Stanley _____
- Mrs. Alice Grundman _____
- Mr. Roger Kowalski _____
- Mrs. Ingrid Munsterman _____
- Mrs. Julia Nichols _____
- Ms. Sosan Schaller _____
- Mr. Michael Townsend _____
- Ms. Katie Orloff _____
- Mrs. Chris Estrada _____

II. PUBLIC SESSION 5:30 p.m. Renewal of the Pledge of Allegiance

Announcement Regarding Public Comment for Closed Session, Agendized Action Items and Non-Agendized Items (Gov. Code 54954.3[a])

The Board President clarifies the process regarding public comment and requests that the appropriate "Public Comment Card" be filled out *completely*. At the appropriate time during the Hearing Session, each speaker will be invited to the podium and should begin by stating his or her name and residing city. *No more than three minutes will be allotted to any speaker and no more than fifteen minutes per subject unless authorized by the Board President* (BP 1245).

Blue card—Specific Closed Session, Agendized Consent, Action or Study and Information Item: Please list the specific agenda item number and subject

White card—Non-Agendized Items: Please list topic / subject

III. HEARING SESSION / PUBLIC SESSION

1. Student Reports—Washington Alternative High School
2. November—Veterans' Month
3. Public Comment: Specific Closed Session Items
(blue card; list agenda item # and subject)
4. Public Comment: Specific Agendized Consent & Action Items
(blue card; list agenda item # and subject)
5. Public Comment: Non-Agendized Items or Other Subjects
(white card; list topic)

IV. ACTION SESSION

A. Consent Items

The following Consent Items are expected to be routine and non-controversial. They will be acted upon by the Board of Education at one time unless a Board Member, a staff member, or a member of the public requests that an item be held for discussion or deferred for separate action.

On motion of Board Member _____ and _____, the Board approved Consent Items #A-1 through #A-6.

1. Approval of Minutes (October 18, 2007)
2. Approval of Student Field Trips
3. Approval of Consultants for Assembly Presentations
4. Approval of Consultants for Staff Development

5. Approval to Accept Agricultural Education Incentive Grant Funds for Bloomington High School (2007-08)

6. Acceptance of Gifts

B. Deferred Item(s)

C Action Items

7. Approval of Personnel Employment

8. Approval to Employ and Assign a Teacher Under California Commission on a Teacher Credentialing Provisional-Internship Permit (2007-08, Math)

9. Approval of Conference Attendance

10. Approval of Purchase Orders

11. Approval of Disbursements

12. Award of Bid 07-14: Painting Project at Three District Sites: Reche Canyon, Smith and CHS (2007-08)

13. Award of Bid 07-15: Four District Vehicles

14. Approval of Agreement with Davis Demographics & Planning, Inc., for a School Boundary Report and Seven-Year Enrollment Projections (2007-08)

15. Approval of *Amendment No. 4 and Renewal of the **Memorandum of Understanding with the San Bernardino County Superintendent of Schools for Use of Facilities at Five Sites

Smith, BMS, CHS * Classroom Maintenance Agreement (04/05-0476)

Lewis, THMS ** District Use of County Classrooms (07/08-0748)

16. Approval of Two-Year Agreement with HMC Architects for Architectural Services for the Installation of Portable Classrooms at Colton Middle School for the Quality Education Investment Act (QEIA) Program (2007-09)

17. Approval to Renew Agreements with Law Firms for Legal Services as Needed During 2007-08 (Atkinson, Andelson, Loya, Ruud & Romo; Best Best & Krieger, Margaret Chidester & Associates; Lozano Smith; Stradling Yocca Carlson & Rauth)

18. Approval of Contract with Commercial Protective Services (CPS) for Security Services at Bloomington and Colton High Schools (2007-08)

19. Ratification of Change Orders Approved by Staff Since the Board Meeting on October 4, 2007 for the Colton High School Modernization Projects (Resolution 07-14)

20. Ratification of Change Orders Approved by Staff Since the Board Meeting on October 4, 2007 for the Colton High School Home Economics "Building R" Terminate Damage Modernization Project (Resolution 07-14)
21. Amendment by Substitution of Board Policy
BP 3140 Use of Facilities
22. Amendment by Substitution and Adoption of New Board Policies and Administrative Regulations (*Human Resources*)
BP 4112.21 Interns (replaces 6600)
AR 4112.21 Interns (new)
AR 4112.22 Staff Teaching Students of Limited English Proficiency (new)
AR 4212.22 Staff Teaching Students of Limited English Proficiency (new)

D. Action Items—Resolution

23. Adoption of Resolution, *Designation of November as Honorary Veterans' Month*

V. STUDY, INFORMATION & REVIEW SESSION

1. Personnel -- Resignations
2. Revised as Requested—New Board Policy Adopted 10-18-07 (*Business*)
BP 3311 Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act
3. Proposed Adoption of New Board Policies and Administrative Regulations (*Human Resources*)
BP 4112.23 Special Education Staff
BP 4112.24 Teacher Qualifications Under the No Child Left Behind Act
AR 4112.24 Teacher Qualification Under the No Child Left Behind Act
4. Single Track (4M) Schedule—Update
5. Superintendent's Communiqué
6. ACE Representative
7. CSEA Representative
8. MAC Representative
9. ROP Board Members
10. Correspondence

VI. CLOSED SESSION Following action items: Board Room, Student Services Center, 851 So. Mt. Vernon Ave., Colton, California (Government Code 54950 et seq.)

1. Student Discipline

2. Personnel

- ◆ Public Employee: Discipline / Dismissal / Release / Reassignment (Gov. Code 54957)
- ◆ Public Employee: Superintendent's Evaluation Document / Contract

3. Inter-District Transfer — Appeal

4. Conference with Real Property Negotiator (Gov. Code 54956.8)

Property: APNs 1167-151-32, 33, 34

Property Owner: Colton Joint Unified School District

District Negotiators: James Downs, Casey Cridelich, Alice Grundman,

Negotiating Parties: District Counsel; Josephine Carlson, President, Direct Towing, Inc., a California Corp.

Under Negotiation: Relocation Claims

5. Conference with Real Property Negotiator (Gov. Code 54956.8)

Property: APNs 1167-151-37; 1167-151-31, 43, 44; 1167-151-35, 36, 38, 39; 1164-151-65, 01, 02; 1167-151-45; 1167-151-59, 58, 60

District Negotiators: James Downs, Casey Cridelich, Alice Grundman

Under Negotiation: Relocation Issues

6. Conference with Labor Negotiator

Agency: Jerry Almendarez Assistant Superintendent, Human Resources
Ingrid Munsterman, Director, Human Resources

Employee Organizations: Association of Colton Educators (ACE)
California School Employees' Assoc. (CSEA)
Management Association of Colton (MAC)

VII. PUBLIC SESSION -- ACTION REPORTED FROM CLOSED SESSION

VIII. ADJOURNMENT

BOARD AGENDA

REGULAR MEETING
November 1, 2007

CONSENT ITEM

TO: **Board of Education**

PRESENTED BY: James A. Downs, Superintendent

SUBJECT:: **Approval of Minutes (October 18, 2007)**

GOALS: Student Performance, Personnel Development, Facilities/Support Services, Budget Planning, School Safety & Attendance, Community Relations, & Parent Involvement

RECOMMENDATION: That the Board approve the minutes of the Regular Board of Education Meeting held on October 18, 2007 as presented.

A-1

BOARD OF EDUCATION
Minutes

DRAFT

Regular Meeting
October 18, 2007
5:30 p.m.

The Board of Education of the Colton Joint Unified School District met in Regular Session on Thursday, October 18, 2007, 5:30 p.m. in the Board Room at the CJUSD Student Services Center, 851 So. Mt. Vernon Avenue, Colton, California.

Trustees Present

Mr. Frank A. Ibarra President
Mr. Kent Taylor Vice President
Mrs. Marge Mendoza-Ware Clerk
Mr. Mel Albiso
Mr. Robert D. Armenta, Jr.
Mr. Mark Hoover

Trustee Absent

Mr. David R. Zamora (Excused)

Staff Members Present

Mr. James A. Downs Mrs. Alice Grundman
Mr. Casey Cridelich Mr. Roger Kowalski
Mr. Jerry Almendarez Mrs. Ingrid Munsterman
Mrs. Yolanda Cabrera Mrs. Julia Nichols
Mr. Rick Dischinger Ms. Sosan Schaller
Dr. Diane D'Agostino Mr. Michael Townsend
Mrs. Bertha Arreguin Ms. Katie Orloff
Mrs. Mollie Gainey-Stanley Mrs. Chris Estrada

Call to Order: Board President Ibarra called the meeting to order at 5:30 p.m. Slover Mt. High School students led in the Renewal of the Pledge of Allegiance to the Flag of the United States of America.

Hearing Session

1. Slover Mt. High School student representatives Daisy Salazar, Lavette Davis, and Christina Newton reported on academic achievements (increased graduation and CAHSEE pass rates), clubs, programs, and various student activities including back-to-school night. Fourteen students will attend the Young Women's Health Conference on October 20th at California State University, San Bernardino. Board members commended the students for their report and academic achievements.
2. Single-Track Proposal (4M Track) Beginning 2008-09: Superintendent Downs provided an overview of the presentation to be delivered by certificated and classified staff and parents to provide the District's rationale for moving nine elementary schools to a single-track (4M) schedule beginning the 2008-09 school year. Group facilitator and Assistant Superintendent Jerry Almendarez added that the purpose of the presentation was to update the Board and seek consensus to proceed with plans, conduct a budget impact analysis, inform all stakeholders, develop a 4M calendar, and establish a link on the website to provide information to parents and the community, and seek input.

Proposed 4M Track Schools (2008-09)

Birney Grimes Smith
Crestmore Lewis Zimmerman
Grant Lincoln Terrace View

Schools Currently on a 4M Track Schedule

Cooley Ranch Jurupa Vista Rogers
D'Arcy McKinley Sycamore Hills
Grand Terrace Reche Canyon Wilson

Presenters

- Teachers: Heather Domingez (Smith), Wendy Moore (Grant),
- Grant School Principal Kathy Houle Jackson, teacher Rebecca Conrad-Rodriguez
- Grimes School Principal Lori Carlton, Teacher Michelle Quintana (Grimes), D'Arcy AP Greg Brown
- Lincoln Principal Brian Butler, teacher Laura Salas, AP Jessica Gomez
- Birney School Reps: PTA President Griselda Covarrubias, PTA Rep and Parent Erica Quinonez,
Office Assistant Diane Miller

Issues Reviewed: Process and critical issues: parking, student traffic, increased facility use, availability of additional classrooms (initial costs), conflict with secondary (grades 7-12) schedule, possible staffing reassignments, lunch scheduling and recesses; program improvement; benefits for student and certificated and classified staff; staff development (Essential Program Component training and collaboration); increased parental involvement opportunities.

ACE President Ken Johnson stated that the union has no official position but hopes that the integrity of the process is maintained.

Board Members thanked the staff for their presentations and shared issues and concerns:

- Academic plans to improve test scores and assist at-risk students and plans to minimize instructional disruption
- Budget analysis: proposed costs for additional classrooms; boundary realignment (to reduce facility needs)
- Financial impact regarding transportation
- Project timelines: Need to identify facility needs as soon as possible in order for availability by July 2008
- Ensure effective and thorough communication with the community and seek input

Following discussion, and by Board consensus, the administration will proceed with plans to ensure that all issues are addressed. In addition, a report regarding "how we will proceed" will be provided at the next Board meeting (11-1-07).

3. Public Input—Closed Session Items: None

4. Public Input: Specific Agendized Items

- a) Hearing Session Item #2: Proposed 4M Schedule: Bernadette Pedroza, teacher at Grant Elementary School shared concerns and stated that a schedule change may not produce increased academic improvement.
- b) A-4: Staff Development Consultants: ACE President Ken Johnson suggested that this item be deferred for separate consideration and stated that District staff should be utilized for staff development opportunities rather than hire external consultants.

5. Public Input: Non-Agendized Items:

- a) Dr. Joseph Adeyemo thanked the Board for the opportunity to serve as Principal at Jurupa Vista Elementary School for the past eight years and welcomed the challenge of the principalship at Terrace View Elementary School..
- b) Alvinetta McDaniel, parent and foster parent at Jurupa Vista and day care provider, submitted a petition signed by parents, teachers and staff members asking the Board to rescind the transfer of Dr. Adeyemo from Jurupa Vista to Terrace View Elementary School. She shared students' and parents' concerns of moving an administrator in the middle of the school year.

Consent Items #40 On a motion by Mr. Taylor, seconded by Mrs. Mendoza-Ware and carried on a 6-0 vote (Zamora absent), the Board approved Consent Items #A-1 through #A-10 as presented, with the exception of A-4, which was deferred for separation consideration.

Minutes (10-4-07) #40.1 The Board approved the Minutes of the Regular Board of Education Meeting held on October 4, 2007, as presented.

Field Trips #40.2 The Board approved the field trips as listed and authorized the expenditure of funds: SBCP = School-Based Coordinated Program
FFA = Future Farmers of America

Terrace View (10/26/07, F) To the Disney Adventure Park in Anaheim to attend *Disney Youth Education Series* and participate in hands-on activities that enhance the visual and performing arts program. Sixty-two (62) 5th grade students, two (2) certificated staff members, and eight (8) other adults will attend for a cost of \$4,060, to be paid by donations.

BHS (11/2/07, F) To Knott's Berry Farm in Buena Park to attend *AVID Night* to encourage good dialogue and team building in a non-school setting in preparation for college. Eighty-five (85) AVID students (grades 9-12), two (2) certificated staff members, and five (5) other adults will attend for a cost of \$2,790, to be paid from AVID funds (\$665), and students (\$2,125).

BHS (11/3/07, Sat) To Indio High School where FFA students will participate in the Southern California FFA Leadership Conference. Six (6) students (grades 10-12) and one (1) certificated staff member will attend for a cost of \$145, to be paid from Agriculture Incentive Grant funds.

Grand Terrace (12/11/07, T) To Mission San Juan Capistrano where students will learn about the mission and how it impacted the social, political and cultural development in California. One hundred thirteen (113) 4th grade students, four (4) certificated staff members, and six (6) other adults will attend for a cost of \$1,948, to be paid by donations.

THMS (3/7-9/08, F/S) To Catalina Island Marine Institute-Toyon Bay where students will study marine life in their natural habitats. Sixty-two (62) 8th grade students and four (4) certificated staff members will attend for a total cost of \$14,622 to be paid by donations (\$14,122), and SBCP funds (\$500).

Grand Terrace (6/6/08, F) To Sea World in San Diego for the sixth grade end-of year activity. One hundred-four (104) 6th grade students, four (4) certificated staff members, and eight (8) other adults will attend for a cost of \$3,480 to be paid by donations.

Consultants #40.3 The Board approved the assemblies and programs to be presented at District schools as listed and authorized the expenditure of funds:
• Assemblies & Programs ELAP = English Language Acquisition Program

DRAFT

CMS, BMS, THMS, ROHMS (10/26/07) Terry Brewer Presents of Los Angeles will present *Laugh It Off / Handling Bullies with Humor* to lower the rate of bullying at the middle schools for a cost of \$3,700, to be paid from Mandated Costs funds.

Crestmore (11/14-15/07) Representatives from the Dairy Council of California, San Bernardino, will provide a *Mobile Dairy Cow Classroom* where K-3 students will learn life cycles and anatomy concepts, grades 4-6 will learn about the digestive system and agriculture technology, at no cost to the District. (K-6)

Zimmerman (11/15 & 12/06/07) Representative from Open Window Entertainment of Los Angeles will perform *The Nutcracker* where students will see a theatrical version of this story for a cost of \$1,540, to be paid from Magnet funds. (K-6)

Birney (11/8, 12/7/07, 2/8 & 3/14/08) Representatives from Mad Science of the Inland Empire/Riverside will present *Dry Ice & Matter of Fact* providing students an in class, hands-on scientific experience utilizing the scientific process for a cost of \$1,160, to be paid from ELAP grant funds. (K-6)

Grand Terrace (12/17/07) Representatives from the Dairy Council of California, San Bernardino, will provide a *Mobile Dairy Cow Classroom* where students will learn about agriculture's contributions to our food supply at no cost to the District. (K-6)

Grand Terrace (1/17 & 2/5/08) Representatives from Kaiser Permanente Educational Theatre Programs of Pasadena will present *Zip's Great Day* where students will learn about nutrition, exercise and the dangers of smoking at no cost to the District. (K-6)

Crestmore (2/4 & 2/8/08) Representatives from Kaiser Permanente Educational Theatre Programs of Pasadena will present *The Amazing Food Detective* where students will participate in an interactive program to educate them on the importance of good nutrition and exercise at no cost to the District. (K-6)

Wilson (2/26/08) Representatives from The Imagination Machine of Orange will present a *Student Writing* session whereby student writings are performed in a play format for a cost of \$935, to be paid from Title I Grant funds. (K-6)

Deferred

Consultants

- Staff Development

Nell Soto Parent/ Teacher #40.5

Involvement Grant Application

- CHS (2008-09)
- One-Time Funds

(A-4) DEFERRED

The Board approved application submission by Colton High School for the Nell Soto Parent/Teacher Involvement Grant Program for *one-time funds* of up to \$35,000* for the 2008-09 school year as presented. Training would be provided for teachers regarding strategies for communicating effectively with parents. [*based upon CHS enrollment; funding provided by the 2006-07 State Budget Act and Calif. Dept. of Education for schools ranked in API deciles 1-5 with priority in the lowest two API deciles.]

AT & T Language Line Services, #40.6

Inc. (2007-08)

- One-Year Subscription
- K-12 Sites

The Board approved a one-year subscription for AT & T Language Line Services, Inc., for services at sites district wide during the 2007-08 school year as presented, for a cost of \$7,534, to be paid from Economic Impact Aid funds. Staff will be trained to be able to provide services in approximately thirty-one different languages.

Student Performance Plans for Categorical Programs (2007-08; 26 Sites) #40.7

The Board approved the *revised* Student Performance Plans for the 2007-08 school year, as required by the Program Improvement and High Priority Schools Grant Programs (HPSGP) and the Quality Education Investment Act (QEIA) for all sites. Abstract summaries were submitted for approval and the complete plans are on file at the schools and the Special Projects Office.

26 Sites: Birney, Cooley Ranch, Crestmore, D’Arcy, Grand Terrace, Grant, Grimes, Jurupa Vista, Lewis, Lincoln, McKinley, Reche Canyon, Rogers, Smith, Sycamore Hills, Terrace View, Wilson, Zimmerman, BMS, CMS, ROHMS, THMS, BHS, CHS, Slover Mt. and Washington

Acceptance of Gifts #40.8

The Board accepted monetary gifts from donors.

<u>Birney</u>	Target (Minneapolis, MN)	\$110.15
<u>CHS</u>	Cor-o-Van Moving & Storage (Poway, CA)	\$450
<u>CMS</u>	Target (Minneapolis, MN)	\$103.72
<u>D’Arcy</u>	D’Arcy P.T.A.	\$3,400
<u>Grand Terrace</u>	Target (Minneapolis, MN)	\$91.76
	Wal Mart (Bentonville, AK)	\$750 (2 checks)
<u>Grant</u>	Target (Minneapolis, MN)	\$124.90
<u>Grimes</u>	Arrowhead United Way (San Bdo.,CA)	\$3,000
<u>Lewis</u>	Target (Minneapolis, MN)	\$100.22
<u>McKinley</u>	Target (Minneapolis, MN)	\$159.04
<u>ROHMS</u>	Edison International (Colton, CA)	\$180 (3 checks)
<u>Wilson</u>	Ecology Auto Parts (Cerritos, CA)	\$500

Student Teacher/Internship Agreement #40.9
 • University of Phoenix
 • Supt. and Asst. Supt., Business to sign
 • Begin Oct. 2007

The Board approved the agreement with the University of Phoenix for a student teacher internship beginning October 2007 as presented. Further, the Board authorized the Superintendent or the Assistant Superintendent, Business, to sign the agreement. Student teachers/interns are covered by the District’s Worker’s Compensation insurance at no cost to the universities. The agreement is on file in the Business Office. [Other agreements were approved 8-16-07 and 10-4-07]

Deferred Consultants #41
 • Staff Development

(A-4) Deferred Discussion was held prior to action taken. Board member Albiso shared concerns regarding hiring consultants rather than utilizing District staff and the need to review consultants’ past experiences and effectiveness prior to hiring them. Assistant Superintendent Yolanda Cabrera explained that the District is attempting to provide consistent training (consultants) for all staff due to program improvement stipulations regarding external evaluators.

Suggestions

- Review consultants’ previous assignments and results;
- Research the possibility of District teachers providing tutoring services after school; meet with union representatives for input;
- Research the feasibility of partnerships with community centers for tutoring services (monitor accountability to ensure that adequate services would result in improved scores).

Consultants
 • Staff Development

cont.

Board member Albiso requested that the Director of Assessment and Evaluation provide a presentation in the near future regarding current projects. In addition, he would like to review the job description.

On a motion by Mr. Albiso, seconded by Mr. Taylor and carried on a 6-0 vote (Zamora absent), the Board approved the consultants to present at the District schools listed and authorized the expenditure of funds:

- EIA = Economic Impact Aid
- ELAP = English Language Acquisition Program

District (2007-08; 20 days): Representatives from Data Gurus of Grand Terrace will provide data analysis information and staff development for Program Improvement schools, for a cost of \$28,000, to be paid from AB 466 funds.

Language Support Services (2007-08; 21 days): Lisa Urrea from Success Through Educational Planning (S.T.E.P.) of Yucaipa will provide *Academic Achievement Planning for English Learners* to target English Learner students in supporting their academic success to improve graduation rates, for a cost of \$45,000, to be paid from EIA funds.

McKinley (12/6,7,13,14/07): Mark Beckett from Beckett Consulting of Claremont will provide writing strategy demonstration lessons for K-6 teachers, for a cost of \$7,500, to be paid from Title I Grant funds (\$5,919) and ELAP funds (\$1,581).

Action Items
 (C-10 through C-16)
 • Deferred (3)

#42

On a motion by Mr. Albiso, seconded by Mrs. Mendoza-Ware and carried on a 6-0 vote (Zamora absent), the Board approved action items C-10 through C-13 as presented. *Items C-14, C-15 and C-16 were deferred for separate consideration.*

Personnel Employment

#42.1

(C-10) The Board approved employment of personnel as presented.

Certificated

Regular Staff

Diaz, Eduardo	Math teacher - CHS
Johnston, Amber	Elementary teacher - Zimmerman
Richardson, Ronald	Math teacher - Slover

Substitute Teachers

Berk, Claire	Johnston, Amber
Estrada, Kalina	Rashad, Aaliyah
Guerrero, Olivia	Rasmussen, Brett
	Rogers, Christina

Classified

Regular Staff

Alcaraz, Juan	Custodian - Reche Canyon
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Substitutes

Ames, Susan	General Clerical
Faoro, David	Substitute Campus Supervisor

Hourly

Diaz, Elizabeth	AVID Tutor - CMS
Gonzales, Iris	AVID Tutor - BMS
Gurpreet, Kaur	AVID Tutor - ROHMS

Conference Attendance

#42.2

(C-11) The Board approved conference attendance as presented, with all necessary expenses to be paid from funds indicated. Board member Mendoza-Ware requested information regarding the total cost and the total number of attendees for specific conferences, specifically, where approval is granted at multiple meetings.

Marcela Cook - **CHS**
Linda Faulk
Teachers

NCTM Regional Conference: *Presenting "Math Strategies Using Powerpoint Presentations"*
(Nat'l Council of Teachers of Math)
October 24-27, 2007
Kansas City, MO
HPSG funds: \$2,088.36

Manuel Rodriguez - **CHS**
Teacher

CAWEE Annual Fall Conference (CA Assn. of Work Experience Educators)
Oct. 28-30, 2007
Napa, CA
VEA funds: \$923.61

Roger Kowalski - **SSC**
Dir., Admin. Services

Fall Coordinators Meeting: Homeless Ed.
Oct. 29-30, 2007
Sacramento, CA
Homeless Grant funds: \$488.23

Ignacio Cabrera - **BHS**
Diana Carreon - **Wilson**
Celia Gonzales - **Rogers**
Chris Marin - **CMS**
Principals

District Exhibitor: "Motivating Latino Students to Achieve Excellence"(Assn. of Mexican American Educators)
November 1-4, 2007
Santa Maria, CA
General funds: \$2,538.80

Ignacio Cabrera - **BHS**
Principal

AVID Site Team Conference
Nov. 26-27, 2007
Rancho Mirage, CA
APIP funds: \$4,210

Sally Torres
James Western
Asst. Principals

Xochitl Setlich
Dora Zaragosa
Simona Welzel
Stacie Ziegler
Counselors
Leilani Bautista
Ray Brown
Marc Howard
Steve Padilla
Holly Todd
Denise Tshida
Matthew Welzel
Teachers

(cont.)
Sandy Torres - **ROHMS**
Principal
Elizabeth Massie
Counselor
Veronica Carnes
John Chovan
Matt Crispin
Jeremiah Lack
Raquel Lopez
Karry Santiago
Michelle Scribner
Candice Stillings
Tammy Verschell
Sam Vo
Lori Walton
Teachers

Diane D'Agostino - **PPS**
Director
Janet Nickell
Laurie Wellner
Directors, Special Ed

2008 Student Services, Special Ed. & Diversity Symposium
January 16-18, 2008
Monterey, CA
MAA funds: \$3,860.71

Carlos Baeza - Wilson
Sherra Bragger
Jennifer Fose
Cecilia Lillie
Teachers

California Kindergarten Conference
January 19-20, 2007
Santa Clara, CA
High Priority School Grant funds: \$2,447.18
Lottery funds: \$ 307.30

TBA—Two District
Administrators

33rd Annual California Assn. of Bilingual Ed.
(CABE) Convention
March 5-8, 2008
San Jose, CA
Recruitment grant funds: \$400 (registration only)

Purchase Orders #42.3 (C-12) The Board approved purchase orders issued as presented. All pertinent information is on file in the Business Office.

Disbursements #42.4 (C-13) The Board approved payment of disbursements as summarized and listed. All pertinent information is on file in the Business Office.

Batch #0429 through Batch #0498 **\$3,746,928.98**

Deferred
Five-Year *Agreement with
S.B. Co. Supt of Schools
• Fingerprint Services
• 2007-12

(C-14) DEFERRED

Deferred
Ratification of Payment for
Consultant Services
• Project GLAD
• Crestmore Elem.
• Aug. 22, 2007

(C-15) DEFERRED

Deferred
New Board Policy
*BP 3311 Informal Bidding
Procedures*

(C-16) DEFERRED

Deferred
Five-Year *Agreement with
S.B. Co. Supt of Schools
• Fingerprint Services
• 2007-12

#43 (C-14) *Deferred* On a motion by Mr. Taylor, seconded by Mr. Albiso and carried on a 6-0 vote (Zamora absent), the Board approved the five-year *agreement with the San Bernardino County Superintendent of Schools for fingerprint services for schools years 2007-12 as presented. The agreement includes the Cooperative Program as well as the full fingerprint process for all potential employees; no cost to the District. [*07/08-0545]

Deferred
Ratification of Payment for
Consultant Services
• Project GLAD
• Crestmore Elem.
• Aug. 22, 2007

#44 (C-15) *Deferred* On a motion by Mr. Albiso, seconded by Mr. Taylor and carried on a 6-0 vote (Zamora absent), the Board ratified payment to Judy Bearden, Project GLAD consultant, for her services as co-presenter of GLAD strategies to teachers at Crestmore Elementary School on August 22, 2007, in the amount of \$850, to be paid from High Priority School Grant funds.

Deferred
New Board Policy
*BP 3311 Informal Bidding
Procedures*

#45

(C-16) Deferred Following discussion and by Board consensus, it was moved by Mr. Taylor and seconded by Mr. Albiso to adopt the new Board Policy with the language to include *"The Superintendent, Assistant Superintendent of Business, and the Director of Purchasing can award as a group, informal contracts."* The motion carried on a 6-0 vote (Zamora absent).

The policy will be shared with the Board at the next meeting

*BP 3311 Informal Bidding Procedures Under the Uniform Public
Construction Cost Accounting Act (Business)*

Study, Information and Review Session / Public Comment

1. Personnel -- Resignations
2. Associated Student Body (ASB) Financial Reports as of September 30, 2007 -- Distributed.
3. Review of the July 1, 2007 GASB 45 Actuarial Retiree Benefits Valuation Report -- Distributed.
4. Proposed Amendment by Substitution and Adoption of New Board Policy and Administrative Regulations (Human Resources) Will be submitted for Board consideration
 - BP 4112.21 Interns (replaces 6600)*
 - AR 4112.21 Interns (new)*
 - AR 4112.22 Staff Teaching Students of Limited English Proficiency (new)*
 - AR 4212.22 Staff Teaching Students of Limited English Proficiency (new)*

5. Proposed Amendment by Substitution of Board Policy: BP 3140 Use of Facilities (Business)

President Ibarra stated that previous discussions have been held with the City of Colton relative to their interest in a long-term lease agreement regarding McKinley Park. Recent Board discussion has determined that the length of time for lease agreements would be limited to the Board's tenure (voting year to voting year). This would allow future Board's to determine if they want to continue any lease agreements. Assistant Superintendent Cridelich clarified that agreements would be limited to five-year increments and a new Board would not have to live with a long-term agreement. He stated that the issue that caused the City to halt discussion was the sixty-day cancellation clause in the District's proposal. Board members briefly discussed the possibility of offering a year-long cancellation clause and whether approval in five-year increments would satisfy the criteria for the City to receive the grant. By Board consensus, a meeting with the City of Colton will be scheduled after the policy is adopted and the Superintendent, Assistant Superintendent of Business and Board members Albiso, Ibarra and Armenta would represent the District to discuss details of the grant stipulations and other issues to ensure that a mutual agreement is in the best interest of students and the District. In addition, Assistant Superintendent Cridelich answered Board Member Albiso's question regarding ownership of the upper field/park at Terrace Hills Middle School and stated that the area mentioned belongs to the City of Grand Terrace.

The policy will be reviewed and submitted for Board consideration at the next meeting.

6. Superintendent's Communiqué: Superintendent Downs distributed a copy of the Board log, correspondence received from the California School Boards' Association regarding their decision not to grant any "legislator of the year" awards, current articles of interest, and photos from a G.R.I.T. presentation at Slover Mt. High School.

DRAFT

7. ACE President Ken Johnson, on behalf of the union:
 - Likes the new logo and encourages everyone to live by the words and engage in effective communication in all areas;
 - Continues to oppose the proposed NCLB amendment;
 - Supports the 4M track proposal;
 - Feels all opinions should be heard during the Strategic Planning process;
 - Thanked the Board for their discussion regarding consultants; and
 - Wished good luck to principals and offered assistance from ACE during the transition process.
8. CSEA – no report
9. MAC – no report
10. ROP Board Member Marge Mendoza-Ware stated that staff were recognized for their perfect attendance.
11. Comments / Requests from Board Members

Mark Hoover thanked everyone for attending the meeting and thanked staff and fellow Board members for the effort to benefit students.

Robert Armenta commented on his visit to Lincoln School and was impressed with the classified and certificated staff. Regarding the 4M proposal, he stated the importance of educating the community and soliciting input before making a decision.

Mel Albiso thanked President and parent Frank Ibarra for working in the snack bar at the Colton High School football stadium during home games. He suggested that the Superintendent research the process utilized by the San Bernardino City Unified School District regarding the transfer and placement of Curriculum Program Specialists to the sites. Regarding Study and Information Item #2—ASB funds, he requested that the Superintendent ensure that this year's ASB funds are expended to benefit this year's students.

Marge Mendoza-Ware inquired about the status of District reimbursement from SANBAG relative to increased transportation costs due to the closure of Riverside Avenue during construction of the overpass. Assistant Superintendent Rick Dischinger stated that a formal reimbursement request has been submitted and an update would be provided in Board Correspondence. She shared support of the Young Women's Conference for high school students on October 20th and Robert Armenta explained the day's activities that will be attended by 400 students.

Kent Taylor commented on his attendance at recent "Student of the Month" assemblies at Terrace View Elementary School, expressed the community's appreciation of outgoing principal Brian Butler, and looks forward to a report from CSEA President Anthony Diaz at the next meeting.

Closed Session

- Student Discipline
- Interdistrict Transfer—Appeal
- Personnel
- Real Property Issues
- Labor Negotiators

At 7:33 p.m., Board President Frank Ibarra announced that the Board would recess to Closed Session to discuss agenda items.

Reconvened

- Closed Session Items Reported

The Board meeting reconvened at 8:00 p.m. and Board President Ibarra reported on action taken in Closed Session:

Administrative Appointments #46
(Closed Session)

- Assistant Principals (2) - Elementary
(Wilson; Smith & Cooley Ranch)

On a motion by Mr. Taylor, seconded by Mr. Albiso and carried on a 5-0-1 vote the Board appointed the administrators listed:

Ernesto Calles – Assistant Principal, Wilson Elementary
Sherelle Crawford – Assistant Principal, Smith & Cooley Ranch Elem.

Ayes: Taylor, Albiso, Ibarra, Hoover, Mendoza-Ware

Abstained: Armenta (conflict of interest)

Absent: Zamora

Other Closed Session Items #47
No reportable action
(5 Items)

Other Closed Session Items—*No reportable action*

- ~~Student Discipline~~
- ~~Interdistrict Transfer—Appeal~~
- ~~Superintendent's Evaluation Document/Contract~~
- ~~Real Property Negotiator—High School #3 Issues~~
APNs ~~1167-151-37; 1167-151-32, 33, 34; 1167-151-31, 43, 44;~~
~~1167-151-35, 36, 38, 39; 1164-151-65, 01, 02; 1167-151-45;~~
~~1167-151-59, 58, 60~~
- Labor Negotiators

Adjournment

At 8:04 p.m., the Board adjourned to the next Regular Board of Education Meeting on November 1, 2007, at the Colton JUSD Student Services Center, 851 South Mt. Vernon Avenue, Colton, California.

BOARD AGENDA

**BOARD MEETING
November 1, 2007**

CONSENT ITEM

TO: **Board of Education**

PRESENTED BY: Yolanda Cabrera, Assistant Superintendent
Curriculum and Instruction

SUBJECT: **Approval of Student Field Trips**

GOAL: Improved Student Performance

RECOMMENDATION: That the Board approve the field trips as listed and expend the appropriate funds.

A-2

FIELD TRIPS / Regular Meeting: November 1, 2007

Site	Date	Depart	Return	Destination	Background	Grade/Target	Teacher	Cost	Funding
CHS	11-6-07 (Tues.)	8:30 a.m.	2:00 p.m.	San Bernardino High School San Bernardino, CA (District)	Students will see a theatrical presentation of <i>Cyrano de Bergerac</i> to introduce students to French culture.	10-12	Vita Chimenti (65) + 3	\$1,487.00	SBCP
BHS	11-10-07 (Sat.)	8:00 a.m.	10:00 p.m.	Six Flags Magic Mountain Valencia, CA (District)	Student in the Key Club will take part in the Fall Rally 2007 focusing on team building and fundraising.	9-12	John Knippel (30) + 2	\$1,282.00	Key Club \$782.00 School Library Improvement \$500.00
BHS	11-15-07 (Thurs.)	6:00 a.m.	5:00 p.m.	Heritage High School Romoland, CA (District)	Students will participate in the 13th Annual FFA Greenhand Conference.	9	Marcos Ruiz (7)	\$260.00	Agriculture Incentive Grant
Birney	12-3-07 to 12-7-07 (M/T/W/ Th/F)	9:30 a.m.	12 noon	Mountain Chai Outdoor Science School Angelus Oaks, CA	Students will attend an outdoor science school and study life science, earth science, biology and geology.	6	Elissa Kirkland Holly Preston (60)	\$1,670.00	SBCP \$1,250.00 Donations \$420.00
Reche Canyon	12-7-07 (Fri.)	9:00 a.m.	12 noon	Riley's Farm Oak Glen, CA (District)	Students will explore the history of the American Revolutionary War.	5	Cyndy Hoghaug Judy Chapman Idalia Torres (100) + 3	\$1,856.00	Lottery \$1,400.00 SBCP \$456.00

BOARD AGENDA

REGULAR MEETING
November 1, 2007

CONSENT ITEM

TO: **Board of Education**

PRESENTED BY: Yolanda Cabrera, Assistant Superintendent
Curriculum and Instruction

SUBJECT: **Approval of Consultants for Assembly Presentations**

GOAL: Improved Student Performance

RECOMMENDATION: That the Board approve the assemblies as listed and expend the appropriate funds.

A-3

ASSEMBLIES/PROGRAMS Regular Meeting: November 1, 2007

SITE	DATE	TIME	PROGRAM/PURPOSE	LOCATION	CONSULTANT(S)	COST	FUNDS
Lincoln	11-6-07 12-6-07	12:30 to 2:30	Pollution Prevention Students will learn how to keep our environment clean and safe.	Lincoln	San Bernardino County Stormwater Program Michael Klubach San Bernardino, CA	No cost	No cost
McKinley	12-18-07	8:30 a.m. & 9:30 a.m.	Mobile Dairy Classroom K-3 students will learn new vocabulary, life cycles and anatomy concepts. Grades 4-6 will learn the digestive system, lactation cycle and agriculture technology	McKinley	Dairy Council of California San Bernardino, CA	No cost	No cost
Crestmore	1-10-08 (Two performances) 1-11-08 Two performances	8:00 a.m. & 9:00 a.m. (both days)	Making Right Choices Students will see a magic show dealing with diversity and self-esteem.	Crestmore	Hamilton Magic Company Las Vegas, NV	\$1,900.00	SBCP
Jurupa Vista	1-17-08	9:15 a.m. to 12:15 p.m.	The Voice of King, African American History Students will learn about African American history thru speeches and music.	Jurupa Vista	Inter-Prevention Meaningfully Intercepting the Negatives Toward Children San Bernardino, CA	\$1,800.00	SBCP
Zimmerman	1-18-08 & 2-22-08	8:20 a.m. 9:20 a.m.	Bully for You To provide students with information on anger management and effectively dealing with bullying.	Zimmerman	Fantastikids, Inc. Chino, CA	\$1,500.00	Magnet

BOARD AGENDA

**BOARD MEETING
November 1, 2007**

CONSENT ITEM

TO: **Board of Education**

PRESENTED BY: Yolanda Cabrera, Assistant Superintendent
Curriculum and Instruction

SUBJECT: **Approval of Consultants for Staff Development**

GOAL: Improved Student Performance

RECOMMENDATION: That the Board approve the consultants for staff development
as listed and expend the appropriate funds.

A-4

CONSULTANTS: Regular Meeting November 1, 2007

SITE	DATE	TIME	PROGRAM/PURPOSE	LOCATION	CONSULTANT(S)	COST	FUNDS
San Salvador	11-8-07 & 11-15-07	6:00 p.m. to 7:30 p.m. (both days)	Parent Enrichment Workshop To help families with parenting skills: <ul style="list-style-type: none"> • Understanding the Basic Needs of Children • Effective Discipline 	San Salvador	The Family Connection Janet Hackleman Colton, CA	\$390.00	Head Start
SMHS	1-29 & 31 & 2-5, 7, 12, 13, 2008	5:30 p.m. to 8:30 p.m.	Algebra Readiness Parent Workshop To provide parents with an understanding of the math concepts and standards that their students are studying in the classroom.	SMHS	HOLA Oceanside, CA	\$5,500.00	Professional Development

BOARD AGENDA

**REGULAR MEETING
November 1, 2007**

CONSENT ITEM

TO: Board of Education

PRESENTED BY: Yolanda Cabrera, Assistant Superintendent
Curriculum and Instruction

SUBJECT: Approval to Accept the Agricultural Education Incentive Grant
Funds for Bloomington High School (2007-08)

GOAL: Improved Student Performance

BACKGROUND: The District has been notified by the California Department of Education, under Senate Bill 813, it has been awarded the annual grant to support Bloomington High School in updating and improving their agricultural program. Program funds must be spent for the purchase of equipment and supplies for agricultural courses.

**BUDGET
IMPLICATIONS:** \$8,772.00 – This is an increase to restricted general funds.

RECOMMENDATION: That the Board approve acceptance of the Agricultural Education Incentive Grant funds for Bloomington High School. (2007-08)

A-5

BOARD AGENDA

REGULAR MEETING
November 1, 2007

CONSENT ITEM

TO: Board of Education

PRESENTED BY: Casey Cridelich, Assistant Superintendent, Business Services

SUBJECT: Acceptance of Gifts

GOAL: Community Relations

RECOMMENDATION: That the Board accepts the gifts as listed on the attached matrix.

A-6

SITE	DONOR	DONATION / PURPOSE	CASH
Cooley Ranch Elementary	Cooley Ranch P.T.A.	Check #2049	\$5,000.00
Enrollment Center	Maggie Yanez, Administrative Services Manager Skechers USA Distribution Center 1777 South Vintage Avenue Ontario, CA 91761	Fifty pairs of shoes to be distributed to needy & homeless students (valued at \$2,500).	
Grand Terrace Elementary	Grand Terrace P.T.A.	Check #1292	\$7,000.00
Lincoln Elementary	Target "Take Charge of Education" P.O. Box 59214, Minneapolis, MN 55459-0214	Check #1755343	\$111.25
McKinley Elementary	Target "Take Charge of Education" P.O. Box 59214, Minneapolis, MN 55459-0214	Check #1764041	\$159.04
Reche Canyon Elementary	Mel & Diane Albiso (Grandparents)	Ms. Molina's Kindergarten Class (gift certificate - Lakeshore)	\$50.00
Sycamore Hills Elementary	Sycamore Hills P.T.A.	Check #1005 6 th grade field trips - \$1,400 5 th grade field trips - \$600 4 th grade field trips - \$600 3 rd grade field trips - \$600 2 nd grade field trips - \$600 1 st grade field trips - \$600 Kindergarten field trips - \$600 SDC Special Ed - \$600	\$5,600.00
Sycamore Hills Elementary	Sycamore Hills P.T.A.	Parent Night Incentives: Grades 1-6 + Special Ed each get \$50 for a total of \$350.00 Kindergarten gets \$100 for a grand total \$450	\$450.00
Zimmerman Elementary	Target "Take Charge of Education" P.O. Box 59214, Minneapolis, MN 55459-0214	Check #1766045	\$173.57

BOARD AGENDA

REGULAR MEETING
November 1, 2007

ACTION ITEM

TO: Board of Education
PRESENTED BY: Jerry Almendarez, Assistant Superintendent, Human Resources
SUBJECT: Approval of Personnel Employment
GOAL: Human Resources Development

I-A Certificated -- Regular Staff

- | | |
|--------------------------|---|
| 1. Carter, Carnell | English teacher - BHS |
| 2. Haworth, Sandra | Elementary teacher - Grand Terrace |
| 3. Jimenez, Albanydia | Special Education (SDC/LH) teacher - D'Arcy |
| 4. Matheson, Keri | Elementary teacher - Birney |
| 5. Sanchez, M. Guadalupe | Elementary teacher - Crestmore |
| 6. Strauss, Tiffany | P.E. teacher - RHMS |
| 7. Swanson, Janice | Elementary teacher - Crestmore |

I-B Certificated -- Substitute Teacher

1. Almazan, Joseph
2. Antunez, Mary Ann
3. Gonzalez, Sergio
4. Graham, Lindsay
5. Lozano, Steven
6. O'Donnell, Jesse
7. Romano, Gabriela
8. Seaman, Jennifer

II-A Classified -- Regular Staff

- | | |
|---------------------------|---|
| 1. Cabrera, Jose D. | Stock Clerk/Delivery Driver - Warehouse |
| 2. Guaderrama, Anthony M. | Electronics Assistant - M&O |
| 3. Medrano, Alvaro | Custodian - Cooley Ranch |
| 4. Teames, Jennifer R. | Office Assistant II - Enrollment Center/SSC |
| 5. Waring, Jessalyn C. | Community Liaison - Birney |

II-B Classified -- Hourly

1. Drewry, Charmaine Noon/Playground Aide - Zimmerman

II-C Classified -- Substitute

- | | |
|--------------------|---|
| 1. Amador, Robert | General Laborer / Sub Campus Supervisor |
| 2. Kaphart, Allen | General Laborer |
| 3. Torres, Suzanne | General Clerical |
| 4. White, Kevin | Substitute Campus Supervisor |

RECOMMENDATION: That the Board approve employment of personnel as presented.

ACTION: On motion of Board Member _____ and _____, the Board approved the recommendations for employment.

C-7

BOARD AGENDA

**REGULAR MEETING
November 1, 2007**

ACTION ITEM

TO: Board of Education

PRESENTED BY: Jerry Almendarez, Assistant Superintendent, Human Resources

SUBJECT: Approval to Employ and Assign Teacher Under CA Commission on Teacher Credentialing Provisional Internship Permit (2007-08)

GOAL: Personnel Development

BACKGROUND: Title 5 Section 80021.1 requires a separate board agenda item to verify that the notice of intent to employ and assign teachers in identified positions under a Provisional Internship Permit has been made public and approved by the governing board of the employing school district in a public meeting.

Due to the shortage of qualified applicants, the District has encountered the necessity to employ and assign teachers under Provisional Internship Permits in high-need areas such as Math, Science and English. The Provisional Internship Permit is valid for one year.

The District requests approval to employ and assign the following teachers under a Provisional Internship Permit:

Pope, Brian	Math teacher – CHS, grades 9-12
	Major: Business: Management and Human Resources

RECOMMENDATION: That the Board approve the employment and assignment of the named teachers in the identified positions utilizing the CA Commission on Teacher Credentialing Provisional Internship Permit for the 2007-08 school year.

ACTION: On motion of Board Member _____ and _____, the Board approved the above recommendation.

0-8

BOARD AGENDA

REGULAR MEETING
November 1, 2007

ACTION ITEM

TO: **Board of Education**

PRESENTED BY: Jerry Almendarez, Assistant Superintendent, Human Resources

SUBJECT: **Approval of Conference Attendance**

GOAL: Human Resources Development

April Becerra, WorkAbility Technician
Lisa Lennox, Curriculum Program
Specialist - PPS

WorkAbility I: Combined Fall
Region Meeting
Nov. 25-27, 2007
Santa Barbara, CA
WorkAbility funds: \$1,130.36

Lloyd Beard, teacher - BMS
Violet Bennet, teacher - CMS
Marisa Bline, teacher - THMS
Michelle Boswell, Counselor - BMS
Diane Brown, teacher - THMS
Jennifer Cruz, teacher - BMS
Arlene Flores, teacher - CMS
Gabriel Gaytan, Counselor - CHS
Peter Goldkorn, teacher - CHS
Claudia Harris, Asst. Principal - THMS
John Kitchen, teacher - CHS
Marisa Lopez-Sevilla, teacher - BMS
Paul Lucero, Curriculum Program
Specialist - BMS
Chris Marin, Principal - CMS
Adriana McGuffee, Counselor - CMS
Mark McGuffee, teacher - CMS
Corina Paramo, teacher - CHS
Patricia Peterson, teacher - BMS
Tanisha Powers, teacher - BMS
Tammy Ramsden, teacher - CMS
Cherise Riser, teacher - THMS
Lauren Rumpf, teacher - THMS
Rose Smith, teacher - BMS
Jennifer Spiteri, teacher - CHS
Lauren Tyler, teacher - THMS
Terry Urban, teacher - CHS
Robert Verdi, Asst. Principal - CHS

AVID Site Team Conference
Nov. 26-27, 2007
Rancho Mirage, CA
AVID funds: \$9,804.04
HPSG funds: \$2,321.48

Marcella Cook, teacher - CHS
Linda Faulk, teacher - CHS

Houston Regional Math
Conference
Nov. 28-30, 2007
Houston, TX
HPSG funds: \$2,295.51

Continued . . .

C-9

**Board Agenda
November 1, 2007
Conferences continued**

Marcos Ruiz, teacher - BHS	New Professionals in Agricultural Education Nov. 29-20, 2007 Fresno, CA Lottery funds: \$300
Valeria Dixon, Security Manager - BHS	Civilian Supervisory Course Dec. 3-14, 2007 Huntington Beach, CA General funds: \$2,662.44
Mike Bayless, teacher - BMS Daniel Morse, teacher - BMS	CAG 46 th Annual Conference (CA Assn. for the Gifted) Feb. 15-17, 2008 Anaheim, CA SBCP funds: \$1,464.24
Patricia Gonzalez, Counselor - BHS Lynn Park, Counselor - BHS	California Career Pathways Consortium Feb. 24-26, 2008 Garden Grove, CA Tech Prep funds: \$1,297.93
Dona Hines, teacher - BHS Esmeralda Perez-Schreiner, teacher - BHS Kim Thompson, teacher - BHS Heidi Wilson, teacher - CHS	CATE 2008 (CA Assn. of Teachers of English) March 7-9, 2008 Long Beach, CA SLC funds: \$2,460.64 HPSG funds: \$1,099.34

Total : \$24,835.98

RECOMMENDATION: That the Board approve conference attendance as presented.

ACTION: On motion of Board Member _____ and _____, the Board approved the above recommendation.

BOARD AGENDA

REGULAR MEETING
November 1, 2007

ACTION ITEM

TO: Board of Education

PRESENTED BY: Casey Cridelich, Assistant Superintendent, Business Services

SUBJECT: Approval of Purchase Orders

GOAL: Student Performance / Personnel Development

RECOMMENDATION: That the Board approve Purchase Orders in excess of \$1,000 for a total of \$305,911.08 as listed.

ACTION: On motion of Board Member _____ and _____, the Board approved purchase orders as recommended.

Q-10

Attachment to Board Agenda

<u>P.O.</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>RESOURCE CODE*</u>	<u>AMOUNT</u>
082664	Cannon Sports	Inst. Matls./CHS	1100	\$1,237.16
082684	Lakeshore	Inst. Matls./Grant	7250	\$1,928.05
082687	Barnes & Noble	Other Bks./Grimes	3010	\$1,507.20
082692	Hampton-Brown	Inst. Matls./CHS	7156	\$3,918.42
082694	Houghton Mifflin	Txtbks./CHS	7156	\$2,549.76
082699	Calif. Dept. of Ed.	Other Bks./Crestmore	7258	\$1,129.76
082703	Baldy Fire & Safety	Extinguishers/Purchasing	0000	\$1,488.16
082704	Dell	Computer/Sycamore Hills	7140	\$1,731.17
082712	Dell	Computer/HR	6275	\$1,841.70
082730	Unisource	Cust. Supp./Purchasing	0000	\$1,792.17
082736	Dave Bang Assoc.	Playground Eq./Grant	0790	\$5,104.60
082737	Hampton-Brown	Other Bks./Lewis	7258	\$5,776.92
082745	Delphin Computer	Printers/CHS	7250	\$5,880.46
082747	McGraw Hill	Txtbks./D'Arcy	7390	\$2,318.29
082748	Barnes & Noble	Other Bks./C & I 7-12	6761	\$2,730.73
082754	Delphin Computer	Printers/BMS	1100	\$1,514.68
082755	Margaret Chidester & Assoc	Legal Svcs./Supt.	0000	\$3,134.59
082757	Intelli Tech	Tech. Supp./Sycamore Hills	7250	\$1,595.78
082762	B & L Mastercare	Cust. Supp./CHS	1100	\$4,070.80
082770	B & L Mastercare	Cust. Supp./Purchasing	0000	\$2,707.76
082773	Office Depot	Speedy Inst. Matls./Rogers	1100	\$3,000.00
082775	Spectrum Communications	Bldg. Imp./Rogers	0110	\$8,927.27
082776	Spectrum Communications	Bldg. Tech./Rogers	0110	\$1,923.00
082777	Spectrum Communications	Tech. Eq./Smith	0110	\$4,858.94
082778	Spectrum Communications	Tech. Eq./Smith	0110	\$7,379.34
082792	Office Depot	Inst. Matls./R. Canyon	7250	\$1,336.10
082796	A-Z Bus Sales	Cont. Repairs/Transportation	7230	\$10,000.00
082797	Crest Chevrolet	Cont. Repairs/Transportation	0000	\$2,398.38
082783	Adair Office Furniture	Off. Furn./CHS	1100	\$2,218.14
082807	Link Line Communications	Computers/HR	0000	\$2,265.32
082813	Hawthorne Educ. Svcs.	Other Bks./PPS	9005	\$2,090.09
082825	Scholastic	Inst. Matls./Rogers	7250	\$1,646.85
082827	Office Depot	Inst. Matls./Rogers	3010	\$2,000.00
082833	Link Line Communications	Computer/Adm. Svcs.	0750	\$1,132.91
082834	Maintex	Cust. Supp./Purchasing	0000	\$1,098.27
082835	Waxie	Cust. Supp./Purchasing	0000	\$1,837.36
082846	Stater Bros.	Refreshments/C & I	4203	\$1,500.00

082847	Smart & Final	Refreshments/C & I	4203	\$1,500.00
082853	Spectrum Communications	Bldg. Imp./Lincoln	0110	\$4,910.50
082854	Spectrum Communications	Bldg. Tech./Lincoln	0110	\$1,075.00
082555	US Air Conditioning	Maint. Supp./M & O	8150	\$94,281.25
082861	Global Electric Motorcars	Cont. Repairs/RHMS	0750	\$2,100.00
082862	Follett Library Resources	Other Bks./RHMS	6761	\$10,000.00
082863	Ebsco Subscription Svcs.	Inst. Matls./BHS	4110	\$1,382.99
082865	Houghton Mifflin	Inst. Matls./Zimmerman	7156	\$1,023.28
082867	Hampton-Brown	Txtbks/CMS	7156	\$11,814.34
082869	Michael's	Inst. Matls./Grant	6760	\$1,000.00
082876	Intelli Tech	Printer/BHS	7055	\$1,883.74
082879	Human Kinetics	Inst. Matls./C & I 7-12	6761	\$2,234.20
082881	MCO	Scanning./PPS	9005	\$26,829.75
082900	Houghton Mifflin	Txtbks./CMS	7156	\$1,865.69
082905	USI	Inst. Matls./CMS	1100	\$1,016.32
082920	Klopping-Hardie	New Eq./M & O	8150	\$10,581.05
082922	Dell	Licenses/THMS	7250	\$1,008.83
082925	Tech Edge Learning	Tech. Eq./D'Ardy	7396	\$13,442.16
082930	Santillana	Inst. Matls./Grimes	4203	\$1,140.74
082931	Santillana	Inst. Matls./Grimes	4203	\$1,032.98
082934	Office Depot	Speedy Inst. Matls./CMS	7250	\$1,000.00
082936	Office Depot	Speedy Inst. Matls./THMS	0000	\$1,000.00
082937	Office Depot	Speedy Inst. Matls./CHS	1100	\$1,200.00
082943	Schoolspace Solutions	Storage Cab./BMS	7256	\$1,476.18
082944	Virco	Class. Furn./RHMS	1100	\$1,541.95

Total \$305,911.08

LEGEND

0000	General Fund/Unrestricted
0001	Child Dev. Facilities
0750	Mandated Costs
0790	Donations, Misc.
3010	Title 1
3025	Title 1 N&D
3405	Sp. Ed Workability
3175	NCLB
3550	Vocational Ed.
3710	Drug Free Schools
4035	Title II Part A
4110	Title VI

4203	Title III Part A LEP
5035	Child Dev. Block Grant
4045	Title II Part D
5210	Head Start
5640	Medi-Cal Billing Option
6055	State Preschool
6060	Childcare and Development
6092	Cal Safe Childcare & Dev.
6205	Deferred Maintenance
6285	Community Based Eng. Tutor
6286	English Language Learner
6500	Special Ed.
7090	Economic Impact Aid: LEP
7010	Agricultural Vocational Ed.
7101	Ed. Tech. Digt. Hi Staff Dev.
7156	Block Grant
7158	Inst. Matls./Williams' Case
7230	Transportation- Home to School
7240	Sp. Ed. Transportation
7250	School Based Coord. Program
7255	Immediate Intervention UPSP
7265	School Improvement 7-12
7270	Staff Development/Mentor Teac
7271	CA Peer Asst & Review
8150	Ongoing Major Maintenance
9002	AB466 Site Reimbursement
9286	Special Project Adm.
9701	School Facility Fund
9705	School Facility Fund
9707	School Facility Fund
9737	CHS Mod.
9812	Capital Facilities
9878	Uninsured Losses/Liability
9884	Workmens Comp. Ins.

BOARD AGENDA

REGULAR MEETING
November 1, 2007

ACTION ITEM

TO: **Board of Education**

PRESENTED BY: Casey Cridelich, Assistant Superintendent, Business Services

SUBJECT: **Approval of Disbursements**

GOAL: Budget Planning

RECOMMENDATION: That the Board approve disbursements paid as listed, 2007-2008 from Batch #0499 through Batch #0573 or the sum of \$1,962,778.23

◆ **Board of Trustees Payment Report is available at the Board of Education Meeting for review.**

ACTION: On motion of Board Member _____ and _____, the Board approved the disbursements as listed.

Q-11

BOARD AGENDA

REGULAR MEETING

November 1, 2007

ACTION ITEM

TO: Board of Education

PRESENTED BY: Casey Cridelich, Assistant Superintendent, Business Services

SUBJECT: Award of Bid 07-14: Painting Project at Three District Sites, Smith, CHS and Reche Canyon (2007-08)

GOAL: Support Services/Budget Planning

BACKGROUND: Bids were solicited for the exterior painting of Smith Elementary, Colton High and Reche Canyon Elementary. The bid was advertised and conducted in accordance with Public Contract Code 20111 and 20112. A bid tabulation will be presented at the Board meeting.

BUDGET IMPLICATIONS: To be paid from the deferred maintenance fund.

RECOMMENDATION: That the Board award Bid #07-14: Painting Project at three District Sites, Smith, CHS and Reche Canyon, presented from the lowest responsible bidder.

ACTION: On the motion of Board Member _____ and _____, the Board awarded Bid #07-14: Painting Project at three District sites, Smith CHS and Reche Canyon, as presented.

C-12

BOARD AGENDA

**REGULAR MEETING
November 1, 2007**

ACTION ITEM

TO: Board of Education

PRESENTED BY: Casey Cridelich, Assistant Superintendent, Business Services

SUBJECT: Award of Bid #07-15: Four District Vehicles (*Fritts Ford*)
(2007-08)

GOAL: Support Services/Budget Planning

BACKGROUND: Bids for district vehicles were opened on October 16, 2007. The vehicles represented by this bid will be purchased to replace four old vehicles that are used by the District's assistant superintendents. The bid was conducted in accordance with Public Contract Code 20111 and advertised in accordance with Public Contract Code 20112. Bids were solicited from seven vendors and four vendors submitted bids. A schedule showing the bids received and their amounts follows:

Fritts Ford	\$97,276.09
Redlands Ford	97,284.24
Fairview Ford	97,417.85
Raceway Ford	98,620.34

BUDGET

IMPLICATIONS: \$97,276.09 from the General Fund reserves.

RECOMMENDATION: That the Board award Bid #07-15, for District Vehicles to the lowest responsible bidder, Fritts Ford, in the amount of \$97,276.09, as presented.

ACTION: On motion of Board Member _____ and _____, the Board awarded Bid #07-15, for District Vehicles to the lowest responsible bidder, Fritts Ford, in the amount of \$97,276.09.

0-13

BOARD AGENDA

REGULAR MEETING
November 1, 2007

ACTION ITEM

TO: **Board of Education**

PRESENTED BY: Casey Cridelich, Assistant Superintendent, Business Services

SUBJECT: **Approval of Agreement with Davis Demographics & Planning, Inc., for School Boundary Report and Seven-Year Enrollment Projections (2007-08)**

GOAL(s) Facilities / Support Services

BACKGROUND: Davis Demographics will prepare an updated seven-year enrollment projections report along with school boundary area information. This report will update the District's base street map, match student addresses with school boundary study areas, incorporate any new residential development and provide enrollment projections for each school.

The database the company will develop can also be used to analyze the current boundaries of the District.

BUDGET IMPLICATIONS: \$23,800 – Developer Fees – Fund 25.

RECOMMENDATION: That the Board approve the agreement with Davis Demographics & Planning, Inc., for school boundary report and seven-year enrollment projections (2007-08).

ACTION: On motion of Board Member _____ and _____, the Board approved.

Q-14



Davis Demographics & Planning, Inc.
Educational Facility Planning – Demographic Research – GIS Mapping

October 16, 2007

Ms. Alice Grundman
Colton Joint Unified School District
Facilities Department
1212 Valencia Dr.
Colton, CA 92324

RE: Fall 2007 Seven-Year Enrollment Projection Update Quote

Dear Alice:

We appreciate your continued use of our services and trust that the demographic data and services provided have been useful to the District. As is customary this time of year, we at DDP normally try to anticipate our client's needs for the upcoming school year and have therefore enclosed a proposal for updating your data this fall. It is very important to provide continuity in the planning process and to annually update the data that is a part of this process.

In anticipation of what services the District may need this fall, I have prepared a proposal for updating enrollment projections and report development for this upcoming school year (Fall 2007)

As always, we are interested in providing your district with the most essential services at the present time. If you are aware of issues other than what we have proposed please let me know so we can accommodate your needs. Feel free to give me a call if you have any questions.

Again, thanks for your consideration and we look forward to assisting you again this year in whatever capacity you deem appropriate.

Sincerely,

A handwritten signature in black ink that reads 'Scott Torlucci'. The signature is written in a cursive style and is followed by a horizontal line.

Scott Torlucci
GIS Project Manager
DAVIS DEMOGRAPHICS & PLANNING, INC.

Encls.

Colton Joint Unified School District**Fee Estimate – FALL 2007 SEVEN-YEAR ENROLLMENT PROJECTION UPDATE:**

October 16, 2007

I. Base Street Map Update

Street updates, continued address corrections and verification

Est. 5 hours X \$140/hr

\$700

II. Student File Address-MatchingDownloading all district data, matching, processing/correction
of rejects Est. 25,000 students

Est. 45 hours X \$140/hr

\$6,300

III. Entry of District Supplied Residential Development Data

[Required data – new residential development projects and their locations are integral to developing accurate forecasts for growing/declining District areas]. Required development data includes: project location, number and type of proposed dwelling units, and estimated construction schedule of each project. This data will be provided by school District staff. This is primarily a data entry task by DDP, using District supplied data. Only a small number of hours are included here for researching information.

Estimate 40 hours x \$140/hour =

\$5,600

IV. Preparation of Enrollment Projections**Research of Birthrate trends and review of historical****Enrollment. Seven year Projections by Grade by****Study Area, Existing Attendance Zone**

Preparation of Brief Projection Report

2 Copies of Report

Est. 80 hours X \$140/hr r

\$11,200

TOTAL PROPOSED FEE NOT-TO-EXCEED:

\$23,800

Please Note: This is a maximum not to exceed cost. Any extra work including meetings, preparation for meetings, extra maps, etc. will be billed at our normal hourly rate of \$140/hour.

PROPOSAL NOTES:

DDP's current compensation rate is \$140.00 per hour for all services inclusive of travel time to attend any meetings. The tasks outlined in this proposal and their costs are for estimate purposes only within the total scope of the proposal—task fees are not individual maximum fees—DDP retains the right to shift fees between the tasks in order to complete the overall scope of work outlined in the proposal. Any additional services or meetings not specifically outlined in this proposal shall be invoiced on a time-and-materials basis at DDP's current hourly rate. Travel costs shall include reimbursable airfare and \$200 per diem travel expenses. Reimbursable data fees may include a 15% administrative charge.

Any software quoted in this proposal may require a separate signed software license agreement. The cost of any software option is included as outlined in the proposal.

The performance of the services in this Agreement may require DDP to execute a separate end user license agreement directly with a third party vendor for the use of certain mapping and other data. This allows DDP to provide the services outlined in the proposal. Additional District access to this data may require an extra license agreement and payment by the District.

This proposal is valid for consideration through 08/31/2007 with contract and initiation of work commencing no later than 10/15/2007. Acceptance of this proposal after the noted dates may require additional fees due to altered scheduling of DDP staffing.

BOARD AGENDA

REGULAR MEETING
November 1, 2007

ACTION ITEM

TO: Board of Education

PRESENTED BY: Casey Cridelich, Assistant Superintendent, Business Services

SUBJECT: **Approval of Amendment #4 and Renewal of Memorandum of Understanding with the San Bernardino County Superintendent of Schools for Use of Facilities at Five Sites: *Smith, BMS, CHS; **Lewis, THMS**
* Amendment #4 (04/05-0476) -- Classroom Maintenance Agreement
**M.O.U. (07/08-0748) -- District Use of County Classroom

GOAL: Student Performance; Facilities/Support Services; Budget Planning, School Safety & Attendance; Community Relations & Parent Involvement

BACKGROUND: The San Bernardino County Superintendent of Schools has, since 1985, maintained ongoing classroom lease agreements with the District. The attached agreements are for review and approval and include:

Renewal of Memorandum of Understanding (MOU) for District Use of County Classroom #07/08-0748 *Term of Agreement August 1, 2007, through and including July 31, 2008.*

Terrace Hills Middle School 1 Classroom

Amendment #4 for Classroom Maintenance Agreement #04/05-0476
Effective August 1, 2007, the San Bernardino County Superintendent of Schools owns & will operate special education classes in its classrooms at the following District sites:

Bloomington Middle School 1 classroom
Colton High School 1 classroom
Gerald A. Smith School 5 classrooms
Mary B. Lewis School 1 classroom

San Bernardino County Superintendent of Schools owns & will not operate special education classes in its classroom at the following District sites:

Terrace Hills Middle School 1 classroom

BUDGET IMPLICATIONS: No impact on general fund.

0-15

RECOMMENDATION: That the Board approve amendment #4 and renewal of Memorandum of Understanding with the San Bernardino County Superintendent of Schools for use of facilities at five sites: *Smith, BMS, CHS; **Lewis, THMS.
* Amendment #4 (07/08-0476) -- Classroom Maintenance Agreement
**M.O.U. (07/08-0748) -- District Use of County Classroom

ACTION: On motion of Board Member _____ and _____, the Board approved, amendment #4 and renewal of Memorandum of Understanding with the San Bernardino County Superintendent of Schools for use of facilities at five sites: *Smith, BMS, CHS; **Lewis, THMS.
* Amendment #4 (07/08-0476) -- Classroom Maintenance Agreement
**M.O.U. (07/08-0748) -- District Use of County Classroom

BOARD AGENDA

**REGULAR MEETING
November 1, 2007**

ACTION ITEM

TO: Board of Education

PRESENTED BY: Casey Cridelich, Assistant Superintendent, Business Services

SUBJECT: **Approval of Agreement with HMC for Architectural Services for the Installation of Portable Classrooms at Colton Middle School for the Quality Education Investment Act Program (QEIA) for 2007-08 and 2008-09**

GOAL: Facilities/Support Services

BACKGROUND: Architectural and engineering services are needed to design and prepare plans for the installation of:

1. Phase 1 – Complete by summer of 2008 replacement of 5 interior noncompliant DOH trailers.
2. Phase 2 – Complete by winter of 2009 installation of 7 new portable classrooms and one portable restroom.

In order to minimize the impact to the students, the project will be completed in two phases. The requirement of the program is that 1/3 of the core classes are reduced to 25:1 each year for: 2008-09, 2009-10, and 2010-11. Phase 2 will get the yearly average down to half the total requirement in the first year and the full requirement by the beginning of the second year.

This project is projected to cost approximately \$1,128,980 for the initial planning, design and construction and approximately \$78,852 annually for classroom lease payments.

BUDGET IMPLICATIONS: Architects Not to Exceed Fee of \$90,356 plus reimbursables of \$2,500 for a total of \$92,856 General Fund QEIA program.

RECOMMENDATION: That the Board approve the agreement with HMC Architects for architectural services for the installation of portable classrooms at Colton Middle School for the Quality Education Investment Act Program (QEIA) for 2007-08 and 2008-09.

ACTION: On motion of Board Member _____ and _____, the Board approved the recommendation, as presented.

Q-16

BOARD AGENDA

REGULAR MEETING

November 1, 2007

ACTION ITEM

TO: Board of Education

PRESENTED BY: Casey Cridelich, Assistant Superintendent, Business Services

SUBJECT: Approval to Renew the Agreements with Best, Best & Krieger; Atkinson, Andelson, Loya, Ruud & Romo; Lozano Smith; Maragret A. Chidester & Associates; and Stradling Yocca Carlson & Rauth for Legal Services (2007-08)

GOAL: Student Performance / Personnel Development / Facilities / Support Services / Budget Planning / School Safety & Attendance / Community Relations & Parent Involvement

BACKGROUND: The District has determined the need to renew professional legal services with law firms that the District is currently using. These law firms are used for labor, personnel, facilities, business and special education issues. These law firms are highly regarded and have proven to be extremely helpful in the past years. Each law firm would be used for specific issues and services would not be duplicated between law firms. All the attached retainers will renew each year until cancelled.

The following is a list of law firms that the District would like to renew agreements with these firms at the following hourly rates:

	<u>Partner</u>	<u>Associates</u>	<u>Paralegals</u>
Best Best & Krieger (HS#3)	\$225	\$150 – 195	\$100 - 135
AALR & R (Personnel & Fac)	195	Scale	Scale
Lozano Smith (Facilities)	230	190 – 205	100 - 125
Chidester (Personnel)	220	205	85
Stradling et al (Bond Counsel)	Fees based on size of transaction		

BUDGET

IMPLICATIONS: To be paid from General or appropriate funds when allowable.

RECOMMENDATION: That the Board approve to renew the agreements with Best, Best & Krieger; Atkinson, Andelson, Loya, Ruud & Romo; Lozano Smith; Maragret A. Chidester & Associates; and Stradling Yocca Carlson & Rauth for legal services (2007-08).

ACTION: On motion of Board Member _____ and _____, the Board approved to renew the agreements with Best, Best & Krieger; Atkinson, Andelson, Loya, Ruud & Romo; Lozano Smith; Maragret A. Chidester & Associates; and Stradling Yocca Carlson & Rauth for legal services (2007-08).

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BOARD AGENDA

**REGULAR MEETING
November 1, 2007**

ACTION ITEM

TO: Board of Education
PRESENTED BY: Rick Dischinger, Assistant Superintendent, Student Services
SUBJECT: Approval of Contract with Commercial Protective Services (CPS) for Security Services for 2007-08 for Colton High School and Bloomington High School

GOAL(S) Student Safety and Budget Planning

BACKGROUND: With the augmentation of the security services in the District, the Administrative Services Department has taken over the procurement of the outside security company from the Purchasing Department. So a Request for Proposal (RFP) was completed and the following are the results of the quotes turned in:

<u>Service @ Hrly Rate</u>	<u>Men In Black</u>	<u>All American Private Security</u>	<u>Corion Services</u>	<u>CPS</u>
Reg unarmed guard (8 hr min w/ 1.5 for OT)	\$25.95	\$17.15	\$16	\$16.50
Reg unarmed guard supvsr (8 hr min)	-	-	22	-
Reg armed guard (8 hr min w/ 1.5 for OT)	27.95	25.75	19	24.75
Reg armed guard supvsr (8 hr min)	-	-	28	-
Armed security patrol (8 hr min w/ 1.5 OT)	29.95	-	-	-
Off-duty police officer (8 hr min w/ 1.5 OT)	45.00	-	-	-

Staff recommends CPS because it was the firm used by the Smith and Rogers Construction Management firm and found CPS was adequate in their work. The work had to commence on September 28, 2007 to ensure proper security.

BUDGET IMPLICATIONS: Not to exceed \$48,000 for 2007-08 from the General Fund.

RECOMMENDATION: That the Board approve the contract with Commercial Protective Services (CPS) for security services for 2007-08.

ACTION: On motion of Board Member _____ and _____, the Board approved the contract with Commercial Protective Services (CPS) for security services for 2007-08.

C-18

BOARD AGENDA

REGULAR MEETING
November 1, 2007

ACTION ITEM

TO: Board of Education

PRESENTED BY: Casey Cridelich, Assistant Superintendent, Business Services

SUBJECT: Ratification of Change Orders Approved by Staff Since October 4, 2007, for the Colton High School Modernization Projects per Board Resolution #07-14

GOAL: Budget Planning

BACKGROUND:

Description	Revised Contract Amount	Add	Credit	Net Increase / Decrease	Cumulative % To Date
Champion Electric, Inc.					
Original Contract	\$2,958,000				
Change Order No. 1 (Board date 03/09/06)	\$2,959,322	\$10,273	(\$8,951)	\$1,322	0.04%
Change Order No. 2 (Board date 05/11/06)	\$2,960,912	\$12,818	(\$11,228)	\$1,590	0.10%
Change Order No. 3 (Board date 11/16/06)	\$3,030,961	\$72,966	(2,917)	\$70,049	2.47%
Change Order No. 4 (Board date 03/22/07)	\$3,087,987	\$57,026		\$57,026	4.39%
Change Order No. 5 (Board date 04/19/07)	\$3,097,956	\$29,431	(\$19,462)	\$9,969	4.73%
Change Order No. 6 (Board date 10/04/07)	\$3,164,977	\$67,021		\$67,021	7.00%
Change Order No. 7 (Board date 10/04/07)	\$3,184,627	\$23,066	(\$3,416)	\$19,650	7.66%
Change Order No. 8 (Board date 11/01/07)	\$3,195,947	\$12,314	(\$994)	11,320	8.04%

Change Order No. 8 Detail

\$3,293 – Re-route conduits/wiring to accommodate upgrading of wall to 1-hour fire rated construction per DSA approved plans.

(\$517) – Delete heat detectors.

\$789 – Temporary Administration Office – PA System will not operate, made repairs to existing phone system.

\$1,508 – Revise men’s toilet, T-103 & women’s toilet, T-104.

\$1,653 – Room 513 voice and data drop.

\$3,933 – Repair damaged underground conduits.

\$1,138 – Installation of pull box next to panel EA as per RFI No. 451.

(\$477) – Deletion of heat detectors from five (5) to two (2); area does not require five.

C-19

Description	Revised Contract Amount	Add	Credit	Net Increase / Decrease	Cumulative % To Date
T. R. Mulligan					
Original Contract	\$762,200				
Change Order No.1 (Board date 11/17/05)	\$749,637		(\$12,563)	(\$12,563)	-1.65%
Change Order No. 2 (Board date 07/28/06)	\$752,863	\$3,226		\$3,226	-1.23%
Change Order No. 3 (Board date 05/24/07)	\$755,140	\$2,277		\$2,277	-0.93%
Change Order No. 4 (Board date 11/01/07)	\$757,721	\$2,581		\$2,581	-0.59%

Change Order No. 4 Detail

\$461 – Provide lock at men’s restroom in bldg. C, room 211.

\$2,120 – Revise restroom layout in bldg. T.

Description	Revised Contract Amount	Add	Credit	Net Increase / Decrease	Cumulative % To Date
Mikes Custom Flooring					
Original Contract	\$189,900				
Change Order No.1 (Board date 09/21/06)	\$197,246	\$7,666	(\$320)	\$7,346	3.87%
Change Order No. 2 (Board date 11/01/07)	\$196,762		(\$484)	(\$484)	3.61%

Change Order No. 2 Detail

(\$370) – Delete sheet vinyl in bldg. GG, room 516.

(\$114) – Keep existing VCT in room S-4.

**BUDGET
IMPLICATIONS:**

The total charge to fund 35 is:

Net additional construction costs	\$13,417.00
Architect (8%)	<u>1,073.36</u>
Total	\$14,490.36

RECOMMENDATION:

That the Board ratify the change orders approved by staff since October 4, 2007, for the Colton High School modernization project per Board resolution #07-14.

ACTION:

On motion of Board Member _____ and _____, the Board approved the recommendation, as presented.

BOARD AGENDA

**REGULAR MEETING
November 1, 2007**

ACTION ITEM

TO: Board of Education

PRESENTED BY: Casey Cridelich, Assistant Superintendent, Business Services

SUBJECT: Ratification of Change Orders Approved by Staff Since October 4, 2007, for the Colton High School Home Economics "Building R" Termite Damage Modernization Project Per Board Resolution #07-14

GOAL: Budget Planning

BACKGROUND:

Description Brickley Construction Co., Inc.	Revised Contract Amount:	Add	Credit	Net Increase/ Decrease	Cumulative % To Date
Original Contract	\$286,730				
Change Order No. 1 (Board Date 10/20/05)	\$314,895	\$28,165		\$28,165	9.82%
Change Order No. 2 (Board Date 01/19/06)	\$335,115	\$20,220		\$20,220	12.4%
Change Order No. 3 (Board date 07.20/06)	\$350,428	\$15,313		\$15,313	22.22%
Change Order No. 4 (Board date 09/07/06)	\$362,127	\$11,699		\$11,699	26.30%
Change Order No. 5 (Board date 01/18/07)	\$372,725	\$10,598		\$10,598	29.99%
Change Order No. 6 (Board date 04/19/07)	\$389,166	\$16,958	(\$517)	\$16,441	35.73%
Change Order No. 7 Building R (Board Date 11/01/07)	\$406,416	\$17,251		\$17,251	41.74%
Change Order No. 8 Building R (Board Date 11/01/07)	\$413,146	\$6,730		\$6,730	44.09%

Change Order # 7 Detail

\$17,251 – Additional abatement of exterior stucco for the termite repair at Building R.

Change Order # 8 Detail

\$6,730 – Additional abatement of exterior stucco for the termite repair at Building R.

Description ACH Mechanical, Inc.	Revised Contract Amount	Add	Credit	Net Increase / Decrease	Cumulative % To Date
Original Contract	\$1,350,000				
Change Order No. 1 (Board date 03/09/06)	\$1,358,950	\$8,950		\$8,950	0.66%
Change Order No. 2 (Board date 03/16/06)	\$1,364,681	\$5,731		\$5,731	1.09%
Change Order No. 3 (Board date 10/04/07)	\$1,377,584	\$12,903		\$12,903	2.04%
Change Order No. 4 (Board date 10/04/07)	\$1,381,894	\$4,778	(\$468)	\$4,310	2.36%

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Change Order No. 5 (Board date 10/04/07)	\$1,387,551	\$5,657		\$5,657	2.78%
Change Order No. 6 Building R (Board Date 11/01/07)	\$1,387,987	\$436		\$436	2.81%

Change Order # 6 Detail

\$436 - Duct removal to gain access to termite damage.

Description	Revised Contract Amount	Add	Credit	Net Increase / Decrease	Cumulative % To Date
Cuyamaca Construction					
Original Contract	\$909,000				
Change Order No. 1 (Board date 03/09/06)	\$911,308	\$3,620	(\$1,312)	\$2,308	0.25%
Change Order No. 2 (Board date 03/09/06)	\$924,476	\$13,168		\$13,168	1.70%
Change Order No. 3 (Board date 05/26/06)	\$934,679	\$10,203		\$10,203	2.82%
Change Order No. 4 Building R (Board date 09/21/06)	\$942,916	\$8,237		\$8,237	3.73%
Change Order No. 5 Building R (Board date 11/01/07)	\$1,050,464	\$107,548		\$107,548	15.56%

Change Order # 5 Detail

\$107,548 – Repair termite damage.

**BUDGET
IMPLICATIONS:**

The total charge to fund 35 is:

Net additional construction costs	\$131,965.00
Architect (8%)	<u>10,557.20</u>
Total	\$142,522.20

Because this project will be funded by the Williams ERP, this will be added to the application.

Pursuant to Board Item of approval dated January 18, 2007, proceed with change orders for repairs to the Home Economics building modernization project as approved by the County Counsel.

RECOMMENDATION:

That the board ratify change orders approved by staff since October 4, 2007, for the Colton High School Home Economics “building R” termite damage modernization project per Board resolution #07-14.

ACTION:

On motion of Board Member _____ and _____, the Board ratified the recommendation, as presented.

BOARD AGENDA

REGULAR MEETING

November 1, 2007

ACTION ITEM

TO: Board of Education

PRESENTED BY: Casey Cridelich, Assistant Superintendent, Business Services

SUBJECT: Amendment by Substitution of Board Policy (Business Services)
BP 3140 Use of Facilities

GOAL: Facility, Support Services, Budget Planning

BACKGROUND: The proposed amendment to Board policy was presented for study and information on October 18, 2007, and is now submitted for adoption. The following outlines the amendments to the Board policy:

1. Update for changes in the law found during a recent Use of Facilities workshop while maintaining the character of the existing. Because the existing policy was not as understandable as preferred, the amended version is written to follow the existing for ease in comparison. The amendments are in gray highlight.
2. Create a Joint Use with Other Agencies policy that will address the needs of the District. In particular, the District desires to only have such agreements extend to the end of the current Board's term as well as give the subsequent Board the flexibility to extend such agreements. All likely sources for wording were searched and none were found, so the attached were written by staff and are waiting for County Counsel to review and opine.
3. Update the Facility Rental Fees (attached) for inflation and stay in line with neighboring districts. The Business Office is in the process of working with Community Youth Sports Groups to determine a mutually beneficial rate to charge for use of school fields. The concept is to charge only a per participant amount that would cover 50% of the cost of renovating such fields (see the schedule on the website) on a periodic basis. The District's Grounds budget would cover the other 50%. This will be brought forward at a later date when work with the groups is completed.

BUDGET

IMPLICATIONS: See attached Draft Facility Rental Fee Schedule

RECOMMENDATION: That the Board amend the Board Policy, as presented.
BP 3140 Use of Facilities

ACTION: On motion of Board member _____ and _____, the Board amended the Board Policy by substitution, as presented.
BP 3140 Use of Facilities

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A. GENERAL PROVISIONS

1. The Board of Education may grant the use of school facilities in conformity with the laws of the State of California.
2. The use of all school buildings, facilities, and grounds shall be regulated by the Superintendent or designee, acting for the Board of Education and in accordance with the policies adopted by the Board.
3. Any individual or organization using school property shall hold the District, its Board, the individual members thereof, and all District officers, agents, and employees free and harmless from any loss, damage, liability, or expense that may arise during, or be caused in any way, by such use.
4. No use shall be inconsistent with the building or grounds for school purposes, or interfere with the regular conduct of schoolwork.
5. No use shall be granted to any club, organization, or association, or church or religious group for a period in excess of six months, or beyond the end of a school year. No use shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization, and any privilege granted shall be renewable and revocable at the discretion of the Board at any time.
6. School facilities may be used for mass care and welfare centers during disasters or other emergencies affecting the public health and welfare. The District shall cooperate with relief agencies in furnishing and maintaining such services, as the Board may deem necessary to meet the needs of the community.
7. Use of facilities may be granted without charge to the following, provided that said buildings or facilities are to be used for supervised recreational activities or for the discussion of subjects and questions pertaining to the educational, political, economic, artistic, or moral interests of the citizens of the District.
 - a. Parent Teacher Associations
 - b. Senior Citizen Organizations
 - c. Boy Scouts, Girl Scouts and 4-H Clubs
 - d. Farmers' Organizations
 - e. Student clubs and organizations.
 - f. Fund raising entertainments or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District.

- g. School-Community Advisory Councils
 - h. Other public agencies
 - i. Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes. In the instance of conflict, sports organization shall be required to provide an attendance roster prior to final approval to assure the majority of the players are from within the District boundaries.
8. The Governing Board may charge those organizations and activities listed in "7" above an amount not to exceed the following:
- a. The cost of opening and closing the facilities, if no school employees would otherwise be available to perform that function as a part of their normal duties.
 - b. The cost of a school employee's presence during the organization's use of the facilities, if the Business Office determines that the supervision is needed, and if that employee would not otherwise be present as part of his or her normal duties.
 - c. The cost of custodial services, if the services are necessary, and would not have otherwise been performed as part of the custodian's normal duties.
 - d. The cost of utilities directly attributable to the organization's use of facilities.
9. In all other cases not hereinafter specifically prohibited by law or School Board Policy, such use may be granted for public, literary, scientific, recreational or educational meetings or for the discussion of matters of general or public interest upon the pre-payment of the following rental fees:

	<u>Minimum Charge Use</u>	<u>Fair Market Use</u>
Classrooms	\$ 32 per hour	\$ 55 per hour
Cafeteria/Multi-purpose room	\$ 75 per hour	\$125 per hour
Auditorium	\$130 per hour	\$195 per hour
700-1,200 capacity		
Gymnasium	\$210 per hour	\$225 per hour
Shower and Locker Rooms	\$210 per hour	\$ 35 per hour
HS Stadium		
without lights	\$250 per hour	\$548 per hour
with lights	\$300 per hour	\$592 per hour
HS Baseball field		
without lights	\$121 per hour	\$140 per hour
with lights	\$181 per hour	\$190 per hour
Swimming Pool (certified lifeguard required for use of	\$ 75 per hour	\$200 per hour

Proposed in Grey

all pools)

10. The fees do not include:



- a. District employee assistance.
- b. Setup for track events, football games, etc.
- c. Audio or loud speaking system.
- d. Audio spots, use of dimmer boards and stage equipment.
- e. Motion picture projectors or other visual aid equipment except existing screens in the facility rented.

e. Use of school kitchens.

Where preliminary preparation is involved or school equipment is to be used, operation of kitchen equipment requires written approval by Food Services Director prior to any use of school facilities. A fee of \$10 per hour is charged in addition to the regular rental fee.

f. Use of swimming pools.

(i) Qualified adult personnel shall be present at all times the pool is in use.

(ii) Authorized swim clubs may use the pool without charge at such time that it will not interfere with school or recreational usage, providing they have a qualified adult and/or lifeguard in charge who will serve without cost to the District during such times that the clubs make use of the pool.

g. Use of fields for recreational activities shall not be approved unless sufficient necessary sanitary facilities are provided for the estimated attendance as supplied by applicant or as determined by the Colton Joint Unified School District.

B. REQUIREMENTS FOR USE OF FACILITIES

1. Requests

An application for use of school facilities shall be submitted through the Facilities Office of the District at least two weeks prior to the time facilities are requested. Any person(s) applying for the use of school property on behalf of any society, group or organization shall be an authorized officer of the applicant group.

2. Limitation of Time

a. The Governing Board may limit the use of the facility to no more than five separate or consecutive calendar days or portions thereof in each fiscal year. This is done in accordance with Education Code 38131. This limitation does not apply to school activities including adult education, PTA, and the park and recreation district.

School facilities shall not be available for use on holidays (See Annual District Calendar) unless prior approval is given by the Superintendent or designee.

Use of Facilities by church or other religious organizations

- b. Use of school facilities for religious services may be granted to organized church groups for a temporary period not to exceed six months, with the option to renew for one additional six-month period. A renewal request for use beyond the second six-month period shall be subject to approval by the Board. Use of a school facility for religious services shall be guided by the following criteria:
 - i. Religious organizations requesting use of school facilities must declare or demonstrate their intent to provide, their own facilities; and
 - ii. Religious organizations requesting use of school facilities must make good-faith efforts toward providing their own facilities. In the event that a religious organization requests approval to use a school facility beyond the second six month period, evidence of such good faith efforts (e.g. development/building applications, property deeds, etc.) shall be submitted to the Board for its consideration before approval of a third six month period.

3. Description of Activity



A description of the activity to take place shall accompany the application if the information provided on the form itself is not completely self-explanatory. A review by the District Facilities Staff shall be conducted to ensure compliance with appropriate safety, insurance, and fire regulations.

4. Advertisement of Activity

If a requester intends to advertise the proposed activity, copies of all advertising material shall be cleared with the District Communications Office prior to release. The purpose is to ensure that the requester is clearly identified as the sponsoring agent and to ensure that the District will not incur indirect costs attributed to the advertising material.

5. Supervision

All juvenile groups or organizations seeking use of school facilities must be supervised by adults. In most cases, at least one supervisor for each twenty minors.

present during such use. The function of this worker is to supervise the cafeteria use, furnish instructions concerning the use and care of equipment, and to see that the facility is left in condition for its school use the following school day. If the group or organization wishes to use a cafeteria worker directly in the preparation of food or the operation of cafeteria equipment, the group or organization shall pay the wages of such worker. Arrangements for use of a cafeteria worker in this manner shall be between the group or organization and the Food Services Director.

If a group or organization is given permission to use the cafeteria for the serving of light refreshments (such as coffee, punch, cookies), no cafeteria worker need be present.

Applicants for the use of school facilities who wish to use the cafeteria for the preparation and/or serving food other than light refreshments must so stipulate on their applications. Such applications shall be sent to the Food Services Director.

The Food Services Director will assign the cafeteria worker if one is required.

11. Denial of use of School Facilities

a. Organizations Not Permitted Use

No use of school facilities shall be granted any person or organization for the commission of any crime, or any act which is prohibited by law.

b. Termination of Privileges

The Governing Board may terminate any agreement for use of school property by public or religious groups, for good cause, at any time.

c. Restrictions

Use of school grounds will be at the risk of the user. Skateboarding, golfing, and motorized vehicles are strictly prohibited.

JOINT USE WITH OTHER AGENCIES

The governing Board recognizes that agencies at all levels of government share its concern and responsibility for the health, safety and welfare of youth. The Superintendent or designee shall initiate and maintain good working relationships with these agencies in order to help make better use of the resources available, which other governmental agencies can provide.

The District may enter into agreements with other agencies, which involve the exchange of funds or reciprocal services. Such agreements shall be approved the Board and executed in writing for only five-years for the initial period and include options for mutual renewal in five-year increments.

6. Protection of School Property

- a. All users of school facilities shall assume full responsibility for damage or abuse thereof, and shall ensure the maintenance and cleanliness of facilities. The Board shall charge the amount necessary to repair any damages. Further use of school facilities may be denied the applicant.
- b. Specialized equipment, such as movie projectors, etc., owned by the District shall be approved for use only when an applicant demonstrates the ability to properly operate the requested equipment. Otherwise, such equipment shall be operated only by District personnel.

7. Liability and Insurance

The District will require a Certificate of Insurance to indemnify the District in the event of a liability lawsuit.

8. Cancellation

If a meeting or event is postponed or cancelled, the school and the Facilities office shall be so notified at least twenty-four (24) hours in advance. Failure of an organization to provide this notice to the District will result in the organization being billed for the meeting/event at the scheduled rate.

9. Statement of Information

Every applicant organization or individual seeking use of school facilities shall complete the following statement of information on the application for use of facilities:



STATEMENT OF INFORMATION

The undersigned, as duly authorized representative for _____, states that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any crime or any act, which is prohibited by law.

The undersigned further declares that _____ the organization on whose behalf he/she is applying for use of school property, upholds and defends the Constitutions of the United States and the State of California.

(Signed)

(Date)

10. Use of Kitchens

Whenever any group or organization is given permission to use the school kitchen for the preparation and/or serving of food, a school cafeteria worker must be

Facility Usage Insurance Requirements

1. Minimum Limits of Coverage:

General liability of at least \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, wither the general aggregate limit shall apply separately to this usage period or the general aggregate limit shall be twice the required occurrence limit and in effect 30 days prior to use.

2. Certificate of Insurance with Colton Joint Unified School District endorsement as **Additional Insured Party must come directly from the Insurance provider and list the name of the organization and team name if applicable.**

3. **Application and permit for use of Facilities must be completed and returned to Facilities at least 10 days before scheduled event.**

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COLTON JOINT UNIFIED SCHOOL DISTRICT
APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES
(PLEASE SUBMIT ALL THREE COPIES TO THE FACILITIES OFFICE)

DRAFT

Today's Date _____ Organization _____ School _____
Date(s) of use _____ Time: _____ Purpose of use _____
(six month maximum)

FACILITY (Please circle) Auditorium / Multi-Purpose Room / Classroom / Resource Room / Kitchen / Restrooms / Football Stadium / Basketball Courts /
Ken Hubbs Gym / Macintosh Gym / BHS Gym / Fields (please specify) _____ / Other _____

Will school equipment be needed? If so, please list and contact Principal or Director of Activities prior to event _____
Estimated Total Attendance _____ Admission Fee \$ _____ Collection? Yes ___ No ___ Will event be non-exclusive and open to the public? _____
Is the organization making application a religious creed, church, or sectarian denomination? Yes ___ No ___ Is it in any way connected with or giving support
or aid to a religious group, church creed, or sectarian denomination? Yes ___ No ___

REASONS FOR REVOCATION OF PERMIT: This permit shall be revocable without notice and at any time by District if District decides, in its sole discretion,
that either (1) it is in the best interest of the District to revoke Organization's Permit or (2) the Organization's use of the Facility is in violation of any provision of
the District's Civic Center Rules and Regulations, including, but not limited to, failing to follow parking restrictions, filing to clean the Facility and/or conducting
activities at the Facility outside the scope of the Permit. If the Permit is revoked pursuant to section (2) above, the District will not refund any fees paid to the
District by the Organization.

The undersigned acknowledges that he/she has read and agrees to abide by the District's Civic Center Rules and Regulations and acknowledges and agrees that
District's Civic Center Rules and Regulations are incorporated into this Permit. The undersigned applicant hereby agrees to be personally responsible, on behalf
of the above-named organization: (1) for any damage sustained by the school building or appurtenances thereof, accruing through the occupancy of said
organization; (2) to conform to all the rules and regulations of the Colton Joint Unified School District Board of Education governing the use of facilities; and (3) to
pay promptly all invoices for services, including food services, if any, furnished by the District.

HOLD HARMLESS AGREEMENT: The applicant for the use of Colton Joint Unified School District facilities agrees to and does hereby indemnify and hold
harmless the District, its officers, agents, and employees from every claim or demand made and every liability, loss, damage, or expense of any nature
whatsoever, which may be incurred by reason of use of such facilities.

NO LOTTERY SHALL BE CONDUCTED ON ANY SCHOOL GROUNDS OR IN ANY WAY CONNECTED WITH THIS PERMIT.

APPLICANT'S NAME (PLEASE PRINT OR TYPE) _____ SIGNATURE _____ TITLE _____

ADDRESS _____ CITY _____ ZIP CODE _____ PHONE NUMBER _____

Verified by: _____ Date: _____ Is there a charge? \$ _____ Portable Restroom(s)? _____
Insurance Required? _____

Approved By _____ Title _____ Date _____ Phone Number _____

DISTRIBUTION: WHITE - Facilities Office YELLOW - School PINK - Applicant



DRAFT FACILITY RENTAL FEES COLTON JOINT UNIFIED SCHOOL DISTRICT

	COLTON JT. USD FEES *	PROPOSED NEW FEES*	FONTANA USD FEES	SAN BERNARDINO CITY USD FEES	YUCAIPA-CALIMESA USD FEES	MORENO VALLEY USD
CLASSROOMS/LIBRARY	\$25 PR HR	\$ 32 PR HR	\$114 2-HR MIN \$ 57 EA. ADDL HR	\$31.70 PR HR	\$20 PR HR	\$25 HR CLSRM \$36 HR LIB
CAFETERIA MULTI-PURPOSE ROOMS	\$30 PR HR	\$75 PR HR	\$244 2-HR MIN \$122 EA. ADD HR	\$94.30 PR HR \$83.70 PR HR	\$60 PR HR	\$42 HR MP RM
KITCHEN	N/A	N/A	\$194 2-HR MIN \$ 97 EA ADD HR	N/A	\$80 PR HR	\$36 HR COOK \$25 HR SERVE
AUDITORIUM: 700 – 1,200 CAPACITY	\$35 PR HR	\$130 PR HR	\$394 2-HR MIN \$197 EA. ADD HR	\$283.94 PR HR TO \$189.65 PR HR	\$40 PR HR	\$71 HR
GYMNASIUM SHOWER & LOCKER ROOM	\$35 PR HR \$30 PR HR	\$210 PE RHOUR	\$426 2-HR MIN \$213 EA ADD HR	\$225.67 PR HR	\$150 PR HR	\$118 HR \$25 HR SHOWER
TENNIS COURTS	N/A	\$43 PR HR	\$50 2-HR MIN \$25 EA ADD HR	\$37.00 PR HR	N/A	\$25 HR
BUS TRANSPORTATION (TO OTHER GOVERNMENTAL ENTITIES ONLY)	\$40-\$60 PR HR	N/A	N/A	N/A	N/A	N/A
HS STADIUM – NO LIGHTS WITH LIGHTS	\$30 PR HR \$50 PR HR	\$250 PR HR \$300 PR HR	\$1,900 2-HR MIN \$ 950 EA ADD HR	\$141.97 PR HR		\$118 HR \$25 HR LIGHTS
HS BBALL FIELD – NO LIGHTS WITH LIGHTS	\$20 PR HR \$40 PR HR	\$121 PR HR \$181 PR HR	\$244 2-HR MIN \$122 EA ADD HR	N/A	\$100 PR HR \$200 PR HR	\$36 HR W/O
SWIMMING POOL (CERTIFIED LIFEGUARD REQUIRED FOR USE OF ALL POOLS)	\$35 PR HR	\$75 PR HR	\$494 2-HR MIN \$247 EA ADD HR	\$45.56 PR HR	N/A	\$8 HR W/LIGHTS
PARKING LOTS	N/A	\$50 PR HR	\$150 2-HR MIN \$ 75 EA ADD HR	N/A	\$35 PR HR	N/A
OTHER BBALL FIELD LIGHTS OTHER FBALL FIELD LIGHTS	\$12 PR HR \$16 PR HR	\$25 PR HR \$35 PR HR	\$25 PR HR \$35 PR HR			

*** PERSONNEL FEES**

CUSTODIAL OVERTIME	\$20 PR HR	\$24 PR HR	\$22 PR HR	\$23.76 PR HR	\$32 PR HR	\$35 PR HR
KITCHEN WORKER OVERTIME	\$18 PR HR	\$21.50 PR HR			\$25 PR HR	\$30 PR HR
AUDIOVISUAL TECHNICIAN			\$41.52 PR HR			\$42 PR HR

*PLUS CHARGE FOR ON-SITE SERVICE OF A DISTRICT EMPLOYEE AT REGULAR OR OVERTIME RATE (DEPENDING ON WHETHER EMPLOYEE WOULD NORMALLY BE SCHEDULED TO ON CAMPUS).

Pg 10

BUSINESSAmended by Substitution

3000

USE OF SCHOOL FACILITIES

3140

A. GENERAL PROVISIONS

1. The Board of Education may grant the use of school facilities in conformity with the laws of the State of California.
2. The use of all school buildings, facilities, and grounds shall be regulated by the Superintendent, acting for the Board of Education and in accordance with the policies adopted by the Board.
3. Any individual or organization using school property shall hold the District, its Board, the individual members thereof, and all District officers, agents, and employees free and harmless from any loss, damage, liability, or expense that may arise during, or be caused in any way, by such use.
4. No use shall be inconsistent with the building or grounds for school purposes, or interfere with the regular conduct of school work.
5. No use shall be granted to any club, organization, or association, or church or religious group for a period in excess of six months, or beyond the end of a school year. No use shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization, and any privilege granted shall be renewable and revocable at the discretion of the Board at any time.
6. School facilities may be used for mass care and welfare centers during disasters or other emergencies affecting the public health and welfare. The District shall cooperate with relief agencies in furnishing and maintaining such services as the Board may deem necessary to meet the needs of the community.
7. Use of facilities may be granted without charge to the following, provided that said buildings or facilities are to be used for supervised recreational activities or for the discussion of subjects and questions appertaining to the educational, political, economic, artistic, or moral interests of the citizens of the District.
 - a. Parent Teacher Associations
 - b. Senior Citizen Organizations
 - c. Campfire Girls, Boy Scouts, Girl Scouts and 4-H Clubs

USE OF SCHOOL FACILITIES

3140

- d. Farmers' Organizations
 - e. Clubs & Associations formed for recreational, scientific, educational, political, cultural, economic, artistic, and moral activities.
 - f. Student Clubs and Organizations.
 - g. Fund raising entertainments or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District.
 - h. School-Community Advisory Councils
 - i. Other public agencies
 - j. Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes (such as folk and square dancing).
8. The Governing Board may charge those organizations and activities listed in "7" above an amount not to exceed the following:
- a. The cost of opening and closing the facilities, if no school employees would otherwise be available to perform that function as a part of their normal duties.
 - b. The cost of a school employee's presence during the organization's use of the facilities, if the Business Office determines that the supervision is needed, and if that employee would not otherwise be present as part of his or her normal duties.
 - c. The cost of custodial services, if the services are necessary, and would not have otherwise been performed as part of the custodian's normal duties.
 - d. The cost of utilities directly attributable to the organization's use of facilities.
9. In all other cases not hereinafter specifically prohibited by law or School Board Policy, such use may be granted for public, literary, scientific, recreational or educational meetings or for the discussion of matters of general or public interest upon the pre-payment of the following rental fees:

USE OF SCHOOL FACILITIES -- Continued

3140

Note: Minimum Rental Period is 3 hours

	<u>*Minimum Charge Use *</u>	<u>*Fair Market Use</u>
Classrooms	\$25 per hour	\$35 per hour
Cafeteria/Multi-purpose Rooms	\$30 per hour	\$35 per hour
Auditorium: 700-1,200 capacity	\$35 per hour	\$65 per hour
Gymnasium	\$35 per hour	\$50 per hour
Shower & Locker Rooms	\$30 per hour	\$35 per hour
Bus Transportation (to other governmental entities only)	\$40-\$60 per hour	
Stadium without lights	\$30 per hour	\$50 per hour
with lights	\$50 per hour	\$75 per hour
Baseball Field - without lights	\$20 per hour	\$35 per hour
with lights	\$40 per hour	\$55 per hour
Swimming Pool (certified lifeguard required for use of all pools)	\$35 per hour	\$46 per hour

Field Lighting Only (No District Personnel):

<u>Facility</u>	<u>Utility</u>	<u>Charge per hour</u>
Baseball Field	Lights	\$12
Football Field	Lights	\$15

11. The preceding fees do not include:

- a. Setup for track events, football games, etc.**
- b. Audio or loud speaking system.**
- c. Audio spots, use of dimmer boards and stage equipment.**
- d. Motion picture projectors or other visual aid equipment except existing screens in the facility rented.**

* Plus on-site service of a District employee at regular or overtime rate (depending on whether employee would normally be scheduled to be on campus).

** Desired arrangement of furniture and need for any equipment (microphone, projector, etc.) must be indicated on the application, when applicable.

Redistributed 4/4/2000
Amended 6/25/96

USE OF SCHOOL FACILITIES - Continued

e. Use of school kitchens.

Where preliminary preparation is involved or school equipment is to be used, operation of kitchen equipment requires written approval by Food Services Director prior to any use of school facilities. A fee of \$10 per hour is charged in addition to the regular rental fee.

f. Use of swimming pools.

(i) Qualified adult personnel shall be present at all times the pool is in use.

(ii) Authorized swim clubs may use the pool without charge at such time that it will not interfere with school or recreational usage, providing they have a qualified adult and/or lifeguard in charge who will serve without cost to the District during such times that the clubs make use of the pool.

g. Use of fields for recreational activities shall not be approved unless necessary sanitary facilities are provided as determined by the Colton Joint Unified School District.

12. Fee schedule for Swimming Pool Usage

Recreational - Students and Children	\$.50	
Adults	\$ 2.00	
Instructional - per class	\$ 7.50	Student
	\$10.00	Adult

13. Schedule for Computer Time

Per hour plus cost of supplies needed (Scanner \$35.00 per hour - District supplies the operator - forms extra)	\$60.00
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Redistributed 4/4/2000
Amended 6/25/96

USE OF SCHOOL FACILITIES - Continued

B. REQUIREMENTS FOR USE OF FACILITIES

1. Requests

An application for use of school facilities shall be submitted through the Business Office of the District at least two weeks prior to the time facilities are requested. Any person(s) applying for the use of school property on behalf of any society, group or organization shall be a member of the applicant group, and, unless he/she is an officer of the group, must present written authorization from the applicant group to make the application.

2. Limitation of Time

- a. The Governing Board may limit the use of the facility to no more than five separate or consecutive calendar days or portions thereof in each fiscal year. This is done in accordance with Education Code 39379. This limitation does not apply to school activities including adult education, PTA, and the park and recreation district.

School facilities shall not be available for use on holidays (See Annual District Calendar) unless prior approval is given by the Superintendent or designee.

Use of Facilities by Church or Other Religious Organizations

- b. Use of school facilities for religious services may be granted to organized church groups for a temporary period not to exceed six months, with the option to renew for one additional six-month period. A renewal request for use beyond the second six month period shall be subject to approval by the Board. Use of a school facility for religious services shall be guided by the following criteria:

- i. Religious organizations requesting use of school facilities must declare or demonstrate their intent to provide their own facilities; and

USE OF SCHOOL FACILITIES - Continued

ii. Religious organizations requesting use of school facilities must make good-faith efforts toward providing their own facilities. In the event that a religious organization requests approval to use a school facility beyond the second six month period, evidence of such good faith efforts (e.g. development/building applications, property deeds, etc.) shall be submitted to the Board for its consideration before approval of a third six month period.

3. Description of Activity

A description of the activity to take place shall accompany the application if the information provided on the form itself is not completely self-explanatory. A review by the District Facilities Coordinator shall be conducted to ensure compliance with appropriate safety, insurance, and fire regulations.

4. Advertisement of Activity

If a requester intends to advertise the proposed activity, copies of all advertising material shall be cleared with the District Communications Office prior to release. The purpose is to insure that the requester is clearly identified as the sponsoring agent and to ensure that the District will not incur indirect costs attributed to the advertising material.

5. Supervision

All juvenile groups or organizations seeking use of school facilities must be supervised by adults. In most cases, at least one supervisor for each twenty minors.

6. Protection of School Property

a. All users of school facilities shall assume full responsibility for damage or abuse thereof, and shall ensure the maintenance and cleanliness of facilities. The Board shall charge the amount necessary to repair any damages. Further use of school facilities may be denied the applicant.

USE OF SCHOOL FACILITIES - Continued

b. Specialized equipment, such as movie projectors, etc., owned by the District shall be approved for use only when an applicant demonstrates the ability to properly operate the requested equipment. Otherwise, such equipment shall be operated only by District personnel.

7. Liability and Insurance

Depending upon the nature of the proposed use and the number of persons attending an activity, the District may require a Certificate of Insurance to indemnify the District in the event of a liability lawsuit.

8. Cancellation

If a meeting or event is postponed or cancelled, the school and the Facilities office shall be so notified at least twenty-four (24) hours in advance. Failure of an organization to provide this notice to the District will result in the organization being billed for the meeting/event at the scheduled rate.

9. Statement of Information

Every applicant organization or individual seeking use of school facilities shall submit the following statement of information.

STATEMENT OF INFORMATION

The undersigned, as duly authorized representative for _____, states that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.

The undersigned further declares that _____, the organization on whose behalf he/she is applying for use of school property, upholds and defends the Constitutions of the United States and the State of California.

(Signed)

(Date)

USE OF SCHOOL FACILITIES - Continued

10. Use of Kitchens

Whenever any group or organization is given permission to use the school kitchen for the preparation and/or serving of food, a school cafeteria worker must be present during such use. The function of this worker is to supervise the cafeteria use, furnish instructions concerning the use and care of equipment, and to see that the facility is left in condition for its school use the following school day. If the group or organization wishes to use a cafeteria worker directly in the preparation of food or the operation of cafeteria equipment, the group or organization shall pay the wages of such worker. Arrangements for use of a cafeteria worker in this manner shall be between the group or organization and the Food Services Director.

If a group or organization is given permission to use the cafeteria for the serving of light refreshments (such as coffee, punch, cookies), no cafeteria worker need be present.

Applicants for the use of school facilities who wish to use the cafeteria for the preparation and/or serving food other than light refreshments must so stipulate on their applications. Such applications shall be sent to the Food Services Director.

The Food Services Director will assign the cafeteria worker if one is required.

11. Denial of use of School Facilities

a. Organizations Not Permitted Use

No use of school facilities shall be granted any person or organization for the commission of any crime or any act which is prohibited by law.

b. Termination of Privileges

The Governing Board may terminate any agreement for use of school property by public or religious groups, for good cause, at any time.

c. Restrictions

Use of school grounds will be at the risk of the user. Skateboarding, golfing, and motorized vehicles are strictly prohibited.

BUSINESS

USE OF SCHOOL FACILITIES - Continued

COMMUNITY BUILDING AT GRAND TERRACE

This building will operate under the contractual arrangement entered into with the City of Grand Terrace December 18, 1980, for a twenty-year (20) lease.

3000

3140.1

BUSINESS

3000

USE OF FACILITIES BY PERSONNEL

3150

No school facilities may be used by school personnel for the performance of work where charges are to be made by the individual for services performed.

Colton Joint Unified School District

Dennis Byas, Ed.D., Superintendent

Casey Cridelich, Assistant Superintendent, Business Services

Alfred Casadaman, Director, Facilities, Planning, and Construction



Joining Together to Go the Extra Mile

BOARD OF EDUCATION

Mr. Frank A. Ibarra, *President*

Mr. Kent Taylor, *Vice-President*

Mrs. Marge Mendoza-Ware, *Clerk*

Mr. Mel Albiso

Mr. Robert D. Armenta, Jr.

Mr. Mark Hoover

Mr. David R. Zamora

Facility Usage Insurance Requirements

1. Minimum Limits of Coverage:

General liability of at least \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, wither the general aggregate limit shall apply separately to this usage period or the general aggregate limit shall be twice the required occurrence limit.

2. Certificate of Insurance with Colton Joint Unified School District endorsement as Additional Insured Party.

3. Application and permit for use of Facilities must be completed and returned to Facilities at least 10 days before scheduled event.

copy of original

COLTON JOINT UNIFIED SCHOOL DISTRICT APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES (PLEASE SUBMIT ALL THREE COPIES TO THE FACILITIES OFFICE)

Today's Date _____ Organization _____ School _____

Date(s) of use _____ Time _____ Purpose of use _____

FACILITY (Please circle) Auditorium / Multi-Purpose Room / Classroom / Resource Room / Kitchen / Restrooms
Football Stadium / Basketball Courts / Ken Hubbs Gym / Macintosh Gym / BHS Gym
Fields (please specify) _____ / Other _____

Will school equipment be needed? If so, please list and contact Principal or Director of Activities prior to event _____
Estimated Attendance _____ Admission Fee \$ _____ Collection? Yes No Will event be non-exclusive and open to the public? _____
Is the organization making application a religious creed, church, or sectarian denomination? Yes No Is it in any way connected with or giving support or aid to a religious group, church creed, or sectarian denomination? Yes No

The undersigned applicant hereby agrees to be personally responsible, on behalf of the above-named organization: (1) for any damage sustained by the school building or appurtenances thereof, accruing through the occupancy of said organization; (2) to conform to all the rules and regulations of the Colton Joint Unified School District Board of Education governing the use of facilities; and (3) to pay promptly all invoices for services, including food services, if any, furnished by the District.

HOLD HARMLESS AGREEMENT: The applicant for the use of Colton Joint Unified School District facilities agrees to and does hereby indemnify and hold harmless the District, its officers, agents, and employees from every claim or demand made and every liability, loss, damage, or expense of any nature whatsoever, which may be incurred by reason of use of such facilities.

NO LOTTERY SHALL BE CONDUCTED ON ANY SCHOOL GROUNDS OR IN ANY WAY CONNECTED WITH THIS PERMIT.

The undersigned states that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the Government of the United States by force, violence, or other unlawful means:

That _____ the organization on whose behalf is making application for use of school property, does not, to the best of your knowledge, advocate the overthrow of the Government of the United States or of the State of California by force, violence, or other unlawful means, and that, to the best of your knowledge, it is not a communist-action organization or communist-front organization required by law to be registered with the Attorney General of the United States. This statement is made under penalties of perjury.

APPLICANTS NAME (PLEASE PRINT OR TYPE) _____ SIGNATURE _____ TITLE _____

ADDRESS _____ CITY _____ ZIP CODE _____ PHONE NUMBER _____

DISTRICT OFFICE USE ONLY

Verified by: _____ Date: _____ Is there a charge? \$ _____ Insurance Required? _____

Approved By _____ Title _____ Date _____ Phone Number _____

DISTRIBU' WHITE - Facilities Office YELLOW - School PINK - A IT

BOARD AGENDA

REGULAR MEETING
November 1, 2007

ACTION ITEM

TO: Board of Education

PRESENTED BY: Jerry Almendarez, Assistant Superintendent, Human Resources

SUBJECT: Amendment by Substitution and Adoption of New Board Policies and Administrative Regulations (Human Resources)

BP 4112.21 Interns (6600)
AR 4112.21 Interns (new)
AR 4112.22 Staff Teaching Students of Limited English Proficiency (new)
AR 4212.22 Staff Teaching Students of Limited English Proficiency (new)

GOAL: Human Resources Development

BACKGROUND: The Administration is updating board policies and administrative regulations under the guidelines of the California School Board Association.

The following policies and administrative regulations were presented for study and information on October 18, 2007, and are now submitted for consideration.

BP 4112.21 Interns (6600)
AR 4112.21 Interns (new)
AR 4112.22 Staff Teaching Students of Limited English Proficiency (new)
AR 4212.22 Staff Teaching Students of Limited English Proficiency (new)

RECOMMENDATION: That the Board adopt the board policies and administrative regulations listed

ACTION: On motion of Board Member _____ and _____, the Board adopted the board policies and administrative regulations as presented.

C-22

INTERNS

BP 4112.21

The Governing Board supports the use of interns to fulfill the district's need for **additional instructional resources** and to enable future teachers to fulfill state credentialing requirements and **link teaching theory** with practice.

The Superintendent or designee may enter into an agreement with an accredited **college or university** to jointly provide supervised teaching experiences within the district as part of a **teacher preparation program**. He/she shall collaborate with the college or university in the selection, **placement, support and performance assessment** of interns.

Interns shall not be assigned to teach any classes outside the subject area, **grade levels or classes** authorized by their credential.

In order to be hired to teach core academic subjects, as defined in law, in a program **supported by federal Title I funds**, or to teach core academic subjects in any classroom after the end of **the 2005-06 school year**, an intern shall meet the definition of a "highly qualified" teacher adopted by **the State Board of Education**. (20 USC 6319, 7801; 5 CCR 6100-6112)

Terms of employment for interns shall be consistent with law and/or the district's **collective bargaining agreement**.

Interns shall be provided with ongoing feedback regarding their performance in order to enhance **their skills** and shall be formally evaluated at least once every year.

The Superintendent or designee shall coordinate services offered to interns with **services offered to beginning teachers** in the district in order to provide continuity of preparation, **support and assessment**.

Pre-Intern Teaching Program

The Superintendent or designee shall provide intensive preparation, support and assistance to **individuals** with pre-intern certificates issued by the California Commission on Teacher Credentialing in order to provide such employees with early, focused preparation in the subject matter they **are assigned to teach** and to assist them in progressing into a teacher internship program.

Pre-interns shall not be hired to teach core academic subjects in programs supported by federal **Title I funds**. By the end of the 2005-06 school year, pre-interns shall not be assigned to **teach core academic subjects** in any classroom. (20 USC 6319, 7801; 5 CCR 6115)

*Legal Reference:**EDUCATION CODE**300-340 English language education for immigrant children**44259 Minimum requirements for teaching credential**44279.1-44279.7 Beginning Teacher Support and Assessment System**44305-44308 Pre-Internship Teaching Program**44314 Diversified or liberal arts program**44321 CCTC approval of internship programs**44325-44329 District interns**44450-44468 Teacher Education Internship Act of 1967 (university interns)**44830.3 Employing district interns**44885.5 District interns classified as probationary employees**CODE OF REGULATIONS, TITLE 5*

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INTERNS - Continued

BP 4112.2'

6100-6125 *No Child Left Behind* teacher requirements
13000-13017 *New Careers Program*
80055 *Internship credential*
UNITED STATES CODE, TITLE 20
6319 *Highly qualified teachers*
7801 *Definitions, highly qualified teacher*

Management Resources:

CCTC PUBLICATIONS

CCTC Credential Handbook, revised 1997

California's Future: Highly Qualified Teachers for All Students, November 1997 (contains California Standards for the Teaching Profession)

Standards of Program Quality and Effectiveness for District Intern Programs, revised 1996

CCTC CODED CORRESPONDENCE

03-0028 *Changes in district intern programs as a result of Senate Bill 187, December 22, 2003*

03-0006 *Announcement of the availability of Individualized Internship Certificate, March 3, 2003*

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Improving Teacher Quality State Grants Title II, Part A Non-Regulatory Draft Guidance, revised January 16, 2004

CSBA ADVISORIES

New Law Amends District Intern Program, September 2003

WEB SITES

CSBA: <http://www.csba.org>

California Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

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INTERN TEACHERS

6600

Intern teachers are specially credentialed personnel who are working under the direct supervision of a university or college official. The year of internship is credited towards tenure. Placement of interns shall be in accordance with agreements between sponsoring colleges and universities and the District. Payment shall be based upon the current salary schedule at Step I, Class I.

Replaced
w/ BP 4112.21

ADMINISTRATIVE REGULATIONNew

AR 4112.21

INTERNSUniversity Internship Program

The Governing Board may employ persons with an appropriate internship credential from the California Commission on Teacher Credentialing (CCTC) to provide the same service at the same levels as the regular credential authorizes. (Education Code 44454)

The Superintendent or designee shall seek the assistance of the college or university in coordinating the intern's program. (Education Code 44465)

The Superintendent or designee may enter into agreements to employ competent and qualified college and university staff members to supervise and guide interns as they pursue their district responsibilities. (Education Code 44461)

A university intern may choose an early completion option leading to a five-year preliminary credential by demonstrating competence through assessments and observations in accordance with Education Code 44468. (Education Code 44468)

Prior to enrollment in any college or university program to renew the internship credential, the appropriate personnel in the employing school district shall counsel with the intern and jointly plan a total program for the first and subsequent renewals. The program shall meet the instructional or service needs of the district with the primary objective being to increase the effectiveness of the intern in the district. (Education Code 44457, 44458)

Pre-Intern Teaching Program

The Superintendent or designee shall ensure that experienced teachers and other appropriate district personnel are involved in the preparation and support of pre-intern teachers. He/she also shall collaborate with college or university personnel to ensure the availability of courses needed by pre-interns.

Preparation for pre-interns shall begin before or during the first semester of the pre-internship and shall include, but not be limited to, lesson planning, classroom management and organization.

No later than the second year of employment, the program for each pre-intern shall reflect the California Standards for the Teaching Profession jointly developed by the CCTC and the California Department of Education.

(10/96 6/98) 3/04

ADMINISTRATIVE REGULATION

AR 4112.22

STAFF TEACHING STUDENTS OF LIMITED ENGLISH PROFICIENCYDefinitions

Instruction for English language development means instruction designed specifically for limited-English-proficient students to develop their listening, speaking, reading, and writing skills in English. (*Education Code 44253.2*)

Specially designed academic instruction in English (SDAIE) means instruction in a subject area, delivered in English, that is specially designed to meet the needs of limited-English-proficient students. (*Education Code 44253.2*)

Content instruction delivered in the primary language means instruction in a subject area delivered in the primary language of the student. (*Education Code 44253.2*)

Teacher Qualifications

The Superintendent or designee shall ensure that a teacher providing instruction for English language development, specially designed academic instruction in English (SDAIE), and/or content instruction in any student's primary language possesses the appropriate authorization(s) issued by the California Commission on Teacher Credentialing (CCTC).

A teacher may be provisionally assigned to provide instruction for English language development or SDAIE during the period that he/she is pursuing training to complete a Certificate of Completion of Staff Development pursuant to Education Code 44253.10.

*Legal Reference:**EDUCATION CODE**10600-10610 California Education Information System**44225 Duties of the Commission on Teacher Credentialing**44253.1-44253.10 Certification for bilingual-crosscultural competence**44258.9 County superintendent review of teacher assignment**44259.5 Standards for teachers of all students, including English language learners**44380-44386 Alternative certification**44760-44763 Teacher supply and demand reporting**52160-52178 Bilingual-Bicultural Act of 1976**52180-52186 Bilingual teacher training assistance program**62001-62005.5 Evaluation and sunseting of programs**CODE OF REGULATIONS, TITLE 5**6100-6125 Teacher qualifications, No Child Left Behind Act**80016 Certificate of completion of staff development to teach English learners**UNITED STATES CODE, TITLE 20**1701-1704 Equal educational opportunities**6319 Highly qualified teachers**6601-6651 Training and recruiting high-quality teachers**6801-7014 Language instruction for English learners and immigrant students**7801 Definitions, highly qualified teacher**CODE OF FEDERAL REGULATIONS, TITLE 34**200.55-200.57 Highly qualified teachers**COURT DECISIONS**Teresa P. et al v. Berkeley Unified School District et al (1989) 724 F.Supp. 698*

ADMINISTRATIVE REGULATION - Continued

AR 4112.22

STAFF TEACHING STUDENTS OF LIMITED ENGLISH PROFICIENCY - Continued*Management Resources:**CDE PROGRAM ADVISORIES**0300.97 Programs for English learners**CTC PUBLICATIONS**Languages Other than English Single Subject Matter Standards for the Single Subject Teaching Credential, May 2004**CL-622 Serving English Learners, February 2004**CTC CODED CORRESPONDENCE**04-0001 Clarification of authorizations to teach English learners, January 12, 2004**02-0006 Authorization to teach English learners pursuant to SB 2042, April 24, 2002**U.S. DEPARTMENT OF EDUCATION GUIDANCE**Improving Teacher Quality State Grants Title II, Part A Non-Regulatory Draft Guidance, revised January 16, 2004**WEB SITES**California Association for Bilingual Education: <http://www.bilingualeducation.org>**California Department of Education, English Learners: <http://www.cde.ca.gov/sp/el>**California Teachers of English to Speakers of Other Languages: <http://www.catesol.org>**Commission on Teacher Credentialing: <http://www.ctc.ca.gov>**U.S. Department of Education: <http://www.ed.gov>**(3/00 3/04) 11/04*

ADMINISTRATIVE REGULATION

AR 4212.22

STAFF TEACHING STUDENTS OF LIMITED ENGLISH PROFICIENCY

The Superintendent or designee shall ensure compliance with state staffing requirements for serving English language learners by:

Demonstration of Educational Results

The district providing data demonstrating that limited English proficient (LEP) or former LEP students are performing at a level equal to or above that of all students statewide, or that current LEP students are learning at a sufficiently rapid pace to close the gap between their performance and that of all students.

Instruction by Credentialed Teachers

Education Code 44259.5 further requires that, starting July 1, 2003, approved programs of beginning teacher induction must satisfy standards developed by the CCTC and Superintendent of Public Instruction for teachers for all students, including English language learners. Starting July 1, 2005, the CCTC may issue clear credentials only to candidates who have completed such programs. Candidates for either type of credential may alternatively obtain authorization to provide services to English language learners pursuant to Education Code 44253.4 and 44253.10.

Appropriately credentialed teachers providing English language development and/or primary language instruction.

Any district, county office of education or regionally accredited college or university may sponsor this staff development, which could be included in the district's remedial plan (CDE Option 4 below) as well as being used under CDE Option 2. The staff development must meet content and quality standards set forth in guidelines adopted by the CCTC (5 CCR 80680-80690.1). SB 395 amended Education Code 44253.10 to require the CCTC to align these guidelines to the teacher preparation leading to the CLAD certificate and, by January 1, 2002, to review in relation to these guidelines all programs not approved by January 1, 2001.

Pursuant to Education Code 44253.10, a teacher may satisfy the staff development requirement by completing an equivalent three semester unit or four quarter unit class at a regionally accredited college or university.

Education Code 44253.10 provides that the certificate of completion awarded to each teacher who completes the staff development is valid in all California public schools, and requires that the sponsoring agency provide to the CCTC a copy of each certificate of completion within 90 days of issuing it.

A teacher shall be considered qualified to provide specially designed content instruction delivered in English if he/she meets both of the following conditions: (*Education Code 44253.10*)

1. The teacher, as of January 1, 1999, is a permanent employee of the district or was previously a permanent employee and then was employed in any California public school district within 39 months of the previous permanent status.

ADMINISTRATIVE REGULATION - ContinuedNew

AR 4212.22

STAFF TEACHING STUDENTS OF LIMITED ENGLISH PROFICIENCY - Continued

2. The teacher completes, prior to January 1, 2005, 45 hours of **staff development** in methods of specially designed content instruction delivered in English.

A teacher who has completed the above training may provide specially **designed content** instruction delivered in English and English language development in any **departmentalized** teaching assignment consistent with the teacher's basic credential. The **teacher** may provide instruction for English language development in a self-contained classroom if he/she has accomplished one or both of the following: (*Education Code 44253.10*)

1. Has taught for at least nine years in California public schools, **certified** that he/she has had experience or training in teaching LEP students, and authorized **verification by** the entity that issued a certificate of completion for the staff development
2. Has completed, within three years of completing the staff development **described above**, an additional 45 hours of staff development, including specially **designed content** instruction delivered in English and English language development **training**

During the period when the teacher is pursuing training in instruction for English language development or specially designed content instruction delivered in English, he/she may be provisionally assigned to provide that instruction. (*Education Code 44253.10*)

Local Designation of Qualified Teachers

Teachers providing English language development and/or primary language **instruction meeting** district criteria for teacher proficiencies which have been approved by the California Department of Education.

Plan to Remedy the Shortage of Qualified Teachers

The Superintendent or designee developing a plan to remedy the district's **shortage** of qualified teachers in accordance with law and with California Department of Education **approval**.

This plan shall include an appropriate staff development program designed to **provide training** in English language development teaching methodology, bilingual **cross-cultural teaching** methodology, and the acquisition of the primary languages of LEP students. **As part of this plan**, appropriately qualified bilingual paraprofessionals may be teamed with **regular teachers**. The plan shall specify the number of teachers to be trained and the number **expected to meet** certification or local designation standards each year. The training program **also** shall address the needs of teachers who instruct LEP students on an interim basis.

General Waiver Authority

When the district is unable, after good faith efforts, to obtain the human and material resources necessary to provide instructional and support services for LEP students, the **district requesting** a waiver from the State Board of Education under the General Waiver Authority. (*Education Code 33050*)

ADMINISTRATIVE REGULATION - Continued*New*

AR 4212.22

STAFF TEACHING STUDENTS OF LIMITED ENGLISH PROFICIENCY - ContinuedSpecially Designed Services and Training

Whenever there are fewer than 51 students of a particular language group in **the** district or **fewer** than 21 students of a particular language group in any school, the Superintendent or designee designing special instructional services and staff training programs in concert **with** the California Department of Education's Bilingual Education Office.

*Legal Reference:**EDUCATION CODE**10600-10610 California Education Information System**33050 Request for waiver of code provisions**44225 Duties of the Commission on Teacher Credentialing**44253.1-44253.10 Certification for bilingual-crosscultural competence**44259.5 Standards for teachers of all students, including English language learners**44380-44386 Alternative certification**44760-44763 Teacher supply and demand reporting**52160-52178 Bilingual-Bicultural Act of 1976**52180-52186 Bilingual teacher training assistance program**62001-62005.5 Evaluation and sunseting of programs**CODE OF REGULATIONS, TITLE 5**80680-80690.1 Staff development programs for teachers of English learners**UNITED STATES CODE, TITLE 20**1701-1704 Equal Educational Opportunities**COURT DECISIONS**Teresa P. et al v. Berkeley Unified School District et al, (1989) 724 F.Supp. 698**Management Resources:**CDE PROGRAM ADVISORIES**0300.97 Programs for English Learners**0210.89 Changes Regarding Limited-English Proficient Program**0520.88 State Program for Students of Limited English Proficiency, CCP: 87/8-14**CDE PUBLICATIONS**Remedying the Shortage of Teachers for LEP Students, 1991**Option 1 Alternatives: Technical Standards and Recommended Practices for Development of Outcome-Based Assessment of District Services to LEP Students, 1991**Local Designation of Qualified Teachers, LEP Staffing Option 3, 1989**A Resource Guide, Plan to Remedy the Shortage of Qualified Teachers (Option 4), 1991*

(6/95 6/9) 3/00

BOARD AGENDA

REGULAR MEETING
November 1, 2007

ACTION ITEM

TO: Board of Education

PRESENTED BY: James A. Downs, Superintendent

SUBJECT: Adoption of Resolution, "Designation of November as Honorary Veterans' Month"

GOAL: Community Relations/Parent Involvement

BACKGROUND: On November 12, 2007, citizens throughout the United States will celebrate Veterans' Day. The Board of Education recognizes the contributions of war veterans and wishes to expand the commemoration of their service to the entire month of November. Educators should introduce appropriate learning activities during the month to increase awareness of the contributions of war veterans to the nation's democratic ideals.

BUDGET IMPLICATIONS: None

RECOMMENDATION: That the Board of Education adopt the Resolution: "Designation of November as Honorary Veterans' Month" to recognize the contributions of war veterans to this country.

ACTION: On a motion by Board member _____ and _____, the Board of Education adopted the Resolution "Designation of November as Honorary Veterans' Month" as presented.

D-23

Colton Joint Unified School District

Resolution

“Designation of November as Honorary Veterans’ Month”

November 2007

WHEREAS, Members of the armed forces have helped shape this country and protect its citizens in times of war; and

WHEREAS, These men and women have helped preserve the freedom and democracy of this nation and other allied nations; and

WHEREAS, War veterans play an important role in society as examples of bravery and reminders of this country’s democratic ideals; and

WHEREAS, War veterans contribute greatly to society by educating young people about the history of their nation; and

WHEREAS, The United States recognizes the service of war veterans during November on Veterans’ Day; and

WHEREAS, District educators are urged to use the month of November to recognize the contributions of war veterans through various educational activities, including guest speakers, parades, essay contests, research projects, and more, and to involve veterans of the local communities in these events whenever possible; now, therefore,

BE IT RESOLVED, That the Board of Education of the Colton Joint Unified School District hereby designates November as Honorary Veterans’ Month and encourages instructional activities during this month to commemorate the service of veterans to this country.



DULY ADOPTED by the Board of Education of the Colton Joint Unified School District of San Bernardino County, State of California, with a vote of ___ ayes, ___ nays, ___ absent, ___ abstentions this 1st day of November, 2007.

Frank A. Ibarra, President, Board of Education

Attest:

James A. Downs, Secretary, Board of Education

BOARD AGENDA

REGULAR MEETING
November 1, 2007

INFORMATION ITEM

TO: **Board of Education**

PRESENTED BY: Jerry Almendarez, Assistant Superintendent, Human Resources

SUBJECT: **Resignations**

I. Classified

1. Garcia, Sandra

Special Education Inst. Asst. - BHS
Employed October 14, 1996; resignation
effective October 13, 2007. Accepted
employment elsewhere.

SS.1

BOARD AGENDA

REGULAR MEETING

November 1, 2007

STUDY, INFORMATION AND REVIEW

TO: Board of Education

PRESENTED BY: Casey Cridelich, Assistant Superintendent, Business Services

SUBJECT: Requested Revision of New Board Policy (Business Services)

BP 3311 **Informal Bidding Procedures under the
Uniform Public Construction Cost
Accounting Act (new)**

GOAL: Support Services/Budget Planning

BACKGROUND: The Administration is updating Board Policies and Administrative regulations under the guidelines of the State of California State Controller's office. The California School Board's Association does not have a board policy that covers this subject.

To ensure competition in this informal bid process, specific requirements are outlined in the proposed Board policy. This proposed Board policy has been written in accordance with the guidelines published by the State Controller's office.

In addition, at the October 18, 2007, Board meeting, the Board adopted Board Policy 3311 with the stipulation that the "Award of Contract" be revised to include a higher level of designated award authority. The revised Board Policy 3311 is attached with the stipulation highlighted in gray.

SS.2

REVISED

INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

Informal Bidding Procedures. Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.

Contractors List. A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

Notice Inviting Informal Bids. Where a public project is to be performed which is subject to the provisions of this Board policy, a notice inviting informal bids shall be mailed to all contractors for the category of work to be bid, as shown on the list of contractors developed, and to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the department soliciting bids, provided however:

1. If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice inviting informal bids shall be sent only to the construction trade journals specified by the Commission.
2. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

Award of Contracts. The Superintendent, Assistant Superintendent Business Services and the Director of Purchasing can award, as a group, informal contracts pursuant to this Board Policy. In addition, all three must each sign the contract with the contractor. In the case of absence of any one person, the following designee can sign. The contract must be signed by at least two of the above officers before one designee can sign. The Business Division will submit a recap of all such contracts signed since the previous Board meeting within the Study, Information and Review section of the next Board meeting for full disclosure.

Superintendent's designee is any other Assistant Superintendent, other than the Assistant Superintendent Business Services.

Assistant Superintendent Business Services' designee is either the Director III Fiscal Services or the Director II Fiscal Services.

Director of Purchasing's designee is either the Director III Fiscal Services or the Director II Fiscal Services.

Legal Reference:

PUBLIC CONTRACT CODE

22000 et seq. Uniform Public Construction Cost Accounting Act

Adopted 10-18-07

BOARD AGENDA

REGULAR MEETING
November 1, 2007

STUDY, INFORMATION AND REVIEW

TO: Board of Education

PRESENTED BY: Jerry Almendarez, Assistant Superintendent, Human Resources

SUBJECT: Proposed Adoption of New Board Policies and Administrative Regulations (Human Resources)

BP 4112.23 Special Education Staff (new)
BP 4112.24 Teacher Qualifications Under the No Child Left Behind Act (new)
AR 4112.24 Teacher Qualification Under the No Child Left Behind Act (new)

GOAL: Human Resources Development

BACKGROUND: The Administration is updating Board Policies and Administrative Regulations under the guidelines of the California School Boards' Association.

SS.3

SPECIAL EDUCATION STAFF

BP 4112.23

Resource Specialists

The Governing Board shall employ certificated resource specialists to provide services, where required by law, for students who have exceptional needs, their parents/guardians, and school staff.

The resource specialist program shall be directed by a resource specialist fully qualified in accordance with law.

Caseloads for special day classes are not set by law and may be determined through certificated collective bargaining agreements. Other special education caseloads are specified in Education Code 56362 and 56363.3. Guidelines regarding caseloads may be included in the SELPA's plan.

*Legal Reference:**EDUCATION CODE**56195.8 Adoption of policies**56361 Program options**56362 Resource specialist program, contents, direction; resource specialists, caseloads, assignments, instructional aide; pupil enrollment**56362.1 Caseload**56362.5 Resource specialist certificate of competence**56362.7 Bilingual-crosscultural certificate of assessment competence**56363.3 Average caseload limits**56441.7 Maximum caseload (programs for individuals with exceptional needs between the ages of three and five inclusive)**56728.6 Instructional personnel funding**56728.8 Instructional personnel funding; services to infants**CODE OF REGULATIONS, TITLE 5**3051.1 Language, speech and hearing development and remediation; appropriate credential*

9/92

TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT

BP 4112.24

Recognizing the importance of teacher effectiveness in improving student achievement, the Governing Board desires to recruit, hire and train teachers who possess the subject matter knowledge and teaching skills required by the federal No Child Left Behind Act in programs for educationally disadvantaged students and for students in core academic subjects.

All teachers newly hired to teach core academic subjects in a program supported by Title I funds shall be "highly qualified" as defined by federal law and the State Board of Education. (20 USC 6319, 7801; 34 CFR 200.55; 5 CCR 6100-6115)

All teachers teaching in core academic subjects shall be "highly qualified" no later than the end of the 2005-06 school year. (20 USC 6319, 7801; 34 CFR 200.55; 5 CCR 6100-6115)

The Superintendent or designee shall provide the Board with regular reports on the progress of the district's teachers toward becoming fully qualified. Such reports shall include, but need not be limited to, the percentage of teachers in core academic subjects, districtwide and at each school, who meet the definition of a "highly qualified" teacher in accordance with federal law and the percentage of teachers who are receiving professional development to enable them to satisfy this definition.

*Legal Reference:**EDUCATION CODE**44500-44508 Peer Assistance and Review Program for Teachers**44662 Performance evaluation; Stull Act review**44664 Teacher evaluation; program to improve performance**CODE OF REGULATIONS, TITLE 5**6100-6125 Teacher qualifications, No Child Left Behind Act**UNITED STATES CODE, TITLE 20**6311 Parental notifications**6312 District Title I plan**6314 Schoolwide programs**6315 Targeted assistance schools**6319 Highly qualified teachers**7801 Definitions, highly qualified teacher**CODE OF FEDERAL REGULATIONS, TITLE 34**200.55-200.57 Highly qualified teachers**200.61 Parent notification regarding teacher qualifications**Management Resources:**CDE PUBLICATIONS**NCLB Teacher Requirements Resource Guide, March 2004**CTC PUBLICATIONS**Standards of Quality and Effectiveness for Professional Teacher Induction Programs, March 2002**Standards of Quality and Effectiveness for Professional Teacher Preparation Programs, September 2001**California Standards for the Teaching Profession, July 1997**U.S. DEPARTMENT OF EDUCATION GUIDANCE**New No Child Left Behind Flexibility: Highly Qualified Teachers, Fact Sheet, March 15, 2004**Improving Teacher Quality State Grants Title II, Part A Non-Regulatory Draft Guidance, revised January 16, 2004**CSBA ADVISORIES**California's Implementation of the No Child Left Behind Act, July 2003**WEB SITES**California Department of Education: <http://www.cde.ca.gov>**Commission on Teacher Credentialing: <http://www.ctc.ca.gov>**U.S. Department of Education, No Child Left Behind: <http://www.ed.gov/nclb>**CSBA: <http://www.csba.org>**3/04*

ADMINISTRATIVE REGULATION

AR 4112.24

TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACTDefinitions

Core academic subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography. (20 USC 7801)

A teacher new to the profession is a teacher who either graduated from an accredited institution of higher education and received a credential, or began an approved intern program, on or after July 1, 2002. (5 CCR 6100)

A teacher not new to the profession is a teacher who either graduated from an accredited institution of higher education and received a credential, or was enrolled in or had completed an approved intern program, before July 1, 2002. (5 CCR 6100)

Teacher Qualifications

To meet the teacher qualification requirements of the federal No Child Left Behind (NCLB) Act for staff newly hired to teach core academic subjects in Title I programs and all staff teaching core academic subjects by the end of the 2005-06 school year, a teacher shall meet all of the following conditions: (20 USC 6319, 7801; 5 CCR 6101, 6110)

1. Hold at least a bachelor's degree
2. Have a credential or be currently enrolled in an approved intern program for less than three years
3. Demonstrate subject matter competency in accordance with the applicable requirements below

Subject matter competency shall be demonstrated in accordance with the following requirements based on the grade levels taught and the teacher's length of time in the profession: (5 CCR 6100-6112)

1. An elementary teacher who is new to the profession shall pass a validated statewide subject matter examination certified by the California Commission on Teacher Credentialing (CCTC). (5 CCR 6102)
2. An elementary teacher who is not new to the profession shall complete one of the following: (5 CCR 6103-6104)
 - a. A validated statewide subject matter examination that the CCTC has utilized to determine subject matter competence for credentialing purposes
 - b. A high objective uniform state standard evaluation (HOUSSE), as described below, to determine the teacher's subject matter competence in each of the academic subjects taught by the teacher

ADMINISTRATIVE REGULATION - ContinuedNew

AR 4112.24

TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT - Continued

3. A middle or high school teacher who is new to the profession shall pass or complete one of the following for every core academic subject currently assigned: (5 CCR 6111)
 - a. A validated statewide subject matter examination certified by the CCTC
 - b. University subject matter program approved by the CCTC
 - c. Undergraduate major in the subject taught
 - d. Graduate degree in the subject taught
 - e. Coursework equivalent to the undergraduate major

4. A middle or high school teacher who is not new to the profession shall pass or complete one of the following for every core subject currently assigned: (5 CCR 6112)
 - a. A validated statewide subject matter examination that the CCTC has utilized to determine subject matter competence for credentialing purposes
 - b. University subject matter program approved by the CCTC
 - c. Undergraduate major in the subject taught
 - d. Graduate degree in the subject taught
 - e. Coursework equivalent to the undergraduate major
 - f. Advanced certification or credential, such as certification from the National Board for Professional Teaching Standards
 - g. A high objective uniform state standard evaluation (HOUSSE), as described below, to determine the teacher's subject matter competence in each of the academic subjects taught by the teacher

To demonstrate fulfillment of the HOUSSE option as described in item #2 or #4 above, a teacher who is not new to the profession shall use forms available through the California Department of Education to summarize his/her years of experience in the grade span or subject, core academic coursework in the assigned grade span or subject, standards-aligned professional development, and service to the profession in the relevant core academic content area. If this summation is insufficient to demonstrate competency, the evaluation shall include direct observation and portfolio assessment in the grade span or subject taught to determine whether the teacher meets Standards 3 and 5.1 of the California Standards for the Teaching Profession. If the teacher does not satisfactorily meet Standards 3 and 5.1, subject matter competency shall be demonstrated through completion of the Peer Assistance and Review Program for Teachers pursuant to Education Code 44500-44508 or other individualized professional development plan pursuant to Education Code 44664 aimed at assisting the teacher to meet Standards 3 and 5.1. (5 CCR 6104)

ADMINISTRATIVE REGULATION - ContinuedNew

AR 4112.24

TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT - Continued

A teacher who has been determined by another school district in California to have met the teacher qualification requirements for the grade level and/or subject taught shall not be required to demonstrate again that he/she meets those requirements. A teacher who has been determined to meet the subject matter competency requirements outside of California shall be considered to have met those subject matter requirements for the particular subject and/or grade span in California. (5 CCR 6120, 6125)

A teacher shall not meet the teacher qualification requirements of the NCLB if he/she is teaching: (5 CCR 6115)

1. With an emergency permit, short-term staff permit, or provisional Internship Permit.
2. With a supplemental authorization, except where the supplemental authorization is based on a major or a major equivalent in the subject taught, or a local authorization for the subject taught
3. With a state or local waiver for the grade or subject taught
4. As a pre-intern

Certification of Compliance

All teachers teaching core academic subjects shall complete and sign a certificate of compliance and attach appropriate documentation. The Superintendent or designee shall verify the information and retain the signed original copy.

The principal of each school receiving Title I funds shall annually attest in writing as to whether the school is in compliance with federal requirements related to teacher qualifications. Copies of the attestation shall be maintained at the school and at the district office and shall be available to any member of the public upon request. (20 USC 6319)

District Plan for Highly Qualified Teachers

Within the district's Title I plan, the Superintendent or designee shall develop a plan for ensuring that all teachers of core academic subjects will meet NCLB requirements no later than the end of the 2005-06 school year. (20 USC 6312, 6319)

As part of this plan, the Superintendent or designee shall provide high-quality professional development designed to enable teachers to meet the NCLB requirements. (20 USC 6319)

Parent Notifications

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teachers, including but not limited to: (20 USC 6311)

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction

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TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT - Continued

2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications

In addition, the Superintendent or designee shall provide timely notice to individual parents/guardians of students attending a Title I school whenever their child has been assigned, or has been taught for four or more consecutive weeks by a teacher of a core academic subject who does not meet NCLB teacher qualification requirements. *(20 USC 6311; 34 CFR 200.61)*

The notice and information provided to parents/guardians shall be in an understandable and uniform format, and to the extent practicable, be provided in a language that the parents/guardians can understand. *(20 USC 6311)*

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