

WESTSIDE UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
HILLVIEW MIDDLE SCHOOL

August 21, 2018

Mission Statement: Recognizing the exceptionalism of every child, the mission of Westside Union School District is to educate all students to universally high levels of academic competence. We are committed to comprehensive systems of instructional delivery that include research-based best practices to assure this outcome by “pointing the way, providing the path” to success.

Vision Statement: Our vision is to graduate students who have acquired the knowledge, skills and attitudes necessary to achieve significant career, educational, civic and personal goals, which will enrich our society as positive role models and responsible citizens.

5:00 p.m. – Regular Session
Adjourn to Closed Session
6:00 p.m. – Reconvene to Regular Session

CALL TO ORDER _____ p.m.

- I. OPEN SESSION _____ p.m.
A. Flag Salute
B. Roll Call

BOARD OF TRUSTEES

John Curiel	_____
Patricia Shaw	_____
Linda Jones	_____
Jennifer Navarro	_____
Steve DeMarzio	_____

SUPERINTENDENT

Regina Rossall	_____
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- II. ITEMS FROM THE FLOOR – Closed Session

Please submit a yellow “Request To Speak To The Board of Trustees” in the folder on the exhibit table for agenda and non-agenda items to the Secretary of the Board prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, no more than twenty (20) minutes on the same subject. This portion of the agenda is for presentations to the Board regarding closed session items only. This is not a question and answer period where the Board enters into dialogue. Testimony is not protected from damage claims for libel. Public Charges or allegations may result in legal action being brought by those individuals. If you have questions for the Board, please provide the Board President with a copy and an administrator will provide answers at a later date.

- III. CLOSED SESSION

Moved by _____ Seconded by _____

Ayes: _____ Noes: _____ Abstain: _____

Opened: _____ Closed: _____

- a. Conference with Labor Negotiators (Gov’t. Code §54957.6)
- b. Existing/Anticipated/Pending Litigation (Gov’t Code §54956.9)
- c. Conference with Real Property Negotiator
- d. Public Employee Discipline/Dismissal/Release/Appointment (Gov’t Code §54957)
- e. Pupil Personnel (Ed Code 35146 and 48918)

IV. RECONVENE TO OPEN SESSION at _____ p.m.

V. REPORT OF CLOSED SESSION ACTION

VI. INTRODUCTION OF BOARD CANDIDATES

VII. PRESENTATIONS

Recognition of Dr. Linda K. Jones

VIII. HEARING SESSION/STAFF REPORTS

A. Board Comments

B. Staff Reports

1. Assistant Superintendent Administrative Services
2. Assistant Superintendent Educational Services
3. Deputy Superintendent
4. Superintendent

IX. PERSONAL APPEARANCES

A. Westside Union Teachers Association Representatives

B. California School Employees Association Representatives

C. Parent Teacher Association Representatives

D. West Antelope Valley Educational Foundation Representatives

X. ITEMS FROM THE FLOOR

Please submit a yellow "Request To Speak To The Board of Trustees" in the folder on the exhibit table for agenda and non-agenda items to the Secretary of the Board prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, no more than twenty (20) minutes on the same subject. This is not a question and answer period where the Board enters into dialogue. Testimony is not protected from damage claims for libel. Public Charges or allegations may result in legal action being brought by those individuals. If you have questions for the Board, please provide the Board President with a copy and an administrator will provide answers at a later date.

XI. PUBLIC HEARING

XII. BUSINESS SESSION

A. Organizational/Governance

1. Agenda

Item 1

Goal #

Moved by _____ Seconded by _____

To approve the Agenda of the Regular Meeting of
August 21, 2018

Ayes: _____ Noes: _____ Abstain: _____

Actions proposed for the Consent Calendar, are items with adopted policies and approved practices of the District and are deemed routine in nature. They will be acted upon in one motion, without discussions, unless members of the Board request an item's removal. The item will then be removed from the motion to approve and after the approval of the consent agenda the item(s) will be heard.

Items 2a -2f

- | | | |
|--|--|--------|
| | | Goal # |
|--|--|--------|
2. Consent
 - a. Minutes of the Regular Meeting on August 7, 2018
 - b. Fundraising Authorization
 - c. Personnel Report
 - d. Purchase Orders
 - e. Consultant/Contract Schedule
 - f. Conference/Workshop Schedule

Moved by _____ Seconded by _____

Approval of the Consent Items as presented

Ayes: _____ Noes: _____ Abstain: _____

 3. Board Candidate Orientation Calendar Item 3

Moved by _____ Seconded by _____

Approval of the Board Candidate Orientation Calendar

Ayes: _____ Noes: _____ Abstain: _____

 4. Discussion Item Item 4
 - Board Governance

 - B. Educational Services
 5. Revised Board Policies, Administrative Regulations and Exhibits Item 5
 - BP 0400, Comprehensive Plans
 - BP/AR/E 0520.2, Title I Program Improvement Schools
 - BP 0520.3, Title I Program Improvement Districts
 - BP/AR 5113.12, District School Attendance Review Board
 - AR 5125.2, Withholding Grades, Diploma or Transcripts

Moved by _____ Seconded by _____

Approval of the second and final reading of the Revised, New and Deleted Board Policies, Administrative Regulations and Exhibits

Ayes: _____ Noes: _____ Abstain: _____

 6. Material Change to the 2018-2020 Local Control Accountability Plan (LCAP) Item 6

Moved by _____ Seconded by _____

Approval of the Material Change to the 2018-2020 Local
Control Accountability Plan (LCAP)

Ayes:_____ Noes:_____ Abstain:_____

C. Business Services

7. Revised Board Policy and Administrative Regulation Item 7
3516, Emergencies and Disaster Preparedness Plan

Moved by _____ Seconded by _____

Approval of the second and final reading of the revised
Board Policy and Administrative Regulation 3516,
Emergencies and Disaster Preparedness Plan

Ayes:_____ Noes:_____ Abstain:_____

XIII. INFORMATION SESSION

- A. Items From The Floor – Continued
B. Dates to Remember:
1. Regular Meeting on September 4, 2018
2. Regular Meeting on September 18, 2018
C. Board Comments – Continued/

XIV. NEW BUSINESS

Future Board Meeting Items

XV. CLOSED SESSION - Continued

XVI. RECONVENE TO OPEN SESSION at _____ p.m.

XVII. REPORT OF CLOSED SESSION ACTION

XVIII. ADJOURNMENT

There being no further business to come before the Board, the regular meeting of August 21, 2018, is
adjourned at _____ p.m. by the Board President.

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact Tonya Williams at (661) 722-0716. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting room.

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection on the District Web Site, www.westside.k12.ca.us or in the District Office located at 41914 50th St. West, Quartz Hill, CA 93536 during normal business hours (8:00 a.m. – 4:00 p.m.).

Core Beliefs and Board Goals

2018-2019

The District uses data to create a learning-oriented culture for both staff and students which defines success in terms of improvement and progress.

1. **WE BELIEVE THAT OUR TEACHERS AND STAFF ARE OUR MOST VALUABLE ASSETS AND RESOURCES**
2. **WE OPERATE WITH TRANSPARENCY, TRUST AND INTEGRITY, GOVERNING IN A DIGNIFIED, PROFESSIONAL MANNER, TREATING EVERYONE WITH CIVILITY AND RESPECT**
3. **WE ARE ABSOLUTELY COMMITTED TO PROVIDING A SAFE, DISTINGUISHED AND ENGAGING LEARNING ENVIRONMENT THAT ENSURES ALL STUDENTS LEARN TO THEIR HIGHEST POTENTIAL**
 - ❧ A. Build the capacity of board and district staff in developing and monitoring data related to goals and priorities specifically in the area of cultural responsiveness and educational equity
 - ❧ B. A key concern and priority for this governing board is improving the accuracy and consistency of grading which should measure what students know, as they play a crucial role in every aspect of students' academic lives and future lives as global citizens. Areas of concern are: 1) Grades reflect progressive and mastery of content. 2) They are predictable and understood by parents and third parties. 3) That non-academic factors are graded separately. 4) The system adopted is not overwhelming for teachers.
 - ❧ C. The district will continue to develop School Safety protocols.
 - ❖ Annual Report by Educational Services
4. **WE ARE ABSOLUTELY COMMITTED TO PROVIDING THE NECESSARY FACILITIES TO MEET THE HOUSING AND EDUCATION NEEDS OF OUR CHANGING STUDENT POPULATION AND A VISION THAT PROMOTES AND SUPPORTS THEIR FUTURE**
 - ❧ A. Continue the Cottonwood Elementary School modernization
 - ❖ Annual Report by Business Services
5. **WE ARE FISCALLY TRUSTWORTHY AND DEDICATED TO RESPONSIBLE FINANCIAL ACCOUNTABILITY**
6. **WE BELIEVE IN AND PROMOTE PARENT AND COMMUNITY INVOLVEMENT IN WESTSIDE UNION SCHOOL DISTRICT**

2018-2019 Board Expectations

The District uses data to create a learning-oriented culture for both staff and students which defines success in terms of improvement and progress.

1. WE BELIEVE THAT OUR TEACHERS AND STAFF ARE OUR MOST VALUABLE ASSETS AND RESOURCES

EXPECTATIONS:

- a. Provide staff development to enable employees in a job classifications to maintain and improve their skills to meet stated goals of the Board to meet the needs of students. Continuously monitor and re-evaluate formula-driven staffing levels that adequately address student ratios and campus needs for all classifications of employees (classified, certificated, confidential, and administration)
- b. Maintain and monitor administrative training programs to enable existing staff to become administrators or to increase the skills of current administrators to assume increasing levels of responsibility in the future as well as immediately assisting with the reduction of attendance issues, traffic safety and student discipline at all school sites. Create programs that enable classified employees who want to become teachers to obtain the necessary information to do so, and work with the CSEA Board to make sure members know about contractual benefits available when taking college classes. As grants become available to help classified employees become teachers, apply for any for which the District is eligible.
- c. Provide ongoing recognition for school achievement, program development, i.e., California Gold Ribbon, Golden Bell, Employee of the Year, and Program Innovation: Joe Walker STEALTH, Gregg Anderson Academy, The IDEA Academy at Cottonwood, Westside Academy and Hillview 6th Grade Academy
- d. Continue a long-term plan to provide total compensation for all positions within the district that is competitive with the surrounding Antelope Valley elementary school districts
- e. Provide ongoing training to ensure a safe work place for all employees
- f. As funds are available revenues will be placed in a separate account to pay for long term post-employment benefits

∞ a, d & e - Annual Report by Human Resources

∞ b & c – Annual Report from Superintendent

∞ f – Annual Report by Business Services

2. WE OPERATE WITH TRANSPARENCY, TRUST AND INTEGRITY, GOVERNING IN A DIGNIFIED, PROFESSIONAL MANNER, TREATING EVERYONE WITH CIVILITY AND RESPECT

EXPECTATIONS

- a. Continue to improve the knowledge level of trustees through ongoing training, participation in political actions that influence improved funding and legislation for educational programs, and programs of independent study. All Board Members will attend the CSBA Annual Education Conference, with a report of sessions attended at a future Board Meeting, and receive a Masters in Governance certification
- b. The board will initiate the annual process for self-evaluation in June
- c. Annually set objectives to meet the goals of the district in June
- d. Continue to improve working relationship with employee unions to enable communications that enhance the overall well-being of the district including all employees
- e. A public-friendly version of the three major budget reports of the year shall be posted on the website

3. **WE ARE ABSOLUTELY COMMITTED TO PROVIDING A SAFE, DISTINGUISHED AND ENGAGING LEARNING ENVIRONMENT THAT ENSURES ALL STUDENTS LEARN TO THEIR HIGHEST POTENTIAL**

EXPECTATIONS:

- a. Staff will monitor comprehensive plans for improving student achievement including the Local Control Accountability Plan (LCAP) and the Comprehensive Safety Plans including the sections related to student discipline.
- b. All students will receive rigorous and effective instruction, support and intervention that afford equitable access to a high quality educational experience in an environment that nurtures critical thinking, communication, collaboration, creativity and social responsibility.
- c. Teachers will use research-based best practices to design and deliver instruction, which addresses the knowledge, concepts and skills outlined in the State Standards. Teachers will design lessons that actively engage the minds of all learners with that which is to be learned. Learning objectives that describe what students will be able to do successfully and independently at the end of each lesson will be clearly articulated. Formative assessment will be used to guide and inform instruction. Summative assessment will be used to measure student learning.
- d. Professional Development will be aligned to improve student outcomes. Data will be collected to substantiate growth in student achievement.

4. **WE ARE ABSOLUTELY COMMITTED TO PROVIDING THE NECESSARY FACILITIES TO MEET THE HOUSING AND EDUCATION NEEDS OF OUR CHANGING STUDENT POPULATION AND A VISION THAT PROMOTES AND SUPPORTS THEIR FUTURE**

EXPECTATION

- a. Monitor and maintain high-quality information technology systems throughout the District
- b. Continue to implement sustainable clean energy programs that promote the long-term well-being of both the District's finances and the environment.
- c. Receive annual updates to the District's Facilities Master Plan while exploring and securing options to finance the plan.

☞ b & c – Annual Report by Business Services

5. **WE ARE FISCALLY TRUSTWORTHY AND DEDICATED TO RESPONSIBLE FINANCIAL ACCOUNTABILITY**

EXPECTATIONS:

- a. Continue to decrease encroachment of general funds by Special Education
- b. Continue to update and implement the adopted Technology Plan
- c. Continue to increase operational efficiency
- d. Citizens Oversight Committee will hold required meetings
- e. Set budget priorities based on the goals of the District
- f. Support and retain partnerships that have a mutual priority to maximize the available dollars for improving programs for students
- g. Maintain student Average Daily Attendance to exceed 96% percent.
- h. Senior Staff to hold twice-yearly fiscal status updates at employee work locations in order to educate and inform our stakeholders
- i. Maintain a financially responsible, positive District budget for the current year and two out years in order to preserve Westside's financial solvency, educational programs and the continued payment of employee salaries.


☞ g - Annual ADA Report by Business Services

☞ a, b, c, d, e, f, h & i - Budget Presentations by Business Services

6. WE BELIEVE IN AND PROMOTE PARENT AND COMMUNITY INVOLVEMENT IN WESTSIDE UNION SCHOOL DISTRICT

EXPECTATIONS:

- a. Continue to monitor and implement plans to increase communication and participation with parents regarding their children's education including the use of PowerSchool/PowerTeacher by all teachers.
- b. Implement plans to improve parent communication and participation with parents of all students.
- c. Explore ongoing efforts to increase communication with the community, utilizing methods that are cost effective.
- d. Strengthen partnerships with businesses, community organizations, and public agencies.
- e. Annually share the Board's goals and accomplishments with the stakeholders. Each school year will begin with a State of the District presentation by Superintendent and staff where maximum efforts are made to assure that the meeting is well-attended by the public.
- f. Create, administer and compile surveys for constituents that will generate data to measure district effectiveness to drive district decisions.
- g. Continue to explore means of obtaining input from stakeholders.
- h. Each Trustee will regularly attend community and school site events
- i. The Board will play an active role in promoting our district's image in the community and positive working relationships with all stakeholders.
- j. Keep public postings and communications current. Staff will monitor weekly.
Partner with parents and community to develop and implement school programs.

 e - Posted on District Website

BOARD AGENDA

August 21, 2018

TO: BOARD OF TRUSTEES
PREPARED BY: Regina L. Rossall, Superintendent
SUBJECT: Board Meeting Agenda

BACKGROUND:

The Board is requested to approve the Agenda for August 21, 2018.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

BOARD AGENDA

August 21, 2018

TO: BOARD OF TRUSTEES
PREPARED BY: Regina L. Rossall, Superintendent
SUBJECT: Board Minutes

BACKGROUND:

The Board is requested to approve the Minutes of the Regular Meeting on August 7, 2018.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

WESTSIDE UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
MINUTES
August 7, 2018

I. CALL TO ORDER

At 5:00 p.m. John Curiel, President, called to order the Regular Board Meeting of the Westside Union School District Board of Trustees.

II. Flag Salute

Shawn Cabey, Assistant Superintendent Administrative Services

III. ROLL CALL

John Curiel, President – Present
Patricia K. Shaw, Vice President - Present
Dr. Linda Jones, Clerk – Present
Jennifer Navarro, Member – Absent
Steven DeMarzio, Member – Present

SUPERINTENDENT

Regina Rossall – Present

IV. ITEMS FROM THE FLOOR

None

V. OTHERS PRESENT

Prof. Amaka Donn, Jeri Gonzalez, Pancho Gonzalez, Bill Lindoff

VI. M19-01- The motion was made by Steve DeMarzio seconded by Patricia K. Shaw and carried 4/0 to adjourn to closed session at 5:01 p.m. to consider:

- a. Conference with Labor Negotiators (Gov't Code §54957.6)
- b. Existing/Anticipated/Pending Litigation (Gov't Code §54956.9)
1 Claim
- c. Conference with Real Property Negotiator
- d. Public Employee Discipline/Dismissal/Release/Appointment Unrepresented Management (Gov't Code §54957)
- e. Pupil Personnel (Ed Code 35146 and 48918)
1 Case

VII. RECONVENE TO OPEN SESSION at 6:01 p.m.

VIII. CLOSED SESSION ACTION

- a. M19-02 - The motion was made by Steve DeMarzio seconded by Patricia K. Shaw and carried 4/0 to approve Claim Number 1819-01.
- b. M19-03 - The motion was made by Patricia K. Shaw seconded by Steve DeMarzio and carried 4/0 to approve the Release of Expulsion for Student Case 1617-03.

IX. PRESENTATIONS

None

X. HEARING SESSION/STAFF REPORTS

A. Board Comments:

Steve DeMarzio:

- Yesterday we had the Welcome Back Breakfast. The staff's enthusiasm made for quite the "show". I think this is going to be a great but challenging year.
- Our schools look great for the start of the school year; thank you.

Linda Jones

- Ditto on what Steve said. I see that there have been several trainings for our staff for the last three weeks. I am sure staff is very excited and appreciate the trainings.
- Congratulations, Robert, on all the hiring that's been done by your office. Shawn, I see all the activity that has been going on at Cottonwood.

Patricia K. Shaw:

- I would also like to say ditto for what has been said by Steve and Linda.

John Curiel

- I also attended the Welcome Back Breakfast.
- This year the winners of the school spirit presentations were Anaverde Hills and Joe Walker. This is Anaverde Hills second win.
- The job of the Board is to support the district. We believe in the mission of educating our children with all the things that go on at the school sites.
- I think we will have a wonderful year.
- I would like to thank our grounds men for all their work this summer.

B. Staff Reports:

1. Assistant Superintendent Administrative Services – Shawn Cabey
 - a. Thank you, to the Board for your words of encouragement. We have a lot of people who have done a lot of hard work this summer.
 - b. I have invited PacWest this evening regarding the Hillview Solar Panels. We finished decommissioning them on July 6, 2018, which was half the time of what was projected. I would like to thank them for doing a great job. The replacement solar panels should be in by the end of the year.
 - c. Prop 39 lighting will be running through the end of October.
2. Assistant Superintendent Educational Services - Marguerite Johnson
 - a. I would like to thank HR and IT for their help with our trainings.
 - b. Review of Standards Based Grading videos.
3. Deputy Superintendent - Robert Hughes
 - a. It has been a busy hiring season. All of our teacher and management positions have been filled.
 - b. We are gearing up for our health fair on August 27, 2018.
4. Superintendent – Regina Rossall

Mrs. Rossall reviewed the following items with the Trustees:

 - a. I agree with the Board, we had a great opening yesterday. I think staff had a great time. Jeri, nice job addressing our group, you had very nice things to say.
 - b. We are busy with registration.
 - c. I think we are down a little bit with enrollment, we will not know until next week. The trend is that families are leaving the state.
 - d. Cabinet and their departments have done outstanding work this summer.
 - e. I am hearing that this year's setup of the Welcome Back Breakfast was the most efficient.
 - f. I would like to commend Shawn and his department on iAttendSchool. Shawn came up with the idea and J perfected it. iAttendSchool is a registered trademark. PowerSchool has picked this up and we have received several

additional perks from them in exchange for the program. There is a video available if you would like to see what this program can do.

- g. We have several teachers and principals who are Google Certified.
- h. Tomorrow will be a great day and we think 2018-19 will be a great year.
- i. I attended Del Sur and Gregg Anderson Academy Back to School Nights and both schools had excellent attendance.

XI. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representative – Bob Dunham, President
- B. California School Employee Association Representative – Jeri Holmes, President
 - We are looking forward to a good year.
- C. Parent Teachers Association Representative
- D. WAVE Representative – Jennifer Navarro and Robert Hughes
 - WAVE meeting tomorrow night
 - Tailgate party on September 8 at AVC starting at 4:00 p.m. Tours of AVC will be available at 3:00 p.m.

XII. ITEMS FROM THE FLOOR – Regular Session

None

XIII. PUBLIC HEARING

None

XIV. BUSINESS SESSION

Organizational/Governance

- 1. M19-04 - Item 1. Approval of the agenda of the Regular Board Meeting of August 7, 2018, as submitted. The motion was made by Patricia K. Shaw seconded by Steve DeMarzio and carried 4/0.
- 2. M19-05 - Items 2a – 2h. The motion was made by Steve DeMarzio seconded by Linda Jones and carried 4/0 to approve the consent agenda.
 - 2a Minutes of the Regular Meeting on June 26, 2018
 - 2b Fundraising Authorization
 - 2c Williams Uniform Complaint Quarterly Report
 - 2d Personnel Report - Revised
 - 2e Purchase Orders
 - 2f Consultant/Contract Agreement Schedule - Revised
 - 2g Conference/Workshop Schedule - Revised
 - 2h PTA/PTSA/PTO Documents
- 3. M19-06 - Item 3. The motion was made by Steve DeMarzio seconded by Linda Jones and carried 4/0 to approve the Inter District Attendance Agreement between Westside Union School District and Southern Kern Unified School District.
- 4. Item 4. Discussion Item
 - Board Governance
 - Orientation for Board Candidates – approximately 8 sessions

XV. EDUCATIONAL SERVICES

- 5. M19-07 - Item 5. The motion was made by Steve DeMarzio seconded by Patricia K. Shaw and carried 4/0 to approve the first reading the revised Board Policies, Administrative Regulations and Exhibits:

- BP 0400, Comprehensive Plans
- BP/AR/E 0520.2, Title I Program Improvement Schools
- BP 0520.3, Title I Program Improvement Districts
- BP/AR 5113.12, District School Attendance Review Board
- AR 5125.2, Withholding Grades, Diploma or Transcripts

XVI. PERSONNEL

6. M19-08 - Item 6. The motion was made by Patricia K. Shaw seconded by Steve DeMarzio and carried 4/0 to approve the revised Provisional Intern Permit (PIP).
7. M19-09 - Item 7. The motion was made by Steve DeMarzio seconded by Linda Jones and carried 4/0 to approve the Short Term Staffing Permits (STSP).
8. M19-10 - Item 8. The motion was made by Steve DeMarzio seconded by Patricia K. Shaw and carried 4/0 to approve the Variable Term Waiver.

XVII. BUSINESS

9. M19-11 - Item 9. The motion was made by Steve DeMarzio seconded by Linda Jones and carried 4/0 to approve the Notice of Completion: Cottonwood Grading.
10. M19-12 - Item 10. The motion was made by Steve DeMarzio seconded by Linda Jones and carried 4/0 to approve the second and final reading of the new Board Policy and Administrative Regulation 1113, District and School Web Sites.
11. M19-13 - Item 11. The motion was made by Linda Jones seconded by Steve DeMarzio and carried 4/0 to approve the Formation of Community Facilities District 2018-1.
12. M19-14 - Item 12. The motion was made by Steve DeMarzio seconded by Linda Jones and carried 4/0 to approve 2017-18 Citizens' Bond Oversight Community Annual Report.
13. M19-15 - Item 13. The motion was made by Patricia K. Shaw seconded by Linda Jones and carried 4/0 to approve the first reading of the revised Board Policy and Administrative Regulation 3516, Emergencies and District Preparedness Plan.
14. M19-16 - Item 14. The motion was made by Linda Jones seconded by Steve DeMarzio and carried 4/0 to approve the 45 Day Revision to the Adopted Budget

XVIII. NEW BUSINESS

None

XIX. UNFINISHED BUSINESS

None

XX. ADJOURNMENT – The meeting was adjourned at 7:20 p.m. by the Board President.

Linda Jones, Clerk
August 21, 2018

BOARD AGENDA

August 21, 2018

TO: BOARD OF TRUSTEES
PREPARED BY: Regina L. Rossall, Superintendent
SUBJECT: Fund Raiser Approval List

BACKGROUND:

Attached for review and approval by the Board are individual requests from school organizations for fund raising activities. Each is presented on the District's pre-approved form.

PROGRAM/EDUCATIONAL IMPLICATION:

Funds raised as a result of the activities benefit the individual schools as described in each form.

COST ANALYSIS/FUNDING SOURCE:

Approval of these activities increases the funding available for the affected schools as noted on each form.

SUPERINTENDENT'S RECOMMENDATION:

Approval

FUND RAISER APPROVAL LIST

Approved at the Board Meeting of August 21, 2018

Anaverde Hills

Description: Sales of concessions at events and t-shirt spirit wear.
Date: 2018-19 School Year
Purpose: Support the programs, events and work of the Anaverde Hills PTSA.
Requesting Group: Anaverde Hills PTSA

Description: Collection of Box Tops
Date: 2018-19 School Year
Purpose: Support the programs, events and work of the Anaverde Hills PTSA.
Requesting Group: Anaverde Hills PTSA

Description: Dine-Outs
Date: Monthly – 2018-19 School Year
Purpose: Support the programs, events and work of the Anaverde Hills PTSA.
Requesting Group: Anaverde Hills PTSA

Description: Jog-A-Thon
Date: October 5, 2018
Purpose: Support the programs, events and work of the Anaverde Hills PTSA.
Requesting Group: Anaverde Hills PTSA

Description: Coin Drive
Date: January 14-18, 2019
Purpose: Support the programs, events and work of the Anaverde Hills PTSA.
Requesting Group: Anaverde Hills PTSA

Description: Sale of Items – Determined by PTSA Exec. Board.
Date: April 1-10, 2019
Purpose: Support the programs, events and work of the Anaverde Hills PTSA.
Requesting Group: Anaverde Hills PTSA

Description: See's Candy Sales
Date: April 1-10, 2019
Purpose: Support the programs, events and work of the Anaverde Hills PTSA.
Requesting Group: Anaverde Hills PTSA

Description: Carnival
Date: May 17, 2019
Purpose: Support the programs, events and work of the Anaverde Hills PTSA.
Requesting Group: Anaverde Hills PTSA

Gregg Anderson Academy Description: Box Top Collection
 Date: August 8, 2018 – June 6, 2019
 Purpose: To fund playground equipment.
Requesting Group: Gregg Anderson Academy PTA

Joe Walker Description: Welcome Dance/Social
 Date: August 24, 2018
 Purpose: Promote positive school culture.
Requesting Group: Joe Walker ASB

 Description: Community Discount Card Sales
 Date: September 27 – October 25, 2018
 Purpose: Establish funds for student activities.
Requesting Group: Joe Walker ASB

 Description: Fall Dance
 Date: October 26, 2018
 Purpose: Promote positive school culture.
Requesting Group: Joe Walker ASB

 Description: Winter Ball Dance
 Date: January 25, 2019
 Purpose: Promote positive school culture.
Requesting Group: Joe Walker ASB

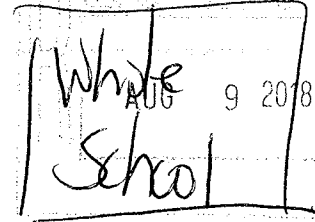
Leona Valley Description: After School STEAM enrichment Activities
 Date: 2018-19 School Year – 4th Wednesday of each month school is in session.
 Purpose: Provide STEAM enrichment and raise some funds for additional PTO activities.
Requesting Group: Leona Valley PTO

Rancho Vista Description: Membership Drive
 Date: August 20-31, 2018
 Purpose: PTA Membership Drive
Requesting Group: Rancho Vista PTA

Vipe Store

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 974-8588

FUNDRAISING AUTHORIZATION
Middle School



School Anaverde Hills School

Date 8/1/18

Requesting Group Anaverde Hills School PTSA

Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☐ ASB ☒ PTA/PTSA/PTO

Date(s) of Fund Raiser Ongoing Event Start Time —

Location of Fund Raiser Anaverde Hills School Campus

Description of Fund Raiser sales of concessions at events and t-shirt spirit wear.

Purpose of the Fund Raiser Support the programs, events, and work of the Anaverde Hills PTSA.

For the benefit of (be specific) The students, staff, and families will directly benefit from this fundraiser

This fundraiser funds programs and events for our school.

Person Supervising Fund Raiser Amanda Gray-Steinacher, President Dianne Valladares-VP of fundraising

Person Responsible for the Money Erica Newbern-Treasurer Betty Machen-Financial Secretary

Projected Expenses \$ 5000

Projected Profit \$ 2000

Approved by ASB in the meeting minutes of _____

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CUREFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 31520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of ASB President _____

Date _____

Signature of ASB Advisor _____

Date _____

Signature of PTA/PTO/PTSA President [Signature]

Date 8/1/18

Signature of Principal or Assistant [Signature]

Date 8/1/18

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 974-8588

FUNDRAISING AUTHORIZATION
Middle School

Box Tops
Whole School
AUG 9 2018

School Anaverde Hills School

Date 8/1/18

Requesting Group Anaverde Hills School PTSA

Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☐ ASB ☒ PTA/PTSA/PTO

Date(s) of Fund Raiser Ongoing / all year Event Start Time _____

Location of Fund Raiser Anaverde Hills School Campus

Description of Fund Raiser collection of Box Tops

Purpose of the Fund Raiser Support the programs, events, and work of the Anaverde Hills PTSA.

For the benefit of (be specific) The students, staff, and families will directly benefit from this fundraiser

This fundraiser funds programs and events for our school.

Person Supervising Fund Raiser Amanda Gray-Steinacher, President Dianne Valladares-VP of fundraising

Person Responsible for the Money Erica Newbern-Treasurer Betty Machen-Financial Secretary

Projected Expenses \$ 300

Projected Profit \$ 1200

Approved by ASB in the meeting minutes of _____

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Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BP3554, CUPFFL 113700-114455, AR3554)
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The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of ASB President _____

Date _____

Signature of ASB Advisor _____

Date _____

Signature of PTA/PTO/PTSA President [Signature]

Date 8/1/18

Signature of Principal or Assistant [Signature]

Date 8/1/18

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note -- Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

BU-13 10-14 Original to District Office for Approval at next Board Meeting. An approved copy will be sent back to school site.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645

Est 4
Anaverde

Whole
School

9 2018

FUNDRAISING AUTHORIZATION
Elementary School

School Anaverde Hills School

Date 8/1/18

Requesting Group: ☐ PTA ☐ PTO ☒ PTSA

Date(s) of Fund Raiser monthly Event Start Time N/A

Location of Fund Raiser Anaverde Hills School Campus

Description of Fund Raiser restaurant eat outs, - local events

Purpose of the Fund Raiser Support the programs, events, and work of the Anaverde Hills PTSA.

For the benefit of (be specific) The students, staff, and families will directly benefit from this fundraiser

This fundraiser funds programs and events for our school.

Person Supervising Fund Raiser Amanda Gray-Steinacher, President Dianne Valladares-VP of fundraising

Person Responsible for the Money Erica Newbern-Treasurer Betty Machen-Financial Secretary

Projected Expenses \$ 0

Projected Profit \$ 1,500

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
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Signature of PTA/PTO/PTSA President

Date 8/1/18

Signature of Principal or Assistant

Date 8/7/18

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

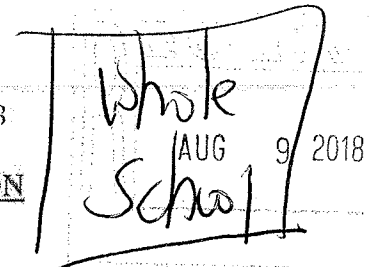
Approved by the Board of Trustees on

Note -- Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Viper Run

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 974-8588

FUNDRAISING AUTHORIZATION
Middle School



School Anaverde Hills School

Date 8/1/18

Requesting Group Anaverde Hills School PTSA

Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☐ ASB ☒ PTA/PTSA/PTO

Date(s) of Fund Raiser 10/5/18 Event Start Time 12:30pm

Location of Fund Raiser Anaverde Hills School Campus

Description of Fund Raiser Whole school athletic event and fundraising. athletic activities supporting health, joy-a-thon

Purpose of the Fund Raiser Support the programs, events, and work of the Anaverde Hills PTSA.

For the benefit of (be specific) The students, staff, and families will directly benefit from this fundraiser

This fundraiser funds programs and events for our school.

Person Supervising Fund Raiser Amanda Gray-Steinacher, President Dianne Valladares-VP of fundraising

Person Responsible for the Money Erica Newbern-Treasurer Betty Machen-Financial Secretary

Projected Expenses \$ 1000

Projected Profit \$ 7000

Approved by ASB in the meeting minutes of _____

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Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CUREFL 113700-114455, AR3554)
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Signature of ASB President _____

Date _____

Signature of ASB Advisor _____

Date _____

Signature of PTA/PTO/PTSA President [Signature]

Date 8/1/18

Signature of Principal or Assistant [Signature]

Date 8/7/18

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

BU-13 10-14 Original to District Office for Approval at next Board Meeting. An approved copy will be sent back to school site.

Westside Union School District
41914 50th Street West
Quartz Hill, CA 93536
(661) 722-0716 FAX: (661) 974-8588

Coin for
Charms

FUNDRAISING AUTHORIZATION
Middle School

Whole
School

AUG 9 2018

School Anaverde Hills School

Date 8/1/18

Requesting Group Anaverde Hills School PTSA

Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☐ ASB ☒ PTA/PTSA/PTO

Date(s) of Fund Raiser

1/14 - 1/18/19

Event Start Time

N/A all day

Location of Fund Raiser Anaverde Hills School Campus

Description of Fund Raiser

coin drive for students (K-8)

benefits Anaverde teacher - school supplies

Purpose of the Fund Raiser Support the programs, events, and work of the Anaverde Hills PTSA.

For the benefit of (be specific) The students, staff, and families will directly benefit from this fundraiser

This fundraiser funds programs and events for our school.

Person Supervising Fund Raiser Amanda Gray-Steinacher, President Dianne Valladares-VP of fundraising

Person Responsible for the Money Erica Newbern-Treasurer Betty Machen-Financial Secretary

Projected Expenses \$

Projected Profit \$

Approved by ASB in the meeting minutes of

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Signature of ASB President

Date

Signature of ASB Advisor

Date

Signature of PTA/PTO/PTSA President

Date 8/1/18

Signature of Principal or Assistant

Date

8/1/18

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

General Fundraising

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 974-8588

FUNDRAISING AUTHORIZATION
Middle School

Whole School
AUG 9 2018

School Anaverde Hills School

Date 8/1/18

Requesting Group Anaverde Hills School PTSA

Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☐ ASB ☒ PTA/PTSA/PTO

Date(s) of Fund Raiser 4/1 - 4/10/19 Event Start Time —

Location of Fund Raiser Anaverde Hills School Campus

Description of Fund Raiser sales of items as determined by PTSA exec. board. (K-8)

Purpose of the Fund Raiser Support the programs, events, and work of the Anaverde Hills PTSA.

For the benefit of (be specific) The students, staff, and families will directly benefit from this fundraiser

This fundraiser funds programs and events for our school.

Person Supervising Fund Raiser Amanda Gray-Steinacher, President Dianne Valladares-VP of fundraising

Person Responsible for the Money Erica Newbern-Treasurer Betty Machen-Financial Secretary

Projected Expenses \$ 3000

Projected Profit \$ 4000

Approved by ASB in the meeting minutes of _____

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Signature of ASB President _____

Date _____

Signature of ASB Advisor _____

Date _____

Signature of PTA/PTO/PTSA President [Signature]

Date 8/1/18

Signature of Principal or Assistant [Signature]

Date 8/7/18

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

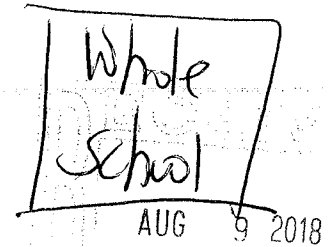
BU-13 10-14 Original to District Office for Approval at next Board Meeting. An approved copy will be sent back to school site.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645

FUNDRAISING AUTHORIZATION

Elementary School

See's Candy



School Anaverde Hills School 12/5 - 12/13 Date 8/1/18

Requesting Group: ☐ PTA ☐ PTO ☒ PTSA

Date(s) of Fund Raiser 4/1 - 4/10/19 Event Start Time _____

Location of Fund Raiser Anaverde Hills School Campus

Description of Fund Raiser sales of see's candy to family and friends - fundraiser.

Purpose of the Fund Raiser Support the programs, events, and work of the Anaverde Hills PTSA.

For the benefit of (be specific) The students, staff, and families will directly benefit from this fundraiser

This fundraiser funds programs and events for our school.

Person Supervising Fund Raiser Amanda Gray-Steinacher, President Dianne Valladares-VP of fundraising

Person Responsible for the Money Erica Newbern-Treasurer Betty Machen-Financial Secretary

Projected Expenses \$ 10,000

Projected Profit \$ 7,000

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
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Signature of PTA/PTO/PTSA President [Signature]

Date 8/1/18

Signature of Principal or Assistant [Signature]

Date 8/7/18

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Spring Festival

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 974-8588

Whole School
AUG 9 2018

FUNDRAISING AUTHORIZATION
Middle School

School Anaverde Hills School

Date 8/1/18

Requesting Group Anaverde Hills School PTSA

Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☐ ASB ☒ PTA/PTSA/PTO

Date(s) of Fund Raiser May 17 / 2019 Event Start Time 9am

Location of Fund Raiser Anaverde Hills School Campus

Description of Fund Raiser On campus celebration, carnival, activities
Vendors, community event

Purpose of the Fund Raiser Support the programs, events, and work of the Anaverde Hills PTSA.

For the benefit of (be specific) The students, staff, and families will directly benefit from this fundraiser

This fundraiser funds programs and events for our school.

Person Supervising Fund Raiser Amanda Gray-Steinacher, President Dianne Valladares-VP of fundraising

Person Responsible for the Money Erica Newbern-Treasurer Betty Machen-Financial Secretary

Projected Expenses \$ 5000

Projected Profit \$ 4000

Approved by ASB in the meeting minutes of _____

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
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The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of ASB President _____

Date _____

Signature of ASB Advisor _____

Date _____

Signature of PTA/PTO/PTSA President [Signature]

Date 8/1/18

Signature of Principal or Assistant [Signature]

Date 8/1/18

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645

AUG 14 2018

FUNDRAISING AUTHORIZATION
Elementary School

School GAA

Date Aug. 8, 2018

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser Aug. 8²⁰¹⁸ - June 6, 2019 Event Start Time All school year

Location of Fund Raiser Gregg Anderson Academy

Description of Fund Raiser Box Tops
(Box Top collections)

Purpose of the Fund Raiser To fund playground Equipment at
Recess.

For the benefit of (be specific) All Gregg Anderson students
will benefit from playground equipment.

Person Supervising Fund Raiser Lindsay Demyberry

Person Responsible for the Money Treasurer, Wendy Cullen

Projected Expenses \$ 2,500 3,500
-2,500 Projected Profit \$ 1,000

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
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Signature of PTA/PTO/PTSA President Beth M. Freitas Date 8/8/18

Signature of Principal or Assistant J. Deering Date 8/9/18
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 974-8588

AUG 14 2018

FUNDRAISING AUTHORIZATION
Middle School

School JW Date 8/13/18
Requesting Group ASB Leadership
Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☒ ASB ☐ PTA/PTSA/PTO

Date(s) of Fund Raiser 8/24/19 Event Start Time 2:15

Location of Fund Raiser Cafeteria

Description of Fund Raiser Welcome Dance/Social
(year long dance packages will be sold)

Purpose of the Fund Raiser promote positive school culture

For the benefit of (be specific) all students, funds will
support ASB campus activities

Person Supervising Fund Raiser Liz Anderson

Person Responsible for the Money Chrissy Bushan

Projected Expenses \$ 750

Projected Profit \$ 2000

Approved by ASB in the meeting minutes of

8/14/18

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Signature of ASB President Carmela Deffler

Date 8/14/18

Signature of ASB Advisor E. Anderson

Date 8/14/18

Signature of PTA/PTO/PTSA President _____

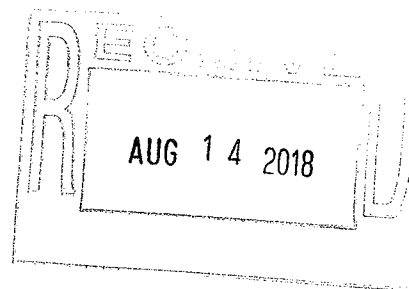
Date _____

Signature of Principal or Assistant Regina Smith Date 8/14/18
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 974-8588



FUNDRAISING AUTHORIZATION
Middle School

School TW Date 8/13/18

Requesting Group ASB Leadership
Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☒ ASB ☐ PTA/PTSA/PTO

Date(s) of Fund Raiser Sept 27 - Oct 25 Event Start Time NA

Location of Fund Raiser School Site

Description of Fund Raiser Students will sell community discount cards

Purpose of the Fund Raiser establish funds for Ardant activities

For the benefit of (be specific) all students. Funds will provide opportunities for students on campus

Person Supervising Fund Raiser Liz Anderson

Person Responsible for the Money Chrissy Bashan / Liz Anderson

Projected Expenses \$ 3,600

Projected Profit \$ 8,400

Approved by ASB in the meeting minutes of 8/14/18

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
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Signature of ASB President Ammon Deffen

Date 8/14/18

Signature of ASB Advisor Liz Anderson

Date 8/14/18

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant Regina Ingle Date 8/14/18
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 974-8588

AUG 14 2018

FUNDRAISING AUTHORIZATION

Middle School

School JW Date 8/13/18
Requesting Group ASB Leadership / AND
Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☒ ASB ☐ PTA/PTSA/PTO
Date(s) of Fund Raiser OCT 26, 2018 Event Start Time 6 pm
Location of Fund Raiser Cafeteria
Description of Fund Raiser Fall Dance

Purpose of the Fund Raiser promote positive school culture

For the benefit of (be specific) all students and AND activities

Person Supervising Fund Raiser Liz Anderson

Person Responsible for the Money Chrissy Bastian

Projected Expenses \$ 750

Projected Profit \$ 2000

Approved by ASB in the meeting minutes of

8/14/18

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
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Signature of ASB President Hannah Duffee

Date 8/14/18

Signature of ASB Advisor Justin Anderson

Date 8/14/18

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant Regina Smith Date 8/14/18
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 974-8588

AUG 14 2018

FUNDRAISING AUTHORIZATION
Middle School

School JW

Date 8/13/18

Requesting Group ASB Leadership

Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☒ ASB ☐ PTA/PTSA/PTO

Date(s) of Fund Raiser Jan 25: 6-8 Event Start Time 6pm

Location of Fund Raiser Cafeteria

Description of Fund Raiser Winter Ball Dance

Purpose of the Fund Raiser promote positive school culture

For the benefit of (be specific) all students and the activities sponsored throughout the year

Person Supervising Fund Raiser Liz Anderson

Person Responsible for the Money Christy Bastian

Projected Expenses \$ 1,000

Projected Profit \$ 1,500

Approved by ASB in the meeting minutes of

8/14/18

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
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Signature of ASB President Hannah Duffee

Date 8/14/18

Signature of ASB Advisor Liz Anderson

Date 8/14/18

Signature of PTA/PTO/PTSA President _____

Date _____

Signature of Principal or Assistant Regina Smith

Date 8/14/18

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

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Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645

FUNDRAISING AUTHORIZATION
Elementary School

School Leona Valley

Date 8-5-18

*School is
in session*

Requesting Group: ☐ PTA ☒ PTO ☐ PTSA

Date(s) of Fund Raiser 8/22/18 + then recurring on 4th weds of each month Event Start Time after school dismissal

Location of Fund Raiser Leona Valley Elementary School Campus - usually 1:55 PTO Room

Description of Fund Raiser After School STEAM Enrichment Activities,

Purpose of the Fund Raiser Provide STEAM enrichment & raise some funds for additional PTO activities (usually breaks even)

For the benefit of (be specific) all students. PTO provides STEAM enrichment and community building events.

Person Supervising Fund Raiser Katie Henderson, PTO President & Board

Person Responsible for the Money Catherine Lord, PTO Treasurer & Annie Nicoll, PTO fund-raiser

Projected Expenses \$ 100

Projected Profit \$ 100

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President

K Hender

Date 8-5-18

Signature of Principal or Assistant

[Signature]

Date 8/7/18

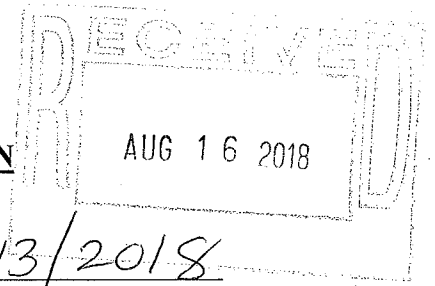
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District
41914 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645

FUNDRAISING AUTHORIZATION
Elementary School



School Rancho Vista

Date 8/13/2018

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser 8/20-31/2018

Event Start Time _____

Location of Fund Raiser _____

Description of Fund Raiser Membership Drive

Purpose of the Fund Raiser Membership (Make parents and students join PTA)

For the benefit of (be specific) _____

Person Supervising Fund Raiser Monica Jovel

Person Responsible for the Money Monica Jovel

Projected Expenses \$ \$300.00

Projected Profit \$ \$800.00

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)
Organizations are encouraged to select items of good nutritional quality (BP3554)
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President [Signature]

Date 8/14/18

Signature of Principal or Assistant Cathy Bennett

Date 8/14/18

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on _____

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

WESTSIDE UNION SCHOOL DISTRICT
BOARD AGENDA

August 21, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Personnel Report #19-02

BACKGROUND: The Board is requested to approve/ratify the following personnel Recommendations:

MANAGEMENT

CERTIFICATED

Employment

Farmer, Raynika	Teacher/Column I Step 1/July 1, 2018/URGF
Griffiths, David	Teacher, 1/6 th /JW/August 8, 2018/URGF/Req# CE03
Hurlburt, Brian	Certificated Coach, 6 th and 7 th Grade Boys Volleyball/JW/ 2018-2019 School Year/URGF/Req# CE030
Muzaffar, Sofia	Teacher/Column I Step 1/July 1, 2018/URGF.
Sorensen, Todd	Certificated Coach, 8th Grade Boys Volleyball/JW 2018-2019 School Year/URGF/Req# CE029

<u>Change</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
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<u>Leaves</u>	<u>Position/Location/Effective Date</u>
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<u>Separation</u>	<u>Position/Location/Effective Date</u>
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CLASSIFIED

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req.#</u>
Acuna, Yiliana	Crossing Guard/CW/.5 hrs/per/day/August 1, 2018/ URGF/Req# 15727
Alvarez, Kimberley	Instructional Assistant II/GA/3 hrs/per/day/Step 1/July 31, 2018/ SDC/Req# 15618
Arnold, Amanda	Clerk IV-Library/SD/3.95 hrs/per/day/Step 1/August 13, 2018/ URGF/Req# 15747
Baakko, Stacey	Instructional Assistant II/GA/3 hrs/per/day/Step 1/July 31, 2018/ SDC/Req# 15529
Ballinger, Lydia	Instructional Assistant II/VV/3.25 hrs/per/day/Step 1/July 31, 2018/ SDC/Req# 15431
Bartlett, Alexander	Instructional Assistant II/QH/3 hrs/per/day/Step 1/August 20, 2018/ SDC/Req# 15787
Beck, Danielle	Instructional Assistant II/GA/3 hrs/per/day/Step 1/July 31, 2018/ SDC/Req# 15477
Guterrez, Michelle	Instructional Assistant II-RSP/WA/3.97 hrs/per/day/Step 1/ August 8, 2018/SDC/Req# 15704
Hernandez, Norma	Instructional Assistant II/GA/3 hrs/per/day/Step 1/August 13, 2018/ SDC/Req# 15794
Jones, Ashley	Playground Supervisor/GA/2.25 hrs/per/day/Step 1/August 16, 2018/ URGF/Req# 15761
Lopez, Stephanie	Playground Supervisor/EZ/3.25 hrs/per/day/Step 1/August 7, 2018/ URGF/Req# 15656
Main, Suzanne	Child Nutrition Assistant I/QH/1 hr/per/day/Step 1/August 6, 2018/ URGF/Req# 15651
Mansholt, Anna	Instructional Assistant II-Speech/CW-RV/3 hrs/per/day/Step 1/ July 31, 2018/SDC/Req# 15639
Martinez, Tammy	Child Nutrition Assistant I/DS/2 hrs/per/day/Step 1/August 6, 2018/ URGF/Req# 15607

Mazza, Cheyenne	Playground Supervisor/GA/1.92 hrs/per/day/Step 1/August 7, 2018/ URGF/Req# 14895
Medina, Lorri	Instructional Assistant I-PE/SD/3 hrs/per/day/Step 1/August 6, 2018/ URGF/Req# 15319
Median, Lorri	Child Nutrition Assistant I/SD/.95 hrs/per/day/Step 1/August 6, 2018/ URGF/Req# 15650
Navarro, Sabrina	Instructional Assistant II/SD/3.25 hrs/per/day/Step 1/July 31, 2018/ SDC/Req# 15345
Navarro, Sabrina	Playground Supervisor/SD/.67 hrs/per/day/Step 1/July 31, 2018/ URGF/Req# 15345
Pastel, Chelsea	Child Nutrition Assistant I/CW/1 hr/per/day/Step 1/August 6, 2018/ URGF/Req# 15715
Piolatto, Elizabeth	Instructional Assistant II/RV/3 hrs/per/day/Step 1/July 31, 2018/ SDC/Req# 15694
Ramos, Sarah	Instructional Assistant II/QH/3 hrs/per/day/Step 1/July 31, 2018/ SDC/Req# 15670
Reyes, Traci	Instructional Assistant II/CW/3.25 hrs/per/day/Step 1/July 31, 2018/ SDC/Req# 15635
Shelton, Matthew	Instructional Assistant II/SD/3.25 hrs/per/day/Step 1/July 31, 2018/ SDC/Req# 15024
Simpson, Catherine	Instructional Assistant II/QH/2.5 hrs/per/day/Step 1/July 31, 2018/ SDC/Req# 15702
Soto, Giannino	Instructional Assistant II/GA/3 hrs/per/day/Step 1/August 14, 2018/ SDC/Req# 15617
Towman, Patrick	Playground Supervisor/GA/1.92 hrs/per/day/Step 1/August 7, 2018/ URGF/Req# 15708
Towman, Patrick	Crossing Guard/GA/.5 hrs/per/day/Step 1/August 7, 2018/ URGF/Req# 15708
Uribe, Caroline	Instructional Assistant II/QH/3 hrs/per/day/Step 1/August 8, 2018/ SDC/Req# 15765

Valentine, April	Instructional Assistant II/HV/3 hrs/per/day/Step 1/August 16, 2018/ SDC/Req# 15733
<u>Change</u> Arce, Angelica	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u> Instructional Assistant I-AVID (2.58 hrs/per/day) to <u>Instructional Assistant I-PE (3 hrs/per/day)/AH/July 31, 2018/URGF/Req# 15719</u>
Galaviz, Brianna	Crossing Guard (1 hr/per/day) to <u>(.5 hrs/per/day)/CW/July 25, 2018/URGF/Req# 15726</u>
Roesch, Amy	Child Nutrition Assistant I (3.92 hrs/per/day) to <u>Child Nutrition Assistant (3.75 hrs/per/day)/JW/August 3, 2018/URGF/Req# 15584</u>
<u>Leaves</u>	<u>Position/Location/Effective Date/</u>
<u>Separation</u> Abril, Michelle	<u>Position/Location/Effective Date/</u> Playground Supervisor/QH/August 6, 2018/Resignation
Alvarez, Melissa	Child Nutrition Assistant II/HV/July 26, 2018/Resignation
Balian, Isabel	Child Nutrition Assistant I/CN/July 24, 2018/Resignation
Claudio, Jenna	Instructional Assistant II/GA/August 8, 2018/Resignation
Downey, Deaven	Substitute Custodian/MO/August 6, 2018/Resignation
Garay, Elizabeth	Instructional Assistant II/GA/July 31, 2018/Resignation
Maguellal, Alysia	Instructional Assistant I-PE/AH/July 24, 2018/Resignation
Petracca, Suzan	Instructional Assistant II/GA/August 7, 2018/Resignation
Stewart, Julia	Instructional Assistant II/GA/July 27, 2018/Resignation

BOARD AGENDA

August 21, 2018

TO: BOARD OF TRUSTEES
PREPARED BY: Jeri Holmes, Purchasing
SUBJECT: Purchase Order Approval List

BACKGROUND:

Purchase orders are submitted for pre-approval if the purchase is over \$7,500. Purchase orders are submitted for ratification for items under \$7,500 per the adopted policy. Items that have already been approved by virtue of individual board action/direction are also included on the ratification list, even if their value is over \$7,500

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures of:

Approval Items:

All Funds	2,875,165.78
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Ratification Items:

General Fund (01.0)	71,975.58
Child Nutrition Fund (13.0)	902.63
Deferred Maintenance Fund (14.0)	0.00
Building Fund: Bonds (21.0)	0.00
Capital Facilities Fund (25.0)	1,673.72
County Facilities Fund (35.0)	0.00
Anaverde Settlement (40.0)	1,883.84
CFD's (49.0)	0.00

Total 2,951,601.55

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

PURCHASE ORDERS
Approved/Ratified at the Meeting of August 21, 2018

PO's for Board Approval (note: General Fund (01.0) moneys unless otherwise noted)

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P53641	Dimension Data North American Cottonwood	Extron Voice Lift Systems (2) Bonds (Fund 40) <i>Note: PO released to facilitate timely receipt of materials</i>	10,457.08
P53667	Art in Acton Cottonwood	Instructional Supplies Title I	9,799.02
P53677	Southwest School Supply Esperanza	Office Supplies General Fund <i>Note: PO released to facilitate timely receipt of materials</i>	7,500.00
P53696	FinalSite District	Web Hosting Services: Year 3 of 5 Technology Maintenance	20,925.00
P53697	AVSTA District	2018-19 Home-to-School Transportation General and Special Education Funding	2,308,076.00
P53699	AVSTA Student Support Services	2018-2019 Bus Aides for Special Education Special Education	275,000.00
P53707	Lozano Smith LLP District	2018-2019 Legal Services General and Developer Fee Funding	211,000.00
P53712	Pro-Ed Student Support Services	Reading Milestones Materials Special Education	13,572.38
P53713	ConvergeOne Inc Quartz Hill	Dell Chromebooks (70) Title I	18,836.30
Total			2,875,165.78

PO's for Board Ratification

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P53640	William Masters Maintenance	Reimburse: TOBolt handle for Drill Press General Funding	36.00
P53658	Amazon.com Corporate Credit Student Support Services	Instructional Materials Special Education	734.52
P53661	Fastenal Industrial and Construction Gregg Anderson	PVC Traffic Cones General Funding	203.04
P53662	Matthew Anderson Joe Walker	Reimburse: PLTW Supplies General Funding	250.00
P53663	Mystery Science Inc Cottonwood	School Membership CW Title I	499.00
P53664	Camcor Inc Cottonwood	Hamilton Headset Title I	1,922.38
P53665	Math Unity LLC Cottonwood	Pay N Take Complete Kit Title I	512.32
P53666	NEWSELA Cottonwood	Pro License Title I	4,000.00
P53668	Makerspaces.com Cottonwood	Instructional Materials Title I	2,324.79
P53669	Padcaster Cottonwood	Padcaster Ultimate Studio Title I	1,517.41
P53670	Glowforge Cottonwood	Glowforge Plus Title I	4,473.53
P53671	Southwest School Supply Leona Valley	Office Supplies General Fund	1,000.00
P53672	Iron Mountain Inc Business Services	Shredding Services General Fund	3,500.00
P53673	California Newspaper Service Bureau Business Services	2018-19 LCAP & Budget Public Hearing Ad General Fund	145.74
P53676	Southwest School Supply Valley View	Office Supplies General Fund	5,000.00
P53678	Mystery Science Inc Sundown	Renew School Membership 2018-19 Title I	999.00

P53679	Four Star Printing Educational Services	Community Outreach Materials and Supplies Supplemental Grant	3,972.67
P53680	Southwest School Supply Gregg Anderson	Office Supplies General Fund	4,000.00
P53681	Bruce Barron Joe Walker	Reimburse: Woodshop Supplies General Fund	250.00
P53682	Jeremy Pontius Joe Walker	Reimburse: PLTW Supplies General Fund	250.00
P53683	Rhonda Pratt Joe Walker	Reimburse: Home Economics Supplies General Fund	250.00
P53684	Cathy Washington Joe Walker	Reimburse: Classroom Rewards for Ed Class General Fund	500.00
P53685	Bolts in the Bathtub Joe Walker	Home Economics Supplies Elective Fund	400.00
P53686	Rhonda Pratt Joe Walker	Reimburse: Home Economics Supplies Elective Fund	300.00
P53687	Reyna Smith Joe Walker	Reimburse: Discipline Awards General Fund	500.00
P53688	Kristin Gellinck-Frye Educational Services	Reimburse: Kindercamp Supplies Supplemental Grant	500.00
P53689	Gabrielle Rendon Sundown	Reimburse: Random Act of Kindness Local Site Funds	500.00
P53690	Marguerite Johnson Educational Services	Reimburse: Training Supplies and Food General Funding	500.00
P53692	Lauri Massari Superintendent	Reimburse: Miscellaneous Materials Beginning Teacher Support	500.00
P53695	Pocket Company Joe Walker	Desktop CNC Milling Machine Local Site Funds	4,450.00
P53698	SISC II Property and Liability Risk Management	Insurance Deductible General Funding	1,000.00
P53700	Pro-Ed Student Support Services	Reading Milestone Materials Special Education	5,480.05
P53701	2nd Gear LLC Hillview	Dell Professional Monitors (2) General Funding	260.33
P53702	Amerimac Office Products Quartz Hill	Digital Duplicator Masters and Ink General Funding	490.56
P53703	LA County Office of Education Educational Services	District and School Level Compliance Checklists Title I	174.75
P53705	ACS WASC JW, HV, AH, DS	Annual Accreditation Membership Fees ESF General Funding	3,540.00
P53710	E3 Emico Health Services	Audiometer Calibration and Repairs General Funding	825.00
P53711	Noelle Jones Joe Walker	Reimburse: Incentive Rewards General Funding	250.00
P53714	Donnelle McMillan Quartz Hill	Reimburse: School Supplies for Attendance General Funding	100.00
P53715	Winter Piller Human Resources	Professional Growth Stipend - Classified General Funding	148.36
P53716	All Things Engravable Board of Trustees	Employee of the Year Plates for Plaque General Funding	52.56
P53717	Regina Rossall Board of Trustees	Reimburse: Lunch for Management Retreat General Funding	675.00
P53718	Marguerite Johnson Educational Services	Reimburse: Training Supplies and Food General Funding	500.00
P53720	Apple Inc Student Support Services	Articulation Station and Word Flips Apps Special Education	92.83
P53721	Lauri Massari Superintendent	Reimburse: Miscellaneous Materials Beginning Teacher Support	500.00
P53722	CDWG Computer Centers Inc Quartz Hill	Powergistics Charging Towers (6) Title I	5,906.43
M20904	Tip Top Arborists	Remove Cypress Trees	950.00

M20905	District Office All Phase Electrical Various Sites	Maintenance Electrical Supplies - July Maintenance	123.17
M20907	Consolidated Electric Various Sites	Electrical Supplies - July Maintenance	790.75
M20909	Desert Lock Maintenance	Lock Hardware Maintenance	323.99
M20918	Motion Industries Maintenance	Equipment Repair - July Operations	61.79
M20923	United Refrigeration Various Sites	HVAC Supplies - July Maintenance	383.35
M20928	Empire Floor Supply Maintenance	Equipment Repair Parts Maintenance	451.60
M20935	Empire Floor Supply Maintenance	Maintenance Supplies Maintenance	107.10
M20937A	Sinclair Sanitary Supply Operations	Floor Stripper Operations	462.46
M20945	United Rentals Maintenance	Scissor Lift Repair Maintenance	205.38
M20970	LTR Products Maintenance	Rubber Mulch Operations	4,000.00
M20975	B&M Lawn and Garden Maintenance	Equipment Repair Supplies Operations	129.72

Total 71,975.58

CHILD NUTRITION (13)

P53659	Bernard Food Industries	Pumpkin Pie Pudding	837.63
P53660	CSNA	Membership	65.00

Total 902.63

CAPITAL FACILITIES (25)

M21015	Dunn Edwards	Interior and Exterior Semi Gloss Paint	956.41
M21015A	Dunn Edwards	Interior and Exterior Semi Gloss Paint	717.31

Total 1,673.72

ANAVERDE SETTLEMENT (40)

P53656	CDWG Computer Centers Inc	Ergotron Sit-Stand Workstations (2) - CW	1,883.84
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Total 1,883.84

No Purchase Orders for Funds 14 (Deferred Maintenance), 21 (Bonds), 35 (County Facilities), or 49 (CFD's)

BOARD AGENDA

August 21, 2018

TO: BOARD OF TRUSTEES
PREPARED BY: Jeri Holmes, Purchasing
SUBJECT: Consultant/Contract Agreement Schedule

BACKGROUND:

Consultant agreements and contracts are brought to the Board in accordance with Board Policy 3312 for various purposes including student assemblies, in-house staff workshops, and vendor provided services.

PROGRAM/EDUCATIONAL IMPLICATION:

These Consultant Agreements and Contracts provide support to the District's Educational Program.

COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures and incoming funds of:

Student Assemblies	0.00
In-house Staff/Parent Workshops	0.00
Vendor Provided Services	72,231.81
Rental/Lease Contracts	0.00
<i>Total</i>	<u>72,231.81</u>

Incoming Funds	0.00
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ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONSULTANT/CONTRACT AGREEMENT SCHEDULE

Ratified/Approved at the Board Meeting of August 21, 2018

<u>Dates</u>	<u>Name/School Site</u>	<u>Description/Funding Source</u>	<u>Cost</u>	<u>Income</u>
2018-2020	Brandman University District	Internship Contract Agreement N/A		0.00
Summer 2018	Cali Painting Inc Joe Walker	Painting of Three Portables (exterior) Developer Fees (Fund 25)	7,400.00	
Summer 2018	Cali Painting Inc Esperanza	Painting of Three Portables (exterior) Developer Fees (Fund 25)	7,400.00	
2018-2019	Follett School Solutions Inc All Sites	Destiny, Resource Manager, and Titlepeek Services Technology Maintenance	17,992.81	
2018-2019	Go Sign Me Up Educational Services	Online Subscription Renewal General Funding	7,699.00	
2018-2021	Grand Canyon University District	Student Teaching Affiliation Agreement N/A		0.00
2018-2019	SHI Technology	Adobe Creative Cloud Technology Maintenance	18,600.00	
2018-2019	Universal Electronic Alarms Inc District	Security and Fire Alarm Programming and Monitoring Maintenance General Funding	13,140.00	

Change

No Changes

	Total	72,231.81	0.00
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Individual Services Agreements

These individual service agreements fall under previously Board approved Master Contracts. All agreements are funded through Special Education general funds.

<u>Nonpublic School/Agency</u>	<u>Service</u>	<u>Student ID</u>
None		

BOARD AGENDA

August 21, 2018

TO: BOARD OF TRUSTEES
PREPARED BY: Jeri Holmes, Purchasing
SUBJECT: Conference/Workshop Schedule

BACKGROUND:

Conference requests are processed in compliance with Board Policy 3350.

PROGRAM/EDUCATIONAL IMPLICATION:

On-going staff development is a key to the success of the District's programs.

COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures of \$103,587.13.

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

CONFERENCE/WORKSHOP SCHEDULE
Ratified/Approved at the Board Meeting of August 21, 2018

<u>Dates/Location</u>	<u>Title/Attendees/Funding Location</u>	<u>Fund. Source</u>	<u>Registration</u>	<u>Lodging</u>	<u>Meals</u>	<u>Mileage</u>	<u>Parking</u>	<u>Subs</u>	<u>Other</u>
2018-2019 San Bernardino	School Business Academy Rob Garza Business Services	General Funding	1,695.00	2,000.00	100.00	1,120.00	150.00	0.00	0.00
September 24-27, 2018 Ontario	New CAASPP Coordinator Training Cheree Simons, Samara Gugler Educational Services	Title II Improved Teacher Quality	450.00	1,350.00	200.00	120.38	0.00	0.00	0.00
November 5, 2018 Hacienda Heights	Lozano Smith SpEd Legal Consortium Scott Brewer Student Support Services	Special Education	155.00	250.00	0.00	100.00	0.00	0.00	0.00
Changes	No Changes								
		Subtotals	2,300.00	3,600.00	300.00	1,340.38	150.00	0.00	0.00
		Grand Total	7,690.38						

BOARD AGENDA

August 21, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Approval of Board Candidate Orientation Calendar

BACKGROUND:

Board Bylaw 9230 requires the Superintendent to schedule an orientation process for those seeking office on the Governing Board of the District. The attached calendar is a list of dates proposed for this process. Once approved all candidates will be notified of the dates and requested to attend. Since most current trustees will choose to attend these sessions, they will need to be scheduled as workshops following our regular meeting process.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION

This is a direct function of the Board, therefore, an administrative recommendation is not provided.

Westside Union School District
Governing Board Candidate
Orientation Calendar
2018

August 25	10:00 a.m.	General Overview and What is Expected of a Trustee
August 30	5:00 p.m.	Standards Based Grading
September 13	5:00 p.m.	Curriculum, Health and Special Education
September 22	10:00 a.m.	LCAP and Budget
October 11	5:00 p.m.	Business Services
October 17	5:00 p.m.	Human Resources
October 30	5:00 p.m.	Human Resources and New Teacher Support

BOARD AGENDA

August 21, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Discussion Items:

- Board Governance

BOARD AGENDA

August 21, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent, Educational Services

SUBJECT: Board Policies, Administrative Regulations and Exhibits – Second and Final Reading

BACKGROUND:

Annually policies are reviewed by CSBA and changes are suggested as a result of either recent judicial rulings or legislative enactment. Changes to these policies and regulations make our policies consistent with law.

PROGRAM/EDUCATIONAL IMPLICATION:

Board Policy 0400 Comprehensive Plans - Revised

The policy has been updated to include the local control and accountability plan (LCAP) as a comprehensive plan of the district and to emphasize the need for consistency among documents and plans that set direction for the district.

Board Policy/Administrative Regulation/Exhibit 0520.2 Title I Program Improvement Schools – Delete

The policy, regulation, and exhibit have been deleted as federal program improvement requirements have been suspended for the 2017-18 school year and will, beginning in the 2018-19 school year, be replaced by a new system of comprehensive and targeted improvement established by the Every Student Succeeds Act.

Board Policy 0520.3- Title I Program Improvement Districts - Delete

The policy deleted as federal program improvement requirements have been suspended for the 2017-18 school year and will, beginning in the 2018-19 school year, be replaced by a new system of comprehensive and targeted improvement established by the Every Student Succeeds Act.

Board Policy/Administrative Regulation 5113.12 - District School Attendance Review Board - New

The new policy and regulation are to be used by districts that have established their own local school attendance review board (SARB).

Administrative Regulation 5125.2- Withholding Grades, Diploma or Transcripts - Replace

The regulation has been updated to clarify the circumstances under which the district may withhold a student's grades, diploma, and/or transcripts until the student's parents/guardians have paid for the damages to or loss of district property willfully caused by the student. Revisions also clarify the student's due process rights, as well as the requirement to continue to withhold the grades, diploma, and/or transcripts when such a student transfers from one district to another.

COST ANALYSIS:

There are no costs associated with updating these policies and administrative regulations.

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

Westside Union SD

Board Policy - Revised

Comprehensive Plans

Philosophy, Goals, Objectives and Comprehensive Plans

BP 0400(a)

The Board of Trustees believes that careful planning is essential to effective implementation of district programs and policies. Comprehensive plans shall identify cohesive strategies for school improvement, and provide stability in district operations, and be aligned to ensure consistency among district approaches for student academic growth and achievement.

~~The Superintendent or designee shall develop comprehensive plans for the implementation of the district's vision and goals, on specific policy topics and on other areas as required by law. As appropriate, comprehensive~~ Comprehensive plans adopted by the district shall include the local control and accountability plan (LCAP) and other plans required by law or determined by the Board to be in the best interest of the district. Such may describe, but not be limited to, anticipated short- and long-term needs, measurable outcomes, priorities, activities, available resources, timelines, staff responsibilities, and strategies for internal and external communications regarding the plan.

- (cf. 0000 - Vision)
- (cf. 0200 - Goals for the School District)
- (cf. 0430 - Comprehensive Local Plan for Special Education)
- (cf. 0440 - District Technology Plan)
- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 0500 - Accountability)
- (cf. 1112 - Media Relations)
- (cf. 2123 - Evaluation of the Superintendent)
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)
- (cf. 3543 - Transportation Safety and Emergencies)
- (cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)
- (cf. 6010 - Goals and Objectives)
- (cf. 6171 - Title I Programs)
- (cf. 6190 - Evaluation of the Instructional Program)
- (cf. 7110 - Facilities Master Plan)

Comprehensive plans may be subject to review and approval by the Board.

The process for developing comprehensive plans shall invite broad participation of school and community representatives. Committees may be appointed to assist in the development of plans. Comprehensive plans shall be available to the public and shall be reviewed at regular intervals as specified within the plan.

(cf. 0420.5 - School-Based Decision Making)

BP 0400(b)

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 6020 - Parent Involvement)

(cf. 9130 - Board Committees)

In addition, school-level plans may be developed to meet the unique circumstances of individual school sites provided that they are consistent with law, district vision, Board policies, administrative regulations and districtwide plans. School plans may be subject to review and approval of the Superintendent or designee and/or the Board.

(cf. 0420 - School Plans/Site Councils)

(cf. 0420.1 - School-Based Coordinated Program)

(cf. 0420.2 - School Improvement Program)

(cf. 0420.3 - School-Based Student Motivation and Maintenance Program)

Legal Reference:

EDUCATION CODE

35035 Powers and duties of Superintendent

35291 Rules (power of governing board)

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership: Vision, 1996

WEB SITES

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

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: June 15, 1998 Lancaster, California

Westside Union SD

Board Policy – Delete

Title I Program Improvement Schools

Philosophy, Goals, Objectives and Comprehensive Plans

BP 0520.2(a)

The Board of Trustees is committed to enabling all district students to meet state academic achievement standards and to narrowing the achievement gap among student groups. To that end, the district shall provide support and assistance to increase student achievement in any school that receives federal Title I funding and has been identified by the California Department of Education as a program improvement (PI) school.

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6171 - Title I Programs)

Whenever a school is identified for Year 4 PI but is not identified as a "persistently lowest achieving school" pursuant to Education Code 53201, the parents/guardians of students attending that school may petition the Board to implement an intervention for the purpose of improving academic achievement or student safety, provided that the state limit on the number of such schools has not yet been reached. To be considered by the Board, the petition shall contain all required content and signatures and specify one of four intervention models (i.e., turnaround model, restart model, school closure, or transformation model) or an alternative governance arrangement, as described in 5 CCR 4803-4807. The district shall implement the option requested by the parents/guardians unless, at a regularly scheduled public hearing, the Board makes a finding in writing stating the reason it cannot implement the recommended option and instead designates one of the other options to be implemented. (Education Code 53300-53303; 5 CCR 4800-4808)

Program Evaluation

The Superintendent or designee shall develop an annual report card that includes the information specified in 20 USC 6311 for each district school and for the district as a whole. The required information may be incorporated into each school's school accountability report card. (20 USC 6311)

(cf. 0510 - School Accountability Report Card)

(cf. 6190 - Evaluation of the Instructional Program)

The report card shall be concise, presented in an understandable and uniform format and, to the

extent practicable, in a language that parents/guardians can understand. It shall be made
BP 0520.2(b)
accessible to the public on the district's web site. (20 USC 6311)

(cf. 1113 - District and School Web Sites)

As necessary based on the results of this evaluation, the Board may require the Superintendent or designee to review and revise any of the school's reform plans, including the school's Single Plan for Student Achievement, allocate additional resources toward the implementation of the plan, and/or require more frequent monitoring of the school's progress in order to raise student achievement.

Legal Reference:

EDUCATION CODE

35256 School accountability report card

53200-53203 Persistently lowest achieving schools

53300-53303 Parent Empowerment Act

64000 Categorical programs included in consolidated application

64001 Single school plan for student achievement, consolidated application programs

CODE OF REGULATIONS, TITLE 5

4800-4808 Parent Empowerment petitions

11992-11994 Persistently dangerous schools, definition

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

6301 Title I program purpose

6311 State plan; state and local educational agency report cards

6312 Local educational agency plan

6313 Eligibility of schools and school attendance areas; funding allocation

7912 Persistently dangerous schools

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

200.49-200.51 State responsibilities

200.52-200.53 District improvement

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

FEDERAL REGISTER

Final Rule and Supplementary Information, October 29, 2008. Vol. 73, No. 210, pages
64436-64513

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev.

May 4, 2016

WEB SITES

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

California Department of Education, Program Improvement:

<http://www.cde.ca.gov/ta/ac/ti/programimprov.asp>

U.S. Department of Education: <http://www.ed.gov>

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: September 1, 2009 Quartz Hill, California

revised: August 15, 2017

Westside Union SD

Administrative Regulation - Delete

Title I Program Improvement Schools

Philosophy, Goals, Objectives and Comprehensive Plans

AR 0520.2(a)

Year 1 Program Improvement

For any district school in its first year of program improvement (PI), the Superintendent or designee shall implement a school improvement plan that was approved by the Board of Trustees.

(cf. 6171 - Title I Programs)

The Superintendent or designee shall ensure that the school receives technical assistance either from the district, the California Department of Education (CDE), an institution of higher education, a private organization, an educational service agency, or another entity with experience in helping schools improve academic achievement, including assistance in: (20 USC 6316)

1. Analyzing data from state assessments and other examples of student work to identify and address problems in instruction and/or problems in implementing Title I requirements pertaining to parent involvement, professional development, or school and district responsibilities identified in the school plan
2. Identifying and implementing professional development, instructional strategies, and methods of instruction that are based on scientifically based research and that have proven effective in addressing the specific instructional issues that caused the school to be identified for PI
3. Analyzing and revising the school's budget so that the school's resources are more effectively allocated to the activities most likely to increase student achievement and remove the school from PI status

(cf. 3100 - Budget)

Year 2 Program Improvement

For any district school in its second year of PI, the Superintendent or designee shall continue to implement the school improvement plan and to provide for technical assistance in accordance with the section "Year 1 Program Improvement" above.

In addition, the Superintendent or designee shall arrange for the provision of alternative supports to eligible students from low-income families, as described below in the section "Alternative Supports."

Year 3 Program Improvement: Corrective Action

After the second full school year after identification for PI, the Superintendent or designee shall continue to implement all elements of Year 1 and Year 2 PI specified above, as well as the corrective action(s) determined by the Board, which may include:

1. Replacing school staff relevant to the failure
(cf. 4113 - Assignment)
(cf. 4114 - Transfers)
(cf. 4314 - Transfers)
2. Implementing a new curriculum and related professional development
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
3. Significantly decreasing management authority at the school level
4. Appointing an outside expert to advise the school
5. Extending the school year or school day for the school
(cf. 6111 - School Calendar)
(cf. 6112 - School Day)
6. Restructuring the internal organization of the school

Year 4 Program Improvement and Beyond: Restructuring

For any school in Year 4 of PI or beyond, the Superintendent or designee shall continue to implement all elements of Year 1 and Year 2 PI specified above, as well as one of the following options for alternative governance and restructuring, as determined by the Board:

1. Reopening the school as a charter school
2. Replacing all or most of the school staff relevant to the failure
3. Entering into a contract with an entity with a demonstrated record of effectiveness to operate the school
4. Turning the operation of the school over to the CDE
5. Instituting any other major restructuring of the school's governance arrangements that

makes fundamental reforms

Alternative Supports

In any school identified for Year 2 PI or beyond, eligible students from low-income families shall be offered district-selected alternative supports designed to improve their academic achievement. Alternative supports may include, but are not limited to, any of the following:

1. Academic support offered during school hours, before school, after school, during intercession, and/or during summer learning programs

(cf. 5148.2 - Before/After School Programs)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer Learning Programs)

(cf. 6179 - Supplemental Instruction)

2. Small group instruction and/or pull-out interventions offered during the regular school day

3. Interventions offered during After School Education and Safety or 21st Century Community Learning Center programs

4. High quality academic tutoring

5. Provision of supplemental materials that support alternative support services

6. Provision of a crisis, intervention, and/or academic counselor to meet with eligible students

7. Services and programs that remove barriers to promote academic achievement of eligible students

The types of alternative supports and the criteria used to identify eligible students may be included in the district's local control and accountability plan and shall be consistent and aligned with local priorities.

(cf. 0460 - Local Control and Accountability Plan)

If the district contracts with outside entities or community partners to provide alternative supports to eligible students, the Superintendent or designee shall ensure that no electronic device or other items of value are given, retained, or used as an incentive or achievement award and that funds are expended only on direct services to eligible students.

The district shall set aside a reasonable amount of Title I, Part A funds for alternative supports. Whenever the district does not have sufficient funds to serve all eligible students, it may give

priority to the lowest achieving PI schools or the lowest achieving eligible students attending a PI school. The Superintendent or designee may identify the lowest achieving eligible students based on assessment scores, grades, teacher evaluations, or another locally defined measure.

Regulation WESTSIDE UNION SCHOOL DISTRICT
approved: September 1, 2009 Quartz Hill, California
revised: August 15, 2017

Westside Union SD

Exhibit - Delete

Title I Program Improvement Schools

Philosophy, Goals, Objectives and Comprehensive Plans

E 0520.2(a)

PARENT/GUARDIAN TRANSFER REQUEST BASED ON SCHOOL'S PROGRAM IMPROVEMENT STATUS

Instructions: To request a transfer for your child out of a school that has been identified for [program improvement, corrective action or restructuring], please complete the following form and return it by [date] to [the district office or to the principal at your child's school]. You will be notified by [date] regarding your child's school assignment for the next school year and your options if you decide to decline the school assignment at that time.

Child's Name: _____

Parent/Guardian's Name: _____ Signature: _____

School Child Currently Attends: _____

Please write numbers in the boxes below to rank your top [number] choices of available schools:

[] _____ [school name] _____

[] _____ [school name] _____

[] _____ [school name] _____

If you have any questions, please contact the [district office or principal] at [phone number].

Exhibit WESTSIDE UNION SCHOOL DISTRICT
version: September 1, 2009 Quartz Hill, California

E(2) 0520.2

TITLE I PROGRAM IMPROVEMENT SCHOOLS

PARENT/GUARDIAN SELECTION OF SUPPLEMENTAL EDUCATIONAL SERVICES

Instructions: To select supplemental educational services for your child, please complete the following form and mail, fax, or deliver it to the principal of your child's school or to the district office by [date].

Student's Name: _____ School: _____

Parent/Guardian's Name: _____ Signature: _____

Please write numbers in the boxes below to indicate your top [number] choices of service providers:

[] _____[name of service provider]_____ E 0520.2(b)

[] _____[name of service provider]_____

[] _____[name of service provider]_____

[] _____[name of service provider]_____

Once a service provider has been determined for your child, the district will enter into a formal contract with the provider in accordance with law.

If you have any questions or need assistance selecting a provider, please contact [name] at [phone number].

Exhibit WESTSIDE UNION SCHOOL DISTRICT
version: September 1, 2009 Quartz Hill, California

Westside Union SD

Board Policy - Delete

Title I Program Improvement Districts

Philosophy, Goals, Objectives and Comprehensive Plans

BP 0520.3(a)

The Board of Trustees desires to continuously improve educational programs and district operations to enable all students to achieve proficiency. The Superintendent or designee shall ensure the implementation and coordination of all district improvement plans and shall annually report to the Board regarding the district's performance in making progress toward student achievement standards.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0500 - Accountability)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 6011 - Academic Standards)

(cf. 6162.51 - State Academic Achievement Tests)

The district shall implement all actions required for Title I program improvement (PI) as required by law and the California Department of Education (CDE).

The development of district improvement strategies shall be based upon the results of a self-assessment conducted with state program assessment tools that identify specific problems contributing to low student achievement.

Each year that the district is in PI status, it shall:

1. Review the Title I local educational agency (LEA) plan and, as needed, revise the plan. Revisions may be made in an addendum to the existing plan. The revised LEA plan or plan addendum shall be approved by the Board and electronically submitted to the CDE.

(cf. 6171 - Title I Programs)

2. Reserve and spend at least 10 percent of its Title I, Part A allocation to provide high-quality professional development for instructional staff

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

In addition, during Year 3 of PI or beyond, the Board shall cooperate with the Superintendent of Public Instruction and the State Board of Education (SBE) in the identification and implementation of appropriate corrective actions. As applicable, the district shall implement the recommendations of the district assistance and intervention team (DAIT) that has been assigned to assist the district pursuant to Education Code 52055.57.

The Superintendent or designee shall submit to the CDE an annual report regarding the district's evidence of progress, including a summary description of the district's progress toward implementing the strategies in the LEA plan, an analysis of the district's progress toward student achievement goals in the LEA plan based on state or local assessment data, and documentation that the Board has been notified of the report.

In the event that the district is required to appear before the SBE within Year 3 of PI to review the district's progress, the Superintendent or designee, the DAIT, and/or the County Superintendent of Schools shall provide testimony and written data sufficient for the SBE to determine whether an alternative corrective action is needed. (Education Code 52055.57)

Legal Reference:

EDUCATION CODE

52055.57-52055.59 Districts identified or at risk of identification for program improvement

52059 Statewide system of school support

UNITED STATES CODE, TITLE 20

6301 Title I program purpose

6311 State plan

6312 Local educational agency plan

6321 Fiscal responsibilities

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

Local Educational Agency Program Improvement Plan Addendum Template, rev. April 2016

WEB SITES

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

California Department of Education, Program Improvement:

<http://www.cde.ca.gov/ta/ac/ti/programimprov.asp>

U.S. Department of Education: <http://www.ed.gov>

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: August 15, 2017 Quartz Hill, California

Westside Union SD

Board Policy - New

District School Attendance Review Board

Students

BP 5113.12(a)

The Board of Trustees recognizes that poor school attendance and behavior problems negatively impact student achievement and put students at greater risk of dropping out of school. The Superintendent or designee shall establish a comprehensive and integrated system for the early identification of attendance problems and shall implement strategies to encourage students' attendance. After other interventions have been exhausted, students with a pattern of unexcused absences may be referred to a school attendance review board (SARB), in accordance with applicable law, in order to receive intensive guidance and assistance.

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5113.11 - Attendance Supervision)
(cf. 5147 - Dropout Prevention)

The SARB shall maintain a continuing inventory of community resources, including alternative educational programs.

The Superintendent or designee shall collaborate with the SARB and appropriate community agencies, including, but not limited to, law enforcement agencies, child welfare agencies, and health services, to provide school-based and/or community-based interventions tailored to the specific needs of the student.

(cf. 1020 - Youth Services)
(cf. 5030 - Student Wellness)
(cf. 5126 - Awards for Achievement)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5141.6 - School Health Services)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6158 - Independent Study)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

The Board shall appoint members to the district's SARB, who may include a parent/guardian as well as representatives of various agencies including, but not limited to, school districts; the county probation department; the county welfare department; the County Superintendent of Schools; law enforcement agencies; community-based youth service centers; school guidance personnel; child welfare and attendance personnel; school or county health care personnel; school, county, or community mental health personnel; the county district attorney's office; and the county public defender's office. (Education Code 48321)

The district's SARB shall provide support to improve student attendance and behavior through proactive efforts focused on building positive school environments and improved school connectedness, early identification and immediate intervention to re-engage students with poor attendance or behavior, and intensive intervention with students and families to address severe or persistent attendance or behavior issues.

The district's SARB shall operate in accordance with Education Code 48320-48325, the Brown Act (Government Code 54950-54963), and the bylaws of the SARB.

The SARB shall collect data and annually report outcomes on SARB referrals to the Governing Board, Superintendent or designee, and County Superintendent of Schools. (Education Code 48273)

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

1980-1986 County community school

46010-46014 Absences

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48240-48246 Supervisors of attendance

48260-48273 Truants

48290-48297 Failure to comply; complaints against parents

48320-48325 School attendance review boards

48340-48341 Improvement of student attendance

48400-48403 Compulsory continuation education

48660-48666 Community day school

49067 Unexcused absences as cause of failing grade

CODE OF CIVIL PROCEDURE

1985-1997 Production of evidence; means of production

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor

272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy

830.1 Peace officers

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

256-258 Juvenile hearing officer

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

COURT DECISIONS

L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook: A Road Map for Improved School Attendance and Behavior, 2015

School Attendance Improvement Handbook, 2000

WEB SITES

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

Attendance Works: <http://www.attendanceworks.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

California Department of Education: <http://www.cde.ca.gov>

Westside Union SD

Administrative Regulation - New

District School Attendance Review Board

Students

AR 5113.12(a)

Upon receiving a referral of a student with attendance and/or behavior problems, a designated member of the school attendance review board (SARB) shall review the case and may meet with school personnel to determine whether the school has provided sufficient information about the student's attendance record or behavior. If the referral is complete and is an appropriate matter for the SARB to consider, the SARB chairperson shall provide written notification to the student's parents/guardians stating the reasons a referral has been made, explaining the SARB process, advising whether additional information is needed, and describing school-level interventions that have previously been attempted.

The SARB shall meet with the student and his/her parents/guardians, give them an opportunity to present their understanding of the problem, and discuss the school and/or community resources appropriate for the student's circumstances.

Any SARB meeting to consider matters related to an individual student shall be held in closed session unless the parent/guardian requests, in writing, that the meeting be held in open session.

(cf. 9321 - Closed Session Purposes and Agendas)

The SARB shall have access to relevant student records, but shall not provide access to others without written consent of the student's parent/guardian. (Education Code 49076)

(cf. 5125 - Student Records)

For the limited purpose of making a proper disposition of the referral of a student, the SARB may issue subpoenas pursuant to Code of Civil Procedure 1985-1997 or may request the juvenile court to issue subpoenas to require the attendance of the student, parents/guardians or other person having control of the student, the school authority referring the student, or any other person who has pertinent or material information concerning the matter. The SARB shall not issue any subpoena that includes a request for production of written materials, but may request a juvenile court to issue such subpoena for the production of written materials. (Education Code 48263, 48321.5)

The SARB shall issue written directives stating the responsibilities of all persons involved, detailed resource referrals, and follow-up dates for the school's reports on the student's progress. The written directives shall include an agreement that the student will attend school or improve classroom behavior as applicable, and shall be signed by the student, his/her parents/guardians, the SARB chairperson, and the Superintendent or designee.

When referred by the SARB, a student may be assigned to a community day school or a county

community school. (Education Code 1981, 48662)

(cf. 6185 - Community Day School)

At any time it deems proper, the SARB may require the student or his/her parents/guardians to furnish satisfactory evidence of participation in any available community services that the student or parents/guardians have been directed to use. (Education Code 48263)

Based on progress reports submitted by the school, the SARB may terminate the agreement upon the successful completion of the terms of the agreement, extend the time for completion of the agreement, or schedule another meeting with the student and his/her parents/guardians.

If the student's attendance or behavior problems cannot be resolved by the SARB, or if the student and/or the student's parents/guardians continually and willfully fail to respond to SARB directives or the services provided, the student or parents/guardians shall be referred to the appropriate agency, including law enforcement agencies when necessary. (Education Code 48263, 48290-48291)

10/17

Westside Union SD

Administrative Regulation - Replace

Withholding Grades, Diploma Or Transcripts

Students

AR 5125.2(a)

When a minor student willfully cuts, defaces, or otherwise injures real or personal property of the district or does not return district property that has been loaned to him/her upon demand of a district employee, the student's parents/guardians may be required to pay the costs of all damages within the limits established pursuant to Education Code 48904. Until the student's parents/guardians have paid for the damages, the Superintendent or designee may withhold the student's grades, diploma, and/or transcripts. (Education Code 48904)

(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5125 - Student Records)
(cf. 5131.5 - Vandalism and Graffiti)
(cf. 6161.2 - Damaged or Lost Instructional Materials)

Before withholding the student's grades, diploma, and/or transcripts, the Superintendent or designee shall inform the student's parents/guardians in writing of the student's alleged misconduct. (Education Code 48904)

(cf. 5145.6 - Parental Notifications)

The student shall be afforded due process consistent with procedures established for the expulsion of students. (Education Code 48904)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

If the student and parents/guardians are unable to pay for the damages or return the property, the Superintendent or designee shall provide a program of voluntary work for the student in lieu of monetary damages. Upon completion of the voluntary work, the student's grades, diploma, and/or transcripts shall be released. (Education Code 48904)

When a student who is transferring into the district has had his/her grades, diploma, and/or transcripts withheld by the previous district, the Superintendent or designee shall continue to withhold the student's grades, diploma, and/or transcripts until notified by the previous district that the decision to withhold has been rescinded. (Education Code 48904.3)

Upon receiving notice that a student whose grades, diploma, and/or transcripts have been withheld by this district has transferred to another district in California, the Superintendent or designee shall provide the student's records to the new district and notify the new district that the student's grades, diploma, and/or transcripts are being withheld from the student and parents/guardians pursuant to Education Code 48904.

The Superintendent or designee shall also notify the student's parents/guardians in writing that the decision to withhold the student's grades, diploma, and/or transcripts will be enforced by the new district. (Education Code 48904.3)

Legal Reference:

EDUCATION CODE

48904 Liability of parent

48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold

48911 Suspension by principal, designee or superintendent

49069 Absolute right to access

(12/91) 10/17

BOARD AGENDA

August 21, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent, Educational Services

SUBJECT: Material Change to the 2018-2020 Local Control and Accountability Plan (LCAP)

BACKGROUND:

Substantive changes to an LEA's LCAP that are recommended for implementation mid-year are to be approved by the LEA's governing board.

Goal 1, Action 28 will be revised as follows:

To administer a CDE approved diagnostic assessment in both English language Arts and Mathematics to all ~~second-grade~~ students.

PROGRAM/EDUCATIONAL IMPLICATION:

Review of student academic data, including our most recent CAASPP indicates that many student groups including English Learners, foster, and socio-economically disadvantaged are not making measurable growth in the areas of English Language Arts and mathematics. Gaps among student groups persist. Building the capacity of staff to use assessment, particularly formative assessment, to guide and inform instruction has been a priority of the district. There is a need for a research-based assessment platform that can be used for progress monitoring. NWEA MAP addresses this need.

COST ANALYSIS:

The assessment suite will be paid for with Supplemental grant funding. The estimated costs for the assessments and professional development is \$135,000/year. The cost estimate in the approved 2018 LCAP was \$50,000 and the expense was charged to Base grant.

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

BOARD AGENDA

August 21, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

SUBJECT: Board Policy and Administrative Regulation – Second and Final Reading

BACKGROUND:

Board Policy and Administrative Regulation 3516 – Emergencies and Disaster Preparedness Plan Revised

[BP/AR Revised. To align with applicable statutes (CSBA)]

Policy expands paragraph on the involvement of staff and community groups in plan development, consistent with U.S. Department of Education recommendation. Policy also adds training on staff responsibilities in an emergency or disaster, clarifies staff's legal obligation to serve as disaster service workers, and clarifies that board members are not considered disaster service workers. Regulation expands prevention strategies to include measures to increase the security of school facilities, expands crisis communications methods to include social media and electronic communications, and adds assembly of key information into a "crisis response box" that can be easily accessed in an emergency.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING:

There are no costs associated with adding the Board Policy and Administrative Regulation.

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

Westside Union SD

Board Policy - Revised

Emergencies And Disaster Preparedness Plan

Business and Noninstructional Operations

BP 3516(a)

~~In order to save lives and protect property,~~ The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and ~~events which threaten to result in a disaster.~~ threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act. Such procedures shall be incorporated into the comprehensive school safety plan ~~details provisions for handling all foreseeable emergencies and disasters.~~ The Superintendent or designee may appoint a committee to regularly review the disaster-preparedness plan and recommend changes. (Education Code 32282)

(cf. 0400 - Comprehensive Plans)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516.3 - Earthquake Emergency Procedure System)

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, he/she shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 3513.3 - District Police/Security Department)

~~The principal or designee shall augment the district plan with working plans and procedures specific to each school. He/she shall present a copy of these site plans and procedures to the Superintendent.~~

District and site plans shall address at least the following situations:

1. ~~Fire on or off school grounds which endangers students~~
2. ~~Natural or man-made disasters~~

~~(cf. 3516.3—Earthquake Emergency Procedure System)~~

~~3.—— Bomb threat or actual detonation~~

~~(cf. 3516.2—Bomb Threats)~~

~~4.—— Attack or disturbance by individuals or groups~~

~~(cf. 3515.2—Disruptions)~~

~~(cf. 3530—Risk Management/Insurance)~~

~~(cf. 5131.4—Campus Disturbances)~~

~~The Superintendent or designee should ensure that the plan includes:~~

~~1.—— Procedures for personal safety and security~~

~~2.—— Ways to ensure smooth administrative control of operations during a crisis~~

~~3.—— Procedures to establish a clear, effective communications system~~

~~4.—— Guidelines for law enforcement involvement, including specific steps for law enforcement intervention depending upon the intensity of the crisis~~

~~The Superintendent or designee~~ The plan shall comply with use state-approved Standard Emergency Management System (SEMS) guidelines established for multiple jurisdiction or multiple-agency operations and with and the National Incident Management System. Command-System when updating district and site level emergency and disaster preparedness plans.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

~~The Superintendent or designee shall consult with city and/or county agencies so that district and site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these agencies and each district school.~~

The Superintendent or designee may provide a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety. (Education Code 39834)

~~(cf. 3543—Transportation Safety and Emergencies)~~

~~Disaster preparedness exercises shall be held regularly at each school site and shall demonstrate how safety procedures may be applied to various types of emergencies. All students and employees shall receive instruction regarding emergency plans.~~

~~The Board of Trustees encourages all employees to become proficient in first aid and cardiopulmonary resuscitation (CPR). The Superintendent or designee shall ascertain that at least one staff member at each school holds a valid certificate in these areas. The Superintendent or designee shall provide for CPR inservice training to be offered at least once a year for district staff.~~

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services ~~they~~ ~~the district may~~ deem necessary to meet the community's needs. (Education Code 32282)

(cf. 1330 - Use of School Facilities)

School ~~District~~ employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

Legal Reference:

EDUCATION CODE

32001 Fire alarms and drills

32040 Duty to equip school with first aid kit

32280-32289 School safety plans

32290 Safety devices

39834 Operating overloaded bus

46390-46392 Emergency average daily attendance in case of disaster

49505 Natural disaster; meals for homeless students; reimbursement

CIVIL CODE

1714.5 Release from liability for disaster service workers and shelters

GOVERNMENT CODE

3100-3109 Public employees as disaster service workers; ~~oath or affirmation~~

8607 Standardized emergency management system

CODE OF REGULATIONS, TITLE 5

550 Fire drills

560 Civil defense and disaster preparedness plans

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized emergency management system

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources:

~~CSBA PUBLICATIONS~~

~~Avian Influenza, Governance and Policy Services Fact Sheet, April 2006~~

~~911!—A Manual for Schools and the Media During a Campus Crisis, 2001~~

~~CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS~~

~~Pandemic Influenza Planning Checklist, 2006~~

~~CONTRA COSTA COUNTY OFFICE OF EDUCATION~~

~~Pandemic Flu School Action Kit, June 2006~~

~~GOVERNOR'S OFFICE OF EMERGENCY SERVICES~~

~~School Emergency Response: Using SEMS at Districts and Sites, June 1998~~

~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS~~

~~Crisis Response Box, 2000~~

~~CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES PUBLICATIONS~~

~~Active Shooter Awareness Guidance, February 2018~~

~~State of California Emergency Plan, 2017~~

~~School Emergency Response: Using SEMS at Districts and Sites, June 1998~~

~~FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS~~

~~National Incident Management System, 3rd ed., October 2017~~

~~U.S. DEPARTMENT OF EDUCATION PUBLICATIONS~~

~~Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003~~

~~Guide for Developing High-Quality School Emergency Operations Plans, 2013~~

~~WEB SITES~~

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

~~American Red Cross: <http://www.redcross.org>~~

~~California Attorney General's Office: <http://oag.ca.gov>~~

~~California Department of Education, Crisis Preparedness: <http://www.cde.ca.gov/lr/ss/cp>~~

~~California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>~~

~~California Office of Emergency Services: <http://www.oes.ca.gov>~~

~~California Seismic Safety Commission: <http://www.seismic.ca.gov>~~

~~Centers for Disease Control and Prevention: <http://www.cdc.gov>~~

~~Contra Costa County Office of Education, Pandemic influenza resources:~~

~~http://www.cccoe.k12.ca.us/about/flu/resources_flu_action_kit~~

~~Federal Emergency Management Agency: <http://www.fema.gov>~~

~~U.S. Department of Education, Emergency Planning:~~

~~http://www2.ed.gov/admins/lead/safety/emergencyplan_crisisplanning.html~~

~~U.S. Department of Homeland Security: <http://www.dhs.gov>~~

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: October 2, 2007 Lancaster, California

Westside Union SD

Administrative Regulation - Revised

Emergencies And Disaster Preparedness Plan

Business and Noninstructional Operations

AR 3516(a)

Components of the Plan

The Superintendent or designee shall ensure that district and/or school site comprehensive safety plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff

(cf. 3516.1 - Fire Drills and Fires)

2. Earthquake, flood, or other natural disasters

(cf. 3516.3 - Earthquake Emergency Procedure System)

3. Environmental hazards, such as leakages or spills of hazardous materials

(cf. 3514 - Environmental Safety)

(cf. 3514.2 - Integrated Pest Management)

4. Attack or disturbance, or threat of attack or disturbance, by an individual or group

~~(cf. 3515 - Campus Security)~~

(cf. 3515.2 - Disruptions)

~~(cf. 3515.7 - Firearms on School Grounds)~~

(cf. 5131.4 - Student Disturbances)

5. Bomb threat or actual detonation

(cf. 3516.2 - Bomb Threats)

6. Biological, radiological, chemical, and other activities, or heightened warning of such activities

7. Medical emergencies and quarantines, such as a pandemic influenza outbreak

(cf. 5141.22 - Infectious Diseases)

The Superintendent or designee shall ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

1. Regular inspection of school facilities and equipment and identification of risks, and implementation of strategies and measures to increase the safety and security of school facilities

(cf. 3513.3 - District Police/Security Department)

(cf. 3515 - Campus Security)

(cf. 3517 - Facilities Inspection)

(cf. 3530 - Risk Management/Insurance)

2. Instruction and practice for students and employees regarding emergency plans, including:

- a. Training of staff in first aid and cardiopulmonary resuscitation

- b. Regular practice of emergency procedures by students and staff

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:

- a. The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site

- b. Individuals responsible for specific duties

- c. Designation of the principal for the overall control and supervision of activities at each school during the emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans

- d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation

- e. Assignment of responsibility for identification of injured persons and administration of first aid

4. Personal safety and security, including:

- a. Identification of areas of responsibility for supervision of students

- b. Procedures for evacuation of students and staff, including posting of evacuation routes

- c. Procedures for release of students, including a procedure to release students when reference to the emergency card is not feasible

(cf. 5141 - Health Care and Emergencies)
(cf. 5142 - Safety)

d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety

(cf. 3543 - Transportation Safety and Emergencies)

e. Provision of a first aid kit to each classroom

f. Arrangements for students and staff with special needs

(cf. 4032 - Reasonable Accommodation)

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

g. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease

(cf. 4161.1/4361.1 - Personal Illness/ Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

(cf. 5113 - Absences and Excuses)

(cf. 6183 - Home and Hospital Instruction)

5. Closure of schools, including an analysis of:

a. The impact on student learning and methods to ensure continuity of instruction

b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians

(cf. 3516.5 - Emergency Schedules)

6. Communication among staff, parents/guardians, the Board of Trustees, other governmental agencies, and the media during an emergency, including:

a. Identification of spokesperson(s)

(cf. 1112 - Media Relations)

b. Development and testing of communication platforms, such as hotlines, telephone trees, and web sites, social media, and electronic notifications

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

- c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand
- d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians

7. Cooperation with other state and local agencies, including:

- a. Development of guidelines for law enforcement involvement and intervention
- b. Collaboration with the local health department, including development of a tracking system to alert the local health department to a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)

8. Steps to be taken after the disaster or emergency, including:

- a. Inspection of school facilities
- b. Provision of mental health services for students and staff, as needed

(cf. 6164.2 - Guidance/Counseling Services)

The Superintendent or designee shall assemble key information that would be needed in an emergency. Such information may include, but is not limited to, a list of individuals and organizations who should be contacted for assistance in an emergency, current layouts and blueprints of school buildings, aerial photos of the campus, maps of evacuation routes and alternate routes, a roster of employees with their work locations, student photographs and their emergency contact information, a clearly labeled set of keys, location of first aid supplies, and procedures and locations for turning off fire alarms, sprinklers, utilities, and other systems. Such information shall be stored in a box in a secure, easily accessible location, with a duplicate kept at another location in case the primary location is inaccessible.

Regulation WESTSIDE UNION SCHOOL DISTRICT
approved: December 12, 2017 Quartz Hill, California