

WESTSIDE UNION SCHOOL DISTRICT  
REGULAR BOARD MEETING  
HILLVIEW MIDDLE SCHOOL

November 6, 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

Teleconference:

Hilton Garden Inn Monterey

1000 Aguajito Rd

Monterey, CA 93940

(831) 373-6141

CALL TO ORDER \_\_\_\_\_ p.m.

I. OPEN SESSION \_\_\_\_\_ p.m.

A. Flag Salute

B. Roll Call

BOARD OF TRUSTEES

John Curiel \_\_\_\_\_

Patricia Shaw \_\_\_\_\_

Jennifer Navarro \_\_\_\_\_

Steve DeMarzio \_\_\_\_\_

SUPERINTENDENT

Regina Rossall \_\_\_\_\_

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)

11-06-18

- 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
- A. Recognition of Christine Ahern, GA Health Clerk
  - B. Rancho Vista Site Presentation and Employee Recognition
- 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
- None
- XII. BUSINESS SESSION
- |    |   |        |        |
|----|---|--------|--------|
| A. | Organizational/Governance   |        | Goal # |
|    | 1. Agenda   | Item 1 |        |
|    | Moved by _____ Seconded by _____                                    |        |        |
|    | To approve the Agenda of the Regular Meeting of<br>November 6, 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 -2g      Goal #

2.      Consent
  - a.   Minutes of the Regular Meeting on October 16, 2018
  - b.   Fundraising Authorizations
  - c.   Gifts to the District
  - d.   Personnel Report
  - e.   Purchase Orders
  - f.   Consultant/Contract Schedule
  - g.   Conference/Workshop Schedule

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of the Consent Items as presented

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

3.      Change in Regular Board Meeting Date from November 20, 2018, to November 13, 2018      Item 3

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of the change of the regular Board Meeting date from November 20, 2018 to November 13, 2018.

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

4.      Discussion Item      Item 4
  - Board Governance

B.      Educational Services

5.      Del Sur Site Plan      Item 5

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of the Del Sur Site Plan

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

C.      Personnel

6.      Memorandum of Understandings 19-05, 19-06, 19-07, and 19-08 between Westside Union School District and Westside Union Teachers Association (WUTA) for:      Item 6
  - 19-05, 2018-19 Calendar – Switching of Minimum Day from November 30 to November 16, 2018
  - 19-06, Consulting Teacher/Support Provider
  - 19-07, Article 6 – Work Year, 8 Staff Development Meetings

- 19-08, Article 30 – Facilitators for Professional Development

Goal #

Approval of the Memorandum of Understandings between  
Westside Union School District and Westside Union  
Teachers Association (WUTA)

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

D. Business Services

7. Notice of Completion – Quartz Hill Elementary Exterior Painting Item 7

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of the Notice of Completion – Quartz Hill  
Elementary Exterior Painting

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

8. Revised Board Policy and Administrative Regulation 3514, Environmental Safety Item 8

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of the first reading of the revised Board Policy  
and Administrative Regulation.

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

XIII. INFORMATION SESSION

- A. Items From The Floor – Continued  
B. Dates to Remember:  
1. Regular Board Meeting – November 13, 2018  
2. Regular Board Meeting – December 4, 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 November 6, 2018, is  
adjourned at \_\_\_\_\_ p.m. by the Board President.

11-6-18

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](http://www.westside.k12.ca.us) or in the District Office located at 41914 50<sup>th</sup> 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 6<sup>th</sup> 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

November 6, 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 November 6, 2018.

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

None

### SUPERINTENDENT'S RECOMMENDATION:

Approval

## BOARD AGENDA

November 6, 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 October 16, 2018.

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

None

### SUPERINTENDENT'S RECOMMENDATION:

Approval

WESTSIDE UNION SCHOOL DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
October 16, 2018

I. CALL TO ORDER

At 5:02 p.m. John Curiel, President, called to order the Regular Board Meeting of the Westside Union School District Board of Trustees.

II. Flag Salute

Robert Hughes, Deputy Superintendent

III. ROLL CALL

John Curiel, President – Present  
Patricia K. Shaw, Vice President - Present  
Jennifer Navarro, Member – Present  
Steven DeMarzio, Member – Teleconference

SUPERINTENDENT

Regina Rossall – Present

IV. OTHERS PRESENT

Prof. Amaka Donn, Bob Dunham, Bill Lindoff, Carmen Madrigal, Jeri Gonzalez, Pancho Gonzalez, Laura Duran, Lisa Fiore

V. CLOSED SESSION

M19-48 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to adjourn to closed session at 5:04 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)  
3 Cases

VI. RECONVENE TO OPEN SESSION at 6:07 p.m.

VII. CLOSED SESSION ACTION

M19-49 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to deny Claim for Damages 1819-03.

M19-50 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the Settlement Agreement for OAH Case No. 2018090049.

M19-51 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the Agreement and Stipulation for Expulsion for case numbers 1819-02 and 1819-03.

VIII. INTRODUCTION OF BOARD CANDIDATES

IX. PRESENTATIONS

A. Cottonwood Site and Employee Recognitions

X. HEARING SESSION/STAFF REPORTS

A. Board Comments:

Steve DeMarzio

- Cottonwood, you did an outstanding job on tonight's presentation.
- I was traveling at the last meeting; I am sorry I missed Linda's retirement celebration and the last Board Meeting. She will be sorely missed
- This is the first time we are electing Board Members in an even year. Just a reminder to vote the entire ballot. School Districts are on the last page of my ballot.

Jennifer Navarro

- Thank you, Cottonwood for your presentation. I visited Cottonwood a few weeks ago; their new building is beautiful.
- I enjoyed meeting the high school student from Highland who comes over to help with the after school coding class.

Patricia K. Shaw:

- Cottonwood, I think you did an excellent job this evening on your presentation.
- I would like to see more high school students participating in our after school extra-curricular activities.

John Curiel

- I would like to thank Ms. Madrigal and Ms. Fiore for stepping in and helping Ms. Duran with the Cottonwood presentation. I am scheduled to visit Cottonwood tomorrow.
- I attended the Latino School Board Association Conference last week and sat in on the following sessions:
  - Parental Outreach
  - Family Leadership Institute
  - African American Outreach
  - Parental Involvement
- I also attended the Palmdale Promise, which focused on updating their facilities.

B. Staff Reports:

1. Assistant Superintendent Administrative Services – Shawn Cabey
  - a. It is very exciting to hear about all that is going on at Cottonwood. I am very excited about their choir program.
  - b. On the revised Board Policy 3350, we would request that it goes into effect on November 1, 2018.
2. Assistant Superintendent Educational Services - Marguerite Johnson
  - a. Nicely done, Ms. Madrigal and Ms. Fiore, you represented Cottonwood so well.
  - b. There is such a positive vibe at Cottonwood. Kids are loved and nurtured there which is a result of the hard work of staff.
  - c. We will have the videographer at the Board Candidate Orientation on October 30, 2018, to interview the Trustees for the Standards-Based Grading video.
3. Deputy Superintendent - Robert Hughes
  - a. Nice job tonight on your presentation. I was able to visit Cottonwood on Friday. There are so many special things going on at that site.
  - b. WAVE – Hillview and Joe Walker both received grants. There was no meeting but we had an electronic vote on these two grants.
  - c. The WAVE Race will be on October 27 at Apollo Park.
4. Superintendent – Regina Rossall

Mrs. Rossall reviewed the following items with the Trustees:

- a. Thank you, ladies, for a delightful presentation on Cottonwood this evening. I am so respectful of the staff and students over the last few years, being patient with us as finish the school. Cottonwood is a wonderful place to visit. The Grand Re-Opening will be on October 26.
- b. If you are interested, the SAVE Dinner is on November 1, 2018, at the AV Country Club. Dreams are from Cottonwood, Hillview and the music program.
- c. We will be participating in the Great Shake out on October 18.

XI. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representative – Bob Dunham, President
  - Remember to vote on November 6, 2018.
- B. California School Employee Association Representative – Jeri Holmes, President
  - Good luck to all of the candidates. We hope there is a good voter turnout.
  - I would like to wish all of the bosses Happy Boss's Day.
- C. Parent Teachers Association Representative
- D. WAVE Representative – Jennifer Navarro and Robert Hughes

XII. ITEMS FROM THE FLOOR – Regular Session  
None

XIII. PUBLIC HEARING  
None

XIV. BUSINESS SESSION

Organizational/Governance

1. M19-52 - Item 1. Approval of the agenda of the Regular Board Meeting of October 16, 2018, as submitted. The motion was made by Patricia K. Shaw seconded by Steve DeMarzio and carried 4/0.
2. M19-53 - Items 2a – 2h. The motion was made by Jennifer Navarro seconded by Patricia K. Shaw and carried 4/0 to approve the consent agenda.
  - 2a Minutes of the Regular Meeting on October 2, 2018
  - 2b Personnel Report
  - 2c Purchase Orders
  - 2d Consultant/Contract Agreement Schedule
  - 2e Conference/Workshop Schedule
3. M19-54 - Item 3. The motion was made by Patricia K. Shaw seconded by Steve DeMarzio and carried 4/0 to approve the interdistrict Attendance Agreement between Westside Union School District and Keppel Union School District effective July 1, 2018 – June 30, 2023.
4. Item 4. Discussion Item
  - Board Governance

XV. EDUCATIONAL SERVICES

5. M19-55 - Item 5. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the second and final reading of the revised Board Policy and Administrative Regulation 5117, Interdistrict Attendance

XVI. PERSONNEL

6. M19-56 - Item 6. The motion was made by Patricia K. Shaw seconded by Steve DeMarzio and carried 4/0 to approve the Short Term Staff Permits (STSP).

XVII. BUSINESS

7. M19- 57- Item 7. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve the second and final reading of the revised Administrative Regulation 3350, Travel/Conference Expenses effective November 1, 2018.
8. M19-58 - Item 8. The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 4/0 to approve Medallion Contracting Proposition 39 HVAC Upgrades: Change Order 01.

XVIII. NEW BUSINESS

None

XIX. UNFINISHED BUSINESS

None

- XX. ADJOURNMENT – The meeting was adjourned at 6:58 p.m. by the Board President.

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Jennifer Navarro, Clerk  
November 6, 2018

## BOARD AGENDA

November 6, 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 November 6, 2018

Hillview

Description: Restaurant Night  
Date: November 5, 2018  
Purpose: To raise funds for Hillview Middle School  
Requesting Group: Hillview PTSA

Description: Donation for 100 Merit Reward Field Trip  
Date: December 3-12, 2018  
Purpose: 1<sup>st</sup> semester 100 merit reward field trip.  
Requesting Group: Hillview ASB

Joe Walker

Description: Accept donations for wreaths from students, families and staff.  
Date: November 7, 2018  
Purpose: To purchase wreaths for Wreaths Across America  
Non-Profit Group: Wreaths Across America

Description: Concession sales for the AV Techno Classic Robotic Tournament  
Date: November 10, 2018  
Purpose: To provide funds for the JW Science Jets Robotics Team for general expenses including registration, supplies, equipment, etc.  
Requesting Group: Joe Walker ASB

Quartz Hill

Description: Kids are First Santa Shop  
Date: December 3-7, 2018  
Purpose: To raise funds for field trips, assemblies, student incentives and family events.  
Requesting Group: Quartz Hill PTA

Description: Discount Cards  
Date: January 7-25, 2019  
Purpose: To raise funds for field trips, assemblies, student incentives and family events.  
Requesting Group: Quartz Hill PTA

Description: Spring Scholastic Book Fair for AR  
Date: February 26 – March 1, 2019  
Purpose: AR Program  
Requesting Group: Quartz Hill PTA

Valley View

Description: Sponsored wreaths are placed on grave markers at Lancaster Cemetery.

Date: November 14-16, 2018

Purpose: Raise money to buy wreaths to honor Veterans.

Non-Profit Group: Wreaths Across America

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

OCT 26 2018

**FUNDRAISING AUTHORIZATION**

Middle School

School HV Date 10-26-18

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

Date(s) of Fund Raiser 11-05-18 Event Start Time 5pm

Location of Fund Raiser Shalley's

Description of Fund Raiser Restaurant Night

Purpose of the Fund Raiser Raise Funds for Hillview Middle School

For the benefit of (be specific) all Hillview students

Person Supervising Fund Raiser Bette Schneider, Darina O'Connor & Laurie Mecklen

Person Responsible for the Money Aracely Mayoral

Projected Expenses \$ /

Projected Profit \$ 250/-

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, 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 ASB President \_\_\_\_\_ Date \_\_\_\_\_

Signature of ASB Advisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of PTA/PTO/PTSA President [Signature] Date 10-26-18

Signature of Principal or Assistant [Signature] Date 10/26/18

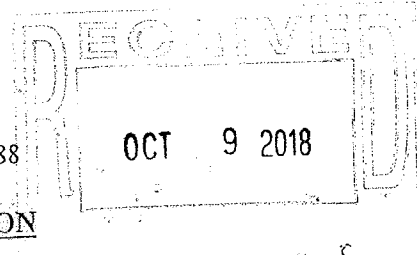
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

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 50<sup>th</sup> Street West  
Quartz Hill, CA. 93536  
(661) 722-0716 FAX: (661) 974-8588



**FUNDRAISING AUTHORIZATION**  
Middle School

School HV

Date 9-11-18

Requesting Group HUASB

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

Date(s) of Fund Raiser Dec 3, 2018 / Dec 12, 2018 Event Start Time during School Hours

Location of Fund Raiser Hillview M.S.

Description of Fund Raiser 100 merit reward field trip - donation/collection of student fees - 1st semester

Purpose of the Fund Raiser 1st semester 100 merit reward field trip

For the benefit of (be specific) all students

Person Supervising Fund Raiser Principals Rotz & Slater Sanchez

Person Responsible for the Money Betty Dyer

Projected Expenses \$ 6000-

Projected Profit \$ 0

Approved by ASB in the meeting minutes of

9/11/18

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 ASB President Francesca Ryu

Date 9/11/18

Signature of ASB Advisor [Signature]

Date 9/11/18

Signature of PTA/PTO/PTSA President \_\_\_\_\_

Date \_\_\_\_\_

Signature of Principal or Assistant \_\_\_\_\_

Date 10/9/18

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  
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NOV 1 2018

**FUNDRAISING AUTHORIZATION**

Non-Profit Organizations

Community Service Project (Funds to be raised to donate to a charity organization)

School Joe Walker

Date 31 OCT 18

Non-Profit Organization Wreaths Across America

Date(s) of Fund Raiser begins 7 NOV Event Start Time 0700

Location of Fund Raiser Joe Walker

Description of Fund Raiser Accept donations from students, families, and staff

Purpose of the Fund Raiser Purchase wreaths for Wreaths Across America

For the benefit of (be specific) Remember our fallen US Veterans, honor those who serve, Teach your children

Person Supervising Fund Raiser T Scott the value of freedom.

Person Responsible for the Money T Scott

Signature of Principal or Assistant [Signature] Date 11/1/18

Approved by the Board of Trustees on \_\_\_\_\_

OCT 23 2018

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

**FUND RAISING AUTHORIZATION**  
Middle School

School Joe Walker Date 10/10/18

Requesting Group Joe Walker Science Jets

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

Date(s) of Fund Raisher 11/10/2018 Event Start Time: 7:00 am

Location of Fund Raisher Joe Walker STEALTH Academy

Description of Fund Raisher Concession sales for the Antelope Valley Techno Classic Robotic Tournament

Purpose of the Fund Raisher To provide food for 600+ people. To Provide funds for the Joe Walker Science Jets robotics team for general expenses including but not limited to registration, supplies, equipment, etc  
For the benefit of (be specific) The Joe Walker Science Jets robotics team

Person Supervising Fund Raisher Jeremy Pontius

Person Responsible for the Money Jeremy Pontius

Projected Expenses \$ 0 (Product Donated)

Projected Profit \$ \$800 - \$1,200

Approved by ASB in the meeting minutes of

10/19

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)  
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Signature of ASB President Hannah Duffee

Date 10/19/18

Signature of ASB Advisor Bradley

Date 10/19/18

Signature of PTA/PTO/PTSA President [Signature]

Date \_\_\_\_\_

Signature of Principal of Assistant [Signature]

Date 10/23/18

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-13b 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 50<sup>th</sup> Street West  
Quartz Hill, CA. 93536  
(661) 722-0716 FAX: (661) 206-3645

OCT 17 2018

**FUNDRAISING AUTHORIZATION**  
Elementary School

School Quartz Hill Ele.

Date 25 Sept. 2008

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser Dec. 3-7, 2018 Event Start Time 8a - 3p

Location of Fund Raiser Quartz Hill Ele. Cafe Stage

Description of Fund Raiser Kids Are First Santa Shop

Purpose of the Fund Raiser is to raise funds for field trips, assemblies, student incentives & family events.

For the benefit of (be specific) all students

Person Supervising Fund Raiser Meagan Myers

Person Responsible for the Money Yare Lopez

Projected Expenses \$ 0 Projected Profit \$ 2,000

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)  
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)  
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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 PTA/PTO/PTSA President [Signature] Date 10/5/2018

Signature of Principal or Assistant [Signature] Date 10-5-18  
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 50<sup>th</sup> Street West  
Quartz Hill, CA. 93536  
(661) 722-0716 FAX: (661) 206-3645

OCT 17 2018

**FUNDRAISING AUTHORIZATION**  
Elementary School

School QHE

Date 25 Sept. 2018

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser Jan. 7-25, 2019 Event Start Time N/A

Location of Fund Raiser Take Home

Description of Fund Raiser Discount Cards

Purpose of the Fund Raiser is to raise funds for field trips assemblies, student incentives & family events.

For the benefit of (be specific) All students

Person Supervising Fund Raiser Meagan Myers

Person Responsible for the Money Yare Lopez

Projected Expenses \$ 2,000.00

Projected Profit \$ 8,000.00

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)  
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Signature of PTA/PTO/PTSA President [Signature] Date 10/5/2018

Signature of Principal or Assistant [Signature] Date 10-5-18  
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 50<sup>th</sup> Street West  
Quartz Hill, CA. 93536  
(661) 722-0716 FAX: (661) 206-3645

OCT 17 2018

**FUNDRAISING AUTHORIZATION**  
Elementary School

School Quartz Hill Ele.

Date 25 Sept 2018

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser Feb. 26 - Mar. 1, 2019 Event Start Time 8 am - 3 pm

Location of Fund Raiser Quartz Hill Ele Cafe Stage

Description of Fund Raiser Spring Scholastic Book Fair  
for AR

Purpose of the Fund Raiser AR Program

For the benefit of (be specific) All students

Person Supervising Fund Raiser Meagan Myers

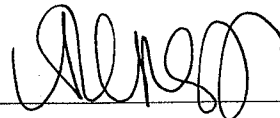
Person Responsible for the Money Yare Lopez

Projected Expenses \$ 400.00

Projected Profit \$ 2,000.00

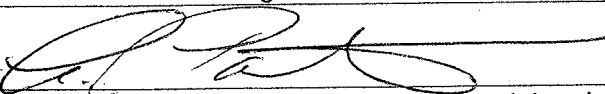
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The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President



Date 10/5/2018

Signature of Principal or Assistant



Date 10-5-18

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 50<sup>th</sup> Street West  
Quartz Hill, CA. 93536  
(661) 722-0716 FAX: (661) 206-3645

OCT 29 2018

**FUNDRAISING AUTHORIZATION**

Non-Profit Organizations,

Community Service Project (Funds to be raised to donate to a charity organization)

School Valley View Elementary

Date 10/24/2018

Non-Profit Organization Wreaths Across America

Date(s) of Fund Raiser Nov. 14, 15, 16

Event Start Time 7:00am - 8:00 AM

Location of Fund Raiser At Morning Drop Off

Description of Fund Raiser Wreaths Across America - sponsored wreaths are placed on grave markers at Lancaster Cemetery.

Annual Event - Raise from donations

Purpose of the Fund Raiser Donate money to buy wreaths and honor Veterans.

For the benefit of (be specific) Wreaths Across America TM 111 E. Lancaster Blvd, Lancaster CA 93535

Person Supervising Fund Raiser Lori Mann, Rebecca Davis

Person Responsible for the Money Rebecca Davis

Signature of Principal or Assistant

Rebecca A Davis

Date

10/30/2018

Approved by the Board of Trustees on \_\_\_\_\_

## BOARD AGENDA

November 6, 2018

TO: BOARD OF TRUSTEES  
PREPARED BY: Regina L. Rossall, Superintendent  
SUBJECT: Gifts to the District

### BACKGROUND:

Contained in the agenda are Gifts to the District. The Universal Gift form, which reflects the following donations:

- iPads purchased by Leona Valley PTO – Leona Valley

The Board is requested to approve this list and direct Administration to provide the appropriate acknowledgment to the donors.

### PROGRAM/EDUCATIONAL IMPLICATION:

This donation will provide for much needed equipment and supplies to support our education program.

### COST ANALYSIS/FUNDING SOURCE:

None

### SUPERINTENDENT'S RECOMMENDATION:

Approval

## **UNIVERSAL GIFT FORM SCHEDULE**

Approved at the Board Meeting of November 6, 2018

DONATION:	IPads
DONOR:	Leona Valley PTO
RECIPIENT:	Leona Valley
DATE:	September 24, 2018

WESTSIDE UNION SCHOOL DISTRICT  
41914 50<sup>th</sup> St. W.  
Quartz Hill, California 93536  
(661) 722-0716  
FAX (661) 722-5223

OCT 12 2018

UNIVERSAL GIFT FORM

I/We hereby give, transfer and deliver all of my/our right, title and interest in and to the property described below to the Board of Trustees of the Westside Union School District as an unrestricted gift and dedicate to the public without restriction, thereby, placing in the public domain, whatever literary rights I/we may possess to this property.

Date 9-24-18

1. K Henderson

Signature

Katherine Henderson

Print Name

2. \_\_\_\_\_

Signature

PTO President

Print Name

PTO 9063 Leona Ave

Street Address

Leona Valley, CA 93551

City, State & Zip

Street Address

City, State & Zip

Description of gift: ipads purchased by LVP TO

Recipient of donation, if specified by Donor: administrators, teachers & staff of Leona Valley School.

Accepted by: Shannon Rossall

Name

Principal

Title

Date: 10/5/18

Leona Valley

Location

☐ This donation of new (not used) equipment requires a District equipment number. A receipt may be requested to verify age of donation. After Board approval, make arrangements for the donation to be delivered to the Warehouse for marking and return to your site.

(For District Office Use Only)

The Board of Trustees of the Westside Union School District hereby accepts and acknowledges, as an unrestricted gift to the Westside Union School District, the offering described above and agree to administer it in accordance with its established policies.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Accepted by: \_\_\_\_\_

Name and Title

Signature

After Board approval, the donor will be mailed a signed copy of the Universal Gift Form.

WESTSIDE UNION SCHOOL DISTRICT  
BOARD AGENDA  
November 6, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Personnel Report #19-07

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

MANAGEMENT

CERTIFICATED

Employment

Albrecht, Rustin	Certificated Coach, Middle School Yearbook/DS/August 8, 2018-May 31, 2019/Extra Curr/Req#CE140
Christensen, Sharon	Teacher Tutoring/QH/October 10 not to exceed December 13, 2018/ Title I/Req# CE206
Gaines, Brian	Teacher, Special Assignment/ESF/November 1- 4, 2018/Supp Grant/ Req# CE166
Koonce, Kelleen	Certificated Coach, Lego League/AH/September 4, 2018-May 31, 2019/ Extra Curr/Req# CE217
Langford, Anthony	Certificated Coach, Lego League/AH/September 4, 2018-May 31, 2019/ Extra Curr/Req# CE218
McIlvaine, Tonya	Long Term Substitute/DS/Nicole Allen Reed/October 24, 2018/ URGF/Req# CE205
Mesina, Lesley Ann	Long Term Substitute/EZ/Amanda Goodell/October 22, 2018-June 6, 2019/URGF/Req# CE204
Pham, Hong Mai	Substitute Teacher/October 15, 2018/URGF

Pratt, Daniel	Teacher, Special Assignment/ESF/November 1- 4, 2018/Supp Grant/Req# CE166
Schaefer, David	Teacher, Special Assignment/ESF/November 1- 4, 2018/Supp Grant/Req# CE166
Soto, Christian	Teacher Tutoring/VV/October 16 <sup>th</sup> not to exceed November 16, 2018/Title I/Req# CE208
Weber, Jonathan	Certificated Coach, Volleyball/AH/August 17, 2018–October 19, 2018/Extra Curr/Req# CE172
Weber, Jonathan	Certificated Coach, BasketballAH/December 3, 2018–March 15, 2019/Extra Curr/Req# CE170
Wertman, Jesse	Certificated Coach, Student Council/AH/September 17, 2018-June 6, 2019/Extra Curr/Req# CE223

<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>
Jacobsohn, Sandra	Teacher, Regular Ed/CW/September 21, 2018/Resignation
Sorensen, Todd	Teacher, Social Science/JW/October 26, 2018/Resignation

# CLASSIFIED

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req.#</u>
Anderson, Breanna	Instructional Assistant II/VV/3 hrs/per/day/Step 1/October 16, 2018/SDC/Req# 15770
Brandon, Karen	Short-Term Instructional Assistant II/HV/2.92 hrs/per/day/Step 7/September 21-December 14, 2018/SDC/Req# CL-0155
Butler, Karla	Extra-Duty Instructional Assistant I/DS/1 hr/per/day/Monday Only/Step 1/September 24, 2018-May 20, 2019/Title 1/CI- 00195
Cabasug, Sapphire	Playground Supervisor/GA/.67 hrs/per/day/Step 1/October 15, 2018/URGF/Req# CL-00209

Carranza, Tina	Short-Term Playground Supervisor/CW/2.92 hrs/per/day/Step 1/ October 15, 2018-June 6, 2019/URGF/Req# CL-0206
Cuevas, Linda	Instructional Assistant I-AVID/JW/3.6 hrs/per/day/Step 1/October 18, 2018/ Sup Grant/Req# CL-00092
Davidson, Hailey	Campus Climate Assistant/AH/3 hrs/per/day/Step 1/October 31, 2018/ Sup Grant/Req# CL-00214
Davis, Tiarra	Playground Supervisor/GA/1.25 hrs/per/day/Step 1/October 31, 2018/ URGF/Req# CL-00235
Davis, Tiarra	Crossing Guard/GA/.5 hrs/per/day/Step 1/October 31, 2018/ URGF/Req# CL-000202
Duffin, Heather	Short-Term Instructional Assistant I/JW/.5 hrs/per/day/Mon, Tues, Friday Only/ Step 1/October 15-December 14, 2018/Sup Grant/Req# CL-00199
Gaytan, Maricela	Short-Term Instructional Assistant II/2 hrs/per/wk/Step 4/ October 5-December 14, 2018/Req# CL-00078
Hernandez, Norma	Playground Supervisor/GA/.5 hrs/per/day/Step 1/October 19, 2018/ URGF/Req# CL-00237
Hernandez, Patricia	Short-Term Instructional Assistant II/HV/2.75 hrs/per/day/Step 6/ October 15-December 14, 2018/SDC/Req# CL-0197
Holmberg, Amanda	Instructional Assistant II/HV/3 hrs/per/day/Step 1/October 22, 2018/ SDC/Req# CL-00165
Hufano, Tina	Instructional Assistant II/HV/3 hrs/per/day/Step 1/October 30, 2018/ SDC/Req# CL-00189
Iorns, Madelyn	Short-Term Instructional Assistant II/HV/2.95 hrs/per/day/Step 1/ October 15-December 14, 2018/SDC/Req# CL-0196
Knight, Haley	Instructional Assistant I-AVID/DS/2.5 hrs/per/day/Step 1/ November 5, 2018/Sup Grant/Req# CL-00242
Koonce, Matthew	Instructional Assistant II/JW/3.25 hrs/per/day/Step 1/October 18, 2018/ SDC/Req# CL-00054
Martin, Jessica	Playground Supervisor/GA/1.25 hrs/per/day/Step 1/October 15, 2018/ URGF/Req# CL-00051



Merriweather, Arial	Instructional Assistant II/QH/3.25 hrs/per/day/Step 1/October 18, 2018/ URGF/Req# CL-00163
Mohun, Jeannette	Extra-Duty Clerk IV-Library/ESF/2 hrs/per/day/Step 5/October 23, 2018/ URGF/Req# CL-0219
Monterroso, Vania	Instructional Assistant II/HV/3.25 hrs/per/day/Step 1/October 31, 2018/ SDC/Req# CL-000086
Myers, Andrea	Instructional Assistant II/ESF/3 hrs/per/day/Step 1/October 19, 2018/ Base Grant/Req# CL-00231
Navarro, Cynthia	Instructional Assistant II/ESF/3 hrs/per/day/Step 6/October 19, 2018/ SDC/Req# CL-00230
Ochoa, Leslie	Instructional Assistant II-Bilingual/HV/3.95 hrs/per/day/Step 1/ October 12, 2018/URGF/Sup Grant/Req# CL-00034
Ochoa, Lizette	Instructional Assistant II-PreK/QH/2.5 hrs/per/day/Step 1/ October 15, 2018/SDC/Req# CL-00146
Ortiz, Claudia	Instructional Assistant II/RV/3 hrs/per/day/Step 1/October 12, 2018/ SDC/Req# CL-00161
Orozco, Marisela	Instructional Assistant II-Bilingual/QH/.95 hrs/per/day/Step 1/ October 22, 2108/SDC/Req# CL-00165
Ramos, Nicole	Instructional Assistant II/GA/3.25 hrs/per/day/Step 1/October 29, 2018/ SDC/Req# CL-00068
Reyes, Traci	Extra-Duty Instructional Assistant I/CW/1 hr per day/Wednesday Only/ Step 1/September 5-December 5, 2018/Title I/Req# CL-0107
Rodriguez, Asuncion	Instructional Assistant II/HV/2.08 hrs/per/day/Step 5/ October 18-December 14, 2018/SDC/Req# CL-00232
Rose, Christie	Instructional Assistant II/VV/3.25 hrs/per/day/Step 1/October 23, 2018/ SDC/Req# CL-00227
Rosenstock, Erin	Extra-Duty Clerk IV-Library/ESF/3 hrs/per/day/Step 1/ October 17-26, 2018/URGF/Req# CL-0215
Salazar, Pamela	Extra-Duty Clerk IV-Library/ESF/2 hrs/per/day/Step 7/October 23, 2018/ URGF/Req# CL-0218

Sanchez-Vasquez, Medora	Short-Term Instructional Assistant II/CW/3.5 hrs/per/day/Step 1/ October 15, 2018-February 15, 2019/SDC/Req# CL-0207
Stephens, Sheila	Instructional Assistant II/VV/3.25 hrs/per/day/Step 1/October 29, 2018/ SDC/Req# CL-00103
Turner, Tatum	Short-Term Instructional Assistant II/DS/3 hrs/per/day/Step 1/ October 22, 2018/SDC/Req# CL-00244
Utley, Shannon	Instructional Assistant II/VV/3 hrs/per/day/Step 1/October 29, 2018/ SDC/Req# CL-00135
Vasquez, Priscilla	Instructional Assistant II-Bilingual/VV/3.95 hrs/per/day/Step 1/ October 19, 2018/LCAP/Req# CL-00140
Winchester, Terry	Extra-Duty Instructional Assistant I/JW/.5 hrs/per/day/Step 1/ October 15-December 14, 2018/Sup Grant/Req# CL-0200
Winslow, LaVon	Clerk IV-Library/ESF/Not to Exceed 10 hrs/Step 7/ October 25-November 9, 2018/URGF/Req# CL-00252
<u>Change</u> Lawrence, Danezka	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u> Instructional Assistant I (3 hrs/per/day) to (3.95 hrs/per/day)/AH/ Step 1/Title 1/Req# CL-00258
Martin, Jessica	Playground Supervisor (1.25 hrs/per/day) to (1.42 hrs/per/day)/GA/Step 1/ October 22, 2018/URGF/Req# CL-00240
Maston, Paula	Playground Supervisor (.92 hrs/per/day) to (1.42 hrs/per/day)/Step 1/GA/ October 15, 2018/URGF/Req# CL-0216
Means, Kaylie	Instructional Assistant II (3.25 hrs/per/day) to (3.5 hrs/per/day)/SD/Step 2/ October 22, 2018/SDC/Req# CL-0159
<u>Leaves</u>	<u>Position/Location/Effective Date/</u>
<u>Separation</u> Brunsell, Lisa	<u>Position/Location/Effective Date/</u> Instructional Assistant II/HV/October 26, 2018/Resignation
Fusco, Kimberly	Instructional Assistant II/GA/October 31, 2018/Resignation
Heads, Melissa	Campus Climate Assistant/RV/October 16, 2018/Resignation

Inez, Mark                      Playground Supervisor/JW/October 23, 2018/Resignation

Rodriguez, Stephanie      Instructional Assistant I-AVID/JW/October 17, 2018/Resignation

Tapia, Estefani              Instructional Assistant II/GA/October 17, 2018/Resignation

## BOARD AGENDA

November 6, 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	19,788.34
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#### **Ratification Items:**

General Fund (01.0)	55,488.72
Child Nutrition Fund (13.0)	1,000.00
Deferred Maintenance Fund (14.0)	0.00
Building Fund: Bonds (21.0)	0.00
Capital Facilities Fund (25.0)	0.00
County Facilities Fund (35.0)	0.00
Anaverde Settlement (40.0)	0.00
CFD's (49.0)	0.00

<b>Total</b>	<b>76,277.06</b>
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### ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

## PURCHASE ORDERS

Approved/Ratified at the Meeting of November 6, 2018

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

<b><u>P.O. #</u></b>	<b><u>Vendor/Location</u></b>	<b><u>Description/Funding Source Detail</u></b>	<b><u>Amount</u></b>
P54023	Streamline System Designs Educational Services	Portable Wireless Sound Systems for PE Program (5) Lottery: Restricted Textbook/Curricula	19,788.34

**Total 19,788.34**

**PO's for Board Ratification**

<b><u>P.O. #</u></b>	<b><u>Vendor/Location</u></b>	<b><u>Description/Funding Source Detail</u></b>	<b><u>Amount</u></b>
P53941	Kelleen H E Koonce	Reimburse: Competition Fees for Lego Robotics Team	300.00
	Anaverde Hills	Local Site Funds	
P53942	Shannon Rossall	Reimburse: Viper Pride Posers and Professional Development Lunch in July	1,086.64
	Anaverde Hills	General Funding	
P53943	Amanda M Hance	Reimburse: Garden Supplies	500.00
	Gregg Anderson	Local Site Funds	
P53944	Michele Sessions	Reimburse: Garden Supplies	420.00
	Gregg Anderson	Local Site Funds	
P53945	Dora Navarro-Duenas	Reimburse: EL Parent Outreach Supplies	300.00
	Joe Walker	Supplemental Grant	
P53946	Dora Navarro-Duenas	Reimburse: Counselor Program Materials and Supplies	300.00
	Joe Walker	Supplemental Grant	
P53947	Lisa Walker	Reimburse: STEM Night Supplies	100.00
	Valley View	Local Site Funds	
P53948	Shelly Dearing	Reimburse: Snacks for Meetings	500.00
	Gregg Anderson	Local Site Funds	
P53949	Submarina	Lunch for Boys Town Well Managed Training	159.54
	Student Support Services	Supplemental Grant	
P53950	Fire Island Grill	Lunch for Boys Town Training	327.48
	Student Support Services	Supplemental Grant	
P53951	Submarina	Lunch for AVID Tutor Training	175.00
	Educational Services	Supplemental Grant	
P53952	Amazon.com Corporate Credit	2018-2019 Art/Music Supplies	500.00
	Educational Services	Supplemental Grant	
P53953	Southwest School Supply	School and Office Supplies	7,000.00
	Quartz Hill	General Funding	
P53954	CDWG Computer Centers Inc	Projector Lamps	308.79
	Gregg Anderson	General Funding	
P53955	CDWG Computer Centers Inc	Projector Bulbs and Adapter Cables	561.90
	Hillview	General Funding	
P53956	Perma-Bound	Books and CD's for Academically At-Risk Students	679.44
	Joe Walker	Title I	
P53957	American Business Machines	Staple Cartridges	3,399.32
	Reprographics	General Funding	
P53958	Boys Town Press	Instructional Materials	773.63
	Sundown	Title I	
P53959	ConvergeOne Inc	Google Chrome OS Management Console Licenses (7)	191.63
	Rancho Vista	General Funding	
P53960	Gopher Sport	Indoor/Outdoor Hoop Set and Soccer Balls	738.84
	Sundown	General Funding	
P53961	ConvergeOne Inc	Dell Inspiron 15 Laptop (2)	792.78
	Anaverde Hills	Local Site Funds	
P53962	Demco	Library Supplies	351.77
	Sundown	Local Site Funds	
P53963	ConvergeOne Inc	Dell Chromebook II (20)	5,704.95
	Quartz Hill	Title I	
P53964	Paper Direct	Dancing Ribbons Border Paper	49.02
	Board of Trustees	General Funding	
P53965	My Expressions	Party Elements Border Paper	23.56

P53968	Board of Trustees Therapy Shoppe Student Support Services	General Funding Thera-Putty Special Education	528.66
P53969	Therapro Student Support Services	Instructional Materials Special Education	168.01
P53970	Attainment Company Inc Student Support Services	Go Talk 4+ with Overlay Software Special Education	444.87
P53971	Apple Inc Student Support Services	iPad (1) Special Education	332.41
P53972	Attainment Company Inc Student Support Services	GoTalk 9+ with Software Overlay Special Education	265.76
P53974	Amazon.com Corporate Credit Student Support Services	iPad Case Special Education	31.16
P53975	Amazon.com Corporate Credit Student Support Services	Backpack Special Education	36.12
P53976	Tonya Williams Board of Trustees	Reimburse: Assorted Cards General Funding	60.00
P53977	California Science Center Joe Walker	Science Center Entrance Fees Title I	675.10
P53985	McGraw Hill Educational Services	My Math Student Editions Lottery: Instructional Materials	1,097.20
P53986	THSMUN Hillview	Model UN Fees General Funding	1,300.00
P53988	Laura Duran Cottonwood	Reimburse: Grand Reopening Supplies Local Site Funds	150.00
P53989	Jennifer Slater-Sanchez Hillview	Reimburse: Supplies Local Site Funds	100.00
P53990	Rodney Lots Hillview	Reimburse: Supplies Local Site Funds	500.00
P53991	Antoinette Michelle Griffin Sundown	Reimburse: Outreach Materials and Supplies Supplemental Grant	250.00
P53992	Christina Fitzgerald Educational Services	Reimburse: Training Supplies and Food General Funding	500.00
P53993	Christina Andrews Del Sur	Reimburse: SPARK PE Supplies General Funding	200.00
P53994	Home Depot Joe Walker	Wood Shop Supplies General Funding	1,140.00
M21042	Ferguson Enterprises Various Sites	Plumbing Supplies - September Maintenance	86.60
M21045	Johnstone Supply Various Sites	HVAC Supplies - September Maintenance	533.46
M21046	Lancaster Plumbing Various Sites	Plumbing Supplies - September Maintenance	1,969.48
M21047	Lowes Various Sites	Maintenance Supplies - September Maintenance	61.27
M21048	Motion Industries Various Sites	Electrical Supplies - September Maintenance	143.33
M21052	Smith Pipe Operations	Landscape Supplies - September Operations	710.08
M21055	Van Dam Farms Various Sites	Maintenance Supplies - September Maintenance	259.28
M21076	Signs and Designs District Office/Anaverde Hills	Acrylic Letters and Signage Maintenance/Operations	978.35
M21082	Sierra Towing Maintenance	Tow Storage Bin Maintenance	110.00
M21090	Montgomery Hardware Various Sites	Locks and Kick Down Door Holder Maintenance	6,731.79
M21092	Boething Treeland Maintenance	Replacement Plants Operations	767.68
M21095	Backflow Prevention Del Sur	Backflow Repairs Maintenance	2,487.19

M21100	Case Parts Valley View	HVAC Supplies Maintenance	48.00
M21168	Sinclair Operations	Floor Cleaner Operations	59.66
M21124	Montgomery Hardware Maintenance	Reader Modules Maintenance	1,732.38
M21127	CDW-G Computer Center Joe Walker	Valcom Talkback Speakers for PA System Maintenance	118.82
M21129	Patriot Plumbing Del Sur	Plumbing Repairs to Clear Stoppage Maintenance	135.00
M21130	Interstate Batteries Maintenance	Floor Scrubber Batteries Operations	560.53
M21131	Tire Xpress Operations	Alignment - Truck 85 Operations	65.00
M21132	Bob Howle Automotive Maintenance	Repairs - Truck 89 Maintenance	85.02
M21133	Bob Howle Automotive Maintenance	Repairs - Truck 73 Maintenance	220.00
M21136	Promaxima Manufacturing Joe Walker	Cable for Leg Press Maintenance	102.13
M21137	Desoto Sales Maintenance	Floor Base Maintenance	241.78
M21139	Tire Xpress Operations	Repair- Truck 83 Operations	115.00
M21141	Antelope Valley Ford Maintenance	Replacement Parts Operations	767.68
M21143	Clinical Lab Maintenance	Lead and Copper Testing Maintenance	400.00
M21146	ABC School Equipment Various Sites	Cork Strips for Whiteboards Operations	60.99
M21147	Patton Sales Rancho Vista	Light Post Covers Maintenance	75.86
M21153	Department of Toxic Substances Maintenance	Manifest counts for Haz Mat Operations	257.50
M21154	Tel Pro Voice and Data Maintenance	EM-100 Intentiv Single Door Controller Maintenance	1,727.91
M21155	D and V Test Only Maintenance	Smog Testing - Truck 83 & 85 Operations	100.00
M21157	Sav On Fence Del Sur/Rancho Vista	Backstop Parts Maintenance	61.71
M21159	Resource Building Materials Maintenance	Car Stops Maintenance	15.30
M21160	California Park and Recreation Maintenance	Renewal Membership Maintenance	95.00
M21162	Superior Auto Interiors Maintenance	Bench Seat Re-Upholstered Maintenance	489.50
M21170	AV Mosquito and Vector Control All Sites	Vector Control Annual Assessments Maintenance	91.86

**Total 55,488.72**

**CHILD NUTRITION (13)**

P53987	Nancy Hemstreet	Reimburse: Staff Lunch	1,000.00
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**Total 1,000.00**

**DEFERRED MAINTENANCE (14), BUILDING FUND: BONDS (21), CAPITAL FACILITIES (25)  
COUNTY FACILITIES (35), ANAVERDE SETTLEMENT (40), CFD's (49)**

No Purchase Orders for Funds 14, 21, 25, 35, 40, or 49

**Total 0.00**

## BOARD AGENDA

November 6, 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	77,800.00
Vendor Provided Services	51,372.00
Rental/Lease Contracts	0.00
<i>Total</i>	<u><i>129,172.00</i></u>

Incoming Funds	<i>0.00</i>
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### ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval



# CONSULTANT/CONTRACT AGREEMENT SCHEDULE

Ratified/Approved at the Board Meeting of November 6, 2018

<u>Dates</u>	<u>Name/School Site</u>	<u>Description/Funding Source</u>	<u>Cost</u>	<u>Income</u>
2018-2019	America Translating Services Inc Educational Services	Translating Services General Funding	15,000.00	
2018-2019	AmeriMac Office Products District Office	Service Agreement: Konica 200 General Funding	795.00	
2018-2019	AmeriMac Office Products AH, GA, QH, VV	Services Agreements: Digital Duplicators (4) General Funding	3,300.00	
2018-2019	American Business Machines Payroll	Maintenance Agreement: Microfiche Scanner General Funding	995.00	
2018-2019	Bolts in the Bathtub Joe Walker, Hillview	Sewing Machine Service Maintenance General Funding	1,845.00	
2018-2019	BorderLAN Inc Technology	Fortinet Fortigate Support Renewal Technology Maintenance	17,082.00	
2018-2019	Document Tracking Services LLC Educational Services	Licensing and Spanish School Accountability Report Card General Funding	3,255.00	
2018-2019	Dynamic Therapy Solutions Student Support Services	Speech IEE Assessment of Student Special Education	1,600.00	
2018-2019	Haynes Family of Programs: STAR Acad Student Support Services	IEE of Student per Settlement Agreement Special Education	2,500.00	
2018-2019	Haynes Family of Programs: STAR Acad Student Support Services	IEE of Student per PWN Agreement Special Education	2,500.00	
December 17, 2018	Los Angeles LGBT Center  Educational Services	Staff Training: Implementing Best Practices for Serving LGBTQ+ Youth Supplemental Grant	1,000.00	
2018-2019	Palmdale School District Educational Services	Clear Administrative Credential Program: 5 Candidates Title II Improved Teacher Quality	50,000.00	
2018-2019	Santa Monica College New Teacher Induction/Human Resources	Community Partnership Agreement District	N/A	
2018-2019	Total Educational Systems Support Sundown	New Teacher Coaching Title I	15,200.00	
2018-2019	Total Educational Systems Support Quartz Hill and Sundown	New Teacher/Admin Training Title I	4,000.00	
2018-2019	Total Educational systems Support Quartz Hill	Coaching for New Teachers Title I	7,600.00	
<u>Change</u>	3K Building Services Inc Cottonwood	DSA Inspection Services Fund 35 (County Facilities) <b>Change: Additional Services to Complete Project</b>	2,500.00	
<b>Total</b>			<b>129,172.00</b>	<b>0.00</b>

## 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		

## California Student Data Privacy Agreements

<u>Vendor</u>	<u>Full Agreement or Exhibit E</u>
Flocabulary Inc	Exhibit E
Lego Mindstorms Education V3	Exhibit E
Newsela Inc	Exhibit E
Starfall Education Foundation	Exhibit E
Sumdog Inc	Exhibit E

## BOARD AGENDA

November 6, 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 \$35,904.35.

### ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

**CONFERENCE/WORKSHOP SCHEDULE**  
**Ratified/Approved at the Board Meeting of November 6, 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 Alhambra	WFBB (Write from the Beginning and Beyond): Training of Trainers K-5 Amy Campos, Shannon Hirsch Sundown		0.00	0.00	0.00	802.50	0.00	2,880.00	0.00
		Title I							
October 12, 2018 Los Angeles	LACOE Arts + STEM Collaborative Samara Gugler Educational Services		0.00	0.00	0.00	82.39	0.00	0.00	0.00
		Lottery: Restricted Textbook/Curricula							
October 18-19, 2018 Pismo Beach	SISC Board Meeting Robert Hughes Human Resources		0.00	0.00	65.00	209.44	0.00	0.00	0.00
		General Funding							
October 22, 2018 Arcadia	LACOE Science Leaders Samara Gugler Educational Services		0.00	0.00	0.00	82.39	0.00	0.00	0.00
		Lottery: Restricted Textbook/Curricula							
October 23, 2018 Ontario	Cluster 6 Leadership Meeting Lauri Massari, Ana Penaloza, Felicia Goldovsky New Teacher Induction		0.00	0.00	0.00	196.00	0.00	0.00	0.00
		General Funding							
October 31, 2018 Pasadena	Practical Ideas for Making Best Use of Google Classroom Geri Rather, Kelly Rickert, Rebecca Iverson Del Sur		747.00	0.00	0.00	85.35	15.00	360.00	0.00
		Title I							
November 5, 2018 Downey	CASBO 1099 Reporting Concepts Julie Colonello Fiscal Services		305.00	0.00	0.00	93.84	0.00	0.00	0.00
		General Funding							
November 7-8, 2018 Quartz Hill	Building Educator Assessment Literacy: EL Arts Heather Hansen, Lori Gudim, Sharon Ebert, Janene Smith, Cynthia Barron, Rebecca Gross, Amy Young, Amy Tumbaga, Brian Yoshikawa, Christina West, Melissa Anderson, Patricia Leeds Educational Services		1,500.00	0.00	0.00	0.00	0.00	0.00	0.00
		Lottery: Restricted Textbook/Curricula							
November 12-14, 2018 Long Beach	All Things Assessment Institute Maria Fizzolio, Cyndee Dodge Cottonwood		1,977.00	1,134.00	450.00	98.98	0.00	864.00	0.00
		Title I							
November 13-16, 2018 Sacramento	2018 CETPA Annual Conference Chris Soliz, J Bartee, Gabriel Schasch Technology		1,140.00	1,899.00	405.00	775.75	325.00	0.00	0.00
		General Funding							
Nov 28 - Dec 1, 2018 San Francisco	CSBA Annual Conference Events Regina Rossall, John Curiel, Steve DeMarzio, Jennifer Navarro, Patricia Shaw, New Board Member Board of Trustees		1,766.00	0.00	0.00	0.00	0.00	0.00	0.00
		General Funding							
November 29, 2018 San Francisco	CSBA Annual Conference Golden Bell Awards Lauri Massari, Rowdy Dyer, Felicia Goldovsky, Trudy Valenzuela, Ana Penaloza, Autumn Lawrence, Willie Scott, Karen Sacramento Superintendent		760.00	0.00	0.00	0.00	0.00	0.00	0.00
		General Funding							
December 1-2, 2018 Pasadena	CSTA California Science Education Conference Michelle Bruch, Janet Moser, Robert Dunham, Kathryn Conner, Spencer Hilliard, Bethany Gonzalez, Sonja Squires Educational Services		1,505.00	0.00	0.00	308.16	84.00	0.00	0.00
		Lottery: Restricted Textbook/Curricula							
February 20-22, 2019 Anaheim	2019 CISC Leadership Symposium Chris Fitzgerald, Samara Gugler, Marguerite Johnson, Cheree Simons, Drew Warden Educational Services		1,800.00	2,500.00	500.00	214.00	180.00	0.00	0.00
		Supplemental Grant							
April 15-18, 2019 San Diego	CASBO 2019 Annual Conference Shawn Cabey Administrative Services	795.00	909.45	162.00	192.60	144.00	120.00	0.00	0.00
		General Funding							
April 30-May 2, 2019 Pasadena	RTI at Work Institute Karen Bergman, Griselda Guillen, Julietta Linstrom, Christina Phillips, Katha Ruiz, Debra Tidwell, Amy Young Quartz Hill		4,683.00	0.00	0.00	481.50	78.00	3,024.00	0.00
		Title I							
<b>Changes</b>	No Changes								
		Subtotals	17,092.45	5,695.00	1,612.60	3,574.30	802.00	7,128.00	0.00
		<b>Grand Total</b>	<b>35,904.35</b>						

## BOARD AGENDA

November 6, 2018

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

### BACKGROUND:

The Board is requesting the change of date for the following regular meeting:  
November 20, 2018 to November 13, 2018

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

None

### BOARD REQUEST

## BOARD AGENDA

November 6, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Discussion Items:

- Board Governance

## BOARD AGENDA

November 6, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Marguerite Johnson, Assistant Superintendent Educational Services

SUBJECT: Site Plan for Del Sur

### BACKGROUND:

Throughout the year, our schools look in depth at student achievement. As a result of that focus on student achievement, School Site Councils utilize that information to assist in the development of the school plan or Single Plan for Student Achievement (SPSA), which incorporates student improvement goals with a spending plan. Development of a Single Plan for Student Achievement is required by the Every Student Succeeds Act (ESSA) for all schools that receive Title I funding. School Site Council members have also been working to align each site SPSA's with the district's Local Control and Accountability Plan.

### PROGRAM/EDUCATIONAL IMPLICATION:

:

The sites' Single Plans reflect:

- Alignment with the District's areas of instructional focus including:
  - Critical reading and writing in and across all content areas
  - Inquiry grounded in evidence from text and other sources
  - Rigor and real-world application in all content areas
  - Integration of technology by teachers and students through lesson presentations and student products
- Alignment with the district's Local Control and Accountability Plan (LCAP)
- Support for English Learners, foster youth, and academically at-risk students
- Intervention plans for those students at risk of not meeting grade level expectations

### COST ANALYSIS:

These plans contain the spending plans for each of the school sites, and will be balanced to the income received.

### ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval

# **The Single Plan for Student Achievement**

## **Del Sur Senior Elementary**

School Name

19-65102-6023568

CDS Code

Date of this revision: 10-15-18

The Single Plan for Student Achievement (SPSA) is a plan of actions to raise the academic performance of all students. California Education Code sections 41507, 41572, and 64001 and the federal Elementary and Secondary Education Act (ESEA) require each school to consolidate all school plans for programs funded through the ConApp and ESEA Program Improvement into the SPSA.

For additional information on school programs and how you may become involved locally, please contact the following person:

Contact Person: Jessica Kott  
Position: Principal Elementary/ Principal Middle School  
Telephone Number: 661-942-0488  
Address: 9023 W Avenue H  
Lancaster, CA 93536  
E-mail Address: j.kott@westside.k12.ca.us

## **Westside Union Elementary School District**

School District

Superintendent: Regina Rossall  
Telephone Number: (661) 722-0716  
Address: 41914 50th Street West  
Quartz Hill, CA 93536  
E-mail Address: r.rossall@westside.k12.ca.us

The District Governing Board approved this revision of the School Plan on .

## **II. School Vision and Mission**

School Vision and Mission Statement for Del School School:

Del Sur School's  
Vision Statement

We are...

Determined  
Relationship builders  
AVID in and across all grade levels  
Goal setters  
Organized  
Nurturers  
Student focused

Mission Statement:

Del Sur School is a dynamic learning community committed to preparing students socially and academically, to be college and career ready. "Pointing the Way & Providing the Path."



### III. School Profile

Del Sur School is located in the northwest portion of the Antelope Valley at the intersection of 90th Street West and Avenue H. Our enrollment as of September 12, 2017 consisted of approximately 837 students in grades K-8. This school is operated as both an elementary and middle school. Mrs. Kott is principal, Mr. Cusack as Vice Principal. We have approximately 36 classroom teachers.

While the student ethnic profile at Del Sur includes representation from a broad spectrum of races, 41.65% students are Caucasian. 41.65% of our students are Hispanic, 11.22% are African American, Asian 2.15%, American Indian 1.07%, Native Hawaiian 1.07%

The school includes 31 permanent classrooms, 9 re-locatable classrooms, 1 gymnasium, 1 shower/changing facility, cafeteria, library, playground equipment on both sand and concrete areas with a separate Kindergarten play area, grass play areas, athletic field and picnic tables.

#### Description of Base Program

Del Sur provides students with STEM Wednesdays, Project Lead the Way curriculum, Common Core Curriculum and AVID teaching strategies. We provide after-school tutoring and students with interventions including: FastForWord, Front Row Math and Easy CBM assessments. Our students also have access to the Accelerated Reading Program.

The district provides the following:

1. One teacher for every 30 students (K-3rd) and one teacher for about every 32 students (4th-5th) and one teacher for about every 33 students (6th-8th).
2. Text books are as follows:  
Language Arts-Houghton/Mifflin; K-5, Study Sync 6-8  
Math- McGraw-Hill "My Math" (K-5) Houghton/Mifflin/ Harcourt "Go Math" Grades (6-8)  
Science- STEMScopes  
Social Studies-K-5 Discovery SS and 6-8 McDougal Littel  
Music Silver Burdett
3. The Instructional day lasts from 7:45 am – 1:55 pm Kindergarten–6th grades and 7:45 am-2:00 pm for 7th – 8th grades.
4. Playground supervisors and/or instructional aides are assigned to cover morning arrival of students and all morning recesses and lunch times.
5. A library program is supervised by a credentialed curriculum resource teacher. This school's library is open during school hours and is staffed by two district paid library clerks.
6. The Kindergarten through 6th grade classes visit the library for 30 minutes each week. Middle school students can visit the library at break time and designated class times.
7. The Educational Services Facility (ESF), located next to Quartz Hill Elementary School, is open 40 hours per week. Teachers, aides and parents can use the facility to make instructional materials. They may also request that supplementary media be sent to them for use with students.
8. The district offers an instrumental music program for grades 5-8.
9. Classified staff assigned to the school include: secretary, school clerk, general clerk, library clerks, instructional assistants I and instructional assistants II, and custodians.
10. The equipment budget is centralized at the district office. As needs are determined, requests for new or replacement equipment are made.
11. The cafeteria program operates from a centralized kitchen.
12. Maintenance and grounds are centralized at the district level; assignments are made to schools as the needs arise.

13. The district participates in a joint powers agreement for transportation of students.

14. The district sponsors professional development opportunities each year for all certificated and most classified staff.

#### **IV. Comprehensive Needs Assessment Components**

##### **A. Data Analysis (See Appendix A)**

We utilize our CAASPP results for grades 3-8 to help drive our instruction. We also administer the Easy CBM- Curriculum Based Measurement for grades 1-8 on a quarterly basis. Our Kindergarten students are assessed using ESGI on a quarterly basis. We also use the assessment components through our FastFor Word Program and Reading Assistant.

##### **B. Analysis of Current Instructional Program (See Appendix B)**

Strengths of instructional program include:

School-wide AVID Program

We offer tutoring interventions for our students in need of Language Arts and Math support for grades 1-8.

We offer a Big Brother and Big Sister Club for our Foster Youth at Del Sur.

Our site offers support for parents/guardians of Foster Youth.

Our site utilizes technology in the classroom including the use of Google Classroom/Docs.

Del Sur leads multiple sessions of Latino Literacy Groups for our English Language Learners.

Future Plans:

Increase enrichment for GATE Students

Create a Model United Nations Course, which will compete

Compete as a 7th and 8th Grade Robotics Team

Decrease student absences

Decrease negative student behaviors on campus

We are going to be focusing on the Nearly Met groups for Math and ELA as reported on the CAASPP results.

#### **V. Description of Barriers and Related School Goals**

Del Sur provides the following interventions to help academic growth across subgroups:

After school tutoring for grades 1st-8th grades- we are focusing on CAASPP Nearly Met and Not Met Students

Academic Recovery Saturday School for Middle School Students

Middle School Intervention Homeroom- daily for RSP students

ELL are supported by 1 am and 1 pm ELL aides

Latino Literacy Sessions

AVID Strategies implemented school-wide in and across all grade levels

Lunch time AVID for grades 4-8

After School Tutoring Grades 4-8

FastForWord Reading Interventions

Easy CBM program implemented in grades 1-8.

Accelerated Reading implemented in various grade levels

Big Brother and Big Sister Club for Foster Youth

Foster Parent Support

Robotics Club

Model United Nations

Mindfulness Program for extra support for students

## VI. Planned Improvements in Student Performance

The school site council has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of the instructional program for students failing to meet academic growth targets and grade level expectations. As a result, it has adopted the following school goals, related actions, and expenditures to raise the academic performance of student groups not meeting state standards:

<b>SCHOOL GOAL #1</b> <b>(Based on conclusions from Analysis of Program Components and Student Data pages)</b> <b>GOAL # 1 for Improving Student Achievement:</b> <b>WUSD LCAP Goal 2: Access for all: Ensure all students have equitable access to a high quality instructional program and the research-based supports that they need to engage fully and meaningfully with the program.</b> <b>3% of Del Sur Students at each performance level will move to a higher performance level in ELA or retain their met standards or exceeds standards scores. As measured by the SBAC, Easy CBM and District Benchmarks. This will be achieved by:</b> <b>a) monitoring the core instructional program and use of curriculum maps</b> <b>b) adhering to instructional time in reading, language arts, and math</b> <b>c) providing staff development in core curriculum</b> <b>d) target unduplicated students</b> <b>e) increasing number of AVID sections, number of participants, and strategies.</b> <b>f) teacher created assessments</b>	
<b>Student groups and grade levels to participate in this goal:</b> All Del Sur students with a focus on ELL, Foster, low-socio economic groups, Homeless	<b>What data did you use to develop this goal.?</b> 3% of Del Sur Students at each performance level will move to a higher performance level in Math and LA
<b>What were the findings from the analysis of this data?</b> Performance on district benchmarks SBAC Assessments, CELDT, PSAT Scores, Easy CBM, report cards, teacher observations	<b>How will the school evaluate progress made toward achieving this goal?</b> PSAT, State testing, Easy CBM, ESGI, CELDT Teams will evaluate this data

<b>SCHOOL GOAL #1</b>				
<b>Actions to be Taken to Reach This Goal</b> Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	<b>Start Date</b> <b>Completion Date</b>	<b>Proposed</b> <b>Expenditures</b>	<b>Estimated</b> <b>Cost</b>	<b>Funding</b> <b>Source</b>

<b>SCHOOL GOAL #1</b>				
<b>Actions to be Taken to Reach This Goal</b> Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	<b>Start Date Completion Date</b>	<b>Proposed Expenditures</b>	<b>Estimated Cost</b>	<b>Funding Source</b>
1.1 Alignment of instruction with CCSS.: 1.1a Implement and refine CCSS plans. 1.1b Analyze benchmarks, FFW, Easy CBM, Performance Task, Note-Taking, lesson objectives and essential questions to determine growth and to focus instruction. 1.1c Grade level articulation to align system and organization 1.1d Continue to post CCSS standards and objectives and essential questions 1.1e Continue to integrate CCSS standards throughout the curriculum. 1.1f Continue to implement PLTW. 1.1g Implement academic counseling program in grades 7 and 8 and at risk students in elementary. 1.1h Monitor SPED classes for alignment with grade level appropriate CCSS standards. 1.1i Provide supplies for implementation of district adopted CCSS curriculum, PLTC, Math Solutions, AVID, WICOR, PLTW, Art, Science Club and Interact Club. 1.1j Provide :90 minute monthly meetings to discuss curriculum, common assessments data and review SBAC scores as well as instruction  LCAP Goal 1.9,	Principal/Staff On -going 1.1a-1.1i	1.1a-1.1e No Anticipated Costs 1.1f Duplication of materials 1.1g PLTW 1.1h No Anticipated Cost 1.1i material/supplies	1.1a-1.1h NC 1.1i-\$2,500.00 1.1j-NC	1.1a-1.1h N/A 1.1i-Title I 1.1j-N/A
1.2 Incorporate scientifically based research based strategies that strengthen the CCSS academic program. 1.2a Regular analysis of student work to ensure progress towards mastery of CCSS standards, Easy CBM, PLTW Training, AVID, FFW, Interact Club. Purchase materials to support CCSS, AVID, PLTW Training. 1.2b Sub days for grade level grade K-8, LA and Math and AVID strategies planning dates for semester 1 and 2.	1.2a Principal/Staff On going 1.2b by 2nd semester	1.2a Purchase materials to support CC, AVID, PLTW training 1.2b Provide subs for grades K-6 grade teams	1.2a NC 1.2b \$4,598.72	1.2a N/A 1.2b Title I
1.3 Identify actions that have the greatest likelihood of improving student achievement in meeting CCSS standards. 1.3a Academic home rooms in middle school that focus on AVID Strategies. 1.3b Continue to implement "Thinking Maps" and Westside Writings and AVID. 1.3c Ongoing Academic Incentives such as awards, merits and attendance 1.3d Expand Professional Development, AVID, PLTW, Math Talks and TESS. 1.3e Expand Library Material and selections for Middle School students, grades K-8th (and Accelerated Reader Support) 1.3f Professional Development for ELA, AVID, WICOR strategies, PLC, RTI and Math 1.3g Professional Development, Technology as well as smart board, Google, CCSS courses, Implement Professional Development. 1.3h Data Collection	1.3a-b Principal/Staff On going 1.3c -1.3e Library/teachers/ Principal 1.3f On going 1.3g Ongoing 1.3h Ongoing	1.3a -b No Anticipated Cost 1.3c Books/Materials/ Incentives 1.3d Purchase Materials 1.3e Purchase books and materials 1.3f Conferences/materials and supplies 1.3g Conferences 1.3h Salary	1.3a-e NC 1.3 f \$12,132.00 1.3 g \$1500.00 1.3h-\$17,000.00	1.3a-3 N/A 1.3f Title I 1.3 g Title I 1.3h-Title I

<b>SCHOOL GOAL #1</b>				
<b>Actions to be Taken to Reach This Goal</b> Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	<b>Start Date Completion Date</b>	<b>Proposed Expenditures</b>	<b>Estimated Cost</b>	<b>Funding Source</b>
1.4 Monitor implementation of the adopted curriculum, monitor use of pacing plans, adhere to instructional time recommendations for reading/language arts, continue to provide consistent ELD time. 1.4a Monitor lesson plans 1.4b Monitor data from ELD Implementation and Data 1.4c Classroom observations	1.4a-1.4c Principal/Staff On going	1.4a-1.4c No Anticipated Cost	1.4a-c NC	1.4 a-c N/A
Improvement of instructional strategies and materials:  1.5 Provide FFW, Easy CBM, reading intervention materials for student who are two or more grade levels behind. Purchase of technology to support access for all students and promote grade level reading by third grade. 1.5a Books, materials, and supplies to support students in the library. 1.5b Computer software and other technology to enhance reading and writing across the curriculum. 1.5c Increase educational opportunities and access to teach smart board training. 1.5d Continue AVID program, including AVID tutoring 1.5e Utilize instructional assistants to provide assistance for at risk students. (3 Aides) 1.5f Utilize peer and cross age tutoring, create honors classes	1.5 1.5a-d Principal/Staff On going	1.5 technology 1.5a-d 1.5e Salaries & Statutory 1.5f No Anticipated Cost	1.5-NC 1.5 a-d NC 1.5 e \$17,798.00 1.5 f NC	1.5 NA 1.5 a-d NA 1.5e Title I 1.5f NA
Extended learning time:  1.6 Incorporate, as appropriate, activities before school computer lab, after school, in school, tutoring, FFW for home and school, MS Intervention Homeroom 1.6a Academic home rooms utilizing intensive intervention in reading and language arts. 1.6b Homework help using differentiated and small group instruction. 1.6 c Site specific Saturday School. 1.6d After school visual and performing arts and athletic programs and field trips 1.6 e AVID Lunch time tutoring in MS and grades 4-6 to work in collaborative study groups across content areas. 1.6 f After school tutoring -ELA Grades 1-8 1.6 g Scholastic news for grades K-6, non-fiction, state standards focus	1.6a-1.6e Principal/Staff On going 1.6 f- Ongoing 1.6 g- Ongoing	1.6a No Anticipated Cost 1.6b Teacher's salaries 1.6c Teacher's salaries 1.6d Art supplies/dance program supplies 1.6 e district funded 1.6 f After school tutoring 1.6 g Materials	1.6 a-e NC 1.6f \$7,449.00 1.6g \$2500.00	1.6a-e NA 1.6 f Title I 1.6g Title I

## VI. Planned Improvements in Student Performance (continued)

<b>SCHOOL GOAL #2</b> <b>(Based on conclusions from Analysis of Program Components and Student Data pages)</b> <b>GOAL # 2_ for Improving Student Achievement:</b> <b>WUSD LCAP Goal 2 Access for All: Ensure all students have equitable access to a high quality instructional program and the research-based supports that they need to engage fully and meaningfully with the program.</b> <b>3% of Del Sur Students at each performance level will move to a higher performance level in Math or retain their met standards or exceeds standards scores. As measured by the SBAC, Easy CBM and District Benchmarks. This will be achieved by:</b> <b>This will be achieved by:</b> <b>a) monitoring the core instructional program.</b> <b>b) adhering to instructional time in math</b> <b>c) providing staff development in the math curriculum</b> <b>d) targeting specific populations based on our SBAC scores, Easy CBM, SIT.</b>	
<b>Student groups and grade levels to participate in this goal:</b> All Del Sur students with and emphasis on foster youth, low socio- economic, ELL and homeless students	<b>What data did you use to develop this goal.?</b> 3% of Del Sur students at each performance level will move to a higher performance level in ELA or Math or retain their met or exceeds standards scores.
<b>What were the findings from the analysis of this data?</b> Performance on district performance tasks, CELDT, teacher observations, state testing,	<b>How will the school evaluate progress made toward achieving this goal?</b> PSAT, state testing, CELDT,

<b>SCHOOL GOAL #2</b>				
<b>Actions to be Taken to Reach This Goal</b> Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	<b>Start Date Completion Date</b>	<b>Proposed Expenditures</b>	<b>Estimated Cost</b>	<b>Funding Source</b>
2.1 Alignment of instruction with math CCSS standards: 2.1a Implement and refine CCSS plans and AVID Strategies 2.1b Analyze Performance task to determine growth and to focus instruction. 2.1c Grade level articulation. 2.1d Continue to post lesson objectives and essential questions. 2.1e Continue to integrate CCSS standards throughout the curriculum. 2.1f Continue to supplement with STEAM, AVID, Big Brainz, PLTW, Performance tasks and Scholastic News. Continue to use of iPad mini, chrome books, smart board. 2.1g Implement academic counseling program in grades 7 and 8 and at risk 5th and 6th 2.1h Monitor SPED classes for alignment with grade level appropriate CCSS. 2.1i Science, social science, electives and the arts will incorporate math standards into their curriculum.	2.1Principal/Staff On going 2.1a-2.1f Principal/Staff On going 2.1g Counselor 2.1h-2.1i Principal/Staff On going	2.1a-2.1f No Anticipated Cost 2.1g Materials/Supplies 2.1h-2.1i No Anticipated Cost	2.1a-i NC	2.1a-i NA
2.2 Incorporate scientifically based research strategies that strengthen the core academic program. 2.2a Regular analysis of student work to ensure progress towards mastery of CCSS.	2.2-2.2a Principal/Staff On going	2.2-2.2a No Anticipated Cost	2.2-2.2.a NC	2.2-2.2a NA

<b>SCHOOL GOAL #2</b>				
<b>Actions to be Taken to Reach This Goal</b> Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	<b>Start Date Completion Date</b>	<b>Proposed Expenditures</b>	<b>Estimated Cost</b>	<b>Funding Source</b>
2.3 Identify actions that have the greatest likelihood of improving student achievement in meeting state standards through team planning and implementation 2.3a Academic homerooms in middle school that focus on systems embedded school wide through the AVID program. 2.3b Professional Development for Math/PLTW/AVID 2.3c Provide after school math tutoring to our at risk students for grades 1-8	2.3a Staff/Counselor On going 2.3b On going	2.3a No Anticipated Cost 2.3b Conferences/materials and supplies	2.3-2.3 b NC 2.3 c \$7,449.00	2.3-2.3 b NA 2.3 c Title 1
2.4 Monitor implementation of the adopted curriculum, monitor use of CCSS, AVID strategies, adhere to instructional time recommendations for math, continue to provide consistent ELD time. 2.4a Monitor lesson plans 2.4b Monitor ELD program and data 2.4c Classroom observations 2.4d Planning days for grades k-8 and AVID Strategies implementation	2.4-2.4c Principal/Staff On going 2.4d Semester 2	2.4-2.4c No Anticipated Cost 2.4d sub costs	2.4--c NC 2.4 d \$4,598.00	2.4-a-c NA 2.4 d Title 1
Improvement of instructional strategies and materials: 2.5 Provide math intervention materials for student who are two or more grade levels behind. 2.5a Technology, Books, materials, and supplies to support students not proficient or advanced per SBAC test 2.5b Computer software and other technology to enhance reading and writing across the curriculum. 2.5c Utilize instructional assistants to provide assistance for at risk students. 2.5d Utilize peer and cross age tutoring	2.5 2.5a-2.5d Title I aide Principal/Staff On going	2.5 No Anticipated Cost 2.5a-technology 2.5c- employee salaries 2.5 d- No anticipated cost	2.5a NC b NC 2.5c NC 2.5 d NC	2.5 a N/A 2.5 b NA 2.5 c N/A 2.5 d NA
Extended learning time: 2.6 Incorporate as appropriate, activities before school, after school, during the summer, and during intercession. 2.6a Academic homerooms utilizing intensive intervention in reading and language arts and math. 2.6b Homework help using differentiated and small group instructions. 2.6 c After school visual and performing arts and athletic programs and field trips. 2.6d After school math and LA tutoring utilizing technology 2.6 e Middle School Credit Retrieval	2.6-2.6c Principal/Staff On going	2.6a No Anticipated Cost 2.6.b Cost of Teacher 2.6c Materials 2.6d art supplies and dance program supplies- No Cost 2.6e Teacher hourly rate 2.6.f Substitute Teacher rate	2.6 a-e no cost 2.6 f district	2.6 a-e NA 2.6 f district funded



## VI Planned Improvements in Student Performance (continued)

<b>SCHOOL GOAL #3</b> <b>(Based on conclusions from Analysis of Program Components and Student Data pages)</b> Sustain positive school culture and provide equitable access for all students. WUSD LCAP Goal 1 Education for Life and Work: Ensure that all students are equipped with the cognitive, linguistic, interpersonal and intrapersonal skill to be successful in a global society.	
<b>Student groups and grade levels to participate in this goal:</b> ELL Foster Youth Low Soci-Economic students	<b>What data did you use to develop this goal.?</b> Increase in student and family attendance at events. Improved positive experiences with office.
<b>What were the findings from the analysis of this data?</b> Surveys completed	<b>How will the school evaluate progress made toward achieving this goal?</b>

<b>SCHOOL GOAL #3</b>				
<b>Actions to be Taken to Reach This Goal</b> Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	<b>Start Date Completion Date</b>	<b>Proposed Expenditures</b>	<b>Estimated Cost</b>	<b>Funding Source</b>
3.1 Promote effective parental involvement. LCAP Goal 3 Active and Responsible Citizenship: Develop and implement programs that support students' academic, behavioral and social-emotional growth and success. Facilitate timely and effective home school communication by providing the following. 3.1a PowerSchool 3.1b School Messenger 3.1c Websites 3.1d Facebook page, School Page 3.1e Parent education nights including AVID, ELL, Latino Literacy and special needs and ELAC, Big Brother Big Sister Foster Youth 3.1f Planners in grades 4-8, Nicky folders grades K-3 3.1g PTSA Involvement 3.1h School Site Council 3.1i Back to School Night 3.1j Family Nights 3.1k Parent Teacher Conferences 3.1l SST/CST meetings 3.1m Continue 1MS/student math and ELA instruction after school 3.1n Academics Counseling, D & F letters 3.1o Purchase technology licenses and hardware in unforeseen circumstances 3.1p Purchase more technology, 1 to 1 devices 3.1q ELL CAFE Conference 3.1r Provide Surveys to the community on their experience in the office 3.1s AVID Parent Resource Night workshops	3.1a-3.1n Principal/Staff On going	3.1 Supplies and training materials 3.1 a-d No Anticipated Cost 3.1e Materials/supplies/staff 3.1f Purchase student planners in gr. 4-8 3.1g-3.1m No Anticipated Cost 3.1n Materials/supplies 3.1o licenses and hardware 3.1p Technology	3.1. \$1353.00 3.1 a-e NC 3.1 f \$4000.00 3.1 g-s NC	3.1 Title I 3.1 a-e NA 3.1 f Title I 3.1 g-s NA

<b>SCHOOL GOAL #3</b>				
<b>Actions to be Taken to Reach This Goal</b> Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	<b>Start Date Completion Date</b>	<b>Proposed Expenditures</b>	<b>Estimated Cost</b>	<b>Funding Source</b>
3.2 Address the professional development needs of the instructional staff that support research-based strategies, ie, AVID, 3.2a Incorporation standards discussions in staff meetings. 3.2b Provide release time for teachers to observe other teachers and collaborate. 3.2 c Support new teachers through BTSA. 3.2d Site specific professional development materials, Interventions Home Room, Tutoring at Lunch and After School, FastForward, Ausby's Homeroom. Provide: Foster Youth support, ELL,ELAC in-services, target low socioeconomics.	3.2 Principal/Staff On going 3.2a Principal/Staff On going 3.2b Principal/Staff On going 3.2c New staff 3.2d Principal/Staff On going	3.2 Conferences/teacher release time 3.2a No Anticipated Cost 3.2b Sub coverage 3.2c Release time collaboration 3.2d Books/materials	3.2 a-d NC	3.2 a-d NA
3.3 Alignment of instruction with CCSS standards. 3.3a Differentiated instruction. 3.3b Knowledge of CELDT levels and ELD standards. 3.3c Use of CLAD strategies. 3.3d Utilize staff who are trained in UA practices will train other staff members. 3.3e Utilize WICOR, AVID strategies. 3.3f Implement College and Career Readiness Program for 6th through 8th graders in conjunction with AVID	Principal/staff on going 3.3-3.3d	Staff meeting 3.3-3.3d	3.3 a-f NC	3.3 a-f NA
3.4 Incorporate scientifically based research strategies that strengthen the CCSS program with provision for equitable access for all students. 3.4a Utilize guest speakers at staff meetings with expertise in target populations. 3.4b Examine FFW, Easy CBM, WICOR, STEM, PLTW the instructional process during staff meetings and follow up with grade level collaboration meetings. 3.4c Implement a Mindfulness Program for K-8th 3.4d Supplies for Science Club, Lego Robotics, and Model United Nations	3.4-3.4b Principal/Staff On going 3.4.c Ongoing 3.4d Ongoing	3.4a-3.4b No Anticipated Cost 3.4c-3.4d Supplies	3.4 a-b NC 3.4 c \$500.00 3.4d \$3,000.00	3.4 a-b NC 3.4 c-d Title 1
3.5 Improvement of instructional strategies and materials: 3.5a Improve collaboration and articulation among and between grade levels and departments by providing professional development in Professional Learning Communities (PLCs). 3.5b Encourage staff participation in district curriculum committees. 3.5c Hold monthly grade level collaboration meetings. 3.5d Create staff team building opportunities during staff meetings. 3.5e Provide time during staff meetings to share conferences, books, professional development amongst staff members.	3.5-3.5e Principal/Staff On going 3.5f Principal/Staff/ On going	3.5-3.5e No Anticipated Cost	3.5 a-e NC	3.5 a-e NA
3.6 Facilitate grade level/departmental collaboration and articulation. 3.6a Provide a minimum of one collaboration meeting per month during staff meeting time. Provide WICOR, AVID, Committee Meetings.	3.6-3.6a Principal/Staff On going	3.6-3.6a No Anticipated Cost	3.6 a NC	3.6 NA
3.7 Effectively utilize and expand the Pyramid of intervention based upon the RTI model. 3.7a Educate staff members in the RTI model during staff meetings	3.7-3.7a Principal/Staff On going	3.7-3.7a Materials	3.7 a NC	3.7 NA

<b>SCHOOL GOAL #3</b>				
<b>Actions to be Taken to Reach This Goal</b> Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	<b>Start Date Completion Date</b>	<b>Proposed Expenditures</b>	<b>Estimated Cost</b>	<b>Funding Source</b>
Extended learning time: 3.8 Effectively use FFW, Easy CBM, AVID, WICOR, objectives and essential questions	3.8 Staff/on going	3.8 No Anticipated Cost	3.8 a NC	3.8 NA
3.9 Effectively use ELD materials on a daily basis. 3.9a Effectively implement FastForWord. 3.9b Improve language acquisition of ELL students by incorporating FastForWord into curriculum.	3.9 Staff/On going 3.9a Elementary K-6 3.9b Middle School 3.9c 1-2 Principal/Staff	3.9 a-b No Anticipated Cost	3.9 NC	3.9 NA
Increased educational opportunity 3.10a Refine academic homerooms by placing them at the beginning of the day. 3.10b Implement a site specific summer school. 3.10c Continue intercession school to focus on targeted populations. 3.10d Utilize benchmarks to drive standards based instruction.	3.10a-3.10d Principal/Staff On going	3.10a-No Anticipated Cost 3.10b Staffing 3.10d No Anticipated Cost	3.10 a NC 3.10 b district funded 3.10 c district funded 3.10 d NC	3.10 a-d NA
Staff development and professional collaboration: 3.11a Provide time at all staff meeting for teachers to share best practices and conferences. 3.11b Implement team building at all staff meetings. 3.11c Provide monthly collaboration meetings. 3.11d Mindfulness training (Counselor and staff representative)	3.11a-3.11d Principal/Staff On going	3.11a-3.11d No Anticipated Cost	3.11 a-3.11 c NC	3.11a-3.11 d NA
3.12 Involvement of staff, parents and community: (including interpretation of student assessment results to parents) .EL .District .SBAC	3.12 Principal/Staff On going	3.12 No Anticipated Costs	3.12 NC	3.12 NA
3.13 Ancillary services for students and parents: (including transition from preschool, Kindergarten, elementary and middle school) 3.13 a Purchase Nicky Folders K-3 AVID organizational tool	3.13 On going 3.13 a Nicky Folders	3.13 No anticipated cost 3.13 Unrestricted	3.13 NC 3.13 NC	3.13 NA 3.13 NA
3.14 Monitoring program implementation and results	3.14 Principal/Staff On going	3.14 No Anticipated Cost	3.14 NC	3.14 NA

## VI Planned Improvements in Student Performance (continued)

<b>SCHOOL GOAL #4</b> <b>(Based on conclusions from Analysis of Program Components and Student Data pages)</b> Del Sur will provide a clean, well-maintained, and safe environment for optimal student learning. WUSD LCAP Goal 3 Active and Responsible Citizenship: Develop and implement programs that support students' academic, behavioral, and social-emotional growth and success.	
<b>Student groups and grade levels to participate in this goal:</b> All students, all grade levels	<b>What data did you use to develop this goal?</b> Sufficient points for 2% of students to move to next level.
<b>What were the findings from the analysis of this data?</b> referral records, daily discipline records, lunch detentions, suspensions and expulsion records, report cards, safety reports & committee meetings, Behavioral contracts	<b>How will the school evaluate progress made toward achieving this goal?</b>

SCHOOL GOAL #4				
<b>Actions to be Taken to Reach This Goal</b> Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	<b>Start Date</b> <b>Completion Date</b>	<b>Proposed Expenditures</b>	<b>Estimated Cost</b>	<b>Funding Source</b>
4.1. Alignment of instruction with CCSS:: 4.1. a Parents, staff and community members are encouraged to assist in and support the educational process through participation in decision-making, award and honors events, and volunteer activities.	4.1. Staff/SSC/on-going	4.1 a No anticipated costs	4.1 a NC	4.1 a NA
4.2. Improvement of instructional strategies and materials: 4.2 a School Site Council is elected and meets monthly to oversee school plan and allocation of funds. 4.2 b Staff meets annually to review and revise the student handbook, which is given to all students when they enroll. The handbook describes school district policies, school culture, award programs and disciplinary actions. Description of Specific Actions to Improve Educational Practice 4.2 c 4th – 8th grade students maintain a Dress Code planner, which is used for home/school communication as well as reminders regarding homework and upcoming deadlines. Grades K-3 Nickey folders 4.2 d Award assemblies held monthly and quarterly to honor academic achievement and citizenship and effort as well as Personal Best Awards. 4.2 e Honors Desserts and Semester Awards held twice each year honoring academic achievement. 4.2 f PTSA annually elects board members who provide a number of projects: book fairs, field trips, assemblies, Family Fun Night, Holiday Boutique and attendance incentives. 4.2 g Custodian forms monthly safety inspection of the school. The subsequent report will be reviewed by the safety committee. 4.2 h Monthly fire, earthquake, and/or lock down drills. 4.2 i Red Ribbon Week activities will reinforce students to make healthy choices. 4.2 j Attendance Incentive Program and small groups for Counselor 4.2 k Positive Office Referrals/Possitive Schoolwide Messages (Posters for the school) 4.2 l ACE Awards incentives-Academics-Citizenships-Effort-Increase Academic growth	4.2 Staff/SSC/PTSA/on-going 4.2 a Staff/SSC/PTSA/on-going 4.2 b Staff/SSC/PTSA/on-going 4.2 c Staff/SSC/PTSA/on-going 4.2 d Staff/SSC/PTSA/on-going 4.2 e Staff/SSC/PTSA/on-going 4.2 f Staff/SSC/PTSA/on-going 4.2 g Staff/SSC/PTSA/on-going 4.2 h Staff/SSC/PTSA/on-going 4.2 i Staff/Students on-going 4.2 j Staff/Ongoing 4.2 k Staff on-going 4.2 l Staff on-going	4.2 No anticipated cost 4.2 a no anticipated cost 4.2 b Planners 4.2 c No anticipated cost 4.2 d No anticipated cost 4.2 e No anticipated cost 4.2 f No anticipated cost 4.2 g No anticipated cost 4.2 h No anticipated cost 4.2 i Awards/Rewards 4.2 j Materials-Spirit Sticks 4.2 k Material 4.2 l Materials	4.2 - 4.2 i NC 4.2 j \$300.00 4.2.k-l NC	4.2 - 4.2 i NA 4.2 j Title I 4.2 k-l

<b>SCHOOL GOAL #4</b>				
<b>Actions to be Taken to Reach This Goal</b> Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	<b>Start Date Completion Date</b>	<b>Proposed Expenditures</b>	<b>Estimated Cost</b>	<b>Funding Source</b>
4.3 Extended learning time: 4.3 a Students who attend any school/district sponsored tutoring program will be required to follow district/school policies and regulations.	4.3 Staff /on-going	4.3 No anticipated costs	4.3 NC	4.3 NA
4.4 Increased educational opportunity: 4.4 a Parents are informed of and invited to school assemblies, programs and workshops. 4.4.b Parents receive a copy of the district/ school policies, regulations and rules when enrolling their student. 4.4 c 100/100 merit events to encourage appropriate choices.	4.4 a Staff on-going 4.4 b Staff on-going 4.4 c Staff on-going	4.4 a No anticipated costs 4.4. b No anticipated costs 4.4 c Transportation	4.4 a - c NC	4.4 a - c NA
4.5 Staff development and professional collaboration: 4.5 a Staff is invited to help rewrite school/district policies, regulations and rules by serving on district level committees.	4.5 a Staff/on-going	4.5 a No anticipated costs	4.5 a NC	4.5 a NA
4.6 Involvement of staff, parents and community: 4.6 a Staff, parents and community members are encouraged to serve on district level committees which help rewrite policies, regulations and rules. 4.6 b Participate in school-community activities such as; Dancing Feet Competition, Interact Rummage Sale, Sunrise Rotary Involvement thru Interact Club. 4.6 c PTSA will assist in Red Ribbon Week activities/Great Kindness Challenge Week. 4.6 d Parent volunteer program which increases student/adult ratio. 4.6 e Peaceful Playground implemented by aides. Vice principal to hold quarterly Peaceful Playground assemblies . Vice principal to hold ELAC/Latino Literacy Mtgs.	4.6 a Staff/Parents/Principal/SS C/PTSA/on-going 4.6 b Staff/Parents/Principal/SS C/PTSA/on-going 4.6 c Staff/Parents/Principal/SS C/PTSA/on-going 4.6 d Staff/Parents/Principal/SS C/PTSA/on-going 4.6 e Staff/Parents/ Vice Principapl/SSC/PTSA/on-going	4.6 a No anticipated costs 4.6 b No anticipated costs 4.6 c No anticipated costs 4.6 d No anticipated costs 4.6 e Monthly awards/prizes for prize box	4.6 a - 4.6 e NC	4.6 a - 4.6 e NA
4.7 Auxiliary services for students and parents: 4.7 a When necessary, students are referred to, Student or Child Study Team. 4.7 b Implementation of Behavior Contract or 504 Plan when necessary.	4.7 Staff/on-going 4.7 a Staff/on-going 4.7 b Staff/on-going	4.7 No anticipated costs 4.7 a No anticipated costs 4.7 b No anticipated costs	4.7 - 4.7 b NC	4.7 - 4.7 b NA

SCHOOL GOAL #4				
<b>Actions to be Taken to Reach This Goal</b> Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)	<b>Start Date</b> <b>Completion Date</b>	<b>Proposed Expenditures</b>	<b>Estimated Cost</b>	<b>Funding Source</b>
4.8 Monitor program implementation and results: 4.8 a Safe and Drug Free School Survey. 4.8 b Healthy Child Survey. 4.8 c Discipline/Suspension/Expulsion Records. 4.8 d Number of students honored. 4.8 e Merit record. 4.8 f Great Kindness Challenge Week to promote tolerance and acceptance.	4.8 a Administration/Staff/on-going 4.8 b Administration/Staff/on-going 4.8 c Administration/Staff/on-going 4.8 d Administration/Staff/on-going 4.8 e Administration/Staff/on-going 4.8 f Administration/Staff/on-going	4.8 a No anticipated costs 4.8 b No anticipated costs 4.8 c No anticipated costs 4.8 d No anticipated costs 4.8 e No anticipated costs 4.8 f Programs and Supplies	4.8 a - 4.8 f NC	4.8 a - 4.8 f NA

## VI Planned Improvements in Student Performance (continued)

<b>SCHOOL GOAL #5</b> (Based on conclusions from Analysis of Program Components and Student Data pages)	
Student groups and grade levels to participate in this goal:	What data did you use to develop this goal.?
What were the findings from the analysis of this data?	How will the school evaluate progress made toward achieving this goal?

SCHOOL GOAL #5				
Actions to be Taken to Reach This Goal Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing and Professional Development)		Start Date Completion Date	Proposed Expenditures	Estimated Cost

## Appendix A - School and Student Performance Data

### CAASPP Results (All Students)

#### English Language Arts/Literacy

Overall Participation for All Students												
Grade Level	# of Students Enrolled			# of Students Tested			# of Students with Scores			% of Enrolled Students Tested		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	76		87	75		87	75		87	98.7		100
Grade 4	72		94	70		93	70		93	97.2		98.9
Grade 5	78		100	77		97	76		97	98.7		97
Grade 6	74		88	73		88	73		88	98.6		100
Grade 7	127		123	124		122	124		122	97.6		99.2
Grade 8	123		128	120		127	120		127	97.6		99.2
All Grades	550		620	539		614	538		614	98.0		99

\* The "% of Enrolled Students Tested" showing in this table is not the same as "Participation Rate" for federal accountability purposes.

Overall Achievement for All Students															
Grade Level	Mean Scale Score			% Standard Exceeded			% Standard Met			% Standard Nearly Met			% Standard Not Met		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	2395.0		2365.6	12		12.64	21		16.09	29		16.09	37		55.17
Grade 4	2445.3		2441.7	11		16.13	27		24.73	26		19.35	36		39.78
Grade 5	2472.8		2462.7	5		11.34	30		25.77	30		23.71	34		39.18
Grade 6	2508.8		2497.2	15		4.55	16		35.23	47		30.68	22		29.55
Grade 7	2548.1		2529.4	11		11.48	40		28.69	27		31.97	21		27.87
Grade 8	2556.0		2554.9	8		11.02	36		34.65	37		33.86	19		20.47
All Grades	N/A	N/A	N/A	10		11.24	30		28.01	32		26.71	27		34.04

Reading									
Demonstrating understanding of literary and non-fictional texts									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	12		20.69	53		26.44	35		52.87
Grade 4	26		18.28	40		45.16	34		36.56
Grade 5	14		14.43	53		50.52	33		35.05
Grade 6	14		10.23	51		56.82	36		32.95
Grade 7	15		17.21	56		48.36	28		34.43
Grade 8	16		24.41	61		51.18	23		24.41
All Grades	16		17.92	54		46.91	30		35.18



Writing Producing clear and purposeful writing									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	15		9.20	47		36.78	39		54.02
Grade 4	11		16.13	53		52.69	36		31.18
Grade 5	7		20.62	50		40.21	42		39.18
Grade 6	22		9.09	44		59.09	33		31.82
Grade 7	27		21.31	51		50.82	22		27.87
Grade 8	20		15.75	56		59.84	24		24.41
All Grades	18		15.80	51		50.49	31		33.71

Listening Demonstrating effective communication skills									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	11		13.79	64		52.87	25		33.33
Grade 4	10		8.60	64		63.44	26		27.96
Grade 5	12		6.19	68		69.07	20		24.74
Grade 6	15		7.95	67		71.59	18		20.45
Grade 7	12		11.48	65		64.75	23		23.77
Grade 8	8		8.66	74		74.80	18		16.54
All Grades	11		9.45	68		66.61	21		23.94

Research/Inquiry Investigating, analyzing, and presenting information									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	12		9.20	49		43.68	39		47.13
Grade 4	13		16.13	63		55.91	24		27.96
Grade 5	20		15.46	55		42.27	25		42.27
Grade 6	18		14.77	62		57.95	21		27.27
Grade 7	20		18.85	59		55.74	21		25.41
Grade 8	19		22.05	59		57.48	22		20.47
All Grades	17		16.61	58		52.61	25		30.78

Conclusions based on this data:

1.

# CAASPP Results (All Students)

## Mathematics

Overall Participation for All Students												
Grade Level	# of Students Enrolled			# of Students Tested			# of Students with Scores			% of Enrolled Students Tested		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	76		87	74		87	74		87	97.4		100
Grade 4	72		95	69		94	69		94	95.8		98.9
Grade 5	78		100	76		97	76		97	97.4		97
Grade 6	74		88	73		88	73		88	98.6		100
Grade 7	127		124	124		123	123		123	97.6		99.2
Grade 8	123		128	119		127	118		127	96.7		99.2
All Grades	550		622	535		616	533		616	97.3		99

\* The "% of Enrolled Students Tested" showing in this table is not the same as "Participation Rate" for federal accountability purposes.

Overall Achievement for All Students															
Grade Level	Mean Scale Score			% Standard Exceeded			% Standard Met			% Standard Nearly Met			% Standard Not Met		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	2396.8		2378.0	3		3.45	20		19.54	41		19.54	36		57.47
Grade 4	2447.6		2454.8	10		10.64	17		22.34	46		40.43	26		26.60
Grade 5	2465.5		2451.2	1		6.19	17		7.22	41		36.08	41		50.52
Grade 6	2520.9		2510.9	14		13.64	26		21.59	33		37.50	27		27.27
Grade 7	2508.2		2501.5	6		6.50	16		15.45	41		39.84	36		38.21
Grade 8	2547.3		2541.5	13		14.17	22		19.69	36		31.50	29		34.65
All Grades	N/A	N/A	N/A	8		9.25	20		17.53	39		34.42	33		38.80

Concepts & Procedures									
Applying mathematical concepts and procedures									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	7		12.64	50		26.44	43		60.92
Grade 4	17		23.40	39		41.49	43		35.11
Grade 5	1		8.25	38		26.80	61		64.95
Grade 6	26		17.05	36		50.00	38		32.95
Grade 7	10		12.20	41		36.59	49		51.22
Grade 8	19		20.47	43		34.65	38		44.88
All Grades	13		15.75	41		35.88	45		48.38

<b>Problem Solving &amp; Modeling/Data Analysis</b> <b>Using appropriate tools and strategies to solve real world and mathematical problems</b>									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	15		6.90	41		47.13	45		45.98
Grade 4	13		13.83	43		47.87	43		38.30
Grade 5	7		7.22	49		38.14	45		54.64
Grade 6	14		11.36	56		50.00	30		38.64
Grade 7	7		10.57	64		44.72	29		44.72
Grade 8	19		14.17	66		48.03	15		37.80
All Grades	12		10.88	55		45.94	32		43.18

<b>Communicating Reasoning</b> <b>Demonstrating ability to support mathematical conclusions</b>									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	7		8.05	58		43.68	35		48.28
Grade 4	12		12.77	48		50.00	41		37.23
Grade 5	3		7.22	51		35.05	46		57.73
Grade 6	14		14.77	56		51.14	30		34.09
Grade 7	9		8.13	70		57.72	21		34.15
Grade 8	9		18.90	63		52.76	28		28.35
All Grades	9		11.85	59		49.03	32		39.12

Conclusions based on this data:

1.

## Appendix A - School and Student Performance Data (continued)

### California English Language Development (CELDT) Data

Grade	Percent of Students by Proficiency Level on CELDT Annual Assessment														
	Advanced			Early Advanced			Intermediate			Early Intermediate			Beginning		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
K												***			
1			***			***	***	***		***	***				
2				***	***	33			50	***				***	17
3			25	50		25	50	***	25		***	25			
4				40		50	50	***	25	10		25		***	
5				80	50	***	20	40			10				***
6				33	20	33	67	80	67						
7		33	11	***	33	67	***	22	11		11		***		11
8				25	***	40	75	***	20		***	20			20
Total		8	7	41	30	44	49	41	30	8	14	9	3	8	9

## Appendix B - Analysis of Current Instructional Program

This section lists statements about the instructional program adapted from NCLB, Title I, Part A and the related California Essential Program Components (EPC). To analyze these statements, the school site council will need information from a variety of sources (e.g., Survey Results, Library Plan, Master Plan, SARC).

Discussion of each of these statements should result in succinct and focused findings based on verifiable facts. Avoid vague or general descriptions. Each successive school plan should examine the status of these findings and note progress made. Special consideration was given to any practices, policies, or procedures found to be noncompliant through ongoing monitoring of categorical programs.

### Standards, Assessment, and Accountability

1. Use of state and local assessments to modify instruction and improve student achievement (NCLB)

Alignment of curriculum, instruction and materials to content and performance standards:

Math, language arts, reading, science, and social studies curriculum, instruction and materials are directly aligned to district and state content and performance standards. instruction is delivered based on the standards.

2. Use of data to monitor student progress on curriculum-embedded assessments and modify instruction (EPC)

Availability of standards-based instructional materials appropriate to all student groups:

The district provides textbooks and curricula that are standards-based for all students.

### Staffing and Professional Development

3. Status of meeting requirements for highly qualified staff (NCLB)

All teachers are appropriately credentialed.

4. Principals' Assembly Bill (AB) 75 training on State Board of Education (SBE) adopted instructional materials (EPC)

Principal received AB75

5. Sufficiency of credentialed teachers and teacher professional development (e.g., access to AB 466 training on SBE-adopted instructional materials) (EPC)

6. Alignment of staff development to content standards, assessed student performance, and professional needs (NCLB)

7. Ongoing instructional assistance and support for teachers (e.g., use of content experts and instructional coaches) (EPC)

8. Teacher collaboration by grade level (EPC)

### Teaching and Learning

9. Alignment of curriculum, instruction, and materials to content and performance standards (NCLB)
10. Adherence to recommended instructional minutes for reading/language arts and mathematics (EPC)
11. Lesson pacing schedule (EPC)
12. Availability of standards-based instructional materials appropriate to all student groups (NCLB)
13. Use of SBE-adopted and standards-aligned instructional materials, including intervention materials (EPC)

### Opportunity and Equal Educational Access

14. Services provided by the regular program that enable underperforming students to meet standards (NCLB)
15. Research-based educational practices to raise student achievement at this school (NCLB)
16. Opportunities for increased learning time (Title I SWP and PI requirement)
17. Transition from preschool to kindergarten (Title I SWP)

### Involvement

18. Resources available from family, school, district, and community to assist under-achieving students (NCLB)
19. Strategies to increase parental involvement (Title I SWP)
20. Involvement of parents, community representatives, classroom teachers, and other school personnel in the planning, implementation, and evaluation of consolidated application programs (5 CCR 3932)

## Funding

21. Services provided by categorical funds that enable underperforming students to meet standards (NCLB)

22. Fiscal support (EPC)

## Appendix C - Programs Included in this Plan

Check the box for each state and federal categorical program in which the school participates and, if applicable, enter amounts allocated. (The plan must describe the activities to be conducted at the school for each of the state and federal categorical program in which the school participates. If the school receives funding, then the plan must include the proposed expenditures.)

State Programs		Allocation
X	LCFF-Base	\$0
X	LCFF-Supplemental	\$0
X	List and Describe Other State or Local funds: Unrestricted and donation	\$
Total amount of state categorical funds allocated to this school:		\$

Federal Programs		Allocation
X	Title I, Part A: Targeted Assistance Program <u>Purpose:</u> Help educationally disadvantaged students in eligible schools achieve grade level proficiency	\$86,677.00
	Title I, Part A: Schoolwide <u>Purpose:</u> Help educationally disadvantaged students in eligible schools achieve grade level proficiency	\$
	Title I, Part A: Parent Improvement <u>Purpose:</u> Ensure that parents have information they need to make well-informed choices for their children, more effectively share responsibility with their children's schools, and help schools develop effective and successful academic programs (this is a reservation from the total Title I, Part A allocation).	\$
	Other Federal Funds (list and describe)(42)	\$
Total amount of federal categorical funds allocated to this school:		\$86,677.00

Total amount of state and federal categorical funds allocated to this school:		\$86,677.00
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(42) For example, special education funds used in a School-Based Coordinated Program to serve students not identified as individuals with exceptional needs.



## Appendix D - 2014-15 Categorical District Services Budget

## Appendix E - Recommendations and Assurances (Del Sur Senior Elementary)

The school site council (SSC) recommends this school plan and proposed expenditures to the district governing board for approval and assures the board of the following:

1. The SSC is correctly constituted and was formed in accordance with district governing board policy and state law.
2. The SSC reviewed its responsibilities under state law and district governing board policies, including those board policies relating to material changes in the Single Plan for Student Achievement (SPSA) requiring board approval.
3. The SSC sought and considered all recommendations from the following groups or committees before adopting this plan **(Check those that apply)**:

X English Learner Advisory Committee

\_\_\_\_\_  
Signature

Compensatory Education Advisory Committee

\_\_\_\_\_  
Signature

X Other committees established by the school or district (list):  
PTSA

\_\_\_\_\_  
Signature

4. The SSC reviewed the content requirements for school plans of programs included in this SPSA and believes all such content requirements have been met, including those found in district governing board policies and in the local educational agency plan.
5. This SPSA is based on a thorough analysis of student academic performance. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to improve student academic performance.
6. This SPSA was adopted by the SSC at a public meeting on: 4/23/15

Attested:

Jessica Kott

\_\_\_\_\_  
Typed Name of School Principal

\_\_\_\_\_  
Signature of School Principal

\_\_\_\_\_  
Date

Tiffany Smith 2018-19

\_\_\_\_\_  
Typed Name of SSC Chairperson

\_\_\_\_\_  
Signature of SSC Chairperson

\_\_\_\_\_  
Date

## Appendix F - Del Sur Senior Elementary's Parent Involvement Policy

The staff of this school recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and a positive school environment.

In order to engage parents/guardians positively in their children's education, the principal or designee shall:

1. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students.
2. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom.
3. Provide information about parent involvement opportunities through school, and/or class newsletters, the district's web site, phone message and other written or electronic communications.
4. Develop mechanisms to encourage parent/guardian input on school issues and programs.
5. To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand.
6. Encourage greater parent/guardian participation by offering a flexible number of meetings and adjusting meeting schedules when practicable to accommodate parent/guardian needs.
7. Build the capacity of the school and parents/guardians for strong parent involvement by:
  - assisting parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children
  - providing materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement
  - educating teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools
  - informing parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students
8. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504) through such activities as:
  - providing parents/guardians with information regarding ways to create an effective study environment at home and to encourage good study habits
  - encouraging parents/guardians to monitor their children's school attendance, homework completion, and television viewing
  - build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)
9. Jointly develop with the parents/guardians of a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards.
10. This compact shall address:

- The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards
- Ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

11. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:

- Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
- Frequent reports to parents/guardians on their children's progress
- Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities

12. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved

13. Involve parents/guardians in an organized, ongoing, and timely way in the planning; review; and improvement of school programs, including Title I programs; including the planning, review, and improvement of the school's parent involvement policy and the joint development of the school's Single Plan for Student Achievement

14. If the school's Single Plan for Student Achievement is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district

15. The principal or designee, jointly with parents/guardians shall annually review and update the school's parent involvement policy to meet the changing needs of parents/guardians and the school. (20 USC 6318)

## Appendix G - Home/School Compact

Westside Union School District  
Del Sur School  
Home-School Compact

We, the Del Sur community, believe that each of us has an important role to play in our students' school success. Therefore, we agree to carry out the following responsibilities to the best of our ability in order to achieve high quality curriculum and instruction:

### Student Pledge: Student's Responsibilities

I will:

- Come to school each day with necessary supplies, dressed for success, and ready to learn.
- Participate in class activities.
- Take responsibility for completing and returning my classwork and homework.
- Show respect for self, others, and property.
- Ask questions when needing help or assistance from school teachers and staff.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parents Pledge:

We will:

- Make sure that our child attends school regularly; is on time, and is prepared to learn.
- Communicate regularly with teachers about how to help support our students.
- Monitor our child's academic progress via Powerschool.
- Encourage, assist and /or read with our child nightly, and check their planner regularly.
- Attend Back-to-School night, parent-teacher conferences and other school events.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Staff Pledge:

We, the Del Sur School Community, believe that each of us has an important role to play in our students' school success. Therefore, we agree to carry out the following responsibilities to the best of our abilities:

- Provide engaging learning activities for all students to achieve academic success.
- Communicate regularly with families about their student's progress and events.
- Participate in professional development to ensure the academic success of all students.

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Principal Pledge:

Principal's Responsibilities: I will:

- Ensure that meaningful learning experiences that address challenging standards are provided for all students.
- Encourage and facilitate open communication between school and home.
- Provide opportunities for parents to learn about school and district standards, expectations and programs and how they can assist at home.
- Allocate adequate resources to ensure that high academic and social standards can be met by all children.

• Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_



## Appendix H - School Site Council Membership (Del Sur Senior Elementary)

Education Code Section 64001 requires that the SPSA be reviewed and updated at least annually, including proposed expenditures of funds allocated to the through the Consolidated Application, by the school site council. The current make-up of the council is as follows (43):

Name of Members	Principal	Classroom Teacher	Other School Staff	Parent or Community Member	Secondary Students
Jessica Kott	X				
Pamela Yeaw		X			
Hope Ausby		X			
Rebecca Iverson		X			
Karla Butler			X		
Tiffany Smith				X	
Mischa McClure				X	
Chrissy Roberts				X	
Chin Offer				X	
Marlene Mattison				X	
<b>Numbers of members of each category</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>5</b>	<b>0</b>

(43) At elementary schools, the school site council must be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel, and (b) parents of students attending the school or other community members. Classroom teachers must comprise a majority of persons represented under section (a). At secondary schools there must be, in addition, equal numbers of parents or other community members selected by parents, and students. Members must be selected by their peer group.

## **Appendix I: Single Plan for Student Achievement Annual Evaluation**

Pursuant to California Education Code Section 64001(g), the School Site Council (SSC) must evaluate at least annually the effectiveness of planned activities. In the cycle of continuous improvement of student performance, evaluation of the results of goals will provide data to inform and guide subsequent plans.

Annual evaluation by the SSC and local educational agency (LEA) is a critical part of the continuous cycle of improvement for a school. Furthermore, it is an integral component of the Compensatory Education (CE) Federal Program Monitoring (FPM) review process for Single Plan for Student Achievements (SPSAs). During an FPM review, the SSC and LEA must be able to provide evidence of the evaluation process to determine if the needs of students are being met by the strategies described in the SPSA.

The SPSA annual evaluation may be a summary description of the school's progress toward implementation of the strategies and actions in the SPSA. The report may also include a data analysis of the school's progress towards its student achievement goals based on local, state, or national assessment data.

During the evaluation process, it is important for the SSC and LEA to exercise caution about jumping to conclusions about the effectiveness or non-effectiveness of specific activities and programs without examining the underlying causes. The SSC and LEA should consider all relevant factors when evaluating the plan, such as the degree of implementation, student enrollment changes, and health and safety issues.

### **Plan Priorities**

Identify the top priorities of the most recent board approved SPSA. (No more than 2–3.)

1. Improve achievement in English Language Arts (SPSA Goal )
2. Improve achievement in mathematics (SPSA Goal )
3. Improve student attendance (SPSA Goal)

Identify the major expenditures supporting these priorities.

Data Collectors for MS and Elementary that will lead walk throughs and PLC's (approximately \$34,000)

Classroom Aides to support math and LA skills (\$11,262.50)

After school tutoring (\$7,449.05)

Sub Days for teacher planning and walk throughs (\$3,520)

PLC Conferences (unsure)

### **Plan Implementation**

Identify strategies in the most recent board approved SPSA that were fully implemented as described in the plan.

1. Provide professional development opportunities for teachers and aides to review walk through procedures and best teaching strategies. Provide PLC training opportunities for teachers and staff, data analysis, collaboration, release time for teachers to plan
2. Create Middle School and Elementary data collector positions. These positions would also create professional development opportunities.

Identify strategies in the most recent board approved SPSA that were not fully implemented as described in the plan or were not implemented within the specified timelines.

Not all professional development opportunities outlined in the SPSA were provided.

One of our Title 1 aides left due to medical concerns, the position was not filled due to uncertainty of the position.

Technology was purchased in place of the position.

What specific actions related to those strategies were eliminated or modified during the year?

Several professional development activities were postponed and have not yet been conducted. These professional development activities involved familiarization with new instructional materials, Next Generation Science Standards, and integration of technology into day-to-day instruction.

Identify barriers to full or timely implementation of the strategies identified above.

1. Difficulty securing substitute teachers.
2. Many teachers unwilling to participate in professional development.
3. Lack of teacher comfort/skill level new technologies.



What actions were undertaken to mitigate those barriers or adjust the plan to overcome them?

Professional development was provided during regularly scheduled staff meetings. Release time was provided during the school day. Technology professional development (Tech Tuesday) was provided during the school day with substitute teachers providing period coverage. Regarding attendance: a schoolwide emphasis on the importance of regular attendance was supported at all community meetings. Parent attendance meetings were convened at times most convenient for parents.

What impact did the lack of full or timely implementation of these strategies have on student outcomes? What data did you use to come to this conclusion?

1. Lack of student achievement in both English Language Arts and mathematics as indicated by 2015-2016 CAASPP data.
2. Attendance goals were not met as indicated by A2A reports.
3. Several technology programs were not fully implemented

### **Strategies and Activities**

Identify those strategies or activities that were particularly effective in improving student achievement. What evidence do you have of the direct or indirect impact of the strategies or activities on student achievement?

Identify those strategies or activities that were ineffective or minimally effective in improving student achievement.

Based on an analysis of the impact of the strategies/activities, what appears to be the reason they were ineffective in improving student achievement?

Lack of timely implementation

Limited or ineffective professional development to support implementation

Lack of effective follow-up or coaching to support implementation

Not implemented with fidelity

Not appropriately matched to student needs/student population

Other:

Based on the analysis of this practice, would you recommend:

Eliminating it from next year's plan

Continuing it with the following modifications:

### **Involvement/Governance**

How was the SSC involved in development of the plan?

How were advisory committees involved in providing advice to the SSC?

How was the plan monitored during the school year?

What changes are needed to ensure involvement of all stakeholders and adequate monitoring of planned activities and outcomes?

## **Outcomes**

Identify any goals in the most recent board approved SPSA that were met.

Identify any goals in the most recent board approved SPSA that were not met, or were only partially met.

List any strategies related to this goal that were identified above as "not fully implemented" or "ineffective" or "minimally" effective.

Based on this information, what might be some recommendations for future steps to meet this goal?

## BOARD AGENDA

November 6, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Memorandum of Understanding, 19-05, 19-06, 19-07, and 19-08 between Westside Union School District and Westside Union Teachers Association: 2018-19 School Year

### BACKGROUND:

The District and the Westside Union Teachers Association have agreed to the following items:

- 19-05 2018-19 Calendar – Switching of Minimum Day from November 30 to November 16, 2018
- 19-06 Consulting Teacher/Support Provider
- 19-07 Article 6 – Work Year – 8 Staff Development Meetings
- 19-08 Article 30 – Facilitators for Professional Development

### PROGRAM/EDUCATIONAL IMPLICATION:

Certificated employees provide a positive learning experience for the Westside students. The following attachments outline the revisions/additions/clarifications to our current contract between the District and Westside Union Teachers Association (WUTA).

### COST ANALYSIS/FUNDING SOURCE:

None

### DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval



## WESTSIDE UNION SCHOOL DISTRICT

October 25, 2018

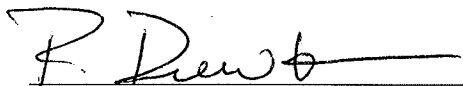
### MEMORANDUM OF UNDERSTANDING Between the WESTSIDE UNION SCHOOL DISTRICT and WESTSIDE UNION TEACHERS ASSOCIATION

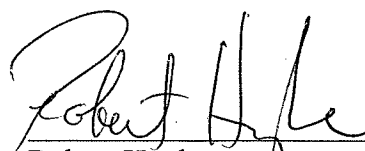
This Agreement is between the Westside Union Teachers Association ("WUTA") and Westside Union School District regarding the work calendar and scheduled minimum days.

The parties agree to the following changes on the 2018-2019 calendar:

- Friday, November 16, 2018 will change from regular day to minimum day
- Friday, November 30, 2018 will change from minimum day to regular day

This MOU will expire on June 30, 2019.

 10-25-18  
Drew Warden Date  
WUTA Chief Negotiator

 10-29-18  
Robert Hughes Date  
Deputy Superintendent

19-06



## WESTSIDE UNION SCHOOL DISTRICT

October 25, 2018

### MEMORANDUM OF UNDERSTANDING Between the WESTSIDE UNION SCHOOL DISTRICT and WESTSIDE UNION TEACHERS ASSOCIATION

This Agreement is between the Westside Union Teachers Association ("WUTA") and Westside Union School District regarding Teachers serving as Consulting Teacher/Support Provider.

1. For the 2018-2019 school year teachers who serve as a Consulting Teacher/Support Provider to a teacher referred to PAR shall receive \$2,500 per semester for 60 hours of direct service or up to \$5,000 for 120 hours of direct service for the year.

This MOU will expire on June 30, 2019.

R. Darden 10-25-18  
Drew Warden Date  
WUTA Chief Negotiator

Robert Hughes 10-29-18  
Robert Hughes Date  
Deputy Superintendent



# WESTSIDE UNION SCHOOL DISTRICT

October 25, 2018

## MEMORANDUM OF UNDERSTANDING Between the WESTSIDE UNION SCHOOL DISTRICT and WESTSIDE UNION TEACHERS ASSOCIATION

This Agreement is between the Westside Union Teachers Association ("WUTA") and Westside Union School District regarding Article 6-Work Year.

The current teacher work calendar includes eight (8) minimum days designated for staff development directed at improving achievement for targeted populations. These eight (8) meetings are a result of removing two (2) calendar days from the work calendar and redistributing these days into the eight (8) scheduled meetings. The result of this time distribution makes each of these meetings equivalent to .25 days (2 days divided by 8 meetings = .25 days per meeting).

Attendance/Absences on these days will be calculated as follows:

Present at work full day and present at scheduled meeting is equivalent to 1.25 days.

Absences will be recorded as follows:

Absent all day and absent from meeting = 1.25 charged to sick leave

Absent half day and absent from meeting = .75 charged to sick leave

Absent from meeting only = .25 charged to sick leave

These additional days and meetings will be added to work calendar contingent on availability of annual LCAP funding.

R. Duvols 10-25-18  
Drew Warden Date  
WUTA Chief Negotiator

Robert Hughes 10-29-18  
Robert Hughes Date  
Deputy Superintendent

19-08



WESTSIDE UNION SCHOOL DISTRICT

October 25, 2018

MEMORANDUM OF UNDERSTANDING  
Between the WESTSIDE UNION SCHOOL DISTRICT and  
WESTSIDE UNION TEACHERS ASSOCIATION

This Agreement is between the Westside Union Teachers Association ("WUTA") and Westside Union School District regarding Article 30 of the WUTA collective bargaining agreement.

The parties agree that future opportunities for staff to serve as facilitators for professional development within WUSD will follow the following procedures:

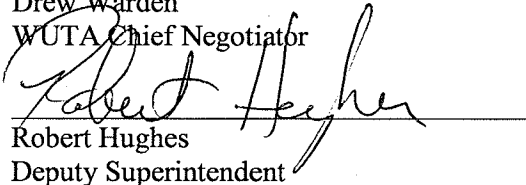
- A job posting will occur that follows current district practice (edjoin, timeline, posting at site)
- Information listed on the job posting will include the total hours of presentation time and total hours of paid preparation time
- Presenters will be paid at the contractually agreed upon hourly rate of pay
- Request for presenters will require prep hours to be included in the submittal

Unless the parties agree to an extension, this Memorandum of Understanding will end on June 30, 2019.



Drew Warden  
WUTA Chief Negotiator

10-25-18  
Date

  
Robert Hughes  
Deputy Superintendent

10-29-18  
Date

## BOARD AGENDA

November 6, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Wayne Trussell, Director Maintenance and Operations

SUBJECT: Notice of Completion-Quartz Hill Elementary Exterior Painting

### BACKGROUND:

The recording of a valid "Notice of Completion" with the County Recorder is an event of significance to owners, contractors, subcontractors and suppliers alike. Although the recording of a Notice of Completion is not required on any given project, all those working in the construction industry should understand the significance as it is one of several methods used to trigger the time period for the filing of mechanics' liens and stop notices.

This Notice is for the Quartz Hill Elementary Exterior Painting

### PROGRAM/EDUCATIONAL IMPLICATION:

To provide the Quartz Hill students, teachers and community with efficient, safe and updated facilities.

### COST ANALYSIS/FUNDING SOURCE:

There is no cost associated with the filing of this Notice.

### ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval



RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

F  
Name  
Street  
Address  
City  
State  
Zip  
L

Space above this line for recorder's use

WOLCOTT'S FORMS, INC.

Since 1893

## NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for complete requirements.)

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the owner is Westside Union School District
3. The full address of the owner is 41910 N. 50th Street West, Quartz Hill, CA 93536
4. The nature of the interest or estate of the owner is: In fee.

(If other than Fee, strike "In fee" and insert, for example, "purchaser under contract of purchase," or "Lessee")

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES

ADDRESSES

6. The full names and full addresses of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:

NAMES

ADDRESSES

7. A work of improvement on the property hereinafter described was completed on September 01, 2018. The work done was:  
Painting Exterior of Quartz Hill Elementary School

8. The names of the contractor, if any, for such work of improvement was Call Paint

(If no contractor for work of improvement as a whole, insert "None")

(Date of Contract)

9. The property on which said work of improvement was completed is in the City of Quartz Hill  
County of LOS ANGELES, State of Ca, and is described as follows: Quartz Hill Elementary School

10. The street address of said property is 41920 N. 50th Street West, Quartz Hill -Westside Union School District

(If no street address has been officially assigned, insert "none".)

Dated 10-19-18

Wayne Trussell

(Signature of Owner or corporate officer of Owner named in paragraph 2, or his agent)

Wayne Trussell, Director of Maintenance & Operations

### VERIFICATION

I, the undersigned, say: I am the Director of M & O, the Declarant of the foregoing Notice of Completion;  
(President of, Manager of, Partner of, Owner of, etc.)

I have read said Notice of Completion and know the contents thereof; the same is true to my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on 10-19-18, 20 at Quartz Hill, CA

Wayne Trussell

(Personal signature of the individual who is swearing that the contents of the Notice of Completion are true)

Before you use this form, fill in all blanks, and make whatever changes are appropriate and necessary to your particular transaction. Consult a lawyer if you doubt the form's fitness for your purpose and use. Wolcotts makes no representation or warranty, express or implied, with respect to the merchantability or fitness of this form for an intended use or purpose. ©2005 WOLCOTT'S FORMS, INC.



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FORM 1114 Rev. 10-05

## BOARD AGENDA

November 6, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

SUBJECT: Board Policy and Administrative Regulation - First Reading

### BACKGROUND:

#### **Board Policy and Administrative Regulation 3514 – Environmental Safety**

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

Policy and regulation updated to reflect NEW LAW (AB 746) which provides that, if a community water system finds lead above specified levels in a school's potable water system, the district must notify parents/guardians, shut down fountains and faucets, and provide a source of drinking water to students. Policy also deletes details regarding district strategies that are duplicated in the AR. Regulation also updates material related to particulate filters in school buses and carbon monoxide detectors to reflect current law.

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING:

There are no costs associated to align with CSBA statutes.

### ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

# Westside Union SD

## Board Policy - Revised

### Environmental Safety

#### Business and Noninstructional Operations

BP 3514(a)

The Board of Trustees recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff, and community members. The Superintendent or designee shall regularly assess school facilities to identify environmental health risks. He/she shall establish a comprehensive plan to prevent and/or mitigate environmental hazards based on a consideration of the proven effectiveness of various options, anticipated short-term and long-term costs and/or savings to the district, and the potential impact on staff attendance, student attendance, and student achievement.

(cf. 0200 - Goals for the School District)  
(cf. 1312.4 - Williams Uniform Complaint Procedures)  
(cf. 3516 - Emergencies and Disaster Preparedness Plan)  
(cf. 3516.3 - Earthquake Emergency Procedure System)  
(cf. 3517 - Facilities Inspection)  
(cf. 4157/4257/4357 - Employee Safety)  
(cf. 5030 - Student Wellness)  
(cf. 5142 - Safety)  
(cf. 7111 - Evaluating Existing Buildings)

Strategies addressed in the district's plan shall include, but not necessarily be limited to, the following:

- ~~1. Ensuring good indoor air quality by maintaining adequate ventilation; using effective maintenance operations to reduce dust, mold, mildew, and other indoor air contaminants; and considering air quality in the site selection, design, and furnishing of new or remodeled facilities~~

Such strategies shall focus on maximizing healthy indoor air quality; monitoring the quality of outdoor air and adjusting outdoor activities as necessary; reducing exposure to vehicle emissions; minimizing exposure to lead and mercury; reducing the risk of unsafe drinking water; inspecting and properly abating asbestos; appropriately storing, using, and disposing of potentially hazardous substances; using effective least toxic pest management practices; reducing the risk of foodborne illness; and addressing any other environmental hazards identified during facilities inspections.

(cf. 3510 - Green School Operations)  
(cf. 3513.3 - Tobacco-Free Schools)  
(cf. 3514.1 - Hazardous Substances)  
(cf. 3514.2 - Integrated Pest Management)  
(cf. 3516.5 - Emergency Schedules)

(cf. 3540 - Transportation)  
(cf. 3541.1 - Transportation for School-Related Trips)  
(cf. 3542 - School Bus Drivers)  
(cf. 3550 - Food Service/Child Nutrition Program)  
(cf. 5141.23 - Asthma Management)  
(cf. 5141.7 - Sun Safety)  
(cf. 5142.2 - Safe Routes to School Program)  
(cf. 6142.7 - Physical Education and Activity)  
(cf. 6163.2 - Animals at School)  
(cf. 7150 - Site Selection and Development)

~~2. Limiting outdoor activities when necessary due to poor outdoor air quality, including excessive smog, smoke, or ozone, or when ultraviolet radiation levels indicate a high risk of harm~~

~~(cf. 3516.5 - Emergency Schedules)  
(cf. 5141.7 - Sun Safety)  
(cf. 6142.7 - Physical Education)~~

~~3. Reducing exposure to diesel exhaust and other air contaminants by limiting unnecessary idling of school buses and other commercial motor vehicles~~

~~(cf. 3540 - Transportation)  
(cf. 3541.1 - Transportation for School-Related Trips)  
(cf. 3542 - School Bus Drivers)~~

~~4. Minimizing exposure to lead in paint, soil, and drinking water~~

~~5. Inspecting facilities for naturally occurring asbestos and asbestos-containing building materials that pose a health hazard due to damage or deterioration and safely removing, encapsulating, enclosing, or repairing such materials~~

~~6. Ensuring the proper storage, use, and disposal of potentially hazardous substances~~

~~(cf. 3514.1 - Hazardous Substances)  
(cf. 6161.3 - Toxic Art Supplies)~~

~~7. Ensuring the use of effective least toxic pest management practices~~

~~(cf. 3514.2 - Integrated Pest Management)~~

~~8. Instituting a food safety program for the storage, preparation, delivery, and service of school meals in order to reduce the risk of foodborne illnesses~~

~~(cf. 3550—Food Service/Child Nutrition Program)~~

In developing strategies to promote healthy school environments, the Superintendent or designee may consult and collaborate with local environmental protection agencies, health agencies, water boards and other community organizations.

(cf. 1020 - Youth Services)

The Superintendent or designee shall provide the district's maintenance and facilities staff, bus drivers, food services staff, teachers, and other staff as appropriate with professional development regarding their responsibilities in implementing strategies to improve and maintain environmental safety at the and healthy schools.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall notify the Board, staff, parents/guardians, students, and/or governmental agencies, as appropriate, if an environmental hazard is discovered at a school site. The notification shall provide information about the district's actions to remedy the hazard and may recommend health screening of staff and students.

(cf. 5141.6 - School Health Services)

#### Legal Reference:

##### EDUCATION CODE

17002 Definition of "good repair"

17070.75 Facilities inspection

17582 Deferred maintenance fund

17590 Asbestos abatement fund

17608-176134 Healthy Schools Act of 2000, least toxic pest management practices

32080-32081 Carbon monoxide devices

32240-32245 Lead-Safe Schools Protection Act

48980.3 Notification of pesticides

49410-49410.7 Asbestos materials containment or removal

##### FOOD AND AGRICULTURAL CODE

11401-12408 Pest control operations and agricultural chemicals

13180-13188 Healthy Schools Act of 2000, least toxic pest management practices

##### GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

##### HEALTH AND SAFETY CODE

105400-105430 Indoor environmental quality

113700-114437 California Retail Food Code, sanitation and safety requirements

116277 Lead testing of potable water at schools and requirements to remedy

CODE OF REGULATIONS, TITLE 5  
14010 Standards for school site selection  
CODE OF REGULATIONS, TITLE 8  
337-339 Hazardous substances list  
340-340.2 Occupational safety and health, rights of employees  
1528-15337 Construction safety orders; exposure to hazards  
5139-5223 Control of hazardous substances  
CODE OF REGULATIONS, TITLE 13  
2480 ~~2025 Vehicle idling~~ Retrofitting of diesel school buses  
CODE OF REGULATIONS, TITLE 17  
35001-36100 Lead abatement services  
CODE OF REGULATIONS, TITLE 22  
64670-64679 Lead and copper in drinking water  
CODE OF REGULATIONS, TITLE 24  
915.1-915.7 California Building Standards Code; carbon monoxide devices  
UNITED STATES CODE, TITLE 7  
136-136y Use of pesticides  
UNITED STATES CODE, TITLE 15  
2601-2629 Control of toxic substances  
2641-2656 Asbestos Hazard Emergency Response Act  
UNITED STATES CODE, TITLE 42  
1758 Food safety and inspections  
CODE OF FEDERAL REGULATIONS, TITLE 40  
141.1-141.723 Drinking water standards  
745.61-745.339 Lead-based paint standards  
763.80-763.99 Asbestos-containing materials in schools  
763.120-763.123 Asbestos worker protections

Management Resources:

CSBA PUBLICATIONS

Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments, Policy Brief, July 2008

Asthma Management in the Schools, Policy Brief, March 2008

Food Safety Requirements, Fact Sheet, October 2007

Sun Safety in Schools, Policy Brief, July 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Site Selection and Approval Guide, 2000

Indoor Air Quality, A Guide for Educators, 1995

CALIFORNIA DEPARTMENT OF HEALTH SERVICES PUBLICATIONS

Report to the Legislature: Lead Hazards in California's Public Elementary Schools and Child Care Facilities, April 1998

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY: AIR RESOURCES BOARD PUBLICATIONS

Facts about Truck and Bus Regulation School Bus Provisions, rev. March 22, 2011

CALIFORNIA STATE WATER RESOURCES CONTROL BOARD PUBLICATIONS

Frequently Asked Questions about Lead Testing of Drinking Water in California Schools;

Updated for Assembly Bill 746/Health and Safety Code 116277, December 15, 2017

DIVISION OF THE STATE ARCHITECT PUBLICATIONS

K-12 Occupancy Classification and Load Factors, IR A-26, rev. April 18, 2012

U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS

A Citizen's Guide to Radon: The Guide to Protecting Yourself and Your Family from Radon, 2016

Healthy School Environments Assessment Tool, rev. 2015

Indoor Air Quality Tools for Schools, rev. 2007

~~Healthy School Environments Assessment Tool, 2007~~

The ABCs of Asbestos in Schools, rev. August 2003

Mold Remediation in Schools and Commercial Buildings, ~~March 2004~~ September 2008

How to Manage Asbestos in School Buildings: AHERA Designated Person's Self-Study Guide, 1996

#### WEB SITES

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

AirNow: <http://www.airnow.gov>

American Association of School Administrators: <http://www.aasa.org>

California Air Resources Board: <http://www.arb.ca.gov>

California Building Standards: <http://www.bsc.ca.gov/codes.aspx>

California Department of Education, Health and Safety: <http://www.cde.ca.gov/ls/fa/hs>

California Department of Pesticide Regulation: <http://www.cdpr.ca.gov>

California Department of Public Health: <http://www.cdph.ca.gov>

~~California Indoor Air Quality Program: <http://www.cal-iaq.org>~~

California State Water Resources Control Board: <http://www.waterboards.ca.gov>

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

Consumer Product Safety Commission: <http://www.cpsc.gov>

National Center for Environmental Health: <http://www.cdc.gov/nceh>

Occupational Safety and Health Administration: <http://www.osha.gov>

U.S. Environmental Protection Agency: <http://www.epa.gov>

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: December 8, 2009 Quartz Hill, California

# Westside Union SD

## Administrative Regulation - Revised

### Environmental Safety

#### Business and Noninstructional Operations

AR 3514(a)

The Superintendent may designate and train one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but not be limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

(cf. 3510 - Green School Operations)  
(cf. 3511 - Energy and Water Management)  
(cf. 3517 - Facilities Inspection)  
(cf. 4157/4257/4357 - Employee Safety)  
(cf. 5142 - Safety)  
(cf. 7111 - Evaluating Existing Buildings)  
(cf. 7150 - Site Selection and Development)

#### Indoor Air Quality

The Superintendent or designee shall ensure that the following strategies are implemented in order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants:

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142. The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)

(cf. 3580 - District Records)

Staff shall not ensure that obstruct airflow is not obstructed by the covering or blocking of ventilators with posters, furniture, books, or other obstacles.

2. School buildings facilities shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew. Wet building materials and furnishings shall be dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.



3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.

4. Least toxic pest management practices shall be used to control and manage pests at school sites. (Education Code 17608-17614; Food and Agriculture Code 13182)

(cf. 3514.2 - Integrated Pest Management)

5. The Superintendent or designee shall install a carbon monoxide detector or alarm in all school buildings that contain a fuel-burning appliance, fireplace, or forced-air furnace. The device or alarm shall be located in close proximity to the appliance in order to accurately detect and alert school personnel of any leakage of carbon monoxide. (24 CCR 915.1-915.7)

5.6. Routine housekeeping and maintenance schedules and practices shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.

(cf. 5141.23 - Asthma Management)

6.7. Painting of school facilities and maintenance or repair duties activities that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.

7. 8. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.

(cf. 3514.1 - Hazardous Substances)

8. 9. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in locations that are a well-ventilated area with minimal exposure of and not frequented by students and staff.

9. 10. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.

(cf. 3513.3 - Tobacco-Free Schools)

10.11. Staff and students shall be asked to refrain from bringing/using scented products whenever possible. ~~common irritants into the classroom, including, but not limited to furred or feathered animals, stuffed toys that may collect dust mites, when students in the class are known to have allergies, asthma, or other sensitivities to odors.~~

(cf. 6163.2 - Animals at School)

## Outdoor Air Quality

The Superintendent or designee may monitor local health advisories and outdoor air quality alerts, including forecasts of ozone levels, particle pollution, and/or ultraviolet radiation levels, and/or temperature and humidity.

Whenever these measures indicate a significant health risk, the Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly sensitive susceptible to the health risk involved.

(cf. 5141.7 - Sun Safety)  
 (cf. 6142.7 - Physical Education and Activity)  
 (cf. 6145 - Extracurricular and Cocurricular Activities)  
 (cf. 6145.2 - Athletic Competition)

## Vehicle Idling Emissions

~~Except under the conditions specified in 13 CCR 2480 for which vehicle idling may be necessary, the driver of a school bus, student activity bus, or commercial motor vehicle shall: (13 CCR 2480)~~

- ~~1. Turn off the bus or vehicle engine upon stopping at a school or within 100 feet of a school and not restart the engine more than 30 seconds before beginning to depart~~
- ~~2. Not cause or allow the bus or vehicle to idle at any location greater than 100 feet from a school for more than five consecutive minutes or for an aggregated period of more than five minutes in any one hour~~

In order to reduce public exposure to toxic air contaminants, school bus drivers and other drivers of commercial motor vehicles shall limit unnecessary idling of vehicles at or near schools in accordance with 13 CCR 2480. The Superintendent or designee may also request parents/guardians to turn off their vehicles when they are idling on school grounds and encourage students to walk and/or bicycle to school.

(cf. 3540 - Transportation)  
 (cf. 3541.1 - Transportation for School-Related Trips)  
 (cf. 3542 - School Bus Drivers)  
 (cf. 5142.2 - Safe Routes to School Program)

The Superintendent or designee shall ensure that all bus drivers, upon employment and at least once per year thereafter, are informed of the requirements specified above and the potential legal and employment consequences of failure to comply. All complaints of noncompliance shall be reviewed and remedial action taken as necessary. The Superintendent or designee shall maintain records of the training and of any complaints and enforcement actions for at least three years. (13

CCR 2480)

(cf. 4218 – Dismissal/Suspension/Disciplinary Action)

Any diesel-fueled, dual-fueled, or alternative diesel-fueled school bus with a gross vehicle weight rating over 14,000 pounds shall be equipped with a particulate filter designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

### Drinking Water

The quality and safety of the district's drinking water sources shall be regularly assessed, and drinking fountains shall be regularly cleaned and maintained to avoid the presence of dirt, mold, or other impurities or health concerns.

Whenever any contaminants in the drinking water are determined to be a concern, the Superintendent or designee shall take reasonable steps to identify the source and mitigate the concern to ensure the availability of safe drinking water. As needed, the Superintendent or designee shall provide alternative sources of drinking water, such as bottled water, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day.

(cf. 3550 - Food Service/Child Nutrition Program)

Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards, the Superintendent or designee shall notify parents/guardians and take immediate steps to make inoperable any fountains or faucets where excess lead levels may exist. (Health and Safety Code 116277)

### Lead Exposure Reduction

In addition to keeping school facilities as dust-free and clean as possible, the following steps shall be taken to minimize potential exposure to lead in school facilities:

1. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)
2. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.
3. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.

4. Soil with high low lead content may be covered with grass, other plantings, concrete, or asphalt. For soil with high lead content, removal and abatement are required.

5. ~~Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards in 40 CFR 141.80 and 22 CCR 64678, water outlets shall be flushed thoroughly each day before use or made inoperable until a plan for remediation can be implemented. The Superintendent or designee may supply alternative sources of drinking water as appropriate.~~

Drinking water shall be regularly tested for lead and remediated as provided in the section "Drinking Water" above.

Any action to abate existing lead hazards, excluding containment or cleaning, shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

The Superintendent or designee shall notify parent/guardians, teachers, and staff members if significant risk factors for lead exposure are found. (Education Code 32243)

#### Mercury Exposure

The Superintendent or designee shall identify any products containing mercury that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.

Staff shall receive information about proper procedures to follow in the event of a mercury spill. Clean-up instructions, a clearly labeled kit with necessary clean-up supplies, and a list of local resources shall be readily accessible.

In the event of a spill, staff shall evacuate all students from the immediate area of the spill, ensure that any clothing or other items with mercury on them remain in the room, open windows to the outside, and close doors to other parts of the school. Staff who are trained in proper clean-up procedures may carefully clean a small spill. As needed for larger or difficult-to-clean spills, the Superintendent or designee shall use an experienced professional referred by the local health department or environmental agency.

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

#### Asbestos Management

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, ~~basic knowledge of training on the health effects of asbestos;~~ detection, identification, and assessment of asbestos-containing materials; options for controlling asbestos-containing building materials; asbestos management programs; and relevant federal and

state regulations. (40 CFR 763.84)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing materials as necessary in accordance with the following:

a. Any school building that is leased, ~~or acquired or otherwise used~~ by the district shall be inspected for asbestos-containing materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)

b. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)

c. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)

2. Based on the results of the inspection, an appropriate response, which is sufficient to protect human health and the environment, shall be determined from among the options specified in 40 CFR 763.90. (40 CFR 763.90)

The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)

3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours and parent/guardian, teacher, and employee organizations ~~are shall~~ be annually informed of the availability of these plans. (40 CFR 763.84, 763.93)

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)

~~(cf. 4112.9/4212.9/4312.9 – Employee Notifications)~~

~~(cf. 5145.6 – Parental Notifications)~~

5. Inspections, re-inspections, periodic surveillance, and response actions, including operations

and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (40 CFR 763.84; Education Code 49410.5)

Asbestos inspection and abatement work, preparation of a management plan, and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

All district maintenance and custodial staff who may work in a building that contains asbestos-containing building materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)

8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

Regulation WESTSIDE UNION SCHOOL DISTRICT  
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