

WESTSIDE UNION SCHOOL DISTRICT  
REGULAR BOARD MEETING  
HILLVIEW MIDDLE SCHOOL

January 15, 2019

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:

Scottsdale Marriott at McDowell Mountains  
16770 N Perimeter Dr,  
Scottsdale, AZ 85260

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

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

- A. Flag Salute
- B. Roll Call

BOARD OF TRUSTEES

Patricia Shaw	_____
Jennifer Navarro	_____
Steve DeMarzio	_____
John Curiel	_____
Bill Lindoff	_____

SUPERINTENDENT

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

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

III. CLOSED SESSION

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

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

Opened: \_\_\_\_\_ Closed: \_\_\_\_\_

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

01-15-19

- e. Pupil Personnel (Ed Code 35146 and 48918)  
1 Case

IV. RECONVENE TO OPEN SESSION at \_\_\_\_\_ p.m.

V. REPORT OF CLOSED SESSION ACTION

VI. PRESENTATIONS

- A. Sundown Site and Employee Recognition
- B. 2017-18 Audit Report
- C. CSBA Workshop Review

VII. 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

VIII. 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

IX. 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.

X. PUBLIC HEARING

None

XI. BUSINESS SESSION

A. Organizational/Governance

1. Agenda

Item 1

Goal #

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

To approve the Agenda of the Regular Meeting of  
January 15, 2019

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 -2h

01-15-19

2. Consent Goal #
- a. Minutes of the Regular Meeting on December 11, 2018
  - b. Williams Uniform Complaint Quarterly Report
  - c. Fundraising Authorizations
  - d. Personnel Report
  - e. Purchase Orders
  - f. Consultant/Contract Schedule
  - g. Conference/Workshop Schedule
  - h. Overnight Field Trip

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

Approval of the Consent Items as presented

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

3. Discussion Item Item 3
- Board Governance  
Protocol for Trustee Site Visits and Attending Site Meetings

B. Personnel

4. Change of WAVE Liability Insurance from Nonprofits Insurance Alliance Group to SISC-Self Insured Schools of California (Property & Liability) Item 4

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

Approval of the Change of WAVE Liability Insurance.

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

5. Memorandums of Understanding between Westside Union School District and Westside Union Teachers Association (WUTA): Item 5
- 19-09 – Article 6 – Work Year
  - 19-10 – Assembly Bill 2012 and Education Code 44977.5 regarding Leaves

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

Approval of the Memorandums of Understanding 19-09 and 19-10 between Westside Union School District and Westside Union Teachers Association

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

6. Provisional Intern Permit (PIP) Item 6

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

Approval of the Provisional Intern Permit (PIP)

Goal #

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

C. Business Services

7. Resolution 19-07, Termination of the Citizens' Bond Oversight Committee Item 7

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

Approval of Resolution 19-07, Termination of the Citizens' Bond Oversight Committee

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

8. Revised Board Policy and Administrative Regulation Item 8
- AR3350, Travel/Conference Expenses
  - BP 3514.1, Hazardous Substances

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

Approval of the second and final reading of the revised Board Policy and Administrative Regulation

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

XII. INFORMATION SESSION

- A. Items From The Floor – Continued
- B. Dates to Remember:
1. Regular Board Meeting – February 5, 2019
  2. Regular Board Meeting – February 19, 2019
- C. Board Comments – Continued

XIII. NEW BUSINESS

Future Board Meeting Items

XIV. CLOSED SESSION – Continued

XV. RECONVENE TO OPEN SESSION at \_\_\_\_\_ p.m.

XVI. REPORT OF CLOSED SESSION ACTION

XVII. ADJOURNMENT

There being no further business to come before the Board, the regular meeting of January 15, 2019, is adjourned at \_\_\_\_\_ p.m. by the Board President.

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

01-15-19

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

January 15, 2019

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

### BACKGROUND:

The Board is requested to approve the Agenda for January 15, 2019.

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

None

### SUPERINTENDENT'S RECOMMENDATION:

Approval

## BOARD AGENDA

January 15, 2019

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 December 11, 2018.

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

None

### SUPERINTENDENT'S RECOMMENDATION:

Approval

WESTSIDE UNION SCHOOL DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
December 11, 2018

I. CALL TO ORDER

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

II. Flag Salute

Robert Hughes, Deputy Superintendent

III. ROLL CALL

John Curiel, President – Present

Patricia K. Shaw, Vice President - Present

Jennifer Navarro, Clerk – Present

Steven DeMarzio, Member – Present

SUPERINTENDENT

Regina Rossall – Present

IV. OTHERS PRESENT

Bill Lindoff, J Barte, Ron & Gwen Farrell, Bob Dunham, Timothy Barker, Marty Meeden, Darrell Hrabik, Lisa Jehlicka, Deidre Murphy, Jake Briggs, Lauri Mealy, Jennifer Slater-Sanchez, Jeannette Jenkins, Patricia Bothuel

V. CLOSED SESSION

M19-84 - The motion was made by Patricia K. Shaw seconded by Steve DeMarzio and carried 4/0 to adjourn to closed session at 5:02 p.m. to consider:

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

VI. RECESS at 5:15 p.m.

VII. RECONVENE TO OPEN SESSION at 6:10 p.m.

VIII. CLOSED SESSION ACTION

M19-85 - The motion was made by Steve DeMarzio seconded by Patricia K. Shaw and carried 4/0 to approve the Claim for Damages No. 1819-04

M19-86 - 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. 2018110517

IX. PRESENTATIONS

A. Plaque for Outgoing President

B. 2018-19 First Interim Budget Presentation – Lisa Jehlicka

X. HEARING SESSION/STAFF REPORTS

A. Board Comments:

Steve DeMarzio

- Thank you, Lisa, you do a good job of keeping us abreast of the budget. I feel that California should be number one in per pupil funding.
- Standards-Based Grades (SBG) – Are we addressing issues that the sites have as we go forward? Power School has issues with SBG?
- Gina - PowerSchool is not meant to run two different grading systems but when we transition everyone to SBG, we will not have any issues with PowerSchool. We offered to go out and meet with Gregg Anderson last Wednesday or Thursday, but the staff was not available. Marguerite and her staff met with the GA staff on Monday at their staff meeting. Most of our meetings at the other sites had very few parents attend. The principals conducted their last SBG meeting. We have had several meetings at all the sites over the last four years. We have been working with parents and staff who have questions. We have worked out a way to issue student awards with the principals. The SBG videos have been posted on the website.

Jennifer Navarro

- Thank you, Lisa, you always do a great job of simplifying the budget.
- Thank you to John for leading our board this last year.
- Happy Holidays to everyone.

Patricia K. Shaw:

- Thank you, Lisa, you always do a good job on your presentation.
- Happy Winter Break

John Curiel

- Happy Holidays to everyone.
- Thank you, Lisa, for doing a good job,
- We have always wanted a uniform system for all students and parents. We didn't want SBG to be a burden to our teaching staff. I hope staff who are having problems are coming forward and asking questions.
- Thank you, Board, for this past year.

B. Staff Reports:

1. Assistant Superintendent Administrative Services – Shawn Cabey
  - a. Absent - Ill
2. Assistant Superintendent Educational Services - Marguerite Johnson
  - a. We did have the opportunity to meet with the Gregg Anderson staff yesterday. We appreciate having the entire staff meeting for staff to ask questions. We look forward to having a system that is good for students and parents.
  - b. Thank you to all the school sites for your food contributions this past week. We put together 32 boxes of dry goods that will feed a family for two weeks.
3. Deputy Superintendent - Robert Hughes
  - a. Congratulations to Jennifer and John on their re-election and Bill on his election.
  - b. Happy Holidays to everyone.
4. Superintendent – Regina Rossall

Mrs. Rossall reviewed the following items with the Trustees:

  - a. This is our last week before Winter Break.
  - b. The district office will be closed or there will be limited staffing from December 17-21 and January 2 – January 4. The district office will be closed the 12/21 – 1/1.

- c. Hillview will be having their Band Concert on Wednesday at 6:00 p.m. in the cafeteria.
- d. At the SAVE Foundation Dinner, our dreams were funded at about \$12,000.
- e. I wish everyone a good holiday
- f. Congratulations to Bill, Jennifer and John.

XI. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representative – Bob Dunham, President
  - Congratulations to everyone who was elected in November. WUTA is very pleased with the outcome. We look forward to a continued strong relationship with the district.
- B. California School Employee Association Representative – Jeri Holmes, President
- C. Parent Teachers Association Representative
- D. WAVE Representative – Jennifer Navarro and Robert Hughes

XII. ITEMS FROM THE FLOOR – Regular Session

XIII. PUBLIC HEARING

None

XIV. ANNUAL REORGANIZATIONAL MEETING

- A. Oath of office
  - 1. John Curiel
  - 2. Bill Lindoff
  - 3. Jennifer Navarro
- B. Election of Officers
  - 1. M19-87 - The motion was made by seconded by and carried 5/0 to approve as Patricia K. Shaw President.
  - 2. M19-88 - The motion was made by Steve DeMarzio seconded by Patricia K. Shaw and carried 5/0 to approve Jennifer Navarro as Vice President.
  - 3. M19-89 - The motion was made by Patricia K. Shaw seconded by Jennifer Navarro and carried 5/0 to approve Steve DeMarzio as Clerk.
  - 4. M19-90 - The motion was made by Steve DeMarzio seconded by Jennifer Navarro and carried 5/0 to approve Patricia K. Shaw as the Representative to the Antelope Valley School Boards Association (AVSBA).
  - 5. M19-91 - The motion was made by Patricia K. Shaw seconded by Steve DeMarzio and carried 5/0 to approve Bill Lindoff as the Representative to the West Antelope Valley Educational Foundation (WAVE).

XV. SEATING OF THE NEW OFFICERS FOR THE BOARD YEAR 2019 – PROCEDURAL MATTERS

- 1. M19-92 - Page i. The motion was made by Bill Lindoff seconded by Steve DeMarzio and carried 5/0 to approve the Schedule of Meeting Dates, Times and Location for the 2019 Board of Trustee Meetings.
- 2. M19-93 - The motion was made by Bill Lindoff seconded by Jennifer Navarro and carried 5/0 to approve that the Roberts' Rules of Order, Revised, be adopted as the ruling authority for all questions pertaining to Parliamentary Procedure.

3. M19-94 - The motion was made by Bill Lindoff seconded by Steve DeMarzio and carried 5/0 to approve the appointment of the District Superintendent, Regina L. Rossall, to serve as Secretary of the Board of Trustees per Board Bylaw 9122.
4. M19-95 - The motion was made by John Curiel seconded by Jennifer Navarro and carried 5/0 to approve to empower in the following order in the absence of the Superintendent the next in command are members of the Cabinet with the Deputy Superintendent first, Assistant Superintendent Educational Services second and Assistant Superintendent Administrative Services third.
5. M19-96 - The motion was made by Steve DeMarzio seconded by Jennifer Navarro and carried 4/0 (John Curiel stepped out) to approve that on behalf of the District the Superintendent, Deputy Superintendent, Assistant Superintendent Educational Services, Assistant Superintendent Administrative Services, Director of Fiscal Services, Director of Student Services, President of the Board of Trustees and/or the Clerk of the Board of Trustees be authorized to sign all documents as the Authorized Agent of the District, and to sign warrants, orders for salary payment, Notices of Employment and Contracts for the period of December 11, 2018, until the Organizational Meeting in December 2019.
6. M19-97 - The motion was made by Bill Lindoff seconded by Steve DeMarzio and carried 4/0 (John Curiel stepped out) to approve to grant authority to the District Superintendent or designee to submit proposals and applications for state, local and federally supported programs for which the District may qualify.
7. M19-98 - The motion was made by Steve DeMarzio seconded by Jennifer Navarro and carried 4/0 (John Curiel stepped out) to approve that the District may join the Antelope Valley School Boards Association (AVSBA) and the California School Board Association (CSBA).
8. M19-99 - The motion was made by Steve DeMarzio seconded by Jennifer Navarro and carried 4/0 (John Curiel stepped out) to approve to authorize Members of the Board of Trustees, Superintendent and Cabinet to attend all special executive and regular meetings of the Antelope Valley School Boards Association, with their necessary expenses to be paid from the district's budgeted conference funds.

#### XVI. BUSINESS SESSION

##### Organizational/Governance

1. M19-100 - Item 1. Approval of the agenda of the Regular Board Meeting of December 11, 2018, as submitted. The motion was made by Jennifer Navarro seconded by Steve DeMarzio and carried 4/0 (John Curiel stepped out).
2. M19-101 - Items 2a – 2f. The motion was made by Steve DeMarzio seconded by Jennifer Navarro and carried 5/0 to approve the consent agenda.
  - 2a Minutes of the Regular Meeting on December 4, 2018
  - 2b Fundraising Authorizations
  - 2c Personnel Report
  - 2d Purchase Orders
  - 2e Consultant/Contract Agreement Schedule - Revised
  - 2f Conference/Workshop Schedule
3. Item 3. The motion was made by seconded by and carried 5/0 to approve the first and final reading of revised Board Policy 2110, Organizational Chart/Lines of Responsibility.  
**Pulled by Administration**

4. Item 4. The motion was made by seconded by and carried 5/0 the nomination of \_\_\_\_\_ to CSBA Region 22 Delegate Assembly to next Board Meeting, December 11, 2018. – **Pulled by Trustees**
5. Item 5. Discussion Item
  - Board Governance

**XVII. EDUCATIONAL SERVICES**

6. M19-102 - Item 6. The motion was made by Jennifer Navarro seconded by Steve DeMarzio and carried 5/0 to approve the presentation and acceptance of the California School Dashboard.
7. M19-103 - Item 7. The motion was made by Steve DeMarzio seconded by Jennifer Navarro and carried 5/0 to approve the second and final reading of the revised Board Policies, Administrative Regulations and Exhibit:
  - BP 0410, Nondiscrimination in District Programs and Activities
  - BP/AR 1312.3, Uniform Complaint Procedures
  - BP/AR 5111, Admission
  - BP/AR 5111.1, District Residency
  - BP/AR 5125, Student Records
  - AR/E 5125.1, Release of Directory Information
  - BP 5131.2, Bullying
  - BP/AR 5145.13, Response to Immigration Enforcement
  - BP/AR 5145.3, Nondiscrimination/Harassment
  - BP 5145.9, Hate-Motivated Behavior
  - BP 6161.3, Toxic Art Supplies

**XVIII. BUSINESS**

8. M19-104 - Item 8. The motion was made by Jennifer Navarro seconded by Steve DeMarzio and carried 5/0 to approve the 2017-18 Developer Fee Annual Report
9. M19-105 - Item 9. The motion was made by John Curiel seconded by Steve DeMarzio and carried 5/0 to approve Resolution 19-06, Temporary Extraordinary Approval Authorizations.
10. M19-106 - Item 10. The motion was made by John Curiel seconded by Steve DeMarzio and carried 5/0 to approve the first reading of the revised Board Policy and Administrative Regulation
  - AR 3350, Travel/Conference Expenses
  - BP 3514.1, Hazardous Substances
11. M19-107 - Item 11. The motion was made by John Curiel seconded by Bill Lindoff and carried 5/0 to approve the 2018-19 First Interim Budget.

**XIX. NEW BUSINESS**

None

**XX. UNFINISHED BUSINESS**

None



Minutes

Regular Board Meeting

December 11, 2018

XXI. ADJOURNMENT – The meeting was adjourned at 8:30 p.m. by the Board President.

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Patricia Shaw, President

January 15, 2019

## BOARD AGENDA

January 15, 2019

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Board Certification of Williams Uniform Complaint Quarterly Report Summary

### BACKGROUND:

As a result of the Williams Lawsuit, the Board must certify on a quarterly basis that its members have been informed of complaints made under this settlement.

### PROGRAM/EDUCATIONAL IMPLICATION:

Since the District receives both state and federal funds for educational programs, we are required to comply with this part of the Williams settlement.

### COST ANALYSIS:

There is no immediate cost to this action other than staff time required to track and respond to complaints. Currently that is minimal.

### SUPERINTENDENT'S RECOMMENDATION:

Approval



**Los Angeles County  
Office of Education**  
Serving Students • Supporting Communities  
Leading Educators

**Williams Lawsuit Settlement  
Quarterly Report on Uniform Complaints 2018-2019**

District Name: Westside Union School District

Date: 1/7/19

Person completing this form: Tonya Williams

Title: Admin. Assistant

Quarter covered by this report (Check One Below):

- |                                             |                          |                 |
|---------------------------------------------|--------------------------|-----------------|
| <input type="checkbox"/> 1st QTR            | July 1 to September 30   | Due 19-Oct 2018 |
| <input checked="" type="checkbox"/> 2nd QTR | October 1 to December 31 | Due 18-Jan 2019 |
| <input type="checkbox"/> 3rd QTR            | January 1 to March 31    | Due 10-Apr 2019 |
| <input type="checkbox"/> 4th QTR            | April 1 to June 30       | Due 19-Jul 2019 |

Date for information to be reported publicly at governing board meeting: 1/15/19

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Misassignment	0	0	0
TOTAL	0	0	0

Print Name of District Superintendent Regina L. Rossall

Signature of District Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Return the **Quarterly Summary** to:  
Williams Legislation Implementation Project  
Los Angeles County Office of Education  
c/o Kirit Chauhan, Williams Settlement Legislation  
9300 Imperial Highway, ASM/Williams ECW 284  
Downey, CA 90242

Telephone: (562) 803-8382  
FAX: (562) 803-8325  
E-Mail: [Chauhan\\_Kirit@laoe.edu](mailto:Chauhan_Kirit@laoe.edu)

## BOARD AGENDA

January 15, 2019

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 January 15, 2019

Joe Walker

Description: Business Ads/Dedications for Drama Club Program  
Date: January 17 – February 15, 2019  
Purpose: Props/sets/materials/costume costs.  
Requesting Group: Joe Walker ASB

Description: Light-up Rose Souvenir  
Date: March 5-8, 2019  
Purpose: Props/sets/materials/costume costs.  
Requesting Group: Joe Walker ASB

Description: Concessions/snacks during show.  
Date: March 5-8, 2019  
Purpose: Props/sets/materials/costume costs.  
Requesting Group: Joe Walker ASB

Leona Valley &  
Anaverde Hills

Description: Selling NED Kindness Adventure Bracelets  
Date: February 5, 2019  
Purpose: To raise funds for another school to receive the kindness assembly – pay it forward program.  
Requesting Groups: Leona Valley PTO and Anaverde Hills ASB

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

JAN 9 8 2019

**FUNDRAISING AUTHORIZATION**  
Middle School

School

JW

Date

12/14/18

Requesting Group

JW Drama Club

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

Date(s) of Fund Raiser

January 17-Feb 15

Event Start Time 2:00pm

Location of Fund Raiser

Antelope Valley

Description of Fund Raiser

Business Ads /dedications for Drama Club Program

Purpose of the Fund Raiser

props/sets/materials/costumes ~~for the~~ costs

For the benefit of (be specific)

the production of Brady and the Beast Jr.

Person Supervising Fund Raiser

Kami Whitten

Person Responsible for the Money

Kami Whitten / ASB window

Projected Expenses

\$ 0

Projected Profit

\$ 1100

Approved by ASB in the meeting minutes of

1/8/19

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)  
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

Hannah Duffee

Date

1/8/19

Signature of ASB Advisor

EA Anderson

Date

1-8-19

Signature of PTA/PTO/PTSA President

Date

Signature of Principal or Assistant

[Signature]

Date

1/9/19

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  
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JAN 9 2019

**FUNDRAISING AUTHORIZATION**

Middle School

School JW Date 12/14/18  
Requesting Group JW Drama Club  
Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ☒ ASB ☐ PTA/PTSA/PTO  
Date(s) of Fund Raiser March 5, 6, 7, 8 Event Start Time 2:30pm/6:30pm  
Location of Fund Raiser JW Cafeteria  
Description of Fund Raiser Lightup Rose Souvenir

Purpose of the Fund Raiser props/sets/materials/costume costs

For the benefit of (be specific) the production of Beauty and the Beast Jr.

Person Supervising Fund Raiser Kami Whitten

Person Responsible for the Money Kami Whitten

Projected Expenses \$ 200<sup>00</sup>

Projected Profit \$ 400<sup>00</sup>

Approved by ASB in the meeting minutes of

1-8-19

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

Signature of ASB President Hannah Ruffe

Date 1-8-19

Signature of ASB Advisor E. Anderson

Date 1-8-19

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

Date \_\_\_\_\_

Signature of Principal or Assistant [Signature] Date 1/9/19  
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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JAN 9 2019

**FUNDRAISING AUTHORIZATION**

Middle School

School JW Date 12/14/18

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

Date(s) of Fund Raiser March 5, 6, 7, 8 Event Start Time 2:30 pm / 6:30 pm

Location of Fund Raiser JW Cafeteria

Description of Fund Raiser Concessions/snacks during show

Purpose of the Fund Raiser props/sets/materials/costume costs

For the benefit of (be specific) the production of Beauty and the Beast Jr.

Person Supervising Fund Raiser Kami Whitten

Person Responsible for the Money Kami Whitten

Projected Expenses \$ 0

Projected Profit \$ 1200

Approved by ASB in the meeting minutes of

1/8/19

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)  
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Signature of ASB President Hannah Ruffee

Date 1/8/19

Signature of ASB Advisor GA Anderson

Date 1-8-19

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

Date \_\_\_\_\_

Signature of Principal or Assistant [Signature] Date 1/9/19  
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

**FUNDRAISING AUTHORIZATION**  
Elementary School

JAN 10 2019

School Leona Valley

Date 1/7/19

Requesting Group: ☐ PTA ☒ PTO ☐ PTSA

Date(s) of Fund Raiser 2/5/19 Event Start Time 12:45pm

Location of Fund Raiser Cafeteria

Description of Fund Raiser NED Kindness Adventure - handmade bracelets will be sold

Purpose of the Fund Raiser To raise funds for another school to receive the kindness assembly - pay it forward program

For the benefit of (be specific) K-6 students

Person Supervising Fund Raiser Korina Barefield

Person Responsible for the Money Korina Barefield

Projected Expenses \$ 0 Projected Profit \$ 0

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

Signature of PTA/PTO/PTSA President [Signature] Date 1/7/19

Signature of Principal or Assistant [Signature] Date 1/7/19  
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

JAN 10 2019

**FUNDRAISING AUTHORIZATION**  
Middle School

School Anavende Hills

Date 1/7/19

Requesting Group \_\_\_\_\_

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

Date(s) of Fund Raiser 2/5/19 Event Start Time 8:45am

Location of Fund Raiser Cafeteria

Description of Fund Raiser NED Kindness Adventure - handmade bracelets will be sold

Purpose of the Fund Raiser To raise funds for another school to receive the kindness assembly - pay it forward program

For the benefit of (be specific) K-6 students

Person Supervising Fund Raiser Korina Barefield

Person Responsible for the Money Korina Barefield

Projected Expenses \$ 0

Projected Profit \$ 0

Approved by ASB in the meeting minutes of

1/7/19

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)  
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 Francheska De Guzman

Date 01/07/19

Signature of ASB Advisor J. Crowell

Date 1/7/19

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

Date \_\_\_\_\_

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

Date 1/7/19

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

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

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

WESTSIDE UNION SCHOOL DISTRICT  
BOARD AGENDA

January 15, 2019

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Personnel Report #19-11

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

MANAGEMENT

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
Copley, Sean	Counselor I/SD/January 14, 2019/Step 3/URGF

CERTIFICATED

<u>Employment</u>	
Allington, Katherine	Teacher Hourly, Training/AH/January 4, 2019/Title I/Req# CE0000265
Arvidson, Abigayle	Substitute Teacher/December 12, 2018/URGF
Blua-Contreras, Andria	Teacher Hourly, Training/AH/December 15, 2018/Title I/ Req # CE0000264
Brustuen, Jennifer	Teacher Hourly, Westside Writing Prep/ESF/January 8, 2019/Core Curr/Req# CE255
Buck, Kristine	Teacher Hourly, Assessment Training/CW/November 12, 2018/ Title I/Req# CE0000243
Crowell, Cynthia	Teacher Hourly, Training/AH/January 4, 2019/Title I/Req# CE0000265
Dodge, Cyndee	Teacher Hourly, Assessment Training/CW/November 12, 2018/ Title I/Req# CE0000243

Dumayas, Melody	Teacher Hourly, Westside Writing Prep/ESF/January 8, 2019/Core Curr/Req# CE255
Ebert, Sharon	Teacher Hourly, Westside Writing Prep/ESF/January 8, 2019/Core Curr/Req# CE255
Elliott, Maralee	Teacher Hourly, Westside Writing Prep/ESF/January 8, 2019/Core Curr/Req# CE255
Fizzolio, Maria	Teacher Hourly, Assessment Training/CW/November 12, 2018/ Title I/Req# CE0000243
Gindis, Marina	Substitute Teacher/December 27, 2018/URGF
Gudim, Lori	Teacher Hourly, Westside Writing Prep/ESF/January 8, 2019/Core Curr/Req# CE255
Guenther, Rowyn	Teacher Hourly, Training/AH/January 4, 2019/Title I/Req# CE0000265
Hansen, Heather	Teacher Hourly, Westside Writing Prep/ESF/January 8, 2019/Core Curr/Req# CE255
Henderson, Stacy	Teacher Hourly, Training/AH/December 15, 2018/Title I/ Req # CE0000264
Hilliard, Spencer	Teacher Hourly, Training/AH/December 15, 2018/Title I/ Req # CE0000264
Jones, Noelle	Teacher Hourly, Academic Intervention/JW/January 22-March 15, 2019/ Sup Grant/Req# CE271
Kalmes, Heather	Teacher Hourly, Training/AH/January 4, 2019/Title I/Req# CE0000265
Khalifa, Shine	Teacher Hourly, Tutoring/AH/January 7-March 15, 2019/Title I/ Req# CE0000263
Koonce, Kelleen	Teacher Hourly, Training/AH/December 15, 2018/Title I/ Req # CE0000264
Langford, Anthony	Teacher Hourly, Training/AH/December 15, 2018/Title I/ Req # CE0000264

McDonald, Claudia	Teacher Hourly, Training/AH/January 4, 2019/Title I/Req# CE0000265
McKim, Nancy	Certificated Coach, Cross Country/VV/2018-2019 School Year/ URGF/Req# CE273
Moss, Holli	Teacher Hourly, Tutoring/AH/January 7-March 15, 2019/Title I/ Req# CE0000263
Norlin, Marie	Teacher Hourly, Westside Writing Prep/ESF/January 8, 2019/Core Curr/Req# CE255
Nuss, Erica	Teacher Hourly, Tutoring/AH/January 7-March 15, 2019/Title I/ Req# CE0000263
Salas, Katherine	Teacher Hourly, Training/AH/January 4, 2019/Title I/Req# CE0000265
Salinas, Gabrielle	Teacher Hourly, Training/AH/January 4, 2019/Title I/Req# CE0000265
Sarkisyan-Patel Anna	Teacher Hourly, Training/AH/January 4, 2019/Title I/Req# CE0000265
Sessions, Michelle	Teacher Hourly, Westside Writing Prep/ESF/January 8, 2019/Core Curr/Req# CE255
Sharma, Kirk	Teacher Hourly, Training/AH/December 15, 2018/Title I/ Req # CE0000264
Sill, David	Teacher Hourly, Academic Intervention/JW/January 22-March 15, 2019/ Supp Grant/Req# CE271
Skinner, Dana	Teacher Hourly, Tutoring/AH/January 7-March 15, 2019/Title I/ Req# CE0000263
Skinner, Dana	Teacher Hourly, Training/AH/January 4, 2019/Title I/Req# CE0000265
Smith, Janene	Teacher Hourly, Tutoring/AH/January 7-March 15, 2019/Title I/ Req# CE0000263
Smith, Janene	Teacher Hourly, Training/AH/January 4, 2019/Title I/Req# CE0000265

Smith, Venessa	Teacher Hourly, Training/AH/December 15, 2018/Title I/ Req # CE0000264
Squires, Sonja	Teacher Hourly, Academic Intervention/JW/January 22-March 15, 2019/ SG/Req# CE271
Stowers, Shi	Teacher Hourly, Training/AH/January 4, 2019/Title I/Req# CE0000265
Tallosi, Brittany	Teacher Hourly, Training/AH/December 15, 2018/Title I/ Req # CE0000264
Tallosi, Brittany	Teacher Hourly, Training/AH/January 4, 2019/Title I/Req# CE0000265
Weber, Jonathan	Teacher Hourly, Training/AH/December 15, 2018/Title I/ Req # CE0000264
Weber, Jonathan	Teacher Hourly, Training/AH/January 4, 2019/Title I/Req# CE0000265
West, Chrissy	Teacher Hourly, Westside Writing Prep/ESF/January 8, 2019/Core Curr/Req# CE255
Zuaro, Noelle	Teacher Hourly, Training/AH/January 4, 2019/Title I/Req# CE0000265

<u>Change</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
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Collins, Alekzandra	Substitute Teacher to Teacher/CW/January 10, 2019/URGF
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<u>Leaves</u>	<u>Position/Location/Effective Date</u>
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<u>Separation</u>	<u>Position/Location/Effective Date</u>
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Bond, Donna	Substitute Teacher/December 14, 2018/Resignation
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Pasillas, Katrina	Teacher/CW/December 14, 2018/Resignation
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Sipes, David	Teacher, SDC ED/VV/December 14, 2018/Resignation
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CLASSIFIED

<u>Employment</u>	<u>Position/Location/Effective Date/Salary/Funding/Req.#</u>
Argueta, Andrew	Instructional Assistant II/HV/3 hrs/per/day/Step 1/January 8, 2019/ SDC/Req# 15724
Beckwith, Frances	Short-Term Instructional Assistant I/QH/.97 hrs/per/day/Step 1/ January 7-May 24, 2019/Title I/Req# CL-000372
Brown, Mary	Short-Term Instructional Assistant I/QH/.97 hrs/per/day/Step 1/ January 7-May 24, 2019/Title I/Req# CL-000373
Chavez, Amy	Instructional Assistant II/AH/3.5 hrs/per/day/Step 1/January 7, 2019/ SDC/Req# CL-000279
Davis, Vanita	Instructional Assistant II/EZ/3.5 hrs/per/day/Step 1/December 12, 2018/ SDC/Req# CL-000341
Enriquez, Lorianne	Substitute Child Nutrition Assistant/CN/Step 1/December 11, 2018/URGF
Gaytan, Maricela	Extra-Duty Instructional Assistant II/CW/2 hrs/per/day/Step 5/ January 11-May 31, 2019/Title III/Req# CL-00352
Gregg, Hillary	Instructional Assistant II/EZ/3.25 hrs/per/day/Step 1/January 7, 2019/ SDC/Req# CL-000175
Hatch, Tina	Instructional Assistant II/EZ/3.25 hrs/per/day/Step 1/January 8, 2019/ SDC/Req# CL-00296
Jewett, Connor	Instructional Assistant II/VV/3.25 hrs/per/day/Step 1/December 12, 2018/ SDC/Req# CL-000328
Jimenez, Frankie	Playground Supervisor/DS/3.55 hrs/per/day/Step 1/January 7, 2019/ URGF/Req# CL-00331
Luis, Joanna	Instructional Assistant II/EZ/3.25 hrs/per/day/Step 1/January 7, 2019/ SDC/Req# CL-000298
Martinez, Elvia	Extra-Duty Instructional Assistant II/CW/2 hrs/per/day/Step 4/ January 11-May 31, 2019/Title III/Req# CL-00352
Martinez, Michelle	Instructional Assistant II/HV/3 hrs/per/day/Step 1/January 7, 2019/ SDC/Req# CL-000361
Morales, Reiko	Technician I-LVN/ESF/5.95 hrs/per/day/Step 1/January 8, 2019/ URGF/Req# CL-00351

Reyes, Traci	Instructional Assistant I/CW/1.25 hrs/per/day/Step 1/Wed. Only/ January 9-May 29, 2019/Title I/Req# CL-00340
Robles, Eric	Instructional Assistant II/GA/3 hrs/per/day/Step 1/January 7, 2019/ SDC/Req# CL-000311
Romo, Miguel	Substitute Child Nutrition Assistant I/CN/December 13, 2018/URGF
Sandoval, Laura	Instructional Assistant II/JW/3 hrs/per/day/Step 1/January 7, 2019/ SDC/Req# CL-00369
Schimpf, Brooke	Short-Term Instructional Assistant I/QH/.97 hrs/per/day/Step 1/ January 7-May 24, 2019/Title I/Req# CL-000375
Todd, Jazmyne	Instructional Assistant II/QH/3 hrs/per/day/Step 1/December 11, 2018/ SDC/Req# CL-000338
Valasek, Robyn	Short-Term Instructional Assistant I/QH/.97 hrs/per/day/Step 1/ January 7-May 24, 2019/Title I/Req# CL-000374

<u>Change</u>	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u>
Enriquez, Lorianne	Substitute Child Nutrition Assistant to <u>Campus Climate Assistant/</u> <u>(3 hrs/per/day)/DS/Step 1/January 7, 2019/Sup Grant/Req# CL-00323</u>
Haubruge, Jori	Playground Supervisor (1.42 hrs/per/day) to <u>(1.59 hrs/per/day)/QH/</u> <u>Step 1/January 7, 2019/URGF/Req# CL-00370</u>
Lopez, Stephanie	Playground Supervisor (3.25 hrs/per/day) to <u>Campus Climate Assistant</u> <u>(3 hrs/per/day)/QH/Step 1/January 7, 2019/Sup Grant/Req# CL-00299</u>
Riegel, Kimberly	Crossing Guard (.5 hrs/per/day) to <u>(1 hr/per/day)/CW/Step 1/</u> <u>December 3, 2018/URGF/Req# CL-00345</u>
Roque, Vanessa	Playground Supervisor (2.5 hrs/per/day) to <u>(3 hrs/per/day)/AH/Step 1/</u> <u>December 6, 2018/URGF/Req# CL-000349</u>

<u>Leaves</u>	<u>Position/Location/Effective Date/</u>
Moles, George	Custodian I-Day/MO/Request Paid Leave of Absence/ December 14, 2018-December 14, 2019/ Recommendation to Deny



<u>Separation</u>	<u>Position/Location/Effective Date/</u>
Arias, Hilda	Instructional Assistant II/HV/December 7, 2018/Probationary Release
Arndt, Andrea	Instructional Assistant II/EZ/December 13, 2018/Resignation
Farrow, Travis	Substitute Custodian/MO/December 11, 2018/Resignation
Halstead, Brianna	Instructional Assistant II/DS/December 11, 2018/Resignation
Ikahihifo, Tooni	Instructional Assistant II/EZ/December 7, 2018/Resignation
Kiang, Jenny	Instructional Assistant II/GA/December 10, 2018/Resignation
McLaughlin, Jennifer	Instructional Assistant II/SD/December 14, 2018/Resignation
Navarro, Sabrina	Instructional Assistant II/SD/December 14, 2018/Resignation
Pearman, Marissa	Instructional Assistant II/HV/December 13, 2018/Resignation
Walker, Brittany	Instructional Assistant I-AVID/January 3, 2019/Resignation
Zuniga, Angelica	Instructional Assistant II/EZ/November 29, 2018/Resignation

#### DEPUTY SUPERINTENDENT'S RECOMMENDATION

Approval

BOARD AGENDA

January 15, 2019

TO: BOARD OF TRUSTEES

PREPARED BY: Jeri Holmes, Purchasing

SUBJECT: Purchase Orders

PLACE HOLDER

BOARD AGENDA

January 15, 2019

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

PLACE HOLDER

BOARD AGENDA

January 15, 2019

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

PLACE HOLDER

## BOARD AGENDA

January 15, 2019

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Overnight Field Trip

### BACKGROUND:

Middle school students have been able to participate in a number of elective, extracurricular events for some time now. An overnight trip is being requested for this school year that provides our students with a variety of extra field trip or performance opportunities.

National Cheer Competition, Las Vegas, NV - Hillview

### PROGRAM/EDUCATIONAL IMPLICATION:

Students will have hands-on learning experiences, which both reinforce and extend their classroom learning. Research has shown that real life experiences often helps students better understand concepts taught in the classroom and to retain that learning into the future. Additionally, as students have community experiences, they observe a variety of career opportunities that may be available to them in the future.

### COST ANALYSIS:

There is no cost to the district.

### SUPERINTENDENT'S RECOMMENDATION:

Approval

## FIELD TRIP REQUEST

Approved at the Board Meeting of January 15, 2019

Hillview

Destination: Las Vegas, NV

Dates: February 21-23, 2019

Person in Charge: Amy Lomeli

Purpose of Trip: National Cheer Competition

**E6153**

**WESTSIDE UNION SCHOOL DISTRICT**  
41914 50<sup>th</sup> St. W.  
Quartz Hill, CA 93536

**FIELD TRIP REQUEST/AUTHORIZATION FORM**

**District-Sponsored Event (Attendance Voluntary)**

Site Hillview

Check One: Out-of-State Trip 3

Number of Students: 17

Educational Benefit/Purpose of Trip:  
HVMS Cheer National Competition

Destination(s): Las Vegas, NV

Date(s) of Trip: Feb. 21, 22 & 23, 2019 (students will be attending 2-22 & 2-23-19 only)

Departure Time: student departure 7:00 am

Return Time: 5:00 pm  
Are you returning after the school day ends? Yes

Funding: ASB, PTSA, WAVE & donations

Person in Charge Amy Lomeli

Other Adults on Trip:  
Jennifer Slater Sanchez, Candy Castillo & Adriana Alvarez

Transportation Needed: No

Transportation Type: Private Passenger Vehicle

Please click here to fill out the Transportation Request.

NOTE: You must attach the Transportation Request below if this is an overnight trip.

Trip Requested By: Amy Lomeli

Date: 01/11/2019

Principal's Signature: Jennifer Slater-Sanchez

Date: 01/11/2019

Approved by Board of Trustees (Board approval needed if Field Trip is overnight, of any length, or to another state or foreign country):

Clerk/Secretary: \_\_\_\_\_

Date: \_\_\_\_\_



Destination: Las Vegas, NV

Participating Schools: Hillview MS

Dates: 2-21/2-23-19

FIELD TRIP COST CONTROL SHEET

**COSTS PLEASE TYPE "0" IN REQUIRED FIELDS IF NECESSARY**

Registration: # of Students: 17 x Fee: 110 = \$ 1,870.00  
 # of Chaperones: 2 x Fee: 35 = \$ 70.00

Substitute Teachers:  
 # of Days: 0 x # of Subs Needed: 0 x Cost per Day: \$ 144.00 = \$ 0.00

Transportation: # of Buses Required: 0 x Cost: 0 = \$ 0.00  
*(Estimated by Bus Company)*

AVSTA Bus transports 60 students # of students registered divided by 60 = # of Buses  
 Charter Bus transports 40 students # of students registered divided by 40 = # of Buses

Parking Fees: # of Vehicles: 0 x Fee: 0 = \$ 0.00

Other Fees: Hotel, Mileage, Food, Employee costs = \$ 1,270.00  
*Description*

**TOTAL ESTIMATED COSTS:** = \$ 3,210.00

**INFLOW**

Contributions (i.e., WAVE, Grants, PTA, Donations, Local Business, the Community) = \$ 3,210.00  
 Please Specify: ASB (1137), PTSA (1000), WAVE(1000) & donations (73)

Remaining Balance Needed to Fund Field Trip = \$ 0.00  
 total estimated costs - (less) contributions

**TOTAL ESTIMATED INFLOW:** (Must Equal Total Estimated Costs) = \$ 3,210.00

*This section should only be completed if there is a weekend date included, as field trips should have zero cost to the student.*

Remaining Balance Needed to Fund Field Trip = \$ 0.00  
 total estimated costs - (less) contributions

Number of Students Attending ÷

**TOTAL COST PER STUDENT:** = \$

Booking Deposit Required: \$ 2,450.00 - Date Due: 01/21/2019

Prepared by: Betty Dyer 01/11/2019  
*Event Director Signature Date*

Reviewed by: *Fiscal Services Signature Date*

*Superintendent Signature Date*

*Board Meeting Approval Date*



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

TRANSPORTATION REQUEST

DATE OF TRIP 2/21-23/2019 TYPE OF VEHICLE REQUESTED None - Parents will  
be transporting students

SCHOOL REQUESTING TRIP Hillview Middle School

DESTINATION Las Vegas, NV

STREET ADDRESS, CITY, ZIP

LEAVE SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_ ARRIVE DESTINATION \_\_\_\_\_ DATE \_\_\_\_\_

LEAVE DESTINATION \_\_\_\_\_ DATE \_\_\_\_\_ ARRIVE SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

NO. OF PASSENGERS \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_ MEAL STOP REQUESTED \_\_\_\_\_ YES \_\_\_\_\_ NO

STORAGE REQUIRED \_\_\_\_\_ YES \_\_\_\_\_ NO (IF YES, DESCRIBE \_\_\_\_\_)

NAME OF GROUP \_\_\_\_\_

TRIP REQUESTED BY \_\_\_\_\_  
(IF TRIP IS AFTER HOURS OR ON A WEEKEND, PLEASE PROVIDE CONTACT #)

HAS TRANSPORTATION AUTHORIZATION BEEN SIGNED BY EACH PARENT OR GUARDIAN \_\_\_\_\_ YES \_\_\_\_\_ NO

TRIP WILL BE PAID FOR BY \_\_\_\_\_

ACCOUNT # \_\_\_\_\_  
(IF BUDGET TRANSFER IS REQUIRED, PLEASE FILL OUT BUDGET TRANSFER REQUEST FORM)

\*\*\*\*\*  
APPROVED BY:

\_\_\_\_\_  
SCHOOL PRINCIPAL DATE

\_\_\_\_\_  
CLERK/SECRETARY (REQUIRED FOR OVERNIGHT ONLY) DATE

ONLY ONE TRIP PER FORM

\*\*\*

FORM MUST BE COMPLETELY FILLED OUT AND SUBMITTED AT LEAST 10 DAYS PRIOR TO TRIP

\*\*\*

GROUP MUST PROVIDE A ROSTER FOR BOTH THE TRIP DESTINATION DRIVER AND RETURN DRIVER

## BOARD AGENDA

January 15, 2019

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Discussion Items:

- Board Governance
  - A. Protocol for Trustee Site Visits and Attending Site Meetings

## BOARD AGENDA

January 15, 2019

TO: BOARD OF TRUSTEES  
PREPARED BY: Regina L. Rossall, Superintendent  
SUBJECT: Change of WAVE Insurance

### BACKGROUND:

WAVE is looking to switch their current insurance from Nonprofits Insurance Alliance Group to SISC-Self Insured Schools of California (Property & Liability). This will provide better coverage at less cost to WAVE.

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

None

### DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval

## BOARD AGENDA

January 15, 2019

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Memorandums of Understanding, 19-09 and 19-10 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:

- 19-09 – Article 6, Work Year-Amended version of MOU 19-05. Changes added the dates of actual meetings and corrected that these meetings occur on regular days and not minimum days.
- 19-10 – Assembly Bill 2012 and Education Code 44977.5 regarding parental leaves. Agreement guarantees that teachers on parental leave will earn at least 50% of their salary as guaranteed by AB 2012 and Education Code 44977.5.

### PROGRAM/EDUCATIONAL IMPLICATION:

Certificated employees work to 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

December 12, 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) 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

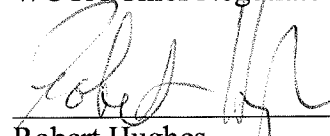
Absent from meeting only = .25 charged to sick leave

Meeting Dates:

8/20, 9/24, 10/15, 11/26, 2/11, 3/11, 4/15 & 5/13

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

 12/12/18  
Drew Warden Date  
WUTA Chief Negotiator

 12/12/18  
Robert Hughes Date  
Deputy Superintendent



## WESTSIDE UNION SCHOOL DISTRICT

December 12, 2018


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

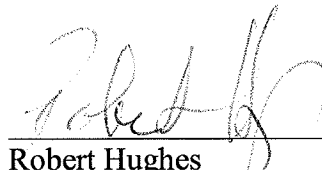
This Agreement is between the Westside Union Teachers Association ("WUTA") and Westside Union School District regarding Assembly Bill 2012 and Education Code 44977.5.

Assembly Bill 2012 amends California Education Code 44977.5 (certificated employees) adding additional language providing that employees taking parental leave must receive no less than 50% of their regular salary regardless of the type of differential pay system used by the district.

Both parties agree that if an employee is on Parental Leave and the differential pay (cost of substitute) causes the employee to receive less than 50% of their daily rate, then the district will absorb a portion of the substitute cost to ensure the employee receives no less than 50% of their daily rate.

This MOU will expire on June 30, 2019.

 12/12/18  
Drew Warden  
WUTA Chief Negotiator

 12/12/18  
Robert Hughes  
Deputy Superintendent

## BOARD AGENDA

January 15, 2019

TO: BOARD OF TRUSTEES  
PREPARED BY: Robert Hughes, Deputy Superintendent  
SUBJECT: Provisional Intern Permit

### BACKGROUND:

Provisional Intern Permits are designed to allow employing agencies to hire qualified individuals to fill a position for which they have not yet completed a credential program. Provisional Intern Permits are issued in 1 year periods and require adequate progress toward the requirements for admittance into a university internship for renewal.

### PROGRAM/EDUCATIONAL IMPLICATION:

The Provisional Intern Permit allows for utilization and retention of qualified candidates who have yet to start or complete the appropriate credential program.

### COST ANALYSIS/FUNDING SOURCE:

None

### DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval

Teacher Assignments Authorized by Provisional Intern Permit

Alekzandra Collins

100% Multiple Subject



## BOARD AGENDA

January 15, 2019

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

SUBJECT: Resolution 19-07, Termination of the Citizens' Bond Oversight Committee

### BACKGROUND:

A Resolution is under consideration by the Board of Trustees of the Westside Union School District terminating the Citizens' Bond Oversight Committee. Bonds were issued under Measures WS and WR.

The Bylaws provide the Oversight Committee shall automatically terminate and disband when all of the proceeds of the Measure WS and Measure WR bonds have been spent.

### PROGRAM/EDUCATIONAL IMPLICATION:

None

### COST ANALYSIS/FUNDING SOURCE:

None

### ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

**RESOLUTION NO. 19-07**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
WESTSIDE UNION SCHOOL DISTRICT TERMINATING THE  
CITIZENS' BOND OVERSIGHT COMMITTEE FOR BONDS  
ISSUED UNDER MEASURE WS AND MEASURE WR**

**WHEREAS**, in connection with the District's successful bond election held on November 4, 2008, which authorized the issuance of bonds in the principal amount of \$63,500,000 pursuant to Measure WS (the "Measure WS Bonds"), the Board of Trustees of the District (the "Board") established a Citizens' Bond Oversight Committee for the Measure WS Bonds in accordance with Section 15278 of the Education Code; and

**WHEREAS**, following the passage of Measure WR at the bond election held on November 6, 2012, which authorized the issuance of bonds in the principal amount of \$18,510,000 (the "Measure WR Bonds"), the Board established a Citizens' Bond Oversight Committee for the Measure WR Bonds and merged such committee with the Citizens' Bond Oversight Committee established for the Measure WS Bonds (as so merged, the "Oversight Committee"); and

**WHEREAS**, the Board has previously approved Bylaws for the Oversight Committee, and such Bylaws provide that the Oversight Committee shall automatically terminate and disband when all of the proceeds of the Measure WS Bonds and the Measure WR Bonds have been spent; and

**WHEREAS**, all of the proceeds of the Measure WS Bonds and the Measure WR Bonds have been fully spent, and the Board wishes to take its action at this time formally terminating and disbanding the Oversight Board;

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE WESTSIDE UNION SCHOOL DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

**Section 1. Recitals are True and Correct.** The Board of Trustees hereby finds and determines that the foregoing recitals are true and correct.

**Section 2 Dissolution of the Oversight Committee.** Pursuant to Section 10 of the Bylaws for the Oversight Committee, the Board of Trustees hereby determines that the Oversight Committee has been, and by the adoption of this Resolution is hereby, dissolved and disbanded.

**Section 3. Effective Date.** This Resolution shall take effect on January 15, 2019.

\* \* \* \* \*

I hereby certify that the foregoing Resolution was passed and adopted by the Board of Trustees of the Westside Union School District at a regular meeting thereof duly held on January 15, 2019, by a vote of a majority of its members.

Adopted by the following votes:

AYES:

NOES:

ABSENT:

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Patricia K. Shaw, President  
Board of Trustees  
Westside Union School District

## BOARD AGENDA

January 15, 2019

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

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

### BACKGROUND:

#### **Administrative Regulation 3350 – Travel/Conference Expenses**

[AR Revised.]

Updated District Regulation to align with District practice. New Language. Language updated to clarify limits, clarify deadline requirements for those exceptional cases where advance funds are approved, and to provide an automatic indexing of the District's mileage reimbursement rate with the Federal IRS mileage reimbursement rate.

#### **Board Policy 3514.1 – Hazardous Substances**

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

Policy updated to reflect legal requirements regarding toxic art and craft supplies, formerly in BP 6161.3 - Toxic Art Supplies.

### 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

## Administrative Regulation - Revised

### Travel/Conference Expenses

#### Business and Noninstructional Operations

AR 3350(a)

#### Necessary Approval

Necessary approval for attendance at conference, workshops and out-of-district meetings is required prior to the travel taking place. A conference request shall be submitted to the Superintendent or designee on time for inclusion on a regular Board of Trustees meeting agenda. All allowable expenses including registration, mileage, and lodging including but not limited to registration, mileage, and lodging shall be included as estimates on the conference request if the trip meets the criteria of this policy. Upon approval of the conference or workshop, a reimbursement claim form will be sent to the employee. Without this paperwork, the employee is not authorized to travel.

#### Mileage Reimbursement

Mileage reimbursement shall not be paid to employees unless the driver's license and insurance information of the employee is on file with the district.

Individuals who drive their personal vehicle on district business shall be aware that if they are involved in an accident, the coverage provided by the individual's own liability insurance policy applies first. The district liability coverage would be used only after individual limits have been exceeded. The district does not cover collision or comprehensive coverage for personal automobiles.

The mileage reimbursement paid by the district is tied will be equivalent to the federal IRS rate and is meant to cover all operating expenses on personal automobiles including, but not limited to, insurance, gas, oil and maintenance. The Board will adopt an updated mileage rate that is consistent with the Internal Revenue Service (IRS) standard mileage reimbursement.

State law requires that automobile owners meet minimum financial responsibility standards. This requirement may be met by providing either automobile liability insurance or a bond.

If personal automobile liability insurance is not in place, the employee must immediately notify his/her supervisor and not use their personal automobile for district business until the minimum requirements have been met.

#### Advance of Funds

Funds to cover the costs associated with travel/conference may be advanced to any employee only under the following circumstances:

1. The employee would experience a financial hardship if required to pay for these items up front and be reimbursed at a later date, and
2. The travel/conference required of the employee is more than two days in duration.

A request to advance funds must be made in writing to the Business Office at a minimum of six (6) weeks ahead of the conference date. ~~least two weeks in advance of the Board meeting at which the travel is to be approved.~~ If the advance is approved, it will be processed through the county payment system. Receipt of a warrant for payment to the employee may take up to 10 working days after all necessary approvals have been secured.

Advances may be disallowed if a previous claim has not been timely or properly filed, or a prior advance is not resolved.

#### Claim for Reimbursement

Immediately upon return from a conference or workshop, employees are required to file reimbursement claims through their immediate supervisor. If funds were advanced, a claim must be filed, even if the advance exactly covered the expense. Employees will be reimbursed only for authorized expenses which are documented by itemized receipts attached to the claim.

Expense claims must normally be submitted within 30 days after the completion of each trip, however ~~e~~Expense claims for travel in June must be submitted no later than July 10th of each year. Claims for reimbursement not filed within 30 days or prior to July 10th (whichever is sooner) may not be honored.

#### Means of Travel

~~Travel shall be made by means most advantageous to the district.~~

#### Mileage Reimbursement

Employees will be entitled to reimbursement for approved mileage at the current ~~Board-adopted~~ Federal IRS reimbursement rate. Mileage reimbursement for travel on a normal workday is calculated from the employee's work site or from home, whichever is less. Requests for monthly mileage reimbursements must be submitted to the Business Office by the 10th day of the month following that in which the mileage was incurred.

#### Per Diem Meal Allowance

A per diem allowance of ~~up to~~ \$60.00 will be provided only when authorized persons are traveling on approved District business and where an overnight stay is required per the standard overnight stay criteria described in this regulation. ~~A per diem allowance of \$18.00 will be provided only when authorized persons are traveling on approved District business and will be gone from home one full day or more.~~

~~"One full day" shall be defined as 8 hours or more within a 24 hour period~~

Occasionally a meal is advertised to be provided in connection with attendance at an authorized function at no cost to the individual. In such cases, the per diem allowance will be discounted to reflect the anticipated meal expense savings, per the following schedule\*:

*(\*The amounts below are inclusive of taxes and tips.)*

- Breakfast: \$12.00
- Lunch: \$18.00
- Dinner: \$30.00

When all three meals (breakfast, lunch, dinner) are advertised to be provided at no additional cost to the individual, per diem allowance will not be paid.

No reimbursement shall be made for the cost of alcoholic beverages.

#### Incidentals

Employees may be reimbursed for approved incidental costs associated with the travel/conference. Such items include, but are not limited to parking fees, and bus or taxi fares. Receipts for incidental expenses are required.

The cost of automobile rental will not be reimbursed when shuttle service is available to and from the hotel, conference or meeting site. The cost of rental cars must be expressly preapproved by the Superintendent or designee prior to an employee incurring this cost. The most economical rental car model shall be used whenever car rentals are required. When renting a car for school business use, Loss and Damage Waiver and Additional Liability Insurance must be purchased from the rental agency regardless of a staff member's private insurance status.

#### Supplies Purchased While on Conference/Travel

Employees may be reimbursed for the cost of supplies or materials they purchase while attending conferences or workshops only under the following conditions:

1. The purchase was preapproved up to a set limit through the normal preapproval process established by the district; or
2. The employee receives verbal approval from the Superintendent or designee by telephone to make such purchases. Normally, the Superintendent or designee would need to consult with the administrator in charge of the budget to be charged for the expense prior to giving approval.

The claim for reimbursement of supplies or materials purchased while attending conferences or workshops is subject to the same timelines and itemized receipt requirements as any other travel cost.

#### Lodging

The following criteria will be used when authorizing lodging:

The conference or workshop is of multiple days' duration and the conference location exceeds 100 miles from the district office. Any exception to this standard shall require the approval of a member of the Superintendent's Cabinet.

No employee shall travel by car in excess of 350 miles in one day. Should a district-approved conference/workshop require an employee to travel by car more than 350 miles in one day, a hotel room shall be authorized.

Where lodging is required that is not provided for at a conference rate, employees are expected to use discretion regarding the cost of accommodations.

#### Failure to Attend

An employee who is unable to attend a prepaid conference may try to find an appropriate replacement (if this is acceptable with to the conference people organizers) or cancel the attendance and arrange for a full refund to the district. If unable to do so, the employee may be required to reimburse the district for the cost of the conference. all costs related to conference attendance.

#### Voluntary Resignation from Employment

Management employees who voluntarily resign from the District may be subject to reimbursement requirements related to career development course fee and/or tuition expenses or direct costs incurred by the District on the employee's behalf. These reimbursement obligations will be governed by the terms outlined in the executed Management Employee Educational Expenses Repayment Agreement.

Regulation WESTSIDE UNION SCHOOL DISTRICT

approved: December 16, 20018 Quartz Hill, California

revised: October 2, 2018



# Westside Union SD

## Board Policy - Revised

### Hazardous Substances

#### Business and Noninstructional Operations

BP 3514.1(a)

The Board of Trustees desires to provide a safe school environment that protects students and employees from exposure to potentially hazardous substances that may be used in the district's educational program and in the maintenance and operation of district facilities and equipment.

(cf. 3514 - Environmental Safety)

(cf. 4119.42/4219.42/4219.42 - Exposure Control Plan for Bloodborne Pathogens)

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

(cf. 5141.23 2- Infectious Diseases Prevention)

(cf. 5142 - Safety)

(cf. 6161.3 - Toxic Art Supplies)

Insofar as reasonably possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored and used on school property. When hazardous substances must be used, the Superintendent or designee shall give preference to materials that cause the least risk to people and the environment.

(cf. 3510 - Green School Operations)

(cf. 3514.2 - Integrated Pest Management)

The Superintendent or designee shall ensure that all potentially hazardous substances on district properties are inventoried, used, stored and regularly disposed of in a safe and legal manner.

The Superintendent or designee shall develop, implement and maintain a written hazard communication program in accordance with 8 CCR 5194. ~~As part of this program, he/she and~~ shall ensure that employees, students, and others as necessary are fully informed about the properties and potential hazards of substances to which they may be exposed.

(cf. 1240 - Volunteer Assistance)

The Superintendent or designee shall develop specific measures to ensure the safety of students and staff in school laboratories where hazardous chemicals are used. Such measures shall include the development and implementation of a chemical hygiene plan in accordance with 8 CCR 5191 and instruction to students about proper handling of hazardous substances.

(cf. 6142.93 - Science Instruction)

The Superintendent or designee shall not order or purchase for use in grades K-6 any arts and crafts materials containing a substance determined by the California Office of Environmental Health Hazard Assessment to be toxic. The Superintendent or designee shall not purchase any

such toxic material for use in grades 7-12 unless it includes a warning label as specified in Education Code 32065 that identifies any toxic ingredients, warns of potential adverse health effects, and describes procedures for safe use and storage. (Education Code 32064)

Legal Reference:

EDUCATION CODE

32060-32066 Toxic art supplies in schools

49340-49341 Hazardous substances education

49401.5 Legislative intent; consultation services

49411 Chemical listing; compounds used in school programs; determination of shelf life; disposal

FOOD AND AGRICULTURAL CODE

12981 Regulations re pesticides and worker safety

HEALTH AND SAFETY CODE

25163 Transportation of hazardous wastes; registration; exemptions; inspection

25500-25520 Hazardous materials release response plans; inventory

108100-108515 California Hazardous Substances Act

LABOR CODE

6360-6363 Hazardous Substances Information and Training Act

6380-6386 List of hazardous substances

CODE OF REGULATIONS, TITLE 8

339 List of hazardous substances

3203 Illness and injury prevention program

3204 Records of employee exposure to toxic or harmful substances

5139-5230 Control of hazardous substances, especially

5154.1-5154.2 Ventilation

5161 Definitions

5162 Emergency eyewash and shower equipment

5163 Control of spills

5164 Storage of hazardous substances

5191 Occupational exposure to hazardous chemicals in laboratories; chemical hygiene plan

5194 Hazard communication

CODE OF REGULATIONS, TITLE 22

67450.40-67450.49 School hazardous waste collection, consolidation, and accumulation facilities

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Science Safety Handbook for California Public Schools, 2012

CALIFORNIA OFFICE OF ENVIRONMENTAL HEALTH HAZARD ASSESSMENT PUBLICATIONS

Art and Craft Materials in Schools: Guidelines for Purchasing and Safe Use, September 17, 2016

WEB SITES

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

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

California Office of Environmental Health Hazard Assessment: <http://www.oehha.ca.gov>

Department of Industrial Relations, Cal/OSHA: <http://www.dir.ca.gov/dosh>

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: September 15, 1997      Quartz Hill, California

revised: August 5, 2014