

Westside Union ESD
Regular Meeting Board Packet
Tuesday, February 19, 2019
Open Session: **5:00 PM** | Closed Session: **5:05 PM Reconvene to Open Session at 6:00 PM**
Hillview Middle School
41914 50th St W, Palmdale, CA 93551
Published: Feb 15, 2019 11:49 AM

BOARD PACKET

Mission Statement: Recognizing the exceptionalism of every child, the mission of Westside Union School District is to educate all students to the universally high levels of academic competence. We are committed to comprehensive systems of instructional delivery that include research-based 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.

I. OPEN SESSION

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 a 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

- A. Conference with Labor Negotiators (Gov't Code §54957.6)
- B. Existing/Anticipated/Pending Litigation (Gov't Code §54956.9)
- C. Conference with Real Property Negotiator
- D. Public Employee Discipline/Dismissal/Release/Appointment (Gov't Code §54957)
- E. Pupil Personnel (Ed Code 35146 and 48918)

IV. RECONVENE TO OPEN SESSION at

V. REPORT OF CLOSED SESSION ACTION

VI. PRESENTATIONS

- Certificates for Esperanza Staff
- Child Nutrition Department and Employee Recognition
- Del Sur Site and Employee Recognition

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

XI. ORGANIZATIONAL/GOVERNANCE

A. Agenda

The Board is requested to approve the Agenda for February 19, 2019.

B. Consent

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.

1. Minutes

Minutes of the Regular Meeting on February 5, 2019.

2. Fundraising Authorizations

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

3. Personnel Report #19-13

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

- Management
- Certificated
- Classified

4. Purchase Orders

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

5. Conference/Workshop Schedule

Conference requests are processed in compliance with Board Policy 3350.

6. Consultant/Contract Schedule
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.

- C. Delegate Assembly Ballot Region 22
Annually school boards vote for delegates for the Delegate Assembly for the California School Boards Association (CSBA). Listed below are the names of the candidates:
 - Julie Bookman (Eastside USD)
 - Cherise G. Moore (William S. Hart UHSD)
 - Victoria M. Ruffin (Antelope Valley UHSD)
 - Steven M. Sturgeon (William S. Hart UHSD)*
 - Sharon Vega (Palmdale ESD)

*Denotes incumbent

At this time the Board is requested to vote for three (3) candidates for Region 22.

- D. Governance Team Protocols and Annual Self-Reflection
Revision of the Governance Team Protocols and the Annual Self-Reflection
- E. Joe Walker 6th Grade Honors Academy Revised Criteria
Joe Walker 6th Grade Honors Academy will provide academic challenges with accelerated expectations preparing students for continued achievement.
- F. Discussion Item
 - Board Governance

XII. EDUCATIONAL SERVICES

- A. Revised Board Policies and Administrative Regulations - 2nd Reading
Annually policies are reviewed by CSBA and changes are suggested as a result of either recent judicial rulings or legislative enactment. Changes to these policies and regulations make our policies consistent with law.
 - Board Policy 0415, Equity- New
 - Board Policy 1020, Youth Services- Delete
 - Board Policy 1400, Relations Between Other Governmental Agencies and the Schools- Replace
 - Administrative Regulation 5141.32, Health Screening for School Entry – Revised

- Board Policy/Administrative Regulation 6174, Education for English Learners- Revised (Replace AR)

- B. Low Performing Students Block Grant
Westside Union School District is eligible to receive \$ 1,235,015 under the Low Performing Students Block Grant to serve pupils identified as low-performing on state English language arts (ELA) or mathematics assessments who are not otherwise identified for supplemental grant funding under the local control funding formula or eligible for special education services.

XIII. BUSINESS SERVICES

- A. Notice of Completion
- Modernization of the Existing Modular Buildings at Cottonwood Elementary School.
 - Relocation of three 24' x 40' classroom buildings from Cottonwood Elementary School to Esperanza.
 - Relocation of three 24' x 40' classroom buildings from Cottonwood Elementary School to Joe Walker Middle School.
- B. Revised Board Policies and Administrative Regulations - First Reading
Annually policies are reviewed by CSBA and changes are suggested as a result of either recent judicial rulings or legislative enactment. Changes to these policies and regulations make our policies consistent with law.
- BP/AR 3311.1, Uniform Public Construction Cost Accounting Procedures
 - BP 3350, Travel Expenses

XIV. INFORMATION SESSION

XV. NEW BUSINESS

Future Board Meeting Items

XVI. CLOSED SESSION - Continued

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

XVIII. REPORT OF CLOSED SESSION ACTION

XIX. ADJOURNMENT

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

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

Core Beliefs and Board Goals

2018-2019

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

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

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

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

A. Build the capacity of board and district staff in developing and monitoring data related to goals and priorities specifically in the area of cultural responsiveness and educational equity

B. A key concern and priority for this governing board is improving the accuracy and consistency of grading which should measure what students know, as they play a crucial role in every aspect of students' academic lives and future lives as global citizens. Areas of concern are: 1) Grades reflect progressive and mastery of content. 2) They are predictable and understood by parents and third parties. 3) That non-academic factors are graded separately. 4) The system adopted is not overwhelming for teachers.

C. The district will continue to develop School Safety protocols.

Annual Report by Educational Services

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

A. Continue the Cottonwood Elementary School Modernization

Annual Report by Business Services

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

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

2018-2019 Board Expectations

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

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

EXPECTATIONS:

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

a, d & e - Annual Report by Human Resources

b & c - Annual Report from Superintendent

f - Annual Report by Business Services

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

EXPECTATIONS:

- a. Continue to improve the knowledge level of trustees through ongoing training, participation in political actions that influence improved funding and legislation for educational programs, and programs of independent study. All Board Members will attend the CSBA Annual Education Conference, with a report of sessions attended at a future Board Meeting, and receive a Masters in Governance certification

- b. The board will initiate the annual process for self-evaluation in June
- c. Annually set objectives to meet the goals of the district in June
- d. Continue to improve working relationship with employee unions to enable communications that enhance the overall well-being of the district including all employees
- e. A public-friendly version of the three major budget reports of the year shall be posted on the website.

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

EXPECTATIONS:

- a. Staff will monitor comprehensive plans for improving student achievement including the Local Control Accountability Plan (LCAP) and the Comprehensive Safety Plans including the sections related to student discipline
- b. All students will receive rigorous and effective instruction, support and intervention that afford equitable access to a high quality educational experience in an environment that nurtures critical thinking, communication, collaboration, creativity and social responsibility
- c. Teachers will use research-based best practices to design and deliver instruction, which addresses the knowledge, concepts and skills outline 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 substantial growth in student achievement.

4. WE ARE ABSOLUTLEY 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 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
- 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

Westside Union ESD
Regular Meeting
Tuesday, February 19, 2019
Open Session: **5:00 PM** | Closed Session: **5:05 PM Reconvene to Open Session at 6:00 PM**
Hillview Middle School

XI.A. Agenda

Type:

Action

Quick Summary/Abstract:

The Board is requested to approve the Agenda for February 19, 2019.

Recommended Motion:

Approval of the Agenda of the Regular Board Meeting of February 19, 2019,

Westside Union ESD
Regular Meeting
Tuesday, February 19, 2019
Open Session: **5:00 PM** | Closed Session: **5:05 PM Reconvene to Open Session at 6:00 PM**
Hillview Middle School

XI.B.1. Minutes

Type:

Action

Consent

Quick Summary/Abstract:

Minutes of the Regular Meeting on February 5, 2019.

Recommended Motion:

Approval of the Minutes of the Regular Meeting on February 5, 2019.

Attachments:

1. Minutes - 2-05-19

WESTSIDE UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
MINUTES
February 5, 2019

I. CALL TO ORDER

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

II. Flag Salute

Bill Lindoff, Trustee

III. ROLL CALL

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

SUPERINTENDENT

Regina Rossall – Present

IV. OTHERS PRESENT

Rodney Lots, Jennifer Slater-Sanchez, Jennifer Schmid, Samara Gugler, Kieke Gomez, Gretchen Eslinger, R. Drew Warden, Karen Acosta, Jane Smith, Amy Lomeli, Candy Costillo, Adriana Alvarez, Kim Alvarez, Cheree Simons

V. CLOSED SESSION

M19-118 - The motion was made by John Curiel seconded by Steve DeMarzio and carried 5/0 to adjourn to closed session at 5:01 p.m. to consider:

- a. Conference with Labor Negotiators (Gov't Code §54957.6)
- b. Existing/Anticipated/Pending Litigation (Gov't Code §54956.9)
1 Case
- 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)

VI. RECONVENE TO OPEN SESSION at 6:00 p.m.

VII. CLOSED SESSION ACTION

None

VIII. PRESENTATIONS

- A. Hillview and Westside Academy Site and Employee Recognition
- B. Social Studies Curriculum Adoption Review

IX. HEARING SESSION/STAFF REPORTS

A. Board Comments:

Bill Lindoff

- Nice job principals and students.
- I attended the Superintendent's Advisory Committee Meeting last week.

- I learned a lot at the CSBA New and First Term Board Member Workshop.

John Curiel

- I would like to thank Tom Morreale and his students who spoke this evening, great job.
- Hillview, you did a great job. Thank you to the cheerleaders and band students who performed this evening. I would love to see a Hillview marching band.
- Thank you for coming and enjoy your evening.

Steve DeMarzio

- Westside Academy, nice job this evening. Tom, I think you found your niche. Your students were very well spoken; they did a nice job.
- Hillview, excellent job. I appreciate hearing about your intervention program. Drive safe in the weather this evening.
- On January 25, I visited Gregg Anderson and Joe Walker/Westside Academy

Jennifer Navarro

- Westside Academy, congratulations. I love that Westside has a place where students can go and can feel successful. Thank you to the students who spoke this evening. You clearly have goals and I would encourage you not to give up.
- Hillview, great job to the band and cheerleaders. I remember my first board meeting the Hillview band performed. I would love to know when your inclusion games are, I would love to attend. Thank you also for the hat.
- I attended Rancho Vista's 5th grade award ceremony.
- Thank you for coming out this evening.

Patricia K. Shaw:

- Mr. Morreale, what if a student wants to stay in your program instead of going back to their home school? I think what you do is very special. Mr. Morreale – I am here while they need me. My ultimate goal is to get them back to where they need to be.
- Hillview, thank you for my hat. Lovely job this evening on your presentation.

B. Staff Reports:

1. Assistant Superintendent Administrative Services – Shawn Cabey
 - a. I would like to ditto on what everyone else has said.
 - b. Westside Academy, your presentation was fantastic. There are multiple ways to find success in school. You all do a wonderful job in that respect.
 - b. Hillview, clearly you live what you preach for students.
2. Assistant Superintendent Educational Services - Marguerite Johnson
 - a. I would also like to echo what everyone else has said.
 - b. Gentlemen, (Westside Academy students), you handled yourselves very well this evening.
 - c. Jennifer and Rodney, what a great way to present your school.
 - d. Congratulations to all of you who received service pins this evening.
3. Deputy Superintendent - Robert Hughes
 - a. Thank you to the principals and students who presented this evening, great job.
4. Superintendent – Regina Rossall

Mrs. Rossall reviewed the following items with the Trustees:

 - a. To our Westside Academy students, what a great job you did this evening. I hear that you have owned your mistakes and are turning your GPA around.
 - b. Tom, thank you for sharing your program and making yourself available to your students.

- c. Hillview, great job, as always. Love the band and cheerleaders, school is about children; they did a great job.
- d. Your programs reflect a positive learning environment.
- e. There are great things going on in our schools.
- f. Thank you, students, for being here this evening.

X. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representative – Bob Dunham, President
- B. California School Employee Association Representative – Jeri Holmes, President
- C. Parent Teachers Association Representative
- D. WAVE Representative – Jennifer Slater-Sanchez, WAVE President
 - Fundraiser at Mulligans on March 1, 2019.
 - May 4, Nutty Run
 - WAVE Dinner in September

XI. ITEMS FROM THE FLOOR – Regular Session
None

XII. PUBLIC HEARING
None

XIII. BUSINESS SESSION

Organizational/Governance

- 1. M19-119 - Item 1. Approval of the agenda of the Regular Board Meeting of February 5, 2019, as submitted. The motion was made by Steve DeMarzio seconded by Jennifer Navarro and carried 5/0.
- 2. M19-120 - Items 2a – 2f. The motion was made by John Curiel seconded by Steve DeMarzio and carried 5/0 to approve the consent agenda.
 - 2a Minutes of the Regular Meeting on January 15, 2019
 - 2b Fundraising Authorizations
 - 2c Personnel Report
 - 2d Purchase Orders
 - 2e Consultant/Contract Agreement Schedule
 - 2f Conference/Workshop Schedule
- 3. M19-121 - Item 3. The motion was made by John Curiel seconded by Jennifer Navarro and carried 5/0 to approved the revised criteria for Hillview 's 6th Grade Honor Academy.
- 4. M19-122 - Item 4. The motion was made by John Curiel seconded by Steve DeMarzio and carried 5/0 to approve to TABLE the revised Norms, Protocols and/or Goals.
- 5. Item 5. Discussion Item
 - Board Governance

XIV. EDUCATIONAL SERVICES

- 6. M19-123 - Item 6. The motion was made by Steve DeMarzio seconded by John Curiel and carried 5/0 to approve the first reading of the revised Board Policies and Administrative Regulations
 - BP 0415, Equity
 - BP 1020, Youth Services
 - BP 1400, Relations Between Other Governmental Agencies and the Schools
 - AR 5141.32, Health Screening for School Entry

- BP/AR 6174, Education for English Learners

XV. BUSINESS

7. M19-125 - Item 7. The motion was made by Jennifer Navarro seconded by John Curiel and carried 5/0 to approve the Notice of Completion – Prop 39 HVAC Project at Multiple School Sites.
8. M19-126 - Item 8. The motion was made by Steve DeMarzio seconded by John Curiel and carried 5/0 to approve to Go to Bid on the following projects:
 - Replacement of the Roof on Sundown School
 - Replacement of Refrigerator/Freezer at Valley View
 - Preventative Maintenance – Painting at Valley View

XVI. NEW BUSINESS

Workshop – What we can do on a parcel tax and/or bond.

XVII. UNFINISHED BUSINESS

Revised Protocols and Board Annual Self-Reflection

XVIII. ADJOURNMENT – The meeting was adjourned at 7:55 p.m. by the Board President.

Steve DeMarzio, Clerk
February 19, 2019

Westside Union ESD
Regular Meeting
Tuesday, February 19, 2019
Open Session: **5:00 PM** | Closed Session: **5:05 PM Reconvene to Open Session at 6:00 PM**
Hillview Middle School

XI.B.2. Fundraising Authorizations

Type:

Action

Consent

Quick Summary/Abstract:

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

Description:

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.

Recommended Motion:

Approval of the Fundraising Authorizations.

Attachments:

1. Fundraising Authorizations

FUND RAISER APPROVAL LIST

Approved at the Board Meeting of February 19, 2018

Cottonwood

Description: Yearbook
Date: March 2019
Purpose: Yearbook for students.
Requesting Group: Cottonwood PTA

Description: Dine-Out at Menchies
Date: March – May 2019
Purpose: To raise funds for field trips, school events, etc.
Requesting Group; Cottonwood PTA

Description: Dine-Out at Sharkys
Date: March – May 2019
Purpose: To raise funds for field trips and school events.
Requesting Group: Cottonwood PTA

Gregg Anderson

Description: Square 1 Art
Date: February 13 – May 20, 2019
Purpose: To raise funds for site license that needs to be renewed next year (AR & STAR)
Requesting Group: Gregg Anderson Academy PTA

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

FEB 4 2019

FUND RAISING AUTHORIZATION
Elementary School

School Idea academy @ cw

Date 1/22/19

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser March, 2019 Event Start Time _____

Location of Fund Raiser @ School campus

Description of Fund Raiser year BOOK

Purpose of the Fund Raiser year BOOK FOR students

For the benefit of (be specific) PTA funds

Person Supervising Fund Raiser Deya Montano

Person Responsible for the Money Tina Carranza

Projected Expenses \$ 25

Projected Profit \$ 2,000⁰⁰

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 1/29/19

Signature of Principal or Assistant [Signature] Date 1/29/19
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 50th Street West
Quartz Hill, CA. 93536
(661) 722-0716 FAX: (661) 206-3645

FEB 11 2019

FUND RAISING AUTHORIZATION

Elementary School

School IDEA Academy

Date 1/29/19

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser open 3/2019 - 5/2019 Event Start Time _____

Location of Fund Raiser Merchies

Description of Fund Raiser Fundraiser for PTA - percent of proceeds from a Merchies night

Purpose of the Fund Raiser Raise \$ for Field trips, school events, etc.

For the benefit of (be specific) ↓ students

Person Supervising Fund Raiser Deya Montañó

Person Responsible for the Money Tina Carranza

Projected Expenses \$ 15

Projected Profit \$ 350

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 1/29/19

Signature of Principal or Assistant [Signature]

Date 1/29/19

I affirm that I have read and understand the District's 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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FEB 11 2019

FUND RAISING AUTHORIZATION

Elementary School

School IDEAS @ Cottonwood

Date 1/29/2019

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser OPEN 3/2019-5/2019 Event Start Time _____

Location of Fund Raiser Sharkys

Description of Fund Raiser Fundraiser for PTA-

Purpose of the Fund Raiser Raise for field trips, school events

For the benefit of (be specific) Students

Person Supervising Fund Raiser Deya Montano

Person Responsible for the Money Tina Carrage

Projected Expenses \$ _____

Projected Profit \$ 400

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, CURFEL 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 1/29/19

Signature of Principal or Assistant [Signature] Date 1/29/19
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 [Signature]

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

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

FEB 12 2019

FUNDRAISING AUTHORIZATION
Elementary School

School GAA

Date 2/11/19

Requesting Group: ☒ PTA ☐ PTO ☐ PTSA

Date(s) of Fund Raiser Feb. 13th - May 20th, 2019 Event Start Time Catalog orders

Location of Fund Raiser Gregg Anderson

Description of Fund Raiser Square 1 Art Fundraiser. Students Create Art work, then individualized personal catalogs go back to students to order items with their artwork on them.

Purpose of the Fund Raiser To raise funds for site license that needs to be renewed next year. (AR+STAR).

For the benefit of (be specific) Will benefit all students of GAA. Will be used in computer labs and on chrome books.

Person Supervising Fund Raiser Melissa Rockey, GAA PTA VP Ways + Means

Person Responsible for the Money Wendy Culter, GAA PTA Treasurer

Projected Expenses \$ Ø

Projected Profit \$ 3,500

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 Becky M. Freitag

Date 2/11/19

Signature of Principal or Assistant [Signature]

Date 2/11/19

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 ESD
Regular Meeting
Tuesday, February 19, 2019
Open Session: **5:00 PM** | Closed Session: **5:05 PM** **Reconvene to Open Session at 6:00 PM**
Hillview Middle School

XI.B.3. Personnel Report #19-13

Type:

Action

Consent

Quick Summary/Abstract:

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

- Management
- Certificated
- Classified

Recommended Motion:

Approval of the Personnel Report.

Attachments:

1. Personnel Report - 19-13

WESTSIDE UNION SCHOOL DISTRICT
BOARD AGENDA

February 19, 2019

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Personnel Report #19-13

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

MANAGEMENT

CERTIFICATED

Employment

Anderson, Elizabeth	Teacher Hourly, Conference/JW/March 24-26, 2019/Title I/Req# CE320
Anderson, Melissa	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261
Baldwin, Lucinda	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261
Barkas, Robin	Substitute Teacher/January 24, 2019/URGF
Bell, Danielle	Teacher Hourly/Conference/JW/March 24-26, 2019/Title I/Req# CE320
Crane, Dianah	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261
Grundy, Miriam	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261
Edgar, Patricia	Substitute Teacher/January 29, 2019/URGF
French, Trevis	Teacher Hourly/Conference/JW/March 24-26, 2019/Title I/Req# CE320

Grundy, Miriam	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261
Gugler, Samara	Teacher Hourly/ERWC/ESF/December 17-18, 2018/ Core Curr/Req# CE133
Hanley, Richard	Teacher Hourly/Conference/ESF/December 1-2, 2018/ Core Curr/Req# CE244
Hansen, Heather	Teacher Hourly/Westside Writing/ESF/February 5, 2019/Core Curr/ Req# CE319
Hurlburt, Susan	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261
Hyman, Ani	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261
Jones, Noelle	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261
Jones, Noelle	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261
Kraus, Miranda	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261
Ledezma, Juan	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261
Lopez, Rose	Teacher Hourly/Conference/JW/June 17-19, 2019/Title I/Req# CE321
McKim, Nancy	Certificated Coach/Track/VV/April 2-May 8, 2019/URGF/Req# CE323
Melendez, Elena	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261
Michelson, Eden	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261

Morris, Barbara	Teacher Hourly/Saturday School/JW/January 26-February 2, 2019/ URGF/Req# CE324
Murphy, Colleen	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261
Norlin, Marie	Teacher Hourly/Westside Writing/ESF/February 5, 2019/Core Curr/ Req# CE319
Oddo, Alix	Teacher Hourly/Conference/JW/June 17-19, 2019/Title I/Req# CE321
Pecorino, Patricia	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261
Plaisance, Laura	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261
Rickert, Kelly	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261
Roadhouse, Aubrey	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261
Scott, Traci	Teacher Hourly/Conference/JW/March 24-26, 2019/Title I/Req# CE320
Sessions, Michelle	Teacher Hourly/Westside Writing/ESF/February 5, 2019/Core Curr/ Req# CE319
Stecker, Carli	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261
Tsoi, John	Teacher Hourly/Conference/JW/March 24-26, 2019/Title I/Req# CE320
Tumbaga, Amy	Teacher Hourly/Extra Duty/EZ/January 16-May 14, 2019/Sup Grant/ Req# CE305
Venter, Melissa	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261
Warne, Erika	Teacher Hourly/ERWC/ESF/December 17-18, 2018/Core Curr/ Req# CE261

Change Position/Location/Effective Date/Salary/Funding/Req. #

Separation Position/Location/Effective Date

CLASSIFIED

Employment Position/Location/Effective Date/Salary/Funding/Req.#

Carter, Kathy Short-Term Instructional Assistant I/AH/1 hr/per/day/Step 1/
January 22-March 15, 2019/Sup Grant/Req# CL429

Duffin, Heather Extra-Duty Instructional Assistant I/JW/.5 hrs/per/day/Step 1/
Mon. Tues. Friday Only/January 7-May 24, 2019/Sup Grant/Req# CL462

Elithorpe, David Instructional Assistant II/EZ/3.25 hrs/per/day/Step 1/February 11, 2019/
SDC/Req# CL358

Espinoza, Sylvia Extra-Duty Scorekeeper/JW/2 hrs/per/day/Step 1/January 9-31, 2019/
JW-ASB/Req# CL455

Firm, Laureen Extra-Duty Clerk IV-Library/ESF/2 hrs/per/day/Step 9/February 1-
March 1, 2019/URGF/Req# CL454

Flores, Noel Crossing Guard/HV/.5 hrs/per/day/Step 1/February 11, 2019/
URGF/Req# CL291

Herrera, Kayla Instructional Assistant II/AH/3.25 hrs/per/day/Step 1/February 6, 2019/
SDC/Req# CL430

Indihar, Cheryl Instructional Assistant II/EZ/3 hrs/per/day/Step 1/February 4, 2019/
SDC/Req# CL259

Kelley, Joshua Campus Climate Assistant/EZ/3 hrs/per/day/Step 1/February 2, 2019/
Sup Grant/Req# CL467

Larson, Melissa Extra-Duty Clerk IV-Library/ESF/1.75 hrs/per/day/Step 6/January 28-
February 27, 2019/URGF/Req# CL452

Lira, Oscar Extra-Duty Clerk I-Tech Assistant/IT/8 hrs/per/day/Step 4/
March 18-28, 2019/URGF/Req# CL448

Lohrman, Nicole	Extra-Duty Clerk IV-Library/ESF/.75 hrs/per/day/Step 1/January 28-February 1, 2019/URGF/Req# CL450
Martinez, Belgica	Substitute Playground Supervisor/DO/February 5, 2019/URGF/
Mauk, Tayler	Extra-Duty Clerk I-Tech Assistant/IT/8 hrs/per/day/Step 1/ March 18-28, 2019/URGF/Req# CL446
Miras, Asiye	Instructional Assistant II-PreK/QH/2.5 hrs/per/day/Step 1/ February 7, 2019/SDC/Req# CL308
Mohun, Jeannette	Extra-Duty Clerk IV-Library/ESF/2.25 hrs/per/day/Step 6/ January 29-February 28, 2019/URGF/Req# CL451
Murphy, Adam	Extra-Duty Clerk I-Tech Assistant/IT/8 hrs/per/day/Step 1/ March 18-28, 2019/URGF/Req# CL447
Nyann, Bonwah	Extra-Duty Clerk I-Tech Assistant/IT/8 hrs/per/day/Step 3/ March 18-28, 2019/URGF/Req# CL445
Salazar, Pamela	Extra-Duty Scorekeeper/AH/2 hrs/per/day/Step 1/January 9-31, 2019 AH-ASB/Req# CL453
Salazar, Pamela	Extra-Duty Clerk IV-Library/ESF/Not to Exceed 15 hrs/Step 7/ January 31-March 18, 2019/URGF/Req# CL477
Winslow, LaVon	Extra-Duty Clerk IV-Library/ESF/2 hrs/per/day/Step 8/ January 30, 2019/URGF/Req#CL464
Winslow, LaVon	Extra-Duty Clerk IV-Library/ESF/Not to Exceed 10 hrs/Step 8/ December 12, 2018-January 18, 2019/URGF/Req#CL377
Yadon, Lesley	Extra-Duty Clerk IV-Library/ESF/1 hr/per/day/Not to Exceed 10 hrs/ January 22, 2019/URGF/Req# CL440
<u>Change</u> Davis, Tiarra	<u>Position/Location/Effective Date/Salary/Funding/Req. #</u> Playground Supervisor (1.25 hrs/per/day) to <u>(2.25 hrs/per/day)/EZ/</u> Step 1/January 30, 2019/URGF/Req#CL428
Delgado, Raschell	Playground Supervisor (2.83 hrs/per/day) to <u>(3.5 hrs/per/day)/VV/</u> Step 2/January 30, 2019/URGF/Req# CL171
Harrison, Ashley	Playground Supervisor (1.75 hrs/per/day) to <u>Instructional Assistant II</u> <u>(3 hrs/per/day)/HV/Step 1/February 11, 2019/SDC/Req# CL363</u>

<u>Separation</u>	<u>Position/Location/Effective Date/</u>
Alcaraz, Cristina	Instructional Assistant II/CW/February 1, 2019/Resignation
Farrow, Debbie	School Secretary/QH/June 18, 2019/ District Health and Welfare Coverage Early Retirement
Iorns, Madelyn	Instructional Assistant II/HV/February 1, 2019/Resignation
Llarena, Joy	Receptionist/HR/June 30, 2019/ District Health and Welfare Coverage Early Retirement
Wesolowski, Shannon	Instructional Assistant II/AH/January 28, 2019/Resignation

Westside Union ESD
Regular Meeting
Tuesday, February 19, 2019
Open Session: **5:00 PM** | Closed Session: **5:05 PM** **Reconvene to Open Session at 6:00 PM**
Hillview Middle School

XI.B.4. Purchase Orders

Type:

Action

Consent

Quick Summary/Abstract:

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

Recommended Motion:

Approval of Purchase Orders.

Attachments:

1. POs_2019_02_19

PURCHASE ORDERS
Approved/Ratified at the Meeting of February 19, 2019

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

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P54300	AVSTA Various Sites	Field Trip Transportation: November 15-30, 2018 Reimbursable, Supplemental Grant, Local Site Funds <i>Note: PO released to facilitate timely payment of services already received.</i>	7,707.24
P54301	AVSTA Various Sites	Field Trip Transportation: December 1-5, 2018 Reimbursable, Supplemental Grant <i>Note: PO released to facilitate timely payment of services already received.</i>	8,273.05
P54319	Cardea Services Educational Services	Middle School English Workbooks Bundles Restricted Textbook/Core Curricula <i>Note: PO released - Textbook/Curricula</i>	8,854.95
P54327	Johnson Controls Inc Administrative Services	Maintenance & Verification Phase 2: Del Sur (year 5 of 15) General Funding	34,285.00
P54328	Arrow Restaurant Equipment Child Nutrition	Food Warming Equipment (2) Child Nutrition	11,497.50
M21306	SEA Supply Various Sites	Custodial Supplies - January Maintenance <i>Note: PO released to facilitate timely payment of materials already received.</i>	17,821.33

Total **88,439.07**

PO's for Board Ratification

<u>P.O. #</u>	<u>Vendor/Location</u>	<u>Description/Funding Source Detail</u>	<u>Amount</u>
P54218	Home Depot Joe Walker	Washer and Dryer for Home Economics Department Educational Maintenance	1,893.62
P54242	CDWG Computer Centers Technology	Plantronics Headset General Funding	284.70
P54243	Apple Inc Student Support Services	iPad (1) Special Education	332.89
P54257	Educational Testing Service Educational Services	ELPAC Pre-ID Labels General Funding	321.27
P54265	Submarina Gregg Anderson	Sandwich Platters for 02/20/19 STEM Luncheon Local Site Funds	1,023.84
P54266	Shelly Dearing Gregg Anderson	Reimburse: STEM Luncheon Supplies Local Site Funds	500.00
P54267	Kristin Kruizinga Gregg Anderson	Reimburse: STEM Luncheon Supplies Local Site Funds	500.00
P54268	Michele Sessions Gregg Anderson	Reimburse: Supplies for Ballroom Dance Local Site Funds	180.00
P54269	Stephan Lopez Gregg Anderson	Reimburse: CA Science Center Field Trip Parking Fees Local Site Funds	50.00
P54270	Cathy Washington Joe Walker	Reimburse: ED Rewards General Funding	500.00
P54271	Bolts in the Bathtub Joe Walker	Home Economics Supplies General Funding	400.00
P54272	Home Depot Joe Walker	Wood Shop Supplies General Funding	1,140.00
P54273	Kristin Gellinck-Frye Educational Services	Reimburse: Character Development Program Supplies Supplemental Grant	500.00
P54274	Brian Bastidas Hillview	Reimburse: Classroom Supplies Local Site Funds	500.00
P54275	Dora Navarro-Duenas Joe Walker	Reimburse: Counselor Program Materials Supplemental Grant	300.00
P54276	Lauri Massari Superintendent	Reimburse: Materials and Supplies New Teacher Induction	500.00
P54277	Ana Penaloza	Reimburse: Materials and Supplies	500.00

1 of 4
02/19/19

P54278	Superintendent Trudy Valenzuela	New Teacher Induction Reimburse: Materials and Supplies	500.00
P54279	Superintendent Anthony Langford	New Teacher Induction Reimburse: FLL Spring Showdown	150.00
P54299	Anaverde Hills Ronald Reagan Presidential Foundation	Local Site Funds Regan Library Field Trip Admission	676.00
P54302	Hillview Southwest School Supply	Supplemental Grant Copy Paper	653.00
P54303	Sundown Proactive Work Health Services	Local Site Funds Medical Services for Employee	320.00
P54304	Risk Management AV School Board Association	General Funding 2018-2019 Dues	400.00
P54305	Board of Trustees National Seminars Training	General Funding Star 12 Membership: Sterk	299.00
P54307	Administrative Services California Science Center	General Funding Field Trip Deposit	25.00
P54308	Gregg Anderson Barnes and Noble	Local Site Funds Books: Promise and Practice of Next Generation Assessment	82.27
P54309	Educational Services Southwest School Supply	Supplemental Grant Office Supplies	52.71
{54310	Administrative Services CDWG Computer Centers	MAA: Medi-Cal Admin Activities Epson Projector Lamps	302.66
P54311	Hillview Jones School Supply	General Funding Certificate Paper	291.99
P54312	Hillview CDWG Computer Centers	General Funding Powergistics Charging Towers (6)	5,906.43
P54314	Valley View Thinking Maps Inc	Title I Instructional Materials	5,053.13
P54315	Valley View Golden Protective Services	Supplemental Grant Exam Gloves	735.30
P54316	Health Services School Health Corporation	General Funding Health Office Supplies	3,035.85
P54317	Health Services Pearson Clinical Assessment	General Funding Testing Materials	785.95
P54318	Student Support Services Apple Inc	Special Education iPad (1)	332.89
P54320	Student Support Services Nasco	Special Education Single Button Mouse (3)	97.05
P54321	Sundown Natalie Gass	ESF General Funding Reimburse: Dancing Feet Program T-Shirts	500.00
P54329	Quartz Hill Shawn Cabey	Local Site Funds Reimburse: GoDaddy - iAttendSchool Domain Registration	206.56
P54330	District Brian Bastidas	Technology Maintenance Reimburse: Flight and Space Class Supplies	400.00
P54331	Hillview Bruce Barron	General Funding Reimburse: Duck Calls	116.00
P54332	Joe Walker Chris Soliz	Local Site Funds Reimburse: AWS for FortiNet Reporting (firewall)	1,200.00
P54333	District Chris Soliz	Technology Maintenance Reimburse: Google Fee for WUSD App	25.00
P54334	District Kimberley Alvarez	Technology Maintenance Reimburse: Classified Grant 1st Semester	1,900.00
P54335	Human Resources Brianna Cordova	General Funding Reimburse: Classified Grant 1st Semester	959.28
P54336	Human Resources Ruben Virgen	General Funding Reimburse: Classified Grant 1st Semester	1,800.00
P54337	Human Resources Danielle Baptiste	General Funding Reimburse: Classified Grant 1st Semester	1,900.00
P54338	Human Resources Danielle Broderius	General Funding Reimburse: Classified Grant 1st Semester	1,900.00

P54339	Megan Kellogg	Reimburse: Classified Grant 1st Semester	1,900.00
	Human Resources	General Funding	
P54340	Molly Kellogg	Reimburse: Classified Grant 1st Semester	1,900.00
	Human Resources	General Funding	
P54341	Claudia Landaverde	Reimburse: Classified Grant 1st Semester	1,900.00
	Human Resources	General Funding	
P54342	Laura Regalado	Reimburse: Classified Grant 1st Semester	603.50
	Human Resources	General Funding	
P54343	Arial Merriweather	Reimburse: Classified Grant 1st Semester	1,900.00
	Human Resources	General Funding	
P54344	Jacquelyn Reed	Reimburse: Classified Grant 1st Semester	1,900.00
	Human Resources	General Funding	
P54345	Christine Bastian	Reimburse: Classified Grant 1st Semester	1,900.00
	Human Resources	General Funding	
P54346	Shawnte Breschi	Reimburse: Classified Grant 1st Semester	1,900.00
	Human Resources	General Funding	
P54347	Melissa Goldovsky	Reimburse: Classified Grant 1st Semester	1,900.00
	Human Resources	General Funding	
P54348	Melissa Marino	Reimburse: Classified Grant 1st Semester	1,900.00
	Human Resources	General Funding	
P54349	Miriam Paguyo	Reimburse: Classified Grant 1st Semester	1,900.00
	Human Resources	General Funding	
P54350	Megan Wilson	Reimburse: Classified Grant 1st Semester	1,900.00
	Human Resources	General Funding	
P53451	Amanda Olson	Reimburse: Classified Grant 1st Semester	1,900.00
	Human Resources	General Funding	
P53452	Sandra Molloy	Reimburse: Classified Grant 1st Semester	1,900.00
	Human Resources	General Funding	
P54353	Miranda Krause	Reimburse: Classified Grant 1st Semester	1,884.00
	Human Resources	General Funding	
P53454	Southwest School Supply	Office Supplies	500.00
	Human Resources	General Funding	
P53455	Southwest School Supply	School and Office Supplies	4,000.00
	Rancho Vista	General Funding	
P54356	Southwest School Supply	School and Office Supplies	1,000.00
	Joe Walker	General Funding	
P54357	Valley Trails Summer Camp	Field Trip Deposit	600.00
	Esperanza	Local Site Funds	
P54358	Valley Trails Summer Camp	Field Trip Deposit	1,820.00
	Gregg Anderson	Local Site Funds	
P54359	Mulligans Family Fun Center	6th Grade Field Trip	2,228.16
	Gregg Anderson	Local Site Funds	
P54360	California Department of Education	CA English Language Development Standards: K-12	909.43
	Educational Services	General Funding	
P54361	Great Lakes Sports	PE Materials	1,159.72
	Anaverde Hills	General Funding	
P54362	AG Parts Education	Batteries	1,584.81
	Anaverde Hills	General Funding	
P54363	Toledo Physical Education Supply	PE Materials	1,274.07
	Hillview	General Funding	
P54364	Southwest School Supply	Office Supplies	2,500.00
	Educational Services	General Funding	
M21206	Shiffler	Wrap Around Hinges	103.18
	Quartz Hill	Maintenance	
M21282	Glenn's Lawn Care	Labor for Installation of Artificial Turf	6,000.00
	Rancho Vista	Maintenance	
M21290	All Phase Electric	Electrical Supplies - January	160.61
	Various Sites	Maintenance	
M21292	Consolidated Electric	Electrical Supplies - January	1,956.18
	Various Sites	Maintenance	
M21294	Desert Lock	Key Hardware - January	399.28

M21295	Various Sites	Maintenance	
	Dewolfe Lumber	Needle Valve	8.75
	Joe Walker	Maintenance	
M21296	Fastenal Industrial	Maintenance Supplies - January	16.29
	Maintenance	Maintenance	
M21298	Ferguson HVAC Air Cold	HVAC Supplies - January	147.21
	District Office	Maintenance	
M21301	Lancaster Plumbing	Plumbing Supplies - January	1,655.80
	Various Sites	Maintenance	
M21302	Lowes	Maintenance Supplies - January	718.94
	Various Sites	Maintenance	
M21304	Omega Maintenance	Maintenance Supplies - January	440.19
	Maintenance	Maintenance	
M21307	Smith Pipe	Landscape Supplies - January	217.72
	Various Sites	Maintenance	
M21308	United Refrigeration	HVAC Supplies - January	345.12
	Various Sites	Maintenance	
M21314	Empire Floor	Motor Brush Sets	222.16
	Maintenance	Maintenance	
M21324	Patriot Plumbing	Plumbing Repairs - Floor Drain	220.00
	Quartz Hill	Maintenance	
M21325	Northern Tool and Equipment	Safety Fuel Cans	1,379.55
	Earthquake Supplies	Risk Management	
M21327	Sase Company	Grinder Blades	666.10
	Maintenance	Maintenance	
M21333	Tire Xpress	Tire - Truck 90	159.00
	Maintenance	Maintenance	
M21335	Terry LLC	SM2 Replacement Cartridges	1,883.96
	Hillview	Maintenance	
M21343	Valley Construction Supply	Stop Paddles	240.79
	Various Sites	Risk Management	
M21288	Backflow Prevention	Backflow Testing	1,800.00
	Various Sites	Maintenance	
M21334	Montgomery Hardware	Key Blanks	272.66
	Maintenance	Maintenance	
M21338	Interstate Batteries	Radio Battery	118.21
	Hillview	Maintenance	
M21349	Fire Ace	Fire Alarm Repair	1,300.00
	Rancho Vista	Maintenance	
M21354	Westside Lancaster LLC	Ceiling Tiles	90.26
	Various Sites	Maintenance	
M21393	Clinical Lab	Various Water Testing	825.00
	Del Sur	Maintenance	

Total 106,143.04

CHILD NUTRITION (13)

P54306	Costco Wholesale Membership	Annual Membership Fees	60.00
M21290	All Phase Electrical	Electrical Supplies - January	85.29
M21297	Ferguson Enterprises	Hundred Gallon Water Tank - HV Kitchen	2,798.82
M21337	Sierra Towing	Tow- Truck 77	150.00
M21357	Fletchers Diesel Repair	Repairs - Truck 77	695.17

Total 3,789.28

CAPITAL FACILITIES (25)

P54297	Antelope Valley Press	Ad: School Facilities Needs Analysis Public Hearing	187.68
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Total 187.68

ALL OTHER FUNDS

No Purchase orders for Deferred Maintenance (14), Building Fund/Bonds (21), AH Settlement (40) or CFD's (49)

Total 0.00

Westside Union ESD
Regular Meeting
Tuesday, February 19, 2019
Open Session: **5:00 PM** | Closed Session: **5:05 PM Reconvene to Open Session at 6:00 PM**
Hillview Middle School

XI.B.5. Conference/Workshop Schedule

Type:

Action

Consent

Quick Summary/Abstract:

Conference requests are processed in compliance with Board Policy 3350.

Description:

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

Recommended Motion:

Approval of the Conference/Workshop Schedule.

Attachments:

1. Conferences_2019_02_19

CONFERENCE/WORKSHOP SCHEDULE
Ratified/Approved at the Board Meeting of February 19, 2019

<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>
February 1-2, 2019 Long Beach	Cal ABA (Behaviorist) Conference Allison Lazar Student Support Services	Supplemental Grant	265.00	0.00	0.00	87.00	30.00	0.00	0.00
February 13, 2019 Pasadena	Strengthen Your Students' Writing Revision/Editing Skills Rebecca Iverson, Kelly Rickert Del Sur	Title I	269.00	0.00	0.00	0.00	0.00	0.00	0.00
February 14-17, 2019 Fresno	CA All-State Music Education Conference Thameenah Alam Del Sur	Local Site Funds	340.00	417.00	240.00	224.54	0.00	195.00	0.00
March-May 2019 Rancho Cucamonga	Masters in Governance Series John Curiel, Steve DeMarzio, Bill Lindoff, Jennifer Navarro, Patricia Shawn, Regina Rossall Board of Trustees	General Funding	8,970.00	7,500.00	900.00	1,620.00	960.00	0.00	0.00
March 1-2, 2019 Pasadena	SoCal Kindergarten Conference Kelli Brown, Rose Camerena-Ramirez, Evelyn Hossner, Janel Mears, Sheryl Sarna Del Sur	Title I	870.00	0.00	0.00	261.60	0.00	720.00	0.00
March 1-2, 2019 Pasadena	33rd Annual Conf for Pre-K, TK, K, and 1st Grade Tchrs Tara Starr, Shine Khalifa, Stacy Henderson, Venessa Smith Anaverde Hills	Title I	952.00	960.00	240.00	318.28	160.00	576.00	0.00
March 13-14, 2019 San Diego	Response to Intervention at Work Workshop Kelli Brown, Mollyanne Kielman, Desiree Lopez, Kelly Rickert Del Sur	Title I	previously approved	780.00	480.00	195.81	84.00	780.00	0.00
March 22-24, 2019 Garden Grove	CTA 2019 Good Teaching Conference (South) TBD (up to 25 attendees) Educational Services	Title I	4,750.00	0.00	0.00	0.00	0.00	0.00	0.00
March 25-26, 2019 San Francisco	Mathematics at Work Trevis French, Liz Anderson, John Tsoi, Danielle Bell, Traci Scott Joe Walker	Title I	3,245.00	1,990.00	625.00	404.32	50.00	0.00	4,900.00
April 3-6, 2019 San Diego	NCTM Annual Meeting & Exposition 2019 Elizabeth Anderson, Trevis French, Traci Scott, Vicki Hendrix, Danielle Bell, John Tsoi Joe Walker	Title I	2,580.00	6,072.84	990.00	414.40	400.00	2,340.00	4,320.00
April 30-May 2, 2019 Pasadena	Solution Tree RTI at Work Institute Dana Skinner, Jacob Briggs, Kelleen Koonce, Jonathan Weber, Spencer Hilliard, Dezaraye Wertman, Janene Smith, Brittany Tallosi, Lyndsie Crowell, Noelle Zuaro, Anna Sarkisyan-Patel Anaverde hills	Title I	7,359.00	5,280.00	1,716.00	875.27	440.00	4,320.00	0.00
May 23, 2019 Alhambra	Homeless and Foster Youth Symposium Kristin Gellinck-Frye Educational Services	Supplemental Grant	700.00	0.00	0.00	84.48	0.00	0.00	0.00
<u>Changes</u>	No Changes								
	Subtotals		30,300.00	22,999.84	5,191.00	4,485.70	2,124.00	8,931.00	9,220.00
	Grand Total		83,251.54						

Westside Union ESD
Regular Meeting
Tuesday, February 19, 2019
Open Session: **5:00 PM** | Closed Session: **5:05 PM Reconvene to Open Session at 6:00 PM**
Hillview Middle School

XI.B.6. Consultant/Contract Schedule

Type:

Action

Consent

Quick Summary/Abstract:

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.

Description:

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

Recommended Motion:

Approval of the Consultant/Contract Schedule.

Attachments:

1. Contracts_2019_02_19

CONSULTANT/CONTRACT AGREEMENT SCHEDULE
Ratified/Approved at the Board Meeting of February 19, 2019

<u>Dates</u>	<u>Name/School Site</u>	<u>Description/Funding Source</u>	<u>Student Assembly</u>	<u>Staff/Parent Workshop</u>	<u>Lease</u>	<u>Other Services</u>
2018-2019	Alberto Restori Student Support Services	Psychoeducation Evaluation of Student(s) Special Education	\$ -	\$ -	\$ -	\$ 5,000.00
2019-2022	California State University, Fullerton District	Clinical Affiliation Agreement N/A	\$ -	\$ -	\$ -	\$ -
2018-2019	Kurt C Kuekes, PhD Student Support Services	Psychoeducation Evaluation of Student(s) Special Education	\$ -	\$ -	\$ -	\$ 5,000.00
2018-2019	Innovation Education Board of Trustees	Emp Ed Services for Student per Settlement General Funding	\$ -	\$ -	\$ -	\$ 9,300.00
2018-2019	Jostens Inc Del Sur	Elementary Yearbooks Local Site Funds	\$ -	\$ -	\$ -	\$ 2,240.00
On-going	National University District	Educational Services and Scholarships (Discount Program) N/A	\$ -	\$ -	\$ -	\$ -
2018-2019	Renaissance Learning Quartz Hill	Star Math Enterprise Licensing/Subscription Title I	\$ -	\$ -	\$ -	\$ 7,308.03
2048-2019	Renaissance Learning Quartz Hill	Accelerated Reader Licensing/Subscription Local Site Funds	\$ -	\$ -	\$ -	\$ 4,273.20
2018-2019	Ripple Effects Inc Valley View	RE Kids: Licensing Title I	\$ -	\$ -	\$ -	\$ 6,620.00
2019-2022	School Innovations and Achievement Inc Fiscal Services	Mandate Prep Services Mandated Costs Reimbursement	\$ -	\$ -	\$ -	\$ 74,700.00
Ongoing	TALX Corporation District	Equifax Verification of Employment N/A	\$ -	\$ -	\$ -	\$ -

Change

No Changes

Subtotals	-	-	-	114,441.23
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Grand Total	114,441.23
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Individual Services Agreements

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

Nonpublic School/Agency
None

Service

Student ID

California Student Data Privacy Agreements

Vendor
None

Full Agreement or Exhibit E

Westside Union ESD
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Hillview Middle School

XI.C. Delegate Assembly Ballot Region 22

Type:

Action

Quick Summary/Abstract:

Annually school boards vote for delegates for the Delegate Assembly for the California School Boards Association (CSBA). Listed below are the names of the candidates:

- Julie Bookman (Eastside USD)
- Cherise G. Moore (William S. Hart UHSD)
- Victoria M. Ruffin (Antelope Valley UHSD)
- Steven M. Sturgeon (William S. Hart UHSD)*
- Sharon Vega (Palmdale ESD)

*Denotes incumbent

At this time the Board is requested to vote for three (3) candidates for Region 22.

Recommended Motion:

Approval of the election of , and for Delegate Assembly, Region 22.

Westside Union ESD
Regular Meeting
Tuesday, February 19, 2019
Open Session: **5:00 PM** | Closed Session: **5:05 PM Reconvene to Open Session at 6:00 PM**
Hillview Middle School

XI.D. Governance Team Protocols and Annual Self-Reflection

Type:

Action

Quick Summary/Abstract:

Revision of the Governance Team Protocols and the Annual Self-Reflection

Recommended Motion:

Approval of the Governance Team Protocols and the Annual Self-Reflection.

Attachments:

1. Governance Team Protocols
2. Annual Self-Reflection

Governance Team Protocols

Effective governance teams discuss and agree upon the formal structures and processes, or protocols, used by the Board and Superintendent in their functioning as a team. These structures and processes guide the operation of the governance team and determine how they do business. Protocols are the agreements that ensure that all members of the team are operating within their agreed upon roles.

Staff Communication

The board shall make it clear that individual contacts initiated by individual district staff and community members will be shared with the superintendent and president of the board as appropriate.

Requesting Information from the Staff

All requests for information from individual board members shall go through the Superintendent. Questions about agendas items will be provided to Superintendent before meeting with sufficient time to provide answer.

District Committee Meetings

All routine district meetings (i.e., Superintendents' Advisory, workshops for parents, honors awards, etc.) at which 3 or more board members will be in attendance must be properly noticed. Board members must notify the superintendent of attendance four days in advance.

Be mindful of time spent on discussions during Board meetings.

If Board members wish to attend working committee or staff meetings of District staff members or PTA/PTO/PTSA meetings (i.e. Safety Committee, curriculum committees, grading committee, etc.), they must notify the superintendent 5 days in advance. The superintendent will make the request to the committee chair and/or presenters to ensure that the Board member(s) attendance will not impede the progress of the committee. Board members will be sensitive to the amount of time they attend the meeting relative to the work that must be completed by the committee. Board members must also remember that committee recommendations will be presented as part of a future agenda and must be sensitive about making individual comments that might be assumed to be reflective of the entire Board's position.

Conflicting Viewpoints

Recognizing that district improvement requires change, the board welcomes different opinions and ideas. However, the board also takes great effort to avoid lingering animosities which can result from different viewpoints.

The board actively solicits input and listens to all perspectives. The board values diverse opinions among its members and realizes that by respecting that diversity and seeking common ground it becomes a more effective board.

The board recognizes that it represents all students and all facets of the community and, as such, it has an obligation to pursue different points of view with honesty and vigor. Each board member commits to hearing one another out. By doing so board members model for students the honest and respectful expression of different points of view.

If a member of the Governance Team cannot support the decision of the Board because it offends a moral/personal code, the member is expected, at a minimum, to refrain from undermining the decision or directive.

The above commitment to either support or refrain from undermining majority decisions does not preclude the member from asking for consideration at a future time of a more acceptable alternative. However, the decision of the Board should be considered final.

Managing Difficult Topics

Recognizing that the Board has been elected to conduct challenging conversations in public, members agree to discuss the issues in an atmosphere of mutual respect.

Debate should only occur between board members. The Board will not respond to questions or statements made by members of the audience. Only the chair will respond to public comment during the meeting and only if warranted.

We do not have different values. We have different value priorities. Rarely are there single-value problems. We seek the **best** rather than the right solution.

Board Notification

The superintendent will inform the board of pertinent activities of the district. If it's likely to be in the newspaper, the board should know about it. The superintendent will use e-mail to communicate routine matters to the board on a regular basis. During crisis situations, the superintendent will send out an e-mail alert and then attempt to reach board members via telephone beginning with the board president.

Handling Complaints

If a Board Member receives a complaint, s/he will refer the complainant to the appropriate staff member. Afterwards, the Board Member will report the complaint to the superintendent.

Board members will be knowledgeable of the complaint processes outlined in Board Policies 1312.1, 1312.2, 1312.3, and 1312.4 along with the accompanying administrative rules.

While Board members may listen to complaints from staff regarding policies or procedures; members must be careful not to usurp the chain of command. Complainants are encouraged to discuss the matter with their supervisor or union representative.

However, with regard to the Board's Court of Appeals role, board members will not listen or respond to complaints against personnel. Board members will notify the superintendent of all complaints they receive.

Using Meetings as Strategic Leadership Tools

All governance team members agree that the board meetings are opportunities to strategically move the district forward, and to communicate direction, district priorities and progress to the community.

Prior to the annual reorganization meeting, the board will review the Board Governance Handbook and Board Bylaws (9000 series).

The board will annually meet with members of the administrative team to create the board's Governance Calendar. At the conclusion of each regular meeting, the superintendent will reference the calendar and note upcoming information and decision points.

Visiting Schools

The board understands that periodic visitations to school sites are a valuable tool in understanding the culture of the school and increasing board member visibility.

Trustees wishing to visit a school site will inform the superintendent who will contact the site principal in order to arrange a date/time for the visit. The principal/designee will accompany the trustee when visiting classrooms and school/site departments.

Board members are required to check in with the principal's office and follow campus guidelines for visitors.

When visiting with teachers of their own children, board members will make it clear that they are acting as parents rather than board members.

Electronic Communication

The Westside email address will be the primary email address and the personal email address as second.

Board Meeting Preparation

The President will consult (either by phone, email or in person) with the superintendent and/or designees about the agenda prior to each meeting.

During the first term of service, each Board Member will meet with the superintendent and/or designees about the agenda for the upcoming meeting.

Conference Attendance

Generally, prior to attending any educational conferences, Board members will file a request to attend and obtain Board approval for attendance and coverage of expenses. If sufficient time is not available in advance, Board members may attend at their own

expense, and ratification of their attendance and reimbursement for coverage of expenses will be placed on the agenda for consideration at a regular meeting of the Board.

Westside Union School District

Board Annual Self-Reflection

We are Proud of:

- Committed parents
- Committed and dedicated staff
- Award winning schools and programs, 4 California Distinguished Schools, 1 Gold Ribbon School, 3 WASC Accredited Schools, 3 Golden Bell Awards
- Student achievement - numbers graduating
- Way we build our curriculum
- Quality of extra-curricular opportunities
- Great reputation
- Board willing to make tough choices
- Our students' performance in high school
- Not in the press - negative
- Our superintendent
- How adaptable this district is
- Support staff
- Support from the community
- We are making a difference in the lives of kids as demonstrated in their making a difference in the community.
- Fiscally respectful to staff
- Fiscally responsible to stakeholders

Building the Infrastructure

- Develop and maintain a district infrastructure for modernization and growth
- Build community support for any future financing plan for district expansion, modernization or program implementation such as a general obligation bond or parcel tax
- Give superintendent clear/concise/ direction
- Step back and let her do her job
- Morale - maintain trust with staff and community
- Governance team works as a unified/effective collective
- Building capacity of staff and community for the changing demographics

Characteristics (Norms) - Effective Team - (Move to Protocols - Top)

- Equal voice / agenda items
- Mindful of discussion time (concise comments)
- Listens intuitively / empathically
- Treating people and their opinions with respect
- Seek first to understand and then be understood
- Hard on issues - soft on people

Westside Union ESD
Regular Meeting
Tuesday, February 19, 2019
Open Session: **5:00 PM** | Closed Session: **5:05 PM** **Reconvene to Open Session at 6:00 PM**
Hillview Middle School

XI.E. Joe Walker 6th Grade Honors Academy Revised Criteria

Type:

Action

Quick Summary/Abstract:

Joe Walker 6th Grade Honors Academy will provide academic challenges with accelerated expectations preparing students for continued achievement.

Description:

Student Eligibility:

1. All students applying for the academy must meet grade/GPA requirements which include:
 - a. The equivalent of a 3.0 GPA or higher each semester during 4th and 5th grade with no D or F grades, or
 - b. Students on a Standards Based report card must have 3 and 4 scores (Standard Met or Standard Exceeded) each semester during 4th and 5th grade.
2. Meets or Exceeds Standards on 4th grade ELA & Math State Tests.*
3. An average of 10 or fewer absences when looking at both 4th and 5th grade.*

Acceptance to this program involves a commitment from parents and students. Classes will include: Language Arts, Honors Math, Social Studies, Science, PE, and access to all Joe Walker Elective classes. Additionally, students will also have access to all middle school extra curricular activities.

*Students who don't meet eligibility criteria #2 and/or #3 may still apply; however, they will only be considered if space is available after acceptance of all students that meet all levels of eligibility.

Recommended Motion:

Approval of the Joe Walker 6th Grade Honors Academy Revised Criteria.

Westside Union ESD
Regular Meeting
Tuesday, February 19, 2019
Open Session: **5:00 PM** | Closed Session: **5:05 PM** **Reconvene to Open Session at 6:00 PM**
Hillview Middle School

XI.F. Discussion Item

Type:

Discussion

Quick Summary/Abstract:

- Board Governance

Westside Union ESD
Regular Meeting
Tuesday, February 19, 2019
Open Session: **5:00 PM** | Closed Session: **5:05 PM Reconvene to Open Session at 6:00 PM**
Hillview Middle School

XII.A. Revised Board Policies and Administrative Regulations - 2nd Reading

Type:

Action

Quick Summary/Abstract:

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

- Board Policy 0415, Equity- New
- Board Policy 1020, Youth Services- Delete
- Board Policy 1400, Relations Between Other Governmental Agencies and the Schools- Replace
- Administrative Regulation 5141.32, Health Screening for School Entry – Revised
- Board Policy/Administrative Regulation 6174, Education for English Learners- Revised (Replace AR)

Description:

Board Policy 0415, Equity- New

The new policy addresses the district's recognition and response to the unique barriers facing historically underserved and underrepresented student populations. The policy expresses the district's intent to proactively identify class and cultural biases as well as practices that impede equal access to opportunities for all students.

Board Policy 1020, Youth Services- Delete

The policy is deleted, and key concepts moved to BP 1400 - Relations Between Other Governmental Agencies and the Schools.

Board Policy 1400, Relations Between Other Governmental Agencies and the Schools- Replace

The policy has been revised to delete material regarding the use of school facilities as a polling place, now addressed in BP 1330 - Use of School Facilities and adds material on collaboration with local government agencies, formerly in BP 1020 - Youth Services that is being deleted.

Administrative Regulation 5141.32, Health Screening for School Entry – Revised

The regulation has been revised updated to reflect SB 379, 2017 which changes the date by which the district must report oral health assessment data to the county office of education and/or state dental director and requires the certification form developed by the California

Department of Education (CDE) to include parental rights related to oral health assessments offered at school sites.

Board Policy/Administrative Regulation 6174, Education for English Learners- Revised (Replace AR)

The policy and regulation have been revised updated to reflect state regulations that govern the implementation of Proposition 58 requirements. pertaining to language acquisition programs, and to delete references to the former state assessment of English proficiency. The regulation adds definitions of designated and integrated English language development and reflects AB 81, 2017 which requires specified information related to "long-term English learners" or "students at risk of becoming a long-term English learner" to be included in the Title I or Title III parental notification of a student's assessment of English proficiency.

Recommended Motion:

Approval of the second reading of the revised Board Policies and Administrative Regulations.

Attachments:

1. BP 0415, Equity
2. BP 1020, Youth Services
3. BP 1400 Relations Between Other Governmental Agencies and the Schools
4. AR 5141.32, Health Screening for School Entry
5. BP 6174, Education for English Learners
6. AR 6174, Education for English Learners

Westside Union ESD

Board Policy - New

Equity

Philosophy, Goals, Objectives and Comprehensive Plans

BP 0415(a)

The Board of Trustees believes that the diversity that exists among the district's community of students, staff, parents/guardians, and community members is integral to the district's vision, mission, and goals. Addressing the needs of the most marginalized learners requires recognition of the inherent value of diversity and acknowledgement that educational excellence requires a commitment to equity in the opportunities provided to students and the resulting outcomes.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

In order to eradicate institutional bias of any kind, including implicit or unintentional biases and prejudices that affect student achievement, and to eliminate disparities in educational outcomes for students from historically underserved and underrepresented populations, the district shall proactively identify class and cultural biases as well as practices, policies, and institutional barriers that negatively influence student learning, perpetuate achievement gaps, and impede equal access to opportunities for all students.

The Board shall make decisions with a deliberate awareness of impediments to learning faced by students of color and/or diverse cultural, linguistic, or socio-economic backgrounds. To ensure that equity is the intentional result of district decisions, the Board shall consider whether its decisions address the needs of students from racial, ethnic, and indigent communities and remedy the inequities that such communities experienced in the context of a history of exclusion, discrimination, and segregation. Board decisions shall not rely on biased or stereotypical assumptions about any particular group of students.

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Learners)

(cf. 6175 - Migrant Education Program)

(cf. 9000 - Role of the Board)

(cf. 9310 - Board Policies)

The Board and the Superintendent or designee shall develop and implement policies and strategies to promote equity in district programs and activities, through measures such as the

following:

BP 0415(b)

1. Routinely assessing student needs based on data disaggregated by race, ethnicity, and socio-economic and cultural backgrounds in order to enable equity-focused policy, planning, and resource development decisions

(cf. 0400 - Comprehensive Plans)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6162.5 - Student Assessment)

2. Analyzing expenditures and allocating financial and human resources in a manner that provides all students with equitable access to district programs, support services, and opportunities for success and promotes equity and inclusion in the district. Such resources include access to high-quality administrators, teachers, and other school personnel; funding; technology, equipment, textbooks, and other instructional materials; facilities; and community resources or partnerships.

(cf. 0440 - District Technology Plan)

(cf. 3100 - Budget)

(cf. 4113 - Assignment)

(cf. 7110 - Facilities Master Plan)

3. Enabling and encouraging students to enroll in, participate in, and complete curricular and extracurricular courses, advanced college preparation programs, and other student activities

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 - Advanced Placement)

(cf. 6143 - Courses of Study)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6152.1 - Placement in Mathematics Courses)

4. Building a positive school climate that promotes student engagement, safety, and academic and other supports for students

(cf. 5137 - Positive School Climate)

5. Adopting curriculum and instructional materials that accurately reflect the diversity among student groups

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

6. Providing and/or collaborating with local agencies and community groups to ensure the availability of necessary support services for students in need

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

(cf. 6164.2 - Guidance/Counseling Services)

BP 0415(c)

(cf. 6164.5 - Student Success Teams)

(cf. 6179 - Supplemental Instruction)

7. Promoting the employment and retention of a diverse staff that reflects the student demographics of the community

8. Providing district staff with ongoing, researched-based, professional learning and professional development on culturally responsive instructional practices

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

9. Conducting program evaluations that focus on equity and address the academic outcomes and performance of all students on all indicators

(cf. 0500 - Accountability)

The Board shall regularly monitor the intent and impact of district policies and decisions in order to safeguard against disproportionate or unintentional impact on access to district programs and achievement goals for specific student populations in need of services.

Legal Reference:

EDUCATION CODE

200-262.4 Educational equity

52077 Local control and accountability plan

60040 Selection of instructional materials

GOVERNMENT CODE

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

2301-2414 Strengthening Career and Technical Education for the 21st Century Act

6311 State plans

6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

BP 0415(d)

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX

Management Resources:

CSBA PUBLICATIONS

Meeting California's Challenge: Access, Opportunity, and Achievement: Key Ingredients for Student Success, 2017

The School Board Role in Creating the Conditions for Student Achievement, 2017

African-American Students in Focus: Closing Opportunity and Achievement Gaps for African-American Students, 2016

African-American Students in Focus: Demographics and Achievement of California's African-American Students, 2016

Latino Students in California's K-12 Public Schools, 2016

Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, 2016

Climate for Achievement Governance Brief Series, 2015

Math Misplacement, 2015

CENTER FOR URBAN EDUCATION PUBLICATIONS

Protocol for Assessing Equity-Mindedness in State Policy, 2017

WEB SITES

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

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

Center for Urban Education: <http://cue.usc.edu>

Safe Schools Coalition: <http://www.casafeschools.org>

Westside Union ESD

Board Policy - Delete

Youth Services

Community Relations

BP 1020(a)

The Board of Trustees realizes that the schools alone cannot meet children's complex individual needs. Parents/guardians, schools, local government, businesses, foundations and community-based organizations all must work together to assess needs, improve conditions for our community's youth, and ensure that the multiple services needed by children and families are coordinated so as to avoid gaps, duplication, or delay.

The Board shall initiate or participate in collaborative relationships with city and county leaders to develop local policies and provide effective multi-agency programs that respond to the needs of children and families.

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

The Board shall advocate for local, state and national policies, legislation and programs designed to provide or better coordinate services for children and families.

The district shall provide support services for children and families to the extent possible.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1160 - Political Processes)

(cf. 1240 - Volunteer Assistance)

(cf. 3553 - Free and Reduced-Price Meals)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 5136 - Gangs)

(cf. 5141.32 - Child Health and Disability Prevention Program)

(cf. 5141.4 - Child Abuse Reporting Procedures)

(cf. 5141.41 - Child Abuse Prevention)

(cf. 5141.6 - School-Based Health and Social Services)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 5148 - Child Care)

(cf. 6020 - Parent Involvement)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6171 - Title I Programs)

Legal Reference:

EDUCATION CODE

35160 Authority of Board of Trustees

35160.1 Broad authority of school districts

58700-58702 Tutoring and homework assistance program

WELFARE AND INSTITUTIONS CODE

18961.5 Computerized data base; families at risk for child abuse; sharing of information; multidisciplinary teams

18986.2-18986.30 Interagency Children's Services Act, especially:

18986.11-18986.15 County interagency collaboration

18986.40-18986.46 Integrated children's services programs

Management Resources:

CSBA PUBLICATIONS

Collaboration for Kids, March 1995

YOUTH LAW CENTER PUBLICATIONS

Model Form for Consent to Exchange Confidential Information among the Members of an Interagency Collaborative, Youth Law Center, San Francisco, 1995

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: August 18, 1997 Lancaster, California

Westside Union ESD

Board Policy - Replace

Relations Between Other Governmental Agencies And The Schools

Community Relations

BP 1400(a)

The Board of Trustees believes that district efforts to provide a high-quality education for students in the community can be enhanced by collaboration with other government and public agencies that are responsible for the health, safety, and well-being of children and youth. The district shall initiate and maintain good working relationships with representatives of local agencies to maximize student and family access to support services that will help students achieve to their highest potential.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5030 - Student Wellness)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5141.52 - Suicide Prevention)
(cf. 5141.6 - School Health Services)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)

The Board shall initiate or participate in collaborative relationships with city and county elected officials to design and coordinate multi-agency programs that respond to the needs of children and families and provide more efficient use of district and community resources. To further such collaborations, the Board may establish or participate in formal structures for governance teams to regularly meet and discuss issues of mutual concern.

(cf. 0200 - Goals for the School District)
(cf. 9140 - Board Representatives)

The Superintendent and appropriate staff shall cooperate with government and public agencies in the planning and implementation of joint projects or activities within the community. The Superintendent or designee may designate a coordinator to ensure effective implementation of the district's responsibilities in any such collaborative project.

In order to identify priorities for services, the Board shall encourage a periodic assessment of children's needs within the community, which may include, but not be limited to, needs based on

poverty, child abuse and neglect, poor physical or mental health, substance abuse, violence, homelessness, placement in foster care, or lack of access to child care. The needs assessment should also examine the extent to which those needs are being met through existing services in the district and in the community, the costs of providing those services, and any gaps, delay, or duplication of services.

The Board shall approve the services to be offered by the district, the resources that will be allocated to support collaboration, any use of school facilities for services, and any development or joint use of facilities with other jurisdictions. All agreements with other agencies to coordinate services or share resources shall be in writing. The Board may establish joint powers agreements or memorandums of understanding, when feasible, to formalize the responsibilities and liabilities of all parties in a collaborative activity.

(cf. 1330 - Use of School Facilities)

(cf. 1330.1 - Joint Use Agreements)

(cf. 3100 - Budget)

The Superintendent or designee shall work with interagency partners to explore funding opportunities available through each agency, state and national grant programs, and/or private foundations for youth service coordination and delivery.

Note: Education Code 49075 authorizes districts to permit access to student records to any person for whom a parent/guardian has provided written consent; see BP/AR 5125 - Student Records.

In order to facilitate service delivery or determination of eligibility for services, the district may share information with other appropriate agencies as long as the parent/guardian consents and the information is shared in accordance with laws pertaining to confidentiality and privacy.

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5125 - Student Records)

The Board shall receive regular reports of progress toward the identified goals of the collaborative effort. The reports may include, but not be limited to, feedback from staff and families regarding service delivery, numbers of children and families served, specific indicators of conditions of children, and indicators of system efficiency and cost effectiveness.

(cf. 0500 - Accountability)

The Board shall communicate with the community about the district's collaborative efforts and the conditions of children within the schools. The Board may advocate for local, state, and national policies, programs, and initiatives designed to improve the conditions of children and youth.

(cf. 1100 - Communication with the Public)

(cf. 1160 - Political Processes)

(cf. 9000 - Role of the Board)

(cf. 9322 - Agenda/Meeting Materials)

Legal Reference:

EDUCATION CODE

8800-8807 Healthy Start support services for children

10900-10914.5 Cooperative community recreation programs

49073 Privacy of student records

49075 Parent/guardian permission for release of student records

49557.2 Sharing of information for MediCal eligibility

HEALTH AND SAFETY CODE

120440 Immunization records; release to local health departments

130100-130155 Early childhood development; First 5 Commission

WELFARE AND INSTITUTIONS CODE

5850-5883 Mental Health Services Act

18961.5 Computerized database; families at risk for child abuse; sharing of information

18980-18983.8 Child Abuse Prevention Coordinating Council

18986-18986.30 Interagency Children's Services Act

18986.40-18986.46 Multidisciplinary services teams

18986.50-18986.53 Integrated day care program

18987.6-18987.62 Family-based services

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CITIES, COUNTIES AND SCHOOLS PARTNERSHIP PUBLICATIONS

Healthy Children, Healthy Communities: An Action Guide for California Communities, 2006

Stretching Community Dollars: Cities, Counties and School Districts Building for the Future, 2006

YOUTH LAW CENTER PUBLICATIONS

Model Form for Consent to Exchange Confidential Information among the Members of an Interagency Collaborative, 1995

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

California Department of Education, Learning Support: <http://www.cde.ca.gov/ls>

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

California Department of Social Services: <http://www.dss.cahwnet.gov>

California State Association of Counties: <http://www.csac.counties.org>

Children Now: <http://www.childrennow.org>

Cities, Counties and Schools Partnership: <http://www.ccspartnership.org>

First 5 California: <http://www.ccfc.ca.gov>

League of California Cities: <http://www.cacities.org>

Youth Law Center: <http://www.ylc.org>

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Westside Union ESD

Administrative Regulation - Revised

Health Screening For School Entry

Students

AR 5141.32(a)

Comprehensive Health Screening for Grades K-1

The parent/guardian of a student in kindergarten shall submit to the Superintendent or designee a certification form developed by the California Department of Health Care Services (DHCS) and signed by the student's health examiner certifying that the student has completed a comprehensive health screening within six months prior to entry into **Kindergarten** or within 90 days thereafter. (Health and Safety Code 124040, 124085)

(cf. 5111 - Admission)
(cf. 5141.3 - Health Examinations)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6173.3 - Education for Juvenile Court School Students)

The Superintendent or designee shall notify parents/guardians of all kindergarten students of the requirement to obtain a health screening and of the availability of the Child Health and Disability Prevention (CHDP) program established pursuant to Health and Safety Code 124025-124110 to assist eligible low-income families in obtaining the health screening. (Health and Safety Code 124100)

(cf. 5145.6 - Parental Notifications)

The notice and certification form shall be included with the notification of immunization requirements provided to parents/guardians prior to their child's enrollment in kindergarten and shall encourage completion of the health screening simultaneously with immunizations. The notice shall also be provided to the parent/guardian of any student who is enrolling in first grade without having attended kindergarten in the district.

(cf. 5141.31 - Immunizations)

In lieu of the certification, the parent/guardian may submit a waiver on a form developed by DHCS indicating that he/she does not want or is unable to obtain a health screening. If the waiver indicates that the parent/guardian was unable to obtain the services, the reasons should be included in the waiver. (Health and Safety Code 124085)

The waiver form shall be provided to a parent/guardian upon request.

The completed certification form or the waiver shall be maintained in the student's health file or

cumulative record. (5 CCR 432)

(cf. 5125 - Student Records)

During the first 90 days of the school year, the Superintendent or designee may contact any parent/guardian of a Kindergarten student who has not provided either the certification form or the waiver to ensure that the parent/guardian understands the health screening requirement and, if appropriate, his/her possible eligibility for the CHDP program.

The Superintendent or designee shall exclude from school, for not more than five school days, any Kindergarten student who does not present evidence of a health screening or a waiver on or before the 90th day after entering Kindergarten. The exclusion shall begin on the 91st day after the student's entrance into the Kindergarten, or if school is not in session, then on the next succeeding school day. (Health and Safety Code 124105)

The Superintendent or designee may exempt a student from exclusion when his/her parents/guardians have been contacted at least twice between the first day and the 90th day after the student's enrollment in Kindergarten and the parents/guardians refuse to provide either a certification form or a waiver. (Health and Safety Code 124105)

(cf. 5112.2 - Exclusions from Attendance)

Oral Health Assessment for Grades K-1

No later than May 31 of the school year, the parent/guardian of any kindergarten student or of any first-grade student who was not previously enrolled in a public school shall certify that the student has received an oral health assessment. The oral health assessment shall have been performed by a licensed dentist or other authorized dental health professional no earlier than 12 months prior to the date of the student's initial enrollment. (Education Code 49452.8)

The Superintendent or designee shall notify parents/guardians of students in grades K-1 of the oral health assessment requirement. The notification shall, at a minimum, consist of a letter that includes all of the following: (Education Code 49452.8)

1. An explanation of the administrative requirements of the law
2. Information on the importance of primary teeth
3. Information on the importance of oral health to overall health and to learning
4. A toll-free telephone number to request an application for Medi-Cal or other government-subsidized health insurance programs
5. Contact information for county public health departments

6. A statement of privacy applicable under state and federal laws and regulations

The notification, along with a copy of the certification form developed by the California Department of Education, shall be provided to parents/guardians when they register their child for school.

Following completion of the assessment, the parent/guardian shall submit to the Superintendent or designee a completed certification form which has been signed by the dental health professional.

A parent/guardian may be excused from complying with the oral health assessment requirements if he/she indicates on the certification form that the assessment could not be completed for any of the following reasons: (Education Code 49452.8)

1. Completion of an assessment poses an undue financial burden on the parent/guardian.
2. The parent/guardian lacks access to a licensed dentist or other dental health professional.
3. The parent/guardian does not consent to an assessment.

If the district hosts a free oral health assessment event at which licensed dentists or other licensed dental health professionals perform school site assessments of students enrolled in the school, any student who has not had an oral health assessment shall be given an assessment unless his/her parent/guardian has indicated on the certification form that he/she does not consent to the student receiving an assessment. However, a student shall not receive dental treatment of any kind without his/her parent/guardian's informed consent for the treatment. (Education Code 49452.8)

Students who are not assessed, or for whom the parents/guardians fail to return the certification form, shall not be excluded from school attendance.

By July 1 of each year, the Superintendent or designee shall report data on oral health assessments to the state dental director and/or the county office of education in accordance with Education Code 49452.8.

The report shall also be provided to the Governing Board. The identity of any student shall not be included in the report.

Legal Reference:

EDUCATION CODE

48985 Notice to parents in language other than English

49060-49079 Student records

49452.8 Oral health assessment

HEALTH AND SAFETY CODE

104395 Child Health and Disability Prevention Program expansion

124025-124110 Child Health and Disability Prevention Program, especially:

124085 Certificate documenting health screening and evaluation services; waiver by parent/guardian

124100 Distribution of program information to parents/guardians of kindergarten children

124105 Exclusions and exemption; legislative intent of notification contents

CODE OF REGULATIONS, TITLE 5

432 Student records

CODE OF REGULATIONS, TITLE 17

6800-6874 Child Health and Disability Prevention Program

Management Resources:

CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES PUBLICATIONS

Child Health & Disability Prevention (CHDP) Program: Oral Health Educational Resources for Children and Teens (6-20 years), rev. July 2013

CHDP School Handbook: School Entry Health Examination Requirements, rev. January 2006

WEB SITES

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

California Dental Association: <http://www.cda.org>

California Department of Education, Health Services: <http://www.cde.ca.gov/ls/he/hn>

California Department of Health Care Services, Child Health and Disability Prevention Program: <http://www.dhcs.ca.gov/services/chdp>

California Healthy Kids Resource Center: <http://www.ccrcca.org/resources/family-resource-directory/item/california-healthy-kids-resource-center>

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Westside Union ESD

Board Policy - Revised

Education For English Language Learners

Instruction

BP 6174(a)

The Board of Trustees intends to provide English language learners with a challenging core curriculum and instruction that ~~develop~~ **maximize the attainment of high levels of** proficiency in English, **advance multilingual capabilities,** ~~as rapidly and effectively as possible while~~ **facilitating** student achievement in the district's regular course of study.

The district shall identify in its local control and accountability plan (LCAP) specific actions and services to enhance student engagement, academic achievement, and other outcomes for English learners.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

The Superintendent or designee shall encourage parent/guardian and community involvement in the development and evaluation of programs for English learners.

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

English learners shall be provided **differentiated** English language development instruction **which is** targeted to their English proficiency level, **integrated across all subject areas,** and aligned with the state content standards ~~and curriculum framework~~. The district's program shall be based on sound instructional theory, use standards-aligned instructional materials, **emphasize inquiry-based learning and critical thinking skills,** and ~~assist~~ **provide** students ~~in~~ with ~~accessing~~ **to** the full educational program.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.

(cf. 4112.22 - Staff Teaching English Language Learners)

The district shall provide effective professional development to teachers (including teachers in classroom settings that are not the settings of language instruction educational programs),

administrators, and other school or community-based organization personnel to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners. Such professional development shall be of sufficient intensity and duration to produce a positive and lasting impact on teachers' performance in the classroom. (20 USC 6825)

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Staff development shall also address the sociocultural needs of English learners and provide opportunities for teachers to engage in supportive, collaborative learning communities.

To support students' English language development, the Superintendent or designee may provide an adult literacy training program that leads to English fluency for parents/guardians and community members.

~~The Superintendent or designee shall encourage parent and community involvement in the development, implementation, and evaluation of English language development programs. In addition, to support students' English language development, the Superintendent or designee may provide an adult literacy training program for parents/guardians and community members that leads to English fluency for parents/guardians and community members.~~

~~(cf. 0420—School Plans/Site Councils)
(cf. 1220—Citizen Advisory Committees)
(cf. 6020—Parent Involvement)~~

Identification and Assessment

The Superintendent or designee shall maintain procedures ~~which provide for~~ the accurate early identification of English learners and an assessment of their proficiency and needs in the areas of listening, speaking, reading, and writing in English.

Once identified as an English learner, a student shall be annually assessed for language proficiency until he/she is reclassified based on criteria specified in the accompanying administrative regulation.

English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with allowable testing variations in accordance with 5 CCR 853.5 and 853.7 854.1-854.3. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law. (Education Code 60603, 60640; 5 CCR 853.5, 853.7 854.1-854.3)

(cf. 6162.51 - State Academic Achievement Tests)

Formative assessments may be utilized to analyze student performance and appropriately adapt teaching methodologies and instructions.

(cf. 6162.5 - Student Assessment)

Language Acquisition Programs

The district shall offer research-based language acquisition programs that are designed to ensure English acquisition as rapidly and as effectively as possible and that provide instruction to students on the state-adopted academic content standards, including the English language development standards. (Education Code 306; 5 CCR 11300)

At a minimum, the district shall offer a structured English immersion program which includes designated and integrated English language development. In the structured English immersion program, nearly all of the classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning English. (Education Code 305-306; 5 CCR 11309)

For the purpose of determining the amount of instruction to be conducted in English in the structured English immersion program, "nearly all" means that all classroom instruction shall be conducted in English except for clarification, explanation, and support as needed.

Placement of English Learners

~~Students who are English learners shall be educated through "structured English immersion" (also known as "sheltered English immersion"), as defined in law and the accompanying administrative regulation, for a temporary transition period not normally intended to exceed one year. Nearly all of the classroom instruction in the district's structured English immersion program shall be in English, but with the curriculum and presentation designed for students who are learning the language. (Education Code 305-306)~~

~~"Nearly all," for the purpose of determining the amount of instruction to be conducted in English, means that all classroom instruction shall be conducted in English except for clarification, explanation, and support as needed.~~

~~When an English learner has acquired a reasonable level of English proficiency as measured by any of the state-designated assessments approved by the California Department of Education, any district assessments, and/or other criteria adopted by the Board, he/she shall be transferred from a structured English immersion classroom to an English language mainstream classroom in which the instruction is overwhelmingly in English. (Education Code 305-306; 5 CCR 11301)~~

~~(cf. 6162.5 - Student Assessment)~~

~~An English learner has acquired a "reasonable level of English proficiency" when he/she has achieved the following:~~

~~* Demonstrated the ability to apply a range of English language skills in a wide variety of contexts as confirmed on the state test of English language development;~~

~~* Met grade level expectations as confirmed by teacher evaluation including but not limited to, a review of the student's curriculum mastery;~~

~~* Demonstrated English language proficiency as measured by an appropriate measure of academic performance on a basic skills assessment designed for use with all students.~~

~~At any time during the school year, the parent/guardian of an English learner may have his/her child moved into an English language mainstream program. (5 CCR 11301)~~

~~Parental Exception Waivers~~

~~When allowed by law, the parent/guardian of an English learner may submit a request that his/her child be exempted from placement in a structured English immersion program and instead be placed in a class where he/she is taught English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. (Education Code 310-311)~~

~~Each waiver request shall be considered on its individual merits with deference given to parental preference for student placement.~~

~~A waiver request shall be granted in accordance with law unless the principal and educational staff have determined that an alternative program would not be better suited to the student's overall educational development. (5 CCR 11309)~~

~~If the Superintendent or designee denies the waiver request, he/she shall provide a written justification to the parent/guardian describing the reasons for the denial. A parent/guardian may appeal the decision in writing to the Board. The Board may consider the matter at its next regular Board meeting. The Board may decide not to hear the appeal, in which case the Superintendent's decision shall be final. If the Board hears the appeal, the Superintendent shall send the Board's decision to the parent/guardian within seven working days.~~

~~The district's language acquisition programs for grades K-3 shall comply with class size requirements specified in Education Code 42238.02. (Education Code 310)~~

~~(cf. 6151 - Class Size)~~

~~In establishing the district's language acquisition programs, the Superintendent or designee shall consult with parents/guardians and the community during the LCAP development process. He/she shall also consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program. (Education Code~~

305)

At the beginning of each school year or upon a student's enrollment, parents/guardians shall be provided information on the types of language acquisition programs available to students enrolled in the district, including, but not limited to, a description of each program, the process to be followed in making a program selection, identification of any language to be taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program. (Education Code 310; 5 CCR 11310)

(cf. 5145.6 - Parental Notifications)

Parents/guardians of English learners may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310; 5 CCR 11311)

Reclassification

When an English learner is determined based on state and district reclassification criteria to have acquired a reasonable level of English proficiency pursuant to Education Code 313 and 52164.6, or upon request by the student's parent/guardian, the student shall be transferred from a language acquisition program into an English language mainstream classroom.

Program Evaluation

To evaluate the effectiveness of the district's educational program for English learners, the Superintendent or designee shall report to the Board, at least annually, regarding:

1. Progress of English learners towards proficiency in English
2. The number and percentage of English learners reclassified as fluent English proficient
3. The number and percentage of English learners who are or are at risk of being classified as long-term English learners in accordance with Education Code 313.1
4. The achievement of English learners on standards-based tests in core curricular areas
5. Progress toward any other goals for English learners identified in the district's LCAP
6. A comparison of current data with data from at least the previous year in regard to items # 1.

The Superintendent or designee ~~also~~ shall also provide the Board with regular reports from any district or schoolwide English learner advisory committees.

Legal Reference:

~~EDUCATION CODE~~

~~300-340 English language education~~

~~430-446 English Learner and Immigrant Pupil Federal Conformity Act~~

~~33050 State Board of Education waiver authority~~

~~42238.02-42238.03 Local control funding formula~~

~~44253.1-44253.11 Qualifications for teaching English learners~~

~~48985 Notices to parents in language other than English~~

~~52052 Academic Performance Index; numerically significant student subgroups~~

~~52060-52077 Local control and accountability plan~~

~~52130-52135 Impacted Languages Act of 1984~~

~~52160-52178 Bilingual Bicultural Act~~

~~60200.7 Suspension of state instructional materials adoptions~~

~~60605.87 Supplemental instructional materials, English language development~~

~~60640 California Assessment of Student Performance and Progress~~

~~60810-60812 Assessment of language development~~

~~62005.5 Continuation of advisory committee after program sunsets~~

~~CODE OF REGULATIONS, TITLE 5~~

~~853.5-853.7 Test administration; universal tools, designated supports, and accommodations~~

~~11300-11316 English learner education~~

~~11510-11517 California English Language Development Test~~

~~UNITED STATES CODE, TITLE 20~~

~~1701-1705 Equal Educational Opportunities Act~~

~~6312 Local education agency plans~~

~~6801-6871 Title III, Language instruction for limited English proficient and immigrant students~~

~~7012 Parental notification~~

~~COURT DECISIONS~~

~~Valeria G. v. Wilson, (2002) 307 F.3d 1036~~

~~California Teachers Association v. State Board of Education et al., (9th Circuit, 2001) 271 F.3d-1141~~

~~McLaughlin v. State Board of Education, (1999) 75 Cal.App.4th 196~~

~~Teresa P. et al v. Berkeley Unified School District et al, (1989) 724 F.Supp. 698~~

~~ATTORNEY GENERAL OPINIONS~~

~~83 Ops.Cal.Atty.Gen. 40 (2000)~~

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~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS~~

~~Academic Criterion for Reclassification, CDE Correspondence, August 11, 2014~~

~~California English Language Development Test (CELDT): 2013-14 CELDT Information Guide, 2013~~

~~English Language Arts/English Language Development Framework for California Public Schools: Transitional Kindergarten Through Grade Twelve, 2014~~

~~English Language Development Standards for California Public Schools: Kindergarten Through Grade Twelve, 2012~~

~~Matrix of Test Variations, Accommodations, and Modifications for Administration of California-~~

Statewide Assessments

U.S. DEPARTMENT OF EDUCATION NONREGULATORY GUIDANCE

Assessment and Accountability for Recently Arrived and Former Limited English Proficient (LEP) Students, May 2007

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

300-340 English language education, especially:

305-310 Language acquisition programs

313-313.5 Assessment of English proficiency

430-446 English Learner and Immigrant Pupil Federal Conformity Act

33050 State Board of Education waiver authority

42238.02-42238.03 Local control funding formula

44253.1-44253.11 Qualifications for teaching English learners

48980 Parental notifications

48985 Notices to parents in language other than English

52052 Accountability; numerically significant student subgroups

52060-52077 Local control and accountability plan

52160-52178 Bilingual Bicultural Act

56305 CDE manual on English learners with disabilities

60603 Definition, recently arrived English learner

60640 California Assessment of Student Performance and Progress

60810-60812 Assessment of language development

62002.5 Continuation of advisory committee after program sunsets

CODE OF REGULATIONS, TITLE 5

854.1-854.3 CAASPP and universal tools, designated supports, and accommodations

854.9 CASSPP and unlisted resources for students with disabilities

11300-11316 English learner education

11510-11517.5 California English Language Development Test

11517.6-11519.5 English Language Proficiency Assessments for California

UNITED STATES CODE, TITLE 20

1412 Individuals with Disabilities Education Act; state eligibility

1701-1705 Equal Educational Opportunities Act

6311 Title I state plan

6312 Title I local education agency plans

6801-7014 Title III, language instruction for English learners and immigrant students

7801 Definitions

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Discrimination prohibited

200.16 Assessment of English learners

COURT DECISIONS

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California Teachers Association v. State Board of Education et al., (9th Circuit, 2001) 271 F.3d

1141

McLaughlin v. State Board of Education, (1999) 75 Cal.App.4th 196
Teresa P. et al v. Berkeley Unified School District et al, (1989) 724 F.Supp. 698
ATTORNEY GENERAL OPINIONS
83 Ops.Cal.Atty.Gen. 40 (2000)

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California English Learner Roadmap: Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners, 2018

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Reclassification Guidance for 2017-18, CDE Correspondence, April 28, 2017

Integrating the CA ELD Standards into K-12 Mathematics and Science Teaching and Learning, December 2015

Next Generation Science Standards for California Public Schools, Kindergarten through Grade Twelve, rev. March 2015

English Language Arts/English Language Development Framework for California Public Schools: Transitional Kindergarten Through Grade Twelve, 2014

Common Core State Standards for Mathematics, rev. 2013

English Language Development Standards for California Public Schools: Kindergarten Through Grade Twelve, 2012

THE EDUCATION TRUST- WEST PUBLICATIONS

Unlocking Learning II: Math as a Lever for English Learner Equity, March 2018

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U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Accountability for English Learners Under the ESEA, Non-Regulatory Guidance, January 2017

Innovative Solutions for Including Recently Arrived English Learners in State Accountability Systems: A Guide for States, January 2017

English Learner Tool Kit for State and Local Educational Agencies (SEAs and LEAs), rev. November 2016

English Learners and Title III of the Elementary and Secondary Education Act (ESEA), as Amended by the Every Student Succeeds Act (ESSA), Non-Regulatory Guidance, September 23, 2016

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January 7, 2015

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California Association for Bilingual Education: <http://www.gocabe.org>

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

National Clearinghouse for English Language Acquisition: <http://www.ncela.us>

The Education Trust-West: <http://west.edtrust.org>

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

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: December 6, 2016 Quartz Hill, California

Westside Union SD

Administrative Regulation - Replace

Education For English Learners

Instruction

AR 6174(a)

Definitions

English learner means a student who is age 3-21 years, who is enrolled or is preparing to enroll in an elementary or secondary school, and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the student the ability to meet state academic standards, the ability to successfully achieve in classrooms where the language of instruction is English, or the opportunity to participate fully in society. An English learner may include a student who was not born in the United States or whose native language is a language other than English; a student who is Native American or Alaska Native, or a native resident of the outlying areas, who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or a student who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant. (Education Code 306; 20 USC 7801)

Designated English language development means instruction provided during a time set aside in the regular school day for focused instruction on the state-adopted English language development standards to assist English learners to develop critical English language skills necessary for academic content learning in English. (5 CCR 11300)

Integrated English language development means instruction in which the state-adopted English language development standards are used in tandem with the state-adopted academic content standards. Integrated English language development includes specially designed academic instruction in English. (5 CCR 11300)

Native speaker of English means a student who has learned and used English in his/her home from early childhood and English has been his/her primary means of concept formation and communication. (Education Code 306)

Identification and Assessments

Upon enrollment in the district, each student's primary language shall be determined through the use of a home language survey. (Education Code 52164.1; 5 CCR 11307)

Any student who is identified as having a primary language other than English as determined by the home language survey, and who has not previously been identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, shall be initially assessed for English proficiency using the

English Language Proficiency Assessments for California (ELPAC). (Education Code 313, 52164.1; 5 CCR 11511)

Each year after a student is identified as an English learner and until he/she is redesignated as English proficient, the summative assessment of the ELPAC shall be administered to the student during a four-month period after January 1 as determined by the California Department of Education. (Education Code 313)

The ELPAC shall be administered in accordance with test publisher instructions and 5 CCR 11518.5-11518.20. Variations and accommodations in test administration may be provided to English learners pursuant to 5 CCR 11518.30-11518.35.

Any student with a disability who is identified as an English learner shall be allowed to take the assessment with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated in the student's individualized education program (IEP) or Section 504 plan. If the student is unable to participate in the assessment or a portion of the assessment even with such accommodations, an alternate assessment for English language proficiency shall be administered to the student as set forth in his/her IEP. (5 CCR 11518.25-11518.35; 20 USC 1412)

(cf. 6159 - Individualized Education Program)

(cf. 6162.51 - State Academic Achievement Tests)

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

The Superintendent or designee shall notify parents/guardians of their child's results on the ELPAC within 30 calendar days following receipt of the results from the test contractor. (Education Code 52164.1; 5 CCR 11511.5)

(cf. 5145.6 - Parental Notifications)

The parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title I or Title III funds shall receive notification of the assessment of his/her child's English proficiency. Such notice shall be provided not later than 30 calendar days after the beginning of the school year or, if the student is identified for program participation during the school year, within two weeks of the student's placement in the program. The notice shall include all of the following: (Education Code 313.2, 440; 20 USC 6312)

1. The reason for the identification of the student as an English learner and the need for placement in a language acquisition program
2. The level of English proficiency, how the level was assessed, and the status of the student's academic achievement
3. A description of the language acquisition program in which the student is, or will be, participating, including a description of all of the following:

- a. The methods of instruction used in the program and in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction
 - b. The manner in which the program will meet the educational strengths and needs of the student
 - c. The manner in which the program will help the student develop his/her English proficiency and meet age-appropriate academic standards for grade promotion and graduation
 - d. The specific exit requirements for the program, the expected rate of transition from the program into classes not tailored for English learners, and the expected rate of graduation from secondary school if applicable
 - e. Where the student has been identified for special education, the manner in which the program meets the requirements of the student's IEP
4. As applicable, the identification of a student as a long-term English learner or at risk of becoming a long-term English learner, as defined in Education Code 313.1, and the manner in which the program for English language development instruction will meet the educational strengths and needs of such students and help such students develop English proficiency and meet age-appropriate academic standards
 5. Information about the parent/guardian's right to have the student immediately removed from a program upon the parent/guardian's request
 6. Information regarding a parent/guardian's option to decline to enroll the student in the program or to choose another program or method of instruction, if available
 7. Information designed to assist a parent/guardian in selecting among available programs, if more than one program or method is offered

Language Acquisition Programs

Whenever parents/guardians of enrolled students, and those enrolled for attendance in the next school year, request that the district establish a specific language acquisition program in accordance with Education Code 310, such requests shall be addressed through the following process: (5 CCR 11311)

1. The school shall make a written record of each request, including any request submitted verbally, that includes the date of the request, the names of the parent/guardian and student making the request, a general description of the request, and the student's grade level on the date of the request. As needed, the school shall assist the parent/guardian in clarifying the request. All requests shall be maintained for at least three years from the date of the request.

2. The school shall monitor requests on a regular basis and notify the Superintendent or designee when the parents/guardians of at least 30 students enrolled in the school, or at least 20 students in the same grade level, request the same or a substantially similar type of language acquisition program. If the requests are for a multilingual program model, the district shall consider requests from parents/guardians of students enrolled in the school who are native English speakers in determining whether this threshold is reached.

3. If the number of parents/guardians described in item #2 is attained, the Superintendent or designee shall:

a. Within 10 days of reaching the threshold, notify the parents/guardians of students attending the school, the school's teachers, administrators, and the district's English learner parent advisory committee and parent advisory committee, in writing, of the requests for a language acquisition program

b. Identify costs and resources necessary to implement any new language acquisition program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent/guardian and community engagement to support the proposed program goals

c. Within 60 calendar days of reaching the threshold number of parents/guardians described in item #2 above, determine whether it is possible to implement the requested language acquisition program and provide written notice of the determination to parents/guardians of students attending the school, the school's teachers, and administrators

d. If a determination is made to implement the language acquisition program, create and publish a reasonable timeline of actions necessary to implement the program. If a determination is made that it is not possible to implement the program, provide a written explanation of the reason(s) the program cannot be provided.

The district shall notify parents/guardians at the beginning of each school year or upon the student's enrollment regarding the process to request a language acquisition program, including a dual-language immersion program, for their child. The notice shall also include the following: (5 CCR 11309, 11310)

1. A description of the programs provided, including structured English immersion

2. Identification of any language to be taught in addition to English when the program includes instruction in a language other than English

3. The manner in which the program is designed using evidence-based research and includes both designated and integrated English language development

4. The manner in which the district has allocated sufficient resources to effectively

implement the program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development, and opportunities for parent/guardian and community engagement to support the program goals

5. The manner in which the program will, within a reasonable period of time, lead to language proficiency and achievement of the state-adopted content standards in English and, when the program includes instruction in another language, in that other language

6. The process to request establishment of a language acquisition program not offered at the school

7. For any dual-language immersion program offered, the specific languages to be taught. The notice also may include the program goals, methodology used, and evidence of the proposed program's effectiveness.

Reclassification/Redesignation

The district shall continue to provide additional and appropriate educational services to English learners for the purposes of overcoming language barriers until they: (5 CCR 11302)

1. Demonstrate English language proficiency comparable to that of the district's average native English language speakers

2. Recoup any academic deficits which may have been incurred in other areas of the core curriculum as a result of language barriers

English learners shall be reclassified as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in an English language mainstream classroom and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)

The measures used to determine whether an English learner shall be reclassified as fluent English proficient shall include, but not be limited to: (Education Code 313, 52164.6; 5 CCR 11303)

1. Assessment of English language proficiency using an objective assessment instrument, including, but not limited to, the ELPAC

2. Participation of the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student

3. Parent/guardian opinion and consultation

The Superintendent or designee shall provide the parent/guardian with notice and a description of the reclassification process and of his/her opportunity to participate in the process

and shall encourage his/her involvement in the process.

4. Student performance on an objective assessment of basic skills in English that shows whether the student is performing at or near grade level

The Superintendent or designee shall monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304)

The Superintendent or designee shall monitor students for at least two years following their reclassification to determine whether the student needs any additional academic support.

Advisory Committee

A parent/guardian advisory committee shall be established at the district level when there are more than 50 English learners in the district and at the school level when there are more than 20 English learners at the school. Parents/guardians of English learners shall constitute committee membership in at least the same percentage as English learners represent of the total number of students in the school. (Education Code 52176; 5 CCR 11308)

The district's English language advisory committee shall advise the Governing Board on at least the following tasks: (5 CCR 11308)

1. The development of a plan for education programs and services for English learners, taking into consideration the school site plans for English learners
2. The districtwide needs assessment on a school-by-school basis
3. Establishment of a district program, goals, and objectives for programs and services for English learners
4. Development of a plan to ensure compliance with applicable teacher or aide requirements
5. Administration of the annual language census
6. Review of and comment on the district's reclassification procedures

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

In order to assist the advisory committee in carrying out its responsibilities, the Superintendent or designee shall ensure that committee members receive appropriate training and materials. This training shall be planned in full consultation with the members. (5 CCR 11308)

LCAP Advisory Committee

When there are at least 15 percent English learners in the district, with at least 50 students who are English learners, a district-level English learner parent advisory committee shall be established to review and comment on the district's local control and accountability plan (LCAP) in accordance with BP 0460 - Local Control and Accountability Plan. The committee shall be composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 11301, 15495)

(cf. 0460 - Local Control and Accountability Plan)

The advisory committee established pursuant to 5 CCR 11308, as described in the section "Advisory Committee" above, could serve as the LCAP English learner advisory committee if its composition includes a majority of parents/guardians of English learners.

(4/15 3/17) 7/18

Westside Union ESD
Regular Meeting
Tuesday, February 19, 2019
Open Session: **5:00 PM** | Closed Session: **5:05 PM** **Reconvene to Open Session at 6:00 PM**
Hillview Middle School

XII.B. Low Performing Students Block Grant

Type:

Action

Quick Summary/Abstract:

Westside Union School District is eligible to receive \$ 1,235,015 under the Low Performing Students Block Grant to serve pupils identified as low-performing on state English language arts (ELA) or mathematics assessments who are not otherwise identified for supplemental grant funding under the local control funding formula or eligible for special education services.

Description:

The Westside Union School District is eligible to receive \$ 1,235,015 under the Low Performing Students Block Grant to serve pupils identified as low-performing on state English language arts (ELA) or mathematics assessments who are not otherwise identified for supplemental grant funding under the local control funding formula or eligible for special education services, as specified in Education Code (EC) Section 41570(d). This is a new state grant program established by Assembly Bill 1808 in June 2018. Funding for the grant is allocated in the 2018-19 school year and is available for expenditure or encumbrance through the 2020-21 fiscal year.

The funding allocation for Westside was based on 625 students, not included in the unduplicated pupil groups (low-income, foster youth, English learners), and not identified for special education services, who did not meet standard (level 1), on the most recent CAASPP assessment, in ELA and mathematics or did not meet standard in one of those areas and either nearly met standard (level 2) in the other area, or did not have a valid score in the other area.

PROGRAM/EDUCATIONAL IMPLICATION:

As a condition of receiving an apportionment, the District is required to develop a plan describing how the funds will increase or improve evidence-based services for the identified pupils to accelerate increases in academic achievement, and how the effectiveness of the services will be measured. The plan must be discussed and adopted at a regularly scheduled meeting of the LEA's governing board.

The plan adopted by the governing board must be aligned with and described in the district's Local Control and Accountability Plan (LCAP). The plan presented here describes how all requirements will be met for the Westside Union school district (or charter school). Additional detail regarding specific actions and services to address the needs of identified pupils will be

included in the district's 2019-20 LCAP and Annual Update which will be presented to the board for approval in June 2019 and updated annually.

COST ANALYSIS:

District allocation: \$1,235,015

Recommended Motion:

Approval of the Low Performing Students Block Grant.

Attachments:

1. Low Performing Students Block Grant

**Westside Union School District
Low Performing Students Block Grant
District Plan
2018-19 – 2020-21**

Identified Needs:

Actions and services address lack of progress in ELA and mathematics of and problematic rates of chronic absenteeism and suspension rates of students not included in the unduplicated pupil group or SWD group.

Evidence-based Increased or Improved Services to Improve Academic Achievement:

The district will increase or improve services for students districtwide not included in the unduplicated pupil group or SWD group by providing the following evidence-based services directly supporting pupil academic achievement to accelerate increases in pupil academic achievement of identified students.

- **Professional development** activities for certificated staff in the areas of
 - Data Teams \$484,000
 - Professional Learning Communities 66,015
 - Trauma Informed Practices 35,000
 - Reading Professional Development 120,000
 - Mathematics Professional Development 120,000
 - Multi-tiered Systems of Support 100,000
 - Instructional Differentiation 100,000

Professional development activities will be designed to support teachers in ensuring identified students achieve in all state priority areas as determined by outcomes in the district LCAP. **LCAP Goal 1: Education for Life and Work**

- **Instructional materials**
 - Acellus to be used for middle school intervention and enrichment.
 - Acellus Subscription 50,000
 - Chromebooks 25,000
 - Certificated salaries 60,000

Acellus will be designed to accelerate the academic achievement of targeted student groups. **LCAP 2: Access for All**

- **Other supports for pupils**
 - Counseling consultant to work with counselors and site administrators to develop comprehensive counseling program to address chronic absenteeism and suspension rates

75,000

Outcomes will be reviewed annually to identify and address achievement gaps for identified students/student groups toward district goals.

LCAP Goal 3: Active and Responsible Citizenship

Total: \$1,235,015

Measurement of Effectiveness:

Actions and services implemented to support identified students will be reviewed annually through the LCAP Annual Update and Analysis of Effectiveness of actions in the LCAP. Actions found ineffective or minimally effective will be revised or replaced in the following year.

By September 2021 there will be a reduction in the number/percentage of those students not included in the unduplicated pupil group or SWD group scoring in level 1 or 2 ELA and math on the most recent CAASPP results as compared to current numbers/percentages.

Additionally, by September 2021 there will be a 5% decrease in the rates of chronic absenteeism and suspension of those students not included in the unduplicated pupil group or SWD group.

Westside Union ESD
Regular Meeting
Tuesday, February 19, 2019
Open Session: **5:00 PM** | Closed Session: **5:05 PM Reconvene to Open Session at 6:00 PM**
Hillview Middle School

XIII.A. Notice of Completion

Type:

Action

Quick Summary/Abstract:

- Modernization of the Existing Modular Buildings at Cottonwood Elementary School.
- Relocation of three 24' x 40' classroom buildings from Cottonwood Elementary School to Esperanza.
- Relocation of three 24' x 40' classroom buildings from Cottonwood Elementary School to Joe Walker Middle School.

Description:

Pursuant to Civil Code Section 3093, a Notice of Completion must be filed after completion of a public improvement project. Once a project is complete, the notice is prepared and filed with the County.

PROGRAM/EDUCATIONAL IMPLICATION:

Provide upgrades to the existing buildings

COST ANALYSIS/FUNDING:

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

Recommended Motion:

Approval of the Notice of Completions.

Attachments:

1. NOC_CW_ModernizationModulars2019
2. NOC - EZ Relos from CW
3. NOC - JW Relos from CW

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

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 February 01, 2019. The work done was:
Relocation of three 24' x 40' classroom buildings from Cottonwood Elementary School to Joe Walker Middle School.

8. The names of the contractor, if any, for such work of improvement was Westside Union School District

(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: Joe Walker Middle School

10. The street address of said property is 5632 West Ave L-8 Quartz Hill, CA 93536

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

Dated February 19, 2019

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

Shawn Cabey, Assistant Superintendent, Admin. Services

VERIFICATION

I, the undersigned, say: I am the Asst. Superintendent, Admin Svcs, 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 February 19, 20 19 at Quartz Hill, CA.

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



RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

Name
Street
Address
City
State
Zip
L

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WOLCOTTS 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 February 15, 2019. The work done was:
Modernization of the existing Modular Buildings at Cottonwood Elementary School

8. The names of the contractor, if any, for such work of improvement was Monet Construction

(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 Palmdale
County of Los Angeles, State of CA, and is described as follows: Cottonwood Elementary School

10. The street address of said property is 2740 West Ave P-8

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

Dated February 19, 2019

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

Shawn Cabey, Assistant Superintendent, Admin. Services

VERIFICATION

I, the undersigned, say: I am the Asst. Superintendent, Admin Svcs 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 February 19, 20 19 at Quartz Hill, CA

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

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FORM 1114 Rev. 10-05

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

F
Name

Street
Address

City
State
Zip

L

T

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WOLCOTTS 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 February 01, 2019. The work done was:
Relocation of three 24' x 40' classroom buildings from Cottonwood Elementary School to Esperanza School

8. The names of the contractor, if any, for such work of improvement was Westside Union School District

(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 Palmdale
County of Los Angeles, State of CA, and is described as follows: Esperanza Elementary School

10. The street address of said property is 40521 35th Street West, Palmdale-Westside Union School District

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

Dated February 19, 2019

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

Shawn Cabey, Assistant Superintendent, Admin. Services

VERIFICATION

I, the undersigned, say: I am the Asst. Superintendent, Admin Svcs, 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 February 19, 20 19 at Quartz Hill, CA

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



Westside Union ESD
Regular Meeting
Tuesday, February 19, 2019
Open Session: **5:00 PM** | Closed Session: **5:05 PM** **Reconvene to Open Session at 6:00 PM**
Hillview Middle School

XIII.B. Revised Board Policies and Administrative Regulations - First Reading

Type:

Action

Quick Summary/Abstract:

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

- BP/AR 3311.1, Uniform Public Construction Cost Accounting Procedures
- BP 3350, Travel Expenses

Description:

Administrative Regulation and Board Policy 3311.1 – Uniform Public Construction Cost Accounting Procedures

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

New policy and regulation include material formerly in BP/AR 3311 - Bids pertaining to requirements of the Uniform Public Construction Cost Accounting Act (UPCCAA). Policy also adds prohibition against splitting a project or purchase into smaller work orders in order to evade requirements for competitive bidding, and legal authority to suspend the UPCCAA bidding process for the replacement or repair of a school facility in cases of emergency. Regulation also clarifies the requirement to disseminate the bid notice to the district's list of contractors. Regulation updated to reflect NEW LAW (AB 2249) which revises the threshold amounts that determine the process that may be used to award contracts for public works. Regulation also revised to clarify requirements for informal bid notifications that must be sent to contractors and/or construction journals.

Administrative Board Policy 3350 – Travel Expenses

[BP Revised. To align with district practices]

Policy updated to reflect district practices.

Recommended Motion:

Approval of the First Reading of the revised Board Policies and Administrative Regulation.

Attachments:

1. BP 3311.1, Uniform Public Construction Cost Accounting Procedures
2. AR 3311.1, Uniform Public Construction Cost Accounting Procedures
3. BP 3350, Travel Expenses

Westside Union ESD

Board Policy - New

Uniform Public Construction Cost Accounting Procedures

Business and Noninstructional Operations

BP 3311.1(a)

In awarding contracts for public works projects involving district facilities, the Governing Board desires to obtain the best value to the district and ensure the qualifications of contractors to complete the project in a satisfactory manner. The Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code 22030-22045, including the informal bidding procedures when allowed by law.

(cf. 3311 - Bids)

(cf. 7110 - Facilities Master Plan)

The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 22033)

Projects awarded through the UPCCAA shall be subject to the cost accounting procedures established by the California Uniform Construction Cost Accounting Commission. (Public Contract Code 22030)

Emergency Actions

When formal bids are required by law but an emergency necessitates immediate repair or replacements, the Board may, upon a four-fifths vote of the Board, proceed to replace or repair a facility without adopting plans, specifications, strain sheets, or working details or giving notice for bids to let contracts. The work may be done by day labor under the direction of the Board and/or contractor. The emergency action shall subsequently be reviewed by the Board in accordance with Public Contract Code 22050 and shall be terminated at the earliest possible date that conditions warrant, so that the remainder of the emergency action may be completed by giving notice for bids to let contracts. (Public Contract Code 1102, 22035, 22050)

(cf. 9323.2 - Actions by the Board)

Legal Reference:

PUBLIC CONTRACT CODE

1102 Definition of emergency

20110-20118.4 Local Agency Public Construction Act; school districts
22000-22020 California Uniform Construction Cost Accounting Commission
22030-22045 Alternative procedures for public projects (UPCCAA), especially:
22032 Applicability of procedures based on amount of project
22034 Informal bidding procedure
22035 Emergency need for repairs or replacement
22037-22038 Formal bidding procedures for projects exceeding \$175,000
22050 Alternative emergency procedures

Management Resources:

CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING COMMISSION
PUBLICATIONS

Cost Accounting Policies and Procedures Manual

Frequently Asked Questions

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

California Uniform Construction Cost Accounting Commission:

http://www.sco.ca.gov/ard_cuccac.html

Westside Union ESD

Administrative Regulation - New

Uniform Public Construction Cost Accounting Procedures

Business and Noninstructional Operations

AR 3311.1(a)

Procedures for awarding contracts for public works projects shall be determined on the basis of the amount of the project, as follows:

1. Public projects of \$60,000 or less may be performed by district employees by force account, negotiated contract, or purchase order. (Public Contract Code 22032)
2. Contracts for public projects of \$200,000 or less may be awarded through the following informal procedures: (Public Contract Code 22032, 22034, 22038)
 - a. The Superintendent or designee shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain further information about the project, and states the time and place for the submission of bids. This notice shall be disseminated by mail, fax, or email to either or both of the following:
 - (1) All contractors on a list of qualified contractors maintained by the district for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due
 - (2) All construction trade journals identified pursuant to Public Contract Code 22036
 - b. The district shall review the informal bids that were submitted and award the contract, except that:
 - (1) If all bids received through the informal process are in excess of \$200,000, the contract may be awarded to the lowest responsible bidder, provided that the Governing Board adopts a resolution with a four-fifths vote to award the contract at \$212,500 or less and the Board determines the district's cost estimate is reasonable.
 - (2) If no bids are received through the informal bid procedure, the project may be performed by district employees by force account or negotiated contract.
3. Public projects of more than \$200,000 shall, except as otherwise provided by law, be subject to formal bidding procedures, as follows: (Public Contract Code 22032, 22037, 22038)
 - a. Notice inviting formal bids shall state the time and place for receiving and opening sealed bids and distinctly describe the project. The notice shall be disseminated in both of the following ways:

(1) Through publication in a newspaper of general circulation in the district's jurisdiction or, if there is no such newspaper, then by posting the notice in at least three places designated by the district as places for posting its notices. Such notice shall be published at least 14 calendar days before the date that bids will be opened.

(2) By mail and electronically, if available, by either fax or email, to all construction trade journals identified pursuant to Public Contract Code 22036. Such notice shall be sent at least 15 calendar days before the date that bids will be opened.

In addition to the notice required above, the district may give such other notice as it deems proper.

b. The district shall award the contract as follows:

(1) The contract shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the district may accept the one it chooses.

(2) At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid. Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.

(3) If no bids are received through the formal bid procedure, the project may be performed by district employees by force account or negotiated contract.

(cf. 3311 - Bids)

(12/16) 12/18

Westside Union ESD

Board Policy - Revised

Travel Expenses

Business and Noninstructional Operations

BP 3350(a)

The Board of Trustees shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

(cf. 4131 - Staff Development)

(cf. 4131.5 - Professional Growth)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses.

The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties.

All out-of-state travel for which reimbursement will be claimed shall have Board approval. Travel expenses not previously budgeted also shall be approved on an individual basis by the Board.

(cf. 9240 - Board Development)

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

Employees using District vehicles may not transport non-employees who are not themselves directly engaged in District-related business.

Legal Reference:

EDUCATION CODE

44016 Travel expense

44032 Travel expense payment

44033 Automobile allowance

44802 Student teacher's travel expense

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: August 17, 1998 Lancaster, California