

**AGENDA INDEX FOR THE  
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT**

**Regular Meeting of the Board of Education  
Community Room  
Board of Education Building  
777 North F Street  
San Bernardino, California**

**MICHAEL J. GALLO**  
Vice President

**MARGARET HILL, D.Ed.**  
Board Member

**JUDI PENMAN**  
Board Member



**DR. BARBARA FLORES**  
President

**DALE MARSDEN, Ed.D.**  
Superintendent

**BOBBIE PERONG**  
Board Member

**LYNDA K. SAVAGE**  
Board Member

**DANNY TILLMAN**  
Board Member

October 16, 2012

Estimated Time

**SESSION ONE - Opening**

- |            |   |                  |
|------------|---|------------------|
| <b>1.0</b> | <b><i>Opening</i></b>                       | <b>5:30 p.m.</b> |
|            | 1.1 <u>Call to Order</u>                    |                  |
|            | 1.2 <u>Pledge of Allegiance to the Flag</u> |                  |
|            | 1.3 <u>Inspirational Reading</u>            |                  |

**SESSION TWO - Special Presentations**

- |            |   |                  |
|------------|---|------------------|
| <b>2.0</b> | <b><i>Special Presentations</i></b>                                 | <b>5:40 p.m.</b> |
|            | 2.1 <u>Outstanding Student Awards and Outstanding Parent Awards</u> |                  |
|            | 2.2 <u>National Bullying Prevention Month Resolution</u>            |                  |

**SESSION THREE – School Showcase**

- |            |                               |                  |
|------------|-------------------------------|------------------|
| <b>3.0</b> | <b><i>School Showcase</i></b> | <b>6:00 p.m.</b> |
|            | 3.1 <u>King Middle School</u> |                  |

**SESSION FOUR - Public Hearing**

- |            |  |                  |
|------------|--|------------------|
| <b>4.0</b> | <b><i>Public Hearing</i></b>                                 | <b>6:15 p.m.</b> |
|            | 4.1 <u>Charter Renewal Petition for SOAR Charter Academy</u> |                  |



## **EDUCATIONAL SERVICES**

### **Curriculum and Instruction**

- 10.9 Agreement with American Medical Response, Rancho Cucamonga, California, to Provide Ambulance Service at Home Football Games at Arroyo Valley High School
- 10.10 Agreement with READ: Reading Education Application and Design, Colton, California, to Provide Read 180 Intervention Training to District Teachers
- 10.11 Agreement with the Regents of the University of California, Berkeley, California, Destination College Advising Corps (DCAC) for San Bernardino High School
- 10.12 Amendment to the Agreement with the Parent Institute for Quality Education, Covina, California to Provide Training for Parents of District Students Enrolled at San Geronio High School
- 10.13 Agreement with Youth Action Project, San Bernardino, California, to Provide Life Skills and Academic Monitoring Services to Students at Indian Springs High School

## **STUDENT SERVICES**

### **Sites**

- 10.14 Agreement with Community Matters, Santa Rosa, California to Participate in the Safe School Ambassadors Program® at San Bernardino High School

### **Special Education**

- 10.15 Agreement with SunGard Public Surplus, Bethlehem, Pennsylvania, to Provide Maintenance and Support of IEP PLUS for the Special Education Department
- 10.16 Renewal of the Agreement with Inland Regional Center, San Bernardino, California, for an Early Start Parent Representative

### **Youth Services**

- 10.17 Expulsion of Student(s)
- 10.18 Student(s) Recommended for Suspension, but Remanded Back to School Sites or Had Suspensions Reduced, Due to Errors of Due Process, Lack of Evidence, and/or Availability of Other Means of Correction

## **FACILITIES/OPERATIONS DIVISION**

### **Facilities Management**

- 10.19 Amendment No. 2 to the Master Services Agreement for California Environmental Quality Act (CEQA) Compliance Services for Facilities Management Projects of New, Existing, or Potential Schools and Administrative Sites Throughout the District

- 10.20 Amendment No. 14 to the Professional Services Agreement with HMC Architects to Provide Architectural and Engineering Services for Indian Springs High School New Construction/Old Curtis Middle School Modernization Project
- 10.21 Amendment No. 21 to the Professional Services Agreement with HMC Architects for Architectural and Engineering Services for Various Modernization Projects - Hunt ES, Phase II
- 10.22 Amendment No. 22 to the Professional Services Agreement with HMC Architects for Architectural and Engineering Services for Various Modernization Projects – Bradley, Marshall, and Alessandro Elementary Schools
- 10.23 Approval to Establish and Exceed the 10% Change Order Limitation for General Contractor’s Work at Bradley, Marshall, and Alessandro Elementary School Modernization Projects
- 10.24 Notice of Completion, Bid No. F08-12, Inghram, Lytle Creek, and Urbita Elementary Schools, Serrano and Richardson PREP High Middle Schools Modernization and Deferred Maintenance Project
- 10.25 Notices of Completion, Bid No. F08-29, Category Nos. 03, 04, 05, 07, 08, 09A, 11, 13, 14, 15, 18, 19, 20, and 30 - Indian Springs High School New Construction and Old Curtis Middle School Modernization Project
- 10.26 Request to Substitute Subcontractors, Bid No. F09-01 Category No. 01-New Construction for the Graciano Gomez Elementary School Project
- 10.27 Tender Agreement with Fidelity and Deposit Company of Maryland, for the New Construction of the George Brown Jr. Elementary School Project, Bid No. F08-13, Category No. 8, Casework & Finish Carpentry

**Nutrition Services**

- 10.28 Amendment No. 6 to Service Agreements with Temporary Labor Companies to Provide Nutrition Services Personnel
- 10.29 Cafeteria Warrant Register, September 1, 2012, through September 30, 2012

**HUMAN RESOURCES DIVISION**

- 10.30 Payment of Speech-Language Site Supervisor – University of Redlands, Check No. 0272122
- 10.31 Payment of Speech-Language Site Supervisor – University of Redlands, Check No. 0272123
- 10.32 Payment of Speech-Language Site Supervisor – University of Redlands, Check No. 0272124

***11.0 Action Items***

- 11.1 Quarterly Uniform Complaint Report Summary
- 11.2 Personnel Report #8, Dated October 16, 2012

Board of Education Meeting  
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**SESSION TEN - Closed Session**

**12.0** *Closed Session*

**8:00 p.m.**

As provided by law, the Board will meet in Closed Session for consideration of the following:

**Student Matters/Discipline**

**Conference with Labor Negotiator**

District Negotiator: Harold Vollkommer  
Employee Organization: California School Employees Association  
Communications Workers of America  
San Bernardino School Police Officers Association  
San Bernardino Teachers Association

**Public Employee Discipline/Dismissal/Release**

**Anticipated Litigation**

(Government Code Section 54956.9(b)(1))

Number of Cases: Three

**Public Employee Appointment**

Title: Interim Chief Business and Financial Officer  
Coordinator, Elementary Instruction, K-6 English Language Arts; K-12 VAPA and K-12  
New Teacher Support, Elementary P.E.

**SESSION ELEVEN – Open Session**

**13.0** *Action Reported from Closed Session*

**9:00 p.m.**

**SESSION TWELVE - Closing**

**14.0** *Adjournment*

**9:05 p.m.**

The next regular meeting of the Board of Education of the San Bernardino City Unified School District will be held on Tuesday, November 6, 2012, at 5:30 p.m. in the Community Room of the Board of Education Building, 777 North F Street, San Bernardino.

Posted: October 12, 2012

Board of Education Meeting  
October 16, 2012

**AGENDA FOR THE  
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT**

**Regular Meeting of the Board of Education  
Community Room  
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October 16, 2012

**SESSION ONE - Opening**

**1.0**    *Opening*

- 1.1    Call to Order
- 1.2    Pledge of Allegiance to the Flag
- 1.3    Inspirational Reading

**SESSION TWO - Special Presentations**

**2.0**    *Special Presentations*

- 2.1    Outstanding Student Awards and Outstanding Parent Awards  
(Prepared by the Communications Department)

The Board of Education Outstanding Student Awards will be presented to nine students representing Bradley, Lincoln, and Wilson Elementary Schools. To receive this award, students are nominated by their teachers based on academics, athletics, fine arts, outstanding citizenship, and most improvement. The nominees are presented to the principal, who makes the final selection. The Board wishes to recognize these students for their outstanding accomplishments.

The Board of Education Outstanding Parent Award will be presented to three parents representing Bradley, Lincoln, and Wilson Elementary Schools.

2.2 National Bullying Prevention Month Resolution  
(Prepared by Superintendent)

**WHEREAS** the San Bernardino City Unified School District Board of Education supports the right of students and staff to attend schools that are safe and free from violence, harassment, bullying, and discrimination; and

**WHEREAS** providing a safe school environment that ensures both the physical and emotional safety of students and staff creates the conditions necessary to foster academic achievement; and

**WHEREAS** bullying, harassment, discrimination, and violence, and even the fear of harm can create barriers to learning and contribute to low self-esteem, depression, anger and, in extreme cases, school violence or suicide; and

**WHEREAS** a safe school is one where teaching and learning are not distracted; disruptions are minimized; drugs, violence, bullying, and fear are not present; students are not discriminated against; expectations for behavior are clearly communicated; and consequences for infractions are consistently and fairly applied; and

**WHEREAS** school districts have a responsibility to ensure a safe school environment that is free of intimidation and harassment; and

**WHEREAS** the most effective approach to creating safe school environments requires a comprehensive, coordinated effort including schoolwide, Districtwide, and communitywide strategies where all institutions, organizations, and individuals accept responsibility for their critical roles and collaborate to establish a positive environment for teaching and learning; and

**WHEREAS** the month of October is National Bullying Prevention Month, a campaign in response to the need to raise awareness of bullying that provides schools and communities with an opportunity to educate students, parents and others about their role in bullying prevention;

**NOW, THEREFORE, BE IT RESOLVED** that the San Bernardino City Unified School District supports the goals of National Bullying Prevention Month and will work with a broad spectrum of local community stakeholders, parents, students, teachers and staff to develop, implement and monitor policies and programs that foster and support a positive school climate free from harassment, bullying, discrimination and violence.

**BE IT FURTHER RESOLVED** that the Board of Education of the San Bernardino City Unified School District urges the state of California to invest in, promote, and support comprehensive, coordinated and collaborative strategies to prevent bullying, harassment,

discrimination and violence in our schools so that all students have the opportunity to attend school, excel in the classroom and achieve academic success.

### **SESSION THREE – School Showcase**

#### **3.0 School Showcase**

##### **3.1 King Middle School**

### **SESSION FOUR - Public Hearing**

#### **4.0 Public Hearing**

##### **4.1 Charter Renewal Petition for SOAR Charter Academy (Prepared by Educational Services)**

On September 21, 2012, Trisha Lancaster of the SOAR Charter Academy submitted a charter renewal petition to the Charter School Operations Department. At this time, a Public Hearing will be held to consider the level of support for the charter’s renewal.

### **SESSION FIVE - Administrative Presentations**

#### **5.0 Administrative Presentations**

This is the time during the agenda when the Board of Education is prepared to receive the comments of members of the public as well as get information from the school staff. If you wish to address the Board relative to the specific topic under Board consideration, complete a “Request to Address the Board of Education” form and place it in the inbox located on the agenda table. When recognized by the President of the Board, please step to the microphone at the podium, give your name and address, and limit your remarks to five minutes.

If you wish to speak on items elsewhere in the agenda or appropriate matters not on the agenda, you may do so in Session Seven - Other Matters Brought by Citizens.

##### **5.1 Strategic Planning Update (Prepared by Superintendent)**

Dr. Lindsey Gunn, Cambridge Strategic Services, will present an update on the District’s Strategic Planning process.

5.2 Linked Learning  
(Prepared by Superintendent)

Mr. Roman Stearns, Director for Leadership Development, ConnectEd: The California Center for College and Career, will present information on Linked Learning. Participation in Linked Learning prepares students to graduate from high school and succeed in a full range of postsecondary options—including two- or four-year colleges, certification programs, apprenticeships, military service, or formal job training.

5.3 2011-12 Discipline and Attendance Summary Report  
(Prepared by Student Services Division)

Kennon Mitchell, Assistant Superintendent, Student Services, and Ray Culberson, Youth Services Director, will present information to the Board regarding 2011-12 disaggregated discipline and attendance data, growth targets for 2012-13, and site and district-level strategies to meet the growth targets.

**SESSION SIX - Administrative Reports**

**6.0 *Administrative Reports***

6.1 Quarterly Uniform Complaint Report Summary  
(Prepared by Employee Relations)

Pursuant to legislation passed as a result of the Williams Case and Valenzuela Settlement Agreements, districts must report summarized data on the nature and resolution of all complaints on a quarterly basis to the governing board, at a regularly scheduled board meeting. The following is the quarterly report for the period from July to September, 2012 pursuant to Section 4686(b) of Title 5, Division 1, Chapter 5.1, Subchapter 1, Article 8 of the California Code of Regulations.

Williams and Valenzuela Settlement Legislation  
Quarterly Report Summary  
Quarterly Uniform Complaint Report Summary

For submission to school district governing board and county office of education  
District Name: San Bernardino City Unified School District  
Quarter covered by this report: July – September 2012

UCP Areas	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved (Quarter)	Number of Complaints Unresolved (Historic)
Instructional Materials	0	0	0	0
Facilities	0	0	0	0

UCP Areas	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved (Quarter)	Number of Complaints Unresolved (Historic)
Teacher Vacancy and Misassignment	0	0	0	0
CAHSEE Intensive Instructions for High School Exit Exam	0	0	0	0
Totals	0	0	0	0

**SESSION SEVEN – Other Matters Brought By Citizens**

**7.0 Other Matters Brought by Citizens**

This is the time during the agenda when the Board of Education is prepared to receive the comments of the public regarding any other items on this agenda or any school-related issues. Please complete a “Request to Address the Board of Education” form and adhere to the provisions described therein. Please place this form in the inbox located on the agenda table. The Board requests that any persons wishing to make complaints against District employees file the appropriate complaint form prior to this meeting. The Board may not have complete information available to answer questions and may refer specific concerns to the appropriate staff person for attention. When the Board goes into Session Eight, there will be no further opportunity for citizens to address the Board on items under consideration.

**SESSION EIGHT - Reports and Comments**

**8.0 Report by Board Members**

Individual Board members may wish to share a comment, concern, and/or observation with other Board members and/or staff about a topic not on the agenda. In addition, individual Board members may wish to suggest items to be scheduled on a future agenda.

**9.0 Report by Superintendent and Staff Members**

The Superintendent and other members of the management staff may discuss events and future activities significant to the school district.

- 9.1 Book Study—District Leadership That Works, Striking the Right Balance Chapter 1—Does District Leadership Matter?

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9.2 Follow Up on Requests and Questions from Board and Community Members, as of October 10, 2012

	Date of Request	Question/Request	Requested by	Assigned to/ Date	Anticipated Completion Date	Status/ Remarks/Action
<b>PARENT/PUBLIC REQUESTS</b>						
1	10/2/12	Provide a calendar of professional development for common core and a detailed implementation plan.	Margaret Hill	Dr. Davalos	11/20/12	
2	10/2/12	Provide a status report on MAA billing and LEA.	Barbara Flores	Dr. Mitchell	11/6/12	
3	10/2/12	Agendize an anti-bullying resolution for 10/16/12.	Barbara Flores			On the October 16 Board agenda. <b>Completed.</b>
4	10/2/12	Find a tool for students to report bullying anonymously.	Danny Tillman	Dr. Mitchell 10/3/12	11/6/12	
5	9/18/12	Inform parents about requirements to file for deferred action.	Marina Mejia	Dr. Davalos 9/26/12	11/6/12	The District's EL Department is working with agencies to get the word out to the community. <b>Completed.</b>
6	9/18/12	Distribute AB 540 brochures to the schools.	Gil Navarro	Dr. Davalos 9/26/12		Brochures are available in the office at each District school. Counselors also have information for use when meeting with students and parents. <b>Completed.</b>
7	9/18/12	Agendize the Dream Act for DELAC meetings.	Gil Navarro	Dr. Davalos 9/26/12		Information will be made available at our schools

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		Date of Request	Question/Request	Requested by	Assigned to/ Date	Anticipated Completion Date	Status/ Remarks/Action
							throughout the year via DELAC, ELAC, and other parent engagement opportunities. <b>Completed.</b>
	8	9/18/12	Strike out the language in BP3350 that subs can be reimbursed for mileage.  Refer BP3350 to the Policy Committee.	Ron Fletcher  Michael Gallo	Dr. Vollkommer	11/6/12	Referred to the Policy Committee.
	9	8/7/12	Allow PE credit for ROTC/Cadet Corps students.	Kathy Stansbury-Palma	Dr. Davalos Dr. Vollkommer 8/8/12	11/6/12	Staff conducting stakeholder meeting. Board will receive correspondence.
	10	8/7/12	The Parent Revolution group is looking to organize other parents to overtake their school.	Gil Navarro	Cabinet 8/8/12	1/15/13	Through the Strategic Planning process, schools will conduct an internal assessment and include stakeholders in a shared vision process.
	11	8/7/12 8/21/12	Consider expanding enrollment at San Andreas High School.	Sonia Fernandez Jose Bedollo Gabriella Devaro	Dr. Mitchell 8/8/12	10/16/12	Staff recommends maintaining the enrollment capacity at both continuation high schools. <b>Completed.</b>
	12	9/11/12	She and her son have been treated disrespectfully at Highland Pacific Elementary School.	Fiori Barton	Dr. Mitchell 10/16/12	10/16/12	Response provided in Confidential Correspondence. <b>Completed.</b>

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		Date of Request	Question/Request	Requested by	Assigned to/ Date	Anticipated Completion Date	Status/ Remarks/Action
<b>EDUCATIONAL SERVICES – DR. DAVALOS</b>							
	1	9/18/12	What are the schools that partially or don't implement the Algebra Project doing in lieu of the project.	Barbara Flores	Dr. Davalos 10/16/12		Staff has met with all middle and high school principals at non-Algebra Project schools. They have developed an action plan to address increasing student success in Algebra I. <b>Completed.</b>
	2	9/18/12	Survey students who receive D's and F's in Algebra I.	Barbara Flores	Dr. Davalos 10/16/12		A series of focus groups will be held in October to hear from students currently receiving a D or F. Staff will identify areas where the District and sites can support these students. <b>Completed.</b>
	3	9/18/12	Recognize the students in the AVHS Hawks Soccer Program for their high GPAs.	Barbara Flores	Dr. Davalos 10/16/12		They will be recognized at the school's Student Athlete Award Banquet to be held in May. <b>Completed.</b>
<b>STUDENT SERVICES – DR. MITCHELL</b>							
	1	9/11/12	Look into the City's pre-pendency plan for crossing guard funding.	Danny Tillman	Dr. Mitchell 9/13/12	11/6/12	Currently establishing negotiations.
	2	9/11/12	Provide data on suspension rates.	Barbara Flores	Dr. Mitchell 9/13/12	10/16/12	Administrative Presentation on

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		Date of Request	Question/Request	Requested by	Assigned to/ Date	Anticipated Completion Date	Status/ Remarks/Action
							October 16, 2012. <b>Completed.</b>
<b>HUMAN RESOURCES – DR. VOLLKOMMER</b>							
	1	9/11/12	Agendize the calendar for discussion.	Judi Penman	Dr. Vollkommer 9/13/12	11/6/12	Will update Board on District Five-Year plan.
<b>SUPERINTENDENT – DR. MARSDEN</b>							
	1	6/19/12	Provide a presentation on all of the agencies we contract with.	Danny Tillman	Dr. Marsden 6/20/12	11/6/12	School Services of California will assist with this process.
	2	9/11/12	Urge legislators to make education a priority for funding.	Barbara Flores Michael Gallo Judi Penman	Dr. Marsden 9/13/12	11/1/12 and ongoing	Will communicate with lobbyist and legislators.
	3	9/11/12	Add a leadership/mentorship credit program for IB/AP students to replicate and mentor other students.	Michael Gallo	Dr. Marsden 9/13/12	11/1/12	Item is being brought forward to Strategic Planning.
	4	9/18/12	Consider sending out an RFP for a firm to charge a flat rate for legal fees.	Barbara Flores	Dr. Marsden 9/26/12	11/15/12	This will be handled through the Strategic Planning process.

\*Board Member priorities

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**SESSION NINE - Legislation and Action**

**10.0 Consent Items** (When considered as a group, unanimous approval is advised.)

Certain items of business require review and approval by the Board of Education. Other items are for information and review only. Therefore, the following items are grouped as a consent list for receipt and approval. When members have questions about items included in the consent calendar, these items are pulled out of the group and considered separately.

**BOARD OF EDUCATION**

10.1 Approval of Minutes  
 (Prepared by Superintendent’s Office)

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Minutes of the Board of Education Meetings held on August 21, August 24, and September 11, 2012, be approved as presented.

**BUSINESS SERVICES DIVISION**

10.2 Acceptance of Gifts and Donations to the District  
 (Prepared by Business Services Division)

From time to time, the District receives requests from organizations and businesses to donate money, equipment, and/or supplies to be used for educational purposes in our schools.

The District has received requests to accept gifts or donations of the following:

SITE	DONOR	DONATION AND PURPOSE	AMOUNT	VALUE
Inghram Elementary School	Lifetouch Corona, California	\$121.53 To sponsor the ASB	\$121.53	
Kendall Elementary School	Lifetouch National School Studios, Eden Prairie, Minnesota	\$125.89 To be used towards Student Incentives and Awards	\$125.89	
Wilson Elementary School	Barona Band of Mission Indians Lakeside, California	\$5,000.00 To be used towards the purchase of Library Books	\$5,000.00	
San Geronio High School	Cisneros Contractors (Ismael Cisneros) Colton, California	Donating service and materials for a chain link fence to help secure the Varsity Baseball Field		\$3,700.00
Facilities Management,	ECM Group Inc. Los Angeles, California	\$2,000.00 To sponsor the Measure N Informational	\$2,000.00	

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Planning and Development		Campaign		
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The acceptance of these donations meets all requirements of Board Policy 3290, Gifts, Donations, Grants, and Bequests.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education acknowledges receipt of \$121.53, Lifetouch, Corona, California; \$125.89, Lifetouch National Studios, Eden Prairie, Minnesota; \$5,000.00, Barona Band of Mission Indians, Lakeside, California; Service and Materials for a chain link fence with the total value of \$3,700.00, Cisneros Contractors (Ismael Cisneros), Colton, California; \$2,000.00, ECM Group Inc., Los Angeles, California.

Requester: Various

Approver: Director, Fiscal Services

10.3 Commercial Warrant Registers for Period from September 16, 2012, through September 30, 2012  
(Prepared by Business Services Division)

It is requested that the Board of Education approve the Commercial Warrant Register and authorize specific individuals to sign disbursements on its behalf.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Commercial Warrant Register for period from September 16, 2012, through September 30, 2012, be approved.

BE IT FURTHER RESOLVED that the Board of Education authorizes James Cunningham, Accounting Services Director; David Moyes, Accounts Payable Supervisor; or Derek Harris, Interim Employee Benefits Director, to sign disbursements.

Requester: Director, Accounting Services

Approver: Director, Fiscal Services

10.4 Establishment of School Facility Sub Funds For Muscoy Elementary School  
(Prepared by Business Services Division)

***Muscoy Elementary New Construction Project***  
***(Application number 50/67876-00-082)***

On March 11, 2009, the State Allocation Board processed the Application for School Facility Project (SAB 50/67876-00-082) at Muscoy Elementary School in the amount of \$1,097,496.00

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and placed the project on the unfunded list. On September 26, 2012, the project was funded at \$1,139,011.00 by the State Allocation Board. San Bernardino County Superintendent of Schools requests the District establish a Sub Fund within Fund 35 School Facilities Project to properly account for this funding. The Facilities Department has provided an expenditure plan for the project that includes \$1,139,011.00 in revenue and \$1,139,011.00 in expenditures.

***Muscoy Elementary Overcrowding Relief Grant  
(Application number 56/67876-00-006)***

On March 11, 2009, the State Allocation Board processed the Application for the Overcrowding Relief Grant School Facility Project (SAB 56/67876-00-006) at Muscoy Elementary School in the amount of \$3,397,199.00 and placed the project on the unfunded list. On September 26, 2012, the project was funded at \$3,524,197.00. San Bernardino County Superintendent of Schools requests the District establish a Sub Fund within Fund 35 School Facilities Project to properly account for this funding. The Facilities Department has provided an expenditure plan for the project that includes \$3,524,197.00 in revenue and \$3,524,197.00 in expenditures.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves the establishment of the Sub Fund in the School Facilities Project Fund 35 for the Muscoy Elementary New Construction Facilities Application Number 50/67876-00-0082.

BE IT FURTHER RESOLVED that the Board of Education approves the establishment of the Sub Fund in the School Facilities Project Fund 35 for the Muscoy Elementary Overcrowding Relief Grant Application Number 56/67876-00-006.

Requester/Approver: Director, Fiscal Services

10.5 Establishment of School Facility Sub Funds For Vermont Elementary School  
(Prepared by Business Services Division)

***Vermont Elementary New Construction Project  
(Application number 50/67876-00-084)***

On March 11, 2009, the State Allocation Board processed the Application for School Facility Project (SAB 50/67876-00-084) at Vermont Elementary School in the amount of \$1,133,680.00 and placed the project on the unfunded list. On September 26, 2012, the project was funded at \$1,177,923.00 by the State Allocation Board. San Bernardino County Superintendent of Schools requests the District establish a Sub Fund within Fund 35 School Facilities Project to properly account for this funding. The Facilities Department has provided an expenditure plan for the project that includes \$1,177,923 in revenue and \$1,177,923 in expenditures.

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***Vermont Elementary Overcrowding Relief Grant  
(Application number 56/67876-00-009)***

On March 11, 2009, the State Allocation Board processed the Application for the Overcrowding Relief Grant School Facility Project (SAB 56/67876-00-009) at Vermont Elementary School in the amount of \$3,962,118.00 and placed the project on the unfunded list. On September 26, 2012, the project was funded at \$4,115,897.00. San Bernardino County Superintendent of Schools requests the District establish a Sub Fund within Fund 35 School Facilities Project to properly account for this funding. The Facilities Department has provided an expenditure plan for the project that includes \$4,115,897.00 in revenue and \$4,115,897.00 in expenditures.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves the establishment of the Sub Fund in the School Facilities Project Fund 35 for the Vermont Elementary New Construction Facilities Application Number 50/67876-00-084.

BE IT FURTHER RESOLVED that the Board of Education approves the establishment of the Sub Fund in the School Facilities Project Fund 35 for the Vermont Elementary Overcrowding Relief Grant Application Number 56/67876-00-009.

Requester/Approver: Director, Fiscal Services

10.6 Extended Field Trip, Serrano Middle School, Joshua Tree Jumbo Rocks Science Club Camp Out, Joshua Tree National Park, California  
(Prepared by Business Services Division)

Serrano Middle School requests Board of Education approval of an extended field trip for 40 Serrano Middle School students, one adult chaperone, and eight District employees to attend the Joshua Tree Jumbo Rocks Science Club Camp Out, in Joshua Tree National Park, California, from October 26, through October 28, 2012.

The students will have the opportunity to study the natural environment of Joshua Tree National Park by exploring trails, investigating geological features, and observing the fascinating variety of plants and animals that make their home in the park. The students will be guided through hands-on activities by using telescopes to view various astronomical sites.

The cost of the trip, not to exceed \$750.00, including meals and lodging for 40 Serrano Middle School students, one adult chaperone, and eight District employees, will be paid from Serrano Middle School Account No. 459. Transportation will be provided by District employees using private vehicles, at no cost. No student will be denied participation due to financial constraints.

It is recommended that the following resolution be adopted:

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BE IT RESOLVED that the Board of Education approves the extended field trip for 40 Serrano Middle School students, one adult chaperone, and eight District employees to attend the Joshua Tree Jumbo Rocks Science Club Camp Out, in Joshua Tree National Park, California, from October 26, through October 28, 2012. The cost of the trip, not to exceed \$750.00, including meals and lodging for 40 Serrano Middle School students, one adult chaperone, and eight District employees, will be paid from Serrano Middle School Account No. 459. Transportation will be provided by District employees using private vehicles, at no cost. Names of the students are on file in the Business Services office.

Requester: Principal, Serrano Middle School  
Approver: Chief Academic Officer, Educational Services Division

10.7 Federal/State/Local District Budgets and Revisions  
(Prepared by Business Services Division)

Throughout the year, the District is advised by federal, state, and local agencies of program entitlements and any additions and/or reductions in funds available for already-approved programs. The following programs requested by the Board of Education affect the restricted and unrestricted portions in the budgets of the District funds. In order to adjust the program budgets, it is necessary to have Board of Education approval.

The unrestricted program, Fund 01-Adult Education Apprenticeship (139), was included in the Fiscal Year 2012-2013 approved budget in the amount of \$54,814.00. Based on the unrestricted fund balance from Fiscal Year 2011-2012, an increase of \$64,563.00 in expenditures and a decrease of \$64,563.00 in unrestricted fund balance will result in a revised total of \$54,814.00 in revenues and \$119,377.00 in expenditures.

The restricted program, ROP Lottery (379), was included in the Fiscal Year 2012-2013 approved budget in the amount of \$125,000.00. Based on an award letter received from County Schools on September 24, 2012, an increase in the amount of \$24,754.00 will result in a revised total of \$149,754.00.

The restricted program, Fund 11-Adult Education GED (137), was not included in the Fiscal Year 2012-2013 approved budget. Based on the carryover from Fiscal Year 2011-2012, an increase in the amount of \$125,966.23 will result in a revised total of \$125,966.23.

The restricted program, Fund 12-Child Development Capacity Building Academy (253), was not included in the Fiscal Year 2012-2013 approved budget. Based on the carryover from Fiscal Year 2011-2012, an increase in the amount of \$2,430.08 will result in a revised total of \$2,430.08.

The restricted fund, Building Fund (Fund 21), was included in the Fiscal Year 2012-2013 approved budget in the amount of \$127,106.76 for revenues and \$31,144,066.48 for

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expenditures. Based on the restricted fund balance from Fiscal Year 2011-2012, an increase in the amount of restricted fund balance of \$6,299,638.54 will result in a revised total of \$37,443,705.02 in expenditures.

The restricted fund, Capital Facilities Fund (Fund 25), was included in the Fiscal Year 2012-2013 approved budget in the amount of \$2,045,055.96 for revenues and \$16,234,617.08 for expenditures. Based on the restricted fund balance from Fiscal Year 2011-2012, an increase in the amount of restricted fund balance of \$1,293,662.05 will result in a revised total of \$17,528,279.13 in expenditures.

The restricted fund, School Facilities Fund (Fund 35), was included in the Fiscal Year 2012-2013 approved budget in the amount of \$18,203,179.22 for revenues and \$142,301,414.27 for expenditures. Based on the restricted fund balance from Fiscal Year 2011-2012, an increase in the amount of restricted fund balance of \$1,795,666.70 will result in a revised total of \$144,097,080.97 in expenditures.

The restricted fund, Special Reserve Capital Outlay Fund (Fund 40), was included in the Fiscal Year 2012-2013 approved budget in the amount of \$2,077.99 for revenues and \$928,860.59 for expenditures. Based on the restricted fund balance from Fiscal Year 2011-2012, an increase in the amount of restricted fund balance of \$114,892.59 will result in a revised total of \$1,043,753.18 in expenditures.

The restricted fund, Foundation Trust Fund (Fund 73), was included in the Fiscal Year 2012-2013 approved budget in the amount of \$50,000.00 for revenues and \$50,000.00 for expenditures. Based on the restricted fund balance from Fiscal Year 2011-2012, a decrease in the amount of \$47,800.00 in revenues and a decrease in the amount of \$29,631.73 in expenditures will result in a required restricted fund balance of \$400,000.00.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves the addition of \$64,563.00 in the budgeting of expenditures for the unrestricted program, Fund 01-Adult Education Apprenticeship (139).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$24,754.00 in the budgeting of revenues and expenditures for the restricted program, ROP Lottery (379).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$125,966.23 in the budgeting of revenues and expenditures for the restricted program, Fund 11-Adult Education GED (137).

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BE IT ALSO RESOLVED that the Board of Education approves the addition of \$2,430.08 in the budgeting of revenues and expenditures for the restricted program, Fund 12- Child Development Capacity Building Academy (253).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$6,299,638.54 in the budgeting of expenditures for the restricted fund Building Fund (Fund 21).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$1,293,662.05 in the budgeting of expenditures for the restricted fund Capital Facilities Fund (Fund 25).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$1,795,666.70 in the budgeting of expenditures for the restricted fund School Facilities Fund (Fund 35).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$114,892.59 in the budgeting of expenditures for the restricted fund Special Reserve Capital Outlay Fund (Fund 40).

BE IT FURTHER RESOLVED that the Board of Education approves the reduction of \$47,800.00 in the budgeting of revenues and the reduction of \$29,631.73 in the budgeting of expenditures for the restricted fund Foundation Trust Fund (Fund 73).

Requester/Approver: Director, Fiscal Services

10.8 Reimbursement for District General Revolving Cash Fund  
(Prepared by Business Services Division)

The Fiscal Services Department requests Board of Education approval to write off an uncollectible advance that cannot be replenished in the amount of \$100.00 from the General Revolving Cash Fund. A warrant will be issued in this amount to be deposited into the General Revolving Cash Fund. This uncollectible advance was made to an employee as petty cash on September 28, 2011, and has been determined that this advance is uncollectible due to a theft at the school site.

The independent audit of our records recommended the District write off amounts outstanding greater than six months. We concur with that recommendation to write off this amount.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education authorizes the write off of an uncollectible General Revolving Cash Fund payment in the amount of \$100.00.

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BE IT FURTHER RESOLVED that the Board of Education approves a warrant in the amount of \$100.00 being issued from the Unrestricted General Fund Account No. 068 to replenish the General Revolving Cash Fund.

Requester/Approver: Director, Fiscal Services

## **EDUCATIONAL SERVICES**

### **Curriculum and Instruction**

10.9 Agreement with American Medical Response, Rancho Cucamonga, California, to Provide Ambulance Service at Home Football Games at Arroyo Valley High School

(Prepared by Business Services Division)

Arroyo Valley High School requests Board of Education approval to enter into an agreement with American Medical Response (AMR), Rancho Cucamonga, California, to provide ambulance services for home football games, effective August 24, through October 19, 2012. AMR will provide two attendants during home football games to comply with by-law requirements of the San Andreas League. The cost per game for 2.5 hours each game is \$100.00. The cost of services, not to exceed \$1,000.00, will be paid from the Unrestricted General Fund-Instructional Needs Assessment Program, Account No. 203.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education ratifies entering into an agreement with American Medical Response (AMR), Rancho Cucamonga, California, to provide ambulance services for home football games, effective August 24, through October 19, 2012. AMR will provide two attendants during home football games to comply with by-law requirements of the San Andreas League. The cost per game for 2.5 hours each game is \$100.00. The cost of services, not to exceed \$1,000.00, will be paid from the Unrestricted General Fund-Instructional Needs Assessment Program, Account No. 203.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents..

Requester: Principal, Arroyo Valley High School

Approver: Chief Academic Officer, Educational Services Division

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10.10 Agreement with READ: Reading Education Application and Design, Colton, California, to Provide Read 180 Intervention Training to District Teachers  
(Prepared by Business Services Division)

The Secondary Education Department requests Board of Education approval to enter into an agreement with READ: Reading Education Application and Design, Colton, California, to provide training, coaching, and advisement to District schools and teachers in all aspects of Read 180 intervention, effective October 17, 2012, through June 30, 2013. The sessions will focus on Read 180 Reading Intervention teacher support, District and/or site training for Read 180, administrative advisement, and software application support for Read 180's Scholastic Achievement Manager (SAM). READ will provide one to two days of training or equivalent hours per week. The cost is \$750.00 per day for a total of 65 days during the school year. The cost of services, not to exceed \$48,750.00, will be paid from the Restricted General Fund-CAHSEE Intensive Instruction and Services, Account No. 403.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves entering into an agreement with READ: Reading Education Application and Design, Colton, California, to provide training, coaching, and advisement to District schools and teachers in all aspects of Read 180 intervention, effective October 17, 2012, through June 30, 2013. The sessions will focus on Read 180 Reading Intervention teacher support, District and/or site training for Read 180, administrative advisement, and software application support for Read 180's Scholastic Achievement Manager (SAM). READ will provide one to two days of training or equivalent hours per week. The cost is \$750.00 per day for a total of 65 days during the school year. The cost of services, not to exceed \$48,750.00, will be paid from the Restricted General Fund-CAHSEE Intensive Instruction and Services, Account No. 403.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Administrative Director, Secondary Education

Approver: Chief Academic Officer, Educational Services Division

10.11 Agreement with the Regents of the University of California, Berkeley, California, Destination College Advising Corps (DCAC) for San Bernardino High School  
(Prepared by Business Services Division)

San Bernardino High School requests Board of Education approval to enter into an agreement with The Regents of the University of California, Berkeley, Destination College Advising Corps (DCAC) to provide on-site, intensive college preparation services to 100 to 150 students in Grades 9-12, effective July 1, 2012, through June 30, 2013. DCAC's goal is to make college a viable option for all students by providing comprehensive college preparation advising and

information through the efforts of the full-time Program College Adviser. The adviser will provide intensive services in using the best practices of the highly successful college access programs through both one-to-one cohort services and whole school services. DCAC students will be offered transcript evaluations and Individual Academic Plans (IAP) to prepare for and meet college admissions eligibility requirements; SAT and ACT registration assistance; college admissions application assistance; Financial Aid (FAFSA) and scholarship application assistance; and college campus field trips. An evaluation plan will be implemented that will collect quantitative and qualitative data through District and school data systems and pre- and post-surveys. Information from students, administrators, counselors, teachers, and families will be collected over the course of the program implementation. The information gathered will be shared with the District for internal reporting goals. The cost, not to exceed \$30,000.00, will be paid from the Restricted General Fund-Quality Education Investment Act (QEIA), Account No. 436.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education ratifies entering into an agreement with The Regents of the University of California, Berkeley, Destination College Advising Corps (DCAC) to provide on-site, intensive college preparation services to 100 to 150 students in Grades 9-12, effective July 1, 2012, through June 30, 2013. DCAC's goal is to make college a viable option for all students by providing comprehensive college preparation advising and information through the efforts of the full-time Program College Adviser. The adviser will provide intensive services in using the best practices of the highly successful college access programs through both one-to-one cohort services and whole school services. DCAC students will be offered transcript evaluations and Individual Academic Plans (IAP) to prepare for and meet college admissions eligibility requirements; SAT and ACT registration assistance; college admissions application assistance; Financial Aid (FAFSA) and scholarship application assistance; and college campus field trips. An evaluation plan will be implemented that will collect quantitative and qualitative data through District and school data systems and pre- and post-surveys. Information from students, administrators, counselors, teachers, and families will be collected over the course of the program implementation. The information gathered will be shared with the District for internal reporting goals. The cost, not to exceed \$30,000.00, will be paid from the Restricted General Fund-Quality Education Investment Act (QEIA), Account No. 436.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Principal, San Bernardino High School

Approver: Chief Academic Officer, Educational Services Division

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10.12 Amendment to the Agreement with the Parent Institute for Quality Education, Covina, California to Provide Training for Parents of District Students Enrolled at San Gorgonio High School  
(Prepared by Business Services Division)

San Gorgonio High School requests Board of Education approval to amend the agreement with the Parent Institute for Quality Education (PIQE), Covina, California, approved by the Board on September 11, 2012, agenda Item 11.23. The amendment is necessary to include the Year-2 program for middle school and high school parents who graduated from the Year-1 program and to increase the contract amount by \$3,300.00 for an aggregate total contract amount of \$9,000.00. The additional fee will be paid from the Restricted General Fund-Economic Impact Aid State Compensatory Education, Account No. 420.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves amending the agreement with the Parent Institute for Quality Education (PIQE), Covina, California, approved by the Board on September 11, 2012, agenda Item 11.23. The amendment is necessary to include the Year-2 program for middle school and high school parents who graduated from the Year-1 program and to increase the contract amount by \$3,300.00 for an aggregate total contract amount of \$9,000.00. The additional fee will be paid from the Restricted General Fund-Economic Impact Aid State Compensatory Education, Account No. 420.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Principal, San Gorgonio High School

Approver: Chief Academic Officer, Educational Services Division

10.13 Agreement with Youth Action Project, San Bernardino, California, to Provide Life Skills and Academic Monitoring Services to Students at Indian Springs High School  
(Prepared by Business Services Division)

The Secondary Education Department requests Board of Education approval to enter into an agreement with Youth Action Project (YAP), San Bernardino, California, to provide 50 Indian Springs High School 9<sup>th</sup> and 10<sup>th</sup> grade students with life skills and academic monitoring services in the form of assessment, credit monitoring, and positive behavior support, effective October 17, 2012, through June 30, 2013. YAP will meet regularly with students, District, and school site staff to monitor and evaluate programmatic effectiveness to ensure students are improving attendance, decreasing disciplinary action occurrences, and establishing a sense of ownership for the students' futures. The fee, not to exceed \$60,000.00, which includes four days of assessment per week for 1.5 hours per day for a total of 24 weeks, billed at \$1,200.00 per student, will be

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paid from Restricted General Fund-CAHSEE Intensive Instructions and Services, Account No. 403.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves entering enter into an agreement with Youth Action Project (YAP), San Bernardino, California, to provide 50 Indian Springs High School 9<sup>th</sup> and 10<sup>th</sup> grade students with life skills and academic monitoring services in the form of assessment, credit monitoring, and positive behavior support, effective October 17, 2012, through June 30, 2013. YAP will meet regularly with students, District, and school site staff to monitor and evaluate programmatic effectiveness to ensure students are improving attendance, decreasing disciplinary action occurrences, and establishing a sense of ownership for the students' futures. The fee, not to exceed \$60,000.00, which includes four days of assessment per week for 1.5 hours per day for a total of 24 weeks, billed at \$1,200.00 per student, will be paid from Restricted General Fund-CAHSEE Intensive Instructions and Services, Account No. 403.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Administrative Director, Secondary Education Department

Approver: Chief Academic Officer, Educational Services Division

## **STUDENT SERVICES**

### **Sites**

- 10.14 Agreement with Community Matters, Santa Rosa, California to Participate in the Safe School Ambassadors Program® at San Bernardino High School  
(Prepared by Business Services Division)

San Bernardino High School requests Board of Education approval to enter into an agreement with Community Matters, Santa Rosa, California, to participate in the Safe School Ambassadors® Program to reduce bullying, improve school climate, improve student retention, and reduce gang involvement and activity, effective October 17, 2012, through June 30, 2013. Community Matters will provide two days of onsite training and materials for 35-40 new Safe School Ambassador students and six to eight adults. The fee, not to exceed \$500.00, will be paid from the Restricted General Fund-Quality Education Investment Act (QEIA), Account No. 436.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves entering into an agreement with Community Matters, Santa Rosa, California, to participate in the Safe School Ambassadors® Program to reduce bullying, improve school climate, improve student retention, and reduce gang

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involvement and activity, effective October 17, 2012, through June 30, 2013. Community Matters will provide two days of onsite training and materials for 35-40 new Safe School Ambassador students and six to eight adults. The fee, not to exceed \$500.00, will be paid from the Restricted General Fund- Quality Education Investment Act (QEIA), Account No. 436.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Principal, San Bernardino High School  
Approver: Assistant Superintendent, Student Services Division

**Special Education**

10.15 Agreement with SunGard Public Surplus, Bethlehem, Pennsylvania, to Provide Maintenance and Support of IEP PLUS for the Special Education Department  
(Prepared by Business Services Division)

The Special Education Department requests Board of Education approval to enter into an agreement with SunGard Public Sector, Bethlehem, Pennsylvania, to provide maintenance and support for the software application IEP Plus. IEP Plus is used by District Special Education staff for the purpose of online preparation of Individual Education Plans (IEP's), effective July 1, 2012, through June 30, 2013. The fee, not to exceed \$70,427.13, will be paid from the Restricted General Fund-Special Education-Central, Account No. 827.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education ratifies entering into an agreement with SunGard Public Sector, Bethlehem, Pennsylvania, to provide maintenance and support for the software application IEP Plus. IEP Plus is used by District Special Education staff for the purpose of online preparation of Individual Education Plans (IEP's), effective July 1, 2012, through June 30, 2013. The fee, not to exceed \$70,427.13, will be paid from the Restricted General Fund-Special Education-Central, Account No. 827.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Director, Special Education Department  
Approver: Assistant Superintendent, Student Services Division

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10.16 Renewal of the Agreement with Inland Regional Center, San Bernardino, California, for an Early Start Parent Representative  
(Prepared by Business Services Division)

The Special Education Department requests Board of Education approval to renew the agreement with Inland Regional Center, San Bernardino, California, for an Early Start parent representative, effective July 1, 2012, through June 30, 2013. The representative, hired by the District, provides information, resources, outreach, and parent-to-parent support for families of infants and toddlers with disabilities or at-risk. The District will invoice Inland Regional Center for a portion of the representative's salary, not to exceed \$7,377.00, to be credited to Restricted General Fund – Special Education – Central, Account No. 827.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education ratifies the renewal of the agreement with Inland Regional Center, San Bernardino, California, for an Early Start parent representative, effective July 1, 2012, through June 30, 2013. The representative, hired by the District, provides information, resources, outreach, and parent-to-parent support for families of infants and toddlers with disabilities or at-risk. The District will invoice Inland Regional Center for a portion of the representative's salary, not to exceed \$7,377.00, to be credited to Restricted General Fund – Special Education – Central, Account No. 827.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Director, Special Education Department  
Approver: Assistant Superintendent, Student Services Division

**Youth Services**

10.17 Expulsion of Student(s)  
(Prepared by Youth Services Department)

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education accepts and adopts the recommendation and findings of the Hearing Panel, based on a review of the Panel's finding of facts and recommendations, and orders the expulsion of the following student(s) with the birth date(s) as listed below in accordance with the Board rules and regulations and in compliance with Education Code Section 48900:

\*\* (S) 1/15/1999   \* (S) 8/14/1995   \* (S) 2/21/1998   \* (S) 8/15/1996   \*\* (S) 4/30/1999   \* (S) 12/1/1997  
\* (S) 4/1/1998   \* 12/13/1997

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\*The Board does hereby order the enforcement of the expulsion suspended for a period of not more than one calendar year. The suspension of the enforcement of the expulsion order is deemed appropriate for the rehabilitation of the pupil, per Education Code section 48917.

\*\*The Board does hereby expel the pupil for a period of one semester, and does hereby order the enforcement of the expulsion suspended for the following semester, allowing him/her to be considered for re-enrollment in the district under suspended expulsion as deemed appropriate for the rehabilitation of the pupil, per Education Code section 48917.

(S) A stipulated expulsion is a process whereby the pupil and his/her family acknowledge responsibility for the behavior leading to the recommendation for expulsion by the school administration, and waive their right to a hearing by admitting to the facts in support of an expulsion recommendation. The pupil and his/her family stipulate the facts of the case as presented by the school, accepting one of the following consequences: \*(S) suspended expulsion, \*\*(S) expulsion one semester, suspended expulsion one semester, (S) expulsion two semesters.

Requester: Director, Youth Services

Approver: Assistant Superintendent, Student Services

10.18 Student(s) Recommended for Suspension, but Remanded Back to School Sites or Had Suspensions Reduced, Due to Errors of Due Process, Lack of Evidence, and/or Availability of Other Means of Correction  
(Prepared by Youth Services Department)

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the following student(s) were recommended for suspension, but suspension is deemed inappropriate based on due process errors, insufficient evidence, and/or the availability of other means of correction in compliance with Education Code Section 48900. Therefore, although they were recommended for suspension, the suspension was reversed or modified.

2/24/1998

Requester: Director, Youth Services

Approver: Assistant Superintendent, Student Services

**FACILITIES/OPERATIONS DIVISION**

**Facilities Management**

- 10.19 Amendment No. 2 to the Master Services Agreement for California Environmental Quality Act (CEQA) Compliance Services for Facilities Management Projects of New, Existing, or Potential Schools and Administrative Sites Throughout the District  
(Prepared by Facilities/Operations Division)

The Facilities Management Department requests Board of Education approval to amend the master services agreement, previously approved by the Board on April 17, 2012 for CEQA compliance services effective through September 30, 2012. This amendment will extend the ending date through June 30, 2013, for continuity of service and DSA certification until the completion of the current project. All other terms and conditions remain the same.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education ratifies amending the master services agreements for California Environmental Quality Act (CEQA) compliance services for Facilities Management projects of new, existing, or potential schools and administrative sites throughout the District, previously approved by the Board on April 17, 2012. This amendment will extend the ending date of September 30, 2012, to June 30, 2013, for continuity of service and DSA certification until the completion of the current project. All other terms and conditions remain the same.

Chambers Group, Irvine, California

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign said Amendment No. 2.

Requester: Interim Facilities Administrator, Facilities Management Department

Approver: Assistant Superintendent, Facilities/Operations Division

- 10.20 Amendment No. 14 to the Professional Services Agreement with HMC Architects to Provide Architectural and Engineering Services for Indian Springs High School New Construction/Old Curtis Middle School Modernization Project  
(Prepared by Facilities/Operations Division)

The Facilities Management Department requests Board of Education approval to amend the agreement with HMC Architects, Ontario, California, previously renewed by the Board on June 19, 2012, and effective through June 30, 2014. This amendment is needed due to extended construction administration and project closeout support beyond the original construction period.

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The cost, not to exceed \$92,736.00, plus approved reimbursables, will be paid from Funds 21, 25, or 35. All other terms and conditions remain the same.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves amending the agreement with HMC Architects, due to extended construction administration and project closeout support beyond the original construction period for the Indian Springs High School New Construction/Old Curtis Middle School modernization project. The cost, not to exceed \$92,736.00, plus approved reimbursables, will be paid from Funds 21, 25, or 35. All other terms and conditions remain the same.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign said Amendment No. 14.

Requester: Interim Facilities Administrator, Facilities Management Department  
Approver: Assistant Superintendent, Facilities/Operations Division

10.21 Amendment No. 21 to the Professional Services Agreement with HMC Architects for Architectural and Engineering Services for Various Modernization Projects - Hunt ES, Phase II  
(Prepared by Facilities/Operations Division)

The Facilities Management Department requests Board of Education approval to amend the agreement with HMC Architects, Ontario, California, previously renewed by the Board on June 15, 2010, and effective through June 30, 2015. This amendment is needed due to extended construction administration and project closeout support beyond the original construction period for Hunt Elementary School Modernization Project, Phase II. The cost, not to exceed \$33,231.00, plus approved reimbursables, will be paid from Funds 21, 35, and 40. All other terms and conditions remain the same.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves amending the agreement with HMC Architects, due to extended construction administration and project closeout support beyond the original construction period for Hunt Elementary School Modernization Project, Phase II. The cost, not to exceed \$33,231.00, plus approved reimbursables, will be paid from Funds 21, 35, and 40. All other terms and conditions remain the same.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign said Amendment No. 21.

Requester: Interim Facilities Administrator, Facilities Management Department  
Approver: Assistant Superintendent, Facilities/Operations Division

10.22 Amendment No. 22 to the Professional Services Agreement with HMC Architects for Architectural and Engineering Services for Various Modernization Projects – Bradley, Marshall, and Alessandro Elementary Schools  
(Prepared by Facilities/Operations Division)

The Facilities Management Department requests Board of Education approval to amend the agreement with HMC Architects, Ontario, California, previously renewed by the Board on June 15, 2010, and effective through June 30, 2015. This amendment is needed due to extended construction administration and project closeout support beyond the original construction period for Bradley, Marshall, and Alessandro Elementary Schools Modernization Projects (Group 7). The cost, not to exceed \$34,383.00, plus approved reimbursables, will be paid from Funds 21 and 35.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves amending the agreement with HMC Architects, due to extended construction administration and project closeout support beyond the original construction period for Bradley, Marshall, and Alessandro Elementary Schools Modernization Projects (Group 7). The cost, not to exceed \$34,383.00, plus approved reimbursables, will be paid from Funds 21 and 35.

Elementary Sites	Amount
Bradley	\$21,150.00
Marshall	\$7,064.00
Alessandro	\$5,892.00
Total	\$34,383.00

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign said Amendment No. 22.

Requester: Interim Facilities Administrator, Facilities Management Department  
Approver: Assistant Superintendent, Facilities/Operations Division

10.23 Approval to Establish and Exceed the 10% Change Order Limitation for General Contractor's Work at Bradley, Marshall, and Alessandro Elementary School Modernization Projects  
(Prepared by Facilities/Operations Division)

The Facilities Management Department requests Board of Education approval to establish and exceed the 10% change order limitation of Public Contract Code Section 20118.4, originally approved by the Board on April 20, 2010, and awarded to Cyrcon Builders LP, for Bid No. F08-10, Bradley, Marshall, Alessandro, and Warm Springs Elementary Schools Modernization

Project (Group 7). These projects encompass modernization, interim housing, and deferred maintenance for the following sites:

Site	Original Contract Amount	Allowable 10% Limit	Change Orders exceeding 10% (previously approved)	Current Change Orders	Change Order Totals
Bradley ES	\$2,043,000.25	\$ 204,300.03	\$0	\$ 220,793.48	\$ 425,093.51
Marshall ES	\$ 749,999.54	\$ 74,999.95	\$0	\$ 80,526.43	\$ 155,526.38
Alessandro ES	\$2,475,000.39	\$ 247,500.04	\$0	\$ 303,591.48	\$ 551,091.52

These change orders are necessary due to unforeseen conditions, delays, and code-required fixes on these projects. County Counsel has reviewed and approved the request to exceed the 10% change order limitation. All other terms and conditions remain the same.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves establishing and exceeding the 10% change order limitation for Cyrcon Builders LP, for Bid No. F08-10, Bradley, Marshall, Alessandro, and Warm Springs Elementary Schools Modernization Project (Group 7). Due to unforeseen conditions, delays, and code-required fixes, County Counsel has reviewed and approved the request to exceed the 10% change order limitation. All other terms and conditions remain the same. These projects encompass modernization, interim housing, and deferred maintenance for the following sites:

Site	Original Contract Amount	Allowable 10% Limit	Change Orders exceeding 10% (previously approved)	Current Change Orders	Change Order Totals
Bradley ES	\$2,043,000.25	\$ 204,300.03	\$0	\$ 220,793.48	\$ 425,093.51
Marshall ES	\$ 749,999.54	\$ 74,999.95	\$0	\$ 80,526.43	\$ 155,526.38
Alessandro ES	\$2,475,000.39	\$ 247,500.04	\$0	\$ 303,591.48	\$ 551,091.52

Requester: Interim Facilities Administrator, Facilities Management Department  
 Approver: Assistant Superintendent, Facilities/Operations Division

10.24 Notice of Completion, Bid No. F08-12, Inghram, Lytle Creek, and Urbita Elementary Schools, Serrano and Richardson PREP High Middle Schools Modernization and Deferred Maintenance Project  
 (Prepared by Facilities/Operations Division)

Bid No. F08-12, Inghram, Lytle Creek, and Urbita Elementary Schools, Serrano and Richardson PREP High Middle Schools Modernization and Deferred Maintenance Project, was previously awarded to a General Contractor. The work assigned to the Contractor listed below has now

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been completed. It is requested that the Board of Education formally accept the completed work of this Contractor.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education authorizes filing a Notice of Completion for Bid No. F08-12, Inghram, Lytle Creek, and Urbita Elementary Schools, Serrano and Richardson PREP High Middle Schools Modernization and Deferred Maintenance Project, for the work awarded to the Contractor listed below:

General Contractor  
Oakview Constructors Inc.  
Calimesa, California

BE IT FURTHER RESOLVED that Barbara Flores, President, Board of Education, be authorized to execute the Notice of Completion.

Requester: Interim Facilities Administrator, Facilities Management Department  
Approver: Assistant Superintendent, Facilities/Operations Division

10.25 Notices of Completion, Bid No. F08-29, Category Nos. 03, 04, 05, 07, 08, 09A, 11, 13, 14, 15, 18, 19, 20, and 30 - Indian Springs High School New Construction and Old Curtis Middle School Modernization Project  
(Prepared by Facilities/Operations Division)

Bid No. F08-29, Indian Springs High School New Construction and Old Curtis Middle School Modernization Project, was previously awarded to multiple Prime Contractors. The work assigned to the Contractors listed below has now been completed. It is requested that the Board of Education formally accept the completed work of these Contractors.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education authorizes filing Notices of Completion for Indian Springs High School and Old Curtis Middle School Modernization Project, for the work awarded to the Prime Contractors listed below:

Category No. 03 - Concrete  
Bogh Engineering, Inc.  
Beaumont, California

Category No. 04 - Masonry  
Nibbelink Masonry, Inc.  
Lancaster, California

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Category No. 05 - Structural Steel

Blazing Industrial Steel, Inc.  
Riverside, California

Category No. 07 - Gypsum & Plaster

Sierra Lathing Company, Inc.  
Rialto, California

Category No. 08 - Casework

Lozano Caseworks, Inc.  
Colton, California

Category No. 09A - Modernization Re-Roofing

RGSLA, Inc.  
Whittier, California

Category No. 11 - Glass & Glazing

E & R Glass Contractors, Inc.  
Montclair, California

Category No. 13 - Acoustical

Cochran Interiors, Inc.  
Arcadia, California

Category No. 14 - Flooring

Mike's Custom Flooring  
San Bernardino, California

Category No. 15 - Painting

Alonso Painting  
Spring Valley, California

Category No. 18 - Plumbing

Fischer, Inc.  
San Bernardino, California

Category No. 19 - Electrical

Rancho Pacific Electric, Inc.  
Rancho Cucamonga, California

Category No. 20 - Fire Sprinklers

Kincaid Industries  
Thousand Palms, California

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Category No. 30 - Multiple Trades  
Plyco Corporation  
Mira Loma, California

BE IT FURTHER RESOLVED that Barbara Flores, President, Board of Education, be authorized to execute the Notices of Completion.

Requester: Interim Facilities Administrator, Facilities Management Department  
Approver: Assistant Superintendent, Facilities/Operations Division

10.26 Request to Substitute Subcontractors, Bid No. F09-01 Category No. 01-New Construction for the Graciano Gomez Elementary School Project  
(Prepared by Facilities/Operations Division)

The Facilities Management Department requests Board of Education approval to allow the Prime Contractor, Woodcliff Corporation, Bid F09-01, New Construction for the Graciano Gomez Elementary School Project, Category No. 01 - General Construction/Buildings, pursuant to Public Contract Code Section 4107:

- to release its rough carpentry subcontractor, Abdellatif Enterprises, Inc., from their obligation on the project due to unexpected circumstances and scheduling conflict and will substitute with Infinity Structure, Inc., Perris, California. There is no additional cost. All other terms and conditions remain the same.
- to release its painting subcontractor, Quad County Painting, Inc. from their obligation on the project due to heavy obligations and deadlines and will substitute with Triumph Painting, Riverside, California. There is no additional cost. All other terms and conditions remain the same.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves the request by the Prime Contractor, Woodcliff Corporation, Bid F09-01, New Construction for the Graciano Gomez Elementary School Project, Category No. 01 - General Construction/Buildings, pursuant to Public Contract Code Section 4107, to allow the following:

- to release its rough carpentry subcontractor, Abdellatif Enterprises, Inc., from their obligation on the project due to unexpected circumstances and scheduling conflict and will substitute with Infinity Structure, Inc., Perris, California. There is no additional cost. All other terms and conditions remain the same.
- to release its painting subcontractor, Quad County Painting, Inc. from their obligation on the project due to heavy obligations and deadlines and will substitute with Triumph

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Painting, Riverside, California. There is no additional cost. All other terms and conditions remain the same.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign any required documents to effect said substitutions.

Requester: Interim Facilities Administrator, Facilities Management Department  
Approver: Assistant Superintendent, Facilities/Operations Division

10.27 Tender Agreement with Fidelity and Deposit Company of Maryland, for the New Construction of the George Brown Jr. Elementary School Project, Bid No. F08-13, Category No. 8, Casework & Finish Carpentry  
(Prepared by Facilities/Operations Division)

The Facilities Management Department requests Board of Education approval to enter into a Tender Agreement with Fidelity and Deposit Company of Maryland, surety for Lozano Caseworks, Inc., contractor for the George Brown Jr. Elementary School Project, Category No. 8, Casework & Finish Carpentry.

On August 13, 2012, the surety informed the District that Lozano Caseworks, Inc. (Lozano) lacked the resources and financial capacity to continue on the Project and was withdrawing from the performance of the Project contract. The District made demand on the surety, Fidelity and Deposit Company of Maryland, to complete Lozano's scope of work. The surety has agreed to (1) tender a replacement contractor, Westmark Products, who will complete Lozano's scope of work for the contract balance of \$524,605.00 and (2) agreed to pay the District \$2,000.00 in attorney fees.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education makes the following findings which exist:

WHEREAS, on May 17, 2011, the Governing Board of the San Bernardino City Unified School District (District) awarded a contract for construction work for the George Brown Jr. Elementary School Project, Bid F08-13, Category No. 8, Casework & Finish Carpentry, to Lozano Caseworks, Inc. (Lozano) in the amount of \$544,000.00;

WHEREAS, due to Lozano's financial troubles and Fidelity and Deposit Company of Maryland (surety) representations that Lozano was withdrawing from the performance of the Project contract, the District viewed Lozano's and the surety's actions as a voluntary termination and demand was made on the surety to takeover and complete Lozano's scope of work on the Project;

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WHEREAS, the surety has tendered a replacement contractor, Westmark Products, to complete the remaining scope of work for the contract balance of \$524,605.00;

WHEREAS, the surety will pay the District \$2,000.00 in attorney fees; and

WHEREAS, the Board of Education approves by a majority of the vote, and pursuant to Education Code Section 17604 and similar statutes,

1. That the above recitals are true and correct.
2. That the Tender Agreement is approved for the amounts set forth in the recitals.
3. That Westmark Products is approved as the replacement contractor in the contract amount of \$524,605.00 to complete Lozano's scope of work on the Project.
4. That this Resolution shall be effective as of the date of its adoption.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to execute any and all agreements and to complete all necessary documents to complete this Tender Agreement, or to otherwise carry out the intent of this Resolution.

Requester: Interim Facilities Administrator, Facilities Management Department

Approver: Assistant Superintendent, Facilities/Operations Division

### **Nutrition Services**

10.28 Amendment No. 6 to Service Agreements with Temporary Labor Companies to Provide Nutrition Services Personnel  
(Prepared by Facilities/Operations Division)

The Nutrition Services Department requests Board of Education approval to amend the service agreements with Arrow Staffing, Redlands, California, and Manpower, San Bernardino, California, originally approved by the Board on October 5, 2010, to provide temporary Nutrition Services personnel as needed for the preparation, service, and clean up at District sites, as well as other nutrition services' duties as required. This amendment is for an additional \$300,000.00 for continued staffing and to extend the ending date through June 30, 2013, unless critical vacant positions are filled first. The new total cost, not to exceed \$2,600,000.00, will be paid from Nutrition Services Cafeteria Account No. 92.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves amending the service agreements with Arrow Staffing and Manpower to provide temporary Nutrition Services personnel as needed for the preparation, service, and clean up at District sites, as well as other nutrition services' duties as required. This amendment is for an additional \$300,000.00 for continued staffing and to

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extend the ending date through June 30, 2013, unless critical vacant positions are filled first. The new total, not to exceed \$2,600,000.00, will be paid from Nutrition Services Cafeteria Account No. 92.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign said Amendment No. 6.

Requester: Director, Nutrition Services Department  
Approver: Assistant Superintendent, Facilities/Operations Division

10.29 Cafeteria Warrant Register, September 1, 2012, through September 30, 2012  
(Prepared by Facilities/Operations Division)

It is requested that the Board of Education adopt the Cafeteria Warrant Registers and authorize specific individuals to sign disbursements on its behalf.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Cafeteria Warrant Register, September 1, through September 30, 2012, be approved.

BE IT FURTHER RESOLVED that the Board of Education authorizes Adriane Robles, Nutrition Services Director; Tony DeMille, Interim Nutrition Services Program Manager; John A. Peukert, Assistant Superintendent, Facilities/Operations; or James Cunningham, Accounting Services Director; to sign disbursements. Two signatures are required on all cafeteria warrants.

Requester: Director, Nutrition Services Department  
Approver: Assistant Superintendent, Facilities/Operations Division

**HUMAN RESOURCES DIVISION**

10.30 Payment of Speech-Language Site Supervisor – University of Redlands, Check No. 0272122  
(Prepared by Human Resources)

The District has an agreement with the University of Redlands to allow university students to do educational field work in the District, under assigned speech-language site supervisors, for which the District is paid an honorarium. The District is in receipt of check number 0272122 from the University of Redlands in the amount of \$78.00. The District wishes to pay this honorarium to the speech-language site supervisor.

It is recommended that the following resolution be adopted:

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BE IT RESOLVED that the Board of Education approves payment for services as a speech-language site supervisor as provided for in the Agreement with the University of Redlands, as follows:

JESSICA BERGER                      \$78.00

Requester: Director, Employment & Recruitment  
Approver: Assistant Superintendent, Human Resources

10.31 Payment of Speech-Language Site Supervisor – University of Redlands, Check No. 0272123  
(Prepared by Human Resources)

The District has an agreement with the University of Redlands to allow university students to do educational field work in the District, under assigned speech-language site supervisors, for which the District is paid an honorarium. The District is in receipt of check number 0272123 from the University of Redlands in the amount of \$78.00. The District wishes to pay this honorarium to the speech-language site supervisor.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves payment for services as a speech-language site supervisor as provided for in the Agreement with the University of Redlands, as follows:

CHRISTINA LeROY                      \$78.00

Requester: Director, Employment & Recruitment  
Approver: Assistant Superintendent, Human Resources

10.32 Payment of Speech-Language Site Supervisor – University of Redlands, Check No. 0272124  
(Prepared by Human Resources)

The District has an agreement with the University of Redlands to allow university students to do educational field work in the District, under assigned speech-language site supervisors, for which the District is paid an honorarium. The District is in receipt of check number 0272124 from the University of Redlands in the amount of \$156.00. The District wishes to pay this honorarium to the speech-language site supervisor.

It is recommended that the following resolution be adopted:

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BE IT RESOLVED that the Board of Education approves payment for services as a speech-language site supervisor as provided for in the Agreement with the University of Redlands, as follows:

ERIKA JOHNSON	\$156.00
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Requester: Director, Employment & Recruitment  
Approver: Assistant Superintendent, Human Resources

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**11.0 Action Items**

11.1 Quarterly Uniform Complaint Report Summary  
(Prepared by the Employee Relations Division)

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves the findings of the Quarterly Uniform Complaint Report Summary for the period of July to September 2012.

11.2 Personnel Report #8, Dated October 16, 2012  
(Prepared by Human Resources Division)

It is requested that the Board approves the Personnel Report #8, dated October 16, 2012, which contains action such as hiring, retirements, resignations, promotions, and terminations involving certificated, classified, and other employees in the categories of noon duty aides, recreational supervisors, substitute employees, and others. These actions are consistent with policies of the Board of Education, the rules and regulations of the Personnel Commission, and the District's Affirmative Action Plan.

The following resolution is recommended:

BE IT RESOLVED that the Personnel Report #8, dated October 16, 2012, be approved as presented. Personnel actions included in this report are in accordance with policies of the Board of Education, the rules and regulations of the Personnel Commission, and the District's Affirmative Action Plan.

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## **SESSION TEN - Closed Session**

### ***12.0 Closed Session***

As provided by law, the Board will meet in Closed Session for consideration of the following:

#### **Student Matters/Discipline**

##### **Conference with Labor Negotiator**

District Negotiator: Harold Vollkommer  
Employee Organization: California School Employees Association  
Communications Workers of America  
San Bernardino School Police Officers Association  
San Bernardino Teachers Association

#### **Public Employee Discipline/Dismissal/Release**

##### **Anticipated Litigation**

(Government Code Section 54956.9(b)(1))

Number of Cases: Three

##### **Public Employee Appointment**

Title: Interim Chief Business and Financial Officer  
Coordinator, Elementary Instruction, K-6 English Language Arts; K-12 VAPA and K-12  
New Teacher Support, Elementary P.E.

## **SESSION ELEVEN – Open Session**

### ***13.0 Action Reported from Closed Session***

## **SESSION TWELVE - Closing**

### ***14.0 Adjournment***

The next regular meeting of the Board of Education of the San Bernardino City Unified School District will be held on Tuesday, November 6, 2012, at 5:30 p.m. in the Community Room of the Board of Education Building, 777 North F Street, San Bernardino.

The District is committed to provide equal access to individuals with a disability to open and public meetings. For information on the availability of disability-related aids or services to enable any person with a disability to participate in a public meeting and/or to request reasonable accommodations, please contact:

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Marie Arakaki, Affirmative Action Director  
777 North F Street  
San Bernardino, CA 92410  
(909) 381-1122  
(909) 381-1121 fax  
email: [marie.arakaki@sbcusd.k12.ca.us](mailto:marie.arakaki@sbcusd.k12.ca.us)

Office Hours: Monday through Friday, 8 a.m.-4:30 p.m.

Requests for reasonable accommodations must be received by the Affirmative Action Office no later than five working days before the public meeting so that an interactive process can be effectuated to determine an effective accommodation that would best serve the needs of the individual with a disability.

Posted: October 12, 2012