

**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

September 17, 2013

Estimated Time

SESSION ONE – Public Comment

1.0 Public Comment

5:30 p.m.

SESSION TWO – Closed Session

2.0 Closed Session

5:35 p.m.

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

Conference with Legal Counsel

Anticipated Litigation

Number of Cases: One

SESSION THREE – Opening

3.0 Opening

6:00 p.m.

3.1 Call to Order

3.2 Pledge of Allegiance to the Flag

3.3 Adoption of Agenda

3.4 Inspirational Reading

*All indicated times are approximate. The actual time for any item is dependent upon the amount of time required for prior items.

SESSION FOUR - Special Presentations

- 4.0** *Special Presentations* **6:15 p.m.**
- 4.1 School Showcase—Arrowview Middle School
 - 4.2 In Recognition of Native American Day
 - 4.3 Resolution Declaring October 2013 Character Education Month

SESSION FIVE – Public Hearing

- 5.0** *Public Hearing* **6:35 p.m.**
- 5.1 K-12 Textbook and Instructional Materials Incentive Program, Track D and Modified Traditional 2013-2014

SESSION SIX - Reports and Comments

- 6.0** *Reports and Comments* **6:40 p.m.**
- 6.1 Report by San Bernardino Teachers Association
 - 6.2 Report by California School Employees Association
 - 6.3 Report by Communications Workers of America
 - 6.4 Report by San Bernardino School Police Officers Association
 - 6.5 Report by San Bernardino School Managers
 - 6.6 Comments by Board Members
 - 6.7 Comments by Superintendent and Staff Members
 - 6.8 Book Study—The Speed of Trust, Core 2-Intent

SESSION SEVEN – Public Comment

- 7.0** *Public Comment* **7:10 p.m.**

SESSION EIGHT - Administrative Reports

- 8.0** *Administrative Reports* **7:25 p.m.**
- 8.1 Antibullying Policy (First Reading)
 - 8.2 Follow Up on Requests and Questions from Board and Community Members, as of September 11, 2013

SESSION NINE – Consent Calendar

- 9.0** *Consent Calendar* **7:45 p.m.**

BOARD OF EDUCATION

- 9.1 Compensation for School Board Member

SUPERINTENDENT

- 9.2 Amendment No. 1 to the Agreement with School Management Group, Whittier, California, to Evaluate the District's Maintenance and Operations Department

DEPUTY SUPERINTENDENT

- 9.3 Agreement with American Productivity & Quality Center (APQC) Education, Houston, Texas, to Apply Process and Performance Management (PPM) Professional Development Toward the Analysis of District Systems
- 9.4 Agreement with Brandman University/Chapman University System, Irvine, California, for Credential Internship Teaching Program
- 9.5 Agreement with California State University, San Bernardino, California, to Provide Student Fieldwork Agreement in Practice Teaching, Counseling and School Psychology Practica
- 9.6 Agreement with G2 Solutions, Vacaville, California, to Act as a Peer Provider for Fingerprinting Transmission Services
- 9.7 Amendment No. 2 to the Agreement with All City Management Services, Inc., Santa Fe Springs, California, to Provide Crossing Guard Services
- 9.8 Amendment No. 2 to the Agreement with Musick, Peeler & Garrett, LLP, Los Angeles, California, to Provide Legal Services for Labor, Personnel and Employment Issues

BUSINESS SERVICES DIVISION

- 9.9 Acceptance of Gifts and Donations to the District
- 9.10 Commercial Warrant Registers for Period from August 16, through August 31, 2013
- 9.11 Consultant Service Agreement with School Services of California, Sacramento, California, to Provide Assistance with the Local Control Funding Formula (LCFF)
- 9.12 Federal/State/Local District Budgets and Revisions
- 9.13 Notice of Completion, Bid No. 26-07, Requirements Contract for Ceramic Tile Installation and Repair - Districtwide
- 9.14 Notice of Completion, Bid No. 03-08, Contract for Asbestos Clean-up and Removal - Districtwide
- 9.15 Payment for Course of Study Activities

- 9.16 Request to Enter into an Agreement with Vector Resources, Inc., Utilizing the State of California Multiple Award Schedule (CMAS) Contract Number 3-10-70-0876AF, Purchase Security Equipment, Software and Related Services

EDUCATIONAL SERVICES

- 9.17 Agreement with A2Z Educational Consultants, Inc., Hayward, California, for Professional Development Services for District Teachers and Administrators

- 9.18 Agreement with The Common Core Institute, Oakbrook Terrace, Illinois, to Provide Professional Development Workshops on Common Core State Standards Strategies
- 9.19 Amendment No. 1 to the Agreement with Swun Math, Cypress, California, to Increase Student Achievement in Mathematics at Barton and Rio Vista Elementary Schools
- 9.20 Amendment No. 1 to the Agreement with Swun Math, Cypress, California, to Increase Student Achievement in Mathematics at Davidson, Hunt and Wilson Elementary Schools
- 9.21 Payment for Services Rendered by Non-Classified Experts and Organizations
- 9.22 Renewal of the Agreement with CSTEP, Highland, California, to Increase the College Entrance Rate for Minority Students at Pacific High School
- 9.23 Renewal of the Agreement with Life Long Learning & Associates, Blue Jay, California, to Provide Professional Development Training to Teachers and Administrators at Arroyo Valley High School
- 9.24 Renewal of the Agreement with Lollipop & Associates, Highland, California, to Provide Training and Support to Parents of Students at Wilson Elementary School
- 9.25 Renewal of the Agreement with Regents of the University of California, Berkeley, California, for Implementation of the Destination College Advising Corps (DCAC) at Arroyo Valley High School
- 9.26 Request for Waiver of California High School Exit Exam (CAHSEE) Passage Requirement for Students with a Disability

STUDENT SERVICES

Adult School

- 9.27 Agreement with Pearson Vue, Bloomington, Minnesota, as an Authorized Center for General Educational Development (GED) Testing Centers
- 9.28 Facilities Use Agreement with University of Redlands – Glenn Wallichs Theatre, Redlands, California, for Graduation Ceremony of the Adult School

School Sites

- 9.29 Renewal of the Agreement with American Medical Response, Rancho Cucamonga, California, to Provide Ambulance Services at Home Football Games at San Bernardino High School
- 9.30 Renewal of the Agreement with Community Matters, Santa Rosa, California, to Provide Training and Support for the Safe School Ambassadors Program

Special Education

- 9.31 Agreement with Kimberly Nagy, Highland, California, to Provide Adult Career Preparation Workshop for the Special Education Transition Partnership Program

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- 9.32 Amendment No. 1 to the Agreement with Protocol Professional Staffing, Westlake Village, California to Provide Staffing for Speech and Language Services and Related Services for District Education Students
- 9.33 Renewal of the Agreement with Applied Behavior Analysis, Sacramento, California, to Provide Intensive Individual Support to Special Education Students

Youth Services

- 9.34 Expulsion of Student(s)
- 9.35 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
- 9.36 Lift of Expulsion of Student(s)

FACILITIES/OPERATIONS DIVISION

Facilities Management

- 9.37 Notice of Completion, Bid No. F09-01, Category Nos. 01 and 03 - New Construction for the Graciano Gomez Elementary School

Nutrition Services

- 9.38 Cafeteria Warrant Register, August 1, through August 31, 2013

SESSION TEN - Action

- 10.0 Action Items** **7:50 p.m.**
- 10.1 Resolution Revoking Charter of Woodward Leadership Academy and Findings of Facts in Support of Revocation
- 10.2 Antibullying Policy (First Reading)
- 10.3 Designation of Position of Assistant Superintendent, Business Services as Senior Management
- 10.4 Personnel Report #6, Dated September 17, 2013

SESSION ELEVEN - Closed Session

- 11.0 Closed Session** **8:10 p.m.**

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

Student Matters/Discipline

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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

Public Employee Appointment

Title: Elementary Principal
Assistant Director, Special Education

Anticipated Litigation

(Government Code Section 54956.9(b)(1))
Number of Cases: Two

Existing Litigation

Case No. 1106215

SESSION TWELVE – Open Session

12.0 Action Reported from Closed Session 9:10 p.m.

SESSION – THIRTEEN – Board Self-Evaluation

13.0 Board Self-Evaluation 9:15 p.m.

Board Members will complete a self-assessment tool.

SESSION FOURTEEN - Closing

14.0 Adjournment 9:30 p.m.

The next regular meeting of the Board of Education of the San Bernardino City Unified School District will be held on Tuesday, October 1, 2013, at 5:30 p.m. in the Community Room of the Board of Education Building, 777 North F Street, San Bernardino.

Posted: September 13, 2013

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September 17, 2013

SESSION ONE – Public Comment

1.0 Public Comment

Persons desiring to address the Board of Education regarding Agenda Item 2.0 Closed Session, may do so at this time. Please complete a “Request to Address the Board of Education” form and place your completed form in the inbox located at the agenda table.

SESSION TWO – Closed Session

2.0 Closed Session

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

Conference with Legal Counsel

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SESSION THREE - Opening

3.0 Opening

3.1 Call to Order

3.2 Pledge of Allegiance to the Flag

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3.3 Adoption of Agenda

3.4 Inspirational Reading

SESSION FOUR - Special Presentations

4.0 *Special Presentations*

4.1 School Showcase—Arrowview Middle School

4.2 In Recognition of Native American Day
(Prepared by the Communications Department)

WHEREAS the Southern California region was home to many generations of native peoples long before the arrival of the European explorers; and

WHEREAS the native peoples of the region each held distinct cultures and traditions that bound them to the Earth and all its inhabitants; and

WHEREAS September 27, 2013, is Native American Day, which has been celebrated in California for many years by its 107 federally recognized Indian tribes; and

WHEREAS the Multicultural Education Policy of the California State Board of Education recognizes that each student deserves the opportunity to understand the common humanity fundamental to all people; and

WHEREAS the history-social framework for California public schools, Kindergarten through Grade 12, states that the history curriculum of community, state, region, nation, and world must reflect the experiences of men and women of different racial, religious, and ethnic backgrounds; and

WHEREAS educational leaders throughout the San Bernardino region are encouraged to involve themselves and their schools in a statewide focus on improving the education provided to our children about the local, indigenous tribes of Southern California;

THEREFORE, BE IT RESOLVED that the Board of Education of the San Bernardino City Unified School District duly notes the celebration of Native American Day and encourages all educators to commemorate this occasion with appropriate instructional activities.

4.3 Resolution Declaring October 2013 Character Education Month
(Prepared by the Communications Department)

WHEREAS the Board of Education of the San Bernardino City Unified School District, with its longstanding record of providing character education and responsibility training to our students, welcomes the opportunity to join with others in our community, state, and nation in proclaiming that the present and future well-being of our society requires an involved, caring citizenry with good character; and

WHEREAS the character of our state is only as strong as the character of each individual citizen; and

WHEREAS the Board of Education believes that all educators are obliged to awaken youth to the moral and ethical virtues that build a fundamental strength of character; and

WHEREAS although character development is, first and foremost, an obligation of families, the efforts of faith communities; schools; and youth, civic, and human service organizations also play a very significant role in supporting family efforts by fostering and promoting good character; and

WHEREAS the common core of personal and social values, including trustworthiness, respect, responsibility, fairness, caring, citizenship, civic virtue, honesty, and personal responsibility, should be emphasized consistently and comprehensively in all curricula and instructional activities;

THEREFORE, BE IT RESOLVED that the Board of Education of the San Bernardino City Unified School District joins the California State Board of Education in recognizing October 2013 as Character Education Month and encourages all our schools to help ensure that the development of strong moral character and the promotion of responsible, ethical, and civic-minded behavior are thoroughly integrated into each school's curriculum and program of instruction.

SESSION FIVE – Public Hearing

5.0 Public Hearing

5.1 K-12 Textbook and Instructional Materials Incentive Program, Track D and Modified Traditional 2013-2014
(Prepared by Educational Services Division)

California Education Code Section 60119 specifies that the governing boards of school districts are subject to the requirements of Education Code Section 60119 (as revised by Chapter 118, Statutes of 2005 and CCR, Title 5, Section 9531) in order to receive instructional materials

funds. The governing board of each district and county office of education is required to hold an annual public hearing and adopt a resolution stating whether each pupil in the district has sufficient textbooks or instructional materials in specified subjects that are aligned to the academic content standards and consistent with the content and cycles of the curriculum frameworks adopted by the state board.

The adoption of designated textbooks for each course District wide is an essential part of the development of an articulated, sequential, and standardized curriculum in each subject. The San Bernardino City Unified School District has an ongoing procedure whereby textbooks are continually reviewed and updated by committees that are representative of the school community. Books are reviewed for content and their match with District and State frameworks.

This Public Hearing is being held to enable additional input by parents, teachers, and members of the community, and bargaining union leaders in order to comply with Education Code 60119.

Conduct Public Hearing

It is recommended that the following resolution be adopted:

WHEREAS, the governing board of the San Bernardino City Unified School District, in order to comply with the requirements of Education Code Section 60119 held a public hearing on September 17, 2013, at 5:30 o'clock, which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

WHEREAS, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place and purpose of the hearing, and;

WHEREAS, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

WHEREAS, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the San Bernardino City Unified School District, and;

WHEREAS, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

WHEREAS, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

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- Mathematics
- Science
- History-social science
- English/language arts

WHEREAS, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

WHEREAS, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

THEREFORE, BE IT RESOLVED that for the 2013-2014 school year, the San Bernardino City Unified School District has provided each pupil in Track D and Modified Traditional with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

Requester/Approver: Assistant Superintendent, Educational Services

SESSION SIX - Reports and Comments

6.0 *Reports and Comments*

- 6.1 Report by San Bernardino Teachers Association
- 6.2 Report by California School Employees Association
- 6.3 Report by Communications Workers of America
- 6.4 Report by San Bernardino School Police Officers Association
- 6.5 Report by San Bernardino School Managers
- 6.6 Comments 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.

- 6.7 Comments 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.

6.8 Book Study—The Speed of Trust, Core 2-Intent

SESSION SEVEN – Public Comment

7.0 Public Comment

This is the time during the agenda when the Board of Education is prepared to receive comments of members of the public on any matter within its subject matter jurisdiction. If you wish to address the Board, please complete a “Request to Address the Board of Education” form giving a brief description of the matter you wish to address. If you wish to speak to an agenda item and prefer to wait to address the Board at the time the item is under Board consideration, indicate so on your form. Please place your completed form in the inbox located at the agenda table.

The Board may not have complete information available to answer questions and may refer specific concerns to the Superintendent for attention. The Board requests that any person wishing to make complaints against District employees file the appropriate complaint form prior to this meeting. Speakers are cautioned that under California law, no person is immune from liability for making intentionally false or defamatory comments regarding any person simply because these comments are made at a public meeting.

This is the only time on the agenda that the public will have an opportunity to address the Board on non-agendized matters. When recognized by the President of the Board, please step to the microphone at the podium, give your name and address, and limit your comments to five minutes. The Board limits total time for public comment on any topic to 30 minutes.

SESSION EIGHT - Administrative Reports

8.0 Administrative Reports

8.1 Antibullying Policy (First Reading)
(Prepared by Student Services Division)

ANTIBULLYING POLICY

ED CODES: 200, 201, 220, 234, 234.1, 234.2, 234.3, 234.5, 32261, 32262, 32265, 32270, 32282, 32283, 48900, 48900 (r), 48915

DISTRICT POLICY: 5131, 5145.3, 5145.7, 5145.9

PROCEDURE: The San Bernardino City Unified School District is committed to providing a safe working and learning environment; takes seriously bullying or any behavior that infringes on the safety or well-being of students, employees, or any other persons within the District’s jurisdiction; and will not condone retaliation in any form when bullying has been

reported. District policy continues to require all schools and all personnel to promote among students and staff mutual respect, tolerance, and acceptance. “All students and staff of public primary, elementary, middle and senior high have the inalienable right to attend campuses which are safe, secure and peaceful.” [Article 1, Section 28 (c) of the California State Constitution] (BOARD POLICY: 5131, 5145.3, 5145.7, 5145.9, 48900, 48900 (r))

MAJOR This policy reaffirms district procedure on anti-bullying in schools, at school, related events, traveling to and from school, and/or if a nexus of jurisdiction can be established.

The standards of this policy constitute a specific, focused, coordinated, integrated, culturally sensitive system of supports for all students, staff, families, and community agencies that will improve relations within each school. It is designed to ensure that every school has staff that have been trained and are supported in their school’s efforts to provide awareness, intervention training, and instructional strategies on prevention, including violence prevention, to each staff, parent, and student in the District and to direct follow up when incidents are reported and/or occur.

I. Definitions

A. “*Bullying*” means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to: unwanted teasing, threatening, intimidating, stalking, cyberstalking, cyberbullying, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of school or personal property, social exclusion, including incitement and/or coercion, rumor or spreading of falsehoods (EC 234, EC 48900 (r)).

B. “*Harassment*” means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that (BP 5145.3, EC 48900 (r)):

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student’s educational performance, or employee’s work performance, or either’s opportunities, or benefits;
3. Has the effect of substantially negatively impacting a student’s or employee’s emotional or mental well-being; or

4. Has the effect of substantially disrupting the orderly operation of a school and/or school district work environment.

C. “Cyber stalking”, as defined means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose (EC 48900 (r)).

D. “Cyberbullying” is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, “sexting”, instant messaging, or video voyeurism which may be utilized in cyberbullying, in and of itself, is a criminal offense (EC 48900 (r)).

E. “Bullying”, “Cyberbullying”, and/or “Harassment” also encompass (48900 (r)):

1. retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.
2. retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
3. perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a) incitement or coercion;
 - b) accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system; or
 - c) acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

F. “Bullying”, “Cyberbullying”, “Harassment”, and “Discrimination” (hereinafter referred to as bullying, as defined in Section A, for the purpose of this Policy) also encompass, but are not limited to, unwanted harm towards a student or employee in (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits bullying of any student or employee by any Board member, District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District (For Federal requirements when these acts are against Federally identified protected categories (BP 5145.3, BP 5145.7, BP

5145.9, EC 234, EC 48900 (r)).

G. “Accused” is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.

H. “Complainant” is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person who formally or informally makes a report of bullying, orally or in writing.

I. “Victim” is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school sponsored events, on school buses and at training facilities or training programs sponsored by the District, who is reported to have been the target of an act of bullying during any educational program or activity conducted by SBCUSD.

II. Expectations: The San Bernardino City Unified School District expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. Staff will operate as witnesses in some cases.

A. The School District prohibits the bullying of any student or school employee (EC 48900 (r), EC 32261):

1. during any educational program or activity conducted by SBCUSD;
2. during any school-related or school-sponsored program or activity or on a SBCUSD school bus;
3. through the use of any electronic device or data while on school grounds or on a SBCUSD school bus, computer software that is accessed through a computer, computer system, or computer network of the SBCUSD. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section.
4. through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a SBCUSD school bus.
5. while the District does not assume any liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee

deems appropriate, which may include the use of the Campus Security Officer. The principal/designee shall use all District Reporting Systems to log all reports and interventions. However, if a student's ability to receive an education or a school's ability to provide an education is significantly impaired, as determined by the school district administration, disciplinary sanctions may be issued.

6. though an incident of alleged of bullying (cyberbullying or other) may occur off campus and may not entail threats of acts to occur during school hours, if a student's ability to receive an education or a school's ability to provide an education is significantly impaired, as determined by the school district administration, disciplinary sanctions may be issued.
- B.** All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior (aka Discipline Matrix).
 - C.** Student rights shall be explained as outlined in this policy and in the Student Code of Conduct: Respect for Persons and Property.
 - D.** Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in the Student Code of Conduct, the Discipline Matrix, and this Policy.

III. Stakeholder Responsibilities (EC 234.1, EC 234.2, EC 234.3, EC 32262)

- A. Youth Services Department:** The Youth Services Department, in collaboration with other District departments, will collaborate with school based staff members, families, and community stakeholders to utilize this Policy and associated procedures to promote academic success, enhance resiliency, build developmental assets, and promote protective factors within each school by ensuring that each and every staff member and student is trained on violence prevention. These trainings will work to create a climate within each school and within the District that fosters the safety and respect of children and the belief that adults are there to protect and help them. Additionally, students and staff (including, but not limited to, school based employees, administrators, area/district personnel, counseling staff, bus drivers) will be given the skills, training, and tools needed to create the foundation for preventing, identifying, investigating, and intervening when issues of bullying arise.
- B. Schools:** **Prior to the start of a new school year** each school principal shall designate a Liaison who shall serve on existing teams that address acts of violence and school safety, e.g., threat assessment teams, Positive Behavior Support Teams. At minimum, this team should include staff members from administration, guidance, and

instruction. These designees are the key school based personnel who will receive prevention training and assist in the dissemination of prevention methods, intervention, and curriculum, for bullying and other issues that impact the school culture and welfare of students and staff.

- C. Community Resources:** The Youth Services Department, in collaboration with other District departments, will train a wide range of community stakeholders, profit, non-profit, Campus Security Officers, and faith based agencies to provide the dissemination and support of violence prevention curriculums to students, their families and school staff. This collaboration will make effective use of available school district and community resources while ensuring seamless service delivery in which each and every school and student receives an equitable foundation of violence prevention.
- D. Evidence-Based Interventions and Curriculum:** The Youth Services Department members will serve as the coordinators and trainers of for all designated school staff and outside agencies/community partners. Partner will then collaborate as “violence prevention partners” to implement the evidence-based interventions and proven programs within each of their schools. Training will focus on prevention and evidence-based programs.
- E. Parent Participation and Partnership:** The Youth Services Department, in collaboration with other District departments, will provide opportunities and encourage parents to participate in prevention efforts with their children in meaningful and relevant ways that address the academic, social, and health needs of their children. The District will offer parents and parent associations’ trainings on violence prevention as well as knowledge of and/or opportunity to participate in any violence prevention initiatives currently taking place in their school via the District school website, San Bernardino City Unified School District open houses, and parent/school newsletters. Training will provide resources and support for parents by linking them with internal supports as well as referral to community-based resources as needed.
- F. Evaluation of Service Effectiveness:** Evaluations to determine the effectiveness and efficiency of the services being provided will be conducted at least annually and shall include data-based outcomes, with regular surveys to ensure practices are productive.
- G. Accountability:** The Superintendent, other district administrators, the Assistant Superintendents and their staffs, as well as school principals, share accountability for implementation of these student support services consistent with the standards of this policy. These administrators will take steps to assure that student support services are fully integrated with their instructional components at each school and are pursued with equal effort in policy and practice.

IV. Training for students, parents, teachers, area/district staff, school administrators, student support staff, counseling staff, bus drivers, Campus Security Officers/Deputies, contractors and school volunteers on identifying, preventing, and responding to bullying will be conducted (EC 234, EC 234.1, EC 234.3, EC 234.5, EC 32261, EC 32262, EC 32265).

A. At the beginning of each school year, the school principal/designee and or appropriate area/district administrator shall provide awareness of this policy, as well as the process for reporting incidents, investigation and appeal, to students, school staff, parents, or other persons responsible for the welfare of a pupil through appropriate references in the Student Code of Conduct, Employee Handbooks, the school website, and/or through other reasonable means.

V. Disciplinary sanctions (consequences) and due processes for a person who commits an act of bullying under this policy (EC 200, EC 201, EC 220, EC 48900, EC 48915, EC 234, EC 234.1, EC 32261, EC 32262, EC 32282).

A. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator's position within the District.

1. Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to suspension, as outlined in the Student Code of Conduct, the Discipline Matrix, and this Policy.
 - a. All steps necessary to protect the victim from further violations of this policy will be taken, and may include, but are not limited to, assignment of the perpetrator to a different school from that where the offense occurred. Only the Superintendent/designee may make such a reassignment. In such cases of reassignment, transportation will be provided by the District.
 - b. Student will be required to participate in a Restorative Justice program to transition the perpetrator from engaging in bullying acts.
2. Consequences and appropriate interventions for a school/district employee found to have committed an act of bullying will be instituted in accordance with District policies, procedures, and agreements, San Bernardino Teachers Association (SBTA). Additionally, egregious acts of bullying by certified educators may result in a sanction against an educator's state issued certificate.
3. Consequences and appropriate intervention for a visitor, volunteer, or parent/guardian found to have committed an act of bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

4. These same actions will apply to persons, whether they are students, school employees, parents/guardians, or visitors/volunteers/independent contractors, who are found to have made wrongful and intentional accusations of another as a means of bullying.

VI. Reporting an act of bullying (EC 200, EC 201, EC 220, EC 48900, EC 48915, EC 234, EC 234.1, EC 32261, EC 32262, EC 32282).

- A. At each school, the principal/designee is responsible for receiving oral or written complaints alleging violations of this policy, as with all infractions from the Student Code of Conduct.
- B. Students may report complaints of bullying to any school district employee, faculty or staff. All District employees, faculty and staff are required and must report, in writing, any allegations of bullying or violations of this Policy involving students to the principal/designee or appropriate area/district administrator. Failure to report will result in action(s) or discipline, consistent with the collective bargaining agreement provisions, up to and including termination of employment. Any District faculty or staff who suspects adult-on-adult bullying is strongly encouraged to report any concerns (EC 234.1).
- C. Any other members of the school community who have credible information that an act of bullying has taken place may file a report of bullying, whether a victim or witness.
- D. Any student (and/or the parent on that complainant's behalf if the complainant is a minor) who believes he/she is a victim of bullying (or any individual, including any student who has knowledge of any incident(s) involving bullying of students by students or adults) is strongly encouraged to report the incident(s) in writing to a school official. Complaints should be filed after the alleged incident and noted on the specified data system, but must be filed within ninety (90) school days after the alleged incident (i.e., within 30 school days of the last act of alleged bullying). Failure on the part of the victim to initiate and/or follow up on the complaint within this period may result in the complaint being deemed abandoned. For protected categories covered under the Uniform Complaint Procedure, a different timeline may apply.
- E. The principal of each school in the District shall establish, and prominently publicize to students, staff, volunteers, and parents, how a report of bullying may be filed and what actions may be taken.
- F. A school district employee, school volunteer, contractor, student, parent/guardian or other persons who promptly reports in good faith an act of bullying to the

appropriate school official, and who makes this report in compliance with the procedures set forth in this District Policy, is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments within the SBCUSD.

- G.** Administrators/principal/designee(s) shall document in writing and/or via the specified data system all complaints regarding bullying, as with all infractions of the Code of Student Conduct, to ensure that problems are appropriately addressed, whether the report is made verbally or in writing.
- H.** Anonymous reports may be made utilizing the San Bernardino City Unified School District Anonymous Bullying Report Form. This reporting form can be found on the School District's website www.sbcusd.com (click on Investigation; click on report anonymous tips), at each school's front office, or at each school's single point of entry Anonymous Reporting Box, or at each area/district/department site. Anonymous reports may be delivered to the school administration's front office, put in the school's Anonymous Reporting Box, or through the Special Investigative Unit (herein after to be referred to as SIU) via their internet website www.sbcusd.com or We Tip Bullying Hotline at 1 (855) 86-BULLY. Anyone wishing to file a bullying report can also make a report via email to Bullying@Sbcusd.com. Administrators shall use the specified data system to log all reports and interventions. Formal disciplinary action may not be based solely on the basis of an anonymous report

VII. Bullying Complaints and Resolution (EC 234.1, EC 32261)

- A.** The investigation of a reported act of bullying of a student, school-based employee, parent/guardian or other persons providing service to the school is deemed to be a school-related activity and begins with a report of such an act.
- B.** The principal/designee and/or Youth Services shall document all complaints in writing and/or through the appropriate data system to ensure that problems are addressed in a timely manner. This process is to be followed with all anonymous complaints as well. Although this Policy encourages students to use the formal written complaint process, school officials "should investigate all complaints and reports of harassment, whether or not the complaint is in writing," as stated by the Office for Civil Rights in *Protecting Students from Harassment and Hate Crime: A Guide for Schools, Part II* (1999).

- C.** If the complaint is about the principal or an area/district's staff member's direct supervisor, then the Superintendent/Designee or appropriate district administrator shall be asked to address the complaint.
- D.** The Designee(s) will make the determination if a reported act of bullying or harassment falls within the scope of the District.

 - 1. If it is within the scope of the District, move to Procedures for Investigating Bullying and/or Harassment as outlined below.
 - 2. If it is outside the scope of the District, and determined an alleged criminal act, refer to appropriate law enforcement, provide any applicable interventions, and document according to Policy.
- E.** Informal Resolution - where the administrator, along with the alleged victim and the accused/student, may agree to informally resolve the complaint. Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately separately, and are confidential. Each individual (victim, alleged perpetrator and witnesses) will be interviewed separately, and at no time will the alleged perpetrator and victim be interviewed together. Each party's agreement to Informal Resolution must be in writing. The incident and the resolution must be documented on the appropriate data system.

 - 1. If a mutual resolution has not been achieved, a formal written appeal must be filed within five (5) work days after the informal meeting and submitted to the principal or appropriate area/district supervisor.
- F.** Formal Resolution - the alleged victim/complainant/student/employee or parent(s), on behalf of the student, may file a written complaint with the principal/designee or appropriate area/district administrator by utilizing the San Bernardino City Unified School District Bullying Complaint Report Form. Said form is available on the School District's website www.sbcusd.com, at each school's front office, or area/district/department site.

 - 1. According to the level of infraction, parents will be promptly notified of any actions being taken to protect the victim via written notice, telephone or personal conference; the frequency of notification will depend on the seriousness of the bullying incident.
- G.** The resolution, all interviews and interventions that take place and the corresponding dates shall be documented in writing and/or noted in the district specified data system.

VIII. Investigation requirements for reported acts of bullying under this policy (EC 234.1, EC 32261)

- A. The procedures for investigating school-based bullying must include the principal/designee in the case of student-to-student bullying. The **principal/designee**, shall be trained in investigative procedures and interventions as outlined in this Policy. For incidents at the area/district level, or for school-based adult-on-adult bullying, the appropriate administrator will be responsible for the investigation as outlined in this policy and will run concurrently and in addition, to all agreed upon procedures for staff discipline
- B. The investigator may not be the accused or the alleged victim.
- C. The principal/designee or appropriate area/district administrator shall begin a thorough investigation with the alleged victim and accused within two (2) school days of receiving a notification of complaint. Notification to the parents of both the victim and the alleged perpetrator of an act of bullying or harassment shall occur within this time period.
- D. During the investigation, the principal/designee or appropriate area/district administrator may take any action necessary to protect the complainant, alleged victim, other students or employees consistent with the requirements of applicable regulations and statutes (Ec 234.1).
 - 1. Documented interviews of the alleged victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim to be interviewed together.
 - 2. At no time during the investigation will the name of the complainant be revealed by the investigator.
 - 3. In general, student complainants and/or alleged victims will continue attendance at the same school and pursue their studies as directed while the investigation is conducted and the complaint is pending resolution. Any legal order of a court will prevail.
 - 4. When necessary to carry out the investigation or for other good reasons, and consistent with federal and state privacy laws, the principal/designee or appropriate area/district administrator also may discuss the complaint with any school district employee, the parent of the alleged victim, the parent of the complainant or accused, if one or both is a minor (or has given consent or is an adult who has been determined to be incompetent or unable to give informed consent due to disability), and/or child protective agencies responsible for investigating child abuse.

5. During the investigation where an employee is the accused, the principal/designee or the appropriate area/district administrator may recommend to the Assistant Superintendent of Human Resources/designee, any action necessary to protect the complainant, the alleged victim, or other students or employees, consistent with the requirements of applicable statutes, Department of Education Rules, School Board Policies, and collective bargaining agreements.
- E.** Within ten (10) school days of the notification as to the filing of the complaint, there shall be a written decision by the Principal/Designee or appropriate area/district administrator regarding the completion and determination of the investigation. The principal/designee shall make a decision about the validity of the allegations in the complaint and about any corrective action, if applicable, consistent with the Discipline Matrix.
 - F.** The Principal/Designee or appropriate area/district administrator will inform all relevant parties in writing of the decision and the right to appeal. A copy of the decision will be sent to the originating school and be noted in all relevant data tracking systems including, but not limited to the Statewide Report on School Safety and Discipline Data system (EC 234.1).
 - G.** If the accused is an employee, discipline may be taken, consistent with any applicable collective bargaining agreement provisions, to resolve a complaint of bullying. The supervisor/designee (e.g., principal/designee for school-based employees) of the employee shall discuss the determination and any recommended corrective action with the appropriate supervisor.
 - H.** No retaliation of any kind is permitted in connection with an individual's having made a bullying complaint and if it occurs, it shall be deemed an additional act of bullying as stated herein this Policy.

IX. Referral for Intervention

- A.** Referral of a student to the collaborative problem-solving team (or equivalent school-based team with a problem solving focus) for consideration of appropriate services is made through the school problem-solving process by school personnel or parent to the principal/designee. Parent notification is required. When such a report of formal discipline or formal complaint is made, the principal/designee shall refer the student(s) to the collaborative problem-solving team for determination of need for counseling support and interventions.
- B.** Referral of school or area/district personnel to the Employee Assistance Program (EAP) for consideration of appropriate services will be made by the administrator.

- C. School-based intervention and assistance will be determined by the collaborative problem-solving team and may include, but is not limited to:
 - 1. counseling and support to address the needs of the victims of bullying.
 - 2. counseling interventions to address the behavior of the students who bully (e.g., empathy training, anger management).
 - 3. intervention which includes assistance and support provided to parents.
 - 4. analysis and evaluation of school culture with resulting recommendations for interventions aimed at increasing peer ownership and support.
- D. Self-referral for informal consultation: District staff, students or parents may request informal consultation with school staff (e.g., school social worker, school counselor, school psychologist, etc.) to determine the severity of concern and appropriate steps to address the concern of bullying (the involved students' parents may be included) orally or in writing to the principal/designee.
- E. Any investigations and interventions shall be recorded on the District specified data system.

X. Incident reporting requirements (EC 234.1)

- A. The procedure for including incidents of bullying in the school's report of safety and discipline data is required under. The report must include each incident of bullying and the resulting consequences, including discipline, interventions and referrals. In a separate section, the report must include each reported incident of bullying or harassment that does not meet the criteria of a prohibited act under this policy, with recommendations regarding said incident.
- B. The School District will utilize Safety Statewide Report on School Safety and Discipline Data, which includes bullying/harassment in its codes.
- C. Discipline, referral data, investigations, interventions, and actions of discipline shall be recorded on the specified data system, as with other infractions from the Code of Student Conduct.

XI. Process for referral for external investigation

- A. If the act is outside the scope of the District, and determined a criminal act, referral to appropriate law enforcement shall be made immediately, the parent will be notified, and the referral documented by the principal/designee in the specified data system.
- B. While the District does not assume any liability for incidences that must be referred for external investigation, it encourages the provision of assistance and intervention

as the principal/designee deems appropriate, including the use of the School Resource Officer and other personnel. The principal/designee shall use District Reporting Systems to log all reports and interventions.

XII. Appeals process

A. Appeal procedure for bullying by an accused student will follow the steps outlined in the Discipline Matrix: Student Conduct – “Right to Appeal.”

B. Appeal procedure for an accused/employee:

1. If the accused/employee wishes to appeal the action taken in resolution of the complaint, such appeal shall be filed either in accordance with SBCUSD Board Policy or pursuant to the relevant collective bargaining agreement.
2. For those employees not in a bargaining unit, the appeal shall be filed in accordance with SBCUSD Policy. In reaching a decision about the complaint, the following should be taken into account:
 - a) SBCUSD Policy, Employee Disciplinary Guidelines; and
 - b) Case law, state and federal laws and regulations, and the Board's Policies prohibiting bullying and discrimination, including Policy.

XIII. Confidentiality

A. To the greatest extent possible, all complaints will be treated as confidential and in accordance with district policy; the Family Educational Rights and Privacy Act ("FERPA"); the Health Insurance Portability and Accountability Act (“HIPAA”) and any other applicable law, such as;

B. Limited disclosure may be necessary to complete a thorough investigation as described above. The District's obligation to investigate and take corrective action may supersede an individual's right to privacy.

C. The complainant's identity shall be protected, but absolute confidentiality cannot be guaranteed.

D. The identity of the victim of the reported act shall be protected to the extent possible.

XIV. Retaliation Prohibited

A. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation under this Policy.

B. Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited and as detailed in this Policy shall be treated as another incidence of bullying.

XV. Additional Referral

In all cases, the District reserves the right to refer the results of its own investigation to School Police for possible criminal charges, whether or not the District takes any other action.

XVI. Constitutional Safeguard

This policy does not imply to prohibit expressive activity protected by the First Amendment of the United State Constitution.

XVII. Preclusion

This policy should not be interpreted as to prevent a victim or accused from seeking redress under any other available law either civil or criminal.

XVIII. Severability

If a provision of this policy is or becomes illegal, invalid or unenforceable in any jurisdiction, that shall not affect the validity or enforceability in that jurisdiction of any other provision of this policy.

8.2 Follow Up on Requests and Questions from Board and Community Members, as of September 11, 2013

	Date of Request	Question/Request	Requested by	Assigned to	Anticipated Completion Date	Status/Remarks/Action
1	9/10/13	Review the Crane Dental Clinic proposal.	Nancy Gutierrez	Dr. Mitchell	10/1/13	In Progress
2	9/10/13	Develop a plan so students' schedules aren't changed after three weeks.	Elsa Valdez	Dr. Vollkommer	10/1/13	In Progress
3	9/10/13	Revise the anti-bullying poster in color and larger.	Emilie Ortiz	Dr. Mitchell	10/1/13	In Progress
4	8/2013	Invite someone from CTA to give input during budget presentation.	Rebecca Harper	Mrs. King	To be determined	A budget hearing will be scheduled.
5	8/20/13	Consider mandatory workshops for bullies	Brenda Daniels	Dr. Marsden	10/13	In progress

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	Date of Request	Question/Request	Requested by	Assigned to	Anticipated Completion Date	Status/Remarks/Action
		and their parents.				
6	8/20/13	Why aren't foreign language classes offered at Richardson and Rodriguez?	Brenda Daniels	Dr. Marsden	10/13	In progress
7	7/2/13	Find a strategy to help low-achieving students.	Valeria Dixon	Dr. Zamora	To be determined	Targeted Instructional Improvement Policy presentation to be scheduled.
8	2/5/13 7/2/13	Consider installing video cameras in all classrooms.	Richelle Capozio Stephen Gianni	Dr. Vollkommer	10/13	Staff will work with SBTA to examine possibilities.
EDUCATIONAL SERVICES – DR. ZAMORA						
1	9/10/13	Show a comparison of QEIA or SIG schools' test scores to the other schools'.	Mr. Gallo	Dr. Zamora	10/13	In Progress
2	9/10/13	What is Hardy Brown School doing to get high test scores?	Mrs. Hill	Dr. Zamora	10/13	In Progress
3	9/10/13	Provide a calendar of site visits to discuss test data.	Mrs. Hill	Dr. Zamora	10/13	In Progress
4	9/10/13	Inform students about the non-visible tattoo requirement for the military.	Mr. Tillman	Dr. Zamora	10/13	In Progress
5	8/20/13	Look into Massive Open Online Courses.	Mr. Tillman	Dr. Zamora	10/13	In progress
6	8/6/13	Provide an update on the GATE program.	Dr. Flores	Dr. Zamora	10/15/13	In progress
7	8/6/13	Invite Robert Linqanti from West Ed for EL professional development.	Dr. Flores	Dr. Zamora	9/30/13	In progress
8	3/19/13	Show the alignment of benchmark 3 with CST performance.	Mr. Gallo	Dr. Zamora	Summer 2013	Staff will conduct an evaluation upon release of

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	Date of Request	Question/Request	Requested by	Assigned to	Anticipated Completion Date	Status/Remarks/Action
						official 2013 CST scores.
9	3/19/13	Review the Rodriguez PREP Academy entrance requirements policy.	Mr. Gallo Mr. Tillman	Dr. Zamora	9/17/13	Draft discussed at Policy Committee meeting. Completed.
10	1/22/13	Expand Richardson PREP HI enrollment policy so all students living in District boundaries are eligible for the lottery.	Mr. Tillman	Dr. Zamora	9/17/13	Draft discussed at Policy Committee meeting. Completed.
STUDENT SERVICES – DR. MITCHELL						
1	9/10/13	Provide a list of what the District will purchase from Apple.	Mrs. Penman	Dr. Mitchell	10/1/13	In Progress
2	8/20/13	Provide a written report on bullying— what is policy, what information do principals receive, breakdown of incidents, consequences, timeline.	Dr. Flores Mrs. Penman	Dr. Mitchell	10/1/13	Report will be given after the Policy Committee meeting.
3	5/21/13 4/2/13	Revisit the Bullying Policy. Include a discipline policy for next Policy Committee meeting.	Dr. Flores Mr. Gallo	Dr. Mitchell	9/17/13	Draft discussed at Policy Committee meeting. Completed.
BUSINESS SERVICES – DR. SAUL & MRS. KING						
1	8/20/13	Schedule a Budget Committee meeting to discuss County budget letter.	Mr. Gallo	Mrs. King	To be determined	A budget hearing will be scheduled.
2	6/4/13	Provide a list of vacant positions, the dollar amount that represents, less the cost of subs.	Mr. Tillman	Mrs. King Dr. Saul	10/13	Board will receive a Board Correspondence on this topic.
3	1/22/13	Contract with an agency to conduct a	Mrs. Penman	Mrs. King Dr. Saul	10/13	Cabinet is completing an

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	Date of Request	Question/Request	Requested by	Assigned to	Anticipated Completion Date	Status/Remarks/Action
		program evaluation.				analysis.
DEPUTY SUPERINTENDENT – DR. VOLLKOMMER						
1	8/20/13	Revisit having an Enrollment Center.	Dr. Flores	Dr. Vollkommer	10/13	In progress
2	3/5/13	Agendize Personnel Commission to find a way to fill positions. Have many positions are vacant and not backfilled?	Mr. Gallo Mrs. Perong Mr. Tillman	Dr. Vollkommer		Date to be determined.
FACILITIES/OPERATIONS – MR. PEUKERT						
1	8/20/13	Get an estimate to purchase emergency chillers.	Mr. Tillman	Mr. Peukert	10/1/13	In progress.
2	7/23/13	Why are we not using local preference when going out for vendors? Change Ed. Code	Mrs. Hill	Mr. Peukert	10/1/13	In Progress.
SUPERINTENDENT – DR. MARSDEN						
1	9/10/13	Schedule a Budget Workshop.	Mr. Gallo	Dr. Marsden	10/13	In Progress
2	2/5/13	Have a workshop on School Services' report.	Mrs. Savage	Cabinet	10/1/13	Each division will give a report between 10/1/13 and 12/17/13.
3	6/4/13	Ask Jim Davenport to give a Board presentation on lobbying.	Mr. Gallo Mrs. Hill Mrs. Penman	Dr. Marsden		Date to be determined.
4	4/2/13	Tell legislators that support charter schools they need to offer them a funding source to address cash flow problems.	Mr. Tillman	Dr. Marsden	10/1/13	Will share information with our state lobbyists.

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SESSION NINE – Consent Calendar

9.0 *Consent Calendar* (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

9.1 Compensation for School Board Member
(Prepared by Superintendent’s Office)

Board Member Barbara Flores was ill and unable to attend the September 10, 2013 School Board meeting. Using District Board Policy No. 9250 and Education Code 35120(a) as a guideline, it is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves compensation for Board Member Barbara Flores for the September 10, 2013 School Board meeting.

Requester/Approver: Superintendent

SUPERINTENDENT

9.2 Amendment No. 1 to the Agreement with School Management Group, Whittier, California, to Evaluate the District’s Maintenance and Operations Department
(Prepared by Business Services Division)

The Superintendent’s Office requests Board of Education approval to amend the agreement with School Management Group, Whittier, California, approved by Board on August 20, 2013, Agenda Item 11.2, for evaluation of the Maintenance and Operations Department. This amendment is necessary to change the name of the vendor from School Management Group to Pamela Johnson, Whittier, California, and to extend the term of the agreement to December 31, 2013. 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 School Management Group, Whittier, California, approved by the Board on August 20, 2013, Agenda Item 11.2, for evaluation of the Maintenance and Operations Department. This amendment is necessary to change the name of the vendor from School Management Group to Pamela Johnson,

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Whittier, California, and to extend the term of the agreement to December 31, 2013. 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 all related documents.

Requester/Approver: Superintendent

DEPUTY SUPERINTENDENT

- 9.3 Agreement with American Productivity & Quality Center (APQC) Education, Houston, Texas, to Apply Process and Performance Management (PPM) Professional Development Toward the Analysis of District Systems
(Prepared by Business Services Division)

The Deputy Superintendent's Office requests Board of Education approval to enter into an agreement with American Productivity & Quality Center (APQC) Education, Houston, Texas, to work with the District team in applying Process and Performance Management (PPM) professional development services towards the analysis of the various District systems, effective November 1, 2013, through June 30, 2014. The objective of the process is to redesign inefficient processes, eliminate waste and redundancies, and to break down functional solos within the District. The goal of the analysis is to help drive selected District processes to a higher level of effectiveness while also finding opportunities for cost savings. The cost for services, not to exceed \$55,000.00, which includes an estimated amount of \$15,000.00 for travel expenses, will be paid from Unrestricted General Fund – Strategic Planning Program, Account No. 094.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves entering into an agreement with American Productivity & Quality Center (APQC) Education, Houston, Texas, to work with the District team in applying Process and Performance Management (PPM) professional development services towards the analysis of the various District systems, effective November 1, 2013, through June 30, 2014. The objective of the process is to redesign inefficient processes, eliminate waste and redundancies, and to break down functional solos within the District. The goal of the analysis is to help drive selected District processes to a higher level of effectiveness while also finding opportunities for cost savings. The cost for services, not to exceed \$55,000.00, which includes an estimated amount of \$15,000.00 for travel expenses, will be paid from Unrestricted General Fund – Strategic Planning Program, Account No. 094.

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

Requester/Approver: Deputy Superintendent

9.4 Agreement with Brandman University/Chapman University System, Irvine, California, for Credential Internship Teaching Program
(Prepared by Business Services Division)

The Human Resources - Certificated Department requests Board of Education approval to enter into an agreement with Brandman University – Chapman University System, Irvine, California, for the credential internship teaching program, effective August 1, 2013, through July 31, 2015. The interns include education specialist, multiple and single internship credential holders who will assume full teaching and legal responsibility for their classroom from the first day of the teaching assignment. The District will assign a District Support Provider to the interns to provide support throughout the year and will serve as an on-site guide, observe the interns and provide substantive feedback. The program is developed to meet employment shortages of qualified certificated persons holding the credentials. There is no cost to the District.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education ratifies entering into an agreement with Brandman University – Chapman University System, Irvine, California, for the credential internship teaching program, effective August 1, 2013, through July 31, 2015. The interns include education specialist, multiple and single internship credential holders who will assume full teaching and legal responsibility for their classroom from the first day of the teaching assignment. The District will assign a District Support Provider to the interns to provide support throughout the year and will serve as an on-site guide, observe the interns and provide substantive feedback. The program is developed to meet employment shortages of qualified certificated persons holding the credentials. There is no cost to the District.

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

Requester: Director, Human Resources – Certificated Department

Approver: Deputy Superintendent

9.5 Agreement with California State University, San Bernardino, California, to Provide Student Fieldwork Agreement in Practice Teaching, Counseling and School Psychology Practica
(Prepared by Business Services Division)

The Human Resources – Certificated Department requests Board of Education approval to enter into an agreement with California State University, San Bernardino (CSUSB), California, to provide student field placement in practice teaching, counseling and school psychology practice, effective July 1, 2013, through June 30, 2016. CSUSB students will obtain field-based experiences through practice teaching, counseling and school psychology practica and/or educational administration practica in schools and classes in the District. The field-based

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experiences shall be provided under the direct supervision and instruction of an appropriate University Supervisor and in concert with District employees. The District will be paid for each student teacher at the rate of \$16.67 for each quarter unit for a total of 10 units. There is no cost to the District.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education ratifies entering into an agreement with California State University, San Bernardino (CSUSB), California, to provide student field placement in practice teaching, counseling and school psychology practice, effective July 1, 2013, through June 30, 2016. CSUSB students will obtain field-based experiences through practice teaching, counseling and school psychology practica and/or educational administration practica in schools and classes in the District. The field-based experiences shall be provided under the direct supervision and instruction of an appropriate University Supervisor and in concert with District employees. The District will be paid for each student teacher at the rate of \$16.67 for each quarter unit for a total of 10 units. There is no cost to the District.

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

Requester: Director, Human Resources - Certificated Department

Approver: Deputy Superintendent

9.6 Agreement with G2 Solutions, Vacaville, California, to Act as a Peer Provider for Fingerprinting Transmission Services
(Prepared by Business Services Division)

The Human Resources – Classified Department requests Board of Education approval to enter into an agreement with G2 Solutions, Vacaville, California, to act as a Peer Provider to the District for Department of Justice (DOJ) fingerprinting services, effective September 18, 2013, through June 30, 2014. G2 Solutions owns and operates an Internet connection with DOJ to facilitate an electronic connection with the DOJ for the transmission of fingerprint information to DOJ's Automated Fingerprint Identification system. G2 Solutions is one of the five California certified peer providers approved by DOJ and all Applicant Agencies are now required to use peer providers. The cost for services, not to exceed \$2,000.00, with \$250.00 for connection fee and \$0.75 per each record charges, will be paid from Unrestricted General Fund – Human Resources – Classified Personnel, Account No. 053.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves entering into an agreement with G2 Solutions, Vacaville, California, to act as a Peer Provider to the District for Department of Justice (DOJ) fingerprinting services, effective September 18, 2013, through June 30, 2014. G2

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Solutions owns and operates an Internet connection with DOJ to facilitate an electronic connection with the DOJ for the transmission of fingerprint information to DOJ's Automated Fingerprint Identification system. G2 Solutions is one of the five California certified peer providers approved by DOJ and all Applicant Agencies are now required to use peer providers. The cost for services, not to exceed \$2,000.00, with \$250.00 for connection fee and \$0.75 per each record charges, will be paid from Unrestricted General Fund – Human Resources – Classified Personnel, Account No. 053.

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

Requester: Human Resources Officer II, Human Resources – Classified Department
Approver: Deputy Superintendent

9.7 Amendment No. 2 to the Agreement with All City Management Services, Inc., Santa Fe Springs, California, to Provide Crossing Guard Services
(Prepared by Business Services Division)

The Safety/Emergency Management Department requests Board of Education approval to amend the agreement with All City Management Services, Inc., Santa Fe Springs, California, approved by the Board on June 18, 2013, Agenda Item 10.47, for crossing guard services. This amendment is necessary to extend the term of the agreement to June 30, 2014, and to increase the contract amount by \$461,560.00 for a new contract amount not to exceed \$693,664.00. The additional fee will be paid from Unrestricted General Fund – Crossing Guard, Account No. 189. 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 All City Management Services, Inc., Santa Fe Springs, California, approved by the Board on June 18, 2013, Agenda Item 10.47, for crossing guard services. This amendment is necessary to extend the ending date of the agreement to June 30, 2014, and to increase the contract amount by \$461,560.00 for a new contract amount not to exceed \$693,664.00. The additional fee will be paid from Unrestricted General Fund – Crossing Guard, Account No. 189. 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 all related documents.

Requester: Interim Environmental Safety Officer, Safety/Emergency Management Department
Approver: Deputy Superintendent

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9.8 Amendment No. 2 to the Agreement with Musick, Peeler & Garrett, LLP, Los Angeles, California, to Provide Legal Services for Labor, Personnel and Employment Issues
(Prepared by Business Services Division)

The Personnel Commission Office requests Board of Education approval to amend the agreement with Musick, Peeler & Garrett, LLP, Los Angeles, California, approved by Board on August 6, 2013, Agenda Item 8.38. This amendment is necessary to increase the contract amount by \$150,000.00 for a new Contract Amount not to exceed \$300,000.00 to pay for prior and current invoices. The additional fee will be paid from Unrestricted General Fund – Human Resources Legal Fees, Account No. 077. 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 Musick, Peeler & Garrett, LLP, Los Angeles, California, approved by the Board on August 6, 2013, Agenda Item 8.38. This amendment is necessary to increase the contract amount by \$150,000.00 for a new Contract Amount not to exceed \$300,000.00 to pay for prior and current invoices. The additional fee will be paid from Unrestricted General Fund – Human Resources Legal Fees, Account No. 077. 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 all related documents.

Requester: Director, Personnel Commission

Approver: Deputy Superintendent

BUSINESS SERVICES DIVISION

9.9 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:

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SITE	DONOR	DONATION AND PURPOSE	AMOUNT	VALUE
Norton Elementary School	CaSA- Community and School Alliance San Bernardino, California	(2) \$500.00 gift cards to support Norton Elementary School PBL and Environmental STEM Programs		\$1,000.00
Emmerton Elementary School PTO	Target Stores San Bernardino, California	(1) \$249.00 gift card to be used towards Student Incentives		\$249.00
Emmerton Elementary School PTO	Inland 66ers Baseball Club San Bernardino, California	\$1,500.00 to be used towards student incentives and awards	\$1,500.00	
Emmerton Elementary School PTO	Chicago Title San Bernardino, California	(20) backpacks and school supplies to benefit students		\$350.00
Emmerton Elementary School PTO	Target Stores Minneapolis, Minnesota	\$2,000.00 to sponsor the Successful Outreach Accelerated Reader Program	\$2,000.00	
Rodriguez PREP Academy	Lifetouch National School Studios, Eden Prairie, Minnesota	\$146.64 to support the ASB	\$146.64	
Cesar Chavez Middle School	Gopher Sport Owatonna, Minnesota	(1) \$200.00 gift card to be used towards the purchase of equipment for the student fitness program		\$200.00
San Bernardino High School	Get Ahead Writing LLC Fullerton, California	To be used towards the purchase of prizes for October 8, 2013 Latino History Bee	\$1,000.00	
George Brown Jr. Elementary School	Costco Stores San Bernardino, California	(500) backpacks and school supplies to benefit new students		\$5,000.00

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 (2) gift cards with the total value of \$1,000.00, CaSA-Community and School Alliance, San Bernardino, California; (1) Gift Card with the total value of \$249.00, Target Stores, San Bernardino, California; \$1,500.00, Inland 66ers Baseball Club, San Bernardino, California; (20) backpacks and school supplies with

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the total value of \$350.00, Chicago Title, San Bernardino, California; \$2,000.00, Target Stores, Minneapolis, Minnesota; \$146.64, Lifetouch National School Studios, Eden Prairie, Minnesota; (1) gift card with the total value of \$200.00, Gopher Sport, Owatonna, Minnesota; \$1,000.00, Get Ahead Writing LLC, Fullerton, California; and (500) backpacks and school supplies with the total value of \$5,000.00, Costco Stores, San Bernardino, California.

Requester: Various
Approver: Director, Fiscal Services

9.10 Commercial Warrant Registers for Period from August 16, through August 31, 2013
(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 August 16, through August 31, 2013, be approved.

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

Requester: Director, Accounting Services
Approver: Director, Fiscal Services

9.11 Consultant Service Agreement with School Services of California, Sacramento, California, to Provide Assistance with the Local Control Funding Formula (LCFF)
(Prepared by Business Services Division)

The Business Services Department requests Board of Education approval to enter into a consultant service agreement with School Services of California, Sacramento, California, to provide assistance with the Local Control Funding Formula (LCFF), effective August 28, through December 31, 2013, payable at a rate of \$200.00 per hour, not to exceed \$1,600.00 plus expenses. The cost for services, not to exceed \$5,000.00, will be paid from Unrestricted General Fund – Business Services Division, Account No. 068.

It is recommended that the following resolution be adopted:

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BE IT RESOLVED that the Board of Education ratifies entering into a consultant service agreement with School Services of California, Sacramento, California, to provide assistance with the Local Control Funding Formula (LCFF), effective August 28, through December 31, 2013, payable at a rate of \$200.00 per hour, not to exceed \$1,600.00 plus expenses. The cost for services, not to exceed \$5,000.00, will be paid from Unrestricted General Fund – Business Services Division, Account No. 068.

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

Requester: Director, Fiscal Services
Approver: Superintendent

9.12 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 restricted program, RDA State College (020) was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$407,457.68 in expenditures and a decrease of \$407,457.68 in restricted fund balance will result in a revised total of \$407,457.68 in expenditures.

The restricted program, RDA Central City North (021) was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$9,447.94 in expenditures and a decrease of \$9,447.94 in restricted fund balance will result in a revised total of \$9,447.94 in expenditures.

The restricted program, RDA Central City West (022) was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$1,336.98 in expenditures and a decrease of \$1,336.98 in restricted fund balance will result in a revised total of \$1,336.98 in expenditures.

The restricted program, RDA Southeast Industrial Park (023) was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$66,197.21 in expenditures and a decrease of \$66,197.21 in restricted fund balance will result in a revised total of \$66,197.21 in expenditures.

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The restricted program, RDA Northwest (024) was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$318,645.10 in expenditures and a decrease of \$318,645.10 in restricted fund balance will result in a revised total of \$318,645.10 in expenditures.

The restricted program, RDA Tri-City (025) was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$111,928.87 in expenditures and a decrease of \$111,928.87 in restricted fund balance will result in a revised total of \$111,928.87 in expenditures.

The restricted program, RDA South Valley (026) was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$91,453.88 in expenditures and a decrease of \$91,453.88 in restricted fund balance will result in a revised total of \$91,453.88 in expenditures.

The restricted program, RDA Uptown (027) was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$145,373.09 in expenditures and a decrease of \$145,373.09 in restricted fund balance will result in a revised total of \$145,373.09 in expenditures.

The restricted program, RDA Mt. Vernon II (028) was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$183,672.85 in expenditures and a decrease of \$183,672.85 in restricted fund balance will result in a revised total of \$183,672.85 in expenditures.

The unrestricted program, ADA Incentive Plan (039) was not included in the Fiscal Year 2013-2014 approved budget. Based on the unrestricted fund balance from Fiscal Year 2012-2013, an increase of \$104,362.31 in expenditures and a decrease of \$104,362.31 in unrestricted fund balance will result in a revised total of \$104,362.31 in expenditures.

The restricted program, Project Inspire Grant (116) was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$2,500.00 in expenditures and a decrease of \$2,500.00 in restricted fund balance will result in a revised total of \$2,500.00 in expenditures.

The restricted program, RDA Mt. Vernon (120) was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$356,581.65 in expenditures and a decrease of \$356,581.65 in restricted fund balance will result in a revised total of \$356,581.65 in expenditures.

The restricted program, RDA Highland (121) was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase

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of \$1,066,899.37 in expenditures and a decrease of \$1,066,899.37 in restricted fund balance will result in a revised total of \$1,066,899.37 in expenditures.

The restricted program, RDA 40th Street (122) was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$105,720.61 in expenditures and a decrease of \$105,720.61 in restricted fund balance will result in a revised total of \$105,720.61 in expenditures.

The restricted program, Inland Valley Development Agency (123) was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$1,420,897.34 in expenditures and a decrease of \$1,420,897.34 in restricted fund balance will result in a revised total of \$1,420,897.34 in expenditures.

The restricted program, Health and Wellness Committee (124) was not included in the Fiscal Year 2013-2014 approved budget. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$1,848.85 will result in a revised total of \$1,848.85.

The restricted program, Operation Save A Generation (125) was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$2,718.25 in expenditures and a decrease of \$2,718.25 in restricted fund balance will result in a revised total of \$2,718.25 in expenditures.

The restricted program, Asterisk Program (126) was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$8,890.19 in expenditures and a decrease of \$8,890.19 in restricted fund balance will result in a revised total of \$8,890.19 in expenditures.

The restricted program, Ralph's/Food 4 Less/Foods Co. Foundation (128), was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$1,347.48 in expenditures and a decrease of \$1,347.48 in restricted fund balance will result in a revised total of \$1,347.48 in expenditures.

The restricted program, Packard Foundation Grant (145) was not included in the Fiscal Year 2013-2014 approved budget. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$1,826.21 will result in a revised total of \$1,826.21.

The restricted program, After School Donations (146) was not included in the Fiscal Year 2013-2014 approved budget. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$12,126.73 will result in a revised total of \$12,126.73.

The restricted program, Governor's Challenge (148), was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an

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increase of \$1,506.61 in expenditures and a decrease of \$1,506.61 in restricted fund balance will result in a revised total of \$1,506.61 in expenditures.

The restricted program, Emmanuel United Methodist Church (186) was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase in the amount of \$800.00 in expenditures and a decrease of \$800.00 in restricted fund balance will result in a revised total of \$800.00 in expenditures.

The restricted program, RDA (200), was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$402,309.48 in expenditures and a decrease of \$402,309.48 in restricted fund balance will result in a revised total of \$402,309.48 in expenditures.

The restricted program, Sanbag (218), was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$20,250.00 in expenditures and a decrease of \$20,250.00 in restricted fund balance will result in a revised total of \$20,250.00 in expenditures.

The restricted program, San Manuel Tribal Administration (219), was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$3,741.07 in expenditures and a decrease of \$3,741.07 in restricted fund balance will result in a revised total of \$3,741.07 in expenditures.

The restricted program, Edison International (226), was not included in the Fiscal Year 2013-2014 approved budget. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$1,071.41 will result in a revised total of \$1,071.41.

The restricted program, W.M. Daniels Scholarship Fund (234), was included in the Fiscal Year 2013-2014 approved budget in the amount of \$4,000.00. Based on the carryover from Fiscal Year 2012-2013, an increase of \$2,000.00 will result in a revised total of \$6,000.00.

The restricted program, Child Development – Fund 01 (250) was not included in the Fiscal Year 2013-2014 approved budget. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$1,105.01 will result in a revised total of \$1,105.01.

The restricted program, Puente Project at Arroyo Valley (303) was not included in the Fiscal Year 2013-2014 approved budget. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$3,148.87 will result in a revised total of \$3,148.87.

The restricted program, Richardson Donations (305) was not included in the Fiscal Year 2013-2014 approved budget. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$1,016.75 will result in a revised total of \$1,016.75.

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The restricted program, CA Academic Partnership Program (310) was not included in the Fiscal Year 2013-2014 approved budget. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$46,175.56 will result in a revised total of \$46,175.56.

The restricted program, Connected: Linked Learning (314) was not included in the Fiscal Year 2013-2014 approved budget. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$41,876.73 will result in a revised total of \$41,876.73.

The restricted program, Discover Brighter Futures – ROP (315) was not included in the Fiscal Year 2013-2014 approved budget. Based on grant award letter received from Goldman Sachs Philanthropy Fund, an increase of \$80,928.00 will result in a revised total of \$80,928.00 in revenues and expenditures.

The restricted program, Discover Brighter Futures (330) was not included in the Fiscal Year 2013-2014 approved budget. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$12,535.00 will result in a revised total of \$12,535.00.

The restricted program, ROP Bakery Occupations (338), was included in the Fiscal Year 2013-2014 approved budget in the amount of \$74,424.00. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$5,852.18 in expenditures and a decrease of \$5,852.18 in restricted fund balance will result in a revised total of \$74,424.00 in revenues and \$80,276.18 in expenditures.

The restricted program, ROP Floral Design and Sales (359), was included in the Fiscal Year 2013-2014 approved budget in the amount of \$60,996.00. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$5,313.22 in expenditures and a decrease of \$5,313.22 in restricted fund balance will result in a revised total of \$60,996.00 in revenues and \$66,309.22 in expenditures.

The restricted program, ROP Child Care Occupation (380), was included in the Fiscal Year 2013-2014 approved budget in the amount of \$351,393.00. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$57,157.87 in expenditures and a decrease of \$57,157.87 in restricted fund balance will result in a revised total of \$351,393.00 in revenues and \$408,550.87 in expenditures.

The restricted program, ROP Food Service Occupations (381), was included in the Fiscal Year 2013-2014 approved budget in the amount of \$98,072.00. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$8,981.98 in expenditures and a decrease of \$8,981.98 in restricted fund balance will result in a revised total of \$98,072.00 in revenues and \$107,053.98 in expenditures.

The unrestricted program, CAHSEE Intensive Instruction and Services (403), was included in the Fiscal Year 2013-2014 approved budget in the amount of \$642,993.00. Based on the

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unrestricted fund balance from Fiscal Year 2012-2013, an increase of \$65,728.44 in expenditures and a decrease of \$65,728.44 in unrestricted fund balance will result in a revised total of \$642,993.00 in revenues and \$708,721.44 in expenditures.

The restricted program, School Improvement Program for K-12 and Economic Improvement Aid Grants (420/423), was included in the Fiscal Year 2013-2014 approved budget in the amount of \$11,108,882.00. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$4,110,214.20 in expenditures and a decrease of \$4,110,214.20 in restricted fund balance will result in a revised total of \$11,108,882.00 in revenues and \$15,219,096.20 in expenditures.

The unrestricted program, National Board Certificated Teacher Incentive (426), was included in the Fiscal Year 2013-2014 approved budget in the amount of \$6,709.00. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$10,403.77 will result in a revised total of \$17,112.77.

The restricted program, Common Core State Standards Implementation Funds (435) was not included in the Fiscal Year 2013-2014 approved budget. Based on the Schedule of the First Apportionment, an increase in the amount of \$9,997,800.00 will result in a revised total of \$9,997,800.00.

The restricted program, (QEIA) Quality Education Investment Act (436), was included in the Fiscal Year 2013-2014 approved budget in the amount of \$12,456,700.00 in revenues and \$14,556,700.00 in expenditures. The difference of \$2,100,000.00 is “planned carryover” which was identified by each school site during the budget development process as carryover to Fiscal Year 2013-2014. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$1,467,920.15 in expenditures will result in a revised total of \$12,456,700.00 in revenues and \$16,024,620.15 in expenditures.

The restricted program, California Partnership/Public Safety Academy Program (479) was included in the Fiscal Year 2013-2014 approved budget in the amount of \$72,270.00. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$5,884.83 will result in a revised total of \$78,154.83.

The restricted program, Cardinal Partnership Academy Program (480) was included in the Fiscal Year 2013-2014 approved budget in the amount of \$72,270.00. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$1,828.41 will result in a revised total of \$74,098.41.

The restricted program, California Partnership Academy Program at Arroyo Valley High School (481) was included in the Fiscal Year 2013-2014 approved budget in the amount of \$72,270.00. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$673.59 will result in a revised total of \$72,943.59.

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The restricted program, CA Partnership Academies: Clean (495), was included in the Fiscal Year 2013-2014 approved budget in the amount of \$135,150.00. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$12,047.10 will result in a revised total of \$147,197.10.

The restricted program, ELAP Student Assistance Entitlement (496), was not included in the Fiscal Year 2013-2014 approved budget. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$217,556.37 in expenditures and a decrease of \$217,556.37 in restricted fund balance will result in a revised total of \$217,556.37 in expenditures.

The restricted program, ESEA Title I (501/524), was included in the Fiscal Year 2013-2014 approved budget in the amount of \$25,290,545.00. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$7,257,112.69 will result in a revised total of \$32,547,657.69.

The restricted program, Mental Health Services (508), was included in the Fiscal Year 2013-2014 approved budget in the amount of \$163,833.00. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$75,248.00 will result in a revised total of \$239,081.00.

The restricted program, SLC-Every Student Connected (511), was not included in the Fiscal Year 2013-2014 approved budget. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$124,311.20 will result in a revised total of \$124,311.20.

The restricted program, Youth Risk Behavior Survey (520), was not included in the Fiscal Year 2013-2014 approved budget. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$1,574.70 will result in a revised total of \$1,574.70.

The restricted program, Title II, Part A, Teacher Quality (536-538, 541-542), was included in the Fiscal Year 2013-2014 approved budget in the amount of \$3,500,000.00. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$986,973.96 will result in a revised total of \$4,486,973.96.

The restricted program, Title III Immigrant Subgrant (543/548), was included in the Fiscal Year 2013-2014 approved budget in the amount of \$84,000.00. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$27,556.93 will result in a revised total of \$111,556.93.

The restricted program, Title III LEP Student Subgrant (544/549), was included in the Fiscal Year 2013-2014 approved budget in the amount of \$1,752,657.00. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$136,119.93 will result in a revised total of \$1,888,776.93.

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The restricted program, Administrator Training Program, (551), was not included in the Fiscal Year 2013-2014 approved budget. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$47,083.85 will result in a revised total of \$47,083.85.

The restricted program, California 21st Century Community Learning Centers Grant – Cohort 5 (574), was not included in the Fiscal Year 2013-2014 approved budget. Based on the carryover from Fiscal Year 2012-2013, an increase in the amount of \$234,675.11 will result in a revised total of \$234,675.11.

The restricted program, Medical-Cal Billing Option (585), was included in the Fiscal Year 2013-2014 approved budget in the amount of \$350,000.00. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$523,728.39 in expenditures and a decrease of \$523,728.39 in restricted fund balance will result in a revised total of \$350,000.00 in revenues and \$873,728.39 in expenditures.

The restricted program, Special Education-Parent Infant Grant (803), was included in the Fiscal Year 2013-2014 approved budget in the amount of \$470,528.00. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$533,466.03 in expenditures and a decrease of \$533,466.03 in restricted fund balance will result in a revised total of \$470,528.00 in revenues and \$1,003,994.03 in expenditures.

The restricted program, Special Education-Mental Health (807), was included in the Fiscal Year 2013-2014 approved budget in the amount of \$2,935,228.00. Based on the restricted fund balance from Fiscal Year 2012-2013, an increase of \$3,699,165.81 in expenditures and a decrease of \$3,699,165.81 in restricted fund balance will result in a revised total of \$2,935,228.00 in revenues and \$6,634,393.81 in expenditures.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves the addition of \$407,457.68 in the budgeting of expenditures for the restricted program, RDA State College (020).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$9,447.94 in the budgeting of expenditures for the restricted program, RDA Central City North (021).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$1,336.98 in the budgeting of expenditures for the restricted program, RDA Central City West (022).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$66,197.21 in the budgeting of expenditures for the restricted program, RDA Southeast Industrial Park (023).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$318,645.10 in the budgeting of expenditures for the restricted program, RDA Northwest (024).

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BE IT ALSO RESOLVED that the Board of Education approves the addition of \$111,928.87 in the budgeting of expenditures for the restricted program, RDA Tri-City (025).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$91,453.88 in the budgeting of expenditures for the restricted program, RDA South Valley (026).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$145,373.09 in the budgeting of expenditures for the restricted program, RDA Uptown (027).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$183,672.85 in the budgeting of expenditures for the restricted program, RDA Mt. Vernon II (028).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$104,362.31 in the budgeting of expenditures for the unrestricted program, ADA Incentive Plan (039).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$2,500.00 in the budgeting of expenditures for the restricted program, Project Inspire Grant (116).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$356,581.65 in the budgeting of expenditures for the restricted program, RDA Mt. Vernon (120).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$1,066,899.37 in the budgeting of expenditures for the restricted program, RDA Highland (121).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$105,720.61 in the budgeting of expenditures for the restricted program, RDA 40th Street (122).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$1,420,897.34 in the budgeting of expenditures for the restricted program, Inland Valley Development Agency (123).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$1,848.85 in the budgeting of revenues and expenditures for the restricted program, Health and Wellness Committee (124).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$2,718.25 in the budgeting of expenditures for the restricted program, Operation Save A Generation (125).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$8,890.19 in the budgeting of expenditures for the restricted program, Asterisk Program (126).

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BE IT ALSO RESOLVED that the Board of Education approves the addition of \$1,347.48 in the budgeting of expenditures for the restricted program, Ralph's/Food 4 Less/Foods Co. Foundation (128).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$1,826.21 in the budgeting of expenditures for the restricted program, Packard Foundation Grant (145).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$12,126.73 in the budgeting of expenditures for the restricted program, After School Donations (146).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$1,506.61 in the budgeting of expenditures for the restricted program, Governor's Challenge (148).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$800.00 in the budgeting of expenditures for the restricted program, Emmanuel United Methodist Church (186).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$402,309.48 in the budgeting of expenditures for the restricted program, RDA (200).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$20,250.00 in the budgeting of expenditures for the restricted program, Sanbag (218).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$3,741.07 in the budgeting of expenditures for the restricted program, San Manuel Tribal Administration (219).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$1,071.41 in the budgeting of revenues and expenditures for the restricted program, Edison International (226).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$2,000.00 in the budgeting of expenditures for the restricted program, W.M. Daniels Scholarship Foundation (234).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$1,105.01 in the budgeting of revenues and expenditures for the restricted program, Child Development – Fund 01 (250).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$3,148.87 in the budgeting of expenditures for the restricted program, Puente Project at Arroyo Valley (303).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$1,016.75 in the budgeting of revenues and expenditures for the restricted program, Richardson Donations (305).

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BE IT ALSO RESOLVED that the Board of Education approves the addition of \$46,175.56 in the budgeting of revenues and expenditures for the restricted program, CA Academic Partnership Program (310).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$41,876.73 in the budgeting of expenditures for the restricted program, Connected: Linked Learning (314).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$80,928.00 in the budgeting of expenditures for the restricted program, Discover Brighter Futures - ROP (315).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$12,535.00 in the budgeting of expenditures for the restricted program, Discover Brighter Futures (330).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$5,852.18 in the budgeting of expenditures for the restricted program, ROP Bakery (338).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$5,313.22 in the budgeting of expenditures for the restricted program, ROP Floral Design and Sales (359).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$57,157.87 in the budgeting of expenditures for the restricted program, ROP Child Care Occupation (380).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$8,981.98 in the budgeting of expenditures for the restricted program, ROP Food Service Occupation (381).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$65,728.44 in the budgeting of expenditures for the unrestricted program, CAHSEE Intensive Instruction and Services (403).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$4,110,214.20 in the budgeting of expenditures for the restricted programs, School Improvement Program for K-12 and Economic Improvement Aid Grants (420/423).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$10,403.77 in the budgeting of revenues and expenditures for the restricted program, National Board Certificated Teacher Incentive (426).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$9,997,800.00 in the budgeting of expenditures for the restricted program, Common Core State Standards Implementation Funds (435).

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BE IT ALSO RESOLVED that the Board of Education approves the addition of \$1,467,920.15 in the budgeting of expenditures for the restricted program, (QEIA) Quality Education Investment Act (436).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$5,884.83 in the budgeting of revenues and expenditures for the restricted program California Partnership/Public Safety Academy Program (479).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$1,828.41 in the budgeting of revenues and expenditures for the restricted program Cardinal Partnership Academy Program (480).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$673.59 in the budgeting of revenues and expenditures for the restricted program California Partnership/Public Safety Academy Program (481).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$12,047.10 in the budgeting of revenues and expenditures for the restricted program, CA Partnership Academies: Clean (495).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$217,556.37 in the budgeting of expenditures for the restricted program, ELAP Student Assistance Entitlement (496).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$7,257,112.69 in the budgeting of revenues and expenditures for the restricted program, ESEA Title I (501/524).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$75,248.00 in the budgeting of revenues and expenditures for the restricted program, Mental Health Services (508).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$124,311.20 in the budgeting of revenues and expenditures for the restricted program, SLC-Every Student Connected (511).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$1,574.70 in the budgeting of revenues and expenditures for the restricted program, Youth Risk Behavior Survey (520).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$986,973.96 in the budgeting of revenues and expenditures for the restricted program, Title II, Part A, Teacher Quality (536-538, 541-542).

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BE IT ALSO RESOLVED that the Board of Education approves the addition of \$27,556.93 in the budgeting of revenues and expenditures for the restricted program, Title III Immigrant Subgrant (543/548).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$136,119.93 in the budgeting of revenues and expenditures for the restricted program, Title III LEP Student Subgrant (544/549).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$47,083.85 in the budgeting of revenues and expenditures for the restricted program, Administrator Training Program (551).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$234,675.11 in the budgeting of revenues and expenditures for the restricted program, California 21st Century Community Learning Centers Grant – Cohort 5 (574).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$523,728.39 in the budgeting of expenditures for the restricted program, Medical-Cal Billing Option (585).

BE IT ALSO RESOLVED that the Board of Education approves the addition of \$533,466.03 in the budgeting of expenditures for the restricted program, Special Education-Parent Infant Grant (803).

BE IT FURTHER RESOLVED that the Board of Education approves the addition of \$3,699,165.81 in the budgeting of expenditures for the restricted program, Special Education-Mental Health (807).

Requester/Approver: Director, Fiscal Services

9.13 Notice of Completion, Bid No. 26-07, Requirements Contract for Ceramic Tile Installation and Repair - Districtwide
(Prepared by Business Services Division)

Bid No. 26-07, Requirements Contract for Ceramic Tile Installation and Repair - Districtwide, is complete. It is requested that the Board of Education formally accept the completed project.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education authorizes filing a Notice of Completion for the Bid No. 26-07, Requirements Contract for Ceramic Tile Installation and Repair - Districtwide, Purchase Order Nos. 071508, 093744, 111496, 203915, and 309127, awarded to:

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Petersen Tile Inc.
585 Maple Court
Colton, California 92324-2324

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

Requester/Approver: Director, Purchasing Department

9.14 Notice of Completion, Bid No. 03-08, Contract for Asbestos Clean-up and Removal - Districtwide
(Prepared by Business Services Division)

Bid No. 03-08, Contract for Asbestos Clean-up and Removal - Districtwide, is complete. It is requested that the Board of Education formally accept the completed project.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education authorizes filing a Notice of Completion for the Bid No. 03-08, Contract for Asbestos Clean-up and Removal - Districtwide, Purchase Order Nos. 070563, 090819, 111497, 201701, 204305, 301037, 302785, 401814, and 402685, awarded to:

Brickley Environmental
957 W. Reece Street
San Bernardino, California 92411

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

Requester/Approver: Director, Purchasing Department

9.15 Payment for Course of Study Activities
(Prepared by Business Services Division)

District schools find it to be educationally advantageous to employ persons outside of the District in order to provide activities that enhance their educational programs.

Palm Avenue Elementary School wishes to hire The Humane Society of San Bernardino Valley for various presentations titled "Humane Education Program" beginning October 1, throughout the month of November 2013. The presentations will reinforce state standards through project based learning with hands-on activities and information involving animals that have been studied during the first quarter. The presentations will be made free of charge.

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Cypress Elementary School wishes to hire The Humane Society of San Bernardino Valley for various presentations titled "Humane Education Program" beginning October 1, throughout the month of December 2013. The presentations will reinforce state standards through project based learning with hands-on activities and information involving animals that have been studied during the first quarter. The presentations will be made free of charge.

North Verdemon Elementary School wishes to hire The Humane Society of San Bernardino Valley for various presentations titled "Humane Education Program" beginning October 1, throughout the month of November 2013. The presentations will reinforce state standards through project based learning with hands-on activities and information involving animals that have been studied during the first quarter. The presentations will be made free of charge.

San Bernardino High School wishes to hire Donzaleigh Abernathy for two presentations titled "The Civil Rights Movement, a Pictorial History" on October 22, 2013. The presentations will give students the view from a child's perspective on the Civil Rights Movement. The cost, not to exceed \$1,150.00, will be paid from San Bernardino High School Budget No. 436.

Warm Springs Elementary School wishes to hire The Humane Society of San Bernardino Valley for various presentations titled "Humane Education Program" beginning October 1, 2013, throughout the month of January 2014. The presentations will reinforce state standards through project based learning with hands-on activities and information involving animals that have been studied during the first quarter. The presentations will be made free of charge.

Lankershim Elementary School wishes to hire The Humane Society of San Bernardino Valley for various presentations titled "Humane Education Program" beginning October 1, throughout the month of November 2013. The presentations will reinforce state standards through project based learning with hands-on activities and information involving animals that have been studied during the first quarter. The presentations will be made free of charge.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education considers the following activities to be a part of the regular course of study for the 2013-14 school year and approves payment to the following:

The Humane Society of San Bernardino Valley for various presentations at Palm Avenue Elementary School titled "Humane Education Program" beginning October 1, throughout the month of November 2013. The presentations will be made free of charge.

The Humane Society of San Bernardino Valley for various presentations at Cypress Elementary School titled "Humane Education Program" beginning October 1, throughout the month of December 2013. The presentations will be made free of charge.

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The Humane Society of San Bernardino Valley for various presentations at North Verdemont Elementary School titled “Humane Education Program” beginning October 1, throughout the month of November 2013. The presentations will be made free of charge.

Donzaleigh Abernathy for two presentations titled “The Civil Rights Movement, a Pictorial History” on October 22, 2013. The cost, not to exceed \$1,150.00, will be paid from San Bernardino High School Budget No. 436.

The Humane Society of San Bernardino Valley for various presentations at Warm Springs Elementary School titled “Humane Education Program” beginning October 1, 2013, throughout the month of January 2014. The presentations will be made free of charge.

The Humane Society of San Bernardino Valley for various presentations at Lankershim Elementary School titled “Humane Education Program” beginning October 1, throughout the month of November 2013. The presentations will be made free of charge.

Requester: Various

Approver: Assistant Superintendent, Educational Services Division

9.16 Request to Enter into an Agreement with Vector Resources, Inc., Utilizing the State of California Multiple Award Schedule (CMAS) Contract Number 3-10-70-0876AF, Purchase Security Equipment, Software and Related Services
(Prepared by Business Services Division)

The Purchasing Department requests Board of Education approval to enter into an agreement with Vector Resources, Inc., utilizing California Multiple Award Schedule (CMAS) Contract Number 3-10-70-0876AF to purchase security equipment, software, and related services. As a local governmental body, the District has the option of piggybacking off this contract. Prices are comparable to those that the District would receive if it were to issue its own bid. The cost of equipment, software, and services being purchased will be paid by the requesting site.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves an agreement with Vector Resources, Inc., for the utilization of California Multiple Award Schedule (CMAS), Contract Number 3-10-70-0876AF, to purchase security equipment, software, and related services. As a local governmental body, the District has the option of piggybacking off this contract. Prices are comparable to those that the District would receive if it were to issue its own bid.

BE IT ALSO RESOLVED the District reserves the right to purchase on an as-needed basis throughout term of the contract, and any extension thereafter not to exceed five years total.

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BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director Purchasing Services, to sign agreements associated with this contract.

Requester/Approver: Director, Purchasing Department

EDUCATIONAL SERVICES

9.17 Agreement with A2Z Educational Consultants, Inc., Hayward, California, for Professional Development Services for District Teachers and Administrators
(Prepared by Business Services Division)

Arroyo Valley High School requests Board of Education approval to renew the agreement with A2Z Educational Consultants, Inc., Hayward, California, for professional development services to District teachers and site administrators, effective September 18, through December 31, 2013. The services include building capacity of teachers to increase the academic achievement of students in math, using the collaborative professional development that will align instructional priorities, create student engagement, and foster mathematics mastery of content by both teachers and students. A2Z Educational Consultants, Inc. will provide reviews in benchmark measuring and grade distributions, and CAHSEE scores will be used for measure of progress. The cost for services, not to exceed \$50,000.00 will be paid from the Restricted General Fund – School Improvement Grant (SIG), Account No. 507.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves renewing the agreement with A2Z Educational Consultants, Inc., Hayward, California, for professional development services to District teachers and site administrators at Arroyo Valley High School, effective September 18, through December 31, 2013. The services include building capacity of teachers to increase the academic achievement of students in math, using the collaborative professional development that will align instructional priorities, create student engagement, and foster mathematics mastery of content by both teachers and students. A2Z Educational Consultants, Inc. will provide reviews in benchmark measuring and grade distributions, and CAHSEE scores will be used for measure of progress. The cost for services, not to exceed \$50,000.00, will be paid from the Restricted General Fund – School Improvement Grant (SIG), Account No. 507.

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: Assistant Superintendent, Educational Services Division

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- 9.18 Agreement with The Common Core Institute, Oakbrook Terrace, Illinois, to Provide Professional Development Workshops on Common Core State Standards Strategies
(Prepared by Business Services Division)

Pacific High School requests Board of Education approval to enter into an agreement with Common Core Institute (CCI), Oakbrook Terrace, Illinois, to provide onsite professional development and practicums to teachers and administrative staff, effective August 9, through December 31, 2013. The services include full and half-day sessions that will focus on a variety of topics with the goal of uniform and successful implementation of the Common Core State Standards (CCSS) with topics on deconstructed standards, rigor in the classroom, close reading in Math, English Language Arts and all content areas, student engagement, student collaboration and student and teacher accountability. The cost for services, not to exceed \$56,320.00, will be paid from the Restricted General Fund – School Improvement Grant (SIG), Account No. 507.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education ratifies entering into an agreement with Common Core Institute (CCI), Oakbrook Terrace, Illinois, to provide onsite professional development and practicums to teachers and administrative staff, effective August 9, through December 31, 2013. The services include full and half-day sessions that will focus on a variety of topics with the goal of uniform and successful implementation of the Common Core State Standards (CCSS) with topics on deconstructed standards, rigor in the classroom, close reading in Math, English Language Arts and all content areas, student engagement, student collaboration and student and teacher accountability. The cost for services, not to exceed \$56,320.00, will be paid from the Restricted General Fund – School Improvement Grant (SIG), Account No. 507.

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

Requester: Principal, Pacific High School

Approver: Assistant Superintendent, Educational Services Division

- 9.19 Amendment No. 1 to the Agreement with Swun Math, Cypress, California, to Increase Student Achievement in Mathematics at Barton and Rio Vista Elementary Schools
(Prepared by Business Services Division)

The Categorical Programs Department requests Board of Education approval to amend the agreement with Swun Math, Cypress, California, approved by the Board on July 2, 2013, Agenda Items 6.26 and 6.28 for Barton and Rio Vista Elementary Schools. This amendment is necessary to add additional funding sources for payment. The new additional funding source is

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Restricted General Fund – No Child Left Behind, Title I Performance Incentive School Support, Account No. 524. 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 Swun Math, Cypress, California, approved by the Board on July 2, 2013, Agenda Items 6.26 and 6.28 for Barton and Rio Vista Elementary Schools. This amendment is necessary to add additional funding sources for payment. The new additional funding source is Restricted General Fund – No Child Left Behind, Title I Performance Incentive School Support, Account No. 524. 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 all related documents.

Requester: Interim Director, Categorical Programs

Approver: Assistant Superintendent, Educational Services Division

9.20 Amendment No. 1 to the Agreement with Swun Math, Cypress, California, to Increase Student Achievement in Mathematics at Davidson, Hunt and Wilson Elementary Schools
(Prepared by Business Services Division)

The Categorical Programs Department requests Board of Education approval to amend the agreement with Swun Math, Cypress, California, approved by the Board on June 4, 2013, Agenda Items 7.21, 7.22 and 7.23 for Davidson, Hunt and Wilson Elementary Schools. This amendment is necessary to add additional funding sources for payment. The new additional funding source is Restricted General Fund – No Child Left Behind, Title I Performance Incentive School Support, Account No. 524. 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 Swun Math, Cypress, California, approved by the Board on June 4, 2013, Agenda Items 7.21, 7.22 and 7.23 for Davidson, Hunt and Wilson Elementary Schools. This amendment is necessary to add additional funding sources for payment. The new additional funding source is Restricted General Fund – No Child Left Behind, Title I Performance Incentive School Support, Account No. 524. 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 all related documents.

Requester: Interim Director, Categorical Programs

Approver: Assistant Superintendent, Educational Services Division

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9.21 Payment for Services Rendered by Non-Classified Experts and Organizations
(Prepared by Business Services Division)

The Secondary Education Department wishes to amend the hiring of California State University, San Bernardino, Department of Mathematics, San Bernardino, California, approved by Board on July 2, 2013, Agenda Item No. 6.23. The amendment is necessary to add the cost of \$5,000.00 for the Geometry Institute staff development. The cost for services will be paid from the Restricted General Fund – Title II Secondary Professional Development, Account No. 541.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves payment to the following non-classified experts:

California State University, San Bernardino, Department of Mathematics, San Bernardino, California, approved by Board on July 2, 2013, Agenda Item No. 6.23. The amendment is necessary to add the cost of \$5,000.00 for the Geometry Institute staff development. The cost for services will be paid from the Restricted General Fund – Title II Secondary Professional Development, Account No. 541.

Requester: Administrative Director, Secondary Education Department
Approver: Deputy Superintendent, Educational Services Division

9.22 Renewal of the Agreement with CSTEP, Highland, California, to Increase the College Entrance Rate for Minority Students at Pacific High School
(Prepared by Business Services Division)

Pacific High School requests Board of Education approval to renew the agreement with CSTEP, Highland, California, to promote the college-going rate for its minority students, effective September 18, through December 31, 2013. CSTEP will focus on working with high school minority students, communicating with the school counselor to ensure a-g eligibility, collecting all relevant university admissions forms, and working with university admissions officers to seek qualified students of diverse backgrounds. This process will increase the number of minority students gaining acceptance into both two- and four-year universities, especially first generation college students. The cost for services, not to exceed \$70,000.00, will be paid from Restricted General Fund – School Implementation Grant (SIG), Account No. 507.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves renewing the agreement with CSTEP, Highland, California, to promote the college-going rate for its minority students, effective September 18, through December 31, 2013. CSTEP will focus on working with high school minority students, communicating with the school counselor to ensure a-g eligibility, collecting

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all relevant university admissions forms, and working with university admissions officers to seek qualified students of diverse backgrounds. This process will increase the number of minority students gaining acceptance into both two- and four-year universities, especially first generation college students. The cost for services, not to exceed \$70,000.00, will be paid from Restricted General Fund – School Implementation Grant (SIG), Account No. 507.

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

Requester: Principal, Pacific High School

Approver: Assistant Superintendent, Educational Services Division

9.23 Renewal of the Agreement with Life Long Learning & Associates, Blue Jay, California, to Provide Professional Development Training to Teachers and Administrators at Arroyo Valley High School
(Prepared by Business Services Division)

Arroyo Valley High School requests Board of Education approval to renew the agreement with Life Long Learning & Associates, Blue Jay, California, to provide 10 days of professional development training to teachers and administrators at Arroyo Valley High School, effective September 18, through December 31, 2013. The training will increase student achievement through facilitating implementation of Common Core instructional strategies, and provide professional development of coaches in Rigorous Curriculum Design (RCD) and MYP unit plan design. It will further develop a culture of collaboration and continue improvement among teaching staff. A cohort strategy will be employed where 10-15 faculty members will be chosen to become critical thinking instructional experts. Monthly check in meetings will focus on Plan-Do-Study-Act (PDSA) programs with an increase of students proficient in writing task and critical thinking activities, along with CST and CAHSEE rates. The cost for services, not to exceed \$31,300.00, will be paid from Restricted General Fund – School Improvement Grant (SIG), Account No. 507.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves renewing the agreement with Life Long Learning & Associates, Blue Jay, California, to provide 10-day professional development training to teachers and administrators at Arroyo Valley High School, effective September 18, through December 31, 2013. The training will increase student achievement through facilitating implementation of Common Core instructional strategies, and provide professional development of coaches in Rigorous Curriculum Design (RCD) and MYP unit plan design. It will further develop a culture of collaboration and continue improvement among teaching staff. A cohort strategy will be employed where 10-15 faculty members will be chosen to become critical thinking instructional experts. Monthly check in meetings will focus on Plan-Do-Study-Act (PDSA) programs with an increase of students proficient in writing task and critical thinking

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activities along with CST and CAHSEE rates. The cost for services, not to exceed \$31,300.00, will be paid from Restricted General Fund – School Improvement Grant (SIG), Account No. 507.

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: Assistant Superintendent, Educational Services Division

9.24 Renewal of the Agreement with Lollipop & Associates, Highland, California, to Provide Training and Support to Parents of Students at Wilson Elementary School
(Prepared by Business Services Division)

Wilson Elementary School requests Board of Education approval to renew the agreement with Lollipop & Associates, Highland, California, to provide parent enrichment workshops to parents of students at Wilson Elementary School, effective September 18, through December 31, 2013. The training will focus on specific skills and strategies that parents can utilize at home to assist their children. The workshop will forge stronger parent/school alliance through parent volunteer opportunities and by maintaining an open line of communication to parents and the community to increase active participation with student learning. The cost for services, not to exceed \$8,000.00, will be paid from Restricted General Fund – School Implementation Grant (SIG), Account No. 507.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves renewing the agreement with Lollipop & Associates, Highland, California, to provide parent enrichment workshops to parents of students at Wilson Elementary School, effective September 18, through December 31, 2013. The training will focus on specific skills and strategies that parents can utilize at home to assist their children. The workshop will forge stronger parent/school alliance through parent volunteer opportunities and by maintaining an open line of communication to parents and the community to increase active participation with student learning. The cost for services, not to exceed \$8,000.00, will be paid from Restricted General Fund – School Implementation Grant (SIG), Account No. 507.

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

Requester: Principal, Wilson Elementary School
Approver: Assistant Superintendent, Educational Services Division

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9.25 Renewal of the Agreement with Regents of the University of California, Berkeley, California, for Implementation of the Destination College Advising Corps (DCAC) at Arroyo Valley High School
(Prepared by Business Services Division)

Arroyo Valley High School requests Board of Education approval to renew the agreement with Regents of the University of California, Berkeley, California, for implementation of the Destination College Advising Corps (DCAC) to provide on-site intensive college preparation services to 300 students individually and 50-60 group workshops at Arroyo Valley High School, effective September 18, through December 31, 2013. DCAC's role is in making college a viable option for all students and being a resource for students, schools and program to make post-secondary education possible for students. DCAC will provide comprehensive college awareness, resources, preparation, advising and information through the efforts of a full-time Advisor. The Advisor will provide intensive college preparation services through one-to-one, small groups, classroom and whole school services. The cost for services, not to exceed \$36,000.00, will be paid from Restricted General Fund – School Implementation Grant, Account No. 507.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves renewing the agreement with Regents of the University of California, Berkeley, California, for implementation of the Destination College Advising Corps (DCAC) to provide on-site intensive college preparation services to 300 students individually and 50-60 group workshops at Arroyo Valley High School, effective September 18, through December 31, 2013. DCAC's role is in making college a viable option for all students and being a resource for students, schools and program to make post-secondary education possible for students. DCAC will provide comprehensive college awareness, resources, preparation, advising and information through the efforts of a full-time Advisor. The Advisor will provide intensive college preparation services through one-to-one, small groups, classroom and whole school services. The cost for services, not to exceed \$36,000.00, will be paid from Restricted General Fund – School Implementation Grant, Account No. 507.

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: Assistant Superintendent, Educational Services Division

9.26 Request for Waiver of California High School Exit Exam (CAHSEE) Passage Requirement for Students with a Disability
(Prepared by Educational Services Division)

Education Code Section 60851(a) provides that “Commencing with the 2003-2004 school year and each school year thereafter, each pupil completing Grade 12 shall successfully pass the exit examination as a condition of receiving a diploma of graduation or a condition of graduation from high school.” Waiver of the successful passage of the CAHSEE is allowed under Specific Code Section: E.C. 56101: “...the waiver is necessary or beneficial to the content and the implementation of the pupil’s individualized education program...” Waiver of the successful passage of the California High School Exit Exam (CAHSEE) is requested for the specific students with the birthdates listed below:

11/16/1994 03/01/1995 10/16/1995 02/03/1996 10/10/1996

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves the Waiver of CAHSEE Passage Requirement for Students with a Disability.

Requester: Assistant Director, Assessment and Accountability Department
Approver: Assistant Superintendent, Educational Services Division

STUDENT SERVICES

Adult School

9.27 Agreement with Pearson Vue, Bloomington, Minnesota, as an Authorized Center for General Educational Development (GED) Testing Centers
(Prepared by Business Services Division)

The Adult School requests Board of Education approval to enter into an agreement with Pearson Vue, Bloomington, Minnesota, as an authorized center for General Educational Development (GED) testing center, effective January 1, through December 31, 2014. This calendar year, the GED test will culminate the 2002 version of the test on December 31, 2013, and will move to a computer-based test. Pearson Vue is the current computer-based provider for GED testing in the nation. As a testing site, the District will be a part of Pearson Vue and will offer GED and other testing on site. Access to students for GED testing will be through Pearson Vue. There is no cost to the District.

It is recommended that the following resolution be adopted:

Board of Education Meeting
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BE IT RESOLVED that the Board of Education approves entering into an agreement with Pearson Vue, Bloomington, Minnesota, as an authorized center for General Educational Development (GED) testing center, effective January 1, through December 31, 2014. This calendar year, the GED test will culminate the 2002 version of the test on December 31, 2013, and will move to a computer-based test. Pearson Vue is the current computer-based provider for GED testing in the nation. As a testing site, the District will be a part of Pearson Vue and will offer GED and other testing on site. Access to students for GED testing will be through Pearson Vue. There is no cost to the District.

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

Requester: Principal, Adult School
Approver: Assistant Superintendent, Student Services

9.28 Facilities Use Agreement with University of Redlands – Glenn Wallichs Theatre, Redlands, California, for Graduation Ceremony of the Adult School
(Prepared by Business Services Division)

The Adult School requests Board of Education approval to enter into a facilities use agreement with University of Redlands – Glenn Wallichs Theatre, Redlands, California, for the graduation ceremony on September 19, through September 20, 2013. The cost for services, not to exceed \$1,650.00, which includes the rental fee of \$650.00 and a deposit of \$1,000.00, will be paid from Restricted General Fund – Adult Education, Account No. 130.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves entering into a facilities use agreement with University of Redlands – Glenn Wallichs Theatre, Redlands, California, for the graduation ceremony on September 19, through September 20, 2013. The cost for services, not to exceed \$1,650.00, which includes the rental fee of \$650.00 and a deposit of \$1,000.00, will be paid from Restricted General Fund – Adult Education, Account No. 130.

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

Requester: Principal, Adult School
Approver: Assistant Superintendent, Student Services

School Sites

- 9.29 Renewal of the Agreement with American Medical Response, Rancho Cucamonga, California, to Provide Ambulance Services at Home Football Games at San Bernardino High School
(Prepared by Business Services Division)

San Bernardino High School requests Board of Education approval to renew the agreement with American Medical Response, Rancho Cucamonga, California, to provide ambulance services for home football games, effective August 30, through November 15, 2013. This agreement is necessary for the Stand-by Ambulance Services for home games as directed and required by the Youth Service Department for the 2013 Football Season. The cost of services, \$100.00 for 2.5 hours each game for a total of six games, with a not-to-exceed cost of \$1,500.00, will be paid from Unrestricted General Fund – INAP High Schools, Account No. 203.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education ratifies renewing the agreement with American Medical Response, Rancho Cucamonga, California, to provide ambulance services for home football games, effective August 30, through November 15, 2013. This agreement is necessary for the Stand-by Ambulance Services for home games as directed and required by the Youth Service Department for the 2013 Football Season. The cost of services, \$100.00 for 2.5 hours each game for a total of six games, with a not-to-exceed cost of \$1,500.00, will be paid from Unrestricted General Fund – INAP High Schools, 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, San Bernardino High School
Approver: Assistant Superintendent, Student Services

- 9.30 Renewal of the Agreement with Community Matters, Santa Rosa, California, to Provide Training and Support for the Safe School Ambassadors Program
(Prepared by Business Services Division)

San Bernardino High School requests Board of Education approval to renew the agreement with Community Matters, Santa Rosa, California, to provide two days of on-site training and support services to the new Safe School Ambassadors Program student leaders, teachers and community members, effective October 1, 2013, through June 30, 2014. The training will be provided for 35-40 new Safe School Ambassadors students and 6-8 school staff members. The training will address anti-bullying at the site. Community Matters will provide all training materials and will provide two hours of program implementation support by phone, fax and email. The training will be evaluated through original baseline discipline data report, followed by annual discipline

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data comparison report, student action snap shots and Safe School Ambassadors surveys. The cost for services, not to exceed \$1,000.00, will be paid from 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 renewing the agreement with Community Matters, Santa Rosa, California, to provide two days of on-site training and support services to the new Safe School Ambassadors Program student leaders, teachers and community members at San Bernardino High School, effective October 1, 2013, through June 30, 2014. The training will be provided for 35-40 new Safe School Ambassadors students and 6-8 school staff members. The training will address anti-bullying at the site. Community Matters will provide all training materials and will provide two hours of program implementation support by phone, fax and email. The training will be evaluated through original baseline discipline data report, followed by annual discipline data comparison report, student action snap shots and Safe School Ambassadors surveys. The cost for services, not to exceed \$1,000.00, will be paid from 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

Special Education

9.31 Agreement with Kimberly Nagy, Highland, California, to Provide Adult Career Preparation Workshop for the Special Education Transition Partnership Program
(Prepared by Business Services Division)

The Special Education Department requests Board of Education approval to enter into an agreement with Kimberly Nagy, Highland, California, to provide an adult career preparation workshop at the Job Club to special education students, effective September 18, 2013, through June 30, 2014. Mrs. Nagy will conduct workshops for special education and Department of Rehabilitation (DOR) students that will include career exploration, post-school planning, resume writing, mock interviews, employment skills, essential documentation and linking to important support agencies. The cost for services, not to exceed \$6,240.00, will be paid from the Restricted General Fund – Transition Partnership Program – Department of Rehabilitation, Account No. 568.

It is recommended that the following resolution be adopted:

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BE IT RESOLVED that the Board of Education approves entering into an agreement with Kimberly Nagy, Highland, California, to provide an adult career preparation workshop at the Job Club to special education students, effective September 18, 2013, through June 30, 2014. Mrs. Nagy will conduct workshops for special education and Department of Rehabilitation (DOR) students that will include career exploration, post-school planning, resume writing, mock interviews, employment skills, essential documentation and linking to important support agencies. The cost for services, not to exceed \$6,240.00, will be paid from the Restricted General Fund – Transition Partnership Program – Department of Rehabilitation, Account No. 568.

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

9.32 Amendment No. 1 to the Agreement with Protocol Professional Staffing, Westlake Village, California to Provide Staffing for Speech and Language Services and Related Services for District Education Students
(Prepared by Business Services Division)

The Special Education Department requests Board of Education approval to amend the agreement with Protocol Professional Staffing, Westlake Village, California, approved by the Board on July 2, 2013, Agenda Item 6.75. This amendment is to extend the ending date to June 30, 2014, and increase the contract amount by an additional \$456,960.00 to cover the cost for additional speech and language pathologists (SLP) for a new not-to-exceed contract amount of \$687,360.00. The additional cost will be paid from Restricted General Fund – Special Education-Central, Account No. 827. 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 Protocol Professional Staffing, Westlake Village, California, approved by the Board on July 2, 2013, Agenda Item 6.75. This amendment is to extend the ending date to June 30, 2014, and increase the contract amount by an additional \$456,960.00 to cover the cost for additional speech and language pathologists (SLP) for a new not-to-exceed contract amount of \$687,360.00. The additional cost will be paid from Restricted General Fund – Special Education-Central, Account No. 827. 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 all related documents.

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

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9.33 Renewal of the Agreement with Applied Behavior Analysis, Sacramento, California, to Provide Intensive Individual Support to Special Education Students
(Prepared by Business Services Division)

The Special Education Department requests Board of Education approval to renew the agreement with Applied Behavior Analysis (ABA), Sacramento, California, to provide intensive individualized support to special education students, effective August 5, 2013, through June 30, 2014. ABA will provide one-on-one aide services to a District special education student as part of the Individualized Education Plan (IEP). Services include providing eight hours per month of services of a Behavior Consultant; and two hours per month of a Senior Behavior Consultant. The cost for services, not to exceed \$36,000.00, will be paid from 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 renewing the agreement with Applied Behavior Analysis (ABA), Sacramento, California, to provide intensive individualized support to special education students, effective August 5, 2013, through June 30, 2014. ABA will provide one-on-one aide services to a District special education student as part of the Individualized Education Plan (IEP). Services include providing eight hours per month of services of a Behavior Consultant; and two hours per month of a Senior Behavior Consultant. The cost for services, not to exceed \$36,000.00, will be paid from 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 said all related documents.

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

Youth Services

9.34 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:

Board of Education Meeting
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*(S)10/20/1999

*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

9.35 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.

1/24/2000

Requester: Director, Youth Services

Approver: Assistant Superintendent, Student Services

9.36 Lift of Expulsion of Student(s)
(Prepared by Youth Services Department)

It is recommended that the following resolution be adopted:

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BE IT RESOLVED that the Board of Education authorizes the readmission of the following student(s), with the birth date(s) as indicated below, to schools of the San Bernardino City Unified School District in accordance with the Board rules and regulations and in compliance with the Education Code Section 48900:

12/7/1994

Requester: Director, Youth Services
Approver: Assistant Superintendent, Student Services

FACILITIES/OPERATIONS DIVISION

Facilities Management

9.37 Notice of Completion, Bid No. F09-01, Category Nos. 01 and 03 - New Construction for the Graciano Gomez Elementary School
(Prepared by Facilities/Operations Division)

Bid No. F09-01, New Construction for the Graciano Gomez Elementary School, 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 Bid No. F09-01, New Construction for the Graciano Gomez Elementary School, for the work awarded to the Prime Contractors listed below:

Category No. 01 - General Construction/Buildings

Woodcliff Corporation
Los Angeles, CA

Category No. 03 - Off-Site Improvements and On/Off- site Utilities

Sean Malek Engineering and Construction
Temecula, CA

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

Requester: Director, Facilities Planning and Development
Approver: Assistant Superintendent, Facilities/Operations

Board of Education Meeting
September 17, 2013

Nutrition Services

9.38 Cafeteria Warrant Register, August 1, through August 31, 2013
(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, August 1, through August 31, 2013, 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

SESSION TEN - Action

10.0 Action Items

- 10.1 Resolution Revoking Charter of Woodward Leadership Academy and Findings of Facts in Support of Revocation
(Prepared by Educational Services Division)

**RESOLUTION
REVOKING CHARTER OF WOODWARD LEADERSHIP ACADEMY
AND FINDINGS OF FACTS IN SUPPORT OF REVOCATION**

WHEREAS, Woodward Leadership Academy (“Woodward” or “School”) is a charter school operated pursuant to a charter (“Charter” or “Woodward Charter”) approved by the San Bernardino City Unified School District (“District”) Board of Education (“District Board”), in accordance with the Charter Schools Act of 1992 (Ed. Code §47600, *et seq.*), in 2012 for a three (3) year charter term ending on June 30, 2015; and

WHEREAS, Woodward is operated by Woodward Leadership Academy, Inc. (“Corporation”), a California non-profit public benefit corporation that is responsible for Woodward’s compliance with its Charter; and

WHEREAS, the District Board issued a Notice of Violations pursuant to Education Code section 47607(d) to Woodward on May 8, 2013 (“Notice”); and

WHEREAS, Woodward submitted a response to the Notice of Violations on June 11, 2013, which acknowledged the violations and stated, in part, that if the School received a revolving loan from the State of California, the School’s financial issues could be resolved. Unfortunately, the School did not receive the loan; and

WHEREAS, the District Board held a public meeting on July 23, 2013, and voted to authorize the District’s Superintendent of Schools, Dr. Dale Mardsen (“Superintendent”), to send a Notice of Intent to Revoke and Notice of Facts in Support of Revocation to Woodward in accordance with Education Code section 47607(e); and

WHEREAS, on August 20, 2013, the District Board held a public hearing in accordance with Education Code section 47607(e) on the issue of whether evidence exists to revoke the Charter. At the public hearing, Ms. Maisha Turner, Woodward Governing Board President, spoke on behalf of the School. Mr. Halilu Haruna of Bali Management, the back office provider for Woodward, was present at the public hearing, but did not address any of the concerns identified by the District; and

WHEREAS, at the public hearing, Ms. Turner acknowledged that many of the fiscal violations specified in the Notice had not, as of August 20, 2013, been remedied nor had Woodward prepared a plan as to how the School intended to remedy some of the fiscal issues identified in the Notice, as well as fiscal issues that have arisen since the Notice. Furthermore, in discussions with District staff, Ms. Turner and Mr. Haruna both acknowledged the School administration is currently unaware of the scope and nature of the debts and obligations owed by the School, but they are in the process of acquiring knowledge of the same in an effort to address the concerns identified by the District in the Notice; and

WHEREAS, District staff met with Woodward representatives on July 8, 2013 and August 20, 2013, to discuss the outstanding concerns regarding the fiscal wellbeing of the School. At each of the meetings, the District reiterated the nature of the concerns and explained what information and documentation the School needed to submit to address the District's concerns. Additionally, the District's Business Services Division submitted written documentation to the School on July 31, 2013 and August 18, 2013, further specifically clarifying the information and documentation the School needed to submit to the District to address the concerns identified in the Notice. Copies of these communications are attached as exhibits A and B; and

WHEREAS, in response to these numerous and repeated requests, Woodward representatives did submit additional information to the District on July 23, 2013 and August 14, 2013, but such information and documentation, again, failed to address many of the most significant violations specified in the Notice of Violations; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED AS FOLLOWS, that the Governing Board of the San Bernardino City Unified School District finds the above-listed recitals to be true and correct and incorporates them herein by this reference.

BE IT FURTHER RESOLVED AND ORDERED that the District Board finds that Woodward has:

1. Committed material violations of the conditions, standards and procedures set forth in the Woodward Charter,
2. Violated provisions of the law, and
3. Engaged in fiscal mismanagement,

each of which finding is fully established by the factual findings, specific to Woodward and the Woodward Charter, specified below, and each of which is a basis for revocation of the Woodward Charter pursuant to Education Code sections 47607(c)(1), 47607(c)(3) and 47607(c)(4).

BE IT FURTHER RESOLVED AND ORDERED that after consideration of the evidence presented by Woodward, the Governing Board finds that Woodward has failed to

Board of Education Meeting
September 17, 2013

refute, remedy, or propose to remedy the violations included in the Notice of Violations as follows:

- Woodward did not provide information regarding the monies due and owing to Edfutures, its former back office provider.
- Woodward did not submit a plan to demonstrate that all current Woodward outstanding debts have been paid or are otherwise satisfied.
- Woodward did not submit a clearly delineated plan to establish it is fiscally stable and able to continue operating in a fiscally sound manner, including a balanced budget and reserves. Rather, the statements made by Woodward representatives at the July and August meetings with District staff, and the public hearing constitute an admission that Woodward remains unclear about the monies owed and further evidences an inability by Woodward to remedy this violation.
- The District provided Woodward with three opportunities to submit an acceptable budget, provide a complete list of vendors and creditors, and submit agreements to payment plans with all creditors, yet the budget submitted on September 5, 2013, did not provide a vendor list or agreements as requested.
- The September 5, 2013 budget noted variances in accounts payable, accounts receivable, current loans, and ending fund balances.
- The School failed to submit any documentation to establish it had set up a STRS program with the County or revision of payroll tax return to recoup Social Security collected from the former teaching staff.
- Woodward did revise the rental agreement for the facility, but overstated the funding grant for facilities by more than \$30,000.00.
- Assumptions reflect a payoff of \$105,000.00 to Charter School Capital. This amount was not reflected in the Accounts Payable or Loan Schedules. However, the revenue was accrued.
- Woodward indicated it is using a modified accrual reporting but reported fixed assets which is full accrual. This is a violation of Generally Accepted Accounting Principles.
- The District is not able to approve the 2013/14 Budget given the inconsistencies noted above and the lack of a viable repayment plan for the outstanding debts. Based on the foregoing, the Governing Board finds Woodward provided insufficient documentation to remedy all of the concerns identified in the Notice of Violations.

Board of Education Meeting
September 17, 2013

BE IT FURTHER RESOLVED, that based upon these facts, the Governing Board hereby issues this Final Decision to Revoke the Woodward Charter effective 9:00 p.m., September 17, 2013. This revocation is based upon Education Code section 47607(c)(1) (3) in that Woodward has committed a material violation of the conditions, standards and procedures set forth in the charter, engaged in fiscal mismanagement, and violated provisions of the law.

The foregoing resolution was considered, passed, and adopted by the District Board at its regular Board meeting of September 17, 2013.

AYES:

NOES:

ABSTAIN:

BOARD OF EDUCATION OF THE
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
OF SAN BERNARDINO COUNTY, CALIFORNIA

By: _____
President

By: _____
Vice-President

By: _____
Member

By: _____
Member

By: _____
Member

Board of Education Meeting
September 17, 2013

EXHIBIT A
Budget Letter and Narrative

 COPY



Dale Marsden, Ed.D.
Superintendent

Janet King, Director of Fiscal Services Department

July 12, 2013

Ms. Maisha Turner
WLA Board President
Woodward Leadership Academy
1777 West Baseline Street
San Bernardino, CA 92411

RECEIVED

JUL 16 2013

Charter Schools - SBCUSD

Dear Ms. Turner:

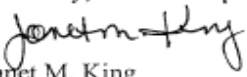
We received your 2013-14 Budget Report and Supplemental Information on June 17, 2013. The due date for the Budget was June 7. Please adhere to the published timelines.. As a part of our District oversight responsibilities, we have completed a review of your 2013-14 Budget Report and Supplemental Information. The review consists of tests of reasonableness and verification of data provided wherever possible. We look for consistency between the projections and the supplemental data provided.

A detailed narrative is included to document our review and note any findings or concerns. There are several areas of concern that include material errors, ambitious ADA projections, inability to maintain a positive fund balance in Fiscal Year 2012-13 or meet reserve requirements for Fiscal Year 2013-14. The ambitious ADA projections reflect substantial increases in revenue that do not appear attainable given current trending. For these reasons, we are not approving the budget as presented and requiring a revised budget be submitted on or before August 15, 2013. The revision may include adjustments for Local Control Funding Formula as it was approved by the Governor after Budget adoption. If LCFF amounts are included, the calculation must be provided. The revision must address each and every concern included in the narrative.

At this time, we are forwarding a copy of the Fiscal Year 2012-13 Budget report and this letter to the San Bernardino County Superintendent of Schools for their review.

If you have any questions or concerns, please feel free to call me at (909) 381-1154.

Sincerely,


Janet M. King
Director, Fiscal Services

cc: Thomas Cassida, District Advisor, San Bernardino County Superintendent of Schools
✓ Christopher Tickell, Director Charter School Oversight

FISCAL SERVICES DEPARTMENT

777 North F Street • San Bernardino, CA 92410 • (909) 381-1154 • Fax (909) 383-1375
janet.king@sbcusd.com

Woodward Leadership Academy
Fiscal Year 2013-14 Adopted Budget
San Bernardino City Unified
Findings and Recommendations



ADA and Enrollment

The Charter projected the following in their 13-14 Adopted Budget;

	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
Enrollment	308	460	570
ADA	292.6	437	541.5
Enrollment Growth	362%	49%	24%

The Charter P-2 ADA for Fiscal Year 2012-13 is 112.69 and the enrollment had declined to 85 as of annual reporting. As noted above, the Charter is projecting an increase of 362% in the budget year followed by large increases in subsequent years. These projections are greater than the projections at Second Interim before the Charter experienced significant enrollment loss. It is doubtful that the Charter is able to achieve increases in ADA as projected in the budget or subsequent years. No documentation was provided to substantiate the projected increases. **The Charter must provide documentation such as enrollment registers to support the projected level of enrollment and ADA. If the projected ADA does not materialize, the financial position of the Charter is questionable as the Charter revenue is primarily ADA driven.**

Revenue

State Aid – The Charter did use the recommended rates in calculating the State Aid however the amounts calculated did not agree with the amounts carried forward to the Budget or MYP forms. The amounts calculated by the District indicate that the Charter understated the State Aid revenue considerably in 2012-13 and minimally in the budget and projection years.

In Lieu Property Tax – The In Lieu Property Tax rates used on the Block Grant form were not the District recommended rates. The Charter did not reflect the total District ADA and the calculation of the per ADA rate. The amounts calculated do not agree with the amounts reflected on the MYP form and when compared to the calculations using the correct rates, the revenue for this component is overstated in the Budget and subsequent years.

Categorical Block Grant – The Charter calculated the Categorical Block Grant amounts correctly on the Block Grant form given the projected ADA however the amounts carried forward are significantly higher than the Block Grant calculations resulting in an overstatement of Block Grant revenue.

**Woodward Leadership Academy
Fiscal Year 2013-14 Adopted Budget
San Bernardino City Unified
Findings and Recommendations**

EIA – The Charter did not include any disadvantage ADA in the Budget Report. Disadvantage ADA of 67 was included for 2012-13 at First Interim. **An explanation is required as to why the reporting of disadvantage ADA would change.**

Lottery – The Charter did not include Lottery Funding in the first year of operation which is appropriate. The Charter did not include the “catch up” of Lottery funding in Fiscal Year 2013-14 resulting in an understatement revenue in that year. The Charter also included Lottery revenue in the subsequent years that is understated when comparing to the calculation using the projected ADA and recommended Lottery rates.

Other Revenue - The Charter included Other State Revenue as follows:

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Other State	\$130,492	\$267,223	\$347,018

This revenue has not been identified and no supporting information was provided to document the source of the funding. **Supporting documentation must be provided to identify and support this revenue.**

The Charter also included \$86,403 in Other Sources of income with no explanation or supporting documentation. This revenue is included in the Multiyear document but not in the Budget Document. The District has no means to know which document is correct.

If these sources do not materialize, the financial position of the Charter would be further jeopardized.

Revenue Summary

The Charter projections of Revenue had several errors in calculations or in the carry forward of amounts to the Budget and Multiyear projections. Overall revenues were understated in the Estimated Actual and Budget years and overstated in the subsequent years. The District has taken the effects of the correction of these amounts into consideration where possible when evaluating the financial position of the Charter. The District requires full disclosure and supporting documentation for the projected revenues. Of greatest concern is the projection of ADA. The projected ADA does not appear to be reasonable given current trending. The District recommends the Charter use a more conservative approach to projecting ADA. If the projected ADA does not materialize, it will have serious financial implications for the Charter.

**Woodward Leadership Academy
Fiscal Year 2013-14 Adopted Budget
San Bernardino City Unified
Findings and Recommendations**

Expenditures

Certificated Staff Costs – The Charter is indicating that there are 7 teaching positions included in the 2012-13 staffing projections increasing to 14 in 2013-14, to 17 in 2014-15, and to 21 in 2015-16. In 2013-14, ADA is projected to increase by 159% comparing 2012-13 P-2 to projected 2013-14 P-2, but salaries are projected to increase by 103%. This appears to be due to low class sizes in Fiscal Year 2012-13. Comparing to the annual enrollment of 85, the disparity will be even greater. The average teacher salary is approximately \$54,000. Salary and class size appear to fluctuate in relation to projected enrollment.

Classified Staff Costs – The Charter is reflecting classified salaries of \$64,065 in 2012-13 increasing by 205% in 2013-14 and again by 101% in 2014-15. An explanation is required for the significant changes projected in classified salaries that do not directly correlate to changes in ADA.

Payroll Taxes – The Charter has submitted a copy of the payroll tax returns for the period ending December 31, 2012. The District requires a copy of the most recent payroll tax returns be submitted with the report. **The District requires a copy of the payroll tax returns for March 31, 2013 and June 30, 2013 to substantiate the costs, demonstrate compliance and establish any liabilities due.**

The assumptions provided by the Charter for Benefits do not agree to the amounts included on the multiyear document. The District is unable to determine which document to rely upon.

The District has been contacted by several employees of Woodward Leadership Academy over the last several months. The District requires an itemization of all amounts due to or on behalf of employees for Fiscal Years 2012-13 and 2013-14. In addition, the Charter must provide evidence that it has a plan to remedy.

Other Expenses – **The District requires an itemization of all amounts currently due to vendors for supplies and utilities.**

The Charter did provide letters from the landlord (Temple Baptist Church) indicating that they would forego rent of \$120,000 in Fiscal Year 2012-13 through August 2013. It is unclear if the Charter has included restoration to full costs in 2013-14 in subsequent years. The Charter must fully disclose the anticipated costs for rent and utilities and if any additional agreements have been reached.

In 2012-13, the District received a copy of a letter from Ed Futures indicating it had forgiven the remainder of the management services costs for the remainder of the year. The amount of management services costs included in the budget and subsequent year must be disclosed.

**Woodward Leadership Academy
Fiscal Year 2013-14 Adopted Budget
San Bernardino City Unified
Findings and Recommendations**

The District Charter Operations department has collected information regarding past due amounts as follows:

Employees	\$ 71,000
Royal Dining	\$ 55,045
Better Breakfast	\$ 18,000
Contractor	<u>\$ 73,000</u>
Total	\$217,045

The District requires disclosure of all amounts due in the Estimated Actuals or in the Budget year as applicable. Please identify if these amounts have been repaid or where they are documented in the Budget report.

The District requests that the assumptions page in the report template be completed fully to assist in the review of the Charter. In addition, the District strongly encourages narrative to address in detail the items noted above. Provided complete assumptions allows the District to more fully evaluate the financial position of the Charter.

OTHER CONCERNS

Debt – The Charter has reported

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
2012-13 First Interim (MYP summary)	\$61,053	\$110,872	\$109,064
2012-13 Second Interim (Debt Form)	\$30,300	\$114,100	-0-
2012-13 Second Interim (MYP Summary)	\$47,231	-0-	-0-
2013-14 Budget MYP Summary	-0-	-0-	-0-
2013-14 Budget Debt form	\$283,627	- 0-	-0-

The Multi year summary does not reflect amounts included in the Debt form. Inclusion would appear to have a negative impact on the financial position of the Charter.

Of the \$283,627, \$253,221 was listed as private loans. The lenders, terms and conditions of these loans must be disclosed to the District.

The Debt form reflects the following statement “The rest of the loans are from the previous management and there are not documents available” This is a cause for concern as the amounts owed appear uncertain. The Charter must make every effort to determine and report amounts owed.

**Woodward Leadership Academy
Fiscal Year 2013-14 Adopted Budget
San Bernardino City Unified
Findings and Recommendations**

The Charter has indicated that it borrowed from Charter School Capital. No details were included regarding repayment or outstanding balances. **Full disclosure is required**

The District requires all Charter school provide loan documents that reflect the terms and conditions of all borrowed funds. This assists the District in determining the ability of the Charter to continue as a going concern. In addition, the District also looks to ensure transactions entered into by the Charter would not be considered a conflict of interest.

Advances taken against the Charters' State apportionment are considered debt and must be disclosed to the District. In addition, the Charter has indicated private loans have been obtained to assist the Charter. **The District requires copies of these agreements be provided as well.**

Full disclosure is required. The Charter is required to submit all documentation related to borrowing to the District to allow the District to fully evaluate financial position of the Charter.

Reserves and Fund Balance– The report provided by the Charter is projecting an ending balance of (\$292,745) in Fiscal Year 2012-13 and an inability to meet reserve requirements. The Budget Year is reflecting a projected balance of (\$55,957) and an inability to meet reserve requirements. After making adjustments for under and overstatements in the various revenue categories, the Charter is still negative in Fiscal Year 2012-13 and unable to meet reserves in Fiscal Year 2013-14. If the unsubstantiated Other Revenue does not materialize or the projected ADA falls short, the financial position of the Charter will be seriously compromised and the Charter will be unable to maintain a positive fund balance.

Cash Flow – The amounts included in the monthly receipts of revenue and expense do not equal the amounts budgeted for the Budget year. It appears the Charter has included borrowing and repayment of Cash in the Cash Flow but has not included the effects of these in the Multi Year projections. No balance sheet activity is reflected in the Cash Flow document. No Cash shortages are noted but that would be because borrowing was included here that was not included elsewhere. **Inconsistencies in reporting borrowing must be corrected.**

**Woodward Leadership Academy
Fiscal Year 2013-14 Adopted Budget
San Bernardino City Unified
Findings and Recommendations**

SUMMARY

The Charter is unable to maintain a positive ending balance in Fiscal Year 2012-13 and cannot demonstrate it can meet reserve requirements in the Budget year. The District has adjusted for the correction of several material errors in its review however given the projected ADA, the District cannot fully rely on the projected amounts . As noted previously, the ability of the Charter to attain the projected ADA is questionable and if not attained, the Charter will be unable to maintain positive balances given projected expenditures. The District is not approving the Budget as submitted. The District will require a revised budget be submitted with reasonable ADA projections or documentation to substantiate the ADA be provided. In addition, the revised budget must address each item noted above to arrive at a more realistic and reliable budget document. Assumptions for all material revenue and expense items must be provided.

Board of Education Meeting
September 17, 2013

EXHIBIT B
Additional Documentation Requests

King, Janet

From: King, Janet
Sent: Wednesday, July 31, 2013 6:06 PM
To: 'maishalturmer@verizon.net'
Cc: 'Hharuna@aol.com'; Sukhi K. Ahluwalia (SAhluwalia@aalrr.com); Razo, Mike; Tickell, Christopher
Subject: Woodward Budget and Financial review
Importance: High

Dear Ms. Turner,

On July 12, 2013 the District sent a letter to Woodward Leadership Academy indicating that the 2013/14 Budget was not approved and that a revised budget must be submitted on or before August 15, 2013. At the July 23, 2013 Board of Education meeting for San Bernardino City Schools, Woodward representatives provided the Board with the following documents:

- Woodward Leadership Academy Vendors
- Loans made to WLA
- Fire Department Permit
- Charter School Planning Budget
- 5000 Series Breakdown
- Student Intent to Return

While we did speak with you informally at the Board meeting, we need to be sure we are all of the same understanding and expectations

We do appreciate the efforts to respond to the Notice of Violation however, we want to make clear that this information does not satisfy the requirements for a budget revision or the additional information required with that revision.

In order to successfully evaluate the financial position and approve the 2013/14 budget of the Charter we will be incorporating the items submitted at the July 3, 2013 board meeting in our review in addition to the items detailed in the narrative already provided regarding the budget.

The vendor list provided proposed that repayments of 12 to 20 months. In order to be considered a valid plan, a signed agreement with each vendor must be provided to substantiate the plan is viable.

The Charter must make every effort to determine the terms and conditions of the loans to WLA and include that information with the revised budget.

The revised budget must be presented in the format provided in the template from County Office of Education. All forms and assumptions must be fully completed.

An updated list of student enrollment must be provided.

Given the short turnaround time for the submission and review of the budget, it must be submitted by 9:00 am on August 15. This will allow time to review the budget and supporting documentation as well as contact Woodward staff with any additional or clarifying questions. If it is possible to submit the report earlier, you are strongly encouraged to do so.

Board of Education Meeting
September 17, 2013

Please feel free to contact me if you have any additional questions.

Thank you,

Janet M. King

Director Fiscal Services

San Bernardino City Unified

(909) 381-1154

Board of Education Meeting
September 17, 2013

King, Janet

From: King, Janet
Sent: Sunday, August 18, 2013 10:06 PM
To: 'maishalturmer@verizon.net'; balibusinessmanagement@yahoo.com
Cc: 'Hharuna@aol.com'; Sukhi K. Ahluwalia (SAhluwalia@aalrr.com); Razo, Mike; Tickell, Christopher
Subject: RE: Woodward Budget and Financial review
Importance: High

Hello,

We received the revised Budget for Woodward Leadership Academy on August 15 at 1:35 pm.

We attempted to begin our review however there are items that were not provided or require clarification as follows:

The District had requested an updated list of all amounts due to vendors and signed agreements from each indicating the terms they have agreed to for repayment. This is critical to determining the viability of the repayment plan.

The list of vendors or payables provided at the July 23 board meeting reflected \$242,199.22 while the revised budget reflects \$176,604.94. A reconciliation is required to detail the differences between the two reports. The District is unable to determine if the repayment plan is reflected in the budget for the current or subsequent fiscal years.

District has been informed that teachers for 2012/13 had reached an agreement and compensation was provided as agreed. District requires verification that all related salary costs such as payroll taxes, benefits, mandatory taxes, and retirement contributions have been properly remitted.

The Charter indicates it does not have documentation regarding loans from previous management. The Charter must indicate if it has made contact in attempts to determine the amounts owed.

The 2012/13 projected ending fund balance included in the original budget was (\$292,745). The revised budget reflects \$65,909 for the same period. An explanation is required for significant differences.

For fiscal year 2012/13, certificated salaries decreased by 21% over the original budget while classified salaries increased by 35%. Explanations for these differences are required.

At Second Interim, the Charter reflected rent of \$125,000 in fiscal year 2013/14. At budget the rent is reflected at \$60,000. The District require a copy of the rental agreement that specifies rental commitment.

Revised Budget reflects a negative ending balance in 2012/13 in the restricted programs. An explanation is required.

Local revenues in 2012/13 or subsequent years is not detailed or described fully. District requires details as to the source of these funds.

Charter entered Other Uses of \$100,000 as a negative number in fiscal year 2013/14. As a negative, this amount is added to fund balance. District requires clarification as to what this amount reflects and why it is entered as a negative.

District requires explanation as to why Classified salaried increase by 102% in 2013/14 over 2012/13.

The Charter has not included any disadvantage ADA in either of the budget reports. The District requires confirmation that the Charter serves no disadvantage students.

The District requires the above items be addressed and provided immediately to provide adequate information for the District to from an opinion regarding the financial position of the Charter.

Board of Education Meeting
September 17, 2013

Please feel free to contact me if you have any questions.

Sincerely,

Janet M. King
Director Fiscal Services
San Bernardino City Unified
(909) 381-1154

From: King, Janet
Sent: Wednesday, July 31, 2013 6:06 PM
To: 'maishaltturner@verizon.net'
Cc: 'Hharuna@aol.com'; Sukhi K. Ahluwalia (SAhluwalia@aalrr.com); Razo, Mike; Tickell, Christopher
Subject: Woodward Budget and Financial review

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The Charter must make every effort to determine the terms and conditions of the loans to WLA and include that information with the revised budget.

The revised budget must be presented in the format provided in the template from County Office of Education. All forms and assumptions must be fully completed.

An updated list of student enrollment must be provided.

Board of Education Meeting
September 17, 2013

Given the short turnaround time for the submission and review of the budget, it must be submitted by 9:00 am on August 15. This will allow time to review the budget and supporting documentation as well as contact Woodward staff with any additional or clarifying questions. If it is possible to submit the report earlier, you are strongly encouraged to do so.

Please feel free to contact me if you have any additional questions.

Thank you,

Janet M. King

Director Fiscal Services
San Bernardino City Unified
(909) 381-1154

10.2 Antibullying Policy (First Reading)
(Prepared by Student Services Division)

It is recommended that the following resolution be resolved:

BE IT RESOLVED that the Antibullying Policy be received as a first reading.

10.3 Designation of Position of Assistant Superintendent, Business Services as Senior Management
(Prepared by the Human Resources Division)

WHEREAS, the Assistant Superintendent, Business Services is a classified employee of the district; and

WHEREAS, the Assistant Superintendent, Business Services position is the highest position in a principal district program area, does not require certification qualifications, and has district-wide responsibilities for formulating policies and administering the program area; and

WHEREAS, the Assistant Superintendent, Business Services' managerial tasks include the implementation of policies and procedures related to the district's fiduciary matters and serves as the chief fiscal advisor to the Superintendent and Board of Education; and

WHEREAS, the Assistant Superintendent, Business Services is charged with the oversight and administration of the district's fiscal operation; and

Board of Education Meeting
September 17, 2013

WHEREAS, the Assistant Superintendent, Business Services, through the administration of the district's fiscal systems, serves in a principal managerial role for the district; and

WHEREAS, the district has between 25,000 to 50,000 units of average daily attendance; and

WHEREAS, the Board of Education has not designated more Senior Management positions than are allowed by law;

The San Bernardino City Unified School District does hereby resolve as follows:

Section 1: The Assistant Superintendent, Business Services shall be designed as a Senior Management position of the Classified Service.

Section 2: The Secretary of the Board of Education shall certify to the adoption of this Resolution.

	San Bernardino City Unified School District Personnel Commission	
Classification Specification		
Job Code: 1134	Work Year:	Salary Range: MXX
Job Family: Business Services Division		HR/Day:
FLSA Status: Exempt	EEOC Occupational Group: 1 – Management	
ASSISTANT SUPERINTENDENT BUSINESS SERVICES		

DEFINITION JOB SUMMARY:

~~The Assistant Superintendent, Business Services, is responsible for providing leadership and supervision for the overall business services of the school district including budget development and control, maintenance and operations, transportation, food services, payroll, purchasing, plant and site development, construction and acquisition. The Assistant Superintendent, Business Services, is responsible for providing leadership and supervision for the overall business services of the school district including: Budget Development and Control, Payroll, Purchasing, Employee Benefits, Workers Compensation, Warehouse, Attendance Accounting, Fiscal Services, Accounts Payable, and Accounting Services.~~

SUPERVISION RECEIVED AND EXERCISED SUPERVISION:

~~Receives administrative direction from the Superintendent and exercises direct supervision over management and clerical staff. Receives administrative direction from the Superintendent and exercises direct supervision over management and line staff.~~

EXAMPLE OF DUTIES ESSENTIAL JOB FUNCTIONS:

Duties may include, but are not limited to, the following:

- Provides effective business services to support and facilitate the basic educational programs of the District.
- Provides accurate, timely budget information to the Superintendent and Board of Education.
- Develops and implements a communication system that presents the budget to the Superintendent, Board of Education, and the community in an understandable, usable format.
- Develops, evaluates and makes recommendations to the Superintendent regarding administrative policy governing the operation of the Business Services Division.
- Assures that the District's financial records are accurate and in compliance with County, State, and Federal Legal and Auditor guidelines.
- Provides direction, supervision and evaluation of all staff assigned to the areas of the Business Services Division.
- Serves as a member of the Superintendent's Staff Cabinet and District Management Team.
- Attends all Board of Education meetings and presents business policies and procedures for Board information or action.
- Provides District Negotiator with financial information relative to the collective bargaining process.
- ~~Provides direction, supervision, systems development monitoring of:~~

~~The District's Budget, Accounting, Payroll, Warehousing, Purchasing, Inventory Control and Energy Conservation Functions;~~

~~The District's Student Transportation Department;~~

~~The District's Maintenance, Custodial and Grounds functions;~~

~~The District's Facilities Planning, Construction and Reconstruction Program;~~

~~The District's Nutrition Services Program; and,~~

~~Performs other duties as assigned by the Superintendent.~~

- Provides direction, supervision, system development and monitoring of the District's Budget, Accounting, Payroll, Warehousing, Purchasing, and Inventory Control.
- Coordinates with appropriate legal counsel regarding contracts, leases, and other business matters.
- Performs other duties as assigned by the Superintendent.

Board of Education Meeting
September 17, 2013

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Basic financial analysis and research procedures.
- Principles and techniques of budget development and administration.
- Applicable federal, state and local laws, regulations and procedures.
- Principles and practices of organization, administration and personnel management.
- Maintenance and Operations functions.
- Facilities planning and construction.
- Prepare and control the District budget.
- Develop and improve budgeting budget and control systems.
- Prepare clear, complete and concise reports.
- Select, supervise, train and evaluate assigned staff.
- Analyze situations carefully and adopt effective courses of action.
- Interpret and apply administrative and departmental policies, laws and regulations.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING:

~~Minimum of six years of experience in the areas of school finance; demonstrated experience in the areas of Budget Development and Control, Payroll Systems, Accounting Systems, Purchasing Procedures, Warehouse Inventory and Control, Transportation Systems, and Food Service Program; understanding of Facilities Planning and Construction Programs.~~

~~Six years of supervisory and administrative experience in a school district with an enrollment of 15,000 or more.~~

Minimum of four (4) years experience in the areas of school finance; demonstrated experience in the areas of Budget Development and Control, Payroll Systems, Accounting Systems, Purchasing Procedures, Warehouse Inventory and Control.

Four (4) years of supervisory and administrative experience in a school district with an enrollment of 20,000 or more.

Master's Degree required.

C.B.O. Certification preferred.

SPECIAL REQUIREMENT:

- This position requires attendance at evening Board of Education and other meetings.

WORKING ENVIRONMENT:

Indoor office environment. Constant interruptions.

PHYSICAL LEVEL 1: MINIMAL:

Positions in this physical level may require the following physical demands:

Stand and walk for extended periods of time, sit at a desk or computer terminal for extended periods of time; use a mouse and keyboard for extended periods of time, if at a computer terminal; lift, carry, move, transfer, and position objects weighing up to 35 pounds; manipulate hands and fingers to operate office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel stoop, and crouch; see to monitor work environment and accomplish assigned tasks; hear and speak clearly for information exchange. Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the position.

APPOINTMENT:

Persons appointed to this position are subject to a probationary period of one (1) year, in accordance with Education Code 45301.

Board of Education Meeting
September 17, 2013

10.4 Personnel Report #6, Dated September 17, 2013
(Prepared by Human Resources Division)

It is requested that the Board approves the Personnel Report #6, dated September 17, 2013, 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 #6, dated September 17, 2013, 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.

Board of Education Meeting
September 17, 2013

SESSION ELEVEN - Closed Session

11.0 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

Public Employee Appointment

Title: Elementary Principal
Assistant Director, Special Education

Anticipated Litigation

(Government Code Section 54956.9(b)(1))
Number of Cases: Two

Existing Litigation

Case No. 1106215

SESSION TWELVE – Open Session

12.0 Action Reported from Closed Session

SESSION – THIRTEEN – Board Self-Evaluation

13.0 Board Self-Evaluation

Board Members will complete a self-assessment tool.

Board of Education Meeting
September 17, 2013

SESSION FOURTEEN - 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, October 1, 2013, 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:

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

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: September 13, 2013