



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

**Regular Meeting of the Board of Education**

**Multi-Purpose Room  
Indian Springs High School  
650 N. Del Rosa Dr.  
San Bernardino, California**

**DR. BARBARA FLORES**  
Board Member

**ABIGAIL ROSALES-MEDINA**  
President

**YOSELIN MAYORAL**  
Student Board Member

**MICHAEL J. GALLO**  
Board Member

**GWEN DOWDY-RODGERS**  
Vice President

**CAZZMIRR MIDDLETON**  
Student Board Member

**DR. MARGARET HILL**  
Board Member

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

**JHUNELYN PARAFINA**  
Student Board Member

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Board Member

**GREGORY WEIDLER**  
Student Board Member

**SCOTT WYATT, Ed.D.**  
Board Member

Board Meetings are streamed live at <https://www.youtube.com/user/SanBdoCitySchools/>

**January 22, 2019**

**Estimated Times**

A reception for the Cajon High School Mock Trial Team and San Gorgonio High School Football Team will be held prior to the start of the Board of Education meeting. **5:00 pm**

**SESSION ONE**

**1.0 Opening** **5:30 pm**

1.1 Call to Order

1.2 Pledge of Allegiance to the Flag

1.3 Adoption of Agenda

1.4 Inspirational Message – Margaret Hill

**SESSION TWO**

**2.0 Special Recognition(s)** **5:35 pm**

2.1 Special Recognition - Cajon High School Mock Trial Team

2.2 Special Recognition – San Gorgonio High School Football Team

2.3 Resolution in Recognition of African-American History Month

2.4 Resolution in Recognition of National School Counseling Week

2.5 Recognition of Ronald Reagan Day

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

**SESSION THREE**

**3.0**    *Closed Session* **5:50 pm**

3.1    Closed Session Public Comments

3.2    Adjourn to Closed Session

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

**Anticipated Litigation**

Conference with legal counsel pursuant to paragraph (2) or (3) of Subdivision (d) of Government Code 54956.9

Number of Cases: One

**Existing Litigation**

Conference with legal counsel, pursuant to paragraph (1) of subdivision (d) of Government Code 54956.9

Number of Cases: One

CI-18-19-14

**Conference with Labor Negotiator**

District Negotiator:            Perry Wiseman

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

**Public Employee Appointment**

**Public Employee Discipline/Dismissal/Release**

HR-CLASS-18-19-08

**Student Matters/Discipline**

**SESSION FOUR**

**4.0**    *Reconvene Open Session* **6:20 pm**

4.1    Action Reported from Closed Session

**SESSION FIVE**

**5.0**    *Public Hearing(s)* **6:25 pm**

5.1    Public Disclosure of Proposed Salary Schedule for Part-Time Playground Positions

5.2    Public Hearing of Memorandum of Understanding (Reorganization of Personnel and Job Duties Between Human Resources and Personnel Commission) Between the San Bernardino City Unified School District and California School Employees Association and its Chapter 183 (CSEA)

**SESSION SIX**

- 6.0** *Administrative Report* **6:30 pm**  
6.1 Annual Audited Financial Report for Fiscal Year 2017-2018  
6.2 Governor’s January Update – Budget Proposal 2019-20

**SESSION SEVEN**

- 7.0** *Student Board Members’ Comments* **7:00 pm**

**SESSION EIGHT**

- 8.0** *Public Comments* **7:05 pm**  
This is the time during the agenda when the Board of Education is prepared to receive comments from 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 located in the Multi-Purpose Room, Indian Springs High School, prior to the start of the Board Meeting.

**SESSION NINE**

- 9.0** *Administrative Presentation(s)* **8:00 pm**  
9.1 Career Pathways Update

**SESSION TEN**

- 10.0** *Reports and Comments* **8:30 pm**  
10.1 Report by San Bernardino Teachers Association  
10.2 Report by California School Employees Association  
10.3 Report by Communications Workers of America  
10.4 Report by San Bernardino School Police Officers Association  
10.5 Comments by Board Members  
10.6 Comments by Superintendent and Staff Members

**SESSION ELEVEN**

- 11.0** *Consent Calendar* **9:15 pm**

**BOARD OF EDUCATION**

- 11.1 Approval of Minutes

**BUSINESS SERVICES**

- 11.2 Acceptance of Gifts and Donations to the District  
11.3 Amendment No. 1 to the Agreement with Vector Resources, Inc., Rancho Cucamonga, CA, Bid No. 14-20, Infrastructure Cabling, Equipment and Services  
11.4 Annual Audited Financial Report for Fiscal Year 2017-2018  
11.5 Bid No. NSB 2018-19-7, Grocery Products and Canned Goods  
11.6 Cafeteria Warrant Register, November 1 - 30, 2018  
11.7 Commercial Warrant Register for Period November 16 - 30 and December 1 – 15, 2018

- 11.8 Request for Allowance of Attendance of Emergency Conditions with the California Department of Education due to a Bomb Threat on February 2, 2016, at Arroyo Valley and Indian Springs High Schools
- 11.9 Request for Allowance of Attendance of Emergency Conditions with the California Department of Education Due to the Closure of North Park Elementary School on April 11-14, 2017
- 11.10 Sale of Used District Covered Electronic Waste

### ***CONTINUOUS IMPROVEMENT***

- 11.11 Agreement with American Institutes for Research, Washington, D.C., to Provide Concerns-Based Adoption Model Professional Development and Ongoing Support
- 11.12 Payment for Course of Study Activity - Continuous Improvement

### ***EDUCATIONAL SERVICES***

- 11.13 Agreement with Kagan Professional Development, San Clemente, CA, to Provide Cooperative Learning Training
- 11.14 Agreement with San Bernardino County Superintendent of Schools, San Bernardino, CA, for the Cultivating Innovation in STEM Schools Project at Norton Elementary School
- 11.15 Extended Field Trip, San Bernardino High School, Catalina Island Marine Institute at Toyon Bay, Avalon, CA
- 11.16 RFP No. 18-01 Audio Visual System Equipment and Installation

### ***HUMAN RESOURCES***

- 11.17 Agreement with Kids That Code, Inc., San Bernardino, CA, to Provide an Afterschool Program for Students on the Introduction to Game Design and Computer Programming at Hillside Elementary School
- 11.18 Agreement with Liberty University, Inc., Lynchburg, VA, to Provide a Tuition Discount Program for District Employees
- 11.19 Business and Inservice Meetings - Human Resources
- 11.20 Ratification of the Facilities Use Agreement with OMNI Resorts Rancho Las Palmas, Palm Springs, CA, for Curtis Middle School's Leadership Conference
- 11.21 Williams Annual Report Summary

### ***STUDENT SERVICES***

- 11.22 Agreement with Father Flanagan's Boys' Home, Boys Town National Community Support Services, Boys Town, NE, to Provide Specialized Classroom Management, Training of Trainers, and Authorization
- 11.23 Agreement with Parent Organization Working for Education Rights, San Bernardino, CA, to Provide Parent Workshops
- 11.24 Agreement with San Bernardino County Superintendent of Schools, San Bernardino, CA, for the Cultivating Innovation in STEM Schools Project at Bing Wong Elementary School
- 11.25 Amendment No. 1 to the Agreement with ChildCare Careers, Brisbane, CA, to Provide Substitute Teachers for Allred Child Development Program

- 11.26 Extended Field Trip, Cajon High School, 33rd Annual Stanford Invitational Speech and Debate Tournament, Santa Clara, CA and Northern College Tour, Santa Barbara, CA
- 11.27 Payment for Course of Study Activities - Student Services
- 11.28 Ratification of the Agreement with African American Health Coalition, San Bernardino, CA, to Provide School First/Student Attendance Recovery Program at Jones Elementary School
- 11.29 Expulsion of Student(s)
- 11.30 Student(s) Recommended for Suspension or Expulsion (Excluding Mandatory Offenses), but Remanded to Youth Court for Other Means of Correction.
- 11.31 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
- 11.32 Student(s) Recommended for Expulsion, but Remanded Back to the School Sites Due to Errors of Due Process, Lack of Evidence and/or Availability of Other Means of Correction
- 11.33 Lift of Expulsion of Student(s)

#### SESSION TWELVE

**12.0 Action Items** **9:20 pm**

- 12.1 Personnel Report #12, Dated January 22, 2019
- 12.2 Resolution of Approval for Renewal of Charter Petition of Options for Youth - San Bernardino by the Governing Board of the San Bernardino City Unified School District
- 12.3 Resolution Accepting the Voluntary Surrender of the Charter Petition of Taft T Newman Leadership Academy
- 12.4 Board On-Going Initiatives/Reports
- 12.5 Board Top 10
- 12.6 Board Follow Up
- 12.7 Future Agenda Items

#### SESSION THIRTEEN

**13.0 Summary of Board Requests** **9:25 pm**

#### SESSION FOURTEEN

**14.0 Adjournment** **9:30 pm**

At the May 1, 2018 Board Meeting, the 2018-19 Board of Education Meeting Calendar was adopted. The next regular meeting of the Board of Education of the San Bernardino City Unified School District will be held on Tuesday, February 5 at 5:30 p.m. in the Multi-Purpose Room, Indian Springs High School, 650 N. Del Rosa Dr., 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:

Board of Education Meeting  
January 22, 2019

Affirmative Action Office  
777 North F Street  
San Bernardino, CA 92410  
(909) 381-1122  
(909) 381-1121 fax  
Office Hours: Monday - 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: January 18, 2019





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

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**SESSION ONE**

**1.0** ***Opening*** **5:30 pm**

1.1 Call to Order

1.2 Pledge of Allegiance to the Flag

1.3 Adoption of Agenda

1.4 Inspirational Message – Margaret Hill

**SESSION TWO**

**2.0** ***Special Recognition(s)*** **5:35 pm**

2.1 Special Recognition - Cajon High School Mock Trial Team  
(Prepared by Communications/Community Relations)

The Board of Education wishes to recognize the coaches and student members of the Cajon High School Mock Trial team, which earned first place in the San Bernardino County competition.

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

2.2 Special Recognition – San Gorgonio High School Football Team  
(Prepared by Communications/Community Relations)

The Board of Education wishes to recognize the coaches and players of the San Gorgonio High School Varsity Football team for their recent CIF Southern Section Division 5 Championship.

2.3 Resolution in Recognition of African-American History Month  
(Prepared by Communications/Community Relations)

The San Bernardino City Unified School District joins other organizations in towns and cities in our state and nation in observing and recognizing the achievements of our citizens of African descent.

WHEREAS Americans of African descent contributed to the development of our nation in countless ways and participated in every effort to secure, protect, and maintain the essence and substance of American democracy; and

WHEREAS African-American history reflects a spirit of determination, perseverance, ingenuity, and cultural pride in the struggle to share equally in the opportunities of our nation;

THEREFORE, BE IT RESOLVED that the Board of Education of the San Bernardino City Unified School District declares February 2019 as a period of recognition of African-American history and encourages all District schools to undertake educational activities that commemorate the history and contributions of African-American citizens.

2.4 Resolution in Recognition of National School Counseling Week  
(Prepared by Communications/Community Relations)

WHEREAS the theme of National School Counseling Week 2019 is School Counselors: Providing Lessons for Life; and

WHEREAS school counselors are passionate about their commitment to helping students and are an integral part of the educational process that enables all students to succeed in school;

THEREFORE, BE IT RESOLVED that the Superintendent and the Board of Education of the San Bernardino City Unified School District join California and the nation in recognizing February 4 to 8, 2019, as National School Counseling Week and encourage all of our schools to set aside this week to acknowledge the outstanding and selfless contributions school counselors make to our students and our schools.

2.5 Recognition of Ronald Reagan Day  
(Prepared by Communications/Community Relations)

February 6 of each year has officially been designated as Ronald Reagan Day in California. On February 6, the San Bernardino City Unified School District joins other organizations in towns and cities across California in recognizing the achievements of our 33rd governor and our nation's 40th president.

WHEREAS Ronald Wilson Reagan was born on February 6, 1911, and served as California governor from 1967 to 1975; and

WHEREAS known for his small-town values of hard work, tolerance, and the importance of education, Ronald Reagan was sworn in as the nation's 40th president on January 20, 1981, and continued to serve until 1989, a period when our nation experienced unprecedented economic growth and prosperity;

THEREFORE, BE IT RESOLVED that the Board of Education of the San Bernardino City Unified School District encourages all District schools to undertake educational activities on February 6, 2019, to honor the life and accomplishments of Ronald Reagan.

**SESSION THREE**

3.0 *Closed Session* *5:50 pm*

3.1 Closed Session Public Comments

This is the time that members of the public will be provided an opportunity to directly address the Board about any item described under this Closed Session. Comments are limited to five minutes or less. Individuals with comments on any other subject matter within the Board's jurisdiction may address those during the regularly scheduled Public Comments later in the agenda.

3.2 Adjourn to Closed Session

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

**Anticipated Litigation**

Conference with legal counsel pursuant to paragraph (2) or (3) of Subdivision (d) of Government Code 54956.9  
Number of Cases: One

**Existing Litigation**

Conference with legal counsel, pursuant to paragraph (1) of subdivision (d) of Government Code 54956.9  
Number of Cases: One

CI-18-19-14

**Conference with Labor Negotiator**

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

**Public Employee Appointment**

**Public Employee Discipline/Dismissal/Release**  
HR-CLASS-18-19-08

**Student Matters/Discipline**

**SESSION FOUR**

- 4.0 *Reconvene Open Session* 6:20 pm  
4.1 Action Reported from Closed Session

**SESSION FIVE**

- 5.0 *Public Hearing(s)* 6:25 pm  
5.1 Public Disclosure of Proposed Salary Schedule for Part-Time Playground Positions  
(Prepared by Human Resources)

On September 18, 2018, Assembly Bill 2160 (AB 2160) was approved by the Governor of California, amending Section 45256 of the California Education Code.

**Proposed Salary Schedule for Part-Time Playground Positions**  
**(Effective January 1, 2019)**

**WHEREAS:** the passage of Assembly Bill 2160 (AB 2160) amends Section 45256 of the California Education Code, relating to part-time playground positions; and

**WHEREAS:** Section 45256 of the Education Code is amended to read:

(a) The commission shall classify all employees and positions within the jurisdiction of the governing board of the school district or of the commission, except those that are exempt from the classified service, as specified in subdivision

(b). The employees and positions shall be known as the classified service. "To classify" shall include, but not be limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies, and preparing written class specifications.

All of the following are exempt from the classified service:

- (1) Positions that require certification qualifications.
- (2) Full-time students employed part time.
- (3) Part-time students employed part time in a college work-study program, or in a work

experience education program conducted by a community college district pursuant to Article 7 (commencing with Section 51760) of Chapter 5 of Part 28 of Division 4 and that is financed by state or federal funds.

(4) Apprentice positions.

(5) Positions established for the employment of professional experts on a temporary basis for a specific project by the governing board of the school district or by the commission when so designated by the commission.

(c) (1) Employment of either full-time or part-time students in a college work-study program, or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

(2) Nothing in this section shall prevent an employee, who has attained regular status in a full-time position, from taking a voluntary reduction in time and retaining his or her regular status under the provisions of this law.

(d) A person whose contribution consists solely in the rendition of individual personal services and whose employment does not come within the scope of the exceptions listed above shall not be employed outside the classified service.

(e) A part-time position is one for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than 87 1/2 percent of the normally assigned time of the majority of employees in the classified service.

(f) An employee employed by a school district in a part-time playground position as of the effective date of the laws placing part-time playground positions into the classified service shall be deemed a permanent employee of the school district without placement on an eligibility list under Section 45272 or examination under Section 45273.

TITLE	GROUP	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL 6
Rec Aide / Preschool Rec Aide	<u>1</u>	12.00	12.46	12.97	13.48	14.01	14.57
Rec Leader	<u>2</u>	12.21	12.72	13.23	13.74	14.29	14.87
Sr. Rec Leader	<u>3</u>	12.46	12.97	12.48	14.01	14.57	15.15

**Conduct Public Hearing**

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education accepts the Proposed Salary Schedule for Part-Time Playground Positions, effective January 1, 2019.

5.2 Public Hearing of Memorandum of Understanding (Reorganization of Personnel and Job Duties Between Human Resources and Personnel Commission) Between the San Bernardino City Unified School District and California School Employees Association and its Chapter 183 (CSEA)  
(Prepared by Human Resources)

On October 4, 2018, the District and the California School Employees Association (CSEA) and its Chapter 183 agreed to the following MOU regarding the reorganization of personnel and job duties between the Human Resources and the Personnel Commission departments. In addition, the MOU was submitted to the San Bernardino County Superintendent of Schools for review. During this review, the County Superintendent of Schools determines the impact of the memorandum of understanding(s) to the collective bargaining agreement(s) on the District's budget, ending balance, and general fund reserves. The summary of the proposed Memorandum of Understanding (MOU) with the CSEA bargaining unit, setting forth the financial impact of the MOU, is included in the Board agenda for the Board's review and to make them available to the interested public.

On November 28, 2018, CSEA ratified the proposed MOU – Reorganization of Personnel and Job Duties between the Human Resources and the Personnel Commission departments.

**MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN  
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
AND  
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS  
CHAPTER 183**

**'Reorganization of personnel and job duties between the Human Resources  
Department and the Personnel Commission'**

Pursuant to a mutually-agreed upon negotiations between the San Bernardino City Unified School District ("District") and the California School Employees Association and its Chapter 183 ("CSEA") (collectively "Parties") the following Memorandum of Understanding (MOU) is in regard to the reorganization of staff and duties between the District's Human Resources Department (H.R.) and the San Bernardino City Unified School District Personnel Commission (P.C.). Constituting a change in the terms and conditions of employment and negotiable under California Government Code. The Parties' negotiations, CSEA and the District have agreed to the following job description revision and reassignment:

1) **Establishment of new positions**

**San Bernardino City Unified School District Personnel Commission**

- a) As of October 4, 2018, an eight (8) hours per day, twelve (12) months of the year *Associate Personnel Analyst* job classification will be established to work for the P.C. at salary range 44;
  - i) The job specification is included herein as **Attachment 1.**
- b) As of October 4, 2018, an eight (8) hours per day, twelve (12) months of the year *Personnel Technician* job classification will be established to work for the P.C. at salary range 38A;
  - i) The job specification is included herein as **Attachment 2.**
- c) As of October 4, 2018, an eight (8) hours per day, twelve (12) months of the year *Personnel Specialist* job classification will be established to work for the P.C. at salary range 42;
  - i) The job specification is included herein as **Attachment 3.**
  - ii) Existing two (2) incumbents Human Resources Specialist-PC will assume the classification of Personnel Specialist.

2) **Revision and consolidation of Human Resource Specialist job specification and related classifications**

- a) The Parties agree that as of October 4, 2018, the current eight (8) hours per day, twelve (12) months of the year *Human Resources Specialist* job specification shall be revised as enclosed herein to this MOU as **Attachment 4.** Thereafter, the following classifications shall be deleted from the classified service and reclassified under the newly revised Human Resources Specialists job specification;
  - i) *Human Resources Specialists – H.R. Certificated;*
  - ii) *Training/Human Resources Specialist.*
- b) The revision of this job description must not impact nor in any way change the seniority of any current Human Resources Specialist occupants or occupants of the eliminated classifications listed in 2(i-ii) (including those who may have previously earned service in these classifications as applicable); each affected occupant shall be credited with his/her full seniority;
- c) The bargaining unit members occupying the eight (8) hours per day, twelve (12) months of the year classifications listed in 2(i-ii) *must* maintain the same the same hours of work and salary, including longevity increments and accrued leaves as was assigned prior to this reorganization.

3) **Reassignment of (1) Human Resource Specialist from H.R. to P.C.;**

- a) One Human Resources Specialist will be reassigned from H.R. to the P.C.;
  - i) The reassigned Human Resource Specialist must be the least senior occupant in that classification;
  - ii) The bargaining unit member occupying the eight (8) hours per day, twelve (12) months of the year *Human Resources Specialist* position shall maintain

the same classification, including but not limited to the same hours of work and salary, including longevity increments, accrued leaves and be credited their full seniority as was previously assigned under H.R.

- iii) The incumbent will assume the classification of Personnel Specialist and will retain seniority rights in both classifications.

**4) Reorganization of Duties;**

- a) The parties agree that as of September 1, 2018 the following duties previously performed by the H.R. Department will be assumed by the P.C.
  - i) Monitor the allocation of classified positions;
    - (1) To be performed by the following classifications: Personnel Director or designee.
  - ii) Maintain, monitor and actuate the vacancy log;
    - (1) To be performed by the following classifications: Personnel Director, Personnel Analyst, Associate Personnel Analyst, and/or Personnel Specialist.
  - iii) Transfer card requests;
    - (1) To be performed by the following classifications: Personnel Analyst, Associate Personnel Analyst, and/or Personnel Specialist
  - iv) Out of class requests;
    - (1) To be performed by the following classifications: Personnel Director, Secretary III
  - v) Monitor and ensure compliance (education code and personnel commission rules) for reductions, abolishments and layoffs;
    - (1) To be performed by the following classifications: Personnel Director, Personnel Analyst, Associate Personnel Analyst, and or Personnel Specialist.
    - (2) CSEA retains all rights afforded to it by the Educational Employment Relations Act as an employee organization in terms of layoffs and reductions in hours.
  - vi) Maintain the 39-month rule rehire list;
    - (1) To be performed by the following classifications: Personnel Analyst, Associate Personnel Analyst, and or Personnel Specialist.
  - vii) Monitor and approve limited term and provisional assignments;
    - (1) To be performed by the following classifications: Personnel Director or Personnel Analyst
  - viii) Administers the interview process and coordinates with site managers to conduct interviews;
    - (1) To be performed by the following classifications: Personnel Analyst, Associate Personnel Analyst, and or Personnel Specialist.
  - ix) Certifying of all classified transactions;
    - (1) To be performed by the following classifications: Personnel Director and/or Personnel Analyst
  - x) HR-29; fill vacancies, change of location, shift change, extra duty;

- (1) To be performed by the following classifications: Personnel Analyst, Associate Personnel Analyst, Personnel Specialist, Human Resources Specialist
- xi) Establish, create, and/or modify job descriptions and job titles;
- (1) To be performed by the following classifications: Personnel Director and/or Personnel Analyst

**5) PERFORMANCE OF PRE-ORGANIZED WORK AND AFFECTED UNIT MEMBER WORKLOADS**

- a) The District agrees that this reorganization shall not result in an increased workload for any bargaining unit members including the affected bargaining unit members or be transferred to affected unit members and/or volunteers outside of the bargaining unit. The District agrees that there shall be no speed up of the work previously performed.
  - i) Between January 1, 2019 and March 1, 2019 all affected bargaining unit members shall be submitted for classification reviews to the P.C. to monitor consistency with the positions' previous workloads and responsibilities, and if applicable, the newly revised job specifications. If the audit demonstrates an increase in responsibilities, the P.C. will make a reclassification recommendation;
    - (1) Reclassification reviews shall be submitted for all affected bargaining unit members in H.R. and the P.C. including clerical and secretarial staff.
- b) The District agrees to ensure all interested parties meet regularly to ensure the proper reorganization of duties:
  - i) This is to include but not limited to regular biweekly meetings between H.R. and P.C. managers to discuss reorganization progress and updates, as well as concerns. These biweekly meetings will be used to address the P.C.'s and H.R.'s newly defined District roles, establish clear guidelines for District/P.C. work, and to problem solve;
  - ii) Both H.R. and the P.C. will utilize departmental and division staff meetings to gather staff input and feedback regarding the transitioned duties and the restructuring of certificated and classified work. In addition, the meetings will also be utilized to discuss and plan the implementation of staff training and desk procedure manual revisions.
  - iii) The District will provide opportunities for both classified and certificated Human Resources Specialists to cross-train within their new duties. Cross-training opportunities shall include:
    - (1) Conduct an employee needs assessment
    - (2) Survey employees on desired training opportunities;
    - (3) HR Managers will provide resources and support as needed and in response to the needs assessment
    - (4) Set up and employ cross-training buddy systems;
    - (5) Employ a cross-training schedule based on work day flexibility.

**TERM AND APPLICABILITY OF MOU**

- 1) This MOU does not change or modify any language found in the collective bargaining agreement.
- 2) This MOU shall remain in full force and effect until either party notifies the other of its desire to modify this MOU, at which time the parties shall enter into negotiations on the matter.
- 3) This Memorandum of Understanding (MOU) is subject to review under CSEA's policy 610, and review and approval by the San Bernardino City Unified School District Board of Education.
- 4) **The effective date of this MOU is October 4, 2018.**

**ATTACHMENT 1**

**Classification Specification**

Job Code:	Work Year:	12 months	Salary Range:	44
Job Family:	Clerical/Miscellaneous		HR/Day:	8 hours
FLSA Status:	Non-Exempt	EEOC	OCCUPATIONAL GROUP:	EEO1 – Technicians

**ASSOCIATE PERSONNEL ANALYST**

**JOB SUMMARY:**

Performs a wide variety of complex personnel related duties in support of the Personnel Commission involved in the recruitment, screening, testing, hiring, processing, classification and compensation of classified personnel; research and conduct investigations on examinations and employment processes to resolve formal/informal appeals and complaints; serve as a technical resource to employees, administrators, applicants, and the public regarding the Classified Personnel Service; assist in training assigned staff; maintains confidentiality of sensitive and privileged information.

**DISTINGUISHING CHARACTERISTICS:**

A Personnel Technician performs technical personnel clerical duties in support of the Classified Service in the Personnel Commission office; monitors and maintains the substitute calling system.

A Personnel Specialist performs complex personnel specialized duties in support of the Classified Service in the Personnel Commission office pertaining to recruitment, test development, testing, and the selection process.

An Associate Personnel Analyst performs higher level specialized and complex personnel duties in support of the Classified Service in the Personnel Commission office involving recruitment, test development, the selection process, and classification studies.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from a Personnel Analyst or a higher-level manager.  
Serves in lead capacity over Personnel Commission support staff.

**ESSENTIAL JOB FUNCTIONS:**

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

- Plans, organizes, and conducts recruitment processes for designated classifications (e.g. developing recruitment and advertisement strategies, screening applications and candidate materials, reviewing transcripts, securing examination and interview raters, conducting examinations and interviews, communicating with applicants through each phase of the recruitment process, etc.) for the purpose of attracting a diverse workforce and selecting the most qualified candidates.
- Conducts job analyses to determine knowledge, skills, and abilities to be measured in content valid selection examinations.
- Devises and develops methods of testing required knowledge, skills, and abilities; and prepares test standards, obtains, constructs, analyze, and edits examination materials.
- Confers with subject matter experts in the development and evaluation of examinations.
- Plans, supervises, and participates in the administration and rating of performance and work sample test; interviews and other selection methods, including obtaining and briefing raters regarding test standards and procedures.
- Scores examination results; establishes pass points, performs advanced item analysis; establishes eligibility lists and prepares related correspondence and reports.
- Provides information regarding Merit System rules and regulations.
- Participates in examination review procedures and analyzes and recommends responses to examination protests.
- May conduct and participate in position classification studies.
- Monitors a variety of processes (e.g., recruitment schedules, classified seniority list, leaves, layoff/reductions, position control data bases, etc.) for the purpose of ensuring accurate and efficient documentation and providing information to others.
- Monitors eligibility, transfer, and reemployment lists.
- Respond to inquiries and provide information.
- Confer with applicants concerning vacancies, qualification requirements, and related information.
- Accurately input a variety of personnel data into an assigned computer system.
- Generate a variety of computerized lists and reports as requested.
- Maintains logs of vacancies, applicants, recruitments and related forms.
- Prepares and distribute letters to applicants concerning recruitment status.
- Draft related recruitment correspondence.
- Reviews applications for completeness.
- Prepares correspondence related to employment, selection, and interview results.
- May assist and monitors substitute assignments.
- Monitors selection processes for compliance with Personnel Commission rules, Education Code requirements, and labor agreement provisions.

- Establish and maintain reinstatement, reemployment, transfer, and seniority lists.
- May train and provide technical direction to clerical staff.
- Prepare and generate requested automated reports.
- Assists in the preparation of personnel-related agenda items and supporting documentation for Personnel Commission meetings.
- Serve as a resource to District employees and the general public regarding personnel functions, activities, policies and procedures.
- Attends and participate in a variety of assigned meetings, conferences and in-services.
- Perform job related duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

- Knowledge of practices and procedures related to classified personnel.
- Knowledge of merit system rules and regulations.
- Knowledge of principles, techniques and methods of employee recruitment, selection, testing and validation.
- Knowledge of applicable laws, codes, rules, regulations, policies and procedures.
- Knowledge of common occupations and their requirements.
- Knowledge of bargaining unit contracts and salary schedules.
- Knowledge of district organization, operations, policies and objectives.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of data control procedures and data entry operations.
- Knowledge of record-keeping and report preparation techniques.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Knowledge of operation of a computer and assigned software.
- Knowledge of research methods.
- Ability to perform a variety of complex duties in support of the District's employment process, related to the recruitment, selection, and classification.
- Ability to serve as a technical resource to District employees and the general public regarding personnel functions, activities, policies and procedures.
- Ability to prepare, maintain and evaluate a variety of manual and automated personnel files, records and reports.
- Ability to screen and process employment applications and other personnel-related documents.
- Ability to interpret, apply and explain rules, regulations, policies and procedures.
- Ability to maintain confidentiality of sensitive and privileged information.
- Ability to compose correspondence and written materials independently.
- Ability to process and evaluate a variety of forms and applications related to assigned personnel functions.
- Ability to type or input data at an acceptable rate of speed.
- Ability to understand and follow oral and written instructions.
- Ability to operate a variety of office equipment including a computer and assigned software.
- Ability to communicate effectively both orally and in writing.

- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to plan and organize work.
- Ability to meet schedules and timelines.
- Ability to train and provide guidance to others.
- Ability to screen and process employment applications and other personnel related documents.
- Ability to organize, schedule, and coordinate a variety of activities and projects.
- Ability to prioritize.
- Ability to accept supervision and constructive criticism.
- Ability to appear to work on time.

**EXPERIENCE AND EDUCATION/TRAINING:** (These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination.)

Three (3) years of recent (within the past five (5) years) full-time technical or professional personnel experience in an automatic Merit or civil Service System of employment, with direct responsibility in recruitment, testing, or selection processes.

AND

High school graduation or the equivalent.

AND

Sixty (60) semester units of course work from an accredited college or university.

(SUBSTITUTION: Two (2) additional years of clerical experience in a Human Resources office may substitute for the required college level coursework.)

**LICENSES/CERTIFICATES/REGISTRATIONS (At time of appointment and during employment):**

A valid California driver license and auto liability insurance.

**SPECIAL REQUIREMENT:**

Personal transportation for job-related travel throughout the District.

**WORK ENVIRONMENT:**

Office environment.

Constant interruptions.

Some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally, the job requires sitting, walking, and standing. The job is performed in a generally clean and healthy environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

**HAZARDS:**

Potential contact with dissatisfied or abusive individuals.

**APPOINTMENT:**

Persons appointed to this position must successfully complete a 6 month (or 130 working days of paid service) probation period prior to permanent appointment.

**ATTACHMENT 2**

**Classification Specification**

Job Code:	Work Year:	12 months	Salary Range:	38A
Job Family:	Clerical/Miscellaneous		HR/Day:	8 hours
FLSA Status:	Non-Exempt	EEOC	OCCUPATIONAL	EEO1 – Technicians
		GROUP:		

**PERSONNEL TECHNICIAN**

**JOB SUMMARY:**

Performs technical personnel and clerical duties relating to assigned areas of the personnel program with respect to classified staff; provide technical information and assistance to employees, administrators, job applicants and the general public; monitors and maintains the substitute calling system; maintains confidentiality of sensitive and privileged information.

**DISTINGUISHING CHARACTERISTICS:**

A Personnel Technician performs technical personnel clerical duties in support of the Classified Service in the Personnel Commission office; monitors and maintains the substitute calling system.

A Personnel Specialist performs complex personnel specialized duties in support of the Classified Service in the Personnel Commission office pertaining to recruitment, testing, and the selection process.

An Associate Personnel Analyst performs higher level specialized and complex personnel duties in support of the Classified Service in the Personnel Commission office involving recruitment, test development, the selection process, and classification studies.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from a Personnel Analyst or a higher-level manager.

**ESSENTIAL JOB FUNCTIONS:**

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

- Serve as a resource to District administrators, employees and the public regarding Personnel Commission functions, policies and procedures pertaining to Merit System rules and regulations.
- Maintain and monitors substitute and limited-term lists to ensure a sufficient pool of employees are available for assignments.
- Refers applicants to the District for provisional, limited term, or temporary substitute hiring.
- Administer and monitor the substitute assignment process for classified staff, including the use of computer systems and data entry into tracking systems.
- Process and maintain related substitute employee paperwork and assignment records as required by the position.
- Enrolls classified substitute into the system and trains employees on the use of systems.
- Receives substitute requests and assigns personnel according to established procedures.
- Ensures substitute assignments are filled.
- Fills requests for temporary employees.
- Assists in providing orientation for substitute employees.
- Accurately input a variety of personnel data into an assigned computer system.
- Generate a variety of computerized lists and reports as requested.
- May provide support to the recruitment and selection process by administering or proctoring examinations; checking candidate's identification, distributing exam material, instructing, and monitoring job candidates to ensure testing security and that instructions are being followed, collecting and accounting for test booklets and materials used in the examination.
- Assist in scheduling interviews to fill classified vacant positions.
- May assists in the preparation of personnel-related agenda items and supporting documentation for Personnel Commission meetings.
- Attends and participate in a variety of assigned meetings, conferences and in-services.
- Perform job related duties as assigned.

#### **EMPLOYMENT STANDARDS**

##### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

- Knowledge of practices and procedures related to classified personnel.
- Knowledge of Merit System rules and regulations.
- Knowledge of applicable laws, codes, rules, regulations, policies and procedures.
- Knowledge of bargaining unit contracts and salary schedules.
- Knowledge of district organization, operations, policies and objectives.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of operation of a computer and assigned software.
- Knowledge of database operations.
- Knowledge of recordkeeping and report preparation techniques.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Ability to learn, understand, interpret, explain and apply policies, laws, rules and regulations pertaining to assignment.

- Ability to operate a variety of office equipment including a computer and assigned software.
- Ability to perform mathematical calculations.
- Ability to organize work, set priorities, and exercise sound judgment within established policies and guidelines.
- Ability to maintain confidentiality of sensitive and privileged information.
- Ability to compose correspondence and written materials independently.
- Ability to process and evaluate a variety of forms and applications related to assigned personnel functions.
- Ability to type or input data at an acceptable rate of speed.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to accept supervision and constructive criticism.
- Ability to appear to work on time.

**EXPERIENCE AND EDUCATION/TRAINING:** (These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination.)

Three (3) years of personnel-related experience involving frequent public contact. Experience in a Human Resources office is preferred.

AND

High school graduation or the equivalent.

**LICENSES/CERTIFICATES/REGISTRATIONS (At time of appointment and during employment):**

A valid California driver license and auto liability insurance.

**SPECIAL REQUIREMENT:**

Personal transportation for job-related travel throughout the District.

**WORK ENVIRONMENT:**

Office environment.

Constant interruptions. Some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally, the job requires sitting, walking, and standing. The job is performed in a generally clean and healthy environment. Occasionally operate a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Must be able to hear and speak to exchange information in person and on the telephone; see to perform assigned duties; possess dexterity of hands and fingers to operate a computer keyboard; sit and/or stand for extended periods of time; kneeling or crouching, bending at the waist, and reaching overhead, above the shoulders horizontally, to retrieve and store files and supplies; and lift light objects.

**HAZARDS:**

Potential contact with dissatisfied or abusive individuals.

**APPOINTMENT:**

Persons appointed to this position must successfully complete a 6 month (or 130 working days of paid service) probation period prior to permanent appointment.

**ATTACHMENT 3**

**Classification Specification**

Job Code:	1135	Work Year:	12 months	Salary Range:	42
Job Family:	Clerical/Miscellaneous			HR/Day:	8 hours
FLSA Status:	Non-Exempt		EEOC OCCUPATIONAL GROUP:		EEO1 – Technicians

**PERSONNEL SPECIALIST**

**JOB SUMMARY:**

**Performs complex classified human resources work in support of the Personnel Commission relating to recruitment, examinations, test analysis and construction; serve as a technical resource to employees, administrators, applicants, and the public; compile and maintain a variety of data and information for reporting and reference purposes; ensure compliance with laws, regulations, and policies; maintains confidentiality of sensitive and privileged information.**

**DISTINGUISHING CHARACTERISTICS:**

**A Personnel Technician performs technical personnel clerical duties in support of the Classified Service in the Personnel Commission office; monitors and maintains the substitute calling system.**

**A Personnel Specialist performs complex personnel specialized duties in support of the Classified Service in the Personnel Commission office pertaining to recruitment, testing, and the selection process.**

**An Associate Personnel Analyst performs higher level specialized and complex personnel duties in support of the Classified Service in the Personnel Commission office involving recruitment, test development, the selection process, and classification studies.**

**SUPERVISION RECEIVED AND EXERCISED:**

**Receives general supervision from a Personnel Analyst or a higher-level manager.**

**ESSENTIAL JOB FUNCTIONS:**

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

- Serve as a technical resource to District employees and the general public regarding personnel functions, activities, policies and procedures.
- Perform a variety of specialized human resources duties related to the recruitment and selection.
- Distribute, collect, process, and evaluate a variety of forms and applications related to assigned personnel functions.
- Respond to inquiries and provide information.
- Monitors vacancy status for open positions.
- Maintains logs of vacancies, applicants, recruitments and related forms.
- Confer with applicants concerning vacancies, qualification requirements and related information.
- **Prepare** related recruitment correspondence.
- Reviews applications for completeness.
- **Plan and schedules written examinations, including selecting and reserving testing facilities, proctoring, and accounting for the secure handling of materials.**
- **Perform basic test analysis.**
- Input a variety of personnel data into an assigned computer system.
- **Monitors a variety of processes (e.g., recruitment schedules, classified seniority list, leaves, layoff/reductions, position control data bases, etc.) for the purpose of ensuring accurate and efficient documentation and providing information to others;**
- **May monitor and** maintain automated personnel records and files.
- Assure accuracy of input and output data.
- Prepare and generates a variety of computerized lists and reports as requested.
- Prepare and distribute letters to applicants concerning recruitment status.
- **Schedules interviews to fill classified vacancies and monitors the selection processes for compliance with Personnel Commission Rules, Education Code requirements, and labor agreement provisions.**
- **Monitors the certification of new hires, promotions in accordance with applicable rules, procedures, and bargaining agreements.**
- **Monitors eligibility, transfer, and reemployment lists. May assist** in the preparation of personnel-related agenda items and supporting documentation for Personnel Commission meetings.
- Attends and participate in a variety of assigned meetings, conferences and in-services.
- Perform job related duties as assigned.

**EMPLOYMENT STANDARDS**

**KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

- Knowledge of practices and procedures related to classified personnel.
- Knowledge of merit system rules and regulations.
- Knowledge of principles, techniques and methods of employee recruitment, selection, testing and validation,

- Knowledge of applicable laws, codes, rules, regulations, policies and procedures.
- Knowledge of common occupations and their requirements.
- Knowledge of bargaining unit contracts and salary schedules.
- Knowledge of district organization, operations, policies and objectives.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of data control procedures and data entry operations.
- Knowledge of record-keeping and report preparation techniques.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Knowledge of operation of a computer and assigned software.
- Knowledge of research methods.
- Ability to perform a variety of complex duties in support of the District's employment process, related to the recruitment, selection, and classification.
- Ability to serve as a technical resource to District employees and the general public regarding personnel functions, activities, policies and procedures.
- Ability to prepare, maintain and evaluate a variety of manual and automated personnel files, records and reports.
- Ability to screen and process employment applications and other personnel-related documents.
- Ability to interpret, apply and explain rules, regulations, policies and procedures.
- Ability to maintain confidentiality of sensitive and privileged information.
- Ability to compose correspondence and written materials independently.
- Ability to process and evaluate a variety of forms and applications related to assigned personnel functions.
- Ability to type or input data at an acceptable rate of speed.
- Ability to understand and follow oral and written instructions.
- Ability to operate a variety of office equipment including a computer and assigned software.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to plan and organize work.
- Ability to meet schedules and time lines.
- Ability to train and provide **assistance** and guidance to others.
- Ability to organize, schedule, and coordinate a variety of activities and projects.
- Ability to prioritize.
- Ability to accept supervision and constructive criticism.
- Ability to appear to work on time.

**EXPERIENCE AND EDUCATION/TRAINING:** (These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination.)

Three (3) years of technical human resources experience involving public contact, employment processing, and human resources database management.

AND

**High school graduation or the equivalent.**

**AND**

Thirty (30) semester units of college level coursework from an accredited college or university)

**(SUBSTITUTION: One (1) additional year of experience performing the above mentioned duties, in a Human Resources office, may be substituted for the required college level coursework.)**

**LICENSES/CERTIFICATES/REGISTRATIONS (At time of appointment and during employment):**

A valid California driver license and auto liability insurance.

**SPECIAL REQUIREMENT:**

Personal transportation for job-related travel throughout the District.

**WORKING ENVIRONMENT:**

**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Indoor office environment.**

**Constant interruptions.**

**PHYSICAL DEMANDS:**

**Dexterity of hands and fingers to operate a computer.**

**Hearing and speaking to exchange information in person and on the telephone**

**Sitting or standing for extended periods of time.**

**Lifting light objects.**

**Seeing to read a variety of materials**

**Bending at the waist, kneeling, or crouching to file materials.**

**AMERICANS WITH DISABILITIES ACT:**

**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 must successfully complete a 6 month (or 130 working days of paid service) probation period prior to permanent appointment.

**ATTACHMENT 3**

**Classification Specification**

Job Code:	0737	Work Year:	12 months	Salary Range:	42
Job Family:	Clerical/Miscellaneous			HR/Day:	8 hours
			EEOC		
FLSA Status:	Non-Exempt		OCCUPATIONAL	EEO1 – Technicians	
			GROUP:		

**HUMAN RESOURCES SPECIALIST**

**JOB SUMMARY:**

Performs a variety of complex technical and specialized duties in support of the Human Resources department related to the employment of permanent and temporary classified and certificated personnel.

**SUPERVISION:**

Receives general supervision from the Human Resources Director, or designated manager.

Exercises no supervision.

**DISTINGUISHING CHARACTERISTICS:**

A Human Resources Technician performs technical duties related to maintaining personnel records in the Human Resources management system for the Human Resources department.

A Human Resources Specialist performs advanced level duties related to the analysis of personnel records with minimum supervision and exercises sound independent judgment in applying policies, procedures and rules for the Human Resources Department.

**ESSENTIAL JOB FUNCTIONS:**

- Duties may include, but are not limited to, the following:
- Provide information and assistance to employees, administrators, applicants and the general public regarding a wide variety of personnel functions.
- Serve as a technical resource to District employees and the general public regarding personnel functions, activities, policies and procedures.
- Distribute, screen, and process employment applications and other personnel-related documents.
- Processes new employee hiring documents to ensure that all personnel comply with District hiring standards (e.g. background investigation, medical screening, and I-9 employment eligibility).
- Processes Temporary County Certificate requests, and certifies that the requirements for the service credential have been met.

- Assists certificated applicants regarding credential requirements, and the requirements to renew expiring credentials.
- May process substitute paperwork and assure appropriate credentials of substitutes as required by the position
- Notifies candidates of selection.
- Prepare and mail employment contracts to teachers and administrators, including temporary and special contracts.
- Assure employees and applicants have proper fingerprint clearances; authorize fingerprinting for employee; notify department of employee clearance; assure proper procedures are followed during fingerprinting process.
- Utilizes and maintains manual and automated record management systems
- Surveys, inquires, and collects data to verify and validate that certificated employees are properly credentialed and assigned.
- **Verifies, processes, enters and updates employee information into the appropriate human resources management system and electronic personnel file system.**
- **Processes, prepares, and distributes personnel assignment notices authorizing employment, salary increases, and status changes.**
- May assist in developing certificated interview rating scales, questionnaires and other measurement instruments, using appropriate scaling techniques.
- Monitor certificated layoff/rehire rights; may assist in the classified layoff process.
- **Monitors and maintains position vacancy lists for certificated positions; may monitor position vacancy lists for classified and non-classified positions.**
- **Prepares and updates reports concerning new hires, transfers, separation, seniority, retirement, and reinstatement actions.**
- **Prepares staffing spreadsheets and comparative reports to track staffing levels, assignments and vacancies.**
- Determines initial placement salary placement.
- **Evaluates transcripts and/or verifies previous training and experience to determine proper placement on salary schedules for all appropriate employee groups.**
- **Compose, analyze, verifies, and monitors human resources related transaction reports, and records.**
- **Performs data queries and produces reports, tables, graphs and narrative presentations in order to synthesize and summarize personnel related data for projects, special audits, or collective bargaining.**
- Reconciles personnel changes and transaction requests including Board approved and Commission approved transactions.
- May assist in the planning of programs designed to ensure compliance with professional growth and legal mandates.

- Processes and maintains **performance** evaluations for **all** employees, including maintaining **performance** evaluation
- May interpret policies, regulations, and rules of the District in addition to California Education Code in the selection, transfer, promotion, demotion, layoff, dismissal, and termination of certificated and classified employees.
- Confer with employees and applicants concerning job vacancies, qualification requirements and related information.
- Attends and participates in a variety of assigned meetings, conferences, **employment recruitment fairs**, and in-services.
- Performs job related duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

- Knowledge of human resources administration in the public sector.
- Knowledge of principles and practices of personnel selection.
- Knowledge of legal mandates, policies, regulations, and operational procedures and guidelines pertaining to employment of persons in positions requiring certification.
- Knowledge of general personnel office functions and procedures.
- Knowledge of practices, methods, trends, strategies, and techniques pertaining to certificated employment in California.
- Knowledge of Collective Bargaining Agreements, Personnel Commission rules and Education Code.
- Knowledge of modern office practices, and equipment, such as personal computers, software, and peripherals.
- Knowledge of English usage, spelling, grammar and punctuation.
- Knowledge of modern office equipment such as personal computers and peripherals in the performance of job duties.
- Ability to learn, interpret policies, regulations, and rules of the District in addition to California Education Code in the selection, transfer, promotion, demotion, layoff, dismissal, and termination of certificated and classified employees.
- Ability to plan, prioritize, organize, and schedule.
- Ability to operate computers and other office equipment to fulfill necessary functions of duties
- Ability to maintain records in compliance with laws and modern personnel practices.
- Ability to maintain records in compliance with Education Code, collective bargaining agreements, Personnel Commission Rules.
- Ability to assure accuracy of input and output data.
- Ability to compose or assist in composing a variety of technical written materials and report for compliance with legal requirements, contractual obligations, and District practices and protocols.
- Ability to establish and maintain electronic filing systems.
- Ability to maintain the security of confidential materials.
- Ability to meet schedules and time lines.

- Ability to types forms, letters, reports and statistical summaries.
- Ability to collect organize, analyze, and interpret data.
- Ability to perform a variety of tasks and complete many projects simultaneously.
- Ability to prepare clear and concise written reports of various kinds.
- Ability to read and understand complete written material.
- Ability to communicate effectively, both orally and in writing.
- Ability to interact with others with courtesy and respect.
- Ability to understand and follow oral and written instructions, work rules, regulations and procedures.
- Ability to accept supervision and constructive criticism.
- Ability to appear for work on time.

**EXPERIENCE AND EDUCATION/TRAINING:**

Two (2) years fulltime paid of human resources experience involving public contact and the review, application and interpretation of policies, procedures and regulations.

AND

Graduation from high school, or equivalent.

AND

Thirty (30) semester units of coursework from an accredited college or university, which includes business-related courses.

Two (2) additional years of experience performing the above duties may be substituted for the required college coursework.

**LICENSES/CERTIFICATES/REGISTRATIONS: (At time of appointment and during employment):**

A valid California driver license\* and auto liability insurance\*\*.

\*Must be presented/\*\* available upon offer of employment and maintained throughout employment in this position.

**SPECIAL REQUIREMENTS:**

Personal transportation for travel throughout the District.

**WORKING ENVIRONMENT:**

**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Indoor office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer.

Hearing and speaking to exchange information in person and on the telephone

Sitting or standing for extended periods of time.

Lifting light objects.  
Seeing to read a variety of materials  
Bending at the waist, kneeling, or crouching to file materials.

**APPOINTMENT:**

Persons appointed to this position must successfully complete a 6 month (or 130 working days of paid service) probation period prior to permanent appointment.

**Conduct Public Hearing**

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education adopts the Memorandum of Understanding (MOU) between the California School Employees Association (CSEA) and its Chapter 183 and the San Bernardino City Unified School District.

**SESSION SIX**

**6.0 *Administrative Report***

**6:30 pm**

**6.1 Annual Audited Financial Report for Fiscal Year 2017-2018  
(Prepared by Business Services)**

The Annual Audited Financial Report for Fiscal Year 2017-2018, including a Compliance Audit of Federal and State Funded Programs, was completed on December 17, 2018, the final day of the auditors' fieldwork. The report has been submitted to the State, Federal Clearinghouse, and the County Superintendent of Schools to meet the required filing deadline of December 17, 2018. Copies of the audit report were also distributed to Board members for review.

Jayne Christakos, Chief Business Officer and a representative from the accounting firm Vavrinek, Trine, Day & Co. LLP, will be available to answer questions during the Board meeting.

A resolution is contained under Consent Items regarding the acceptance of the 2017-2018 Fiscal Year Audit Report.

**6.2 Governor's January Update – Budget Proposal 2019-20  
(Prepared by Business Services)**

Jayne Christakos, Chief Business Officer, will provide information regarding the 2019-20 Governor's Budget Proposal.

**SESSION SEVEN**

- 7.0** *Student Board Members' Comments* **7:00 pm**  
Individual Student Board members may wish to share a comment, concern, and/or observation with other Board members.

**SESSION EIGHT**

- 8.0** *Public Comments* **7:05 pm**  
This is the time during the agenda when the Board of Education is prepared to receive comments from 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 located in the Multi-Purpose Room, Indian Springs High School, prior to the start of the Board Meeting.

When recognized, please step to the podium, give your name, and limit your comments to five minutes or less. For public comments by six or more individuals on any one topic, the time limit is 30 minutes. Please monitor your time.

Any person wishing to make complaints against District employees is asked to 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.

**SESSION NINE**

- 9.0** *Administrative Presentation(s)* **8:00 pm**  
**9.1** Career Pathways Update  
(Prepared by Educational Services)

Dr. Kennon Mitchell, Assistant Superintendent, Educational Services and Pam Kempthorne, College and Career Readiness/Linked Learning Director, will provide an update on the District's Career Pathways and next steps.

**SESSION TEN**

- 10.0** *Reports and Comments* **8:30 pm**  
**10.1** Report by San Bernardino Teachers Association  
**10.2** Report by California School Employees Association  
**10.3** Report by Communications Workers of America  
**10.4** Report by San Bernardino School Police Officers Association  
**10.5** 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.

10.6 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.



**SESSION ELEVEN**

**11.0 Consent Calendar**

**9:15 pm**

*(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.

It is recommended that the following resolutions be adopted:

**BOARD OF EDUCATION**

**11.1 Approval of Minutes**

(Prepared by Superintendent's Office)

BE IT RESOLVED that the Minutes of the Board of Education Meeting held on November 6 and December 3, 2018 be approved as presented.

**BUSINESS SERVICES**

**11.2 Acceptance of Gifts and Donations to the District**

(Prepared by Business Services)

BE IT RESOLVED that the Board of Education acknowledges receipt of the following gifts or donations:

SITE	DONOR	DONATION AND PURPOSE	AMOUNT	VALUE
San Gorgonio High School	Heidi Nimmo, Highland, CA	To support Band program: One (1) Acoustic Guitar One (1) Alto Saxophone		\$650.00
Communications/ Community Relations	Health Net of California San Bernardino, CA	To sponsor the Community Gathering on 11-8-18	\$1,000.00	
San Gorgonio High School	Ernest Anthony Gonzales San Bernardino, CA	To sponsor Football program	\$350.00	

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

Requester: Various

Approver: Chief Business Officer, Business Services

**11.3 Amendment No. 1 to the Agreement with Vector Resources, Inc., Rancho Cucamonga, CA, Bid No. 14-20, Infrastructure Cabling, Equipment and Services**

(Prepared by Business Services)

BE IT RESOLVED that the Board of Education approves amending the agreement with Vector Resources, Inc., Rancho Cucamonga, CA, approved on March 3, 2015, Agenda Item 9.5. The amendment is required to extend the term of the agreement for an additional six months beyond the five (5) year contract term from March 3, 2020 to

September 30, 2020 to allow for the purchase, delivery, and installation of equipment used for E-Rate. Items will be ordered on an as-required basis based on the Master Price Sheet unit pricing. The cost will be paid from E-Rate and Non-E-Rate funds. All other terms and conditions remain the same.

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

Requester: Director, Information Technology  
Approver: Chief Business Officer, Business Services

11.4 Annual Audited Financial Report for Fiscal Year 2017-2018  
(Prepared by Business Services)

BE IT RESOLVED that the Annual Audited Financial Report for Fiscal Year 2017-2018, including a Compliance Audit of Federal and State Funded Programs, as prepared by Vavrinek, Trine, Day & Co. LLP, Certified Public Accountants, be accepted as submitted.

Requester: Director, Accounting Services  
Approver: Chief Business Officer, Business Services

11.5 Bid No. NSB 2018-19-7, Grocery Products and Canned Goods  
(Prepared by Business Services)

Bid No. NSB 2018-19-7 Grocery Products and Canned Goods, advertised November 8, 2018, and November 15, 2018, in The Sun, Black Voice, and El Chicano newspapers. Bids were opened on December 6th, 2018, at 11:00 a.m. and two (2) bids were received:

<b>Bidder</b>	<b>Total Bid</b>
Gold Star Ontario, CA	\$1,890,869.88
Sysco Riverside, CA	\$1,957,474.71

This bid will provide Nutrition Services with Grocery Products and Canned Goods items for a one year term, and may be extended thereafter in accordance with the terms of the bid, as it is in the best interest of the District.

BE IT RESOLVED that Bid No. NSB 2018-19-7 Grocery Products and Canned Goods, be awarded to the lowest responsible bidder. The cost will be paid from restricted Nutrition Services Fund No. 92.

<b><u>Bidder</u></b>	<b><u>Total Bid</u></b>
Gold Star Ontario, CA	\$1,890,869.88

BE IT ALSO RESOLVED that the District may use this bid, based on unit prices awarded, to purchase additional items as needed throughout the initial one-year term of the bid and any extensions made in accordance with the terms and conditions of the bid, not to exceed three (3) years total award, as in the best interest of the District.

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

11.6 Cafeteria Warrant Register, November 1 - 30, 2018  
(Prepared by Business Services)

BE IT RESOLVED that the Cafeteria Warrant Register, November 1 - 30, 2018, be ratified and/or approved.

Requester: Director, Nutrition Services  
Approved: Chief Business Officer, Business Services

11.7 Commercial Warrant Register for Period November 16 - 30 and December 1 – 15, 2018  
(Prepared by Business Services)

BE IT RESOLVED that the Commercial Warrant Register for period November 16 – 30 and December 1 - 15, 2018, be ratified and/or approved.

Requester: Director, Accounting Services  
Approver: Chief Business Officer, Business Services

11.8 Request for Allowance of Attendance of Emergency Conditions with the California Department of Education due to a Bomb Threat on February 2, 2016, at Arroyo Valley and Indian Springs High Schools  
(Prepared by Business Services)

BE IT RESOLVED that the Board of Education approves the Request for Allowance of Attendance of Emergency Conditions (Form J-13A) with the California Department of Education due to a Bomb Threat on February 2, 2016, at Arroyo Valley and Indian Springs high schools.

Education Code Section 46392 allows districts to request approval of attendance and instruction time when one or more schools are kept open but experience a material decrease in attendance.

San Bernardino City USD suffered such attendance losses due to a Bomb Threat on February 2, 2016 and the attendance was materially decreased because of this emergency condition. A decrease of 1,159.5 students in attendance because of this situation.

Requester: Director, Accounting Services  
Approved: Chief Business Officer, Business Services

11.9 Request for Allowance of Attendance of Emergency Conditions with the California Department of Education Due to the Closure of North Park Elementary School on April 11-14, 2017  
(Prepared by Business Services)

BE IT RESOLVED that Education Code Section 41422 allows districts to request approval to disregard days in the computation of ADA when one or more schools are

closed due to the nature of the emergency.

BE IT ALSO RESOLVED that San Bernardino City Unified School District incurred such a closure due to the North Park Elementary School incident on Monday, April 10th, with the closing of the school occurring April 11-14, 2017. The decrease to the school calendar was four (4) days, respectfully.

BE IT FURTHER RESOLVED that the Board of Education approves the Request for Allowance of Attendance of Emergency Conditions (Form J-13A) with the California Department of Education due to the on campus shooting at North Park Elementary School on April 10, 2017.

Requester: Director, Accounting Services

Approved: Chief Business Officer, Business Services

11.10 Sale of Used District Covered Electronic Waste  
(Prepared by Business Services)

BE IT RESOLVED that the Board awarded the sale of District Covered Electronic Waste (CEW/Non-CEW) to Cal Micro Recycling, Ontario, CA, on September 16, 2014, Agenda Item 8.20, to include the purchase of additional CEW/Non-CEW equipment and peripherals for recycling from the District for a one (1) year term, and all extensions, not to exceed five (5) years. During the awarded term, the District will present new Board approved computer, and peripheral surplus lists to the awarded bidder with option to buy at a rate of \$.21 per lb. for TV's, Monitors, Plasmas, CRT's; \$.18 per lb. for LEDs, and LCD TV Monitors; \$.55 per lb. for Modems and Routers; \$.26 per lb. for CPUs and Servers; \$.15 per lb. for UPS Batteries, \$.25 per lb. for Laptops; \$.10 per lb. for Copiers; \$.35 per lb. for Cables; and \$.05 for Printers, DVD Players, Keyboards, Speakers, Scanners, Mice, Fax Machines etc. Proceeds from the sale shall be deposited into the General Fund.

BE IT FURTHER RESOLVED that in accordance with California Education Code Section 17545, the Board of Education declares the following items as surplus to District needs and are unsatisfactory or no longer suitable for school use. List of Salvage Computer Equipment and Peripherals dated December, 2018.

Requester: Director, Purchasing

Approver: Chief Business Officer, Business Services

***CONTINUOUS IMPROVEMENT***

11.11 Agreement with American Institutes for Research, Washington, D.C., to Provide Concerns-Based Adoption Model Professional Development and Ongoing Support  
(Prepared by Business Services)

BE IT RESOLVED that the Board of Education approves entering into an agreement with American Institutes for Research (AIR), Washington, D.C., to provide Concerns-Based Adoption Model Professional Development and Ongoing Support for the Continuous Improvement leadership, effective January 23 – June 30, 2019. The

Concerns-Based Adoption Model (CBAM) provides tools and techniques that enable school and District leaders to gauge staff understanding, concerns, and program use in order to give each person the necessary supports to ensure success. AIR will provide four (4) hours of in-person coaching sessions; thirty (30) hours of ongoing virtual coaching, consultation, and support; and one 90-minute webinar. The total cost, not to exceed \$24,888.00, will be paid from the Unrestricted General Fund – Targeted School Support for Progress, Account No. 243.

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

Requester/Approver: Assistant Superintendent, Continuous Improvement

11.12 Payment for Course of Study Activity - Continuous Improvement  
(Prepared by Business Services)

BE IT RESOLVED that the Board of Education approves the following:

Shandin Hills Middle School requests Board of Education approval to utilize the Aquarium of the Pacific, Long Beach, CA, for an Aquarium on Wheels assembly to 100, sixth - eighth grade CAPS students on February 8, 2019. The students will investigate and observe local tide animals with the Aquarium educators. The total cost, not to exceed \$1,337.50, will be paid from Shandin Hills Middle School CAPS Account No. 459. **Requester: Site**

Requester: Principal, Shandin Hills Middle School

Approver: Assistant Superintendent, Continuous Improvement

***EDUCATIONAL SERVICES***

11.13 Agreement with Kagan Professional Development, San Clemente, CA, to Provide Cooperative Learning Training  
(Prepared by Business Services)

BE IT RESOLVED that the Board of Education approves entering into an agreement with Kagan Professional Development, San Clemente, CA, to provide a three-day (3) workshop including all materials for up to 45 teachers on Cooperative Learning at a cost per teacher of \$499.00 for a cost of \$22,455.00, and a two-day (2) follow-up workshop for up to 45 teachers at a cost per teacher of \$299.00 for a total of \$13,455.00, effective June 10 – 14, 2019. The teachers will learn how to use Kagan Structures as a part of every lesson, creating greater engagement, deeper understanding of the content, improved retention, and greater liking for class and content. Kagan will provide the Seven Keys to unlock the door to successful cooperative learning. The total cost, not to exceed \$35,910.00, will be paid from the Unrestricted General Fund – Local Control Accountability Plan (LCAP), Account No. 419.

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

Requester: Director, English Learner Programs  
Approver: Assistant Superintendent, Educational Services

- 11.14 Agreement with San Bernardino County Superintendent of Schools, San Bernardino, CA, for the Cultivating Innovation in STEM Schools Project at Norton Elementary School  
(Prepared by Business Services)

BE IT RESOLVED that the Board of Education approves entering into an agreement with San Bernardino County Superintendent of Schools, San Bernardino, CA, for the Cultivating Innovation in STEM Schools (CISS) Project for 567 students at Norton Elementary School, effective January 23 – June 30, 2019. The CISS Project will enhance STEM programs by providing students with opportunities to participate in active learning activities that challenge students to utilize problem solving and design thinking. The District shall receive reimbursement of expenses up to \$5,000.00 per school site. **There is no cost to the District. Requester: Site**

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

Requester: Principal, Norton Elementary School  
Approver: Assistant Superintendent, Educational Services

- 11.15 Extended Field Trip, San Bernardino High School, Catalina Island Marine Institute at Toyon Bay, Avalon, CA  
(Prepared by Business Services)

BE IT RESOLVED that the Board of Education approves the extended field trip for 34 San Bernardino High School students, and 4 District employees, to attend the Catalina Island Marine Institute at Toyon Bay, Avalon, CA, January 25 - 27, 2019. This trip is part of the Advanced Placement Biology's curriculum, which involves oceanography and desert ecology. The cost of the trip, not to exceed \$10,530.00, including meals and lodging, will be paid for by San Bernardino High School Local Control Accountability Plan (LCAP) Account No. 419 - \$8,930.00 and students/chaperones attending paid a total of \$1,600.00. Transportation to and from the Long Beach Marina will be provided by students' parents at no cost. No student will be denied participation due to financial constraints. Names of the students are on file in the Business Services office. **Requester: Site**

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

- 11.16 RFP No. 18-01 Audio Visual System Equipment and Installation  
(Prepared by Business Services)

BE IT RESOLVED that RFP No. 18-01, Audio Visual System Equipment and Installation, advertised on September 14, 2018 and September 21, 2018, opened on October 10, 2018 at 11:00 a.m. with six (6) bids received as follows: Digital Networks Group, Lake Forest, CA; EIDIM Group Inc., Buena Park, CA; Golden Star Technology,

Cerritos, CA; Pathway Communications LTD, Poway, CA; P A Thompson Engineering Company, Inc. Riverside, CA; VectorUSA, Rancho Cucamonga, CA.

BE IT ALSO RESOLVED that bids received from EIDIM Group Inc. and Golden Star Technology be rejected as non-responsive.

BE IT ALSO RESOLVED that the Board of Education approves contract award to VectorUSA, Rancho Cucamonga, CA, second lowest responsive/responsible bidder ranked the highest overall through technical evaluation in accordance with (PCC 20118.2) providing a best value solution to the District as follows:

<b><u>BIDDER</u></b>	<b><u>ESTIMATED AMOUNT (TAX NOT INCLUDED)</u></b>
Digital Networks Group Lake Forest, CA	\$227,121.00
Pathway Communication Poway, CA	\$182,089.72
P A Thompson Engineering Riverside, CA	\$208,454.96
VectorUSA Rancho, Cucamonga, CA	\$191,517.69

BE IT ALSO RESOLVED that the District reserves the right to purchase more than or less than the quantity indicated in accordance with the RFP specifications for an initial term of one year with the option to extend annually, not to exceed five (5) years total. Cost will be paid from requesting sites.

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

Requester: Director, Accountability and Educational Technology  
Approver: Assistant Superintendent, Educational Services

### ***HUMAN RESOURCES***

- 11.17 Agreement with Kids That Code, Inc., San Bernardino, CA, to Provide an Afterschool Program for Students on the Introduction to Game Design and Computer Programming at Hillside Elementary School  
(Prepared by Business Services)

BE IT RESOLVED that the Board of Education approves entering into an agreement with Kids That Code, Inc., San Bernardino, CA, to provide a six-week, once a week for two (2) hours program for 15 students on the introduction to game design and computer programming, effective January 23 – February 27, 2019. Students will explore different technology career paths through hands on training, activities and projects. The total cost, not to exceed \$2,999.85 payable at a cost per student of \$199.99, will be paid from the Unrestricted General Fund – Local Control Accountability Plan (LCAP), Account No. 419.

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

Requester: Principal, Hillside Elementary School  
Approver: Assistant Superintendent, Human Resources

- 11.18 Agreement with Liberty University, Inc., Lynchburg, VA, to Provide a Tuition Discount Program for District Employees  
(Prepared by Business Services)

BE IT RESOLVED that the Board of Education approves entering into an agreement with Liberty University, Inc., Lynchburg, VA, to provide a fifteen percent (15%) online tuition discount program for District employees, effective February 1, 2019 – February 1, 2021. Liberty University, Inc., shall assist District employees with finding avenues for financing their educations, including federal and state financial aids, tuition assistance programs, outside scholarships, and payment plans. **There is no cost to the District.**

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

Requester: Director, Human Resources  
Approver: Assistant Superintendent, Human Resources

- 11.19 Business and Inservice Meetings - Human Resources  
(Prepared by Business Services)

BE IT RESOLVED that the Board of Education approves the attendance and participation of the following individual in scheduled business and inservice meetings:

To attend the Hugh O'Brian Youth (HOBY) State Leadership Seminar at Chapman University, June 14 - 16, 2019, in Orange, CA. The total cost, including meals and mileage per District guidelines, not to exceed \$225.00, will be paid from San Geronio High School Account No. 501.

Vicktoria Lacy (Student Representative, San Geronio High School)

Requester: Principal, San Geronio High School  
Approver: Assistant Superintendent, Human Resources

- 11.20 Ratification of the Facilities Use Agreement with OMNI Resorts Rancho Las Palmas, Palm Springs, CA, for Curtis Middle School's Leadership Conference  
(Prepared by Business Services)

BE IT RESOLVED that the Board of Education approves ratification of the facilities use agreement with OMNI Resorts Rancho Las Palmas, Palm Springs, CA, for Curtis Middle School's Leadership Conference for 20 administrators and teachers, effective December 17-18, 2018. The cost, not to exceed \$9,000.00 includes the costs for lodging, food and beverage, and meeting rooms will be paid from the Restricted General Fund –

Elementary Secondary Education Act Title 1, Account No. 501. **Requester: Site**

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

Requester: Principal, Curtis Middle School

Approver: Assistant Superintendent, Human Resources

11.21 Williams Annual Report Summary  
(Prepared by Human Resources)

Pursuant to legislation passed as a result of the Williams Case and Valenzuela Settlement Agreements, the annual report shall be submitted to the governing board of each school district, the county board of education, as well as the county board of supervisors, at a regularly scheduled board meeting. The following is the annual report for the 2017-2018 school year pursuant to Section 4686(b) of Title 5, Division 1, Chapter 5.1, Subchapter 1, Article 8 of the California Code of Regulations.

BE IT RESOLVED that the Board of Education approves the findings of the Annual Williams Report Summary for the period of July 1, 2017 to June 30, 2018.

Williams and Valenzuela Settlement Legislation

Annual Report Summary

For submission to school district governing board and county office of education

District Name: San Bernardino City Unified School District

Period covered by this report: 2017-2018 school year

**San Bernardino City Unified School District**  
**Fiscal Year 2017/18 *Williams* Annual Report**

Board of Education Meeting  
January 22, 2019

School	Total Enrollment	Decile 1-3 Rank	Total "Good Repair" Facility Deficiencies	Remedied "Good Repair" Facility Deficiencies	Outstanding "Good Repair" Facility Deficiencies	Total "Emergency Repair" Facility Deficiencies	Remedied "Emergency Repair" Facility Deficiencies	Outstanding "Emergency Repair" Facility Deficiencies	Instructional Materials Insufficiencies	Teacher Misassignments	Inaccurate School Accountability Report Cards
Anton ES	733	1	1	0	1	0	0	0	0	0	0
Arrowhead ES	306	2	6	0	6	0	0	0	0	0	0
Arrowview MS	1,095	2	3	3	0	0	0	0	0	0	0
Arroyo Valley HS	2,663	2	45	25	20	0	0	0	0	0	0
Barton ES	499	1	3	0	3	0	0	0	0	0	0
Bradley ES	535	1	2	2	0	0	0	0	0	0	0
Chavez MS	1,006	3	7	3	4	0	0	0	0	5	0
Cole ES	388	1	0	0	0	0	0	0	0	0	0
Curtis MS	841	1	11	11	0	0	0	0	0	0	0
Davidson ES	437	2	4	0	4	0	0	0	0	0	0
Del Rosa ES	577	1	8	4	4	1	0	1	0	0	0
Del Vallejo MS	558	1	13	13	0	0	0	0	0	0	0
Emmertton ES	513	1	0	0	0	0	0	0	0	0	0
Fairfax ES	349	3	2	2	0	1	1	0	0	0	0
Golden Valley MS	875	1	11	8	3	0	0	0	0	0	0
Hunt ES	657	1	1	1	0	0	0	0	0	0	0
Inghram ES	335	1	2	2	0	0	0	0	0	0	0
Jones ES	430	1	9	6	3	1	0	1	0	0	0
King MS	649	1	8	3	5	0	0	0	0	0	0
Lankershim ES	727	3	1	0	1	0	0	0	0	0	0
Lincoln ES	744	1	7	0	7	0	0	0	0	0	0
Lytle Creek ES	660	2	3	2	1	0	0	0	0	0	0
Marshall ES	421	3	2	1	1	0	0	0	0	0	0
Monterey ES	516	1	0	0	0	0	0	0	0	0	0
Mt. Vernon ES	551	1	15	8	7	0	0	0	0	0	0
Muscoy ES	768	3	2	0	2	0	0	0	0	0	0
North Park ES	521	3	7	1	6	0	0	0	0	0	0
Norton ES	557	2	0	0	0	0	0	0	0	0	0
Oehl ES	533	2	2	2	0	0	0	0	0	0	0
Pacific HS	1,237	2	19	19	0	1	1	0	0	0	0
Parkside ES	541	2	0	0	0	0	0	0	0	0	0
Riley ES	567	3	1	1	0	0	0	0	0	0	0
Rio Vista ES	434	3	4	4	0	0	0	0	0	0	0
Roberts ES	477	3	0	0	0	0	0	0	0	0	0
Roosevelt ES	683	3	4	2	2	0	0	0	0	0	0
Salinas ES	554	1	0	0	0	0	0	0	0	0	0
San Bernardino HS	1,573	2	46	37	9	1	1	0	0	3	0
San Geronio HS	1,977	3	14	14	0	0	0	0	0	2	0
Shandin Hills MS	822	2	4	3	1	0	0	0	0	0	0
Vermont ES	731	1	4	0	4	0	0	0	0	0	0
Warm Springs ES	536	2	2	2	0	0	0	0	0	0	0
Wilson ES	483	3	5	5	0	0	0	0	0	0	0
Bing Wong ES	735	1	8	5	3	0	0	0	0	0	0
<b>Subtotals</b>	<b>30,794</b>		<b>286</b>	<b>189</b>	<b>97</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>10</b>	<b>0</b>

***STUDENT SERVICES***

- 11.22 Agreement with Father Flanagan’s Boys’ Home, Boys Town National Community Support Services, Boys Town, NE, to Provide Specialized Classroom Management, Training of Trainers, and Authorization  
(Prepared by Business Services)

BE IT RESOLVED that the Board of Education approves entering into an agreement with Father Flanagan’s Boys’ Home, Boys Town National Community Support Services, Boys Town, NE, to provide five (5) days of Specialized Classroom Management professional development at a cost of \$1,582.86 per participant and \$2,828.96 in travel expenses for a cost of \$12,326.12; five (5) days of Specialized Classroom Management Training of Trainers at a cost of \$1,950.33 per participant and \$2,772.83 in travel expenses for a cost of \$11,701.98; and Specialized Classroom Management Authorization at a cost of \$2,150.00 per participant and \$2,772.83 in travel expenses for a cost of \$12,900.00 for six (6) teachers, administrators, and staff at Community Day School, effective February 1 – June 30, 2019. The total cost, not to exceed \$43,232.16 includes the price of materials of \$758.40, will be paid from the Restricted General Fund – Title IV, Part A Student Support and Academic Enrichment, Account No. 550.

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

Requester: Director, Specialized Programs  
Approver: Assistant Superintendent, Student Services

- 11.23 Agreement with Parent Organization Working for Education Rights, San Bernardino, CA, to Provide Parent Workshops  
(Prepared by Business Services)

BE IT RESOLVED that the Board of Education approves entering into an agreement with Parent Organization Working for Education Rights (POWER), San Bernardino, CA, to provide 12 parent workshops for up to 40 parents per workshop to be facilitated by Mrs. Teresa Alba, effective January 23 – December 31, 2019. The goal of the workshops is to build parent participation and collaboration with their students’ school sites and school personnel. Participating parents will learn strategies that will guide them through navigating the educational system including how to encourage their children to attend college/university, A-G requirements, and applying for financial aid. The total cost, not to exceed \$15,000.00 payable at the cost per workshop of \$1,250.00, will be paid from the Restricted General Fund – NCLB Title I Program Improvement School Support, Account No. 524.

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

Requester/Approver: Assistant Superintendent, Student Services

- 11.24 Agreement with San Bernardino County Superintendent of Schools, San Bernardino, CA, for the Cultivating Innovation in STEM Schools Project at Bing Wong Elementary School  
(Prepared by Business Services)

BE IT RESOLVED that the Board of Education approves entering into an agreement with San Bernardino County Superintendent of Schools, San Bernardino, CA, for the Cultivating Innovation in STEM Schools (CISS) Project for 748 students at Bing Wong Elementary School, effective January 23 – June 30, 2019. The CISS Project will enhance STEM programs by providing students with opportunities to participate in active learning activities that challenge students to utilize problem solving and design thinking. The District shall receive reimbursement of expenses up to \$5,000.00 per school site. **There is no cost to the District. Requester: Site**

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

Requester: Principal, Bing Wong Elementary School  
Approver: Assistant Superintendent, Student Services

- 11.25 Amendment No. 1 to the Agreement with ChildCare Careers, Brisbane, CA, to Provide Substitute Teachers for Allred Child Development Program  
(Prepared by Business Services)

BE IT RESOLVED that the Board of Education approves amending the agreement with ChildCare Careers, Brisbane, CA, approved on July 24, 2018, Agenda Item No. 9.28. The agreement is being amended to increase the contract amount by \$20,000.00 for additional substitute teachers, increasing the contract amount from \$30,000.00 to a not to exceed contract amount of \$50,000.00. The additional cost will be paid from the Restricted Child Development Fund – Children’s Center, Account No. 250. All other terms and conditions remain the same.

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

Requester: Director, Allred Child Development Program  
Approver: Assistant Superintendent, Student Services

- 11.26 Extended Field Trip, Cajon High School, 33rd Annual Stanford Invitational Speech and Debate Tournament, Santa Clara, CA and Northern College Tour, Santa Barbara, CA  
(Prepared by Business Services)

BE IT RESOLVED that the Board of Education approves the extended field trip for 14 Cajon High School students, 3 District employees and 3 chaperones, to attend the 33<sup>rd</sup> Annual Stanford Invitational Speech and Debate Tournament, in Santa Clara, CA and tour a Northern College, Santa Barbara, CA, from February 8 - 11, 2019. Students are given the opportunity to expand their forensic abilities by competing against students

from other high schools which provides one of the best critical thinking experiences available to students, as well as providing awareness of college options available to them beyond the immediate area. The cost of the trip, not to exceed \$15,540.00, including meals and lodging, will be paid from Secondary Education Local Control Accountability Plan (LCAP) Account No. 419 - \$14,340.00 and Cajon High School Speech and Debate ASB Account - \$1,200.00. Transportation provided by Empire Transportation Services, not to exceed \$7,500.00, will be paid from Secondary Education Local Control Accountability Plan (LCAP) Account No. 419. No student will be denied participation due to financial constraints. Names of the students are on file in the Business Services office. **Requester: Site**

Requester: Principal, Cajon High School  
Approver: Assistant Superintendent, Student Services

11.27 Payment for Course of Study Activities - Student Services  
(Prepared by Business Services)

BE IT RESOLVED that the Board of Education approves the following:

Roosevelt Elementary School requests Board of Education approval to utilize John Abrams' Amazing School Assemblies, Yorba Linda, CA, for three different assemblies on three different dates:

- The Animal Magic Show presentation to 150 kindergarten - third grade students in the CAPS Program on February 25, 2019. This assembly offers students an entertaining learning opportunity that exposes them to a variety of animals including a chinchilla, snake, hedgehog, rabbits, and birds.
- The Bully Game presentation to 150 kindergarten - third grade students in the CAPS Program on March 18, 2019. This assembly focuses on a problem students face every day.
- The Random Acts of Character presentation to 150 kindergarten - third grade students in the CAPS Program on April 29, 2019. This assembly focuses on the importance of good character.

The total cost for all events, not to exceed \$1,050.00, will be paid from Roosevelt Elementary School CAPS Account No. 459. **Requester: Site**

Requester: Principal, Roosevelt Elementary School  
Approver: Assistant Superintendent, Student Services

11.28 Ratification of the Agreement with African American Health Coalition, San Bernardino, CA, to Provide School First/Student Attendance Recovery Program at Jones Elementary School  
(Prepared by Business Services)

BE IT RESOLVED that the Board of Education approves ratification of the agreement with African American Health Coalition, San Bernardino, CA, to provide School First/Student Attendance Recovery Program for up to 40 students at Jones Elementary

School, effective November 7, 2018 – June 30, 2019. School First is a Student Attendance Recovery/Family Intervention and Prevention Program designed to improve chronic absentee student school attendance and recover lost instructional days using culturally-based practices. The total cost, not to exceed \$40,000.00 payable at a cost per student of \$1,000.00, will be paid from the Unrestricted General Fund – Local Control Accountability Plan (LCAP), Account No. 419. **Requester: Site**

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

Requester: Principal, Jones Elementary School  
Approver: Assistant Superintendent, Student Services

### Youth Services

#### 11.29 Expulsion of Student(s) (Prepared by Youth Services)

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

**\*\* (S) 11/10/2003      \*\* (S) 07/22/2002      \*\* (S) 06/16/2003**

\*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.

(YC) *Youth Court* is a SBCUSD program for youth who have committed education code violations 48900 or 48915 offenses (excluding mandatory offenses) for which they could be given an expulsion, but are instead given the option of appearing before a jury of their peers to explore the factors contributing to the education code violation (s) ensuring that students understand who were impacted by their actions, and what needs to be done to repair the harm caused by their actions as well as to address other contributing factors that led to the decisions made.

- 11.30 Student(s) Recommended for Suspension or Expulsion (Excluding Mandatory Offenses), but Remanded to Youth Court for Other Means of Correction.  
(Prepared by Youth Services)

BE IT RESOLVED that the Board of Education accepts and adopts the recommendation and findings of facts of Youth Services and orders the suspension or 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:

**09/02/2005    06/16/2003**

Education Code Section 48915 (a) states, "Principal or the Superintendent of the schools shall recommend a pupil's expulsion, unless the principal or superintendent finds and so reports in writing to the governing board that expulsion is inappropriate, due to the particular circumstance, which should be set out in the report of the incident". The student(s) identified below were found to have committed a violation of Education Code Section 48900 for which a referral for expulsion is mandated; however, the principal found that due to particular circumstances, expulsion is inappropriate.

- 11.31 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)

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.

**04/15/2001    02/02/2005    04/12/2003**

- 11.32 Student(s) Recommended for Expulsion, but Remanded Back to the School Sites Due to Errors of Due Process, Lack of Evidence and/or Availability of Other Means of Correction  
(Prepared by Youth Services)

BE IT RESOLVED that the following student(s) were recommended for expulsion, but expulsion is deemed inappropriate based on due process errors, insufficient evidence, and/or the availability of other means of correction in compliance with the Education Code section 48900. Therefore, although they were recommended for expulsion, the expulsion is not granted:

**07/22/2003    09/11/2002    07/10/2002**

11.33 Lift of Expulsion of Student(s)  
(Prepared by Youth Services)

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:

**04/12/2004    04/07/2004    07/13/2004    07/14/2004    01/01/2003    12/14/2004**  
**06/04/2001**

**SESSION TWELVE**

**12.0 Action Items**

**9:20 pm**

12.1 Personnel Report #12, Dated January 22, 2019  
(Prepared by Human Resources)

It is recommended that the following resolution be adopted:

BE IT RESOLVED that Personnel Report #12, dated January 22, 2019, which contains actions 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, be ratified and/or 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.

12.2 Resolution of Approval for Renewal of Charter Petition of Options for Youth - San Bernardino by the Governing Board of the San Bernardino City Unified School District  
(Prepared by Educational Services)

WHEREAS, pursuant to Education Code Section 47605 *et seq.*, the Governing Board ("Board") of the San Bernardino City Unified School District ("District") is required to review and authorize creation and/or renewal of charter schools; and

WHEREAS, on or about July 21, 2009, the Board approved the Charter for the Options for Youth - San Bernardino ("OFY - SB" or "Charter School"). The Charter was extended in May 2012, for a two (2) year term ending June 30, 2014; and

WHEREAS, on or about June 3, 2014, the Board approved the Charter renewal for OFY - SB Charter School Petition ("Petition") for a five year term from July 1, 2014, through and including June 30, 2019; and

WHEREAS, a charter petition and supporting documentation ("Charter") were submitted to the District requesting to renew the Charter on October 25, 2018, for a five year term from July 1, 2019 through June 30, 2024; and

WHEREAS, in compliance with California Education Code Sections 47605 and 47607 and California Code of Regulations, Title 5, Section 11966.4, the Board is required to approve or deny the request for charter renewal within sixty (60) days of receipt of the renewal petition, unless that timeline is extended for up to thirty (30) additional days by mutual written agreement of the parties; and

WHEREAS, the parties mutually agreed in writing to extend the timeline for the Board to take action to and including January 23, 2019;

WHEREAS, a public hearing on the provisions of the renewal Charter was conducted on December 11, 2018, pursuant to Education Code Section 47605, at which time the Board considered the level of support for the Charter by teachers employed by the District, other employees of the District, and parents; and

WHEREAS, in reviewing and analyzing the Charter, the District determined that certain changes and revisions to the Charter were necessary in order to support the requested Charter renewal. The District administration worked collaboratively with OFY - SB on resolution of these issues and implementation of the necessary changes, additions, and revisions and these changes, additions, and revisions have been incorporated into the final Charter; and

WHEREAS, in reviewing the Petition for the Charter, the Board is cognizant of the intent of the Legislature that charter schools are, and should become, an integral part of the California educational system and the establishment of charter schools should be encouraged; and

WHEREAS, in accordance with Education Code Section 47607(a)(3)(A), the Board has considered increases in pupil academic achievement for all groups of pupils served by OFY - SB as the most important factor in determining whether to grant OFY - SB's renewal request; and

WHEREAS, in accordance with California Code of Regulations, Title 5, Section 11966.4(b)(1), in considering OFY - SB's Charter the Board considered the past performance of OFY - SB's academics, finances, and operation and future plans for improvement in evaluating the likelihood of future success; and

WHEREAS, the Superintendent and/or his designees, have reviewed the Charter and supporting documentation submitted.

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 Governing Board hereby extends the Charter for a five (5) year term commencing on July 1, 2019 and ending on June 30, 2024.

BE IT FURTHER RESOLVED AND ORDERED that the Superintendent or designee is authorized and directed to take such other action as may deem warranted to implement this Resolution.

PASSED AND ADOPTED this 22<sup>nd</sup> day of January, 2019 by the Governing Board of the San Bernardino City Unified School District at the regular Board meeting.

12.3 Resolution Accepting the Voluntary Surrender of the Charter Petition of Taft T Newman Leadership Academy  
(Prepared by Educational Services)

WHEREAS, the California Legislature has charged school boards with reviewing and acting on petitions for the establishment of charter schools, and for conducting oversight over charter schools; and

WHEREAS, on May 16, 2018, the Governing Board ("Board") of the San Bernardino City Unified School District granted the renewal petition for the operation of the Taft T.

Newman Leadership Academy (“Charter School”) to operate under the Taft T. Newman Leadership Academy (“Charter”); and

WHEREAS, the Charter School Board of Directors voted on December 27, 2018 to voluntarily surrender the charter petition; and

WHEREAS, the Charter School wishes to voluntarily surrender its Charter and otherwise forfeit all rights and privileges granted under that Charter; and

WHEREAS, on January 4, 2019, the Charter School informed the District that the Charter School was voluntarily surrendering the Charter; and

NOW, THEREFORE, BE IT RESOLVED:

1. The Board hereby accepts the voluntary surrender by the Taft T. Newman Leadership Academy of its Charter;
2. In light of the Charter School’s voluntary surrender of its charter, the Charter is hereby terminated, effective January 1, 2019;
3. The Charter shall have no force and effect, other than those obligations that survive the Charter relating to the closure and windup of the Charter School’s affairs.

PASSED AND ADOPTED by the Board of Education of the SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT, San Bernardino, CALIFORNIA, at a public meeting thereof duly called and held this 22<sup>nd</sup> day of January, 2019.

12.4 Board On-Going Initiatives/Reports

*These are items the Board has deemed require periodic progress updates.*

<b>Initiatives/Reports</b>	<b>Assigned to</b>	<b>Action</b>
SBCUSD Welcoming Resource Center (Centralized Services Facility)	L. Perez	Quarterly Updates: 07/24/18 COMPLETED 10/16/18 COMPLETED 01/22/19 COMPLETED 04/23/19
African American Student Achievement	K. Mitchell	Bi-annual Updates: 02/05/19
Mental Health	L. Perez	Quarterly Updates: 09/18/18 COMPLETED 12/11/18 COMPLETED 03/12/19 06/18/19
Grading Practices Committee Dashboard	K. Mitchell	Quarterly Updates: 07/24/18 COMPLETED 02/05/19 05/21/19
Citations Database	J. Paulino	Monthly Updates: 07/24/18 COMPLETED 09/18/18 COMPLETED 11/06/18 COMPLETED 12/11/18 COMPLETED 01/22/19 COMPLETED 02/19/19 03/12/19 04/23/19

Board of Education Meeting  
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Initiatives/Reports	Assigned to	Action
		05/21/19 06/18/19
Safe Routes to School	J. Paulino	Quarterly Updates: 12/11/18 No New Update 03/12/19 06/18/19
Family Engagement Strategic Plan	L. Perez	Quarterly Updates: 08/21/18 COMPLETED 11/06/18 COMPLETED 02/19/19 05/21/19
Later Start Times for Secondary Sites	H. Vollkommer	Quarterly Updates: 01/08/19 COMPLETED 04/23/19
Counseling (with specific data sets; strategies to meet student needs)	L. Perez	Quarterly Updates: 08/21/18 COMPLETED 11/06/18 COMPLETED 02/19/19 05/21/19
Special Education Settlement Report	R. Monárrez	Quarterly Updates: 01/22/19 COMPLETED 04/23/19
Workers' Compensation Report	J. Christakos	Bi-annual Updates: 01/22/19 COMPLETED

12.5 Board Top 10

*Items, once completed, will be removed from the list and may not require further updates.*

	Date of Request	Question/Request	Requested by	Assigned to	Anticipated Completion Date/Remarks/Action
1	02/18/14	Create Programs of Excellence at other schools (ex: Richardson) to eliminate lottery waiting and that will include additional components	Mrs. Medina Mrs. Rodgers	K. Mitchell H. Vollkommer	03/16-03/18: Focus Group preparing Action Steps
2	05/16/17	Provide information regarding Arrowhead Grove and potential changes to Sierra HS and Roberts ES	Mr. Gallo	K. Mitchell H. Vollkommer	01/22/19
3	04/17/18	From Student Achievement Pres, 4/17/18: ELPI & Reclassification/Multilingual Initiative: Data by grade and school Academic Indicators: (English/Language Arts, Math)	Dr. Flores	K. Mitchell	COMPLETED 01/08/19 Student Achievement Presentation
4		TBD			
5		TBD			
6		TBD			
7		TBD			
8		TBD			
9		TBD			
10		TBD			

12.6 Board Follow Up

*Items, once completed, will be removed from the list. As decided by the Board, items from this list will be moved to the Top 10 list as needed.*

	<b>Date of Request</b>	<b>REQUESTS/QUESTIONS FOR FOLLOW UP</b>	<b>Requested By</b>
<b>BUSINESS SERVICES – MRS. CHRISTAKOS</b>			
1	01/08/19	Update on solar panel/lunch coverings installation, Phase 1 and 2	Dr. Flores
2	12/11/18	Provide update on Chromebook distribution, usage, etc.	COMPLETED
3	09/18/18	Develop a process for establishing a budget for Board “wish list”	Dr. Hill
4	09/18/18	Check the gating system at San Bernardino HS	Mrs. Rodgers
5	09/18/18	Establish/advertise the “go to” staff at schools for Chromebooks	Mr. Tillman
6	08/21/18	Review school murals policy for possible revision (students’ painting)	Dr. Flores
7	08/07/18	Explore a District-wide recycling program	Mrs. Medina
8	07/24/18	Add potential cost of middle school gyms to Facilities Master Plan	Mrs. Rodgers
<b>COMMUNICATIONS – MRS. BARDERE</b>			
1	12/11/18	Bring back revised resolution for 2020 Census	Mrs. Medina
<b>COMMUNITY ENGAGEMENT – MRS. ONTIVEROS</b>			
1	09/18/18	Pursue Generation Go internship opportunities for students	Mr. Tillman
2	08/07/18	Clarify process for communicating with parents/students regarding SB Promise with CSUSB	Mrs. Rodgers
<b>CONTINUOUS IMPROVEMENT – DR. MONÁRREZ</b>			
1	09/18/18	Maximize career pathway/A-G opportunities for Special Ed students	Mrs. Medina
<b>DEPUTY SUPERINTENDENT – DR. VOLLKOMMER</b>			
1	01/08/19	Work on strategic approach to support academic teams	Dr. Wyatt
<b>EDUCATIONAL SERVICES – DR. MITCHELL</b>			
1	01/08/19	What is number of new EL students vs. current district population?	Mr. Tillman
2	01/08/19	Provide information on 8 <sup>th</sup> grade math performance discrepancy (from presentation)	Board
3	12/11/18	Explore student access to SB County Museum’s Black History Art Exhibit	Mr. Tillman
4	12/11/18	Explore solutions for students unable to buy PE clothes, policy work	Mr. Tillman
5	12/11/18	Provide update on Ethnic Studies	Dr. Hill Mrs. Rodgers
6	12/11/18	Promote Footsteps2Brilliance to principals to infuse more deeply throughout sites	Dr. Flores
7	11/06/18	Provide HS data (ELA and Math) for ELs & LTELs, including formative data	Dr. Flores
8	11/06/18	Provide report on Ds/Fs by student groups, including all classes	Dr. Flores
9	11/06/18	Provide an update on F2B	Dr. Flores
10	10/16/18	CAASPP Student Achievement Presentation: a) Include accountability measures in Student Achievement Next Steps b) Include separate data for EL and RFEP students in all data sets	Dr. Flores
11	10/16/18	Explore Summer School options, including Options for Youth proposal	Mr. Tillman
12	10/16/18	Provide information on the \$800,000 distribution to Career Pathways	Dr. Flores

Board of Education Meeting  
January 22, 2019

	<b>Date of Request</b>	<b>REQUESTS/QUESTIONS FOR FOLLOW UP</b>	<b>Requested By</b>
13	10/16/18	Provide information related to periodic charter school audits	Dr. Flores
14	10/16/18	Delineate the proposed number of additional OGS and cost	Mrs. Rodgers
15	10/02/18	Provide information re: progression/continuity of Dual Immersion programs	Mrs. Rodgers
16	09/18/18	Explore ZSpace vendor program (possible career pathway)	Mr. Gallo
17	09/04/18	Provide update re: transitional programs (ex: 6-7, 8-9 grades)	Mrs. Rodgers
18	08/07/18	Prepare mediated structure matrix for all schools (like Curtis & Cole)	Dr. Flores
19	07/24/18	Update on Richardson/waiting list schools	Mr. Tillman Dr. Wyatt
20	07/10/18	Provide year-end report on Charter schools based on 16 elements	Dr. Flores
	06/05/18	Provide annual Charter schools report	Dr. Flores
<b>HUMAN RESOURCES – DR. WISEMAN</b>			
1	01/08/19	Number of teachers, program specialists, ELF's with BCLAD.	Dr. Flores
<b>SCHOOL POLICE – CHIEF PAULINO</b>			
1	12/11/18	Provide update on safe routes to schools, STAT, etc. (On-Going?)	Dr. Wyatt
1	10/02/18	Work with City on traffic issues on Pacific Avenue (Dr. Marsden)	Dr. Flores Dr. Wyatt
2	09/18/18	Review/remedy CSO staffing at Del Vallejo MS	Mr. Tillman
3	07/24/18	Provide ideas to decrease trespassing citations	Mrs. Rodgers
<b>STUDENT SERVICES – DR. PEREZ</b>			
1	01/08/19	Provide update on Counseling Strategic Plan	Mrs. Rodgers
1	12/11/18	Explore Monarch program out of San Diego for homeless students	Dr. Wyatt
2	12/11/18	Explore additional effective programs for cyber-bullying	Mrs. Medina
3	12/11/18	Provide update on Pre-School and Child Development programs	COMPLETED
4	08/07/18	Recognize schools with significant drops in suspension rates	Dr. Flores
5	08/07/18	Work with counselors on scheduling awareness (ex: two career pathways vs college prep)	Mrs. Rodgers
6	07/10/18	Roles/Responsibilities of Counselors Presentation:	Mr. Tillman  Dr. Flores  Dr. Hill
		a) Provide % of seniors that have been through a Career Interest Inventory (CII); what CII platform does the District Use?	
		b) Provide % of seniors that completed FAFSA; What community partners can assist?	
		c) Explore program used at Moreno Valley USD: Teachers as Counselors	
		d) Consider an “all day counseling model”	
		e) Process for rolling out new counseling model to students	
7	02/20/18	Create a “roving trophy” for different categories (ex: enrollment, campus beautification)	Dr. Hill

12.7 Future Agenda Items

<b>Request</b>	<b>Date</b>	<b>SP</b>	<b>SA</b>	<b>AP</b>	<b>AR</b>	<b>PH</b>
Safety Update	02/05/19			X		
KPI: College and Career Indicators	02/19/19		X			
Facility Financing	02/19/19				X	
KPI: Third Grade Reading Proficiency / Grade 8-9 Math Success Rate	03/05/19		X			
2 <sup>nd</sup> Interim Budget Report/LCAP	03/12/19			X		
KPI: Parent Engagement	04/09/19		X			
Special Education Advisory Update	04/23/19			X		

Request	Date	SP	SA	AP	AR	PH
Innovation Grant Awards	04/23/19			X		
KPI: School Climate	05/07/19		X			
19-20 BOE Meeting Calendar Adoption	05/07/19				X	
Employee Appreciation Recognitions (Special Bd. Mtg)	05/14/19	X				
Coaching Systems	05/21/19			X		
Governor's May Revise Budget Update	05/21/19				X	
KPI: Budget/LCAP	06/04/19		X			X
Annual Service Plan & Budget Requirement (SELPA)	06/04/19					X
Balances in Excess of Minimum Reserve Requirements	06/04/19					X
Fiscal Preliminary Budget/LCAP	06/04/19					X
Budget/LCAP Report/Adoption	06/18/19				X	

SP – Special Presentation SA – Student Achievement AP – Administrative Presentation  
AR – Administrative Report PH – Public Hearing

### SESSION THIRTEEN

#### 13.0 *Summary of Board Requests*

9:25 pm

### SESSION FOURTEEN

#### 14.0 *Adjournment*

9:30 pm

At the May 1, 2018 Board Meeting, the 2018-19 Board of Education Meeting Calendar was adopted. The next regular meeting of the Board of Education of the San Bernardino City Unified School District will be held on Tuesday, February 5 at 5:30 p.m. in the Multi-Purpose Room, Indian Springs High School, 650 N. Del Rosa Dr., 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:

Affirmative Action Office  
777 North F Street  
San Bernardino, CA 92410  
(909) 381-1122  
(909) 381-1121 fax  
Office Hours: Monday - 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: January 18, 2019