

WESTMINSTER SCHOOL DISTRICT BOARD OF TRUSTEES

Regular Meeting

July 9, 2020

NOTICE OF REGULAR MEETING VIA TELECONFERENCE

Our Vision: Building Tomorrow's leaders today.

***Our Mission: Prepare all students to be responsible resilient resourceful,
and productive world citizens in a changing and diverse society.***

A regular business meeting of the Board of Trustees of the Westminster School District will be conducted via:

Teleconference **WSD Public Board Meeting (Zoom Meeting)**

The meeting can be accessed via Zoom Meetings: <https://zoom.us/j/95436880845>

on the date set forth above. On occasion, the meeting may be preceded/followed by a Closed Session. The regular business meeting, which is open to the public, will begin promptly at **7:00 PM**.

As authorized by Executive Order N-29-20, issued on March 18, 2020, WSD Board meetings will be conducted via audio conference/telecommute until further notice. Public comment may be submitted prior to the meeting via electronic submissions no later than July 9, 2020 by 3:00 p.m. The form can be accessed via the following link:

WSD Public [Comment Form](#)

Please note you can download a free copy of [Adobe Acrobat Reader](#) to complete the comment form.

Staff will read the comments during the board meeting. Public comments will be subject to time limit maximum of 3 minutes per comment/20 minutes per topic.

Enclosures are identified on the Agenda by "(Enc. C)" for those designated as Confidential and "(Enc. P)" for those designated as Public. Public enclosures are available at wsdk8.us.

There are four (4) categories of items on the regular Agenda explained below:

Category of Items	Explanation
CONSENT	Routine items approved in one action
INFORMATION	Presentations to the Board
INFORMATION/DISCUSSION	Items for information and/or discussion
DISCUSSION/ACTION	Items for discussion and/or action

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations to participate in the public meetings of the District's governing board, please contact the Superintendent's Office at (714) 894-7311, extension 1000, seventy-two hours prior to the meeting to enable the district to make reasonable arrangements to assure accessibility to this meeting.

AGENDA

ORAL REPORT
ASSIGNED TO:

1.0 CALL TO ORDER: 6:30 PM

Frances Nguyen

1.1 Public Comments (Comments not to exceed 2 minutes)

Any person wishing to address the Board on Closed Session agenda items have submitted their comments electronically. Presentations may not exceed two (2) minutes per comment and may be shortened at the Board's discretion in order to accommodate the number of speakers who have presented requests to address the Board, and also allow the Board to consider its agenda in a reasonable amount of time. The number of public comments will also be limited to twenty minutes per topic, unless increased by the Board. AT THIS TIME PUBLIC COMMENTS THAT HAVE BEEN SUBMITTED ELECTRONICALLY WILL BE READ BY STAFF.

2.0 CLOSED SESSION: 6:30 PM

2.1 Public Employee Employment/Appointment

- Government Code §54957
 - Temporary Senior Executive Director of Educational Services

2.2 Public Employee Evaluation

- Government Code §54957(b)
 - Superintendent

2.3 Negotiations – WTA, CSEA and Management/Confidential

- Government Code §54957.6

2.4 Conference with Real Property Negotiator

- Government Code §54956.8

2.5 Pending Litigation

- Government Code §54956.9(d)(2)

2.6 Public Employee Discipline/Dismissal/Release

- Government Code §54957

PUBLIC SESSION: 7:00 PM**3.0 CALL TO ORDER AND PLEDGE OF ALLEGIANCE****3.1** Report of **action taken in Closed Session**, if any.

Frances Nguyen

4.0 ORAL PRESENTATIONS**4.1** **Public Comments** (Comments no to exceed 3 minutes)

Frances Nguyen

Any person wishing to address the Board regarding an item on the agenda or on other items of specific concern have submitted their comments electronically. Presentations may not exceed three (3) minutes per person and may be shortened at the Board's discretion in order to accommodate the number of comments that were requested to address the Board, and to allow the Board to consider its agenda in a reasonable amount of time. The number of presentations will also be limited to twenty minutes per topic, unless increased by the Board. AT THIS TIME PUBLIC COMMENTS THAT HAVE BEEN SUBMITTED ELECTRONICALLY WILL BE READ BY STAFF.

5.0 CONSENT AGENDA

Frances Nguyen

Items listed under Consent Agenda are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Agenda upon the request of any member of the Board, discussed, and acted upon separately. The Superintendent and staff recommend approval of all Consent Agenda Items.

5.1 Approve employee **Educational Conference Attendance**. (Enc. P)

Pierre

5.2 Approve/ratify **Certificated Human Resources Report** on recommended position status/action. (Enc. P)

Jimenez

5.3 Approve/ratify **Classified Human Resources Report** on recommended position status/action. (Enc. P)

Jimenez

5.4 Ratify **Purchase Order listing** in the total amount of **\$257,451.24**. (Enc. P)

Crafton

5.5 Ratify **Check Register** in the total amount of **\$558,894.09**. The check register reflects all payments made to outside vendors.

Crafton

5.6 Ratify district **Contracts**. (Enc. P)

Crafton

5.7 Receive the **Fourth Quarterly Report on Williams Uniform Complaints**. (Enc. P)

Crafton

5.8 Approve new job classification **Senior Executive Director of Educational Services**. (Enc. P)

Jimenez

- 5.9 Approve temporary contract of **Senior Executive Director of Educational Services**. A copy of the contract is available in Human Resources upon request.

Jimenez

6.0 REPORTS/COMMENTS

- 6.1 INFORMATION **Board Member Comments** Frances Nguyen
Short reports of visitations, conference/meeting attendance, and commendations to staff.
- 6.2 INFORMATION **Staff Comments** Frances Nguyen
Short reports/announcements on programs and activities, curriculum, conference/meeting attendance, facilities improvements and commendations to staff.

7.0 OPEN ITEMS

- 7.1 INFORMATION Schedule of **regular Board Meetings** for Frances Nguyen
2019-2020:
- August 13, 2020
September 10, 2020
October 8, 2020
November 12, 2020
December 10, 2020

8.0 CLOSED SESSION

(Continuation of Item 2.0 Closed Session Agenda, if needed)

Frances Nguyen

9.0 ADJOURNMENT

Frances Nguyen

Cyndi Paik, Ed.D.
Superintendent

CONSENT AGENDA

WESTMINSTER SCHOOL DISTRICT

Employee Educational Conference Attendance

CONSENT

July 9, 2020

WSD Board Goals:

1. Student Achievement
 - a. All students, regardless of race, ethnicity, socio-economic status, disability, or gender will be prepared for college and career opportunities.
 - b. Optimize student learning by utilizing high quality teaching practices and innovative technologies.
2. Personal and Professional Growth
 - a. Empower all students to develop character, compassion, civility, and community consciousness.
 - b. Provide professional learning opportunities to promote ongoing and continuous improvement.
3. Fiscal Stewardship
 - a. Students will be central to all fiscal decisions.
 - b. Ensure fiscal health through investing in today while planning for tomorrow.
4. Learning Environment
 - a. All students and staff are provided with a safe, high-quality physical environment that promotes 21st century teaching and learning.
 - b. Students and staff will feel safe and respected, and will strive to promote positive connections.

EMPLOYEE	SITE	CONFERENCE	PURPOSE	LOCATION	COST/ BUDGET	DATE(S)
Kristina Kimbrel Teacher	Johnson	Code.org Computer Science Discoveries Virtual PD	Virtual PD offered through regional partners to assist sites with transition from Code to the Future to Code.org for Computer Science curriculum.	Riverside, CA	\$1,500.00 Computer Sci Academy	July 6-10, 2020
Darrel Ponce Teacher	Johnson				\$1,500.00 Computer Sci Academy	
JR Ginex-Orinion Teacher	Stacey				\$1,500.00 Computer Sci Academy	
Alysen Kleen Teacher	Stacey				\$1,500.00 Computer Sci Academy	

WESTMINSTER SCHOOL DISTRICT
Human Resources

DATE: July 9, 2020
TO: Cyndi Paik, Ed.D., Superintendent
FROM: Art Jimenez, Assistant Superintendent, Human Resources
SUBJECT: **APPROVE/RATIFY THE CERTIFICATED HUMAN RESOURCES REPORT**

The Certificated Human Resources actions listed below are recommended for approval:

- 1.0 Approve/Ratify employment of certificated employees for the 2020-2021 school year.**
(See Attachment "A")
- 2.0 Approve/Ratify retirements/resignations for certificated employees.**
(See Attachment "B")
- 3.0 Approve/Ratify additional days of employment for certificated employees.**
(See Attachment "C")

SUPERINTENDENT'S RECOMMENDATION:
Approve/Ratify the Certificated Human Resources Report

NEW EMPLOYEES
Certificated Human Resources
July 9, 2020

<u>Last Name</u>	<u>First Name</u>	<u>School</u>	<u>Position</u>	<u>Contract Status</u>	<u>Effective Date</u>
Flores	Dayan	Willmore	Dual Immersion Teacher	Probationary 1	08/27/2020

RETIREMENTS
Certificated Human Resources
July 9, 2020

<u>Last Name</u>	<u>First Name</u>	<u>Assignment</u>	<u>Years of Service</u>	<u>Effective Date</u>
Fukuzawa	Katie	School Nurse	21	07/01/2020
McFall	Gregory	Teacher	21	06/17/2020
McFall	Kay	Teacher	34	06/17/2020

RESIGNATIONS
Certificated Human Resources
July 9, 2020

<u>Last Name</u>	<u>First Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Pierre	Myrlene	Assistant Superintendent, Educational Services	07/10/2020

ADDITIONAL DAYS OF EMPLOYMENT**Certificated Human Resources**

July 9, 2020

EARLY EDUCATION AND EXPANDED LEARNING

Employee:	Liliana Sievers	Tanya Wu
Purpose:	To develop curriculum for the Transitional Kindergarten Program.	
Rate of pay:	Prorated hourly	
Dates/Hours:	July 13, 2020 – July 30, 2020; not to exceed 7.5 hours per day, per employee; not to exceed a total of 2 days, per employee.	
Funding Source:	School Readiness	

Employee:	Darcy Spicer	Yen Ta
Purpose:	To develop curriculum plans for individualized learning for full day Preschool and Transitional Kindergarten Programs.	
Rate of pay:	Prorated hourly	
Dates/Hours:	July 13, 2020 – August 19, 2020; not to exceed 7.5 hours per day, per employee; not to exceed a total of 7 days, per employee.	
Funding Source:	State Preschool	

Employee:	Cathi Hacker	Gloria Sonoda
Purpose:	To assess and create individualized health plans for preschool students with identified medical needs.	
Rate of pay:	Prorated hourly	
Dates/Hours:	July 13, 2020 – August 19, 2020; not to exceed 7.5 hours per day, per employee; not to exceed a total of 5 days, per employee.	
Funding Source:	School Readiness	

Employee:	Veronica Alvarez	Teresa Dunbar	Susan Garcia
	Eileen Healey	Kelly Jeffries	Thanh Nguyen
	Tina Paul	Aida Rivas	Pam Russell-Wiggs
	Vicky Tran	Elly Tsai	
Purpose:	To develop curriculum plans for individualized learning for part day State Preschool and Transitional Kindergarten Programs.		
Rate of pay:	Prorated hourly		
Dates/Hours:	August 27, 2020; not to exceed 7.5 hours per day, per employee; not to exceed a total of 1 day, per employee.		
Funding Source:	State Preschool		

EDUCATIONAL TECHNOLOGY

Employee:	Donna Carrington-Shelley	Lucy Cordova	Juan Cortez
	Jamie Davis	Anita Dworakowski	Lynne Fellowes
	Dayan Flores	Leticia Flores	Stephany Gonzalez
	Joann Goodwin	Julie Herkins	Cyndi Johnson
	Natalie Juan-Tapia	Karen Kim	Julie Lies
	Michelle Magpile	Valentina Mestroni	Kristina Murphy
	Huong Nguyen	Judy Nguyen	Kristin Pyle
	Melanie Rafkin	Janet Rainey	Sylvia Ramos
	Kate Rodriguez	Arianna Sanchez	Michelle Shook
	Liliana Sievers	Christine Sisneros	Lisa Tarkanian
	Carey Thornton	Greg Van den Ordell	Bobbie Weber
	Kevin Whitney	Jenny Wilson	
Purpose:	To participate in the online CODE.org Computer Science Fundamentals workshop, which includes one 8 hour virtual training plus one 2 hour virtual training with site leads.		
Rate of pay:	Staff Development		
Dates/Hours:	July 10, 2020 – August 13, 2020; not to exceed a total of 10 hours per employee.		
Funding Source:	Computer Science Academy		
Employee:	Sarah Bosworth	Stephanie Perry	Suzanne Willis
Purpose:	To participate in online CODE.org Computer Science Fundamentals workshop and Deep Dive for trainer of trainers.		
Rate of pay:	Staff Development		
Dates/Hours:	July 10, 2020 – August 4, 2020; not to exceed 8 hours per day, per employee; not to exceed 2 days per week per employee; not to exceed a total of 16 hours per employee.		
Funding Source:	Computer Science Academy		
Employee:	Godofredo Ginex-Orinion	Kristina Kimbrel	Robin Kirk
	Alysen Kleen	Cammie Peacock	Darrell Ponce
	Pete Schammann		
Purpose:	To participate in CODE.org curriculum – Computer Science Discoveries Professional Development training for middle school teachers.		
Rate of pay:	Staff Development		
Dates/Hours:	July 6, 2020 – July 10, 2020; not to exceed 6 hours per day, per employee; not to exceed 5 days per week, per employee; not to exceed a total of 30 hours per employee.		
Funding Source:	Computer Science Academy		

EDUCATIONAL TECHNOLOGY cont.

Employee:	Sarah Bosworth		
Purpose:	To serve as Willmore’s Site Lead as trainer of trainers for CODE.org curriculum – Computer Science Fundamentals Virtual training for teachers in grade level spans: TK - 1 st , 2 nd - 3 rd , and 4 th - 5 th .		
Rate of pay:	Prorated hourly		
Dates/Hours:	August 11, 2020 – August 13, 2020; not to exceed 2 hours per day; not to exceed 3 days per week; not to exceed a total of 6 hours.		
Funding Source:	Computer Science Academy		
Employee:	Stephanie Perry		
Purpose:	To serve as Finley’s Site Lead as trainer of trainers for CODE.org curriculum – Compute Science Fundamentals Virtual training for teachers in grade level spans: 2 nd - 3 rd and 4 th - 5 th .		
Rate of pay:	Prorated hourly		
Dates/Hours:	August 11, 2020 – August 13, 2020; not to exceed 2 hours per day; not to exceed 2 days per week; not to exceed a total of 4 hours.		
Funding Source:	Computer Science Academy		
Employee:	Suzanne Willis		
Purpose:	To serve as Finley’s Site Lead as trainer of trainers for CODE.org curriculum – Compute Science Fundamentals Virtual training for teachers in grade level spans: TK – 1 st .		
Rate of pay:	Prorated hourly		
Dates/Hours:	August 11, 2020 – August 13, 2020; not to exceed 2 hours per day; not to exceed 1 day per week; not to exceed a total of 2 hours.		
Funding Source:	Computer Science Academy		
Employee:	Joe Acquarelli	Michelle Affinito	Heidi Ahn
	Elizabeth Airth	Rosalinda Alcala	Katie Altermatt
	Nicole Alvarado	Regina Alves	Greg Andrews
	Sara Andrews	Marisa Angeles	David Archer
	Jessica Ash	Kimberly Baer	Lisa Ball
	Donna Ballard	Danielle Barnett	Genise Battaglia
	Gail Becker	Rick Berkovitz	Kim Besancon
	Cindy Bess	Dipti Bhanushali	Summer Bischof
	Todd Bischof	Debbie Blakesley	Monica Bogdanovich
	Jennifer Boroff	Sarah Bosworth	Erica Bradley
	Gregory Branch	Ryan Brawders	Ami Briscoe
	Shirley Broney	Denise Brown	Megan Browning
	Laura Buck	Ann Bui	Kim Bui
	Amy Cahill	Stephanie Callihan	Karen Canada
Purpose:	To participate in Professional Development for interactive ViewSonic touch display technology.		
Rate of pay:	Staff Development		
Dates/Hours:	August 17, 2020 - August 21, 2020; not to exceed a total of 6 hours per employee.		
Funding Source:	Instruction Educational Technology		

EDUCATIONAL TECHNOLOGY cont.

Kasey Canale	Todd Canavan	Kay Capel
Theresa Cardenas	Stephanie Carlson	Andrew Carr
Paul Carr	Tina Carr	Jenae Carratello
Donna Carrington-Shelley	Valerie Cason	Kiersten Cavazos
Michelle Chamberlain	Sengpao Chang	Alejandra Chavez
Grace Chiang	John Chien	Joan Chung
Melissa Cirelli	Elisabeth Clarke	Heather Cleckler
Cameron Coatney	Ashley Cope	Lucy Cordova
Kristen Corenbaum	Darcey Cornell	Juan Cortez
Christina Cota	Manuel Cota	Lisa Courtemarche
Jennifer Cox	Jack Dandridge	Tina Dandridge
Jaime Davis	Lisa Deering	Vera DeHaan
Ashley Delany	Joseph DeLuca	Stacy Denbo
Jeannie DeRosa	Crystal Diaz	Karen Dimick
Napoleon Dinh	Julie Dodosh	Kristin Doppenberg
James Doyle	Karla Doyle	Nell Drees
Colleen Dudas	Michelle Dunneback	Lisa Durie
Anita Dworakowski	Mariellen Eastman	Jennifer Eatherton
Shelli Eckenrod	Susie Edwards	Stephanie Egan
Kristina Elliott	Tieumi Ellis	Andrea Enterline
Pamela Estrada	Calli Falley	Nicole Farkas
Rochelle Farley	Kelley Fatzaun	Dana Faulkner
Tonya Fedorchek	Lynne Fellowes	Mary Ferraro
Karen Findlay	Catherine Fitzpatrick	Barbara Flanagan
Dayan Flores	Kristen Flores	Leticia Flores
Kimberly Fong	Sue Freleaux	Troy Garrett
Cheyenne Garvey	Travis Garwick	Laurie Gary
Cecily Gates	Richard Gentile	Stacy Georgetti
William Gerlach	Dustin Ghaul	Godofredo Ginex-Orinion
Christine Goldbrunner	Judy Golojuh	Jennifer Gonzalez
Megan Gonzalez	Stephany Gonzalez	Joann Goodwin
Michelle Gramm	Lisa Granger	Denise Greene
Colette Gregorio	Barbara Griffith	Linda Griffith
Adrienne Guastella	Francis Guerrero	Jennifer Guzman
Maria Guzman-Cervantes	Cynthia Heinle	Julie Herkins
Alexandra Herman	Kelly Hernandez	Maria Hernandez
Gina Hill	Connie Hinrichs	Erika Hisey

Purpose: To participate in Professional Development for interactive ViewSonic touch display technology.

Rate of pay: Staff Development

Dates/Hours: August 17, 2020 - August 21, 2020; not to exceed a total of 6 hours per employee.

Funding Source: Instruction Educational Technology

EDUCATIONAL TECHNOLOGY cont.

Heidi Hoffman-Galindo	Megan Hornyak	Jennifer Hoskins
Kara Houlihan	David Hubbard	Tammy Hubbard
Victoria Hungerford	Hanh Huynh	Ed Hwang
Michelle Ibbetson	Aimee Ickes	Catherine Janssen
Lisa Jaskot	Jody Jensen	Cyndi Johnson
Kaisa Johnson	Meghan Johnston	Christine Jones
Cindy Jones	Natalie Juan-Tapia	Jennifer Kagy
Cynthia Kanigowski	Susana Kar	Linda Kawabata
Lisa Keeler	Shelby Kemper	Jeannie Kim
Karen Kim	Robin Kirk	Darla Kitchen
Alysen Kleen	Patricia Klug	Trinh Knox
Kristen Kobzeff	Ellen Korn	Megan Kresge
Nicole Lagmay	Steve Lambright	Shannon Langer
Eva Lavezzari	Vera Le	Julie Lee
Julie Y Lee	Julie Lies	Heidi Logan
Brian Long	Fawn Longridge	Jeanine Lovelace
Elizabeth Loyko	Tami Lu	Donna Luman
Trisha Luu	Julie Lyle	Michelle Magpile
Gemini Ngoc Mai	Michelle Manley	Raquel Martinez
Kristal Mathis	Colleen Maxwell	Marcia May
Darla Mazzola	Mike McAuliffe	Robert McCray
Gregory McFall	Kay McFall	Brittany Mendoza
Denise Menz	Valentina Mestroni	Julie Mezher
Kimberly Milius	Derek Mitchell	Christopher Mixon
Elaine Mizuo	Mike Monroe	Brandy Morris
Kim Morris	Dave Morrow	Kristina Murphy
Amy Murray	Jeff Nakano	Andrew Nakatsu
Ami Nelson	Alice Nguyen	Huong Nguyen
Judy Nguyen	Kim N Nguyen	Kimberly Nguyen
Mai Thu Nguyen-Gervacio	Tien Nguyen	Julie Nitkin
Cori O'Donoghue	Mayumi Okura	Miki Okura Schooley
Carey Olmscheid	Stacy O'Reilly	Jeanne Orman
Viktoria Ortega	Wendy Osborn	Jennifer Owen
Evonne Paceley	Simone Palmer	Dan Parks
Perry Paxton	Poppy Payne	Cammie Peacock
Sheila Peck	Amy Peconic	Patricia Pelton
Antonio Perez	Iris Perez	Stephanie Perry
Amy Peters	Audrey Peters	Thuy Phan
Cristal Pierce	Emily Piramo	Bryan Plumlee
Darrell Ponce	Dana Pople	Susan Prendergast
Keturah Prom	Kristin Pyle	Pamela Quan
Melanie Rafkin	Janet Rainey	Theresa Ramirez

Purpose: To participate in Professional Development for interactive ViewSonic touch display technology.

Rate of pay: Staff Development

Dates/Hours: August 17, 2020 - August 21, 2020; not to exceed a total of 6 hours per employee.

Funding Source: Instruction Educational Technology

EDUCATIONAL TECHNOLOGY cont.

Viviana Ramirez	Sylvia Ramos	Sonya Rayner
Kathryn Reardon	Kellie Redmond	Alice Reed
Jennifer Rehfeldt	Norah Reilly	Kurt Reisig
Cathy Renaker	Christina Rhodes	Casey Ridgley
Wesley Rippeon	Brandi Robinson	Arianna Sanchez
Gabriel Rodriguez	Kate Rodriguez	Walter Rodriguez
Christie Rogers	Robb Rogers	Un Chong Joanne Roh
Elizabeth Williams Ross	Kathy Roth	Mary Rubin
Diana Ruiz	Brenda Ruiz-Bou	Lilly Salazar
Michelle Sale	Weston Sanchez	Nicole Santos
Robyn Sarkhosh	Robert Sato	Pauleen Schammann
Pete Schammann	William Schammann	Angie Schiffner
Jan Schinhofen	Amy Schmidt	Katie Schnaas
Erica Schnee	Marjorie Schubert	Danean Schulze
Jennifer Shay	Michelle Shook	Joan Shou
Liliana Sievers	Christina Simpson	Annette Simrak
Christine Sisneros	Danielle Smith	Teri Smith
Tressy Snowdon	Mitch Snyder	Wendy Sorce
David Sousa	Amy St.Clair	Sandra Steele
Felicia Stucken	Teresa Sumrall	Dwayne Takeda
Robin Talbot	Lisa Tarkanian	Julie Tator
Kim Thach	Dana Thomas	Carey Thornton
Geoffrey Thornton	Kristina To	Megan Tossey
Keith Tracy	Christine Tran	Deanna Tran
Thuy-Vy Tran	Trang Tran	Uyen Tran
Phyllis Trgo	Tuy Truong	Sasha Tucker
Tanya Turro Vilander	Kim Ugarteche	Mi Linda Valverde
Christine Van Gilder	Greg Vanden Ordel	Elyse Vu
John Vu	Kateline Vu	Quynh-Tram Vu
Lauren Vu-Tran	Ellen Vy	Beverly Walters
Anna Waters	Alisa Watson	Bobbie Weber
Christy Weber	Patricia Weber	Maureen Weedon
Michele Welch	Nicole Welsh	Andrea Wentz
Kevin Whitney	Susie Wilkerson	Lisa Williams
Suzanne Willis	Jenny Wilson	Tiffany Winemiller
Rebecca Winn	Jason Winterfeld	William Wohlgezogen
Camlyn Woodbeck	Tanya Wu	Kristin Yee
Robin Yescas	Ryan Yohn	Emmy Yoshimura
Monica Zamudio	Debbie Zaragoza	Beverly Ziegler

Purpose: To participate in Professional Development for interactive ViewSonic touch display technology.

Rate of pay: Staff Development

Dates/Hours: August 17, 2020 - August 21, 2020; not to exceed a total of 6 hours per employee.

Funding Source: Instruction Educational Technology

HUMAN RESOURCES

Employee:	Cynthia Bess Kim Bui Seng Chang Jesse Coyle Barbara Flanagan Michelle Garcia Christine Goldbrunner Michelle Gramm Jennifer Guzman David Hubbard Ann Kawamura Rita Neumann Michael Ouellette Floneisha Pimpton Gabriel Rodriguez Brenda Ruiz-Bou Angie Schiffner Christina Simpson Yen Ta Lisa Tarkanian Lauren Vu Tran Tiffany Winemiller Beverly Ziegler	Erika Bradley Jason Carey Christina Cota Karla Doyle Kimberly Fong Stacy Georgetti Hilary Gottlieb Collette Gregorio Gina Hill Tammy Hubbard Yanet Martinez Julie Nitkin Tina Paul Chris Rhodes Robert Rogers Arianna Sanchez Beverly Schwendinger Tressy Snowdon Dwayne Takeda Corey Thompson Beverly Walters Tanya Wu	Greg Branch Kierstin Cavazos Manuel Cota Rochelle Farley Cecily Gates JR Ginex-Orinion Bobbie Cox Aisha Gutierrez Kara Houlihan Victoria Hungerford Kristina Murphy Carey Olmscheid Sheila Peck Orchid Rocha Kathy Roth Tara Schammann Liliana Sievers Darcy Spicer Robyn Talbot Geoffrey Thornton Bobbie Weber Ryan Yohn
Purpose:	To work in the reopening of schools task force teams: <ol style="list-style-type: none"> 1. Instructional Model (Hybrid) Team: Elementary 2. Instructional Model (Hybrid) Team: Middle School 3. Virtual School Planning Team 4. Staffing and Enrollment Team 5. Health and Safety Team 6. Early and Extended Learning Team 7. Special Education Team 		
Rate of pay:	Prorated hourly		
Dates/Hours:	June 18, 2020 – August 21, 2020; not to exceed a total of 25 hours per employee.		
Funding Source:	SB117 COVID-19		

WESTMINSTER SCHOOL DISTRICT
Human Resources

DATE: July 9, 2020
TO: Cyndi Paik, Ed.D., Superintendent
FROM: Art Jimenez, Assistant Superintendent, Human Resources
SUBJECT: **APPROVE/RATIFY THE CLASSIFIED HUMAN RESOURCES REPORT**

The Classified Human Resources actions listed below are recommended for approval:

- 1.0 Approve/Ratify resignations/retirements/terminations for classified employees**
(See Attachment "A")
- 2.0 Approve/Ratify Limited Term Assignment for classified employees**
(See Attachment "B")

SUPERINTENDENT'S RECOMMENDATION:

Approve/Ratify the Classified Human Resources Report

RESIGNATIONS
Classified Human Resources
July 9, 2020

Name	Assignment	Effective Date
Toni Ludden	Food Service Worker, Finley School, 16.25 hours per week, 10 months per year	06/15/2020
Bryan Pearson	Noontime Supervisor, Willmore School, 7 hours per week, 10 months per year	06/15/2020

LIMITED TERM ASSIGNMENTS**Human Resources-Classified****July 9, 2020****Anderson:**

Employee: Cristina Pangan

Purpose: To prepare, order, and distribute materials/supplies for the start of the 2020-2021 school year.

Dates/Hours: August 3, 2020 through September 1, 2020; not to exceed a total of 15 hours.

Funding: Title I

Employee: Sonia Avilez
Jennifer PhamChase Calkins
Lorena Serrano

Suzanne Cobo

Purpose: To assist parents and families with the 2020-2021 student registration, enrollment and data confirmation.

Dates/Hours: August 17, 2020 through September 1, 2020; not to exceed a total of 8 hours per employee.

Funding: Title I

DeMille:Employee: Martha Ibarra
Cristina PanganRonjim Javier
Janifer TranLisa Marujo
Rosie Zamarron**Purpose:** To assist parents and families with 2020-2021 school enrollment, registration, data confirmation, and translation services.

Dates/Hours: August 1, 2020 through September 1, 2020; not to exceed a total of 20 hours per employee.

Funding: Title I

Human Resources:Employee: Jennifer Alexander
Stacy Barajas
Karen UrbanoMary Arnold
Jennifer CaspersonPatti Arnold
Khanh Nhat Tran**Purpose:** To work in the reopening of schools task force teams:

1. Instructional Model (Hybrid) Team: Elementary
2. Instructional Model (Hybrid) Team: Middle School
3. Virtual School Planning Team
4. Staffing and Enrollment Team
5. Health and Safety Team
6. Early and Extended Learning Team
7. Special Education Team

Dates/Hours: June 22, 2020 – August 21, 2020; not to exceed a total of 25 hours per employee.

Funding Source: SB117 COVID-19

LIMITED TERM ASSIGNMENTS

Human Resources-Classified

July 9, 2020

Meairs:

Employee: An Bui Gerace Tawnya Oanh Giang
Soyla Gutierrez

Purpose: **To assist parents and families with the 2020-2021 student registration, enrollment and data confirmation.**

Dates/Hours: August 26, 2020 through August 27, 2020; not to exceed 10 hours per employee.

Funding: Discretionary Funds

Schmitt:

Employee: Anna Bernal Leyna Nguyen Doris Redgrift
Donald Rodriguez

Purpose: **To assist parents and families with 2020-2021 school enrollment, registration, technology support, data confirmation, and translation services.**

Dates/Hours: August 17, 2020 through September 1, 2020; not to exceed a total of 15 hours per employee.

Funding: Title I Parent Involvement

WESTMINSTER SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 07/09/2020

FROM 06/10/2020 TO 06/23/2020

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
N60M8825	ULINE	353.76	353.76	010056811V 4380	Site Maintenance / Maintenance Supplies - General
N60M8827	PATRIOT ENVIRONMENTAL LAB SERV	965.00	965.00	010056811V 5810	Site Maintenance / Contracted Serv - Inst & Non-I
N60M8832	GREAT WESTERN SANITARY SUPPLIES	217.73	43.81 173.92	010056811V 4380 010056811V 5810	Site Maintenance / Maintenance Supplies - General Site Maintenance / Contracted Serv - Inst & Non-I
N60M8834	GREAT WESTERN SANITARY SUPPLIES	103.44	103.44	010056811V 4381	Site Maintenance / Repair of Equipment
N60M8835	TECUMSEH TECHNOLOGIES LLC	771.43	771.43	010056811V 4381	Site Maintenance / Repair of Equipment
N60M8836	HOME DEPOT CREDIT SERVICES	2,080.58	203.95 415.30 1,461.33	010051820A 4371 010056811V 4380 017388811V 4380	Custodial Services / Custodial Supplies Site Maintenance / Maintenance Supplies - General COVID-19 Maintenance Exps / Maintenance Supplies -
N60M8837	ADVANCED EQUIPMENT CORP	18,350.00	18,350.00	019134811V 5810	Facilities Maintenance Restrict / Contracted Serv - Inst & Non-I
N60M8838	GOODMAN TREE SERVICE	9,080.00	9,080.00	010052820V 5810	Grounds / Contracted Serv - Inst & Non-I
N60M8839	GOLDEN STATE PAVING INC	4,000.00	4,000.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
N60M8840	APOLLO WOOD RECOVERY INC	2,430.60	2,430.60	010052820V 4380	Grounds / Maintenance Supplies - General
N60M8843	SECURITY 2000 INC	7,819.00	7,819.00	010055830A 5810	Security / Contracted Serv - Inst & Non-I
N60M8844	KYA SERVICES LLC	15,112.86	15,112.86	019134811V 5810	Facilities Maintenance Restrict / Contracted Serv - Inst & Non-I
N60M8845	GOODMAN TREE SERVICE	8,000.00	8,000.00	010052820V 5810	Grounds / Contracted Serv - Inst & Non-I
N60M8846	GOODMAN TREE SERVICE	7,270.00	7,270.00	010052820V 5810	Grounds / Contracted Serv - Inst & Non-I
N60M8847	GOODMAN TREE SERVICE	7,500.00	7,500.00	010052820V 5810	Grounds / Contracted Serv - Inst & Non-I
N60M8848	GOLDEN STATE PAVING INC	7,800.00	7,800.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
N60M8849	GOLDEN STATE PAVING INC	17,960.00	17,960.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
N60M8850	GOLDEN STATE PAVING INC	4,000.00	4,000.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
N60M8851	APOLLO WOOD RECOVERY INC	1,861.19	1,861.19	010052820V 4380	Grounds / Maintenance Supplies - General
N60M8852	APOLLO WOOD RECOVERY INC	6,147.98	6,147.98	010052820V 4380	Grounds / Maintenance Supplies - General
N60M8853	APOLLO WOOD RECOVERY INC	6,243.30	6,243.30	010052820V 4380	Grounds / Maintenance Supplies - General
N60M8854	APOLLO WOOD RECOVERY INC	4,193.97	4,193.97	010052820V 4380	Grounds / Maintenance Supplies - General

WESTMINSTER SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 07/09/2020

FROM 06/10/2020 TO 06/23/2020

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
N60M18855	APOLLO WOOD RECOVERY INC	5,051.83	5,051.83	010052820V 4380	Grounds / Maintenance Supplies - General
N60M18856	APOLLO WOOD RECOVERY INC	2,954.84	2,954.84	010052820V 4380	Grounds / Maintenance Supplies - General
N60M18857	APOLLO WOOD RECOVERY INC	8,000.94	8,000.94	010052820V 4380	Grounds / Maintenance Supplies - General
N60M18858	APOLLO WOOD RECOVERY INC	7,244.13	7,244.13	010052820V 4380	Grounds / Maintenance Supplies - General
N60M18859	APOLLO WOOD RECOVERY INC	7,577.74	7,577.74	010052820V 4380	Grounds / Maintenance Supplies - General
N60M18860	APOLLO WOOD RECOVERY INC	7,387.11	7,387.11	010052820V 4380	Grounds / Maintenance Supplies - General
N60M18861	APOLLO WOOD RECOVERY INC	5,004.17	5,004.17	010052820V 4380	Grounds / Maintenance Supplies - General
N60M18862	APOLLO WOOD RECOVERY INC	5,051.83	5,051.83	010052820V 4380	Grounds / Maintenance Supplies - General
N60M18864	GOLDEN STATE PAVING INC	11,990.00	11,990.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
N60M18865	GOLDEN STATE PAVING INC	3,200.00	3,200.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
N60M18866	DULUX PAINTING	1,500.00	1,500.00	019134811V 5810	Facilities Maintenance Restrict / Contracted Serv - Inst & No
N60M18867	DULUX PAINTING	1,500.00	1,500.00	019134811V 5810	Facilities Maintenance Restrict / Contracted Serv - Inst & No
N60M18869	SOCAL FIRST AID & SAFETY	432.36	432.36	010056811V 4380	Site Maintenance / Maintenance Supplies - General
N60N0155	CIERRA HUSK	59.80	59.80	135310370A 5211	Cafeteria Expenditures / Mileage Reimbursement
N60N0157	B & N HEATING AND AIR	245.00	245.00	135310370A 5810	Cafeteria Expenditures / Contracted Serv - Inst & Non-I
N60N0158	PETTY CASH CHRISTINA SOSA	21.74	21.74	135310370A 4350	Cafeteria Expenditures / Office Supplies
N60N0159	DONNELL, DIANE	103.85	103.85	135310370A 5211	Cafeteria Expenditures / Mileage Reimbursement
N60N0161	WILLIAMS, SUSAN	47.90	47.90	135310370A 5211	Cafeteria Expenditures / Mileage Reimbursement
N60R3548	NEARPOD INC	3,500.00	3,500.00	0141271000 5810	Title IV Blessed Sacrament / Contracted Serv - Inst & Non-I
N60R3549	GRAINGER SANITARY W W INC	343.54	343.54	125025590A 4310	Child Development Center-FCTR / Instr Materials & Supplie
N60R3551	THOMPSON, WENDY	100.15	100.15	010111270Q 4350	Discretionary Adm Sequoia / Office Supplies
N60R3552	APRONS AND SMOCKS	678.61	678.61	125025590A 4310	Child Development Center-FCTR / Instr Materials & Supplie
N60R3554	LAKESHORE LEARNING MATERIALS	739.53	739.53	126060590A 4310	Extended School CCTR / Instr Materials & Supplies
N60R3555	LAKESHORE LEARNING MATERIALS	9,976.17	9,976.17	125025590A 4310	Child Development Center-FCTR / Instr Materials & Supplie

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WESTMINSTER SD
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PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
N60R3556	P AND R PAPER SUPPLY	462.62	231.31	126055590A 4310	State Preschool GCTR / Instr Materials & Supplies
N60R3557	FACILITY WERX INC		231.31	126060590A 4310	Extended School CCTR / Instr Materials & Supplies
N60R3558	AMAZON/SYNCB	438.28	438.28	126055590A 4310	State Preschool GCTR / Instr Materials & Supplies
N60R3559	MAC INTYRE, LOUISE	240.34	240.34	126055590A 4310	State Preschool GCTR / Instr Materials & Supplies
N60R3560	GULLOTTA, MELISSA	31.11	31.11	019542110A 5211	Sp Ed Moderate Severe / Mileage Reimbursement
N60R3561	TSAMOUDAKIS, AMALIA	42.84	42.84	019542110A 5211	Sp Ed Moderate Severe / Mileage Reimbursement
N60R3562	CASPERSON, JENNIFER	51.87	51.87	019542110A 5211	Sp Ed Moderate Severe / Mileage Reimbursement
N60R3563	AMUNDSON, CHERYL	20.23	20.23	019564119A 5211	Sp Ed Speech / Mileage Reimbursement
N60R3564	MAI, THE	107.25	107.25	019542110A 5211	Sp Ed Moderate Severe / Mileage Reimbursement
N60R3565	CARTER, LISA	83.84	83.84	010012249A 5211	ELD Dist Parent Involvement / Mileage Reimbursement
N60R3566	SARKHOSH, ROBYN	60.80	60.80	010111270I 4351	Discretionary Adm Hayden / Health
N60R3567	JACOBSON, NICOLE	120.00	120.00	010111100L 4310	Discretionary Instr Meairs / Instr Materials & Supplies
N60R3568	CDWG COMPUTER CTRS INC	22.40	22.40	010111270T 4355	Discretionary Adm Willmore / Refreshments
N60R3569	ROBINSON, BRANDI	50.03	50.03	010011770A 4350	Technology Data Network Spprt / Office Supplies
N60R3570	HERNANDEZ, BRANDY	49.95	49.95	010111100E 5810	Discretionary Instr Eastwood / Contracted Serv - Inst & Non
N60R3571	ROSS, ELIZABETH	16.00	16.00	010116100J 4350	Donation - Johnson / Office Supplies
N60R3572	VU, DIEP	49.95	49.95	010111100E 5810	Discretionary Instr Eastwood / Contracted Serv - Inst & Non
N60R3573	MURPHY, MARK	69.23	69.23	010012249A 5211	ELD Dist Parent Involvement / Mileage Reimbursement
N60R3574	DIMICK, KAREN	180.00	180.00	010069100I 4310	AT Risk Instruction Hayden / Instr Materials & Supplies
N60R3575	VALENTIN, VENAE	249.86	249.86	010112100P 4310	Discretionary Instr Stacey / Instr Materials & Supplies
N60R3576	GRAINGER SANITARY W W INC	27.84	27.84	010036100A 4350	C & I Materials / Office Supplies
N60R3577	LU, TAMI	59.92	59.92	126060590A 4310	Extended School CCTR / Instr Materials & Supplies
N60R3578	HORNYAK, MEGAN	109.47	109.47	010111100I 4310	Discretionary Instr Hayden / Instr Materials & Supplies
		248.93	248.93	126055590A 4310	State Preschool GCTR / Instr Materials & Supplies

WESTMINSTER SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 07/09/2020

FROM 06/10/2020 TO 06/23/2020

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
N60R3579	GARCIA, LAURA	21.99	21.99	125025590A 4310	Child Development Center-FCTR / Instr Materials & Supplies
N60R4302	AMAZON/SYNCB	650.65	650.65	125025590A 4310	Child Development Center-FCTR / Instr Materials & Supplies
N60U5263	WOODRUFF, JORDAN	361.41	361.41	014127100A 4310	Title IV Instruction / Instr Materials & Supplies
N60U5274	ORANGE CO DEPARTMENT OF EDUCAT	5,048.03	5,048.03	010049770X 5810	Data Processing Services / Contracted Serv - Inst & Non-I
N60U5275	PETTY CASH FINLEY	200.00	27.29 172.71	010111270F 4310 010111270F 4355	Discretionary Adm Finley / Instr Materials & Supplies Discretionary Adm Finley / Refreshments
N60U5276	PETTY CASH STACEY M S	176.93	127.37 49.56	010112100P 4310 010112100P 4355	Discretionary Instr Stacey / Instr Materials & Supplies Discretionary Instr Stacey / Refreshments
N60U5277	PETTY CASH PERSONNEL SERV	91.01	91.01	010045740A 4350	Certificated Personnel / Office Supplies
N60U5278	PETTY CASH SUPERINTENDENT	45.50	21.54 23.96	010042715A 4350 010042715A 4355	Superintendent / Office Supplies Superintendent / Refreshments
N60U5279	PETTY CASH EDUC SERVICES (MP)	90.80	10.88 79.92	010037210Z 4350 010037210Z 4355	Educational Services / Office Supplies Educational Services / Refreshments
N60U5280	ORANGE CO DEPARTMENT OF EDUCAT	858.75	858.75	010150270A 5810	MAA MEDICAL ADMIN. ACTIVITES / Contracted Serv -
N60U5282	PETTY CASH TEACHING & LEARNING	32.97	32.97	010009214A 4355	Instr Staff Development / Refreshments
N60U5283	PETTY CASH LIBRARY	84.64	84.64	010019242Z 4355	Library-District Wide / Refreshments
N60U5284	PETTY CASH SCIENCE WORKS	107.71	107.71	010070100A 4310	Hands on Science / Instr Materials & Supplies
N60U5285	PETTY CASH SCHOOL SPECIALTY PR	99.14	99.14	010074100A 4355	Dual Immersion Instruction / Refreshments
N60U5286	PETTY CASH EDUCATIONAL TECHNOL	142.20	142.20	010011100A 4350	Instruction Educ Technology / Office Supplies
N60U5287	PETTY CASH WILLMORE	188.38	99.66 88.72	010111270T 4350 010111270T 4355	Discretionary Adm Willmore / Office Supplies Discretionary Adm Willmore / Refreshments
N60U5288	PETTY CASH CHILD DEVELOPMENT	726.97	178.00 548.97	1260550001 8673 126055590A 4310	Rev-State Preschool Contract / CHILD DEVELOPMENT State Preschool GCTR / Instr Materials & Supplies
N60U5289	PETTY CASH ANDERSON	169.21	48.00 49.08 72.13	010019242B 4211 010111820B 4371 010116100B 4310	Library-Anderson / Other Books - Library Discretionary Cust Anderson / Custodial Supplies Donation - Anderson / Instr Materials & Supplies

WESTMINSTER SD
PURCHASE ORDER DETAIL REPORT
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FROM 06/10/2020 TO 06/23/2020

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
N60U5290	PETTY CASH CLEGG	118.24	35.23 19.58 63.43	010019242C 4211 010111100C 4310 010111270C 4350	Library-Clegg / Other Books - Library Discretionary Instr Clegg / Instr Materials & Supplies Discretionary Adm Clegg / Office Supplies
N60U5291	PETTY CASH DE MILLE	169.98	23.57 17.47 128.94	010111100D 4310 010111100D 4355 010111820D 4371	Discretionary Instr De Mille / Instr Materials & Supplies Discretionary Instr De Mille / Refreshments Discretionary Cust De Mille / Custodial Supplies
N60U5292	CALIFORNIA NEWSPAPERS PARTNERS	242.08	242.08	010044720Y 5834	Business Services / Advertising
N60V8011	SIGN DESIGN	59.81	59.81	240304850H 6250	Fryberger Air Cond Phase 1A / Bldg & Imprv - Other Costs
N60V8013	SMITH EMERY LABORATORIES	30,000.00	30,000.00	240304850H 6280	Fryberger Air Cond Phase 1A / Bldg & Imprv - Const Testin
Fund 01 Total:		212,325.59			
Fund 12 Total:		14,587.55			
Fund 13 Total:		478.29			
Fund 24 Total:		30,059.81			
Total Amount of Purchase Orders:		257,451.24			

Fund Legend	Purchase Order Legend
Fund 01 - General Fund	N60 - 2019-20 Westminster School District Purchase Order
Fund 12 - Child Development Fund	L - Library/Textbook Department
Fund 13 - Nutrition Services Fund	M - Maintenance and Operations Department
Fund 24 - Measure T - Series A	N - Nutrition Services
Fund 25 - Capital Facilities Fund	R - District Office Buyer
Fund 26 - Measure T - Series B	T - Transportation Department
Fund 35 - County School Facility Fund	U - Accounting Office
Fund 40 - Special Reserve for Capital Outlay Fund	V - Measure T

Contracts for Ratification

July 9, 2020

CONTRACT	ORIGINATOR	NEW/ RENEWAL	CONTRACT TERM	PURPOSE	BUDGET/ PROGRAM	CONTRACTED AMOUNT
Azusa Pacific University	Art Jimenez Human Resources	R	07/01/20 to 06/30/25	Memorandum of Understanding between Azusa Pacific University and WSD regarding Student Teacher Agreement, field experience, and clinical practice	N/A	N/A
California State University Long Beach	Art Jimenez Human Resources	R	07/01/20 to 05/31/25	To provide University students supervised teaching experience and field work in the District	N/A	N/A
Chapman University	Art Jimenez Human Resources	R	12/01/20 to 12/31/23	Provide supervised field experience for university students enrolled in the Communication Sciences and Disorders program at Chapman University	N/A	N/A
COMPanion Corporation	Lori Hernandez Teaching & Learning	R	08/01/20 to 07/31/21	Renewal of Alexandria v6, an integrated library textbook circulation system, for the 2021-2021 school year	Library Districtwide	\$13,520.00
Illuminate Education, Inc. (SchoolCity, Inc.)	Lori Hernandez Teaching & Learning	R	07/01/20 to 06/30/21	To provide WSD with an online data and assessment management system. SchoolCity, Inc.'s comprehensive program helps teachers and administrators identify and target student needs	Assessment	\$62,289.60
Insight Public Sector	Gerardo Martinez Educational Technology	N	07/01/20 to 06/30/21	ViewSonic PD – 5 (five) days Face to Face PD to training teachers on the use of their 65" Touch Display in hands-on learning experience	Instructional Ed Tech	\$21,157.25
Joyful Child Foundation	Lori Hernandez Teaching & Learning	R	07/01/20 to 06/30/21	Renewal of BRAVE Program training, to continue to improve the safety of our elementary students by training new teachers, long-term substitutes, counselors and teachers who have	BRAVE	\$5,000.00

Contracts for Ratification

July 9, 2020

CONSENT

CONTRACT	ORIGINATOR	NEW/ RENEWAL	CONTRACT TERM	PURPOSE	BUDGET/ PROGRAM	CONTRACTED AMOUNT
				changed grade levels. Cost includes materials and training.		
Orange County Department of Education	Sandy Poteet Business Services	R	07/01/20 to 06/30/21	Electronic document imaging, scanning and workflow software support service agreement	General Fund	\$3,500.00
Thinking Maps, Inc.	Lori Hernandez Teaching & Learning	N	08/17/20 to 08/17/20	Thinking Maps to provide WFBB: Direct Teachers Training K-5 -Contract #12036	Title II	\$1,800.00
Thinking Maps, Inc.	Lori Hernandez Teaching & Learning	N	08/24/20 to 08/26/20	Thinking Maps to provide WFBB: Direct Teachers Training K-5 Narrative – Contract #12037	Title II	\$5,400.00
Voyager Sopris Learning	Lori Hernandez Teaching & Learning	R	08/01/20 to 07/31/21	LANGUAGE! Live program to provide intervention classes and special education curriculum, replacing Read 180 at middle school	At Risk C&I	\$64,395.38

WESTMINSTER SCHOOL DISTRICT
Business Services

DATE: July 9, 2020

TO: Cyndi Paik, Ed.D., Superintendent

FROM: Keith D. Crafton, Assistant Superintendent, Business Services

SUBJECT: **RECEIVE THE FOURTH QUARTERLY REPORT ON WILLIAMS
UNIFORM COMPLAINTS**

BACKGROUND INFORMATION:

As a result of the State of California's settlement of the Williams class action lawsuit, *Education Code Section 35186(d)* requires "A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records."

CURRENT CONSIDERATIONS:

No Williams Uniform Complaints for any area have been reported during the second quarter April 1, 2020 to June 30, 2020.

FINANCIAL IMPLICATIONS:

There are no financial implications.

SUPERINTENDENT'S RECOMMENDATION:

Receive the Fourth Quarterly Report on Williams Uniform Complaints



Orange County Department of Education
Educational Services Division

**Williams Settlement Legislation
Quarterly Report of Uniform Complaints
2019-20**

District: Westminster School District
District Contact: Keith D. Crafton
Title: Assistant Superintendent, Business Services

- | | | | |
|-------------------------------------|------------|-------------------------------|--------------------------------|
| <input type="checkbox"/> | Quarter #1 | July 1 – September 30, 2019 | Report due by October 25, 2019 |
| <input type="checkbox"/> | Quarter #2 | October 1 – December 31, 2019 | Report due by January 31, 2020 |
| <input type="checkbox"/> | Quarter #3 | January 1 – March 31, 2020 | Report due by April 24, 2020 |
| <input checked="" type="checkbox"/> | Quarter #4 | April 1 – June 30, 2020 | Report due by July 31, 2020 |

Check the box that applies:

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

Type of Complaint	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancies or Missassignments	0	0	0
Facility Conditions	0	0	0
TOTALS	0	0	0

Name of Superintendent: Dr. Cyndi Paik

Signature of Superintendent: _____ Date: 07/09/2020

Please submit to:

Alicia Gonzalez, Sr. Administrative Assistant
Orange County Department of Education
200 Kalmus Drive, Mail Stop 2910 Redhill
P.O. Box 9050, Costa Mesa, CA 92628-9050

Phone: (714) 966-4336 Email: aliciagonzalez@ocde.us Fax: (714) 327-1371

WESTMINSTER SCHOOL DISTRICT
Business Services

DATE: July 9, 2020

TO: Cyndi Paik, Ed.D., Superintendent

FROM: Art Jimenez, Assistant Superintendent, Human Resources

SUBJECT: **APPROVE NEW JOB CLASSIFICATION: SENIOR EXECUTIVE
DIRECTOR OF EDUCATIONAL SERVICES**

BACKGROUND INFORMATION:

The District has identified a need to support the Educational Services Division and ensure that school and educational programs accelerate student learning, maximize the use of instructional time and guide instructional leadership and implementation of the District's strategic plans to improve student outcomes.

CURRENT CONSIDERATIONS:

The Senior Executive Director of Educational Services will provide critical leadership and guidance in the areas of professional development, curriculum and instruction that is aligned with state frameworks, student performance objectives, curriculum standards and proficiency levels in all subject areas. Additionally, this position will facilitates the participation and engagement of parents and other key stakeholders to enhance the school and educational programs for all students and work directly with the Superintendent and Educational Services Department on local, State and Federal compliance mandates. This position is particularly necessary at this point in time to support the reopening of schools for the 2020-2021 school year.

FINANCIAL IMPLICATIONS:

No Financial Implications.

SUPERINTENDENT'S RECOMMENDATION:

Approve new job classification: Senior Executive Director of Educational Services

WESTMINSTER SCHOOL DISTRICT
Job Description
Senior Executive Director of Educational Services

Basic Functions:

Works directly with the Superintendent to oversee and lead the Educational Services Division and ensure that school and educational programs accelerate student learning and maximize the use of instructional time. Guides instructional leadership and implementation of the District's strategic plans to improve student outcomes.

Essential Job Functions and Responsibilities:

Works with school site and Educational Services Department staff to plan, organize and implement curriculum, and teaching pedagogy based on research proven learning methodologies.

Responsible for designing and conducting professional development and trainings to build capacity of District instructional programs.

Collaborates with school and District administration to review, analyze and make data driven decisions for educational programs to meet the academic, social and emotional needs of students.

Works with schools and other District Departments to promote the effective implementation of the teaching and learning process that is aligned with state frameworks, student performance objectives, curriculum standards and proficiency levels in all subject areas.

Facilitates the participation and engagement of parents and other key stakeholders to enhance the school and educational programs for all students.

Works with the Superintendent, staff, parents and community stakeholders to develop the District's LCAP report based on an inclusive model of input and feedback.

Is responsible to work with staff and implement the effective integration of educational technology in the teaching and learning process.

Works with the Superintendent and Educational Services Department on local, State and Federal compliance mandates.

Provides support to parents and works on resolving parent questions and concerns.

Board Approved: July 9, 2020

Works with staff to implement educational support programs, such as Positive Behavior Intervention Support and Student Success Team.

Provides leadership to site administrators and school personnel to ensure the delivery of a rigorous, curriculum that reflects State standards and best practices in education.

Provides leadership to assess and support instructional improvement and instructional accountability.

Implements organizational development through strategic planning to support school level decision-making based on data and researched-based practices.

Provides leadership to implement effective policies and program reforms.

Directs the development of instructional systems to facilitate optimal teaching and learning experience.

Manage district educational services budget with fiscal prudence to ensure financial sustainability aligned to core district programs and strategies.

Ensures quality implementation of curriculum through focused instruction.

Designs initiatives for educational reform to better serve the needs of all students.

Provides leadership to district's Educational Services staff to implement and support innovative programs and additional educational resources for all schools.

Other Job Functions:

As determined the Superintendent or designee, the Senior Educational Services Administrator can perform additional duties and responsibilities for the overall operations of the District.

Knowledge of:

Best practices school and district leadership.

Principles of supervision, training, and performance evaluation.

Procedures, methods, and techniques of budget preparation and control.

Board Approved: July 9, 2020

Organizational and management practices as applied to the planning, analysis, and evaluation of programs, services, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Evaluation and assessment techniques used in determining proper teaching and instructional methods.

California Education Code, California Administrative Code, and the policies, rules, and regulations of the Westminster School District.

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Promote the educational vision of the District and be a strong and enthusiastic leader.

Use collaborative decision-making to solve problems creatively.

Exhibit strong written and verbal communication skills.

Work independently and collaboratively with a group as needed to successfully complete work.

Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate responsibility.

Provide administrative and professional leadership and direction for the Educational Services Division.

Coordinate, direct, and implement programs suited to the issues, concerns, and needs of the community.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient program development.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Review, interpret, and implement legislation relative to instructional services as required.

Elicit community and organizational support for programs.

Understand, interpret, and apply federal, state education, and administrative codes, policies, and procedures.

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Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Analyze problems, develop solutions, and make effective decisions.

Collaborate with a variety of partners.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience:

Five years of increasingly responsible leadership experience developing educational programs that promote the academic success of students in a public school setting; and Master's degree from an accredited college or university with major course work in education, administration or related field.

WORKING CONDITIONS:

Office, classrooms and other school environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.

Seeing to view a computer monitor, read materials and drive a vehicle.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or squatting.

Lifting or moving objects, normally not exceeding twenty (20) pounds.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.

Board Approved: July 9, 2020