

WESTMINSTER SCHOOL DISTRICT BOARD OF TRUSTEES

Regular Meeting
October 12, 2023

Our Vision: Leading the way as the premier Pre K-8th grade school district in Orange County, CA by providing exceptional and innovative experiences where all learners thrive.

Our Mission: It is our collective responsibility to educate and empower all students to pursue excellence through a distinctive, rigorous, and engaging academic experience.

A regular business meeting of the Board of Trustees of the Westminster School District will be held at:

**District Office Mendez Board Room
14121 Cedarwood Street
Westminster, California**

on the date and at the location 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**.

Individuals who desire to address the Board on any item listed on the Agenda are requested to complete the yellow "Request to Address the Board" form provided. This form should be submitted to the Executive Secretary before the start of the meeting.

Enclosures are identified on the Agenda by "(Enc. P)" for those designated as Public. Public enclosures are made available at the Central Administration Building by 4:00 P.M. on the Monday prior to the Thursday Regular Board Meeting. Public enclosures for Special Meetings are made available at the Central Administration Building twenty-four (24) hours prior to the meeting.

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 Public Relations Specialist at (714) 894-7311, extension 1004, seventy-two hours prior to

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the meeting to enable the district to make reasonable arrangements to assure accessibility to this meeting.

AGENDA

1.0 CALL TO ORDER: 6:00 PM

David Johnson

1.1 Public Comments (Comments not to exceed 2 minutes)

Any person wishing to address the Board on Closed Session agenda items may do so now. Presentations may not exceed two (2) minutes per comment and may be shortened at the Board's discretion 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.

The Governing board adopted Board Policy 1313 Civility in November 2021, which places importance on creating a positive climate on all district grounds and facilities. The Board expects that all speech and expression will comport with norms of civil behavior that does not cause disruption; is violent or threatening; or disrespectful.

Please address the board from the podium after being recognized.

2.0 CLOSED SESSION: 6:00 PM

2.1 Public Employee Appointment/Discipline/Dismissal/Release

- Government Code §54957

- Executive Director, Maintenance, Operations & Transportation

2.2 Conference with Labor Negotiator

- Government Code §54957.6 & §3549.1

- Employee Organization: California School Employee Association (CSEA) Chapter 34 and Westminster Teacher Association (WTA) and all Unrepresented Personnel Administrators, Classified Management, and Confidential. Present will be Agency Negotiator: Mr. Rich Montgomery, along with Dr. Noblett and Mr. Cardoso.

2.3 Pending Litigation

- Government Code §54956.9(a)

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.

David Johnson

4.0 ORAL PRESENTATIONS

4.1 Student Showcase – Warner MS PAL & Dual Language Immersion Noblett

4.2 Public Information Office | Marketing Update Phan

4.3 School Services Classified Compensation Study Cardoso

4.4 Public Comments (Comments not to exceed 3 minutes) Johnson

Any person wishing to address the Board regarding an item on the agenda may do so now. Presentations may not exceed three (3) minutes per person and may be shortened at the Board's discretion 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. Non-agenda public comments will be heard at the end of the meeting.

The Governing board adopted Board Policy 1313 Civility in November 2021, which places importance on creating a positive climate on all district grounds and facilities. The Board expects that all speech and expression will comport with norms of civil behavior that does not cause disruption; is violent or threatening; or disrespectful.

Please address the board from the podium after being recognized.

5.0 CONSENT AGENDA

David Johnson

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 Minutes of Regular Meeting held **August 10, 2023**. (Enc. P) Johnson

5.2 Approve Minutes of Regular Meeting held **September 14, 2023**. (Enc. P) Johnson

5.3 Approve/ratify employee Educational Conference Attendance. (Enc. P) Noblett

5.4 Approve/ratify Non-Public School/Agency Contracts. (Enc. P) Noblett

5.5 Approve/ratify Special Education Transportation Agreement. (Enc. P) Noblett

5.6 Approve Special Education Student WSD Contract No. SE23-24-14. (Enc. P) Noblett

- 5.7 Approve/ratify the **Certificated Human Resources Report** on recommended position status/action. (Enc. P) Montgomery
- 5.8 Approve/ratify the **Classified Human Resources Report** on recommended position status/action. (Enc. P) Montgomery
- 5.9 Ratify **Purchase Order Listing** in the total amount of \$8,810,426.10. (Enc. P) Cardoso
- 5.10 **Ratify Check Register** in the total amount of \$5,427,674.41. The check register reflects all payments made to outside vendors. Cardoso
- 5.11 Accept **Corporate/Individual Donations** for District/School Sites. (Enc. P) Cardoso
- 5.12 Ratify **District Contracts**. (Enc. P) Cardoso
- 5.13 Receive the **Williams Settlement Annual Report** for fiscal year 2021-22. (Enc. P) Cardoso
- 5.14 Receive the **First Quarterly Report Williams Uniform Complaints**. (Enc. P) Cardoso
- 5.15 Approve the **CD-W piggyback of Irvine USD's bid #19/20-01 IT** for the Purchase of technology equipment, peripherals, and related items. (Enc. P) Cardoso

6.0 EDUCATIONAL SERVICES

- 6.1 DISCUSSION/ INFORMATION Conduct a **public hearing** on the **Sufficiency of Textbooks and Instructional Materials** for the 2023-2024 school year. (Enc. P) Noblett
- 6.2 DISCUSSION / ACTION Adopt **Resolution No. 23-24-07** "Sufficiency of Textbooks and Instructional Materials" for all Westminster School District students for the 2023-2024 school year. (Enc. P) Noblett

7.0 BUSINESS SERVICES

- 7.1 DISCUSSION/ ACTION Approve **Amendment to Construction Contract**, for **DF Perez, Bid #2023 24-01**. (Enc. P) Cardoso
- 7.2 DISCUSSION/ ACTION Approve Change Order #3 Bid #22/23-01 **Amendment to the contract with PCN3**, Inc. for Anderson and Cardoso

DeMille Elementary School HVAC Modernization and
Interim Housing. (Enc. P)

- | | | | |
|------------|-----------------------|--|---------|
| <u>7.3</u> | DISCUSSION/
ACTION | Adopt Resolution No. 23-24-08 , Reconfirming
election to become subject to CUPCCAA. (Enc. P) | Cardoso |
|------------|-----------------------|--|---------|

8.0 BOARD OF EDUCATION | SUPERINTENDENT

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|------------|-----------------------|--|--------|
| <u>8.1</u> | DISCUSSION/
ACTION | Adopt new Board Policies and Bylaws. (Enc. P) | Hansen |
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| <u>8.1.1</u> | BP 1113 | District and School Websites |
| <u>8.1.2</u> | BP 4140/4220/4340 | Bargaining Units |
| <u>8.1.3</u> | BP 5141.5 | Mental Health |
| <u>8.1.4</u> | BP 5141.6 | School Health Services |
| <u>8.1.5</u> | DELETE | BP 5141.24 Specialized Health Care |
| <u>8.1.6</u> | BP 6159.2 | Nonpublic, Nonsectarian School and
Agency Services for Special Education |
| <u>8.1.7</u> | BP 6173.4 | Education for Native American Students |

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|------------|-----------------------|--|--------|
| <u>8.2</u> | DISCUSSION/
ACTION | Approve revisions to Board Policies and Bylaws.
(Enc. P) | Hansen |
|------------|-----------------------|--|--------|

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| <u>8.2.1</u> | BP 0420.41 | Charter School Oversight |
| <u>8.2.2</u> | BP 4112.2 | Certification |
| <u>8.2.3</u> | BP 5117 | Interdistrict Attendance |
| <u>8.2.4</u> | BP 5148 | Child Care and Development |
| <u>8.2.5</u> | BP 6146.4 | Differential Graduation and Competency Standards
for Students with Disabilities |
| <u>8.2.6</u> | BP 6174 | Education for English Learners |

9.0 OPEN ITEMS

David Johnson

- | | | |
|------------|-------------|--|
| <u>9.1</u> | INFORMATION | Schedule of Regular Board Meetings for 2023-2024: |
|------------|-------------|--|

November 9, 2023
December 9, 2023 – Study Session
December 14, 2023 (*Organizational Meeting*)
The following dates are tentative (pending Board approval at the Dec. 2023 meeting):
January 18, 2024 (third Thursday)
February 8, 2024
March 7, 2024 (first Thursday)
April 18, 2024 (third Thursday)
May 23, 2024 (fourth Thursday)
June – Study Session (TBD)
June 13, 2024

*July 25, 2024 (fourth Thursday)
August 15, 2024
September 12, 2024
October 10, 2024
November 14, 2024
December 19, 2024 (third Thursday)*

10.0 PUBLIC COMMENTS ON NON-AGENDA ITEMS

Any person wishing to address the Board regarding non-agenda items may do so at this time. Presentations may not exceed three (3) minutes per person and may be shortened at the Board's discretion 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.
Please address the board from the podium after being recognized.

11.0 REPORTS/COMMENTS

<u>11.1</u>	INFORMATION	Staff Comments Short reports/announcements on programs and activities, curriculum, conference/meeting attendance, facilities improvements and commendations to staff.	David Johnson
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<u>11.2</u>	INFORMATION/ NEW BUSINESS	Board Member Comments Short reports of visitations, conference/meeting attendance, and commendations to staff.	David Johnson
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12.0	<u>CLOSED SESSION</u> (Continuation of Item 2.0 Closed Session Agenda, if needed)	David Johnson
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13.0	<u>ADJOURNMENT</u>	David Johnson
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Gunn Marie Hansen, Ph.D.
Superintendent

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CONSENT AGENDA

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WESTMINSTER SCHOOL DISTRICT BOARD OF TRUSTEES

August 10, 2023

Regular Meeting
7:00 p.m.

A Regular Meeting of the Westminster School District Board of Trustees was held in the District Office Administration Building in the Mendez Board Room at 14121 Cedarwood Street, Westminster, California, on the date and at the time set forth above.

PUBLIC SESSION

Public Session

1.0 CALL TO ORDER

Call to Order

TRUSTEES PRESENT: David M. Johnson, President
Frances Nguyen, Vice President
Jeremy Khalaf, Clerk
Tina Gustin-Gurney, Trustee

TRUSTEES ABSENT: Khanh Nguyen, Trustee

ADMINISTRATORS PRESENT: District Office:
Dr. Gunn Marie Hansen, Superintendent;
Manuel Cardoso, Assistant Superintendent, Business Services;
Dr. Richard J. Noblett, Assistant Superintendent, Educational Svcs.;
Rich Montgomery, Assistant Superintendent, Human Resources

Board President David Johnson, presiding, called the meeting to order at 6:02 p.m. Any person wishing to address the Board on Closed Session agenda items did so at this time. There were no requests to address the Board. Adjourned to Closed Session at 6:02 p.m.

2.0 CLOSED SESSION

Closed Session

2.1 **Public Employee Appointment/Discipline/Dismissal/Release**
- Government Code §54957

2.2 **Conference with Labor Negotiator**
- Government Code §54957.6 & §3549.1

2.3 **Pending Litigation**
- Government Code §54956.9

3.0 CALL TO ORDER AND PLEDGE OF ALLEGIANCECall to Order
and Pledge
of Allegiance

Board President David Johnson reconvened the meeting in Public Session at 7:17 p.m. and called on Ms. Ellen Reilly, Citizen Oversight Committee Member, to lead the *Pledge of Allegiance*.

3.1 Report of action taken in Closed Session

Board President David Johnson reported that with a 4-0-1 vote, the Board took action to reclassify the Human Resources Director position to an Executive Director position.

Action taken in
Closed Session
to reclassify HR
Director to
Executive
Director

5.1 p. 1+

August 10, 2023

4.0 ORAL PRESENTATIONSOral
Presentations**4.1 Public Relations | Marketing Update**Public Relations
| Marketing
Update

Public Relations Specialist Tony Phan gave a thorough presentation on the ongoing marketing of WSD.

4.2 Recognitions

Recognitions

Assistant Superintendent Rich Montgomery introduced Katie Cox as the new principal of Eastwood Elementary, Laura Urquhart as the new principal of Fryberger Elementary, and Sarah Bosworth as the new assistant principal at Warner Middle School.

4.3 Administering Medication and Monitoring Health ConditionsAdministering
Medication and
Monitoring
Health
Conditions

Assistant Superintendent Dr. Richard J. Noblett presented information regarding administering medication and monitoring health conditions.

4.4 New Website UpdateNew website
update

Public Relations Specialist Tony Phan and Chief Technology Officer Dr. Michael Robbins presented information regarding the new website.

4.5 Public commentsPublic
Comments

There were no requests to address the Board.

5.0 CONSENT AGENDAConsent
Agenda
Approved

The following items comprise the Consent Agenda, and unless an item is pulled for some reason, the Consent Agenda is routinely approved by one motion:

5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9, 5.10, 5.11

TRUSTEE JEREMY KHALAF MOVED, SECONDED BY TRUSTEE TINA GUSTIN-GURNEY, TO APPROVE THE CONSENT AGENDA, AND ORDERED FURTHER THAT THE AGENDA AND ALL BACKUP MATERIAL PERTAINING THERETO BE INCORPORATED HEREIN BY REFERENCE AS THOUGH SET FORTH AT LENGTH. MOTION CARRIED 4-0-1. (TINA GUSTIN-GURNEY, DAVID JOHNSON, JEREMY KHALAF, FRANCES NGUYEN; ABSENT KHANH NGUYEN).

6.0 HUMAN RESOURCESPublic Hearing:
Reappointment
of Mr. Thomas
Connolly**6.1 Conduct a public hearing – recommended reappointment of Mr. Thomas Connolly to Westminster School District's Personnel Commission.**

Board President David M. Johnson opened the public hearing at 8:16 p.m. President Johnson hearing no requests to address the board on this item, closed the public hearing at 8:16 p.m.

6.2 Approve the recommendation to reappoint Mr. Thomas Connolly as Personnel Commissioner for the Westminster School District or post vacancy.

August 10, 2023

TRUSTEE TINA GUSTIN-GURNEY MOVED, SECONDED BY TRUSTEE FRANCES NUGYEN, TO APPROVE THE RECOMMENDATION TO REAPPOINT MR. LOUIS FERMELIA AS PERSONNEL COMMISSIONER FOR THE WESTMINSTER SCHOOL DISTRICT, OR POST VACANCY. MOTION CARRIED 4-0-1. (TINA GUSTIN-GURNEY, DAVID JOHNSON, JEREMY KHALAF, FRANCES NGUYEN; ABSENT KHANH NGUYEN).

Reappointment
of Mr. Thomas
Connolly
Approved

- 6.3 Approve the one-time payment for employees to complete policy acceptance for the 2023-2024 school year.

TRUSTEE TINA GUSTIN-GURNEY MOVED, SECONDED BY TRUSTEE FRANCES NUGYEN, TO APPROVE THE ONE-TIME PAYMENT FOR EMPLOYEES TO COMPLETE POLICY ACCEPTANCE FOR THE 2023-2024 SCHOOL YEAR. MOTION CARRIED 4-0-1. (TINA GUSTIN-GURNEY, DAVID JOHNSON, JEREMY KHALAF, FRANCES NGUYEN; ABSENT KHANH NGUYEN).

One-Time
payment
for...policy
acceptance
Approved

7.0 BUSINESS SERVICES

- 7.1 Adopt Resolution No. 23-24-01 declaring September 19, 2023, as National IT Professionals Day.

TRUSTEE JEREMY KHALAF MOVED, SECONDED BY TRUSTEE FRANCES NUGYEN, TO ADOPT RESOLUTION NO. 23-24-01 DECLARING SEPTEMBER 19, 2023 AS NATIONAL IT PROFESSIONALS DAY. MOTION CARRIED 4-0-1. (TINA GUSTIN-GURNEY, DAVID JOHNSON, JEREMY KHALAF, FRANCES NGUYEN; ABSENT KHANH NGUYEN).

Resolution No.
23-24-01
Adopted

- 7.2 Approve the nominee to serve on the Measure T Citizen's Oversight Committee (COC) Member.

TRUSTEE TINA GUSTIN-GURNEY MOVED, SECONDED BY TRUSTEE JEREMY KHALAF, TO APPROVE THE NOMINEE TO SERVE ON THE MEASURE T CITIZEN'S OVERSIGHT COMMITTEE (COC) MEMBER. MOTION CARRIED 4-0-1. (TINA GUSTIN-GURNEY, DAVID JOHNSON, JEREMY KHALAF, FRANCES NGUYEN; ABSENT KHANH NGUYEN).

Nominee to
Serve on COC
Approved

8.0 BOARD OF EDUCATION | SUPERINTENDENT

- 8.1 Approve revisions to Board Policies and Bylaws.

TRUSTEE TINA GUSTIN-GURNEY MOVED, SECONDED BY TRUSTEE JEREMY KHALAF, TO APPROVE THE REVISIONS TO BOARD POLICIES AND BYLAWS. MOTION CARRIED 4-0-1. (TINA GUSTIN-GURNEY, DAVID JOHNSON, JEREMY KHALAF, FRANCES NGUYEN; ABSENT KHANH NGUYEN).

Revisions to
Board Policies
and Bylaws
Approved

- 8.2 Approve Westminster School District's (WSD) Strategic Plan (2023-2029) WSD INSPIRES!

TRUSTEE DAVID JOHNSON MOVED, SECONDED BY TRUSTEE FRANCES NGUYEN, TO APPROVE WESTMINSTER SCHOOL DISTRICT'S STRATEGIC PLAN (2023-2029) WSD INSPIRES! MOTION CARRIED 4-0-1. (TINA GUSTIN-GURNEY, DAVID JOHNSON, JEREMY KHALAF, FRANCES NGUYEN; ABSENT KHANH NGUYEN).

WSD Strategic
Plan WSD
INSPIRES!
Approved

August 10, 2023

9.0 OPEN ITEMS

9.1 Schedule of Regular Board Meetings.

The **schedule of regular Board Meetings** was presented as information.

Calendar
reviewed

10.0 PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were no requests to address the Board.

Public
Comment on
non-agenda
items

11.0 REPORTS/COMMENTS

11.1 Staff Comments

No staff comments.

Staff Comments

11.2 Board Member Comments/New Business

Trustee Tina Gustin-Gurney recognized Tony Phan and the new site leaders, the new website, and WSD's Strategic Plan she said the start of this new school year is quite amazing. She talked about her visits to Stacey and Clegg's summer programs. Trustee Gurney talked about the enrichment programs at Meairs. She thanked the staff for getting the school sites ready for students.

Board Member
Comments

Trustee Jeremy Khalaf thanked the staff for their hard work in getting ready for the new school year.

Trustee Frances Nguyen congratulated the new site leaders. She talked about how each program should have a plan written out for future reference. Trustee F. Nguyen attended the National Night Out and said it was a great way to continue strengthening our partnerships with the community.

Board President David Johnson echoed the items the other Trustees acknowledged.

12.0 CLOSED SESSION

There was no need for an additional Closed Session.

Closed Session

11.0 ADJOURNMENT

Board President David Johnson adjourned the meeting at 9:14 p.m.

Adjournment

Jeremy Khalaf, Clerk
Board of Trustees
Westminster School District

Recorder: Yolanda Galvas

WESTMINSTER SCHOOL DISTRICT BOARD OF TRUSTEES

September 14, 2023

Regular Meeting

7:00 p.m.

A Regular Meeting of the Westminster School District Board of Trustees was held in the District Office Administration Building in the Mendez Board Room at 14121 Cedarwood Street, Westminster, California, on the date and at the time set forth above.

PUBLIC SESSION

Public Session

1.0 CALL TO ORDER

Call to Order

TRUSTEES PRESENT: David M. Johnson, President
 Frances Nguyen, Vice President
 Jeremy Khalaf, Clerk
 Tina Gustin-Gurney, Trustee
 Khanh Nguyen, Trustee (left at 9:18 pm) (returned at 9:48 pm)

ADMINISTRATORS PRESENT: District Office:
 Dr. Gunn Marie Hansen, Superintendent;
 Manuel Cardoso, Assistant Superintendent, Business Services;
 Dr. Richard J. Noblett, Assistant Superintendent, Educational Svcs.;
 Rich Montgomery, Assistant Superintendent, Human Resources

Board President David Johnson, presiding, called the meeting to order at 6:04 p.m. Any person wishing to address the Board on Closed Session agenda items did so at this time. There were no requests to address the Board. Adjourned to Closed Session at 6:05 p.m.

2.0 CLOSED SESSION

Closed Session

2.1 Public Employee Performance Evaluation

- Government Code §54957

2.1 Public Employee Appointment/Discipline/Dismissal/Release

- Government Code §54957

2.2 Conference with Labor Negotiator

- Government Code §54957.6 & §3549.1

2.3 Pending Litigation

- Government Code §54956.9

3.0 CALL TO ORDER AND PLEDGE OF ALLEGIANCECall to Order
and Pledge
of Allegiance

Board President David Johnson reconvened the meeting in Public Session at 7:10 p.m. and called on Connor Bui to lead the *Pledge of Allegiance*.

3.1 Report of action taken in Closed Session

Board President David Johnson reported that with a 5-0 vote, the Board took action to hire Nicole Rife as Assistant Principal of Stacey MS. The Board also took action to reclassify the Public Relations Specialist confidential to Public Information Officer Management.

Action taken in
Closed Session
to Hire Stacey
MS Asst.
Principal and to

5.2 p. 1+

September 14, 2023

4.0 ORAL PRESENTATIONS

reclassify PRS
to PIO
Management

4.1 **Public Relations | Marketing Update**

Oral
Presentations

Public Information Officer Tony Phan gave an update on upcoming events where WSD is a prominent sponsor and students are performing.

4.2 **Student Showcase – DeMille Vietnamese Historical Performance**

Public Relations
| Marketing
Update

Principal April Derr introduced the first-grade class who performed a musical number on a Vietnamese creation myth.

4.3 **Opening Schools Report**

Student
Showcase -
DeMille

Superintendent Dr. Gunn Marie Hansen, Asst. Superintendents Manuel Cardoso, Rich Montgomery, Dr. Richard J. Noblett, and Senior Executive Director Michelle Watkins gave a presentation on the summer work that has prepared us for the opening of the new school year.

Opening School
Report

4.4 **Leadership Academies**

Leadership
Academies

Assistant Superintendent Rich Montgomery shared an exciting new professional development opportunity that will provide leadership training to staff.

4.4 **Curriculum | Professional Development Update**

Curriculum |
Professional
Development
update

Assistant Superintendent Richard J. Noblett and Senior Executive Director Michelle Watkins presented information on MTSS and how we are supporting all students.

4.4 **Unaudited Actuals for 2022-2023**

Unaudited
Actuals for 22-
23

Assistant Superintendent Manuel Cardoso presented information on the unaudited actuals for 2022-2023

4.5 **Public comments**

Public
Comments

There were no requests to address the Board.

5.0 CONSENT AGENDA

Consent
Agenda
Approved

The following items comprise the Consent Agenda, and unless an item is pulled for some reason, the Consent Agenda is routinely approved by one motion:

5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9, 5.10, 5.11, 5.12, 5.13, 5.14, 5.15, 5.16, 5.17

TRUSTEE JEREMY KHALAF MOVED, SECONDED BY TRUSTEE TINA GUSTIN-GURNEY, TO APPROVE THE CONSENT AGENDA, AND ORDERED FURTHER THAT THE AGENDA AND ALL BACKUP MATERIAL PERTAINING THERETO BE INCORPORATED HEREIN BY REFERENCE AS THOUGH SET FORTH AT LENGTH. MOTION CARRIED 4-0-1. (TINA GUSTIN-GURNEY, DAVID JOHNSON, JEREMY KHALAF, FRANCES NGUYEN; ABSENT KHANH NGUYEN).

September 14, 2023

6.0 HUMAN RESOURCES

- 6.1 Adopt Resolution No. 23-24-04 "Week of the School Administrator".

TRUSTEE JEREMY KHALAF MOVED, SECONDED BY TRUSTEE TINA GUSTIN-GURNEY, TO ADOPT RESOLUTION NO. 23-24-04 "WEEK OF THE SCHOOL ADMINISTRATOR". MOTION CARRIED 4-0-1. (TINA GUSTIN-GURNEY, DAVID JOHNSON, JEREMY KHALAF, FRANCES NGUYEN; ABSENT KHANH NGUYEN).

Resolution No.
23-24-04 Week
of School
Administrator
Adopted

7.0 BUSINESS SERVICES

- 7.1 Approve the Unaudited Actuals Financial Statements for the 2022-2023 school year.

TRUSTEE FRANCES NGUYEN MOVED, SECONDED BY TRUSTEE TINA GUSTIN-GURNEY, TO APPROVE THE UNAUDITED ACTUALS FINANCIAL STATEMENTS FOR THE 2022-2023 SCHOOL YEAR. MOTION UNANIMOUSLY CARRIED 5-0. (TINA GUSTIN-GURNEY, DAVID JOHNSON, JEREMY KHALAF, FRANCES NGUYEN; KHANH NGUYEN).

Unaudited
Actuals
Financial...
Approved

- 7.2 Adopt Resolution No. 23-24-05 proclaiming September as Attendance Awareness Month.

TRUSTEE FRANCES NGUYEN MOVED, SECONDED BY TRUSTEE TINA GUSTIN-GURNEY, TO ADOPT RESOLUTION NO. 23-24-05 PROCLAIMING SEPTEMBER AS ATTENDANCE AWARENESS MONTH. MOTION UNANIMOUSLY CARRIED 5-0. (TINA GUSTIN-GURNEY, DAVID JOHNSON, JEREMY KHALAF, FRANCES NGUYEN; KHANH NGUYEN).

Resolution No.
23-24-05
Attendance
Awareness
Month
Adopted

8.0 BOARD OF EDUCATION | SUPERINTENDENT

- 8.1 Adopt Resolution No. 23-24-06 as National Hispanic and Latin America Heritage Month.

TRUSTEE TINA GUSTIN-GURNEY MOVED, SECONDED BY TRUSTEE KHANH NGUYEN, TO ADOPT RESOLUTION NO. 23-24-06 AS NATIONAL HISPANIC AND LATIN AMERICA HERITAGE MONTH. MOTION UNANIMOUSLY CARRIED 5-0. (TINA GUSTIN-GURNEY, DAVID JOHNSON, JEREMY KHALAF, FRANCES NGUYEN; KHANH NGUYEN).

Resolution No.
23-24-06
National
Hispanic...Herit
age Month
Adopted

- 8.2 Approve revisions to Board Policies and Bylaws.

TRUSTEE JEREMY KHALAF MOVED, SECONDED BY TRUSTEE KHANH NGUYEN, TO APPROVE REVISIONS TO BOARD POLICIES AND BYLAWS MOTION UNANIMOUSLY CARRIED 5-0. (TINA GUSTIN-GURNEY, DAVID JOHNSON, JEREMY KHALAF, FRANCES NGUYEN; KHANH NGUYEN).

Revisions to
Board Policies
and Bylaws
Approved

9.0 OPEN ITEMS

- 9.1 Schedule of Regular Board Meetings.

The **schedule of regular Board Meetings** was presented as information.

Calendar
reviewed

September 14, 2023

10.0 PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were no requests to address the Board.

Public
Comment on
non-agenda
items

11.0 REPORTS/COMMENTS

11.1 Staff Comments

No staff comments.

Staff Comments

11.2 Board Member Comments/New Business

Trustee Khanh Nguyen thanked DeMille students for their performance. He welcomed new Assistant Principal Nicole Rife and congratulated Tony Phan on his new position title.

Board Member
Comments

Trustee Jeremy Khalaf echoed Trustee K. Nguyen's comments. He thanked staff for their work over the summer. Trustee Khalaf talked about the exciting new leadership academies. He talked positively about the National Hispanic Heritage Month.

Trustee Frances Nguyen thanked the DeMille students for their performance. She talked about the many events the District has been a part of and how three schools and their principals were present at the events.

Trustee Tina Gustin-Gurney congratulated Ms. Rife and Mr. Phan. She acknowledged the sizeable donation from the Westminster Police Department. Trustee Gurney also noted that September 22 is California Native American Day. She gave a shout-out to Tina Gestoso the Employee Benefits Technician. Trustee Gurney talked about the first day of school visits. Lastly, Trustee Gurney awarded Brian Johnson with a challenge coin.

Board President David Johnson echoed the congratulations and sentiments of the other Trustees. He recognized the memorial of September 11th.

12.0 CLOSED SESSION

There was no need for an additional Closed Session.

Closed Session

13.0 ADJOURNMENT

Board President David Johnson adjourned the meeting at 10:33 p.m.

Adjournment

Jeremy Khalaf, Clerk
Board of Trustees
Westminster School District

Recorder: Yolanda Galvas

WESTMINSTER SCHOOL DISTRICT
Employee Educational Conference Attendance

October 12, 2023

WSD Focus Areas:

1. Student Achievement
 - a. All students, regardless of race, ethnicity, socioeconomic 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.
 - c. Evaluate, monitor, and ensure cost and performance effectiveness of programs, resources, and services.
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	DATE(S)
Da Costa, Carol Galvas, Yolanda	DO DO	CSBA Annual Education Conference	This course provides an opportunity to support the participant's personal and professional growth. Focus Area 2	San Francisco, CA	\$1,855.00 \$1,855.00	November 28-30, 2023
Da Costa, Carol Galvas, Yolanda	DO DO	Executive Assistant's Certification Program MU Cohort	This course provides an opportunity to support the participant's personal and professional growth. Focus Area 2	Virtual	\$650.00 \$650.00	October 6 – December 15, 2023 (Various Dates)
Bridgewaters, Mariela Merlos, Moises	DO DO	EHCY/HETAC – McKinney Vento	This conference is required and part of the McKinney-Vento Grant Award Notification. Focus Areas 3 & 4	San Francisco, CA	\$1,019.00 \$1,019.00	October 18-19, 2023

CONSENT

WESTMINSTER SCHOOL DISTRICT
Employee Educational Conference Attendance
 October 12, 2023

EMPLOYEE	SITE	CONFERENCE	PURPOSE	LOCATION	COST	DATE(S)
Fujimoto, Calina	Schmitt	California Association of School Psychologists (CASP) Convention 2023	The purpose of this convention is to allow school psychologists to network and support one another. Focus Areas 2 & 4	Costa Mesa, CA	\$987.00	October 11-13, 2023
Gutierrez, Alisha	Stacey				\$1,106.00	
Kent, Kathleen	Finley				\$1,016.00	
Lomelli, Kristin	Clegg				\$1,202.00	
Nguyen, Tiffani	Land				\$608.00	
Vander Hyde, Erin	Eastwood	CMC South Annual Math Conference	This conference will offer over 250 workshops on innovative teaching strategies. Focus Areas 1 & 2	Palm Springs, CA	\$1,016.00	November 3-4, 2023
Doyle, Karla	Stacey				\$536.24	
Gates, Cecily					\$1,057.00	
Kleen, Alysen	Stacey	AVID National Conference	This conference will offer a deeper understanding of how educators can work collectively to create thriving learning cultures. Focus Areas 1 & 2	San Diego, CA	\$1,100.00	November 28-30, 2023
Ortega, Viki					\$1,663.00	
Phany, Thuy					\$1,189.00	
Thach, Kim					\$1,820.00	

WESTMINSTER SCHOOL DISTRICT
Special Education Non-Public School/Agency Contracts
October 12, 2023

Under current consortium budget agreements, any unfunded cost of non-public school/agency placement is a cost to the general fund of the resident district. It is recommended that the following NPSA/NPA contract/addendum be approved and that the West Orange County Consortium for Special Education be authorized to receive invoices and process payments.

Services required are determined by the student's Individualized Education Program (IEP).

Contract No.	Non-Public School/Agency	Effective Dates	New Contract	Renewal/ Addendum	Cost
SE-23-24-15	The Prentice School	July 1, 2023 – June 30, 2024		X	\$200.00
SE-23-24-16	The Prentice School	July 1, 2023 – June 30, 2024		X	\$200.00

October 12, 2023

Parents submit reimbursement claims to the Student Services department for approval.

[illegible]

WESTMINSTER SCHOOL DISTRICT
Educational Services

DATE: October 12, 2023

TO: Gunn Marie Hansen, Ph.D., Superintendent

FROM: Richard J. Noblett, Ed.D., Assistant Superintendent, Educational Services
Darek Jaronczyk, Executive Director, Student Services

SUBJECT: **APPROVE SETTLEMENT AGREEMENT FOR SPECIAL EDUCATION
STUDENT WSD CONTRACT NO. SE23-24-14 IN AN AMOUNT NOT TO
EXCEED \$6,000.00**

SUPERINTENDENT'S RECOMMENDATION:

Approve settlement agreement for special education student WSD contract No. SE23-24-14 in an amount not to exceed \$6,000.00

WESTMINSTER SCHOOL DISTRICT
Human Resources

DATE: October 12, 2023

TO: Gunn Marie Hansen, Ph.D., Superintendent

FROM: Rich Montgomery, Assistant Superintendent, Human Resources
Sylvia Niknami, Executive Director, 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 certificated employees/certificated substitutes.**
(See Attachment "A")
- 2.0 Approve/Ratify change of status of 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
October 12, 2023

<u>Last Name</u>	<u>First Name</u>	<u>School</u>	<u>Position</u>	<u>Contract Status</u>	<u>Effective Date</u>
Cao	Tien	Anderson	Elementary Teacher	Temporary	10/2/2023
Dang	Madeline	Webber	Elementary Teacher	Temporary	09/29/2023
Galvan	Sarah	Sequoia	Elementary Teacher	Temporary	09/7/2023
Iverson-Avalos	Ryan	Sequoia	Elementary Teacher	Temporary	09/18/2023
Richardson	Emily	Webber	Intervention Teacher	Temporary	10/2/2023
Tran	Sophia	Land	Speech & Language Pathologist	Temporary	09/5/2023

NEW ADMINISTRATOR
Certificated Human Resources
October 12, 2023

<u>Last Name</u>	<u>First Name</u>	<u>School</u>	<u>Position</u>	<u>Effective Date</u>
Rife	Nicole	Stacey	Assistant Principal	09/26/2023

CERTIFICATED NEW SUBSTITUTES**Certificated Human Resources**

October 12, 2023

2023 - 2024

<u>Last Name</u>	<u>First Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Anaya	Susana	Substitute Teacher	09/19/2023
Beltran	Caitlyn	Substitute Teacher	09/19/2023
Carrillo	Selena	Substitute Teacher	09/19/2023
Chen	Xigotong	Substitute Teacher	09/19/2023
Cortez	Karen	Substitute Psychologist	09/13/2023
Dinh	Megan	Substitute Teacher	09/19/2023
Duff	Erin	Substitute Teacher	09/13/2023
French	Sarah	Substitute Teacher	09/29/2023
Godoy	Dulce	Substitute Teacher	09/29/2023
Hernandez	Jason	Substitute Teacher	09/29/2023
Hernandez	Monique	Substitute Teacher	09/20/2023
Jensen	Kayla	Substitute Teacher	09/19/2023
Morrison	Brittany	Substitute Psychologist	09/13/2023
Nguyen	Kristina	Substitute Teacher	09/29/2023
Obregon	Samantha	Substitute Teacher	08/23/2023
Park	Jemma	Substitute Psychologist	09/13/2023
Qaysia	Wafaa	Substitute Teacher	09/19/2023
Regosin-Caffery	Jacob	Substitute Teacher	09/19/2023
Sarti	Lisette	Substitute Teacher	09/29/2023
Singleton	Lee	Substitute Teacher	09/29/2023
Slusser	Reanna	Substitute Teacher	09/29/2023
Stolte	Lara	Substitute Teacher	09/29/2023
Sundlie	Marina	Substitute Teacher	09/29/2023
Thompson	Mina	Substitute Teacher	09/19/2023

CERTIFICATED NEW SUBSTITUTES cont.**Certificated Human Resources**

October 12, 2023

2023 - 2024

Thompson	Scott	Substitute Psychologist	09/13/2023
Tran	Anh	Substitute Teacher	09/12/2023
Turbow	Brianna	Substitute Teacher	09/19/2023
Turnbaugh	Kathleen	Substitute Psychologist	09/13/2023
Van Beveren	Emily	Substitute Teacher	08/29/2023

CHANGE OF STATUS
Certificated Human Resources
 October 12, 2023

<u>Last Name</u>	<u>First Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Adkins	Melissa	Probationary 2	Permanent	08/23/2023
Ai	Jennifer	Probationary 2	Permanent	08/23/2023
Alonzo	Andrea	Probationary 2	Permanent	08/23/2023
Anderson	Allyson	Probationary 1	Probationary 2	08/23/202/3
Arnett Barry	Torri	Probationary 1	Probationary 2	08/23/2023
Avelar	Eric	Probationary 1	Probationary 2	08/23/2023
Balboa	Renee	Probationary 2	Permanent	08/23/2023
Banuelos	Michelle	Probationary 1	Probationary 2	08/23/2023
Crawford	Dana	Probationary 1	Probationary 2	08/23/2023
Dellenbach	Michele	Probationary 1	Probationary 2	08/23/2023
Doan	Diana	Probationary 1	Probationary 2	08/23/2023
Dominguez	Emily	Probationary 1	Probationary 2	08/23/2023
Dunbar	Teresa	Probationary 2	Permanent	08/23/2023
Fink	Michael	Probationary 2	Permanent	08/23/2023
Fiola-Rini	Tamara	Probationary 1	Probationary 2	08/23/2023
Garcia	Melanie	Probationary 1	Probationary 2	08/23/2023
Gomez	Evelyn	Probationary 1	Probationary 2	08/23/2023
Greasby	Matthew	Probationary 2	Permanent	08/23/2023
Hernandez	Seleny	Probationary 2	Permanent	08/23/2023
Ibarra	Eileen	Probationary 2	Permanent	08/23/2023
Johnson	Marina	Probationary 1	Probationary 2	08/23/2023
Jones-Hernandez	Linnea	Probationary 2	Permanent	08/23/2023
Kelley	Kailey	Probationary 1	Probationary 2	08/23/2023
Kimbrel	Kristina	Probationary 2	Permanent	08/23/2023
Kushner	Julia	Probationary 1	Probationary 2	08/23/2023
Luong	Paul	Probationary 1	Probationary 2	08/23/2023
Ly	Nancy	Probationary 1	Probationary 2	08/23/2023
Lynn	Sarah	Probationary 1	Probationary 2	08/23/2023
Martinez	Michelle	Probationary 1	Probationary 2	08/23/2023

CHANGE OF STATUS cont.
Certificated Human Resources
October 12, 2023

<u>Last Name</u>	<u>First Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Nguyen	Thanh N.	Probationary 2	Permanent	08/23/2023
Rangel	Patricia	Probationary 2	Permanent	08/23/2023
Reyna	Ruben	Probationary 2	Permanent	08/23/2023
Rivers	Kathleen	Probationary 2	Permanent	08/23/2023
Sheppard	Lissa	Probationary 2	Permanent	08/23/2023
Towning	Melissa	Probationary 2	Permanent	08/23/2023
Torres Zamora	Magdalena	Probationary 2	Permanent	08/23/2023
Tran	Vicky	Probationary 2	Permanent	08/23/2023
Will	Diana	Probationary 2	Permanent	08/23/2023

ADDITIONAL DAYS OF EMPLOYMENT**Certificated Human Resources**

October 12, 2023

CURRICULUM & INSTRUCTION

Employee:	Katie Altermatt Lisa Courtemarche Karen Dimick Cyndi Johnson Shay Reardon Diana Will	Gail Becker Ashley Delany Ellen V Ho Julie Lee Teri Smith Jason Winterfeld	Megan Browning Stacy Denbo Hanh Huynh Valentina Mestroni Kevin Whitney
Purpose:	To provide Positive Behavior Interventions and Supports (PBIS) to focus on the social and emotional needs of our students.		
Rate of pay:	Prorated hourly		
Dates/Hours:	2023 – 2024 school year; not to exceed a total of 15 hours per employee.		
Funding Source:	Title I		
Employee:	Stephanie Carlson Dana Faulkner Cyndi Johnson Julie Lee Cammie Peacock Wendy Sorce	Donna Carrington-Shelley Denise Greene Megan Kresge Julie Y. Lee Gabriel Rodriguez	Michelle Dunneback Jennifer Guzman Nicole Lagmay Amy Murray Joanne Roh
Purpose:	To support teachers in the implementation of District English Language Development (ELD) programs and attend EL Coordinator Meetings after school.		
Rate of pay:	Prorated hourly		
Dates/Hours:	2023 – 2024 school year; not to exceed a total of 15 hours per employee.		
Funding Source:	ELD Staff Development		
Employee:	Laura Buck Stephanie Egan Lisa Keeler Michelle Magpile Jennifer Rehfeldt Patricia Weber	Stephanie Carlson Kristen Flores Kristen Kobzeff Amy Murray Diana Ruiz Kevin Whitney	Kristen Corenbaum Stacy Georgetti Heidi Logan Kristin Pyle Keith Tracy
Purpose:	To serve as an Assessment Coordinator.		
Rate of pay:	Certificated Stipend Table		
Dates/Hours:	2023 – 2024 school year		
Funding Source:	Assessment Instructional		
Employee:	Genise Battaglia	Michele Dellenbach	Wendy Osborn
Purpose:	To plan and attend various coordinator meetings after school.		
Rate of pay:	Prorated hourly		
Dates/Hours:	2023 – 2024 school year; not to exceed a total of 10 hours per employee.		
Funding Source:	Title II		

ADDITIONAL DAYS OF EMPLOYMENT
Certificated Human Resources
October 12, 2023

CURRICULUM & INSTRUCTION cont.

Employee: Donna Carrington-Shelley Michelle Chamberlain Juliann Dodosh
Michelle Dunneback Kristen Flores Jennifer Guzman
Carrie Hernandez Kelly Hernandez Connie Hinrichs
Marina Johnson Kristen Magpile Michelle Manley
Denise Menz Kim Morris Tien Nguyen
Iris Perez Kristin Pyle Elizabeth Ross
Danean Schulze Yen Ta Lisa Tarkanian
Keith Tracy Diana Will

Purpose: **To serve as a school site representative as a Thinking Maps Coordinator by attending coordinator meetings, providing Professional Development at site and supporting teachers in the implementation of Thinking Maps into their lessons.**

Rate of pay: Prorated hourly
Dates/Hours: 2023 – 2024 school year; not to exceed a total of 15 hours per employee.
Funding Source: Title II

Employee: Danielle Barnett Jennifer Guzman

Purpose: **To attend Thinking Maps: Write From the Beginning training.**

Rate of pay: Staff Development
Dates/Hours: December 7, 2023 – February 8, 2024; not to exceed a total of 22.5 hours per employee.
Funding Source: Title II

EARLY EDUCATION & EXPANDED LEARNING

Employee: Darcy Spicer

Purpose: **To support the Community outreach and education about 0-5 year old resources as stipulated by First 5 of Orange County workplan.**

Rate of pay: Prorated hourly
Dates/Hours: 2023 – 2024 school year; not to exceed a total of 35 hours per employee.
Funding Source: School Readiness Initiative

Employee: Monica Bogdanovich Denise Brown Karen Canada
Tiffany Chappell Michelle Dunneback Kristina Elliot
Leticia Flores Sarah Galvan Megan Hornyak

Purpose: **To support the TK program development.**

Rate of pay: Prorated hourly
Dates/Hours: 2023 – 2024 school year; not to exceed a total of 20 hours per employee.
Funding Source: State Preschool

ADDITIONAL DAYS OF EMPLOYMENT**Certificated Human Resources**

October 12, 2023

EARLY EDUCATION & EXPANDED LEARNING cont.

Employee:	Christine Jones	Raquel Martinez	Judy Nguyen
	Thanh Nguyen	Natasha Norman	Samantha Ordesky
	Aida Rivas	Liliana Sievers	Vicky Tran
	Tuy Truong	Andrea Wentz	Susie Wilkerson
	Lisa Williams	Suzanne Willis	Jennifer Wilson
	Tanya Wu	Monica Zamudio	

Purpose: To support the TK program development.

Rate of pay: Prorated hourly

Dates/Hours: 2023 – 2024 school year; not to exceed a total of 20 hours per employee.

Funding Source: State Preschool

EASTWOOD

Employee: Jan Schinhofen

Purpose: To provide Home Hospital Instruction.

Rate of pay: Prorated hourly

Dates/Hours: 2023 – 2024 school year; not to exceed a total of 270 hours per employee.

Funding Source: Home Hospital

EDUCATIONAL TECHNOLOGY

Employee:	Jessica Ash	Amy Cahill	John Cao
	John Chien	Ashley Delany	Kelly Hernandez
	Ellen Vy Ho	Elizabeth Lamarre	Michelle Magpile
	Jeffrey Nakano	Stephanie Perry	David Sousa
	John Vu	Lauren Vu-Tran	Jason Winterfeld

Purpose: To serve in the position of Site Technology Coordinator.

Rate of pay: Certificated Stipend Table

Dates/Hours: 2023 – 2024 school year; not to exceed a total of \$1000 per school year.

Funding Source: Instructional Education Technology

Employee:	Kristen Flores	Haylee Harwick
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Purpose: To serve as the Site Technology Coordinator

Rate of pay: Certificated Stipend Table

Dates/Hours: 2023 – 2024 school year; not to exceed a total of \$500.00 (shared \$1000) per school year.

Funding Source: Instructional Education Technology

ADDITIONAL DAYS OF EMPLOYMENT
Certificated Human Resources
September 14, 2023

EDUCATIONAL SERVICES cont.

Employee: Kasey Canale Andrew Osborn
Purpose: **To attend after school training on AI and Education hosted by OCDE.**
Rate of pay: Staff Development
Dates/Hours: September 28, 2023 – October 26, 2023; not to exceed a total of 4.5 hours per employee.
Funding Source: Instruction Education Technology

FINLEY

Employee: Valentina Mestroni
Purpose: **To provide Home Hospital Instruction.**
Rate of pay: Prorated hourly
Dates/Hours: September 1, 2023 – December 31, 2023; not to exceed a total of 96 hours per employee.
Funding Source: Home Hospital

HAYDEN

Employee: Marisa Angeles
Purpose: **To create our school yearbook.**
Rate of pay: Prorated hourly
Dates/Hours: 2023 – 2024 school year; not to exceed a total of 40 hours per employee.
Funding Source: SUPC

HUMAN RESOURCES

Employee: Erica Bradley Ashley Delany Cecily Gates
 Stacy Georgetti Chris Rhodes Angie Schiffner
 David Sousa
Purpose: **To participate in WSD/MTA IBB training and negotiation meetings.**
Rate of pay: Prorated hourly
Dates/Hours: 2023 – 2024 school year; not to exceed a total of 10 hours per employee.
Funding Source: Negotiations

Employee: Poppy Payne
Purpose: **To cover Administrator on leave.**
Rate of pay: Prorated hourly
Dates/Hours: October 9 – December 1, 2023; not to exceed a total of 40 hours per employee.
Funding Source: Middle School Site Budget

ADDITIONAL DAYS OF EMPLOYMENT
Certificated Human Resources
October 12, 2023

INNOVATION & TECHNOLOGY SERVICES

Employee: Jessica Ash John Cao Pamella LeMuiex
Michelle Magpile Orchid Rocha
Purpose: To finalize website content development for Site.
Rate of pay: Staff Development
Dates/Hours: July 1, 2023 – August 19, 2023; not to exceed a total of 12 hours per employee.
Funding Source: ESSER III

JOHNSON

Employee: Jason Carey
Purpose: To serve as Associated Student Body (ASB) advisor, coordinate ASB school events and complete required bookkeeping.
Rate of pay: Prorated hourly
Dates/Hours: 2023 – 2024 school year; not to exceed a total of 195 per hours per employee.
Funding Source: LCFF-Base

LEADERSHIP, CURRICULUM & INSTRUCTION

Employee: Joe Acquarelli Gail Becker Michelle Chamberlain
Melissa Cirelli Kim Fong Francis Guerrero
Tammy Hubbard Darla Kitchen Elizabeth Loyko
Michelle Manley Alice Nguyen Stephanie Perry
Janet Rainey Brandi Robinson Orchid Rocha
Gabriel Rodriguez Teresa Sumrall Kim Thach
Kim Ugarteche Brittney Wooten
Purpose: To serve in the position of AVID Coordinator.
Rate of pay: Prorated hourly
Dates/Hours: 2023 – 2024 school year; not to exceed a total of 15 hours per employee.
Funding Source: Title I

Employee: Kim Baer Juliann Dodosh Linda Gonzalez
Colette Gregorio Summer Hall-Bischof Kaisa Johnson
Darla Kitchen Kristen Kobzeff Jeanine Lovelace
Michelle Manley Mike Monroe Kim Morris
Amy Murray Miki Okura-Schooley Stephanie Perry
Janet Rainey Brandi Robinson Robb Rogers
Purpose: To serve in the position of GATE Coordinator.
Rate of pay: Prorated hourly
Dates/Hours: 2023 – 2024 school year; not to exceed a total of 15 hours per employee.
Funding Source: GATE Instruction

ADDITIONAL DAYS OF EMPLOYMENT**Certificated Human Resources**

October 12, 2023

LEADERSHIP, CURRICULUM & INSTRUCTION cont.

Employee:	Joanne Roh Diana Will	Danean Schulze	Beverly Walters
Purpose:	To serve in the position of GATE Coordinator.		
Rate of pay:	Prorated hourly		
Dates/Hours:	2023 – 2024 school year; not to exceed a total of 15 hours per employee.		
Funding Source:	GATE Instruction		
Employee:	Kim Baer Colette Gregorio Hanh Huynh Kristen Kobzeff Michelle Manley Kim Morris Stephanie Perry Robb Rogers Teri Smith	Juliann Dodosh Summer Hall-Bischof Kaisa Johnson Jeanine Lovelace Elaine Mizuo Amy Murray Janet Rainey Joanne Roh Beverly Walters	Linda Gonzalez Haylee Harwick Darla Kitchen Elizabeth Loyko Mike Monroe Miki Okura-Schooley Brandi Robinson Danean Schulze Diana Will
Purpose:	To attend GATE site team meetings.		
Rate of pay:	Prorated hourly		
Dates/Hours:	2023 – 2024 school year; not to exceed a total of 10 hours per employee.		
Funding Source:	GATE Instruction		
Employee:	Michelle Affinito Gail Becker Monica Bogdanovich Karen Canada Andrew Carr Melissa Cirelli Crystal Diaz Kristen Doppenberg Michelle Dunneback Pam Estrada Travis Garwick Dustin Ghaul Evelyn Gomez-Pulido Denise Greene Adrienne Guastella Jennifer Hoskins	Katie Altermatt Richard Berkovitz Denise Brown Tracy Cardenas Tina Carr Kristen Corenbaum Karen Dimick Karla Doyle Susie Edwards Michelle Fellowes Cecily Gates JR Ginex-Orion Megan Gonzalez Linda Griffith Summer Hall-Bischof Vickie Hungerford	Brian Bertotti Stephanie Callihan Stephanie Carlson Michelle Chamberlain Stacy Denbo Juliann Dodosh Nell Drees Andrea Enterline Leticia Flores Stacy Georgetti Christine Goldbrunner Matthew Greasby Barbara Griffith Kelly Hernandez Hanh Huynh
Purpose:	To serve as School Leadership team member.		
Rate of pay:	Certificated Stipend Table		
Dates/Hours:	2023 – 2024 school year		
Funding Source:	Assessment Instructional		

ADDITIONAL DAYS OF EMPLOYMENT

Certificated Human Resources

October 12, 2023

LEADERSHIP, CURRICULUM & INSTRUCTION cont.

Employee:	Aimee Ickes	Cyndi Johnson	Kaisa Johnson
	Christine Jones	Cindy Jones	Natalie Juan-Tapia
	Jennifer Kagy	Linda Kawabata	Kimberly Kensy
	Kristia Kimbrel	Patricia Klug	Ellen Korn
	Megan Kresge	Eva Lavezzari	Vera Le
	Julie Y. Lee	Stephanie Luu	Valentina Mestroni
	Kim Milius	Elain Mizuo	Ami Nelson
	Kim Nguyen	Kimberly Nguyen	Tien Nguyen
	Evonne Paceley	Poppy Payne	Sheila Peck
	Stephanie Perry	Amy Peters	Flo Pimpton
	Dana Pople	Keturah Prom	Kristin Pyle
	Melanie Rafkin	Janet Rainey	Patricia Rangel
	Shay Reardon	Jennifer Rehfeldt	Norah Reilly
	Robb Rogers	Joanne Roh	Elizabeth Ross
	Lilly Salazar	Diane Sass	Angie Schiffner
	Jan Schinhofen	Katie Schnaas	Liliana Sievers
	Christina Simpson	Annette Simrak	Christine Sisneros
	Mitch Snyder	Wendy Sorce	Sandra Steele
	Dwayne Takeda	Robin Talbot	Lisa Tarkanian
	Melissa Towning	Keith Tracy	Thuy-Vy Tran
	Phyllis Trgo	Sasha Tucker	Kimberly Ugarteche
	Quynh-Tram Vu	Alisa Watson	Bobbie Jo Weber
	Susie Wilkerson	Diana Will	Tiffany Winemiller
	Camlyn Woodbeck	Emmy Yoshimura	
Purpose:	To serve as School Leadership team member.		
Rate of pay:	Certificated Stipend Table		
Dates/Hours:	2023 – 2024 school year		
Funding Source:	Assessment Instructional		
Employee:	Veronica Alvarez	Genise Battaglia	Paola Castro
	Juan Cortez	Huong Dang	Mayra Davalos
	Michele Dellenbach	Diana Doan	Emily Dominguez
	Michelle Fellowes	Evelyn Gomez-Pulido	Linda Gonzalez-Solis
	Seleny Hernandez	Ellen Vy Ho	Cyndi Johnson
	Natalie Juan-Tapia	Ann Kawamura	Karen Kim
	Vera Le	Paul Luong	Michelle Magpile
Purpose:	To attend Professional Development for Dual Language Immersion programs.		
Rate of pay:	Staff Development		
Dates/Hours:	2023 – 2024 school year; not to exceed a total of 10 hours per employee.		
Funding Source:	DLI Grant		

ADDITIONAL DAYS OF EMPLOYMENT

Certificated Human Resources

October 12, 2023

LEADERSHIP, CURRICULUM & INSTRUCTION cont.

Employee:	Judy Nguyen	Sophia Nguyen	Thanh Nguyen
	Wendy Osborn	Kristin Pyle	Sylvia Ramos
	Patricia Rangel	Brandi Robinson	Orchid Rocha
	Jennifer Shay	Michelle Shook	Liliana Sievers
	Hong-Tien Tran	Thuy-Vy Tran	Uyen Tran
	Tuy Truong	Shannon Villanueva	Quynh-Tram Vu
	Bobbie Jo Weber	Suzanne Willis	

Purpose: **To attend Professional Development for Dual Language Immersion programs.**

Rate of pay: Staff Development

Dates/Hours: 2023 – 2024 school year; not to exceed a total of 10 hours per employee.

Funding Source: DLI Grant

Employee:	Genise Battaglia	Grace Chiang	Huong Dang
	Lisa Deering	Michele Dellenbach	Stacy Denbo
	Que Do	Diana Doan	Connie Hinrichs
	Ellen Vy Ho	Ann Kawamura	Lisa Keeler
	Vera Le	Paul Luong	Judy Nguyen
	Sophia Nguyen	Thanh Nguyen	Wendy Osborn
	Audrey Peters	Thuy-Vy Tran	Uyen Tran
	Tuy Truong	Shannon Villanueva	Quynh-Tram Vu
	Bittany Wooten		

Purpose: **To develop biliteracy units of study. To assess and redesign current VDLI assessments with District assessments and develop additional.**

Rate of pay: Prorated hourly

Dates/Hours: 2023 – 2024 school year; not to exceed a total of 15 hours per employee.

Funding Source: DLI Grant

Employee:	Veronica Alvarez	Genise Battaglia	Paola Castro
	Juan Cortez	Mayra Davalos	Michele Dellenbach
	Emily Dominguez	Michelle Fellowes	Evelyn Gomez-Pulido
	Linda Gonzalez-Solis	Seleny Hernandez	Cyndi Johnson
	Natalie Juan-Tapia	Ann Kawamura	Karen Kim
	Michelle Magpile	Wendy Osborn	Kristin Pyle
	Sylvia Ramos	Patricia Rangel	Brandi Robinson
	Orchid Rocha	Jennifer Shay	Michelle Shook

Purpose: **To develop biliteracy units of study. To assess and redesign current SDLI assessments with District assessments and develop additional.**

Rate of pay: Prorated hourly

Dates/Hours: 2023 – 2024 school year; not to exceed a total of 15 hours per employee.

Funding Source: DLI Grant

ADDITIONAL DAYS OF EMPLOYMENT**Certificated Human Resources**

October 12, 2023

LEADERSHIP, CURRICULUM & INSTRUCTION cont.

Employee:	Liliana Sievers Suzanne Willis	Shannon Villanueva	Bobbie Jo Weber
Purpose:	To develop biliteracy units of study. To assess and redesign current SDLI assessments with District assessments and develop additional.		
Rate of pay:	Prorated hourly		
Dates/Hours:	2023 – 2024 school year; not to exceed a total of 15 hours per employee.		
Funding Source:	DLI Grant		
Employee:	Huong Dang Vera Le Sophia Nguyen Thuy-Vy Tran Quynh-Tram Vu	Diana Doan Paul Luong Thanh Nguyen Uyen Tran	Ellen Vy Ho Judy Nguyen Hong-Tien Tran Tuy Truong
Purpose:	To collaborate and receive Professional Development from Professor Tran for Curriculum Development.		
Rate of pay:	Staff Development		
Dates/Hours:	2023 – 2024 school year; not to exceed a total of 1 hour per employee.		
Funding Source:	DLI Curriculum Development		
Employee:	Joe Acquarelli Kim Baer Michelle Branch Kim Bui Tina Carr Melissa Cirelli Karla Doyle Pam Estrada Cecily Gates Barbara Griffith Haylee Harwick Hanh Huynh Alysen Kleen Elizabeth Loyko Michelle Magpile Elaine Mizuo Kim Nguyen Iris Perez Sonya Rayner	Elizabeth Airth Danielle Barnett Megan Browning Karen Canada Michelle Chamberlain Lisa Courtemarche Shelli Eckenrod Dana Faulkner Will Gerlach Francis Guerrero Megan Hornyak Lisa Keeler Eva Lavezzari Tami Lu Michelle Manley Mike Monroe Kimberly Nguyen Stephanie Perry Jennifer Rehfeldt	Rosalinda Alcala Gail Becker Laura Buck Stephanie Carlson Grace Chiang Huong Dang Susie Edwards Kim Fong Michelle Gramm Jennifer Guzman Tammy Hubbard Darla Kitchen Julie Lee Paul Luong Kim Milius Alice Nguyen Viki Ortega Janet Rainey Chris Rhodes
Purpose:	To attend AVID Site team meetings.		
Rate of pay:	Prorated hourly		
Dates/Hours:	2023 – 2024 school year; not to exceed a total of 10 hours per employee.		
Funding Source:	Title I		

ADDITIONAL DAYS OF EMPLOYMENT

Certificated Human Resources

October 12, 2023

LEADERSHIP, CURRICULUM & INSTRUCTION cont.

Employee:	Kathleen Rivers	Brandi Robinson	Orchid Rocha
	Gabriel Rodriguez	Brenda Ruiz Bou	Lilly Salazar
	Pauleen Schammann	Danean Schulze	Teri Smith
	Sandra Steele	Teresa Sumrall	Yen Ta
	Lisa Tarkanian	Kim Thach	Trang Tran
	Tuy Truong	Sasha Tucker	Kimberly Ugarteche
	MiLinda Valverde	Greg Van Den Ordel	John Vu
	Quynh-Tram Vu	Beverly Walters	Anna Waters
	Alisa Watson	Nichole Welsh	Diana Will
	Tiffany Winemiller	Camlyn Woodbeck	Brittany Wooten

Purpose: **To attend AVID Site team meetings.**

Rate of pay: Prorated hourly

Dates/Hours: 2023 – 2024 school year; not to exceed a total of 10 hours per employee.

Funding Source: Title I

SEQUOIA

Employee:	Alisha Tardif	Lucia Vellema
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Purpose: **To participate in SLRP planning.**

Rate of pay: Prorated hourly

Dates/Hours: May 1, 2023 – August 10, 2023; not to exceed a total of 10 hours per employee.

Funding Source: Title I

Employee:	Kristen Flores	Megan Gonzalez	Summer Hall-Bischof
	Haylee Harwick	Hanh Huynh	Ryan Iverson-Avalos
	Nicole Lagmay	Brian Long	Elizabeth Loyko
	Elaine Mizuo	Dave Morrow	Pam Quan
	Angie Schiffner	Katie Schnaas	Teri Smith

Purpose: **To participate in STEAM planning.**

Rate of pay: Prorated hourly

Dates/Hours: 2023 – 2024 school year; not to exceed a total of 10 hours per employee.

Funding Source: Title I

STACEY

Employee:	Elizabeth Airth	Greg Andrews	Torri Arnett-Berry
	Anna Brandsma	Heather Cleckler	Manuel Cota
	Jack Dandridge	Tina Dandridge	Karen Dimick

Purpose: **To provide after school clubs for students.**

Rate of pay: After School Club Certificated Stipend Table.

Dates/Hours: 2023 – 2024 school year.

Funding Source: ELOP

ADDITIONAL DAYS OF EMPLOYMENT**Certificated Human Resources**

October 12, 2023

STACEY cont.

Employee:	Karla Doyle	Dana Faulkner	Cecily Gates
	JR Ginex-Orinion	Lisa Granger	Michelle Ibbetson
	Catherine Janssen	Marina Johnson	Alysen Kleen
	Derek Michell	Carey Olmscheid	Viki Ortega
	Mike Ouellette	Thuy Phan	Emily Piramo
	Kellie Redmond	Jennifer Rehfeldt	Diane Sass
	Amy Schmidt	Lissa Sheppard	Kim Thach
	MiLinda Valverde	John Vu	Beverly Walters
	Alisa Watson	Tiffany Winemiller	Jordan Woodruff
	Ryan Yohn	Claudia Yoon	Beverly Ziegler

Purpose: To provide after school clubs for students.

Rate of pay: After School Club Certificated Stipend Table.

Dates/Hours: 2023 – 2024 school year.

Funding Source: ELOP

Employee:	Greg Andrews	Manuel Cota	JR Ginex-Orinion
	Alysen Kleen	Derek Mitchell	Michael Ouellette
	Thuy Phan	Lissa Sheppard	Ryan Yohn

Purpose: To provide after school sports for students.

Rate of pay: After School Competition Coach Certificated Stipend Table

Dates/Hours: 2023 – 2024 school year

Funding Source: ELOP

Employee:	Elizabeth Airth	Michele Branch	Heather Cleckler
	Karla Doyle	Dana Faulkner	Cecily Gates
	Alysen Kleen	Viki Ortega	Thuy Phan
	Jennifer Rehfeldt	Kim Thach	MiLinda Valverde
	John Vu	Beverly Walters	Alisa Watson
	Tiffany Winemiller	Claudia Yoon	

Purpose: To participate on the AVID site team.

Rate of pay: Prorated hourly

Dates/Hours: 2023 – 2024; not to exceed a total of 8 hours per employee.

Funding Source: Title I

STUDENT SERVICES

Employee:	Bobbie Cox
Purpose:	To support the Health Services office relocation and Narcan roll-out.

Rate of pay: Prorated hourly

Dates/Hours: August 1, 2023 – September 30, 2023; not to exceed a total of 20 hours per employee.

Funding Source: Health Services

ADDITIONAL DAYS OF EMPLOYMENT**Certificated Human Resources**

October 12, 2023

STUDENT SERVICES cont.

Employee: Cory Thompson
Purpose: To service in Home & Hospital Instruction.
 Rate of pay: Prorated hourly
 Dates/Hours: 2023 – 2024 school year; not to exceed a total of 234 hours per employee.
 Funding Source: Home Hospital

SUPERINTENDENT

Employee:	Genise Battaglia	Kim Bui	Kacey Canale
	Donna Carrington-Shelley	Juan Cortez	Karen Dimick
	Diana Doan	Kristen Flores	Carrie Hernandez
	Tammy Hubbard	Vickie Hungerford	Darla Kitchen
	Paul Luong	Kim Morris	Tiffani Nguyen
	Andrew Osborn	Poppy Payne	Sheila Peck
	Stephanie Perry	Brandi Robinson	Orchid Rocha
	Gabriel Rodriguez	Wendy Sorce	Robin Talbot

Purpose: To attend the Curriculum Council.
 Rate of pay: Prorated hourly
 Dates/Hours: 2023 – 2024 school year; not to exceed a total of 6 hours per employee.
 Funding Source: EEBG

WARNER

Employee:	Joe Acquarelli	Heidi Ahn	Brian Bertotti
	Megan Browning	An Doan	Diana Doan
	Troy Garrett	Travis Garwick	Colette Gregorio
	Kimberly Kensy	Denise Menz	Amy Peters
	Viviana Ramirez	Tamara Rini	Danielle Salisbury
	William Schammann	David Sousa	Dwayne Takeda

Purpose: To provide after school clubs and sports programs for students.
 Rate of pay: After School Club and After School Competition Coach Certificated Stipend Table.
 Dates/Hours: 2023 – 2024 school year
 Funding Source: Middle School Enhancement

Employee: Diem Trinh Le
Purpose: To provide additional support for leadership class, associated student body activities, school events and after school sports.
 Rate of pay: After School Club and After School Competition Coach Certificated Stipend Table; not to exceed a total of \$2000 per employee (paid in 2 payments of \$1,000).
 Dates/Hours: 2023 – 2024 school year
 Funding Source: Middle School Enhancement

ADDITIONAL DAYS OF EMPLOYMENT**Certificated Human Resources**

October 12, 2023

WARNER cont.

Employee: Heidi Ahn Megan Browning An Doan
Diem Trinh Le Denise Menz Sheila Peck
Brenda Ruiz-Bou William Schammann Jesse Turner

Purpose: **To provide after school tutoring and/or enrichment opportunities for students.**

Rate of pay: Prorated hourly
Dates/Hours: 2023 – 2024 school year; not to exceed a total of 270 hours per employee.
Funding Source: Title I

Employee: Sheila Peck

Purpose: **To attend a workshop on Secondary Writing Instruction.**

Rate of pay: Prorated hourly
Dates/Hours: October 26, 2023; not to exceed a total of 1.5 hours per employee.
Funding Source: Title I

WEBBER

Employee: Cindy Bess Denise Brown Michelle Chamberlain
Jennifer Hoskins Mike Monroe

Purpose: **To support the Disney Production.**

Rate of pay: Prorated hourly
Dates/Hours: 2023 – 2024 school year; not to exceed a total of 160 hours per employee.
Funding Source: ELOP

WESTMINSTER SCHOOL DISTRICT
Human Resources

DATE: October 12, 2023

TO: Gunn Marie Hansen, Ph.D., Superintendent

FROM: Rich Montgomery, Assistant Superintendent, Human Resources
Sylvia Niknami, Executive Director, 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 new classified employees**
(See Attachment "A")
- 2.0 Approve/Ratify change of status for classified employees**
(See Attachment "B")
- 3.0 Approve/Ratify resignations/retirements/terminations for classified employees**
(See Attachment "C")
- 4.0 Approve/Ratify limited term assignment**
(See Attachment "D")
- 5.0 Approve/Ratify new classified positions**
(See Attachment "E")

SUPERINTENDENT'S RECOMMENDATION:

Approve/Ratify the Classified Human Resources Report

NEW EMPLOYEES
Classified Human Resources
Regular
October 12, 2023

Name	Assignment	Effective Date
James Barajas	Extended School Program Facilitator, Meairs School, 10 hours per week, 10 months per year	09/28/2023
Jae Choe	Paraeducator Instructional Support, Warner School, 29.5 hours per week, 10 months per year	10/04/2023
Vera Cuno	Food Service Worker, Finley School, 15 hours per week, 10 months per year	09/25/2023
Dung Dinh	Physical Education Assistant, District Office, 29.5 hours per week, 10 months per year	09/08/2023
Mina Elaboutigui	Food Service Worker, Meairs School, 25 hours per week, 10 months per year	10/02/2023
Keziah Marie Keleher	Health Services Assistant, Finley School, 17.5 hours per week, 10 months per year	09/11/2023
Tyriq McClendon	Paraeducator Instructional Support, Eastwood School, 29.5 hours per week, 10 months per year	09/21/2023
Ngan Pham	Paraeducator Instructional Support, Fryberger School, 29.5 hours per week, 10 months per year	09/21/2023
Enrique Priego Jr.	Skilled Maintenance Worker District Office, 40 hours per week, 12 months per year	09/13/2023

NEW EMPLOYEES
Classified Human Resources
Substitute
October 12, 2023

Name	Assignment	Effective Date
Christian Alvarez	Substitute Noontime Supervisor	09/22/2023
Medhat Bakheet	Substitute Instructional Technology Assistant	09/20/2023
Mark Baldwin	Substitute Bus Driver	09/07/2023
Makenna Cornish	Substitute Paraeducator Instructional Support	09/27/2023
Cali Dopp	Substitute Library Media Assistant	10/02/2023
Lisa Leopard	Substitute Noontime Supervisor	09/12/2023
Joey Marsh	Substitute Noontime Supervisor	09/19/2023
Joellen Nelson	Substitute Noontime Supervisor	09/22/2023
Mario Pegalan	Substitute Bus Driver	09/11/2023
Denise Serrano	Substitute Paraeducator Behavior and Instructional Support	10/02/2023
Paige Townsend	Substitute AVID Tutor	09/19/2023

CHANGE OF STATUS
Classified Human Resources
Regular to Substitute
October 12, 2023

Name	From	To	Effective Date
Jason Hernandez	Extended School Program Lead Facilitator, Schroeder School, 27.5 hours per week, 10 months per year	Substitute Extended School Program Lead Facilitator	09/30/2023

CHANGE OF STATUS
Classified Human Resources
Substitute to Regular
October 12, 2023

Name	From	To	Effective Date
Arianna Acevedo	Substitute Noontime Supervisor	Noontime Supervisor, Willmore School, 7 hours per week, 10 months per year	09/22/2023
Rachel Acevedo	Substitute Noontime Supervisor	Noontime Supervisor, Willmore School, 7 hours per week, 10 months per year	09/22/2023
Araceli Berelleza	Substitute Noontime Supervisor	Noontime Supervisor, Webber School, 8.5 hours per week, 10 months per year	09/18/2023
Sandra Echeverria	Substitute Noontime Supervisor	Noontime Supervisor, Willmore School, 7 hours per week, 10 months per year	09/22/2023
Myrna Galang	Substitute Noontime Supervisor	Noontime Supervisor, Eastwood School, 5.5 hours per week, 10 months per year	09/01/2023
Luis Hernandez Garcia	Substitute Senior Custodian	Senior Custodian, District Office, 40 hours per week, 12 months per year	09/06/2023
Callahan Lucido	Substitute Noontime Supervisor	Noontime Supervisor, Eastwood School, 5 hours per week, 10 months per year	09/13/2023

CHANGE OF STATUS
Classified Human Resources
Substitute to Regular – cont.
October 12, 2023

Name	From	To	Effective Date
Liliana Marin	Substitute Noontime Supervisor	Noontime Supervisor, Finley School, 7 hours per week, 10 months per year	09/29/2023
Hanan Naber	Substitute Extended School Program Facilitator	Extended School Program Facilitator, Stacey School, 18.5 hours per week, 10 months per year	09/27/2023
Dulce Ramirez Loeza	Substitute Food Service Worker	Food Service Worker, Webber School, 10 hours per week, 10 months per year	09/22/2023

CHANGE OF STATUS
Classified Human Resources
Additional Assignment
October 12, 2023

Name	Assignment	Effective Date
Sheila Almazan	Substitute Community Liaison Worker Substitute Health Services Assistant	09/08/2023
Sheila Almazan	Community Liaison Worker, Eastwood School, 15 hours per week, 10 months per year	09/25/2023
Christine Bausch	Substitute Paraeducator	09/12/2023
Joann Delgado	Substitute Paraeducator Instructional Support	09/11/2023
Yahir Gonzalez	Substitute Paraeducator Instructional Support	09/13/2023
Jennifer Goode	Food Service Worker, Eastwood School, 10 hours per week, 10 months per year	09/25/2023
Fozia Majoo	Substitute Lead Food Service Worker	09/07/2023
Vanessa Myers-Vournakis	Substitute Lead Food Service Worker	09/07/2023
Dulce Ramirez Loeza	Substitute Lead Food Service Worker	09/07/2023
Danielle Sanborn	Substitute Paraeducator Behavior Instruction and Support	09/15/2023

CHANGE OF STATUS
Classified Human Resources
Additional Assignment - cont.
October 12, 2023

Name	Assignment	Effective Date
Deborah Schwabl	Substitute Clerk Typist	09/28/2023

CHANGE OF STATUS
Classified Human Resources
Promotion
October 12, 2023

Name	From	To	Effective Date
Maria Cendejas	Food Service Worker, Johnson School, 10 hours per week, 10 months per year	Lead Food Service Worker, Anderson School, 10 hours per week, 10 months per year	08/29/2023
Saloua Hejiouej	Food Service Worker, Webber School, 10 hours per week, 10 months per year	Lead Food Service Worker, Schmitt School, 10 hours per week, 10 months per year	08/29/2023
Erika Mexia	Student Transportation, District Office, 20 hours per week, 10 months per year	Bus Driver District Office, 30 hours per week, 10 months per year	09/07/2023
Jan Nguyen Vu	Noontime Supervisor, Eastwood School, 5 hours per week, 10 months per year	Health Services Assistant, Fryberger School, 17.5 hours per week, 10 months per year	09/11/2023
Elizabeth Quiroz	Food Service Worker, Willmore School, 15 hours per week, 10 months per year	Lead Food Service Worker Willmore School, 15 hours per week, 10 months per year	09/25/2023

CHANGE OF STATUS
Classified Human Resources
Transfer / Increase in Hours / Voluntary Decrease in Hours
October 12, 2023

Name	From	To	Effective Date
Sheila Almazan	Noontime Supervisor, Eastwood School, 9.5 hours per week, 10 months per year	Noontime Supervisor, Eastwood School, 12 hours per week, 10 months per year	09/18/2023
Cristina Ayoub	Noontime Supervisor, Webber School, 8.75 hours per week, 10 months per year	Noontime Supervisor, Webber School, 13 hours per week, 10 months per year	09/18/2023
Karina Becerra	Early Education Instructor, Land School, 37.5 hours per week, 10 months per year	Early Education Instructor, Sequoia School, 37.5 hours per week, 10 months per year	08/29/2023
Diana Dababneh	Early Education Instructor, Land School, 40 hours per week, 12 months per year	Early Education Instructor, Schmitt School, 40 hours per week, 12 months per year	08/29/2023
Laura Esparza	Early Education Assistant, Land School, 40 hours per week, 12 months per year	Early Education Assistant, Schmitt School, 40 hours per week, 12 months per year	08/29/2023
Maria Harding	Early Education Assistant, Willmore School, 40 hours per week, 12 months per year	Early Education Assistant, Anderson School, 40 hours per week, 12 months per year	08/29/2023
Saloua Hejiouej	Food Service Worker, Webber School, 15 hours per week, 10 months per year Lead Food Service Worker Schmitt School, 10 hours per week, 10 months per year	Lead Food Service Worker, Webber School, 25 hours per week, 10 months per year	09/25/2023
Asuka Iio	Early Education Instructor, Land School, 40 hours per week, 12 months per year	Early Education Instructor, Anderson School, 40 hours per week, 12 month per year	08/28/2023
Mehgan Jackson	Paraeducator, DeMille School, 40 hours per week, 10 months per year	Paraeducator, Meairs School, 40 hours per week, 10 months per year	08/29/2023
Nancy Padilla Cortes	Noontime Supervisor, Webber School, 7.5 hours per week, 10 months per year	Noontime Supervisor, Webber School, 11 hours per week, 10 months per year	09/18/2023

CHANGE OF STATUS**Classified Human Resources****Transfer / Increase in Hours / Voluntary Decrease in Hours - cont.****October 12, 2023**

Name	From	To	Effective Date
Areadna Ramos	Early Education Instructor, Willmore School, 40 hours per week, 12 months per year	Early Education Instructor, Land School, 40 hours per week, 12 months per year	08/29/2023
Leticia Roberts	Early Education Assistant, Willmore School, 40 hours per week, 10 months per year	Early Education Assistant, Land School, 40 hours per week, 10 months per year	08/29/2023
Zillah Salcido	Noontime Supervisor, Eastwood School, 7 hours per week, 10 months per year	Noontime Supervisor, Eastwood School, 11.5 hours per week, 10 months per year	09/18/2023
Bridget Wright	Paraeducator Instructional Support, Land School, 19 hours per week, 10 months per year	Paraeducator Instructional Support, Finley School, 23 hours per week, 10 month per year	10/03/2023

CHANGE OF STATUS**Classified Human Resources****Working Out of Class****September 14, 2023**

Name	From	To	Effective Date
Najwa Assaf	Food Service Worker	Lead Food Service Worker	08/29/2023- 12/31/2023
Minerva Berumen	Food Service Worker	Lead Food Service Worker	08/29/2023- 12/31/2023
Sonia Canas	Food Service Worker	Lead Food Service Worker	08/29/2023- 12/31/2023
Ana Castaneda	Food Service Worker	Lead Food Service Worker	08/29/2023- 12/31/2023
Maria Cendejas	Food Service Worker	Lead Food Service Worker	08/29/2023- 12/31/2023
Maria Cruz	Food Service Worker	Lead Food Service Worker	08/29/2023- 12/31/2023
Jacqueline Derleth	Food Service Worker	Lead Food Service Worker	08/29/2023- 12/31/2023
Marisela Edelbrock	Community Liaison Worker	School Office Manager	08/29/2023- 12/30/2023
Carlita Garcia	Food Service Worker	Lead Food Service Worker	08/29/2023- 12/31/2023

CHANGE OF STATUS
Classified Human Resources
Working Out of Class – cont.
September 14, 2023

Name	From	To	Effective Date
Jennifer Goode	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023
Anita Heavrin	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023
Saloua Hejiouej	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023
Christian Little Zermeno	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023
Dung Ly	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023
Nermeen Metry	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023
Vanessa Myers-Vournakis	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023
Pansy Nguyen	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023
Thoa Nguyen	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023
Thu Nguyen	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023
Cristina Ocampo	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023
Elizabeth Padin	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023
Tiffany Pham	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023
Janette Pineda	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023
Elizabeth Quiroz	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023
Gladys Robles DePerez	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023
Yasmin San Luis Zarate	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023
Barbara Senteno	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023
Wida Srikusalanukul	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023
Erika Torres de Rodriguez	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023
Jason Truong	Food Service Worker	Lead Food Service Worker	08/29/2023-12/31/2023

CHANGE OF STATUS
Classified Human Resources
Working Out of Class – cont.
September 14, 2023

Name	From	To	Effective Date
Maria Zavala	Food Service Worker	Lead Food Service Worker	08/29/2023- 12/31/2023

RESIGNATIONS
Substitute Employees
Classified Human Resources
October 12, 2023

Name	Assignment	Effective Date
Laura Hendrix	Substitute Instructional Technology Assistant	09/01/2023

RESIGNATIONS
Regular Employees
Classified Human Resources
October 12, 2023

Name	Assignment	Effective Date
Cynthia Armenta	Extended School Program Facilitator, Schroeder School, 18.5 hours per week, 10 months per year	09/26/2023
Joceline Galeano	Extended School Program Facilitator, Schroeder School, 10 hours per week, 10 months per year	10/06/2023
Kelly La Ponsey	Transportation Supervisor, District Office, 40 hours per week, 12 months per year	09/27/2023
Annette Lopez	Extended School Program Facilitator, Schroeder School, 18.5 hours per week, 10 months per year	09/29/2023
Kathrina Luistro	Expanded Learning Program Specialist, Land School, 40 hours per week, 12 months per year	08/31/2023
Bethany Villegas	Extended School Program Facilitator, Fryberger School, 18.5 hours per week, 10 months per year	09/20/2023
Christopher Wendt	Paraeducator Instructional Support, Hayden School, 29.5 hours per week, 10 months per year	09/29/2023
Favian Zavala	Extended School Program Lead Facilitator, Fryberger School, 27.5 hours per week, 10 months per year	09/22/2023

TERMINATION
Inactivity-No Response to TB Request
Classified Human Resources
October 12, 2023

Name	Assignment	Last Day Paid	Effective Date
Manal Alam	Substitute Food Service Worker	07/15/2022	10/02/2023
Arely Colindres	Substitute Extended School Program Facilitator Substitute Extended School Program Lead Facilitator	03/14/2020	10/02/2023
Nicole Giannotti	Substitute Paraeducator Instructional Support Substitute Library Media Assistant Substitute Extended School Program Facilitator	01/15/2022	10/02/2023
Jessica Ryan Sanatra	Substitute Paraeducator Instructional Support Substitute Extended School Program Facilitator	01/15/2022	10/02/2023

LIMITED TERM ASSIGNMENTS**Classified Human Resources****October 12, 2023****Anderson:**

Employee: Bich "Jennifer" Phan Jennifer Serrano
Purpose: To provide translation support for parent teacher conference.
 Dates/Hours: October 16, 2023 through October 20, 2023; not to exceed 3 hours per day, per employee.
 Funding Source: Title I

Employee: Jorge Neyra
Purpose: To provide student supervision and safety during lunch.
 Dates/Hours: 2023-2024 school year; not to exceed .5 hours per day.
 Funding Source: Title I

Employee: Bich "Jennifer" Phan
Purpose: To provide student supervision and safety during lunch.
 Dates/Hours: 2023-2024 school year; not to exceed 1 hours per day.
 Funding Source: Title I

Employee: Suzanne Cobo
Purpose: To support the independent study program.
 Dates/Hours: 2023-2024 school year; not to exceed a total 250 hours.
 Funding Source: ESSER III

Clegg:

Employee: Valarie Harvey Sonia Lino Luyen Nguyen
 Alma Pina Rodriguez Maria Samayoa
Purpose: To assist coverage throughout campus due to vacant positions.
 Dates/Hours: 2023-2024 school year; not to exceed 4 hours per day, per employee.
 Funding Source: Noontime

Employee: Cecilia Camarena
Purpose: To support the independent study program.
 Dates/Hours: 2023-2024 school year; not to exceed 4.5 hours per day.
 Funding Source: ESSER III

Curriculum and Instruction:

Employee: Marion Alexander Mauritanía Alvarez Cinthya Baltazar
 Lori Bell Rosa Dopp Jane Ferguson
 Lindsey Glennan Sherry Gonzalez Shawn Henley
 Cristin MacArthur Deanna Murphy Marie Nguyen
 Claudia Steinmetz Joanna Sullivan Kaitlyn Tingley
 Andrew Wheeler
Purpose: To process and organize instructional materials at the district office.
 Dates/Hours: August 21, 2023 through February 7, 2024; not to exceed a total of 20 hours, per employee.
 Funding Source: Library-District

LIMITED TERM ASSIGNMENTS – cont.**Classified Human Resources****October 12, 2023****Early Education and Expanded Learning:**

Employee: Doria Perales

Purpose: To assist with maintaining immunization records, physician's reports, food allergies and medications for preschool programs.

Dates/Hours: 2023-2024 school year; not to exceed a total of 300 hours.

Funding Source: State Preschool

Employee: Karina Montes

Purpose: To maintain website.

Dates/Hours: 2023-2024 school year; not to exceed a total of 30 hours.

Funding Source: State Preschool

Employee: Karina Montes Khanh Nhat "Claire" Tran

Purpose: To provide community outreach and education about 0-5 year old resources as stipulated by First 5 of Orange County workplan.

Dates/Hours: 2023-2024 school year; not to exceed a total of 35 hours, per employee.

Funding Source: School Readiness Initiative

Eastwood:

Employee: Amy James

Purpose: To support the independent study program.

Dates/Hours: 2023-2024 school year; not to exceed 3 hours per day.

Funding Source: ESSER III

Employee: Zillah Salcido

Purpose: To support PBIS initiatives.

Dates/Hours: 2023-2024 school year; not to exceed 3 hours per day.

Funding Source: LCFF Base

Finley:

Employee: Daphne Lietz Lily Marin

Purpose: To provide additional support for attendance monitoring and independent study.

Dates/Hours: 2023-2024 school year; not to exceed a total of 25 hours, per employee.

Funding Source: ESSER III

Hayden:

Employee: Guadalupe Orozco Alma Salazar Rivera

Purpose: To assist with school events and activities for all students, which will positively impact our school culture.

Dates/Hours: 2023-2024 school year; not to exceed 3 hours per day, per employee.

Funding Source: SUPC

LIMITED TERM ASSIGNMENTS – cont.**Classified Human Resources****October 12, 2023****Hayden – cont.:**

Employee: Guadalupe Bernal Erika Carlucci Marisela Edelbrock
Leyna Nguyen

Purpose: **To support the independent study program.**

Dates/Hours: 2023-2024 school year; not to exceed a total of 50 hours, per employee.

Funding Source: ESSER III

Human Resources

Employee: Matt Acocello Stacey Barajas Joe Cobo
Kim Lemus Bill Myers Stephanie Myers
Daniel Reineck BreiAunna Rose Kristina Scott
Karen Urbano VeNae Valentin

Purpose: **To participate in WSD/CSEA IBB training and negotiation meetings.**

Dates/Hours: 2023-2024 school year; not to exceed 10 hours, per employee.

Funding: Classified Personnel

Johnson:

Employee: Geny Cortez Van Tran

Purpose: **To provide support in the front office.**

Dates/Hours: 2023-2024 school year; not to exceed 3 hours per day, per employee.

Funding Source: Title I

Employee: Ruth Leta

Purpose: **To support the independent study program.**

Dates/Hours: 2023-2024 school year; not to exceed 3 hours per day.

Funding Source: ESSER III

Employee: Ethan Delacoudray Rosa Gutierrez Rosie Markham
Candy Montes Dai Nguyen Edward Wulf

Purpose: **To assist in classroom and student supervision.**

Dates/Hours: 2023-2024 school year; not to exceed 5 hours per day, per employee.

Funding Source: Title I

Employee: Thao Duong

Purpose: **To prepare for the opening and registration of the 2023-2024 school year.**

Dates/Hours: August 18, 2023 through August 28, 2023; not to exceed 8 hours per day.

Funding Source: Title I Instructional

LIMITED TERM ASSIGNMENTS – cont.
Classified Human Resources
October 12, 2023

Nutrition Services:

Employee:	Najwa Assaf	Minerva Berumen	Sonia Canas
	Ana Castaneda	Maria Cendejas	Jamie Cruz
	Maria Cruz	Jacqueline Derleth	Michele Ezzo
	Carmen Galliher	Carlita Garcia	Jennifer goode
	Anita Heavrin	Saloua Hejiouej	Angelica Jimenez
	Analy Jones	Antionietta Laurenza	Terry Little
	Christian Little Zermeno	Juliana Lozano	Dung Ly
	Isabelle Madrid	Nermeen Metry	Maricela Meyers
	Vanessa Myers-Vournakis	Pansy Nguyen	Thoa Nguyen
	Thu Nguyen	Cristina Ocampo	Raquel Olmos
	Elizabeth Padin	Tiffany Pham	Janette Pineda
	Elizabeth Quiroz	Gladys Robles DePerez	Maria Rodriguez
	Norma Rodriguez	Yasmin San Luis Zarate	Kristina Scott
	Barbara Senteno	Wida Srikusalanukul	Katrina Taylor
	Erika Torres de Rodriguez	Jason Truong	Christine Valerio
	Karen Vargas	Deborah Watkins	Maria Yaghoubi
	Maria Zavala		

Purpose: To provide extra support the Nutrition Service's daily operation during unforeseen conditions, on an as needed basis.

Dates/Hours: 2023-2024 school year; not to exceed 40 hours per week, per employee.

Funding Source: Cafeteria Fund 13

Schmitt:

Employee: Maribel Bedolla

Purpose: To provide support as a Playworks Recess Coach.

Dates/Hours: 2023-2024 school year; not to exceed a total of 266 hours.

Funding Source: SUPC

Employee:	Maribel Bedolla	Araceli Corona	Mary Millard
	Barbara Ornelas	Imrose Salihue	

Purpose: To attend Playworks monthly team meeting.

Dates/Hours: 2023-2024 school year; not to exceed a total of 20 hours, per employee.

Funding Source: Title I

Schroeder:

Employee:	Alexandra Betts	Stephanie Lawrence	Veronica Maciel
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Purpose: To support the independent study program.

Dates/Hours: 2023-2024 school year; not to exceed a total of 25 hours, per employee.

Funding Source: ESSER III

LIMITED TERM ASSIGNMENTS – cont.
Classified Human Resources
October 12, 2023

Sequoia:

Employee: Danny Pestolesi Sandy White
Purpose: **STEAM Planning.**
 Dates/Hours: 2023-2024 School year; not to exceed a total of 10 hours, per employee.
 Funding Source: Title I Instruction

Stacey:

Employee: Lizbeth Carman Mares
Purpose: **To provide support for registration for the 2023-2024 school year.**
 Dates/Hours: August 1, 2023 through September 1, 2023; not to exceed a total of 15 hours.
 Funding Source: LCFF-SUPC

Employee: Norberta Alvarado Teresa Camarena Lizbeth Carman Mares
 Mia Hardin Paola Lynch Edward Munoz
 Elizabeth Poch
Purpose: **To provide support for school activities.**
 Dates/Hours: 2023-2024 school year; not to exceed a total of 20 hours, per employee.
 Funding Source: LCFF-SUPC

Employee: Patsy Ashcraft
Purpose: **To maintain website.**
 Dates/Hours: 2023-2024 school year; not to exceed a total of 20 hours.
 Funding Source: LCFF Base

Employee: Zoe Garcia
Purpose: **To assist with Spanish speaking families.**
 Dates/Hours: 2023-2024 school year; not to exceed .5 hours per day.
 Funding Source: ELOP

Student Services:

Employee: Grace Vega
Purpose: **WSD COVID team support per Cal/OSHA.**
 Dates/Hours: 2023-2024 school year; not to exceed a total of 400 hours.
 Funding Source: Title I Instruction

Warner:

Employee: Tracy Negrete
Purpose: **To provide after school Cheer Advisory and Coaching.**
 Dates/Hours: 2023-2024 school year.
 Rate of Pay: \$600 stipend per semester.
 Funding Source: Middle School Enhancement

LIMITED TERM ASSIGNMENTS – cont.**Classified Human Resources****October 12, 2023****Warner – cont.:**

Employee: Blanca Mora Helen Nguyen Jenny Nguyen
Truc-Le Nguyen Daisy Venegas

Purpose: **To provide support for school activities.**

Dates/Hours: 2023-2024 school year; not to exceed a total of 25 hours, per employee.

Funding Source: Title I

Employee: Art Hidrogo Helen Nguyen Jenny Nguyen
Daisy Venegas

Purpose: **Preparation for the 2023-2024 school year.**

Dates/Hours: August 24, 2023 through August 28, 2023; not to exceed a total of 24 hours, per employee.

Funding Source: Title I

Employee: Karina Hernandez Ana Ponce

Purpose: **To provide bus support for student with IEP.**

Dates/Hours: 2023-2024 school year; not to exceed 1.5 hours per day, per employee.

Funding Source: Title I

Employee: To Hang Nguyen Grace Vega

Purpose: **To support the independent study program.**

Dates/Hours: 2023-2024 school year; not to exceed 300 hours, per employee.

Funding Source: ESSER III

Webber:

Employee: Gloria Luna

Purpose: **To support the independent study program.**

Dates/Hours: 2023-2024 school year; not to exceed a total of 300 hours, per employee.

Funding Source: ESSER III

Employee: Cristina Ayoub Nancy Padilla Cortes Kaitlyn Tingley

Purpose: **To provide additional noontime hours to maintain school safety and programs.**

Dates/Hours: 2023-2024 school year; not to exceed a total of 300 hours, per employee.

Funding Source: Title I

Employee: Yvonne Benabe Truc Bui Nancy Tello-Vanegas

Purpose: **To provide support and translation at back to school night.**

Dates/Hours: September 12, 2023 through September 13, 2023; not to exceed 2 hours, per employee.

Funding Source: Title I

NEW CLASSIFIED POSITION
Classified Human Resources
October 12, 2023

Position	Funding Source	Reason	Effective Date
Paraeducator Willmore School, 40 hours per week, 10 months per year	ELOP and General Fund	This position will work with the TK students.	10/13/2023
Paraeducator Instructional Support Johnson School, 29.5 hours per week, 10 months per year	Student Services	To support students in SDC classroom.	10/13/2023
Paraeducator Instructional Support Johnson School, 29.5 hours per week, 10 months per year	Student Services	To support students in SDC classroom.	10/13/2023
Early Education Assistant Anderson School, 35 hours per week, 10 months per year	California State Preschool Program - CSPP	To maintain the minimum ratios per Title 5 Ed Code 18290	10/13/2023
Early Education Assistant DeMille School, 35 hours per week, 10 months per year	California State Preschool Program - CSPP	To maintain the minimum ratios per Title 5 Ed Code 18290	10/13/2023
Early Education Assistant Finley School, 35 hours per week, 10 months per year	California State Preschool Program - CSPP	To maintain the minimum ratios per Title 5 Ed Code 18290	10/13/2023
Early Education Assistant Fryberger School, 35 hours per week, 10 months per year	California State Preschool Program - CSPP	To maintain the minimum ratios per Title 5 Ed Code 18290	10/13/2023
Early Education Assistant Hayden School, 35 hours per week, 10 months per year	California State Preschool Program - CSPP	To maintain the minimum ratios per Title 5 Ed Code 18290	10/13/2023
Early Education Assistant Meairs School, 35 hours per week, 10 months per year	California State Preschool Program - CSPP	To maintain the minimum ratios per Title 5 Ed Code 18290	10/13/2023

NEW CLASSIFIED POSITION – cont.
Classified Human Resources
October 12, 2023

Position	Funding Source	Reason	Effective Date
Early Education Assistant Schmitt School, 35 hours per week, 10 months per year	California State Preschool Program - CSPP	To maintain the minimum ratios per Title 5 Ed Code 18290	10/13/2023
Early Education Assistant Willmore School, 35 hours per week, 10 months per year	California State Preschool Program - CSPP	To maintain the minimum ratios per Title 5 Ed Code 18290	10/13/2023

WESTMINSTER SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 10/12/2023

FROM 09/01/2023 TO 09/27/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
T60L7016	COMPANION CORPORATION	5,725.00	5,725.00	010019242Z	5826 Library-District Wide / LICENSING & SOFTWARE FEES
T60L7017	LEARNING WITHOUT TEARS	9,698.54	9,698.54	010036100A	4310 C & I Materials / Instr Materials & Supplies
T60L7018	CENGAGE LEARNING	10,220.22	10,220.22	016300100Y	4110 Lottery Restricted Inst Mater / Textbooks
T60L7019	LEARNING WITHOUT TEARS	8,290.67	8,290.67	010036100A	4310 C & I Materials / Instr Materials & Supplies
T60L7020	PERMA BOUND BOOKS	2,037.85	1,979.85	010116100B	4310 Donation - Anderson / Instr Materials & Supplies
			58.00	010200100B	4310 LCFF-BASE INSTR ANDERSON / Instr Materials & Supplies
T60L7021	THINKING MAPS INC	37,671.88	37,671.88	010036100A	4310 C & I Materials / Instr Materials & Supplies
T60L7022	DEMCO INC	276.96	276.96	010036100A	4310 C & I Materials / Instr Materials & Supplies
T60L7023	ROSETTA STONE LTD	15,000.00	15,000.00	010036100A	5826 C & I Materials / LICENSING & SOFTWARE FEES
T60L7024	WARDS SCIENCE	298.65	298.65	010036100A	4310 C & I Materials / Instr Materials & Supplies
T60L7025	CENGAGE LEARNING	7,825.11	7,825.11	016300100Y	4310 Lottery Restricted Inst Mater / Instr Materials & Supplies
T60M8167	EBERHARD EQUIPMENT	597.76	597.76	018150811V	4301 RMA Plant Maintenance / GENERAL SUPPLIES
T60M8189	UNREAL DESIGNS INC	3,956.63	3,956.63	018150811V	5810 RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8206	SMITH EMERY LABORATORIES	2,824.80	2,824.80	018150811V	5810 RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8207	DULUX PAINTING	8,600.00	8,600.00	018150811V	5810 RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8208	R & T SPECIALTIES INC	11,000.00	11,000.00	018150811V	5810 RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8209	A AND J SHEET METAL INC	606.00	606.00	018150811V	5810 RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8210	HUNTINGTON BEACH CITY	75.00	75.00	018150811V	5810 RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8211	H & H NURSERY	5,806.25	5,806.25	010052820V	4372 Grounds / Grounds Supplies
T60M8212	GOODMAN TREE SERVICE	3,100.00	3,100.00	018150811V	5810 RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8213	GOODMAN TREE SERVICE	2,500.00	2,500.00	018150811V	5810 RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8214	GOODMAN TREE SERVICE	2,600.00	2,600.00	018150811V	5810 RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8215	GOODMAN TREE SERVICE	3,000.00	3,000.00	018150811V	5810 RMA Plant Maintenance / Contracted Serv - Inst & Non-I

WESTMINSTER SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 10/12/2023

FROM 09/01/2023 TO 09/27/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
T60M8216	GOODMAN TREE SERVICE	3,700.00	3,700.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8217	KYA SERVICES LLC	9,467.49	9,467.49	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8218	KYA SERVICES LLC	4,153.99	4,153.99	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8219	RM SYSTEMS INC	5,703.75	5,703.75	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8220	BOLSA NURSERY	181.83	181.83	010052820V 4372	Grounds / Grounds Supplies
T60M8221	DULUX PAINTING	4,200.00	4,200.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8222	KYA SERVICES LLC	4,101.22	4,101.22	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8223	NOWLIN FENCE INC	28,111.00	28,111.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8224	RM SYSTEMS INC	15,560.36	15,560.36	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8225	AMERICAN EAGLE CONCRETE INC.	11,800.00	11,800.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8226	DAY-LITE MAINT CO INC	27,713.46	27,713.46	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8227	AMERICAN EAGLE CONCRETE INC.	10,200.00	10,200.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8228	ATLAS BUILDING AND ROOFING INC	13,800.00	13,800.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8229	AMERICAN EAGLE CONCRETE INC.	4,650.00	4,650.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8230	A 1 FENCE CO INC	1,991.00	1,991.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8231	A 1 FENCE CO INC	6,875.00	6,875.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8232	DULUX PAINTING	24,000.00	24,000.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8234	H & H NURSERY	4,244.12	4,244.12	010052820V 4372	Grounds / Grounds Supplies
T60M8235	LOS ALAMITOS AUTO PARTS	5,330.00	5,330.00	010071360A 4362	HTS Transportation / Tires & Tubes - Transportation
T60M8236	VORTEX INDUSTRIES INC	636.19	636.19	010071360A 5810	HTS Transportation / Contracted Serv - Inst & Non-I
T60M8237	CAL FIRE PROTECTION CO	3,881.60	3,881.60	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8239	DANIEL BURNS INC	1,405.00	1,405.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8240	ADVANTAGE WEST GPS	25,000.00	2,500.00	012600210Z 4371	EXPANDED LEARNING-INSTR SUPV / Custodial Suppl

WESTMINSTER SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 10/12/2023

FROM 09/01/2023 TO 09/27/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
T60M8240	*** CONTINUED ***				Sp Ed Centralized Admin / Custodial Supplies
			10,000.00	019599210A 4371	State Preschool GCTR / Custodial Supplies
			12,500.00	126055590A 4371	HTS Transportation / Oil & Lube - Transportation
T60M8241	EBERHARD EQUIPMENT	298.83	298.83	010071360A 4361	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8242	A 1 FENCE CO INC	5,871.00	5,871.00	018150811V 5810	RMA Plant Maintenance / EQUIPMENT,FURNITURE-
T60M8243	CULVER NEWLIN INC	14,768.75	14,768.75	018150811V 6420	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8244	DAY-LITE MAINT CO INC	1,959.92	1,959.92	018150811V 5810	Maintenance Improve Bldgs / Sites & Imprv - Site Construct
T60M8245	PBK ARCHITECTS INC	35,000.00	35,000.00	018150850V 6170	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8246	PBK ARCHITECTS INC	44,000.00	44,000.00	018150811V 5810	HTS Transportation / Contracted Serv - Inst & Non-I
T60M8248	WESTRUX INTERNATIONAL INC	7,438.90	7,438.90	010071360A 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8249	PATRIOT ENVIRONMENTAL LAB SERV	240.00	240.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8250	PATRIOT ENVIRONMENTAL LAB SERV	3,630.00	3,630.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8251	PATRIOT ENVIRONMENTAL LAB SERV	6,510.00	6,510.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8252	KONE INC	1,895.30	1,895.30	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8253	ORANGE COUNTY HEALTH CARE AGEN	1,274.00	1,274.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8255	GEORGE'S DRAPERIES	26,531.95	26,531.95	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8256	GEORGE'S DRAPERIES	19,953.00	19,953.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8257	HOME DEPOT CREDIT SERVICES	5,749.41	835.73	010051820A 4371	Custodial Services / Custodial Supplies
			1,177.36	010052820V 4372	Grounds / Grounds Supplies
			90.11	010071360A 4363	HTS Transportation / Repair Supplies - Transportati
			3,646.21	018150811V 4380	RMA Plant Maintenance / Maintenance Supplies - General
T60M8258	GOLDEN STATE PAVING INC	3,020.00	3,020.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8259	GOLDEN STATE PAVING INC	44,900.00	44,900.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8260	ULINE	309.39	309.39	018150811V 4380	RMA Plant Maintenance / Maintenance Supplies - General

WESTMINSTER SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 10/12/2023

FROM 09/01/2023 TO 09/27/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
T60M8261	RICOH USA INC	613.23	613.23	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8263	A AND J SHEET METAL INC	2,349.78	2,349.78	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8264	WALTERS WHOLESALE ELECTRIC	2,615.50	2,615.50	018150811V 4380	RMA Plant Maintenance / Maintenance Supplies - General
T60M8265	HUNTINGTON BEACH CITY	109.62	109.62	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8266	PRESS TELEGRAM	2,558.42	2,558.42	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8267	SECURITY 2000 INC	1,164.80	1,164.80	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8268	SECURITY 2000 INC	2,329.40	2,329.40	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8269	SECURITY 2000 INC	1,260.00	1,260.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8270	SECURITY 2000 INC	5,058.60	5,058.60	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8271	SECURITY 2000 INC	2,313.00	2,313.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8272	SECURITY 2000 INC	2,313.00	2,313.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8273	ALL CITY ANIMAL TRAPPING	2,000.00	2,000.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8274	PATRIOT ENVIRONMENTAL LAB SERV	720.00	720.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8275	WESTRUX INTERNATIONAL INC	910.20	910.20	010071360A 5810	HTS Transportation / Contracted Serv - Inst & Non-I
T60M8276	GOLDEN STATE PAVING INC	44,900.00	44,900.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8277	BEARCOM	3,808.28	3,808.28	010071360A 4410	HTS Transportation / Noncapitalized Equipment
T60M8278	PATRIOT ENVIRONMENTAL LAB SERV	2,880.00	2,880.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8279	DANIEL BURNS INC	49,360.00	49,360.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8280	BUS WEST	166.00	166.00	010071360A 4363	HTS Transportation / Repair Supplies - Transportati
T60M8281	GOODMAN TREE SERVICE	2,400.00	2,400.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8282	GOODMAN TREE SERVICE	4,500.00	4,500.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8283	ANIXTER INC	3,782.06	3,782.06	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8284	COUNTRY CITY TOWING INC	300.00	300.00	010071360A 5810	HTS Transportation / Contracted Serv - Inst & Non-I

WESTMINSTER SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 10/12/2023

FROM 09/01/2023 TO 09/27/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
T60M18285	DEPT OF INDUSTRIAL RELATIONS	125.00	125.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60N0048	WORKPLACE PRO	638.50	638.50	135310370A 4300	Cafeteria Expenditures / Materials & Supplies
T60N0049	GRAINGER SANITARY W W INC	326.01	326.01	135310370A 4350	Cafeteria Expenditures / Office Supplies
T60N0050	B & N HEATING AND AIR	1,262.55	1,262.55	135310370A 5601	Cafeteria Expenditures / Repair of Equip - Contracts
T60N0051	CSNA	640.00	640.00	135310370A 5220	Cafeteria Expenditures / Conferences/Staff Development
T60R0004	MAXIM STAFFING SOLUTIONS	780,000.00	390,000.00	012600100Z 5810	EXPANDED LEARNING OPP PROGRAM / Contracted Se
			390,000.00	126055590A 5810	State Preschool GCTR / Contracted Serv - Inst & Non-I
T60R0005	HALO BRANDED SOLUTIONS INC	3,295.49	3,295.49	012600100Z 5810	EXPANDED LEARNING OPP PROGRAM / Contracted Se
T60R1383	SYTECH SOLUTIONS INC	8,400.00	8,400.00	010044720Y 5810	Business Services / Contracted Serv - Inst & Non-I
T60R1384	ORANGE CO DEPARTMENT OF EDUCAT	5,000.00	5,000.00	010034720X 5920	Postage / Postage
T60R1435	SCHOOL SERVICES OF CA INC	550.00	550.00	010044720Y 5220	Business Services / Conferences/Staff Development
T60R1457	SMART AND FINAL IRIS CO	299.84	299.84	010201100S 4355	LCFF-SUPC INSTR WEBBER / CONF/PROF DEV
T60R1482	OFFICE DEPOT INC	5,000.00	5,000.00	010201100I 4310	LCFF-SUPC INSTR HAYDEN / Instr Materials & Supplies
T60R1492	OFFICE DEPOT INC	10,000.00	10,000.00	010044720Y 4350	Business Services / Office Supplies
T60R1500	STS EDUCATION	223,984.38	207,984.38	013214100Y 4310	ESSER III LLM INSTR / Instr Materials & Supplies
			16,000.00	013214100Y 5810	ESSER III LLM INSTR / Contracted Serv - Inst & Non-I
T60R1501	MC CUNE & HARBER LLC	17,623.00	17,623.00	010044720Y 5836	Business Services / Legal Expense
T60R1502	RENAISSANCE LEARNING INC	115,641.00	115,641.00	010004100A 5826	Assessment Instructional / LICENSING & SOFTWARE FEES
T60R1503	CDWG COMPUTER CTRS INC	133.09	133.09	010044720Y 5826	Business Services / LICENSING & SOFTWARE FEES
T60R1504	TEXTHELP INC	1,625.00	1,625.00	019542113Z 5826	Sp Ed Severe Assistive Techno / LICENSING & SOFTWARE
T60R1505	ACSA FOUNDATION FOR ED ADMINIS	9,289.00	9,289.00	016266100Z 5220	EDUCATOR EFFECTIVENESS / Conferences/Staff
T60R1506	US BANK CORPORATE PAYMENT SYST	915.02	915.02	012600100Z 4310	EXPANDED LEARNING OPP PROGRAM / Instr Material
T60R1507	LAKESHORE LEARNING MATERIALS	438.55	438.55	019542111L 4310	Sp Ed Mod Severe Meairs / Instr Materials & Supplies

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T60R1508	SOUTHWEST SCHOOL SUPPLY	5,000.00	5,000.00	010201100L 4310	LCFF-SUPC INSTR MEAIRS / Instr Materials & Supplies
T60R1509	OFFICE DEPOT INC	5,000.00	5,000.00	010201100L 4310	LCFF-SUPC INSTR MEAIRS / Instr Materials & Supplies
T60R1510	SCHOLASTIC INC	600.84	600.84	010200100J 4310	LCFF-BASE INSTR JOHNSON / Instr Materials & Supplies
T60R1511	RICOH USA INC	76.69	76.69	013010100T 5810	Title I Instr - Willmore / Contracted Serv - Inst & Non-I
T60R1512	STARFALL EDUCATION FOUNDATION	355.00	355.00	013010100I 5826	Title I Instr - Hayden / LICENSING & SOFTWARE FEES
T60R1513	GOLD COAST AWARDS	758.53	758.53	010043718A 5810	Public Information Officer / Contracted Serv - Inst & Non-I
T60R1514	CDWG COMPUTER CTRS INC	729.71	729.71	013010100T 4310	Title I Instr - Willmore / Instr Materials & Supplies
T60R1515	APPLE COMPUTER INC	17,757.41	2,855.08 14,744.33	013010100T 4320 013010100T 4430	Title I Instr - Willmore / Computers/Tech less than \$500 Title I Instr - Willmore / Computer - Under \$5000
			158.00	013010100T 5826	Title I Instr - Willmore / LICENSING & SOFTWARE FEES
T60R1516	HOME DEPOT CREDIT SERVICES	801.43	801.43	010200100D 4310	LCFF-BASE INSTR DEMILLE / Instr Materials & Supplies
T60R1517	SAM ASH MUSIC	3,000.00	3,000.00	010200100J 4310	LCFF-BASE INSTR JOHNSON / Instr Materials & Supplies
T60R1518	MUSIC AND ARTS CENTER	750.00	750.00	010200100J 4310	LCFF-BASE INSTR JOHNSON / Instr Materials & Supplies
T60R1519	CDWG COMPUTER CTRS INC	1,268.68	1,268.68	125025590A 4320	Child Development Center-FCTR / Computers/Tech less than \$500
T60R1520	NGO, JOSEPH	34.79	34.79	010071360A 4363	HTS Transportation / Repair Supplies - Transportati
T60R1521	PAPER RECYCLING AND SHREDDING	312.00	312.00	010200100P 4310	LCFF-BASE INSTR STACEY / Instr Materials & Supplies
T60R1522	KEENAN AND ASSOCIATES	2,593.62	1,961.67 631.95	0100000000 8699 0165000000 8699	Rev- Unrestricted / All Other Local Revenue Rev - Special Education / All Other Local Revenue
T60R1523	WESTMINSTER CITY	10,000.00	10,000.00	010043718A 5834	Public Information Officer / Advertising
T60R1524	T-GRAPHICS WEST INC	2,605.22	2,605.22	010200100R 4310	LCFF-BASE INSTR WARNER / Instr Materials & Supplies
T60R1525	SMART AND FINAL IRIS CO	3,000.00	3,000.00	016266100Z 4700	EDUCATOR EFFECTIVENESS / FOOD
T60R1526	SOUTHWEST SCHOOL SUPPLY	309.50	309.50	126055590A 4310	State Preschool GCTR / Instr Materials & Supplies
T60R1528	BECERRA, CHRIS	10,000.00	5,000.00 5,000.00	126055590A 5810 129127590A 5810	State Preschool GCTR / Contracted Serv - Inst & Non-I ESP Non Grant / Contracted Serv - Inst & Non-I

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T60R1529	EDLIO LLC	3,150.00	3,150.00	010011770A 5826	Technology Data Network Spprt / LICENSING &
T60R1530	ORR PROTECTION SYSTEMS INC	1,630.20	1,630.20	018150850V 5810	Maintenance Improve Bldgs / Contracted Serv - Inst & Non-
T60R1531	FRONTLINE TECHNOLOGIES GROUP L	695.00	695.00	010045740A 5220	Certificated Personnel / Conferences/Staff Development
T60R1532	WEBREAK HIP-HOP DANCE COMPANY	750.00	750.00	126060590A 5810	Extended School CCTR / Contracted Serv - Inst & Non-I
T60R1533	INTRADO INTERACTIVE SERVICES C	6,527.94	6,527.94	010011770A 5826	Technology Data Network Spprt / LICENSING &
T60R1534	THINKING MAPS INC	71,920.00	71,920.00	014035100A 5826	Title II Instructional / LICENSING & SOFTWARE FEES
T60R1535	RICOH USA INC	340.54	340.54	010200270Q 5810	LCFF-BASE ADMIN SEQUOIA / Contracted Serv - Inst &
T60R1536	ORANGE CO DEPARTMENT OF EDUCAT	750.00	750.00	013010249A 5220	Title I Parent Participation / Conferences/Staff Development
T60R1537	TARDIF, ALISHA	179.00	179.00	010200270Q 5826	LCFF-BASE ADMIN SEQUOIA / LICENSING &
T60R1538	TARDIF, ALISHA	76.89	76.89	010116100Q 5810	Donation - Sequoia / Contracted Serv - Inst & Non-I
T60R1539	ART MASTERS INC	400.00	400.00	010201100I 5810	LCFF-SUPC INSTR HAYDEN / Contracted Serv - Inst &
T60R1540	BOSWORTH, SARAH	312.96	312.96	010201100R 4310	LCFF-SUPC INSTR WARNER / Instr Materials & Supplies
T60R1541	ORANGE CO DEPARTMENT OF EDUCAT	500.00	500.00	014035100A 5810	Title II Instructional / Contracted Serv - Inst & Non-I
T60R1542	ART MASTERS INC	679.00	679.00	010201100I 5810	LCFF-SUPC INSTR HAYDEN / Contracted Serv - Inst &
T60R1543	STICKY BRAND CREATIVE GROUP LL	538.31	538.31	010200270E 5810	LCFF-BASE ADMIN EASTWOOD / Contracted Serv - Inst
T60R1544	SOUTHWEST SCHOOL SUPPLY	431.00	431.00	013010100C 4310	Title I Instr - Clegg / Instr Materials & Supplies
T60R1545	DELL COMPUTER	130.50	130.50	010200100P 4320	LCFF-BASE INSTR STACEY / Computers/Tech less than
T60R1546	AMAZON CAPITAL SERVICES INC	73.94	73.94	015630313A 4300	McKinney Vento Grant / Materials & Supplies
T60R1547	TEACHBOOST	9,200.00	9,200.00	010011100A 5826	Instruction Educ Technology / LICENSING & SOFTWARE
T60R1549	AMAZON CAPITAL SERVICES INC	1,458.65	1,458.65	016266100Z 4210	EDUCATOR EFFECTIVENESS / OTHER BOOKS
T60R1552	A PLUS EDUCATION ORGANIZATION	2,500.00	2,500.00	010043718A 5834	Public Information Officer / Advertising
T60R1553	LETA, RUTH	20.85	20.85	010200270J 4350	LCFF-BASE ADMIN JOHNSON / Office Supplies

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T60R1554	SOUTHWEST BUSINESS PRODUCTS	266.79	266.79	010200100C 4350	LCFF-BASE INSTR CLEGG / Office Supplies
T60R1555	AUGUSTIN EGELSEE LLP	4,500.00	4,500.00	010021210A 5831	Stu Srvc Legal Admin / SPEC ED EDUCATION
T60R1556	ECLECTIC PRINTING & DESIGN	1,477.85	1,477.85	010043718A 5810	Public Information Officer / Contracted Serv - Inst & Non-I
T60R1557	GOPHER SPORTS EQUIPMENT	542.17	542.17	010014100A 5826	Visual and Performing Arts / LICENSING & SOFTWARE
T60R1558	RENAISSANCE LEARNING INC	158,911.00	158,911.00	014203100A 5826	Title III LEP Instruction / LICENSING & SOFTWARE FEE
T60R1559	ULINE	929.34	929.34	010004720A 4310	Student Attendance / Instr Materials & Supplies
T60R1560	LAKESHORE LEARNING MATERIALS	203.43	203.43	126060590A 4310	Extended School CCTR / Instr Materials & Supplies
T60R1561	ROCHESTER 100 INC	261.28	261.28	013010100C 4310	Title I Instr - Clegg / Instr Materials & Supplies
T60R1562	9 SQUARE IN THE AIR LLC	57.43	57.43	010201100I 4310	LCFF-SUPC INSTR HAYDEN / Instr Materials & Supplies
T60R1563	SOUTHWEST SCHOOL SUPPLY	375.84	375.84	010200100I 4310	LCFF-BASE INSTR HAYDEN / Instr Materials & Supplies
T60R1564	HOME DEPOT CREDIT SERVICES	922.20	922.20	126060590A 4410	Extended School CCTR / Noncapitalized Equipment
T60R1565	FACILITRON INC	112.00	112.00	010200590J 5810	LCFF-BASE ENHANCEMENT JOHNSON / Contracted Se
T60R1566	AMAZON CAPITAL SERVICES INC	104.84	104.84	019542113Z 4310	Sp Ed Severe Assistive Techno / Instr Materials & Supplies
T60R1567	DELL COMPUTER	2,141.07	2,141.07	015641311A 4430	MEDI-CAL COUNSELORS / Computer - Under \$5000
T60R1568	DELL COMPUTER	1,413.31	1,413.31	015641314Z 4430	MEDI-CAL NURSES / Computer - Under \$5000
T60R1569	SOUTHWEST BUSINESS PRODUCTS	293.08	293.08	010007755Z 4350	Duplicating Services / Office Supplies
T60R1570	SMART AND FINAL IRIS CO	1,500.00	1,500.00	015630313A 4700	McKinney Vento Grant / FOOD
T60R1571	THINKING MAPS INC	15,400.00	15,400.00	014035100A 5810	Title II Instructional / Contracted Serv - Inst & Non-I
T60R1572	WESTERN PROPANE SERVICES INC	200.00	200.00	010048754X 4360	Warehouse / Fuel, Gas, & Diesel - Transp
T60R1573	AMAZON CAPITAL SERVICES INC	69.47	69.47	010048754X 4350	Warehouse / Office Supplies
T60R1574	CDWG COMPUTER CTRS INC	193.58	193.58	010011770A 4320	Technology Data Network Spprt / Computers/Tech less than
T60R1575	NOBLETT, RICHARD J	122.40	122.40	016266100Z 5220	EDUCATOR EFFECTIVENESS / Conferences/Staff
T60R1576	SMART AND FINAL IRIS CO	500.00	500.00	010009214A 4355	Instr Staff Development / CONF/PROF DEV SUPPLIES

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T60R1577	SOUSA, DAVID	150.00	150.00	010201100R 5310	LCFF-SUPC INSTR WARNER / Dues & Memberships
T60R1578	ALL CAMPUS SECURITY	487.07	487.07	010011770A 4320	Technology Data Network Spprt / Computers/Tech less than
T60R1579	ACSA REGION 17	300.00	300.00	010042715A 5310	Superintendent / Dues & Memberships
T60R1580	BARNES AND NOBLE	243.60	243.60	010200100J 4210	LCFF-BASE INSTR JOHNSON / OTHER BOOKS
T60R1581	T-GRAPHICS WEST INC	3,093.94	3,093.94	010043718A 5810	Public Information Officer / Contracted Serv - Inst & Non-I
T60R1582	OFFICE DEPOT INC	598.11	598.11	010044720Y 4410	Business Services / Noncapitalized Equipment
T60R1583	AMAZON CAPITAL SERVICES INC	7,668.24	7,668.24	014127100A 4310	Title IV Instruction / Instr Materials & Supplies
T60R1584	APPLE COMPUTER INC	4,847.96	4,847.96	015641119A 4320	MEDI-CAL SPEECH / Computers/Tech less than \$500
T60R1585	ROCHESTER 100 INC	406.22	406.22	010200100N 4310	LCFF-BASE INSTR SCHROEDER / Instr Materials &
T60R1586	PREPPED WITH LOVE	3,017.00	3,017.00	016266100Z 5220	EDUCATOR EFFECTIVENESS / Conferences/Staff
T60R1587	US BANK CORPORATE PAYMENT SYST	8,750.09	652.17 4,947.92 3,150.00	016266100Z 4310 016266100Z 4355 016512312A 5220	EDUCATOR EFFECTIVENESS / Instr Materials & Supplie EDUCATOR EFFECTIVENESS / CONF/PROF DEV Psych Svcs St Mental Health / Conferences/Staff Development
T60R1588	SMART AND FINAL IRIS CO	5,000.00	5,000.00	019542110Z 4310	Sp Ed Moderate Severe / Instr Materials & Supplies
T60R1589	US TOY COMPANY INC	116.26	116.26	010201100T 4310	LCFF-SUPC INSTR WILLMORE / Instr Materials & Suppl
T60R1590	PAPER RECYCLING AND SHREDDING	265.00	40.76 20.41 20.41 142.66 40.76	010004210A 5810 010007755Z 5810 010011100A 5810 010044720Y 5810 010046740U 5810	Assessment-Categorical Program / Contracted Serv - Inst & Inst & Non-I Duplicating Services / Contracted Serv - Inst & Non-I Instruction Educ Technology / Contracted Serv - Inst & Non Business Services / Contracted Serv - Inst & Non-I Personnel Commission / Contracted Serv - Inst & Non-I
T60R1591	AMAZON CAPITAL SERVICES INC	195.74	195.74	010200102J 4310	LCFF-BASE MUSIC JOHNSON / Instr Materials & Supplie
T60R1592	US BANK CORPORATE PAYMENT SYST	7,120.92	520.92 6,600.00	010044720Y 4320 010044720Y 5220	Business Services / Computers/Tech less than \$500 Business Services / Conferences/Staff Development
T60R1593	NATIONAL ASSOCIATION OF SECOND	385.00	385.00	013010100R 5826	Title I Instr - Warner / LICENSING & SOFTWARE FEES

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T60R1594	BARNES AND NOBLE	208.47	208.47	013010100Q 4210	Title I Instr - Sequoia / OTHER BOOKS
T60R1595	LASC	850.00	850.00	013010100Q 5825	Title I Instr - Sequoia / Admission Fees
T60R1596	LOPOUR, KENNETH	132.71	83.71	010200100R 4210	LCFF-BASE INSTR WARNER / OTHER BOOKS
			49.00	010200100R 4310	LCFF-BASE INSTR WARNER / Instr Materials & Supplies
T60R1597	ARIEL SUPPLY	152.24	152.24	013010100R 4320	Title I Instr - Warner / Computers/Tech less than \$500
T60R1598	SCHOLASTIC INC	982.80	982.80	013010100I 4310	Title I Instr - Hayden / Instr Materials & Supplies
T60R1599	QUAN, PAM	59.00	59.00	013010100Q 5826	Title I Instr - Sequoia / LICENSING & SOFTWARE FEES
T60R1600	GOPHER SPORTS EQUIPMENT	288.52	288.52	010200590J 4310	LCFF-BASE ENHANCEMENT JOHNSON / Instr Materials
T60R1601	SCHOLASTIC INC	2,022.83	2,022.83	010201100H 4310	LCFF-SUPC INSTR FRYBERGER / Instr Materials &
T60R1602	GOLD COAST AWARDS	174.99	63.08	010200100Q 5810	LCFF-BASE INSTR SEQUOIA / Contracted Serv - Inst &
			111.91	013010100Q 5810	Title I Instr - Sequoia / Contracted Serv - Inst & Non-I
T60R1603	LAKESHORE LEARNING MATERIALS	606.70	606.70	013010100I 4410	Title I Instr - Hayden / Noncapitalized Equipment
T60R1604	SOLARWINDS	167.00	167.00	010011770A 5826	Technology Data Network Spprt / LICENSING &
T60R1605	CLEVER PREMIUM SUPPORT	3,999.90	3,999.90	010011770A 5826	Technology Data Network Spprt / LICENSING &
T60R1607	CA ASSN OF SCH PSYCHOLOGISTS	5,460.00	5,460.00	015641312Z 5220	MEDI-CAL PSYCHOLOGIST / Conferences/Staff
T60R1609	SCHOOL SERVICES OF CA INC	195.00	195.00	010044720Y 5220	Business Services / Conferences/Staff Development
T60R1610	QUADIENT LEASING USA INC	4,236.10	4,236.10	010044720Y 5604	Business Services / Copier Maintenance Agreement
T60R1611	TYPING.COM LLC	201.50	201.50	010201100P 5826	LCFF-SUPC INSTR STACEY / LICENSING & SOFTWARE
T60R1612	ORANGE CO DEPARTMENT OF EDUCAT	8,100.00	8,100.00	010011100Z 5810	Computer Science Academy / Contracted Serv - Inst & Non-
T60R1613	LOPOUR, KENNETH	199.86	199.86	010200103R 4310	LCFF-BASE SCH SAFETY WARNER / Instr Materials &
T60R1614	SOUTHWEST BUSINESS PRODUCTS	215.00	215.00	010007755Z 4310	Duplicating Services / Instr Materials & Supplies
T60R1615	CONTINUED.COM LLC	297.00	297.00	015641119A 5826	MEDI-CAL SPEECH / LICENSING & SOFTWARE FEES
T60R1616	LEARNING WITHOUT TEARS	3,500.00	3,500.00	126055590A 5815	State Preschool GCTR / Professional Growth

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T60R1617	FEDERAL EXPRESS CORPORATION	35.97	35.97	010021210A 5920	Stu Srv Legal Admin / Postage
T60R1618	DEPARTMENT OF JUSTICE	1,120.00	768.00	010045740A 5835	Certificated Personnel / Health Exam/Fingerprints
			352.00	010046740U 5835	Personnel Commission / Health Exam/Fingerprints
T60R1619	SMART AND FINAL IRIS CO	96.62	96.62	010200270J 4355	LCFF-BASE ADMIN JOHNSON / CONF/PROF DEV
T60R1620	ORR PROTECTION SYSTEMS INC	1,400.00	1,400.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60R1621	PLUSOPTIX INC	295.00	295.00	126055590A 5810	State Preschool GCTR / Contracted Serv - Inst & Non-I
T60R1622	ORANGE CO SCHOOL NURSES ORG	110.00	110.00	015641314Z 5220	MEDI-CAL NURSES / Conferences/Staff Development
T60R1623	CDWG COMPUTER CTRS INC	934.36	934.36	010004210A 4430	Assessment-Categorical Program / Computer - Under \$5000
T60R1624	PEARSON INC, NCS	400.00	400.00	010040312A 5826	Psychological Services / LICENSING & SOFTWARE FEES
T60R1625	PEARSON INC, NCS	7,004.13	7,004.13	010040312A 4310	Psychological Services / Instr Materials & Supplies
T60R1626	STATE OF CALIFORNIA	68.49	68.49	010099100X 3501	District Wide Payroll Holding / SUI Certificated
T60R1627	RICOH USA INC	75.52	75.52	010200270T 4350	LCFF-BASE ADMIN WILLMORE / Office Supplies
T60R1628	CORNER BAKERY CAFE	686.95	686.95	010200100R 4310	LCFF-BASE INSTR WARNER / Instr Materials & Supplies
T60R1629	CALIFORNIA DEPT. OF EDUCATION-	15,400.96	15,400.96	0100000000 8660	Rev- Unrestricted / INTEREST
T60R1630	FEDERAL EXPRESS CORPORATION	18.67	18.67	010044720Y 5920	Business Services / Postage
T60R1631	ORANGE CO DEPARTMENT OF EDUCAT	135.00	135.00	010011210A 5220	Education Technology Supervisn / Conferences/Staff
T60R1632	SMART AND FINAL IRIS CO	1,000.00	1,000.00	010201100I 4310	LCFF-SUPC INSTR HAYDEN / Instr Materials & Supplies
T60R1633	CDWG COMPUTER CTRS INC	1,687.01	1,687.01	015641312Z 4320	MEDI-CAL PSYCHOLOGIST / Computers/Tech less than
T60R1634	PEARSON INC, NCS	1,130.00	1,130.00	010040312A 5826	Psychological Services / LICENSING & SOFTWARE FEES
T60R1635	MULTI HEALTH SYSTEMS INC	527.22	527.22	010040312A 4310	Psychological Services / Instr Materials & Supplies
T60R1636	BROOKES PUBLISHING CO	85.16	85.16	010040312A 4310	Psychological Services / Instr Materials & Supplies
T60R1637	ACADEMIC THERAPY PUBL	451.25	451.25	010040312A 4310	Psychological Services / Instr Materials & Supplies
T60R1638	RIVERSIDE INSIGHTS	482.01	482.01	010040312A 5826	Psychological Services / LICENSING & SOFTWARE FEES

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T60R1639	PRO ED	295.69	295.69	010040312A 4310	Psychological Services / Instr Materials & Supplies
T60R1640	PEARSON INC, NCS	3,690.00	3,690.00	010040312A 4310	Psychological Services / Instr Materials & Supplies
T60R1641	WESTERN PSYCHOLOGICAL SERVICES	488.08	488.08	010040312A 4310	Psychological Services / Instr Materials & Supplies
T60R1642	US TOY COMPANY INC	737.45	737.45	013010100T 4310	Title I Instr - Willmore / Instr Materials & Supplies
T60R1643	PUBLIC ECONOMICS INC	28,500.00	28,500.00	250754720Y 5810	Redevelopment Gen Administrat / Contracted Serv - Inst &
T60R1644	THACH, KIM	101.94	101.94	010200100P 4310	LCFF-BASE INSTR STACEY / Instr Materials & Supplies
T60R1645	SOUTHWEST BUSINESS PRODUCTS	179.17	179.17	013010100R 4310	Title I Instr - Warner / Instr Materials & Supplies
T60R1646	CDWG COMPUTER CTRS INC	354.41	354.41	010200100N 4320	LCFF-BASE INSTR SCHROEDER / Computers/Tech less
T60R1647	PAPER RECYCLING AND SHREDDING	400.00	400.00	010200100R 5810	LCFF-BASE INSTR WARNER / Contracted Serv - Inst &
T60R1648	GREAT WESTERN SANITARY SUPPLIE	597.04	597.04	010200100P 4410	LCFF-BASE INSTR STACEY / Noncapitalized Equipment
T60R1649	SOUTHEAST LOCK SUPPLY	182.98	182.98	010200100P 4310	LCFF-BASE INSTR STACEY / Instr Materials & Supplies
T60R1650	OUTREACH CONCERN INC	15,000.00	15,000.00	013010100C 5810	Title I Instr - Clegg / Contracted Serv - Inst & Non-I
T60R1651	JUPITER ED INC	3,741.25	3,741.25	010201100P 5826	LCFF-SUPC INSTR STACEY / LICENSING & SOFTWARE
T60R1652	TARDIF, ALISHA	24.77	24.77	010116101Q 4310	Donation Music Sequoia / Instr Materials & Supplies
T60R1653	PEARSON INC, NCS	2,012.82	2,012.82	019564119Z 4310	Sp Ed Speech / Instr Materials & Supplies
T60R1654	ACADEMIC THERAPY PUBL	1,487.94	1,487.94	019564119Z 4310	Sp Ed Speech / Instr Materials & Supplies
T60R1655	PAPER RECYCLING AND SHREDDING	78.00	78.00	010200100N 5810	LCFF-BASE INSTR SCHROEDER / Contracted Serv - Inst
T60R1656	WESTERN PSYCHOLOGICAL SERVICES	348.12	348.12	019564119Z 4310	Sp Ed Speech / Instr Materials & Supplies
T60R1657	FAGEN FRIEDMAN & FULFROST	250.00	250.00	019599210A 5220	Sp Ed Centralized Admin / Conferences/Staff Development
T60R1658	UPLIFT DESK & HUMAN SOLUTION	1,114.69	1,114.69	010045740A 4410	Certificated Personnel / Noncapitalized Equipment
T60R1659	CDT INC	198.00	198.00	010046740U 5835	Personnel Commission / Health Exam/Fingerprints
T60R1660	PETTY CASH PERSONNEL COMM	502.00	502.00	010046740U 5835	Personnel Commission / Health Exam/Fingerprints
T60R1661	ROBBINS, MICHAEL	221.16	221.16	010011770A 4350	Technology Data Network Spprt / Office Supplies

WESTMINSTER SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 10/12/2023

FROM 09/01/2023 TO 09/27/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
T60R1662	CDWG COMPUTER CTRS INC	934.36	934.36	010004720A 4320	Student Attendance / Computers/Tech less than \$500
T60R1663	EDUCATIONAL PRODUCTS INC	9,033.86	9,033.86	015630313A 4300	McKinney Vento Grant / Materials & Supplies
T60R1664	FRANKLIN COVEY CO	10,000.00	10,000.00	016266100Z 5220	EDUCATOR EFFECTIVENESS / Conferences/Staff
T60R1665	SECURITY 2000 INC	560.00	560.00	010067830Y 5810	School Safety & Security / Contracted Serv - Inst & Non-I
T60R1666	NETWRIX	10,665.00	10,665.00	010011770A 5826	Technology Data Network Spprt / LICENSING &
T60R1667	BSN SPORTS	218.85	218.85	010200100N 4310	LCFF-BASE INSTR SCHROEDER / Instr Materials &
T60R1668	RIVERSIDE INSIGHTS	1,206.98	1,206.98	010040312A 4310	Psychological Services / Instr Materials & Supplies
T60R1669	WESTERN PSYCHOLOGICAL SERVICES	1,977.46	1,977.46	010040312A 4310	Psychological Services / Instr Materials & Supplies
T60R1670	CAROLINA BIOLOGICAL SUPPLY COM	679.25	679.25	010201100P 4310	LCFF-SUPC INSTR STACEY / Instr Materials & Supplies
T60R1671	SOUTHWEST SCHOOL SUPPLY	7,747.95	7,120.95	010200100P 4350	LCFF-BASE INSTR STACEY / Office Supplies
			627.00	010200100P 4410	LCFF-BASE INSTR STACEY / Noncapitalized Equipment
T60R1672	TARDIF, ALISHA	120.68	120.68	010116101Q 4310	Donation Music Sequoia / Instr Materials & Supplies
T60R1673	PEPPER AND SON INC, JW	500.00	500.00	010200102R 4310	LCFF-BASE MUSIC WARNER / Instr Materials & Supplies
T60R1674	APPLE COMPUTER INC	4,999.60	4,999.60	019542113Z 5826	Sp Ed Severe Assistive Techno / LICENSING & SOFTWARE
T60R1675	APPLE COMPUTER INC	2,999.80	2,999.80	019542113Z 5826	Sp Ed Severe Assistive Techno / LICENSING & SOFTWARE
T60R1676	AMAZON CAPITAL SERVICES INC	325.82	325.82	019542113Z 4310	Sp Ed Severe Assistive Techno / Instr Materials & Supplies
T60R1677	DELL COMPUTER	8,788.81	8,788.81	019542110Z 4320	Sp Ed Moderate Severe / Computers/Tech less than \$500
T60R1678	DELL COMPUTER	20,305.19	20,305.19	019531111Y 4320	Sp Ed Mild Mod DW / Computers/Tech less than \$500
T60R1679	LAKESHORE LEARNING MATERIALS	850.22	850.22	019545111Z 4310	Autism Program District Wide / Instr Materials & Supplies
T60R1680	SCHOOL SPECIALTY INC	412.74	412.74	019545111Z 4310	Autism Program District Wide / Instr Materials & Supplies
T60R1681	SCHOOL SERVICES OF CA INC	2,500.00	2,500.00	019599210A 5810	Sp Ed Centralized Admin / Contracted Serv - Inst & Non-I
T60R1682	SOUTHWEST SCHOOL SUPPLY	577.32	577.32	013312100Z 4310	SpEd IDEA Early Intrvrn srvc / Instr Materials & Supplies
T60R1683	B & H PHOTO VIDEO	24.34	24.34	010200100J 4310	LCFF-BASE INSTR JOHNSON / Instr Materials & Supplies

WESTMINSTER SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 10/12/2023

FROM 09/01/2023 TO 09/27/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
T60R1684	AKESO OCCUPATIONAL HEALTH	436.00	176.00	010045740A 5835	Certificated Personnel / Health Exam/Fingerprints
			260.00	010046740U 5835	Personnel Commission / Health Exam/Fingerprints
T60R1685	VAZQUEZ, JARELY	230.00	230.00	010044723Y 4350	PROPERTY & LOSS BUSINESS SERV / Office Supplies
T60R1686	PBLWORKS	2,396.00	2,396.00	014127100A 5810	Title IV Instruction / Contracted Serv - Inst & Non-I
T60R1687	OFFICE DEPOT INC	467.61	467.61	010201100R 4310	LCFF-SUPC INSTR WARNER / Instr Materials & Supplies
T60R1688	AMAZON CAPITAL SERVICES INC	45.10	45.10	019542113Z 4310	Sp Ed Severe Assistive Techno / Instr Materials & Supplies
T60R1689	ARIEL SUPPLY	500.00	500.00	010200270F 4350	LCFF-BASE ADMIN FINLEY / Office Supplies
T60R1690	BJOREM SPEECH PUBLICATIONS	70.50	70.50	015641119A 4310	MEDI-CAL SPEECH / Instr Materials & Supplies
T60R1691	SAFE KIDS INC	750.00	750.00	0141271000 5810	Title IV Blessed Sacrament / Contracted Serv - Inst & Non-I
T60R1692	AERIES SOFTWARE INC	199.00	199.00	013010249A 5220	Title I Parent Participation / Conferences/Staff Development
T60R1693	ROCHESTER 100 INC	788.44	788.44	010201100L 4310	LCFF-SUPC INSTR MEAIRS / Instr Materials & Supplies
T60R1694	NEWEGG BUSINESS	32.28	32.28	019542113Z 4310	Sp Ed Severe Assistive Techno / Instr Materials & Supplies
T60R1696	TFD UNLIMITED LLC	2,039.06	2,039.06	013010100R 4310	Title I Instr - Warner / Instr Materials & Supplies
T60R1697	LEARNING WITHOUT TEARS	1,026.19	1,026.19	013010100C 4210	Title I Instr - Clegg / OTHER BOOKS
T60R1698	CAPSTONE	1,521.41	1,521.41	013010100Q 5826	Title I Instr - Sequoia / LICENSING & SOFTWARE FEES
T60R1699	MOREY'S MUSIC STORE INC	1,000.00	1,000.00	010200102R 5810	LCFF-BASE MUSIC WARNER / Contracted Serv - Inst &
T60R1700	MOREY'S MUSIC STORE INC	500.00	500.00	010200102R 4310	LCFF-BASE MUSIC WARNER / Instr Materials & Supplies
T60R1702	RENAISSANCE LEARNING INC	158,911.00	158,911.00	014203100A 5826	Title III LEP Instruction / LICENSING & SOFTWARE FEES
T60R1703	HOME DEPOT CREDIT SERVICES	141.26	141.26	010201100P 4310	LCFF-SUPC INSTR STACEY / Instr Materials & Supplies
T60R1704	TOBII DYNAVOX LLC	198.00	198.00	019541113Z 5826	Sp Ed Inclusion / LICENSING & SOFTWARE FEES
T60R1705	OFFICE DEPOT INC	1,224.92	1,224.92	010044720Y 4410	Business Services / Noncapitalized Equipment
T60R1706	COAST COMMUNITY COLLEGE DISTRI	250.00	250.00	010042715A 5220	Superintendent / Conferences/Staff Development
T60R1707	EXPLORE LEARNING	3,583.31	3,583.31	013010249L 5826	Title I Parent Participation / LICENSING & SOFTWARE

WESTMINSTER SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 10/12/2023

FROM 09/01/2023 TO 09/27/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
T60R1708	PEARSON INC, NCS	4,744.06	4,744.06	010040312A 4310	Psychological Services / Instr Materials & Supplies
T60R1709	PEARSON INC, NCS	1,382.50	1,382.50	010075100A 4310	GATE Instruction / Instr Materials & Supplies
T60T5001	CERTIFIED TRANSPORTATION SERVI	6,137.60	6,137.60	014127100A 5820	Title IV Instruction / Outside Transportation
T60T5002	CERTIFIED TRANSPORTATION SERVI	787.75	787.75	010201100T 5820	LCFF-SUPC INSTR WILLMORE / Outside Transportation
T60T5003	CERTIFIED TRANSPORTATION SERVI	8,478.00	8,478.00	010201100Q 5820	LCFF-SUPC INSTR SEQUOIA / Outside Transportation
T60T5004	CERTIFIED TRANSPORTATION SERVI	1,460.00	1,460.00	012600100Z 5820	EXPANDED LEARNING OPP PROGRAM / Outside
T60V5016	LEWIS INSPECTIONS INC	20,000.00	4,904.00 10,000.00 5,096.00	270304850Q 6250 270304850R 6250 280304850Q 6250	SEQUOIA AIR CONDITIONING / Bldg & Imprv - Other WARNER AIR CONDITIONING / Bldg & Imprv - Other SEQUOIA AIR CONDITIONING / Bldg & Imprv - Other
T60V5017	PROJECT SUPPORT SERVICES INC	35,000.00	35,000.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60V5018	LEWIS INSPECTIONS INC	15,000.00	3,724.00 11,276.00	280304850E 6250 290304850E 6250	EASTWOOD AIR CONDITIONING / Bldg & Imprv - Other EASTWOOD AIR CONDITIONING / Bldg & Imprv - Other
T60V5019	PBK ARCHITECTS INC	1,202,500.00	1,067,500.00 135,000.00	270304850R 6210 270304850R 6250	WARNER AIR CONDITIONING / Bldg & Imprv - Architect WARNER AIR CONDITIONING / Bldg & Imprv - Other
T60V5020	PBK ARCHITECTS INC	702,500.00	577,500.00 125,000.00	270304850Q 6210 270304850Q 6250	SEQUOIA AIR CONDITIONING / Bldg & Imprv - Architect SEQUOIA AIR CONDITIONING / Bldg & Imprv - Other
T60V5021	LEWIS INSPECTIONS INC	7,000.00	348.39 0.01 6,649.16 2.44	210302850E 5810 230304850E 5810 240304850E 5810 260304850E 5810	Bond Construction Eastwood / Contracted Serv - Inst & Non EASTWOOD AIR CONDITIONING / Contracted Serv - Ins EASTWOOD AIR CONDITIONING / Contracted Serv - Ins EASTWOOD AIR CONDITIONING / Contracted Serv - Ins
T60V5022	PBK ARCHITECTS INC	692,500.00	692,500.00	270304850M 5810	SCHMITT AIR CONDITIONING / Contracted Serv - Inst & Non
T60V5023	PBK ARCHITECTS INC	635,500.00	635,500.00	270304850D 6210	DeMille Air Conditioning / Bldg & Imprv - Architect
T60V5024	PBK ARCHITECTS INC	692,500.00	577,500.00 115,000.00	270304850E 6210 270304850E 6250	EASTWOOD AIR CONDITIONING / Bldg & Imprv - EASTWOOD AIR CONDITIONING / Bldg & Imprv - Other
T60V5025	PBK ARCHITECTS INC	635,500.00	635,500.00	270304850B 6210	Anderson Air Conditioning / Bldg & Imprv - Architect

WESTMINSTER SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 10/12/2023

FROM 09/01/2023 TO 09/27/2023

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T60V5026	PBK ARCHITECTS INC	635,500.00	635,500.00	270304850S 6210	WEBBER AIR CONDITIONING / Bldg & Imprv - Architectural
T60V5027	MOBILE MINI LLC	58,185.95	58,185.95	270304850B 6250	Anderson Air Conditioning / Bldg & Imprv - Other Costs Planning
T60V5028	MOBILE MINI LLC	58,185.95	58,185.95	270304850D 6250	DeMille Air Conditioning / Bldg & Imprv - Other Costs Planning
T60V5029	PETRA GEOSCIENCES INC	11,900.00	11,900.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-Inst
T60V5030	PBK ARCHITECTS INC	692,500.00	692,500.00	270304850F 6250	FINLEY AIR CONDITIONING / Bldg & Imprv - Other Costs Planning
Fund 01 Total:		2,311,938.33			
Fund 12 Total:		419,748.81			
Fund 13 Total:		2,867.06			
Fund 21 Total:		348.39			
Fund 23 Total:		0.01			
Fund 24 Total:		6,649.16			
Fund 25 Total:		28,500.00			
Fund 26 Total:		2.44			
Fund 27 Total:		6,020,275.90			
Fund 28 Total:		8,820.00			
Fund 29 Total:		11,276.00			
Total Amount of Purchase Orders:		8,810,426.10			

<u>Fund Legend</u>	<u>Purchase Order Legend</u>
Fund 01 – General Fund	L – Library/Textbook Department
Fund 12 – Child Development Fund	M – Maintenance and Operations Dept
Fund 13 – Nutrition Services Fund	N – Nutrition Services
Fund 24 – Measure T	R – District Office Buyer
Fund 25 - Capital Facilities Fund	T – Transportation Department
Fund 26 - Measure T	U – Accounting Office
Fund 28 - Measure T	V – Measure T
Fund 40 – Special Reserve for Capital Outlay Fund	

WESTMINSTER SCHOOL DISTRICT
CORPORATE/INDIVIDUAL DONATIONS FOR DISTRICT/SCHOOL SITES
October 12, 2023

(Each donation will be recognized with a letter of appreciation on behalf of the Board of Trustees)

DONOR	DONATED TO	AMOUNT	DESCRIPTION
Entourage Imaging, Inc.	Clegg ES	\$600.04	Portion of yearbook sales proceeds.
Hot Dog on a Stick	Anderson ES	\$179.10	Portion of fundraising proceeds.
Spiritwear	Clegg ES	\$460.66	Support staff events.
TreeRing Corporation	Schroeder ES	\$199.76	Classroom supplies purchases.
U'SAgain, LLC	Hayden ES	\$109.64	Proceeds from clothes drop-off bin.
Walmart	Anderson ES	\$1,000.00	Support library book purchases.

CONSENT

Contracts for Approval/ Ratification

October 12, 2023

NO.	CONTRACT	ORIGINATOR	NEW/ RENEW	TERM DATE	PURPOSE	BUDGET/ PROGRAM	CONTRACTED AMOUNT
1	American Fidelity Assurance Company	Manuel Cardoso, Business Services	N	07/01/23 - 06/30/24	Online AF Enroll contract for Open Enrollment and American Fidelity Open Enrollment.	N/A	\$0
2	Arcina Risk Group	Manuel Cardoso, Business Services	N	10/01/23 - 06/30/24	Insurance Archaeology and Claims Advocacy for previous District matters.	Business Services	Not to exceed \$18,000.00
3	Art Masters Academy	Wendy Baird, Hayden ES	R	09/01/23 - 06/14/24	Conduct hands-on studio art activities to enable students to create their own works.	SUPC	\$3,096.00
4	Chapman University	Richard Montgomery, HR	R	01/01/24 - 12/31/29	Provide educational experience and training in the fieldwork for Speech Pathology programs.	N/A	\$0
5	Emerald Cove Outdoor Science Institute	Pamella LeMuiex, Finley	R	12/13/23 - 12/15/23	Outdoor science education experience for fifth graders that supports NGSS.	Expanded Learning Opportunities Program	Not to exceed \$226 per student
6	Franklin Covey - Leader in Me	Dr. Richard J. Noblett, Educational Services	N	09/06/23 - 09/05/24	Provide Trust & Inspire Professional Development custom coaching, four 1-hour virtual coaching sessions and Trust & Inspire workbooks.	Educator Effectiveness Bloc Grant	\$10,000.00
7	Irvine Ranch Outdoor Education Center	April Derr, DeMille ES	N	02/14/24 - 02/16/24	Outdoor science education experience for fifth graders that supports NGSS.	Expanded Learning Opportunities Program	Not to exceed \$460 per student
8	Irvine Ranch Outdoor Education Center	Laura Urquhart, Fryberger ES	R	04/22/24 - 04/24/24	Outdoor science education experience for fifth graders that supports NGSS.	Expanded Learning Opportunities Program	Not to exceed \$460 per student

Contracts for Approval/ Ratification

October 12, 2023

NO.	CONTRACT	ORIGINATOR	NEW/ RENEW	TERM DATE	PURPOSE	BUDGET/ PROGRAM	CONTRACTED AMOUNT
9	Loyola Marymount University	Rich Montgomery, HR	R	10/12/23 - 06/30/26	Provide educational experience and training in the fieldwork for Psychology programs.	N/A	\$0
10	Mile High Pines	Jonathan Edelman, Webber ES	N	02/21/24 - 02/23/24	Outdoor science education experience for sixth graders that supports NGSS.	Expanded Learning Opportunities Program	Not to exceed \$300 per student
11	Mile High Pines	Kimberly Breckenridge, Anderson ES	N	02/21/24 - 02/23/24	Outdoor Education for 6 th grade students that includes STEAM lessons, PE and other outdoor activities.	Expanded Learning Opportunities Program	Not to exceed \$300 per student + cost of Transportation
12	OC Delights LLC, DBA Tikiz Shaved Ice	Dr. Jaqueline Barry, Stacey MS	N	09/19/23 - 06/30/24	Food truck catering PTSA fundraising event with portion of proceeds going directly to the school.	PTSA	\$0
13	Pali Institute	Kathryn Cox, Eastwood ES	N	03/04/24 - 03/08/24	Outdoor science education experience for sixth graders that supports NGSS.	Expanded Learning Opportunities Program	\$39,690.00
14	Renaissance	Michelle Scheiber, Curriculum & Instruction	N	10/01/23 - 09/30.24	Elementary Star Phonics subscription that assesses the 12 most critical phonics categories.	At-Risk Curriculum & Instruction	\$3,353.80
15	Sabroso! Mobile Kitchen	Dr. Jaqueline Barry, Stacey MS	N	09/19/23 - 06/30/24	Food truck catering PTSA fundraising event.	PTSA	\$0
16 09.12.23	TeachBoost - approved on 09/14/23	Gerardo Martinez, Educational Technology	Amend Amount	08/28/23 - 06/30/24	Platform to support teacher growth and coaching for ISS that helps to consolidate coaching work into one place.	Instructional Educational Technology	Amend from \$9,200.00 to \$9,800.00

Contracts for Approval/ Ratification

October 12, 2023

NO.	CONTRACT	ORIGINATOR	NEW/ RENEW	TERM DATE	PURPOSE	BUDGET/ PROGRAM	CONTRACTED AMOUNT
17	Thinking Maps (5)	Michelle Scheiber, Curriculum & Instruction	N	10/01/23 - 04/10/24	Provide various leadership professional development trainings for teachers and site administrators for contract #14193, 14194, 14202, 14216 and 14234.	Title II	#14193 = \$7,500 #14194 = \$6,600 #14202 = \$11,000 #14216 = \$8,800 #14234 = \$1,250 Total \$35,150
18	Thrively (DBA Bloom Software Inc.	Nicole Baitx- Kennedy	N	10/13/23 - 07/3/24	Collaborative for Academic, Social and Emotional Learning (CASEL) aligned strengths-based curriculum for Districtwide Expanded Learning Programs implementation.	Expanded Learning Opportunities Program	Year 1 = \$23,000 Year 2 = \$18,000 Year 3 = \$18,000

WESTMINSTER SCHOOL DISTRICT
Business Services

DATE: October 12, 2023

TO: Gunn Marie Hansen, Ph.D., Superintendent

FROM: Manuel Cardoso, Assistant Superintendent, Business Services

SUBJECT: **RECEIVE THE WILLIAMS SETTLEMENT ANNUAL REPORT FOR
FISCAL YEAR 2022-23**

BACKGROUND INFORMATION:

California Education Code Section 1240 specifically requires the County Superintendent of Schools to visit the decile 1-3 schools to ensure compliance with Williams Settlement Legislation requirements. The following areas were reviewed:

1. Schools were evaluated to have sufficient textbooks and instructional materials;
2. The safety, cleanliness, and adequacy of school facilities were reviewed, with no deficiencies reported to school administrators for remediation;
3. The accuracy of data reported on School Accountability Report Cards (SARC) was reviewed with respect to the sufficiency of instructional materials and the good repair of facilities and found to be accurate;

CURRENT CONSIDERATIONS:

This report for fiscal year 2022-23 provides aggregate findings for the Westminster School District which identified Sequoia as a decile 1-3 school. This data has been submitted in previous quarterly reports.

FINANCIAL IMPLICATIONS:

There are no financial implications.

SUPERINTENDENT'S RECOMMENDATION:

Receive the Williams Settlement Annual Report for fiscal year 2022-23

WESTMINSTER SCHOOL DISTRICT
Business Services

DATE: October 12, 2023

TO: Gunn Marie Hansen Ph.D., Superintendent

FROM: Manuel Cardoso, Assistant Superintendent, Business Services

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

BACKGROUND INFORMATION:

Per *Education Code Section 35186 (d)*, "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:

The Williams Uniform Complaint general subject areas are Textbooks and Instructional Materials, Teacher Vacancies or Miss Assignments, and Facility Conditions with no Williams Uniform Complaints received for any area during the reporting period of July 1, 2023, to September 30, 2023.

FINANCIAL IMPLICATIONS:

There are no financial implications.

SUPERINTENDENT'S RECOMMENDATION:

Receive the First Quarterly Report on Williams Uniform Complaints



Orange County Department of Education
Educational Services Division

**Williams Settlement Legislation
Quarterly Report of Uniform Complaints
2023-24**

District: Westminster School District

District Contact: Manuel Cardoso

Title: Assistant Superintendent, Business Services

- | | | | |
|-------------------------------------|------------|-------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> | Quarter #1 | July 1 – September 30, 2023 | Report due by October 31, 2023 |
| <input type="checkbox"/> | Quarter #2 | October 1 – December 31, 2023 | Report due by January 31, 2024 |
| <input type="checkbox"/> | Quarter #3 | January 1 – March 31, 2024 | Report due by April 30, 2024 |
| <input type="checkbox"/> | Quarter #4 | April 1 – June 30, 2024 | Report due by July 31, 2024 |

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	NA
Teacher Vacancies or Misassignments	0	0	NA
Facility Conditions	0	0	NA
TOTALS			

Name of Superintendent: Gunn Marie Hansen, Ph.D.

Signature of Superintendent: _____ Date: _____

Please submit to:

Orange County Department of Education
P.O. Box 9050, Costa Mesa, CA 92628-9050
Attention: Alicia Gonzalez, Sr. Administrative Assistant/R101

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



Orange County Department of Education
Educational Services Division

**Williams Settlement Legislation
Annual Report
Westminster School District
2022-23**

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This report summarizes the results of schools identified for Williams Settlement Legislation monitoring by the California Department of Education.

INSTRUCTIONAL MATERIALS

Schools were reviewed to determine the sufficiency of textbooks and instructional materials.¹

School	Review Date	Administrator Verification of Sufficiency Received	Textbook/Instructional Materials Insufficiencies	Subject	Grade	Room	Materials Needed	Correction Date
Sequoia Elementary	September 16, 2022	September 12, 2022	NONE					

¹“Sufficient textbooks and instructional materials” means that each pupil, including English learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home in the core subject areas of mathematics, science, history-social science, and English language arts, including the English language development component of an adopted program. Middle and high schools include foreign language and health.



Orange County Department of Education
Educational Services Division

**Williams Settlement Legislation
Annual Report
Westminster School District
2022-23**

FACILITIES

Schools were reviewed to determine safety, cleanliness, and functionality of facilities. Any deficiencies were reported to school administrators for remediation.²

School	Review Date	Room/Area	Facility Conditions Identified
Sequoia Elementary	September 27, 2022	NONE	

²Districts or schools are not required to report corrections to the Orange County Department of Education.



**Williams Settlement Legislation
Annual Report
Westminster School District
2022-23**

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SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

The SARCs published in 2022-23 were reviewed to determine the accuracy of information reported for sufficiency of textbooks and instructional materials and safety, cleanliness, and functionality of school facilities.

School	SARC Review Date(s)	Instructional Materials Accurate	Instructional Material Discrepancies	Facility Conditions Accurate	Facility Condition Discrepancies
Sequoia Elementary	March 30, 2023	Yes	N/A	Yes	N/A

Respectfully submitted,

Nicole Savio Newfield
Administrator, Student Achievement and Wellness

9/22/23

Date

WESTMINSTER SCHOOL DISTRICT
Business Services

DATE: October 12, 2023

TO: Gunn Marie Hansen, Ph.D. Superintendent

FROM: Manuel Cardoso, Assistant Superintendent, Business Services
Michael Robbins, D.B.A., Chief Technology Officer

SUBJECT: **APPROVE CDW-G PIGGYBACK OF IRVINE UNIFIED SCHOOL DISTRICT'S BID # 19/20-01 IT FOR PURCHASE OF TECHNOLOGY EQUIPMENT, PERIPHERALS AND RELATED ITEMS**

BACKGROUND INFORMATION:

Pursuant to Public Contract Code section 20111(a), the bid limit for purchases of equipment is \$109,300, effective January 1, 2023. Irvine Unified School District prepared and awarded a new competitive bid to CDW Government, LLC, at their Regular Board meeting on December 17, 2019. Westminster School District would like to utilize this piggyback bid pursuant to the terms and conditions set forth in the above referenced contract for the initial term from January 1, 2023 to December 31, 2023. The bid has the option to extend for one (1) additional one-year term upon mutual written agreement between Irvine Unified and contractor based on the approval of the Districts Governing Board.

CURRENT CONSIDERATIONS:

Pursuant to Section 20118 of the Public Contract Code, the Board of Trustees of the Westminster School District determines it is in the best interest of the District to piggyback Irvine Unified School District's Bid # 19/20-01 IT for purchase of technology equipment and peripherals.

FINANCIAL IMPLICATIONS:

Purchases will be funded from various programs and site budgets as appropriate.

SUPERINTENDENT'S RECOMMENDATION:

Approve CDW-G piggyback of Irvine Unified School District's bid # 19/20-01 IT for the purchase of technology equipment, peripherals and related items

EDUCATIONAL SERVICES

6.0

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WESTMINSTER SCHOOL DISTRICT
Educational Services

DATE: October 12, 2023

TO: Gunn Marie Hansen, Ph.D., Superintendent

FROM: Richard J. Noblett, Ed.D., Assistant Superintendent, Educational Services
Michelle Scheiber, Director, Curriculum & Instruction

SUBJECT: **CONDUCT A PUBLIC HEARING – SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS FOR THE 2023-2024 SCHOOL YEAR**

BACKGROUND INFORMATION:

California Education Code Section 60119 specifies that the governing boards of school districts are required to hold annual public hearings on the sufficiency of textbooks and adopt a resolution that all students have sufficient textbooks and instructional materials in each subject area consistent with the content and cycles of the curriculum frameworks adopted by the State Board.

Each spring, pupil projections are analyzed to monitor student enrollment for the following school year. Textbooks and instructional materials are ordered with a 10% margin to ensure sufficient texts are available for students each fall.

Middle school students check out textbooks in each subject, which are kept at home. A classroom set of textbooks, in each subject area, is also available to students during class. This system provides students access to instructional materials at school and at home.

CURRENT CONSIDERATIONS:

Educational Code Section 60119 requires governing boards to hold an open hearing and invite public testimony prior to the adoption of a resolution assuring that students have or will have sufficient textbooks and instructional materials.

FINANCIAL IMPLICATIONS

There are no financial implications.

SUPERINTENDENT'S RECOMMENDATION:

Conduct a public hearing - Sufficiency of Textbooks and Instructional Materials for the 2023-2024 School Year

WESTMINSTER SCHOOL DISTRICT

PLEASE POST

PLEASE POST

Notice of Public Hearing

The Westminster School District will hold a public hearing for the Sufficiency of Textbooks and Instructional Materials for all students for the 2023-2024 fiscal year in compliance with Education Code Section 60119 on October 12, 2023, at the Westminster School District Office Board Room at its Board Meeting beginning at 7:00 PM.

All interested persons are invited to attend and give testimony.

The Westminster School District office is located at:
14121 Cedarwood Street, Westminster, CA 92683



14121 Cedarwood Street
Westminster, CA 92683
(714) 894-7311

Gunn Marie Hansen, Ph.D., Superintendent

BOARD OF TRUSTEES

David M. Johnson, President
Frances Nguyen, Vice President
Jeremy Khalaf, Clerk
Tina Gustin-Gurney, Member
Khanh Nguyen, Member

RESOLUTION #23-24-07
SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS
FOR ALL WESTMINSTER SCHOOL DISTRICT STUDENTS FOR THE
2023-2024 SCHOOL YEAR

October 12, 2023

WHEREAS, Education Code Section 60119 establishes steps and procedures to ensure the availability of textbooks and instructional materials in order to be eligible to receive funds for that purpose, and

WHEREAS, the Governing Board of Westminster School District, in order to comply with the requirements of Education Code Section 60119 held a public hearing on October 12, 2023, at 7:00 PM o'clock and

WHEREAS, the Governing Board provided at least 10 days' notice of the public hearing posted in at least three public places within the district stated the time, place, and purpose of the hearing, and

WHEREAS, the Governing Board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and

WHEREAS, the information provided at the public hearing and to the Governing Board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district, and

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

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

Vision Statement:

Leading the way as the premier Pre K-8th grade school district in Orange County, CA by providing exceptional and innovative experiences where all learners thrive.

Mission Statement:

It is our collective responsibility to educate and empower all students to pursue excellence through a distinctive, rigorous, and engaging academic experience.

RESOLUTION #23-24-07
SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS
FOR ALL WESTMINSTER SCHOOL DISTRICT STUDENTS FOR THE
2023-2024 SCHOOL YEAR

Subject	Adoption
Mathematics	McGraw-Hill (My Math) Grades K-5 Big Ideas Learning (Big Ideas Math) Grades 6 - 8
Science	McGraw-Hill Inspire Science Grades K - 5 Pearson Elevate Science Grades 6 – 8
History/Social Science	Savaas My World Grades K - 5 Cengage Learning/National Geographic Grades 6 - 8
English/Language Arts	McGraw-Hill Wonders Grades K - 5 McGraw-Hill StudySync Grades 6 – 8
ELD	McGraw-Hill Wonders with integrated ELD (Program 2) Grades K - 5 McGraw-Hill StudySync with integrated ELD (Program 2) Grades 6 – 8

NOW, THEREFORE, BE IT RESOLVED, that for the 2023-2024 school year, the Westminster School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

ADOPTED at a regular meeting of the Governing Board of the Westminster School District held this 12th day of October 2023, by the following vote:

AYES: _____ **NOES:** _____ **ABSTAIN:** _____ **ABSENT:** _____

Gunn Marie Hansen Ph.D., Superintendent

David M. Johnson, President

Frances Nguyen, Vice President

Jeremy Khalaf, Clerk

Tina Gustin-Gurney, Member

Khanh Nguyen, Member

Vision Statement:

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BUSINESS SERVICES

7.0

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WESTMINSTER SCHOOL DISTRICT
Business Services

DATE: October 12, 2023

TO: Gunn Marie Hansen, Ph.D. Superintendent

FROM: Manuel Cardoso Assistant Superintendent, Business Services
Brian Johnson, Executive Director of Facilities & MOT

SUBJECT: **APPROVE AMENDMENT TO THE CONTRACT WITH D. F. PEREZ FOR MEASURE T INSTALLATION OF INTERIM HOUSING AT EASTWOOD ELEMENTARY SCHOOL, SEQUOIA ELEMENTARY SCHOOL AND WARNER MIDDLE SCHOOL – BID # 2023/24-01**

BACKGROUND INFORMATION:

The Westminster School District awarded Bid #2023/24-01 for the installation of the interim housing at Eastwood and Sequoia Elementary Schools along with Warner Middle School totaling \$1,677,843.00 at the June 8, 2023 board meeting. In addition, the Board pursuant to Education Code 17604 authorizes the Superintendent to appoint a designee to enter into a contract and to approve changes or additions to the project in accordance with the contract and Public Contract Code section 20118.4, subject to Board ratification.

CURRENT CONSIDERATIONS:

After the contract was awarded and construction began, unforeseen conditions arose that could not be anticipated at the time bidding occurred, necessitating the need for an amendment to the contract.

CHANGE ORDER #1		
COR#	DESCRIPTION	COST
#3	Additional electrical to install of required 3" conduit and increase wire size.	\$115,578.88
#4	Credit for the descope of concrete work.	(\$8,876.31)
#5	Credit to remove and replace the main fire control panel due to water damage in open conduits	(\$15,560.36)
#14	Provide electrical panels for Sequoia & Eastwood and Fire Control panels for Eastwood, Sequoia & Warner.	\$43,875.64
	Amendment total:	\$135,017.85

FINANCIAL IMPLICATIONS:

The total cost for amending the contract with D. F. Perez., Bid #2023/24-01 for the above-listed changes is \$135,017.85 to be paid from Measure T funds. The current change orders are within the budgeted contingency for the construction and interim housing at Eastwood Elementary, Sequoia Elementary, and Warner Middle schools.

SUPERINTENDENT'S RECOMMENDATION:

Approve amendment to the contract with D. F. Perez for Measure T installation of interim housing at Eastwood Elementary School, Sequoia Elementary School, and Warner Middle School – Bid # 2023/24-01

WESTMINSTER SCHOOL DISTRICT
Business Services

DATE: October 12, 2023

TO: Gunn Marie Hansen, Ph.D. Superintendent

FROM: Manuel Cardoso Assistant Superintendent, Business Services
Brian Johnson, Executive Director of Facilities & MOTSUBJECT: **APPROVE AMENDMENT TO THE CONTRACT WITH PCN3 INC. FOR
ANDERSON AND DEMILLE ELEMENTARY SCHOOLS HVAC
MODERNIZATION AND INTERIM HOUSING - BID#22/23-01****BACKGROUND INFORMATION:**

The Westminster School District awarded Bid #22/23-01 for the construction portion totaling \$12,846,000.00 at the May 12, 2022 board meeting and amended the contract to \$13,381,762.23 at the May 11, 2023 board meeting. In addition, the Board pursuant to Education Code 17604 authorizes the Superintendent to appoint a designee to enter into a contract and to approve changes or additions to the project in accordance with the contract and Public Contract Code section 20118.4, subject to Board ratification.

CURRENT CONSIDERATIONS:

After the contract was awarded and construction began, unforeseen conditions arose that could not be anticipated at the time bidding occurred, necessitating the need for an amendment to the contract.

CHANGE ORDER #3		
ANDERSON ELEMENTARY		
COR#	DESCRIPTION	COST
COR020	Provided and installed steel plate 7"x20"x1/2" to reinforce beam hangers in ten locations per DSA-approved CCD001.	\$17,000.00
COR054	Replaced existing rusted cast iron sewer pipe in all restrooms.	\$1,500.00
COR077	Additional scope to install 2x10x18 to sister existing drilled/damaged rafters in Building A1	\$4,776.41
COR078	Additional scope to replace unforeseen damaged roofing plywood per IOR request for Building A3 & A2.	\$10,422.09
COR086	Additional electrical work for Phase IV, Buildings B1 – B4 to replace all existing conduits of existing lighting as well as power outlets.	\$56,000.00
	Amendment Total at Anderson	\$89,698.50

DEMILLE ELEMENTARY		
COR#	DESCRIPTION	COST
COR029	Replaced additional deteriorated plywood on roof	\$4,181.82
COR053	Replaced unforeseen deteriorated cast iron sewer pipe in all restrooms.	\$1,500.00
COR080	Additional scope to install furred wall, sheet metal cover, and paint as well as added bracket.	\$10,000.00
COR084	Additional demo & disposal of existing storefront and new install for Building 4.	\$15,500.00
COR085	Unforeseen termite damage in Building 5. Demo existing exposed columns & beams and install new beam.	\$10,900.00
COR087	Additional electrical work for Phases III & IV replaces all existing conduits of existing lighting as well as power outlets.	\$78,000.00
COR088	Demo & dispose existing storefront and install new in Building 5.	\$15,500.00
COR090	Added new LVL flooring in lieu of carpet in teacher's lounge.	\$3,173.80
COR093	Additional grinding at existing door opening where steel post exists.	\$1,652.00
COR096	Additional asphalt removed & dumped.	\$3,252.20
	Amendment Total at DeMille	\$143,659.82
	Amendment Total for Anderson & DeMille	\$233,358.32

FINANCIAL IMPLICATIONS:

The total cost for amending the contract with PCN3 INC., Bid #22/23-01 for the above-listed changes is \$233,358.32 to be paid from Measure T funds. The current change orders are within the budgeted contingency for the construction of the Anderson and DeMille Elementary Schools HVAC Modernization & Interim Housing.

SUPERINTENDENT'S RECOMMENDATION:

Approve amendment to the contract with PCN3 INC. for Anderson and DeMille Elementary Schools HVAC Modernization and Interim Housing Bid #22/23-01

WESTMINSTER SCHOOL DISTRICT
Business Services

DATE: October 12, 2023

TO: Gunn Marie Hansen Ph. D., Superintendent

FROM: Manuel Cardoso, Assistant Superintendent, Business Services
Brian Johnson, Executive Director, Facilities, & MOT

SUBJECT: **ADOPT RESOLUTION NO. 23-24-08 RECONFIRMING ELECTION TO
BECOME SUBJECT TO CALIFORNIA UNIFORM PUBLIC
CONSTRUCTION COST ACCOUNTING ACT AND INCORPORATION OF
MAINTENANCE PROJECTS**

BACKGROUND INFORMATION:

The Westminster School District adopted resolution #18-19-12 at the March 28, 2019 board meeting (the "Prior Resolution") in which the Board elected to subject its public works project to the procedures authorized and set forth in the California Uniform Construction Cost Accounting Act and the accounting procedures established by the Uniform Public Construction Cost Accounting Commission (collectively the "Act"), also generally known and referred to as "CUPCCAA." District staff, in consultation with legal counsel, recommends reconfirming the District's election to be subject to the Act, amend the prior resolution to ensure compliance with current guidelines and laws, and expand the Act to apply to maintenance projects as authorized and defined by the Act.

CURRENT CONSIDERATIONS:

Public Contract Code Section 22003 et seq., establishes the authority of the District to engage in alternative informal bid limits for the procurement of certain public work and maintenance projects, provided that the District formally elects, by Resolution, to become subject to the Act. The District took the actions necessary to become subject to the Act through the Prior Resolution. However, the laws and guidelines set forth and applicable to the Act periodically change and allow school districts, at their discretion, to declare maintenance projects, as well as public projects, subject to the Act. Through the Prior Resolution, the District did not incorporate maintenance projects into the Act procedures. However, District staff, in consultation with legal counsel, determined that maintenance projects can be subject to the Act and will provide added benefits to the District by allowing the District to use the informal bidding procedure, described below, for eligible maintenance projects.

The Act requires the District to develop and maintain a list of qualified contractors and accounting procedures set forth in the Cost Accounting Policies and Procedures Manual of the California Uniform Public Construction Cost Accounting Commission ("Commission"); however, contracted work does not require special accounting processes for tracking. The Commission has determined that the California Schools Accounting Manual (CSAM) meets the requirements of the Act.

School districts that have elected to become subject to the Act may award contracts utilizing the following alternative bidding procedures to assist with expediting projects:

Negotiated Contract (less than \$60,000)

Public project work and maintenance projects valued at under \$60,000 would be exempt from formal bidding requirements and performed by negotiated contract or purchase order.

In formal Bid Contract (between \$60,000 and \$200,000)

Public project work and maintenance projects valued between \$60,000 and \$200,000 are awarded to the lowest responsible bidder through an informal bidding process using the qualified contractor list. The District still reserves the right to formally bid a project in this range. Bid, payment and performance bonds are still required of all contractors bidding or performing in this category of informal bidding. Contractors and subcontractors for informally bid projects are subject to all laws and regulations relating to the payment of prevailing wage rates, other employment requirements for public works projects and Department of Industrial Relations registration.

Formal Bid Contract (more than \$200,000)

Projects valued at more than \$200,000 are subject to formal bidding requirements.

Emergency Contract

Currently, when the District engages in emergency procurement to permit the continuance of existing school classes or to avoid danger to life or property without engaging in competitive process under Public Contract Code section 20113, unanimous Governing Board approval and approval of the Superintendent of the Orange County Department of Education ("OCDE") is required. Emergency procurement under the Act does not require approval of the OCDE Superintendent and requires a four out of the five Governing Board member vote rather than the unanimous vote requirement under Public Contract Code section 20113.

FINANCIAL IMPLICATIONS:

There is no impact to the general fund in adopting this resolution. Where feasible, a cost-saving of staff time will occur when the formal bid process does not have to be utilized for the awarding of public projects.

SUPERINTENDENT'S RECOMMENDATION:

Adopt resolution #23-24-08 reconfirming election to become subject to the California Uniform Public Construction Cost Accounting Act and incorporation of maintenance projects



14121 Cedarwood Street
Westminster, CA 92683
(714) 894-7311

Gunn Marie Hansen, Ph.D., Superintendent

BOARD OF TRUSTEES

David M. Johnson, President
Frances Nguyen, Vice President
Jeremy Khalaf, Clerk
Tina Gustin-Gurney, Member
Khanh Nguyen, Member

RESOLUTION #23-24-08
RECONFIRMING ELECTION TO BECOME SUBJECT TO CALIFORNIA UNIFORM
PUBLIC CONSTRUCTION COST ACCOUNTING ACT AND INCORPORATION OF
MAINTENANCE PROJECTS

October 12, 2023

WHEREAS, Public Contract Code section 22000 et seq. sets forth the Uniform Public Construction Cost Accounting Act (the "Act");

WHEREAS, the Act provides for the implementation of uniform construction cost accounting procedures for all public agencies electing to participate, together with instructions for their adoption and implementation by any public agency;

WHEREAS, pursuant to Public Contract Code section 22030, the Board of Education ("Board") of the Westminster School District ("District") formally elected to become subject to the procedures set forth in the Act and to the California Uniform Public Construction Cost Accounting Commission's Policies and Procedures Manual and cost accounting review procedures by adopting Resolution No. 18-19-12 on March 28, 2019;

WHEREAS, pursuant to Public Contract Code section 22034, any public agency that elects to become subject to the Act must adopt informal bidding procedures to govern the selection of contractors to perform public projects pursuant to Public Contract Code section 22032(b);

WHEREAS, the Board desires to reconfirm its election to become subject to the Act, clarify the process to be used by the District pursuant to the Act, and deem maintenance work, as defined herein, to be subject to the Act; and

WHEREAS, the Board further desires to delegate to District staff certain authority in regard to competitive bidding of and contracting and thereby create an efficient process for achieving and implementing Public Works Contracts and Capital Improvement projects.

Vision Statement:

Leading the way as the premier Pre K-8th grade school district in Orange County, CA by providing exceptional and innovative experiences where all learners thrive.

Mission Statement:

It is our collective responsibility to educate and empower all students to pursue excellence through a distinctive, rigorous, and engaging academic experience.

RESOLUTION #23-24-08
RECONFIRMING ELECTION TO BECOME SUBJECT TO CALIFORNIA UNIFORM PUBLIC
CONSTRUCTION COST ACCOUNTING ACT AND INCORPORATION OF MAINTENANCE PROJECTS

NOW, THEREFORE, the Board of Education of the Westminster School District hereby resolves as follows:

1. That the above recitals are all true and correct.
2. That the District hereby reconfirms its election to utilize the Act for public projects as set forth in Public Contract Code section 22002.
3. That the District hereby elects to subject maintenance projects as defined in Public Contract Code section 20115 to the Act as authorized by Public Contract Code section 22003.
4. That projects undertaken by the District, as defined by the Act and in accordance with the limits listed in Public Contract Code section 22032, may be let to contract by informal procedures as set forth in Public Contract Code section 22032.
5. That the District shall develop and maintain a list of qualified contractors, identified according to categories of work, and list on the Districts website, in accordance with the provisions of Public Contract Code section 22034 and criteria promulgated from time to time by the California Uniform Public Construction Cost Accounting Commission.
6. That in the event the District undertakes a project which is subject to Public Contract Code section 22032(b), a notice inviting informal bids shall be mailed to all contractors on the qualified contractors list for the category of work being bid. If the product or service sought by the District is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.
7. That the notice inviting informal bids shall describe the project in general terms and explain how to obtain more detailed information about the project, and state the time and place for the submission of informal bids.
8. That by a majority of the vote of the Governing, the Board hereby delegates to the Superintendent, or a designee, authority to implement the process authorized by the Act and set forth in the Resolution, in accordance with Education Code section 17605.
9. That this Resolution shall take effect immediately upon its adoption.

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RESOLUTION #23-24-08
**RECONFIRMING ELECTION TO BECOME SUBJECT TO CALIFORNIA UNIFORM PUBLIC
CONSTRUCTION COST ACCOUNTING ACT AND INCORPORATION OF MAINTENANCE PROJECTS**

ADOPTED at a regular meeting of the Governing Board of the Westminster School District held this 12th day of October 2023, by the following vote:

AYES: _____ **NOES:** _____ **ABSTAIN:** _____ **ABSENT:** _____

Gunn Marie Hansen Ph.D., Superintendent

David M. Johnson, President

Frances Nguyen, Vice President

Jeremy Khalaf, Clerk

Tina Gustin-Gurney, Member

Khanh Nguyen, Member

Vision Statement:

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BOARD OF EDUCATION/SUPERINTENDENT

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WESTMINSTER SCHOOL DISTRICT
Superintendent's Office

DATE: October 12, 2023
TO: Board of Education
FROM: Gunn Marie Hansen, Ph.D., Superintendent
SUBJECT: **ADOPT NEW BOARD POLICIES AND BYLAWS**

BACKGROUND INFORMATION:

The District's Board policies and bylaws are reviewed and updated periodically as new state and federal laws and regulations are enacted. The proposed new Board Policies are presented for approval:

BP 1113	District and School Websites
BP 4140/4220/4340	Bargaining Units
BP 5141.5	Mental Health
BP 5141.6	School Health Services
DELETE	BP5141.24 – Specialized Health Care
BP 6159.2	Nonpublic, Nonsectarian School and Agency Services for Special Education
BP 6173.4	Education for Native American Students

CURRENT CONSIDERATIONS:

These new policies include recommended language from the California School Boards Association board policy guidelines.

FINANCIAL IMPLICATIONS:

There are no financial implications.

SUPERINTENDENT'S RECOMMENDATION:

Adopt new Board Policies and Bylaws

District And School Websites

To enhance communication with students, parents/guardians, staff, and community members, the Governing Board encourages the Superintendent or designee to develop and maintain district and school websites. The use of district and school websites shall support the district's vision and goals and shall be coordinated with other district communications strategies.

Design Standards

The Superintendent or designee shall establish design standards for district and school websites in order to maintain a consistent identity, professional appearance, and ease of use.

District design standards shall require an evaluation of products, features, and content accessible to students on district and school websites to prevent access to harmful or potentially harmful material.

The district's design standards shall address the accessibility of district and school websites to individuals with disabilities, including compatibility with commonly used assistive technologies.

Website Content

The Superintendent or designee shall develop content guidelines for district and school websites and assign staff to review and approve content prior to posting.

Board policy pertaining to advertising in district and school publications, as specified in BP 1325 - Advertising and Promotion, shall also apply to advertising on district and school websites.

Privacy Rights

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school websites.

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school websites.

Photographs of individual students shall not be published on district or school websites accompanied by the student's name or other personally identifiable information without the prior written consent of the student's parent/guardian.

If students' names are not included, photographs of individual students or groups of students,

such as at a school event, may be published on school or district websites.

Employees' home addresses, personal telephone numbers, and personal email addresses shall not be posted on district or school websites.

The home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school websites without the prior written permission of that individual. (Government Code 3307.5, 7928.205, 7920.535)

No public safety official shall be required to consent to the posting on the Internet of the public safety official's photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or the officer's family. (Government Code 3307.5)

Legal Reference:

State	Description
Bus. and Prof. Code 22580-22582	Privacy rights for California minors in the digital world
Bus. and Prof. Code 22584-22585	Student Online Personal Information Protection Act
Bus. and Prof. Code 22586-22587	Early Learning Personal Information Protection Act
Ed. Code 35182.5	Contracts for advertising
Ed. Code 35258	Internet access to school accountability report cards
Ed. Code 48852.6	Information regarding homelessness
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 49061	Definitions; directory information
Ed. Code 49073	Release of directory information
Ed. Code 60048	Commercial brand names, contracts or logos
Gov. Code 11135	Prohibition of discrimination
Gov. Code 12950	California Civil Rights Department posters
Gov. Code 3307.5	Publishing identity of public safety officers

Gov. Code 7920.000-7930.170	California Public Records Act
Pen. Code 14029.5	Prohibition against publishing personal information of person in witness protection program
Pub. Res. Code 21082.1	California Environmental Quality Act environmental review documents
Federal	Description
16 CFR 312.1-312.13	Children's Online Privacy Protection Act
17 USC 101-122	Subject matter and scope of copyright
17 USC 504	Penalties for copyright infringement
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
29 USC 705	Definitions; Vocational Rehabilitation Act
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 104.1-104.61	Nondiscrimination on the basis of disability
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 12101-12213	Americans with Disabilities Act
Management Resources	Description
CA Civil Rights Department Publication	Family Care and Medical Leave and Pregnancy Disability Leave
CA Civil Rights Department Publication	California Law Prohibits Workplace Discrimination and Harassment
CA Civil Rights Department Publication	Transgender Rights in the Workplace
CA Civil Rights Department Publication	Your Rights and Obligations as a Pregnant Employee
Court Decision	Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112
Court Decision	City of San Jose v. Superior Court, (2017) 2 Cal.5th 608
U.S. Department of Agriculture Publication	Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016
U.S. Department of Justice Publication	Accessibility of State and Local Government Websites to People with Disabilities, June 2003

U.S. DOE Office for Civil Rights Publication	Joint Dear Colleague Letter: Electronic Book Readers, June 29, 2010
U.S. DOE, Office for Civil Rights Publication Website	Dear Colleague Letter, May 26, 2011
Website	CSBA District and County Office of Education Legal Services
Website	Governor's Office of Planning and Research, The California Environmental Quality Act
Website	California Department of Education, Web Accessibility Standards
Website	California School Public Relations Association
Website	U.S. Department of Justice, Civil Rights Division, Disability Rights Section
Website	World Wide Web Consortium, Web Accessibility Initiative
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights
Website	California Civil Rights Department
World Wide Web Consortium Publication	Web Content Accessibility Guidelines, December 2008

Policy adopted: October 12, 2023

WESTMINSTER SCHOOL DISTRICT
Westminster, California

Bargaining Units

The Governing Board recognizes the right of district employees to form a bargaining unit and to select an employee organization as the exclusive representative to represent the employees in the employees' employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

Employees shall not be prohibited from wearing union buttons or other items that favor or oppose the formation of a bargaining unit or any matter that is the subject of negotiations.

Formation of Bargaining Units

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

A bargaining unit of supervisory employees may be recognized if the bargaining unit includes all supervisory employees and is not represented by an employee organization that represents district employees who are supervised by the supervisory employees. (Government Code 3545)

For this purpose, supervisory employee means any employee, regardless of job description, having authority, in the interest of the district, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to, direct, or adjust grievance of other employees, or effectively recommend that action, when the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 3540.1)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. In the employment relationship with the district, such employees may represent themselves or be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. An employee organization representing management or confidential employees shall not be permitted to meet and negotiate with the district on behalf of the employees. (Government Code 3543.4)

Management employee means an employee in a position having significant responsibilities for formulating district policies or administering district programs. Management positions shall be designated by the Board which may be subject to review by the Public Employment Relations Board. (Government Code 3540.1)

Confidential employee means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. (Government Code 3540.1)

Membership

The district shall not deter or discourage employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. In addition, the district shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550, 3551.5)

The Superintendent or designee may communicate with district employees regarding their rights to join and/or support an officially recognized employee organization or to refrain from joining or supporting an officially recognized employee organization. Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.

However, before disseminating to multiple employees any mass communication concerning employees' rights under the law, such as a written document or script for oral or recorded presentation or message, the Superintendent or designee shall meet and confer with the employees' exclusive representative regarding the content of the communication. If the district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication, provided that at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed. (Government Code 3553)

Access to New Employee Orientations

The district shall permit employee organizations access to new employee orientation or onboarding process where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation, except that a shorter notice may be provided if an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice. (Government Code 3555.5, 3556)

Following a request to negotiate by either party, the structure, time, and manner of access to new employee orientations shall be determined by mutual agreement of the district and the exclusive

representative. If the district and exclusive representative fail to reach an agreement, matters related to access to the new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. The arbitrator selection process shall commence within 14 days of a party's demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be issued within 10 days and shall be final and binding on the parties. (Government Code 3556, 3557)

The date, time, and place of a new employee orientation shall not be disclosed to anyone other than employees, the exclusive representative, or a vendor that is contracted to provide a service for purposes of the orientation. (Government Code 3556)

Until June 30, 2025, in addition to above provisions regarding new employee orientations, the district shall ensure the following: (Government Code 3556)

1. When an inperson new employee orientation has not been conducted within 30 days of hiring any new employee who is working in person, the Superintendent or designee shall permit the exclusive representative to schedule an inperson meeting which newly hired employees shall have an opportunity to attend, at the employee's worksite and during employment hours. Each newly hired employee within the bargaining unit shall be provided at least 30 minutes of paid time to attend the meeting, during which the exclusive representative shall be permitted to communicate directly with the newly hired employees.

Within seven days of an exclusive representative's request to schedule such an inperson meeting, the Superintendent or designee shall provide an appropriate on-site meeting space.

2. When, by reason of a state or local public health order limiting the size of gatherings, the district is prohibited from organizing a new employee orientation, an exclusive representative may schedule multiple meetings to ensure that newly hired employees have an opportunity to attend without exceeding the maximum allowable number of people. If such an order prohibits all gatherings, the exclusive representative may schedule a meeting(s) once the order is lifted or modified to permit gatherings.

Alternative access to these meetings shall be determined through mutual agreement between the district and the exclusive representative.

Access to Employee Contact Information

The Superintendent or designee shall provide an exclusive representative with the name, job title,

department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee within 30 days of hire or by the first pay period of the month following hire, unless the exclusive representative has agreed to a different interval for the provision of the information. In addition, the Superintendent or designee shall provide the exclusive representative the same information in regard to all employees in the bargaining unit at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 7928.300)

However, the Superintendent or designee shall not disclose: (Government Code 3558, 6207, 6215, 6215.2, 7928.300)

1. The home address and any phone numbers on file for employees performing law enforcement-related functions
2. The home address, home telephone or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207
3. The employee's home address, home telephone and personal cell phone numbers, and personal email address of an employee not performing law enforcement related functions if the employee has submitted a written request to keep such information private. In such instances, the Superintendent or designee shall also remove the employee's home address, and home telephone and personal cell phone numbers from any mailing list maintained by the district unless the list is only used by the district to contact the employee.

Within 20 calendar days after an exclusive representative notifies the Superintendent or designee that a list of employees provided by the district is inaccurate or incomplete, the Superintendent or designee shall take steps to correct the list and provide a new list of employees to the exclusive representative. (Government Code 3558)

To provide accurate information, the Superintendent or designee shall review the list of contact information for district employees at the beginning of each school year, or more often as appropriate.

Communications with Employees

Employee organizations may have access at reasonable times to areas in which employees work and may use district facilities at reasonable times for the purpose of meetings. Subject to reasonable regulation, employee organizations may also use institutional bulletin boards, mailboxes, and other means of communication to communicate with employees. (Government Code 3543.1)

Access to district means of communication shall be limited in cases where such access would be disruptive to district operations.

Membership Dues or Other Payments to an Employee Organization

When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization. (Education Code 45060, 45168)

An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the district, the district shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

When an employee organization which has declined to certify that it will handle and process employee written authorizations makes a request for payroll deductions, the district shall request a copy of the employee's written authorization before making the payroll deductions. (Education Code 45060, 45168)

A written authorization shall remain in effect until expressly revoked in writing by the employee and pursuant to the terms of the written authorization. Employee requests to cancel or change authorizations for payroll deductions for employee organizations shall be directed to the employee organization rather than the district. The employee organization shall be responsible for processing these requests. The district shall rely on the information provided by the employee organization regarding whether deductions for an employee organization were properly canceled or changed. The employee organization shall be required to indemnify the district for any claims made by an employee for deductions made by the district in reliance on information from the employee organization. (Education Code 45060, 45168)

Legal Reference:

State

8 CCR 33015-33490

Description

Recognition of exclusive representative; proceedings

8 CCR 33700-33710	Severance of established unit
Ed. Code 45060-45061.5	Deduction of fees from salary or wage payment; certificated employees
Ed. Code 45100.5	Senior classified management positions
Ed. Code 45104.5	Abolishment of senior classified management positions
Ed. Code 45108.5	Definition of senior classified management employees
Ed. Code 45108.7	Waiver of provisions of 45108.5
Ed. Code 45168	Deduction of fees from salary or wage payment; classified employees
Ed. Code 45220-45320	Merit system; classified employees
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 3540.1	Public employment; definitions
Gov. Code 3543.4	Management and confidential positions; representation
Gov. Code 3545	Appropriateness of unit; basis
Gov. Code 3550-3552	Prohibition on public employers deterring or discouraging union membership
Gov. Code 3555-3559	Public employee communication, information and orientation
Gov. Code 53260-53264	Employment contracts
Gov. Code 6205-6210	Confidentiality of addresses for victims of domestic violence, sexual assault, or stalking
Gov. Code 6215-6216	Address confidentiality for individuals who face threats or violence because of work for a public entity
Gov. Code 6503.5	Joint powers agencies; agreement
Gov. Code 7928.300	Disclosure of employee contact information to employee organization
Management Resources	Description
Court Decision	County of Los Angeles v. Los Angeles County Employee Relations Commission (2013) 56 Cal. 4th 905
Court Decision	Friedrichs v. California Teachers Association, et al. (2016) 136 S.Ct. 1083

Court Decision	Janus v. American Federation of State, County and Municipal Employees, Council 31 (2018) 138 S.Ct. 2448
Public Employment Relations Board Ruling	East Whittier School District (2004) PERB Dec. No. 1727
Public Employment Relations Board Ruling	City of Sacramento, (2019) PERB Dec. No. 2702m
Website	CSBA District and County Office of Education Legal Services
Website	<u>California Federation of Teachers</u>
Website	<u>California Public Employment Relations Board</u>
Website	<u>California School Employees Association</u>
Website	<u>California Teachers Association</u>
Website	<u>Association of California School Administrators</u>
Website	<u>CSBA</u>

Policy adopted: October 12, 2023

WESTMINSTER SCHOOL DISTRICT
Westminster, California

Mental Health

The Governing Board recognizes that students' emotional well-being and mental health are critical to their ability to perform to their full academic and personal potential. The Superintendent or designee shall develop strategies and services to reduce the stigma associated with mental illness, facilitate access to mental health services, and help students build resiliency skills, including digital resilience, increase social connections, and cope with life challenges.

The Superintendent or designee shall consult and collaborate with school-employed mental health professionals, the county mental health department, psychologists and other health professionals, social workers, and/or community organizations to strengthen local mental health services and develop and implement an integrated plan to support student mental health.

To the extent possible, the district shall focus on preventive strategies which increase students' connectedness to school, create a support network of peers and trusted adults, and provide techniques for conflict resolution. The district shall investigate and resolve any complaint of bullying, intimidation, harassment, or discrimination in accordance with law and district policy.

The district shall provide instruction to students that promotes their healthy mental, emotional, and social development. Health education courses shall be aligned with the state content standards and curriculum framework and shall include, but not be limited to, instruction related to identifying signs of depression and self-destructive behaviors, developing coping skills, and identifying resources that may provide assistance.

Information and Training

The Superintendent or designee shall provide school staff with information and training to recognize the early signs and symptoms of an emerging mental health condition or behavioral health disorder, including common psychiatric conditions and substance use disorders such as opioid and alcohol abuse, identify risk factors and warning signs of suicidal intent, respond to students who have been impacted by traumatic stress, safely deescalate crisis situations involving students with a behavioral health disorder, and link students with effective services, referrals, and supports. Such training shall also provide instruction on how to maintain student privacy and confidentiality. Behavioral health information and training may also be provided to parents/guardians, students, and families. (Education Code 49428.15)

The Superintendent or designee shall develop a protocol for identifying and assessing students who may be suffering from an anxiety disorder, depression, eating disorder, or other severe or disabling mental illness. The Superintendent or designee may establish districtwide or school-site crisis intervention team(s) to respond to mental health concerns in the school setting.

At least twice per school year, the Superintendent or designee shall ensure that each school provides notice regarding how to initiate access to student mental health services on campus

and/or in the community. The notification shall be in at least two of the following methods: (Education Code 49428)

1. Distributing the information, electronically or in hardcopy, in a letter to parents/guardians, and in a school publication or other document to students
2. Including the information, at the beginning of the school year, in the parent handbook for parents/guardians and in student orientation materials or a student handbook
3. Posting the information on the school's website or social media

Parents/guardians and students shall each receive two notices on how to initiate access to student mental health services, which may be delivered by different methods. (Education Code 494280)

Each school site that serves students in any of grades 6-12 shall create an age appropriate and culturally relevant poster that identifies approaches and shares resources about student mental health, and that includes the following information: (Education Code 49428.5)

1. Identification of common behaviors of those struggling with mental health or who are in a mental health crisis, including, but not limited to, anxiety, depression, eating disorders, emotional dysregulation, bipolar episodes, and schizophrenic episodes
2. A list of, and contact information for, school site-specific resources, including, but not limited to, counselors, wellness centers, and peer counselors
3. A list of, and contact information for, community resources, including, but not limited to, suicide prevention, substance abuse, child crisis, nonpolice mental health hotlines, public behavioral health services, and community mental health centers
4. A list of positive coping strategies to use when dealing with mental health, including, but not limited to, meditation, mindfulness, yoga, breathing exercises, grounding skills, journaling, acceptance, and seeking therapy
5. A list of negative coping strategies to avoid, including, but not limited to, substance abuse or self-medication, violence and abuse, self-harm, compulsivity, dissociation, catastrophizing, and isolating

The poster shall be displayed in English and any primary language spoken by 15 percent or more of the students at the school site and be no smaller than 8.5 by 11 inches and at least 12-point font. The poster shall be prominently and conspicuously displayed in public areas that are accessible to, and commonly frequented by, students at each school site such as bathrooms, locker rooms, classrooms, classroom hallways, gymnasiums, auditoriums, cafeterias, wellness centers, and offices. Additionally, at the beginning of each school year the poster shall be distributed online to students through social media, websites, portals, and learning platforms. (Education Code 49428.5)

Mental Health Counseling and Referrals

A school counselor, school psychologist, or school social worker may provide mental health counseling to students in accordance with the specialization(s) authorized on the individual's credential. As needed, students and their parents/guardians may be provided referrals to mental health services in the community and/or to mental health services at or near district schools.

Mental health and behavioral health services for students on campus may be provided by way of telehealth technology. (Education Code 49429)

If a student has an emotional or mental illness that limits a major life activity, has a record of such impairment, or is regarded as having such impairment, or may need special education and related services, the student shall be referred for an evaluation for purposes of determining whether any educational or related services are required in accordance with Section 504 of the Rehabilitation Act or the federal Individuals with Disabilities Education Act, as applicable. (Education Code 56301-56302; 29 USC 794; 28 CFR 35.108)

Funding Resources

The Superintendent or designee shall explore potential funding sources for district programs and services that support student's mental health. In accordance with local plans and priorities, the district may apply to the county for grants for prevention and early intervention activities that are designed to prevent mental illness from becoming severe and disabling and to improve timely access for underserved populations.

Legal Reference:

State	Description
Ed. Code 215-216	Student suicide prevention
Ed. Code 234.6	Bullying and harassment prevention information
Ed. Code 32280-32289.5	School safety plans
Ed. Code 49060-49079	Student records
Ed. Code 49428.1	Student mental health referral protocols
Ed. Code 49428.15	Identification of evidence-based and evidence-informed training programs for schools to address youth behavioral health
Ed. Code 49428.5	Student mental health poster
Ed. Code 49600	Responsibilities of school counselors

Ed. Code 49602	Counseling and confidentiality of student information
Ed. Code 49604	Suicide prevention training for school counselors
Ed. Code 56171	Duty to identify and assess children in private schools who need special education services
Ed. Code 56300-56385	Identification and referral; assessment, instructional planning
W&I Code 5698	Emotionally disturbed youth; legislative intent
W&I Code 5840-5840.8	Prevention and early intervention programs
W&I Code 5850-5883	Mental Health Services Act
Federal	Description
20 USC 1400-1482	Individuals with Disabilities Education Act
28 CFR 35.101-35.190	Americans with Disabilities Act
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 300.1-300.818	Individuals with Disabilities Education Act
Management Resources	Description
California Department of Education Publication	Youth Behavioral Health Training Programs
California Department of Education Publication	Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve
California Department of Education Publication	Health Education Framework for California Public Schools, Kindergarten Through Grade Twelve, May 2019
CDC and Prevention Publication	School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009
Nat. Child Traumatic Stress Network Publication	Child Trauma Toolkit for Educators, 2008
US Department of Education Publication	Bipartisan Safer Communities Act Stronger Connections Grant Program, Frequently Asked Questions, April 2023
US Department of Health and Human Services	Social Media and Youth Mental Health: The U.S. Surgeon General's Advisory, 2023
US Dept of Health and Human Services Publication	Our Epidemic of Loneliness and Isolation: The U.S. Surgeon General's Advisory on the Health Effects of Social Connection and the Community, 2023
Website	CSBA District and County Office of Education Legal Services

Website	<u>National Child Traumatic Stress Network</u>
Website	<u>National Council for Behavioral Health, Mental Health First Aid</u>
Website	<u>Suicide Prevention Lifeline</u>
Website	<u>Suicide Prevention Resource Center</u>
Website	<u>Substance Abuse and Mental Health Services Administration</u>
Website	<u>American Association of Suicidology</u>
Website	American Foundation for Suicide Prevention
Website	<u>American Psychological Association</u>
Website	<u>California Department of Health Care Services, Mental Health Services</u>
Website	<u>Centers for Disease Control and Prevention, Mental Health</u>
Website	<u>National Association of School Psychologists</u>
Website	<u>National Institute for Mental Health</u>
Website	<u>California Department of Education, Mental Health</u>
Website	<u>American School Counselor Association</u>
Website	Office of the Surgeon General

Policy adopted: October 12, 2023

WESTMINSTER SCHOOL DISTRICT
Westminster, California

School Health Services

The Governing Board recognizes that good physical and mental health is critical to a student's ability to learn and believes that all students should have access to comprehensive health services. The Board further recognizes that schools are uniquely positioned to increase health equity and to help ensure that all students have access to necessary health care services. The district may provide access to health services at or near district schools through the establishment of a school health center and/or mobile van(s) that serve multiple campuses, and may utilize telehealth as a delivery mechanism to increase access to health care services in schools.

The Board and the Superintendent or designee shall collaborate with local and state agencies and health care providers to assess the health needs of students in district schools and the community. Based on the results of this needs assessment and the availability of resources, the Superintendent or designee shall recommend for Board approval the types of health services to be provided by the district, including preventative programming and intervention strategies to address students' physical, mental, and behavioral health needs.

Board approval shall be required for any proposed use of district resources and facilities to support school health services. The Superintendent or designee shall identify funding opportunities available through grant programs, private foundations, and partnerships with local agencies and organizations.

The Board may prioritize school health services to schools serving students with the greatest need, including schools with medically underserved populations and/or a high percentage of low-income and uninsured children and youth.

School health services shall be provided under the supervision of a licensed health care professional. The Board may employ or contract with health care professionals or partner with community health centers to provide the services under the terms of a written contract or memorandum of understanding.

If a school nurse is employed by the school or district, the nurse shall be involved in planning and implementing the school health services as appropriate.

The Superintendent or designee shall coordinate the provision of school health services with other student wellness initiatives, including health education, nutrition and physical fitness programs, and other activities designed to create a healthy school environment. The Superintendent or designee shall encourage joint planning and regular communications among health services staff, district administrators, teachers, counselors, other staff, and parents/guardians.

To further encourage student access to health care services, the Superintendent or designee shall develop and implement outreach strategies to increase enrollment of eligible students from low-

to moderate-income families in affordable, comprehensive state or federal health coverage programs and local health initiatives. Such strategies may include, but are not limited to, providing information about the Medi-Cal program on the application for free and reduced-price meals in accordance with law.

Consent and Confidentiality

The Superintendent or designee shall obtain written parent/guardian consent prior to providing services to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6930, Health and Safety Code 124260, or other applicable law.

The Superintendent or designee shall maintain the confidentiality of student health records in accordance with law.

Payment/Reimbursement for Services

The Superintendent or designee may bill public and private insurance programs and other applicable programs for reimbursement of services as appropriate. Services may be provided free of charge or on a sliding scale in accordance with law.

The district shall serve as a Medi-Cal provider to the extent feasible, comply with all related legal requirements, and seek reimbursement of costs to the extent allowed by law.

Program Evaluation

In order to continuously improve school health services, the Board shall evaluate the effectiveness of such services and the extent to which they continue to meet student needs.

The Superintendent or designee shall provide the Board with periodic reports that may include, but are not necessarily limited to, rates of participation in school health services; changes in student outcomes such as school attendance or achievement; measures of school climate; feedback from staff and participants regarding program accessibility and operations, including accessibility to low-income and linguistically and culturally diverse students and families; and program costs and revenues.

Legal Reference:

State	Description
17 CCR 2950-2951	Hearing tests
17 CCR 6800-6874	Child Health and Disability Prevention program; health assessments
22 CCR 51009	Confidentiality

22 CCR 51050-51192	Definitions of Medi-Cal providers and services
22 CCR 51200	Requirements for providers
22 CCR 51231.2	Wheelchair van requirements
22 CCR 51270	Local educational agency provider; conditions for participation
22 CCR 51304	Limitations on specified benefits
22 CCR 51309	Psychology, physical therapy, occupational therapy, speech pathology, audiological services
22 CCR 51323	Medical transportation services
22 CCR 51351	Targeted case management services
22 CCR 51360	Local educational agency; types of services
22 CCR 51491	Local educational agency eligibility for payment
22 CCR 51535.5	Reimbursement to local educational agency providers
Ed. Code 49073-49079	Privacy of student records
Ed. Code 49423.5	Specialized physical health care services
Ed. Code 49557.2-49558	Eligibility for free and reduced-price meals; sharing information with Medi-Cal
Fam. Code 6920-6930	Consent by minor for medical treatment
Gov. Code 95020	Individualized family service plan
H&S Code 104830-104865	School-based application of fluoride or other tooth decay-inhibiting agent
H&S Code 121020	HIV/AIDS testing and treatment; parental consent for minor under age 12
H&S Code 123110	Minor's right to access health records
H&S Code 123115	Limitation on parent/guardian access to minor's health records
H&S Code 123800-123995	California Children's Services Act
H&S Code 124025-124110	Child Health and Disability Prevention Program
H&S Code 124172-124174.6	Public School Health Center Support Program
H&S Code 124260	Mental health services; consent by minors age 12 and older

H&S Code 130300-130317	Health Insurance Portability and Accountability Act (HIPAA)
W&I Code 14059.5	Definition of "medically necessary"
W&I Code 14115	Medi-Cal claims process
W&I Code 14115.8	LEA Medi-Cal Billing Option; program guide
W&I Code 14124.90	Third-party health coverage
W&I Code 14132.06	Covered benefits; health services provided by local educational agencies
W&I Code 14132.47	Administrative claiming process and targeted case management
W&I Code 5961-5961.5	Children and Youth Behavioral Health Initiative Act
Federal	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
42 CFR 431.300	Use and disclosure of information on Medicaid applicants and recipients
42 USC 1320c-9	Prohibition against disclosure of records
42 USC 1397aa-1397mm	State Children's Health Insurance Program
45 CFR 164.500-164.534	Privacy of individually identifiable health information
Management Resources	Description
CA Department of Health Care Services Publication	LEA Medi-Cal Billing Option Program Provider Manual, November 2021
CA Dept of Health Care Services Publication	Policy and Procedure Letter No. 23-004, February 2023
CA Dept of Health Care Services Publication	Policy and Procedure Letter No. 21-017R, December 2021
CA Dept of Health Care Services Publication	California School-Based Medi-Cal Administrative Activities Manual
CA Health and Human Services Publication	Children and Youth Behavioral Health Initiative, 2021
CA School-Based Health Alliance Publication	Documenting the Link Between School-Based Health Centers and Academic Success, May 2014
CA School-Based Health Alliance Publication	How to Fund Health Services in Your School District, September 2014

California Department of Education Publication	Health Education Framework for California Public Schools, Kindergarten Through Grade Twelve, May 2019
National Center For Youth Law Publication	Confidential Medical Release: Frequently Asked Questions from Schools and Districts, November 2015
US Dept of Health and Human Services Publication	Centers for Medicare & Medicaid Services Informational Bulletin, Information on School-Based Services in Medicaid: Funding, Documentation and Expanding Services, August 2022
US Dept of Health and Human Services Publication	Information on School-Based Services in Medicaid: Funding, Documentation and Expanding Services, August 18, 2022
Website	California Department of Health and Human Services
Website	CSBA District and County Office of Education Legal Services
Website	CSBA, Practi-Cal Program
Website	California School-Based Health Alliance
Website	Center for Health and Health Care in Schools
Website	Centers for Disease Control and Prevention, School Health Policies and Programs (SHPPS) Study
Website	Centers for Medicare and Medicaid Services
Website	National Center for Youth Law
Website	California School Nurses Organization
Website	California County Superintendents
Website	California Department of Education, Health Services and School Nursing
Website	California Department of Health Care Services
Website	California Department of Public Health
Website	CSBA

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WESTMINSTER SCHOOL DISTRICT
Westminster, California

Nonpublic, Nonsectarian School And Agency Services For Special Education

The Governing Board recognizes its responsibility to provide a free appropriate public education to students with disabilities in accordance with law. When the district is unable to provide direct special education and/or related services to students with disabilities, the Board may enter into a contract with a nonpublic, nonsectarian school or agency (NPS/A) to meet student needs consistent with the comprehensive local plan of the Special Education Local Plan Area.

Prior to entering into a contract to place any student in an NPS/A, the Superintendent or designee shall verify that the school or agency is certified to provide special education and related services to individuals with disabilities and complies with staff training requirements in accordance with Education Code 56366 and 56366.1. In addition, the Superintendent or designee shall monitor, on an ongoing basis, the certification of any NPS/A with which the district has a contract to ensure that the certification has not expired.

No district student with a disability shall be referred to, or placed in, an NPS/A unless the student's individualized education program (IEP) team has determined that the placement is appropriate for the student. (Education Code 56342.1)

The district shall pay to the NPS/A the full amount of the tuition or fees, as applicable, for students with disabilities who are enrolled in programs or receiving services provided by the NPS/A pursuant to the contract. (Education Code 56365)

In accordance with law, any student with disabilities placed in an NPS/A shall have all the rights and protections to which students with disabilities are generally entitled, including, but not limited to, procedural safeguards, due process rights, and periodic review of the student's IEP.

During the period when any student with disabilities is placed in an NPS/A, the student's IEP team shall retain responsibility for monitoring the student's progress towards meeting the goals identified in the IEP.

The Superintendent or designee shall ensure that any contract with an NPS/A contains a requirement for the NPS/A to comply with district policy, procedures, and practices related to student rights, health, and safety, including the use of seclusion and restraint. All NPS/A staff that serve district students shall be made aware of, and trained in such policies, procedures, and practices.

The Superintendent or designee shall notify the Board prior to approving an out-of-state placement for any district student.

The Superintendent or designee may apply to the Superintendent of Public Instruction to waive any of the requirements of Education Code 56365, 56366, and 56366.6. (Education Code 56366.2)

Legal Reference:**State**

5 CCR 3001

5 CCR 3051-3051.24

5 CCR 3060-3070

Ed. Code 56034-56035

Ed. Code 56042

Ed. Code 56101

Ed. Code 56163

Ed. Code 56168

Ed. Code 56195.8

Ed. Code 56342.1

Ed. Code 56360-56369

Ed. Code 56711

Ed. Code 56740-56743

Ed. Code 56760

Ed. Code 56775.5

Ed. Code 56836.20-56836.21

Fam. Code 7911-7912

Gov. Code 7570-7587

Gov. Code 7572.55

W&I Code 362.2

W&I Code 727.1

Federal

20 USC 1400-1487

Description

Definitions

Special education; standards for related services and staff qualifications

Nonpublic, nonsectarian school and agency services

Definitions of nonpublic, nonsectarian school and agency

Placement not to be recommended by attorney or advocate with conflict of interest

Waivers

Certification

Responsibility for education of student in hospital or health facility school

Adoption of policies

Individualized education program; placement

Implementation of special education

Computation of state aid

Apportionments and reports

Annual budget plan; service proportions

Reimbursement of assessment and identification costs

Special education funding; SELPA contracts with nonpublic nonsectarian schools

Interstate compact on placement of children

Interagency responsibilities for providing services to children with disabilities

Seriously emotionally disturbed child; out-of-state placement

Out-of-home placement for IEP

Out-of-state placement of wards of court

Description

Individuals with Disabilities Education Act

34 CFR 300.129-300.148

Children with disabilities in private schools

Management Resources

Description

Court Decision

Agostini v. Felton, (1997) 521 U.S. 203, 117 S.Ct. 1997

Website

CSBA District and County Office of Education Legal Services

Website

[U.S. Department of Education, Office of Special Education and Rehabilitative Services](#)

Website

[California Department of Education](#)

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WESTMINSTER SCHOOL DISTRICT
Westminster, California

Education For Native American Students

The Governing Board recognizes that Native American students may have unique cultural, language, and educational needs that may be addressed by increasing student knowledge about Native American history, including the history and culture of local tribes, and by providing Native American students with access to education and other services necessary for such students to meet the same challenging academic standards as other students.

The Superintendent or designee shall provide all students with culturally relevant curriculum related to local Native American tribes and implement strategies necessary for the improvement of the academic achievement of Native American students.

In order to discuss, gain a shared understanding of, and develop curriculum for use within the district, and to identify the extent and nature of any achievement gaps between Native American students and other district students, and strategies to address any such gaps, the district may form a California Indian Education Task Force with tribes local to the region. Participants in the task force meetings may consider issues of mutual concern, which include: (Education Code 33391)

1. Developing a thorough, shared understanding of accurate, high-quality curricular materials about the history, culture, and government of local tribes, and developing such materials for use within the district that include tribal experiences and perspectives
2. Developing a shared understanding of proper or improper instructional materials when these materials use depictions of Native Americans
3. Encouraging the adoption of the curriculum developed by the California Indian Education Task Force
4. Identifying the extent and nature of any achievement gap between Native American students and other students, and strategies necessary to close it

If formed, the California Indian Education Task Force shall, within one year and thereafter annually, submit a report to the California Department of Education on the findings, including progress of work on Items #1-4, above. (Education Code 33391)

The Superintendent or designee shall identify Native American students most at-risk of not meeting state academic standards and provide to such students the needed support(s), including making referrals, as appropriate, for special education services or services under Section 504 of the federal Rehabilitation Act of 1973, or other school-based services such as counseling and health services, supplemental instruction, before- or after-school services, and summer learning programs.

Suspension, expulsion, assignment to a supervised suspension classroom, or involuntary transfer

to a continuation school of an Native American student shall be in accordance with law and as specified in Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities), and 6184 - Continuation Education.

The Superintendent or designee shall provide programs to facilitate the successful transition of Native American students to post-secondary education and employment, which may include college and career fairs in accordance with Labor Code 3074.2, mentorship programs, and counseling services.

As needed, the Superintendent or designee shall provide professional development to teachers and other school staff to assist them in understanding and responding to the unique needs of Native American students.

At least annually, the Superintendent or designee shall report to the Board on the outcomes of Native American students including, but not limited to, school attendance, student achievement test results, promotion and retention by grade level, graduation rates, and suspension/expulsion rates.

Title VI Indian Education Program

With the assistance of federal Title VI funding for the education of children from federally recognized tribes, the district shall offer programs and activities to meet the unique cultural, language, and educational needs of Native American students, as defined in 20 USC 7491. Program objectives and outcomes shall be based on state academic standards. (20 USC 7424)

In developing, implementing, and evaluating Title VI programs and activities, the Superintendent or designee shall consult with and involve parents/guardians and family members of Native American students and other community representatives. (20 USC 7424)

The district shall establish a committee that is composed of, and selected by, parents/guardians and family members of Native American students, representatives of tribes on tribal lands located within 50 miles of any district school that serves any children of the tribes, teachers, and, if appropriate, Native American students enrolled in secondary schools in the district. The majority of the committee shall be parents/guardians and family members of Native American students. The committee shall participate in program development and provide written approval for the program. (20 USC 7424)

The district's Title VI program for Native American education may include any of the following services and activities: (20 USC 7425)

1. Activities that support Native American language programs and Native American language restoration programs, which may be taught by traditional leaders
2. Culturally related activities that support the district's program
3. Early childhood and family programs that emphasize school readiness
4. Enrichment programs that focus on problem solving and cognitive skills development and directly support the attainment of state academic standards
5. Integrated educational services in combination with other programs that meet the needs of Native American students and their families, including programs that promote parent/guardian involvement in school activities and increase student achievement
6. Career preparation activities that enable Native American students to participate in career technical education programs, including programs for mentoring and apprenticeship
7. Activities to educate individuals so as to prevent violence, suicide, and substance abuse
8. The acquisition of equipment that is essential to achieve program goals
9. Activities that promote the incorporation of culturally responsive teaching and learning strategies into the district's educational program
10. Family literacy services
11. Activities that recognize and support the unique cultural and educational needs of Native American students, and incorporate appropriately qualified tribal elders and seniors
12. Dropout prevention strategies for Native American students
13. Strategies to meet the educational needs of Native American students in correctional facilities, including such strategies that support Native American students who are transitioning from such facilities to schools served by the district

Any federal funds received to support Native American education programs shall be used to supplement, not supplant, state or local funds allocated for such purposes. (20 USC 7424)

Program funds may be used to support a Title I schoolwide program pursuant to 20 USC 6314 if approved by the committee established pursuant to 20 USC 7424, provided that the schoolwide program is consistent with the purpose of Native American education programs and the district's application identifies how the use of such funds in a schoolwide program will produce benefits to Native American students that would not be achieved if not used in a schoolwide program. (20 USC 7424)

As needed, professional development shall be provided to teachers and other school staff to

assist them in working with Native American students and carrying out Title VI programs. (20 USC 7424)

The Superintendent or designee shall maintain a record of the information establishing the status of each student as an Native American student eligible for assistance through the federal Native American education program. (20 USC 7427)

The Superintendent or designee shall periodically assess the progress of all Native American students, including Native American students who do not participate in programs funded through Title VI, in meeting program goals and objectives. Assessment results shall be provided to the Board, the committee established pursuant to 20 USC 7424, tribes whose children are served by the district, and the community. (20 USC 7424)

Legal Reference:

State

Ed. Code 33380-33384

Ed. Code 33390-33391

Description

California Indian Education Centers

California Indian Education Act

Federal

2 CFR 200.0-200.521

20 USC 1400-1482

20 USC 6314

20 USC 7401-7492

20 USC 7701-7714

29 USC 794

34 CFR 222.90-222.129

34 CFR 300.1-300.818

Description

Federal uniform grant guidance

Individuals with Disabilities Education Act

Title I schoolwide program

Indian education

Impact Aid

Rehabilitation Act of 1973; Section 504

Impact Aid; special provisions for local educational agencies that claim children residing on Indian lands

Individuals with Disabilities Education Act

Management Resources

Website

Description

CSBA District and County Office of Education Legal Services

Website

U.S. Department of Education, Office of Impact Aid

Website

[U.S. Department of Education, Office of Indian Education](#)

Website

[California Department of Education](#)

Policy adopted: October 12, 2023

WESTMINSTER SCHOOL DISTRICT
Westminster, California

WESTMINSTER SCHOOL DISTRICT
Superintendent's Office

DATE: October 12, 2023

TO: Board of Education

FROM: Gunn Marie Hansen, Ph.D., Superintendent

SUBJECT: **APPROVE REVISIONS TO BOARD POLICIES AND BYLAWS**

BACKGROUND INFORMATION:

The District's Board policies and bylaws are reviewed and updated periodically as new state and federal laws and regulations are enacted. The proposed revisions for the following Board Policies are presented for approval:

BP 0420.41 Charter School Oversight
BP 4112.2 Certification
BP 5117 Interdistrict Attendance
BP 5148 Child Care and Development
BP 6146.4 Differential Graduation and Competency Standards for Students with Disabilities
BP 6174 Education for English Learners

CURRENT CONSIDERATIONS:

These policies include recommended language from the California School Boards Association board policy guidelines.

FINANCIAL IMPLICATIONS:

There are no financial implications.

SUPERINTENDENT'S RECOMMENDATION:

Approve revisions to Board Policies and Bylaws

CHARTER SCHOOL OVERSIGHT

The Governing Board recognizes its ongoing responsibility to ~~ensure~~ oversee that any charter school authorized by the Board is successfully fulfilling the terms of its charter and is providing a high- quality educational program for students enrolled in the charter school.

(cf. 0420.4 Charter School Authorization)

(cf. 0500 Accountability)

The Superintendent or designee shall identify at least one staff member to serve as a contact person for each charter school authorized by the Board. (Education Code 47604.32)

The Board and Superintendent or designee may inspect or observe any part of the charter school at any time. The Superintendent or designee shall visit each charter school at least annually and may inspect or observe any part of a charter school at any time. (Education Code 47604.32, 47607)

~~Whenever a charter school operates as or is operated by a nonprofit public benefit corporation as authorized by Education Code 47604, the Superintendent shall recommend and the Board shall appoint a district administrator as its representative, who shall be the district's~~ The Superintendent or designated charter school contact, to serve as a voting or nonvoting member shall attend meetings of the corporation's board of directors charter school governing body whenever possible and shall periodically meet with a representative of the charter school.

Waivers

If the charter school wishes to request a general waiver of any state law or regulation applicable to it, it shall request that the ~~Superintendent or designee~~ District submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall submit such a waiver request to SBE on behalf of the charter school.

Provision of District Services

~~The district may charge for the actual costs of supervisorial oversight of a charter school not to exceed one percent of the charter school's revenue. (Education Code 47613)~~

The charter school may ~~separately~~ purchase administrative or other services from the district or any other source. (Education Code 47613)

Whenever the district agrees to provide administrative or support services to a charter school, the district and the charter school shall develop a memorandum of understanding (MOU) which clarifies the financial and operational agreements between them.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The district may charge the charter school ~~may be charged~~ for the actual costs of the reporting services, but shall not ~~be required~~ require the charter school to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

Material Revisions to Charter

Material revisions to a charter may only be made ~~only~~ with Board approval. Material revisions shall be governed by the same standards and criteria that apply to ~~new~~ petitions for the authorization of charter ~~petitions~~ schools as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement ~~of~~ for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

The Board shall determine whether a proposed change in charter school operations would constitute a material revision of the approved charter.

If an approved charter school proposes to expand operations to one or more additional sites ~~within the district's boundaries~~, or grade levels, whether concurrently with or unrelated to a renewal, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations or grade levels. The Board shall consider approval of the additional locations or grade levels at an open, public meeting. (Education Code 47605, 47607)

~~The Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision.~~

Pursuant to Education Code 47605, the Board may deny a request to expand operations if it finds that the proposed expansion would render the charter school demonstrably unlikely to serve the interests of the entire community in which the school is located or proposes to locate. In making this finding, the Board shall consider all of the following:

1. The fiscal impact of the proposed expansion on the district
2. The extent to which the expansion would substantially undermine existing services, academic offerings, or programmatic offerings
3. Whether the expansion would duplicate a program currently offered within the district that has sufficient capacity for the students proposed to be served

Additionally, pursuant to Education Code 47605, the Board may deny a request to expand charter school if it finds that the district is not positioned to absorb the fiscal impact of the proposed charter school expansion. The Board shall make this finding if the district has a qualified interim certification pursuant to Education Code 42131 and the County Superintendent

of Schools, in consultation with the County Office Fiscal Crisis and Management Assistance Team, certifies that approving the charter school would result in the district having a negative interim certification pursuant to Education Code 42131, or if the district has a negative interim certification pursuant to Education Code 42131, or is under state receivership.

Location of Charter Schools

Except when permitted to operate outside district boundaries pursuant to Education Code 47605 and 47605.1, a charter school shall be located within district boundaries. (Education Code 47605.1)

Monitoring Charter School Performance

The Any charter school authorized by the Board shall be monitored by the Superintendent or designee shall regularly report to the Board on the charter school's performance, based on the academic and fiscal accountability measures specified in the approved charter. In providing general oversight of a charter school, the Board and the Superintendent or designee shall determine whether the charter school complies with all legal requirements applicable to charter schools, including making all reports required of charter schools in accordance with Education Code 47604.32. all reports required of charter schools by law, as specified in Education Code 47604.32. Any violations of law shall be reported to the Board.

The Board shall monitor each charter school to determine whether it is achieving the measurable student outcomes set forth in the charter, both schoolwide and for each numerically significant student subgroup served by the school as defined in Education Code 52052. This determination shall be based on the measures specified in the approved charter and any applicable MOU, and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP), as reported in the California School Dashboard.

The Board shall monitor the fiscal condition of the charter school based on any financial report or information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, LCAP and annual update of the charter school's LCAP, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

Fees/Charges for Supervisorial Oversight

The district may charge for district supervisorial oversight as follows: (Education Code 47613; 5 CCR 11969.7)

1. Actual costs up to one percent of the charter school's revenue.
2. Actual costs up to three percent of the charter school's revenue if the district provides the charter school substantially rent-free facilities

If the district provides the charter school with facilities under Education Code 47614 and charges the charter school a pro-rata share of the facilities costs calculated pursuant to 5 CCR 11969.7, the district may only charge the charter school for the actual costs of supervisorial oversight up to one percent of the charter school's revenue.

3. Actual costs if the district is assigned supervisorial oversight responsibility for the charter school by SBE when authorized on appeal

~~The Board shall monitor each charter school to determine whether it is achieving the outcomes for student learning set forth in the charter agreement. In addition, the Board shall determine whether the charter school makes "adequate yearly progress" as defined by the SBE and federal Title I accountability requirements. If a charter school fails to make adequate yearly progress for two or more consecutive years, the Board shall take action for program improvement in accordance with law, Board policy, and administrative regulations.~~

~~(cf. 0520.2—Title I Program Improvement Schools)~~

~~Evaluation data for the charter school shall be considered in the Board's determination of the renewal or revocation of a charter.~~

~~(cf. 0420.42—Charter School Renewal)~~

~~(cf. 0420.43—Charter School Revocation)~~

Technical Assistance/Intervention

Whenever a charter school is identified for technical assistance based on the performance of one or more numerically significant student subgroups on SBE-established criteria, the charter school shall receive technical assistance from the County Superintendent. Such technical assistance shall be focused on building the charter school's capacity to develop and implement actions and services responsive to student and community needs, including, but not limited to, any of the following: (Education Code 47607.3)

1. Assisting the charter school to identify its strengths and weaknesses in regard to the state priorities applicable to the charter school pursuant to Education Code 47605(c). This shall include working collaboratively with the charter school to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness.
2. Working collaboratively with the charter school to secure assistance from an academic, programmatic, or fiscal expert or team of experts to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the charter school. Another service provider, including, but not limited to, a school district, county office of education, or charter school, may be solicited to act as a

partner to the charter school in need of technical assistance.

3. Obtaining from the charter school timely documentation demonstrating that it has completed the activities described in Items #1 and 2 or substantially similar activities, or has selected another service provider to work with the charter school to complete the activities described in Items #1 and 2 or substantially similar activities, and ongoing communication with the Board to assess the charter school's progress in improving student outcomes.

In addition, if, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more numerically significant student subgroups, or for all of the student subgroups if the school has fewer than three subgroups, in regard to one or more state or school priorities identified in the charter, the County Superintendent may request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074. (Education Code 47607.3; 52072)

In accordance with law, the Board may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to inadequate academic achievement of all numerically significant subgroups of students served by the charter school. (Education Code 47607, 47607.2)

Complaints

Each charter school shall establish and maintain policies and procedures in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4670 to enable any person alleging the school's noncompliance with Education Code 47606.5 or 47607.3 to file a complaint with the charter school. (Education Code 52075)

A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

School Closure

In the event that the Board revokes or denies renewal of a charter or the school ~~loses~~ ceases operation for any other reason, the Superintendent or designee shall, when applicable in accordance with the charter and/or an MOU, provide assistance ~~when applicable in accordance with the charter and/or a memorandum of understanding~~, to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out of the charter school.

The Superintendent or designee shall provide notification to the California Department of

Education, within 10 calendar days, ~~if the~~ of the Board's action, if renewal of a charter is denied, a charter is revoked, or a charter school will cease operation for any reason. Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

Legal Reference:

EDUCATION CODE

~~220 Nondiscrimination-~~

~~17280-17317 Field Act~~

~~17365-17374 Field Act, fitness for occupancy-~~

~~35330 Field trips and excursions; student fees-~~

~~38080-38086 School meals~~

~~42100 Annual statement of receipts and expenditures-~~

~~44237 Criminal record summary~~

~~44830.1 Certificated employees, conviction of a violent or serious felony-~~

~~45122.1 Classified employees, conviction of a violent or serious felony-~~

~~46201 Instructional minutes~~

~~47600-47616.7 Charter Schools Act of 1992~~

~~47634.2 Nonclassroom-based instruction~~

~~47640-47647 Special education funding for charter schools~~

~~48000 Minimum age of admission for kindergarten; transitional kindergarten-~~

~~48010-48011 Minimum age of admission (first grade)~~

~~48907 Students' exercise of free expression; rules and regulations-~~

~~48950 Student speech and other communication~~

~~49061 Student records~~

~~49110 Authority of issue work permits-~~

~~51745-51749.3 Independent study-~~

~~52052 Alternative accountability system-~~

~~56026 Special education~~

~~56145-56146 Special education services in charter schools-~~

~~60600-60649 Assessment of academic achievement-~~

~~60850-60859 High school exit examination-~~

~~CORPORATIONS CODE~~

~~5110-6910 Nonprofit public benefit corporations-~~

~~GOVERNMENT CODE~~

~~3540-3549.3 Educational Employment Relations Act-~~

~~54950-54963 The Ralph M. Brown Act~~

~~LABOR CODE~~

~~1198.5 Personnel records related to performance and grievance-~~

~~PENAL CODE~~

~~667.5 Definition of violent felony 1192.7 Definition of serious felony-~~

~~CALIFORNIA CONSTITUTION~~

~~Article 9, Section 5 Common school system-~~

~~CODE OF REGULATIONS, TITLE 5~~

~~11700.1-11705 Independent study~~

~~11960-11969 Charter schools~~

~~CODE OF REGULATIONS, TITLE 24~~

~~101 et seq. California Building Standards Code-~~

~~UNITED STATES CODE, TITLE 20~~

~~6311 Adequate yearly progress~~

~~6319 Qualifications of teachers and paraprofessionals-~~

~~7223-7225 Charter schools~~

~~CODE OF FEDERAL REGULATIONS, TITLE 34~~

~~200.1-200.78 Accountability~~

~~300.18 Highly qualified special education teachers-~~

~~COURT DECISIONS~~

~~Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986-~~

~~ATTORNEY GENERAL OPINIONS~~

~~89 Ops.Cal.Atty.Gen. 166 (2006)~~

~~80 Ops.Cal.Atty.Gen. 52 (1997)~~

~~78 Ops.Cal.Atty.Gen. 297 (1995)~~

~~CALIFORNIA OFFICE OF ADMINISTRATIVE HEARINGS DECISIONS~~

~~Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. 2011060763~~

~~Management Resources:~~

~~CSBA PUBLICATIONS~~

~~The Role of the Charter School Authorizer, Online Course Charter Schools: A Manual for Governance Teams, rev. 2009~~

~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS~~

~~Sample Copy of a Memorandum of Understanding~~

~~Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 11-01, November 9, 2011~~

~~Special Education and Charter Schools: Questions and Answers, September 10, 2002~~

~~U.S. DEPARTMENT OF EDUCATION GUIDANCE~~

~~Charter Schools Program, July 2004~~

~~The Impact of the New Title I Requirements on Charter Schools, July 2004~~

~~WEB SITES~~

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

~~California Charter Schools Association: <http://www.calcharters.org>~~

~~California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs> National Association of Charter School Authorizers: <http://www.charterauthorizers.org>~~

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

Legal Reference:**State**5 CCR 11700-117055 CCR 11960-11969.105 CCR 4600-4670Bus. And Prof. Code 7583.45CA Constitution Article 16, Section 8.5CA Constitution Article 9, Section 5Corp. Code 5110-6910Ed. Code 1006Ed. Code 17070.10-17079.30Ed. Code 17280-17317Ed. Code 17365-17374Ed. Code 215Ed. Code 215.5Ed. Code 220Ed. Code 221.61Ed. Code 221.9Ed. Code 222Ed. Code 222.5Ed. Code 231.5Ed. Code 234.4Ed. Code 234.6Ed. Code 234.7Ed. Code 32280-32289.5Ed. Code 32283.5Ed. Code 33479-33479.9Ed. Code 35179.4-35179.6Ed. Code 35183.1Ed. Code 35292.6Ed. Code 35330Ed. Code 38001.5Ed. Code 38080-38086Ed. Code 39831.3Ed. Code 39843Ed. Code 41024Ed. Code 42100Ed. Code 44030.5Ed. Code 44237**Description**Independent studyCharter schoolsUniform complaint proceduresTraining for security officersPublic finance; school accountability report cardCommon school systemNonprofit public benefit corporationsProhibition against school district employees serving on county board of educationLeroy F. Greene School Facilities ActField Act; approval of plans and supervision of constructionField Act; fitness for occupancy; liability of board membersSuicide prevention policiesStudent identification cards; inclusion of safety hotlinesProhibition of discriminationPosting of Title IX information on websiteSex equity in competitive athleticsReasonable accommodations; lactating studentsPregnant and parenting students; notification of rightsSexual harassment policyMandated policy on bullying preventionBullying and harassment prevention informationStudent protections relating to immigration and citizenship statusSchool safety plansBullying; online trainingThe Eric Parades Sudden Cardiac Arrest Prevention ActInterscholastic athletic programs, safety; swimming pool safety that is not part of interscholastic athletic programGraduation ceremonies; tribal regalia or recognized object of religious/cultural significanceStocking of menstrual productsField trips and excursions; student feesTraining for security officersSchool mealsTransportation safety planDisciplinary action against bus driver; report to Department of Motor VehiclesReport of expenditure of state facility fundsAnnual statement of receipts and expendituresReporting change in employment status due to alleged misconductCriminal record summary

<u>Ed. Code 44258.9</u>	<u>Monitoring of teacher assignments</u>
<u>Ed. Code 44691</u>	<u>Information on detection of child abuse; annual training</u>
<u>Ed. Code 44830.1</u>	<u>Certificated employees; conviction of a violent or serious felony</u>
<u>Ed. Code 45122.1</u>	<u>Classified employees; conviction of a violent or serious felony</u>
<u>Ed. Code 45125.1</u>	<u>Criminal records summary; employees of contracting entity</u>
<u>Ed. Code 46015</u>	<u>Accommodations for pregnant and parenting students; parental leave</u>
<u>Ed. Code 46390-46393</u>	<u>Emergency average daily attendance</u>
<u>Ed. Code 47600-47616.7</u>	<u>Charter Schools Act of 1992</u>
<u>Ed. Code 47634.2</u>	<u>Nonclassroom-based instruction</u>
<u>Ed. Code 47640-47647</u>	<u>Special education funding for charter schools</u>
<u>Ed. Code 47651</u>	<u>Apportionment of funds; charter schools</u>
<u>Ed. Code 48000</u>	<u>Minimum age of admission for kindergarten; transitional kindergarten</u>
<u>Ed. Code 48010</u>	<u>Minimum age of admission (first grade)</u>
<u>Ed. Code 48206.3-48208</u>	<u>Students with temporary disabilities; individual instruction</u>
<u>Ed. Code 48850-48859</u>	<u>Education of foster youth and homeless students</u>
<u>Ed. Code 48901.1</u>	<u>Suspension and expulsion; willful defiance</u>
<u>Ed. Code 48907</u>	<u>Exercise of free expression; time, place and manner rules and regulations</u>
<u>Ed. Code 48913.5</u>	<u>Suspended students; homework assignments</u>
<u>Ed. Code 48950</u>	<u>Speech and other communication</u>
<u>Ed. Code 48985</u>	<u>Notices to parents in language other than English</u>
<u>Ed. Code 49005-49006.4</u>	<u>Seclusion and restraint</u>
<u>Ed. Code 49010</u>	<u>Pupil fees</u>
<u>Ed. Code 49011</u>	<u>Student fees</u>
<u>Ed. Code 49014</u>	<u>Public School Fair Debt Collection Act</u>
<u>Ed. Code 49061</u>	<u>Definitions; directory information</u>
<u>Ed. Code 49062.5</u>	<u>Student records; name or gender change</u>
<u>Ed. Code 49070</u>	<u>Challenging student records</u>
<u>Ed. Code 49073.2</u>	<u>Privacy of student and parent/guardian personal information; minutes of board meeting</u>
<u>Ed. Code 49076.7</u>	<u>Student records; data privacy; social security numbers</u>
<u>Ed. Code 49110</u>	<u>Authority to issue work permits</u>
<u>Ed. Code 49381</u>	<u>Human trafficking prevention</u>
<u>Ed. Code 49414</u>	<u>Epinephrine auto-injectors</u>
<u>Ed. Code 49414.3</u>	<u>Administration of opioid antagonist</u>
<u>Ed. Code 49428</u>	<u>Notification of mental health services</u>
<u>Ed. Code 49428.5</u>	<u>Employment of medical personnel</u>
<u>Ed. Code 49430-49434</u>	<u>The Pupil Nutrition, Health, and Achievement Act of 2001</u>
<u>Ed. Code 49431.9</u>	<u>Prohibition of advertisement of non-nutritious foods</u>
<u>Ed. Code 49475</u>	<u>Health and safety; concussions and head injuries</u>
<u>Ed. Code 49501.5</u>	<u>Free breakfast and lunch to all students</u>

Ed. Code 49550-49564.5
Ed. Code 49557.5
Ed. Code 49564.3
Ed. Code 49700-49701
Ed. Code 51224.7
Ed. Code 51225.1-51225.2

Ed. Code 51225.3
Ed. Code 51225.6

Ed. Code 51225.7-51225.8

Ed. Code 51413

Ed. Code 51744-51749.6
Ed. Code 51925-51929
Ed. Code 51930-51939
Ed. Code 52052
Ed. Code 52060-52077
Ed. Code 52075
Ed. Code 56026
Ed. Code 56040.3
Ed. Code 56145-56146
Ed. Code 56365-56366.12
Ed. Code 56521.1-56521.2
Ed. Code 60600-60649
Ed. Code 64000
Ed. Code 64001

Ed. Code 65000-65001
Ed. Code 69432.9-69432.92

Gov. Code 1090-1099
Gov. Code 3540-3549.3
Gov. Code 3555-3559
Gov. Code 54950-54963
Gov. Code 7920.000-7930.170
Gov. Code 81000-91014
H&S Code 104420
H&S Code 104559
Lab. Code 1198.5
Lab. Code 3074.2
Pen. Code 1192.7
Pen. Code 667.5
Veh. Code 28160

Meals for needy students
Child Hunger Prevention and Fair Treatment Act of 2017
Provision of federal universal meal service
Education of children of military families
Mathematics placement policy
Exemption from local graduation requirements; acceptance of coursework
High school graduation requirements
Instruction in cardiopulmonary resuscitation; districts that require health education for graduation
Completion and submission of the Free Application for Federal Student Aid and California Dream Act Application
Diploma of graduation without passage of high school exit examination
Independent study
Mandatory mental health education
California Healthy Youth Act
Accountability; numerically significant student subgroups
Local control and accountability plan
Uniform complaint procedures
Special education
Availability of assistive technology device
Special education services in charter schools
Nonpublic, nonsectarian schools
Emergency Interventions
Assessment of academic achievement
Categorical programs included in consolidated application
School plan for student achievement; consolidated application programs
School site councils
Cal Grant program; notification of grade point average and high school graduation
Prohibitions applicable to specified officers
Educational Employment Relations Act
Public employee communication, information and orientation
The Ralph M. Brown Act
California Public Records Act
Political Reform Act
Tobacco Use Prevention Education grant program
Tobacco-free schools
Personnel records related to performance and grievance
College and career fairs; notice to apprenticeship programs
Definition of serious felony
Definition of violent felony
Child safety alert system

Federal[20 USC 1681-1688](#)[20 USC 6311](#)[20 USC 7221-7221j](#)[34 CFR 200.1-200.78](#)[42 USC 11431-11435](#)**Management Resources**[Attorney General Opinion](#)[Attorney General Opinion](#)[Attorney General Opinion](#)[Attorney General Opinion](#)[Attorney General Opinion](#)[CA Department of Education Publication](#)[CA Office of Administrative Hearings
Decisions](#)[California Department of Education
Publication](#)[California Dept. of Pesticide Reg.
Publication](#)[California Interscholastic Federation
Publication](#)[Court Decision](#)[CSBA Publication](#)[CSBA Publication](#)[CSBA Publication](#)[U.S. DOE Guidance](#)[Website](#)[Website](#)[Website](#)[Website](#)[Website](#)[Website](#)[Website](#)[Website](#)[Website](#)[Website](#)**Description**[Title IX of the Education Amendments of 1972;
discrimination based on sex](#)[State plan](#)[Charter schools](#)[Accountability](#)[McKinney-Vento Homeless Assistance Act](#)**Description**[104 Ops.Cal.Atty.Gen. 66 \(2021\)](#)[101 Ops.Cal.Atty.Gen. 92 \(2018\)](#)[78 Ops.Cal.Atty.Gen. 297 \(1995\)](#)[89 Ops.Cal.Atty.Gen. 166 \(2006\)](#)[80 Ops.Cal.Atty.Gen. 52 \(1997\)](#)[California School Accounting Manual](#)[Student v. Horizon Instructional Systems Charter School,
\(2012\) OAH Case No. 2011060763](#)[Pupil Fees, Deposits, and Other Charges, Fiscal Management
Advisory 20-01, July 23, 2020](#)[School District Integrated Pest Management Plan Template](#)[Pursuing Victory with Honor, 1999](#)[Ridgecrest Charter School v. Sierra Sands Unified School
District \(2005\) 130 Cal.App.4th 986](#)[Charter Schools: A Guide for Governance Teams, rev. 2021](#)[Charter Schools in Focus, Issue 2: Ensuring Effective
Oversight, Governance Brief, October 2017](#)[Uncharted Waters: Recommendations for Prioritizing Student
Achievement and Effective Governance in California's
Charter Schools, September 2018](#)[Charter Schools Program: Title V, Part B of the ESEA,
Nonregulatory Guidance, January 2014](#)[CSBA District and County Office of Education Legal
Services](#)[U.S. Department of Agriculture](#)[National Suicide Prevention Lifeline](#)[National Domestic Violence Hotline](#)[California State Teachers Retirement System](#)[California Public Employees Retirement System](#)[California Department of General Services, Office of
Administrative Hearings](#)[California Commission on Teacher Credentialing](#)[California Commission on Peace Officer Standards and
Training](#)[California Bureau of Security and Investigative Services](#)

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[California Department of Pesticide Regulation](#)
[California State Controller](#)
[California Student Aid Commission](#)
[National Association of Charter School Authorizers](#)
[California Charter Schools Association](#)
[California Department of Education, Charter Schools](#)
[California Interscholastic Federation](#)
[California Office of the Attorney General](#)
[CSBA](#)
[U.S. Department of Education](#)

Policy Adopted: July 25, 2013
Revised: October 12, 2023

WESTMINSTER SCHOOL DISTRICT
Westminster, California

CERTIFICATION

Responsibility for Renewal

~~All certificated personnel are personally responsible for renewing their credentials and for keeping them valid.~~

No Pay for Invalid Credential

~~A teacher whose credential is not valid cannot be paid for the time service is rendered under such conditions.~~

Responsibility for Registration

~~Each credential actively used by the teacher must be registered with the office of the County Superintendent of Schools. This is the teacher's responsibility.~~

Certification and Registration Required

~~No warrant will be drawn in favor of any person requiring certification until he/she is properly credentialed and registered with the county.~~

Emergency and Provisional Credentials

~~Teachers may teach on emergency or provisional credentials, providing no regularly credentialed teachers are available.~~

Proficiency in Reading, Writing and Mathematics

~~The district will not initially employ any certificated person on a permanent, temporary or substitute basis unless that person has demonstrated basic skills proficiency as required by law or is exempt from this requirement.~~

(cf. 4120 Temporary and Part Time Personnel)

Legal Reference:

EDUCATION CODE

~~32340-32341 Unlawful issuance of a
credential 44066 Limitations on certification
requirements 44250-44275 Credential types~~

~~44251 Period of credentials~~

~~44252 Standards and procedures for issuance; proficiency testing of basic skills 44252.5 State
basic skills assessment required for certificated personnel~~

~~44254 Emergency credentials~~

~~44277 Requirements for maintaining valid credentials~~

~~44278 Credential appeal~~
~~44325 et seq. District interns~~
~~44330-44355 Certificates and credentials~~
~~44830 Employment of certificated persons; requirement of proficiency in basic skills-~~
~~44830.3 Employment of district interns~~
~~44857 Registration of certification document~~

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and competency in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or district requirements for the position.

The Superintendent or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.

Priorities for Hiring Based on Unavailability of Credentialed Teacher

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher who is authorized in the subject or setting for each assignment or, when necessary, a fully prepared teacher serving on a local assignment option. Whenever a teacher with a clear or preliminary credential is not available, and the Board adopts a resolution that it has made reasonable efforts to recruit a fully prepared teacher for the assignment, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

1. A candidate who enrolls in an approved internship program in the region of the district and possesses an intern credential
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who is granted a provisional internship permit (PIP) or short-term staff permit issued by CTC

The Board shall take action to approve, at an open Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

3. An individual who has been granted a credential waiver by CTC

Annually, the Board shall, prior to requesting that CTC issue an emergency permit or limited assignment permit, approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled open Board meeting, with the entire Declaration of Need being included in the Board agenda (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in Items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits and limited assigned permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. It shall also specify each subject to be listed on the General Education Limited Assignment Single Subject Teaching Permits and the target language on Emergency Bilingual Permits. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

National Board for Professional Teaching Standards Certification

The Superintendent or designee shall promote a career continuum that includes participation of district teachers in professional learning that supports their completion of advanced certification awarded by the National Board for Professional Teaching Standards (NBPTS). The Superintendent or designee may coordinate a cohort of teachers through school or district programs or other available networks.

With Board approval and funding, and consistent with the collective bargaining agreement and applicable law, the Superintendent may provide an incentive program for teacher participation in NBPTS certification, which may include:

1. Defraying, subsidizing, or reimbursing the registration, certification, or maintenance fees for NBPTS certification
2. Providing bonuses, step increases, or differential pay for teachers who maintain their certification and continue to teach in the district, with priority given to teachers at Title I schools and schools serving a majority of low-income students
3. Providing substitute teachers to provide release time for participating teachers
4. Providing stipends for teacher participation that match other professional development stipends
5. Compensating mentor teachers who support other teachers' professional learning aligned to NBPTS standards

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall notify the

parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: (20 USC 6312)

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. Is teaching in the field of discipline of the teacher's certification

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)

Legal References:

State

5 CCR 80001-80674.6
5 CCR 80001-80694
Ed. Code 32340-32341
Ed. Code 35186
Ed. Code 44066
Ed. Code 44200-44418
Ed. Code 44250-44277
Ed. Code 44300-44302
Ed. Code 44325-44328
Ed. Code 44330-44355
Ed. Code 44395

Ed. Code 44420-44440
Ed. Code 44450-44468
Ed. Code 44830-44929

Ed. Code 56060-56063
Ed. Code 8295-8305

Federal

20 USC 6312

34 CFR 200.61

Management Resources

Commission on Teacher Credentialing
Publication

Commission on Teacher Credentialing
Publication

Description

Commission on Teacher Credentialing
Commission on Teacher Credentialing
Unlawful issuance of a credential
Complaints regarding teacher vacancy or misassignment
Limitations on certification requirements
Teacher credentialing
Credentials and assignment of teachers
Emergency permit
District interns
Certificates and credentials
National Board for Professional Teaching Standards
Certification Incentive Program
Revocation and suspension of credentials
University internship program
Employment of certificated persons; requirement of
proficiency in basic skills
Substitute teachers in special education
Child development program; personnel qualifications

Description

Title I local educational agency plans; notifications regarding
teacher qualifications

Parent notification regarding teacher qualifications

Description

Proposed Amendments to Title 5 of the California Code of
Regulations Pertaining to Subject Matter Competency, Coded
Correspondence 22-06, October 21, 2022

Proposed Amendments and Additions to Title 5 of the
California Code of Regulations Pertaining to Subject Matter

	<u>Competence, Coded Correspondence 21-06, September 20, 2021</u>
<u>Commission on Teacher Credentialing Publication</u>	<u>Assembly Bill 320: Regional Accreditation for Coursework and Degrees Used for Certification Purposes, Credential Information Alert 22-02, March 1, 2022</u>
<u>Commission on Teacher Credentialing Publication</u>	<u>Waiver Requests Guidebook, 2015</u>
<u>Commission on Teacher Credentialing Publication</u>	<u>Subject Matter Authorization Guideline Book, December 2019</u>
<u>Commission on Teacher Credentialing Publication</u>	<u>Supplementary Authorization Guideline Book, December 2019</u>
<u>Commission on Teacher Credentialing Publication</u>	<u>Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013</u>
<u>Commission on Teacher Credentialing Publication</u>	<u>Approved Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Teaching Permit for Statutory Leave (TPSL), Coded Correspondence 16-10, Aug 23, 2016</u>
<u>Commission on Teacher Credentialing Publication</u>	<u>California Standards for the Teaching Profession (CSTP), October 2009</u>
<u>Commission on Teacher Credentialing Publication</u>	<u>CL-667 Basic Skills Requirement</u>
<u>Commission on Teacher Credentialing Publication</u>	<u>CL-856 Provisional Internship Permit</u>
<u>Commission on Teacher Credentialing Publication</u>	<u>CL-858 Short-Term Staff Permit</u>
<u>Court Decision</u>	<u>Association of Mexican-American Educators (AMAE) et al. v. State of California and the Commission on Teacher Credentialing (2000) 231 F.3d 572</u>
<u>Nat'l Board for Prof. Teaching Stds. Publication</u>	<u>Using Federal Funds for National Board Activities: An Action-Planning Guide</u>
<u>Nat'l Board for Prof. Teaching Stds. Publication</u>	<u>Considerations for Using Federal Funds to Support National Board Certification</u>
<u>Website</u>	<u>Office of Administrative Law</u>
<u>Website</u>	<u>CSBA District and County Office of Education Legal Services</u>
<u>Website</u>	<u>California Department of Education, CA NBPTS Certification Incentive Program 2021-26</u>
<u>Website</u>	<u>National Board Resource Center</u>
<u>Website</u>	<u>National Board for Professional Teaching Standards</u>
<u>Website</u>	<u>Commission on Teacher Credentialing</u>
<u>Website</u>	<u>Commission on Teacher Credentialing, Credential Information Guide (for employers' use only)</u>
<u>Website</u>	<u>CSBA</u>
<u>Website</u>	<u>U.S. Department of Education</u>

Policy Adopted: July 5, 1990
Revised: September 14, 2023

WESTMINSTER SCHOOL DISTRICT
Westminster, California

INTERDISTRICT ATTENDANCE

~~The Governing Board expects students to attend school in their district of residence. The Governing Board recognizes that parents/guardians of students who reside in within the geographic boundaries of one district may, choose to attend for a variety of reasons, desire to enroll their children in a school in another district. and that such choices are made for a variety of reasons. In order to attend school outside the district of residence, written approval must be obtained from both the district of residence and the desired district of attendance.~~

~~Upon request by students' parents/guardians, the Superintendent or designee may approve interdistrict attendance permits with other districts on a case-by-case basis to meet individual student needs.~~

~~The Superintendent or designee shall ensure that interdistrict permits specify the terms and conditions agreed to by both districts for the granting, denial, or revocation of the permit as well as the standards for reapplication.~~

~~The Superintendent or designee may deny the granting of an interdistrict attendance permit because of overcrowding within district schools or limited district resources.~~

Interdistrict Attendance Agreements and Permits

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed upon by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Instruction Collaboration Agreements

The Superintendent or designee may, with board approval, enter into an instruction collaboration agreement (ICA) with another school district, county office of education or charter school to offer the same or similar courses and coursework to students who have been impacted by any of the following: (Education Code 48345)

1. Disruptions or cancellations in science, technology, engineering, and mathematics (STEM) classes
2. Disruptions or cancellations in dual language immersion programs
3. Teacher shortages in STEM classes or dual language immersion programs

Prior to accepting students for classes for any of the reasons specified in Items #1-3 above, the Superintendent or designee shall, with Board Approval, determine the maximum number of students that the district can accept for these purposes. The district shall accept students who apply until the district is at maximum capacity.

Students shall be admitted to this program through an unbiased process that prohibits an inquiry into, or evaluation or consideration of, whether a student should be authorized to participate in the course or coursework based upon the student's current academic or athletic performance, proficiency in English, physical condition, any of the individual characteristics specified in Education Code 200, or family income. If the number of applicants exceeds the number of seats available, the approval for participation shall be determined by a random public drawing at a regularly scheduled Board meeting. (Education Code 48345)

The Superintendent or designee shall publicly post information, including, but not limited to, applicable forms and timelines for submission pursuant to the ICA, to ensure that students and their families are aware of the opportunities to participate. (Education Code 48345)

When negotiating the ICA, the Superintendent or designee shall collaborate with the other participating LEA(s) to agree upon an appropriate shared cost structure. (Education Code 48345)

Transportation

~~The district shall not provide transportation outside any school attendance area.~~

Upon parent/guardian request, the district shall provide transportation assistance to a student receiving an interdistrict transfer who is eligible for free and reduced-price meals and is the child of an active duty military parent/guardian or a victim of bullying, as defined in Education Code 46600. (Education Code 46600)

In addition, upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for any interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available.

Limits on Student Transfers out of the District to a School District of Choice

~~The Superintendent or designee may limit the number of student transfers out of the district to a~~

~~school district of choice based on the percentages of average daily attendance specified in Education Code 48307.~~

~~In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice.~~

Legal Reference:

EDUCATION CODE

~~46600-46611 Interdistrict attendance agreement 48204 Residency requirements for school attendance 48307 Student attendance alternatives~~

~~48915 Expulsion; particular circumstances~~

~~48915.1 Expelled individuals; enrollment in another school district~~

~~52317 Regional Occupational Center/Program; enrollment of students; interdistrict attendance~~

ATTORNEY GENERAL OPINIONS

~~87 Ops.Cal.Atty.Gen. 132 (2004)~~

~~84 Ops.Cal.Atty.Gen. 198 (201)~~ **COURT DECISIONS**

~~Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275~~

Legal Reference:

State

CA Constitution Article 1, Section 31

Ed. Code 41020

Ed. Code 46600-46611

Ed. Code 48204

Ed. Code 48300-48317

Ed. Code 48900

Ed. Code 48915

Ed. Code 48915.1

Ed. Code 48918

Ed. Code 48980

Ed. Code 48985

Ed. Code 52317

Ed. Code 8151

Management Resources

Attorney General Opinion

Attorney General Opinion

Court Decision

Description

[Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin](#)

Requirement for annual audit

Interdistrict attendance agreements

Residency requirements for school attendance

Student attendance alternatives; school district of choice program

Grounds for suspension or expulsion

Expulsion; particular circumstances

Expelled individuals; enrollment in another district

Rules governing expulsion procedures

Parent/Guardian notifications

Notices to parents in language other than English

Regional Occupational Center/Program; enrollment of students; interdistrict attendance

Apprentices; exemption from interdistrict attendance agreement

Description

84 Ops.Cal.Atty.Gen. 198 (2001)

87 Ops.Cal.Atty.Gen. 132 (2004)

Walnut Valley Unified School District v. the Superior Court

Court Decision

Website

Website

Website

of Los Angeles County (2011) 192 Cal.App.4th 234
Crawford v. Huntington Beach Union High School District
(2002) 98 Cal.App.4th 1275
CSBA District and County Office of Education Legal
Services
[California Department of Education](#)
[CSBA](#)

Policy Adopted: July 5, 1990

Revised: April 21, 1994

Revised: March 8, 2012

Revised: October 12, 2023

WESTMINSTER SCHOOL DISTRICT

Westminster, California

CHILD CARE AND DEVELOPMENT

The Governing Board desires to provide child care and development services which meet the developmental needs of children and offer a convenient child care alternative for parents/guardians in the community.

The Board shall enter into a contract with the California Department of ~~Education (CDE)~~ Social Services (CDSS) for the provision of child care and development services by the district.

The district shall work cooperatively with the local child care and development planning council, public and private agencies, parents/guardians, and other community members to assess child care needs in the community, establish program priorities, obtain ongoing feedback on program quality, and supply information about child care options.

The Board shall approve for the district's child care and development program a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and the accompanying administrative regulation. (5 CCR 18271)

When a district child care program is physically closed by local or state public health order, the district shall provide distance learning when required to do so as a condition of funding or when required by law.

Eligibility and Enrollment

Child care admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the child care center's program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and health examination requirements. (5 CCR 18105; 22 CCR 101218)

The Superintendent or designee shall ensure that subsidized child care ~~is~~ services are provided to eligible families to the extent that state and/or federal funding is available and ~~shall establish in accordance with~~ enrollment priorities specified in accordance with Education Welfare and Institutions Code 8263 10271 and 5 CCR 18106.

To the extent that space is available after the enrollment of children who are eligible for subsidized services, priority for admissions shall be given to district students, children of district students, and children of district employees.

A child's eligibility for transitional kindergarten enrollment shall not impact family eligibility for a childcare or preschool program. (Education Code 48000)

Staffing

The Superintendent or designee shall ensure that individuals working in child care and development programs have the necessary qualifications, experience, and training, and have satisfied all legal requirements.

Facilities

Upon recommendation of the Superintendent or designee, the Board may approve any of the following for the provision of child care and development services:

1. The use of existing district facilities that have capacity
2. Renovation or improvement of district facilities to make them suitable for such services
3. Purchase of relocatable child care facilities
4. Inclusion of child care facilities in any new construction
5. Agreement with a public agency or community organization for the use of community facilities

The Superintendent or designee shall ensure that facilities used for child care services meet all applicable health and safety standards. (5 CCR 18020; 22 CCR 101238-101239.2)

Complaints

For a licensed child care center, any complaint alleging health and safety violations shall be referred to ~~the California Department of Social Services~~ CDSS (5 CCR 4611). ~~For a license-exempt facility, such complaints shall be referred to the appropriate Child Development regional administrator.~~ Any other alleged violation of state or federal laws governing child care and development programs shall be investigated and resolved using the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures.

Program Evaluation

The Superintendent or designee shall annually conduct an evaluation of the district's child care and development services in accordance with state requirements. The results of the evaluation report shall be submitted used to the Board and the CDE along with develop an action plan which establishes program goals and objectives for the coming year and addresses any areas identified as needing improvement. (5 CCR 18279-18281)

Legal Reference:

EDUCATION CODE

~~8200-8499.10 Child Care and Development Services Act, especially:-~~
~~8200-8209 General provisions for child care and development services-~~
~~8210-8216 Resource and referral program~~
~~8220-8226 Alternative payment program~~
~~8230-8233 Migrant child care and development program-~~
~~8235-8239 California state preschool program~~
~~8240-8244 General child care programs~~
~~8250-8252 Programs for children with special needs~~
~~8263 Eligibility and priorities for subsidized child development services-~~
~~8263.3 Disenrollment of families due to reduced funding levels~~
~~8263.4 Enrollment of students ages 11-12 years-~~
~~8273-8273.3 Fees~~
~~8278.3 Child Care Facilities Revolving Fund-~~
~~8360-8370 Personnel qualifications~~
~~8400-8409 Contracts~~
~~8482-8484.65 After-school education and safety program-~~
~~8484.7-8484.8 21st Century community learning centers-~~
~~8493-8498 Facilities~~
~~8499-8499.7 Local planning councils-~~
~~49540-49546 Child care food program-~~
~~49570 National School Lunch program~~
~~56244 Staff development funding-~~

HEALTH AND SAFETY CODE

~~1596.70-1596.895 California Child Day Care Act-~~
~~1596.90-1597.21 Day care centers~~
~~120325-120380 Immunization requirements~~

~~CODE OF REGULATIONS, TITLE 5~~

~~4610-4687 Uniform complaint procedures~~
~~18000-18434 Child care and development programs, especially:-~~
~~18012-18122 General requirements~~
~~18180-18192 Federal and state migrant programs-~~
~~18210-18213 Severely handicapped program-~~
~~18220-18231 Alternative payment program-~~
~~18240-18248 Resource and referral program-~~
~~18270-18281 Program quality, accountability-~~
~~18290-18292 Staffing ratios~~
~~18295 Waiver of qualifications for site supervisor-~~
~~18300-18308 Appeals and dispute resolution~~
~~80105-80125 Commission on Teacher Credentialing, child care and development permits-~~

~~CODE OF REGULATIONS, TITLE 22~~

~~101151-101239.2 General requirements, licensed child care centers, especially:-~~
~~101151-101163 Licensing and application procedures~~
~~101212-101231 Continuing requirements-~~

~~101237-101239.2 Facilities and equipment-
 UNITED STATES CODE, TITLE 42
 1751-1769 School lunch programs-
 9831-9852 Head Start programs
 9858-9858q Child care and development block grant-
 CODE OF FEDERAL REGULATIONS, TITLE 7
 210.1-210.31 National School Lunch program-
 CODE OF FEDERAL REGULATIONS, TITLE 45
 98.2-98.93 Child care and development fund-
 COURT DECISIONS
 CBS Inc. v. The Superior Court of Los Angeles County, State Department of Social Services,-
 (2001) 91 Cal.App.4th 892~~

Management Resources:

~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
 14-03a Revised Child Care and Development Fee Schedule, Management Bulletin, September-
 2014
 Uniform Complaint Procedures, 2014
 12-07 Disenrollment due to Maximum Reimbursable Amount Reduction, Management Bulletin,-
 July 2012
 Keeping Children Healthy in California's Child Care Environments: Recommendations to-
 Improve Nutrition and Increase Physical Activity, 2010
 WEB SITES
 CSBA: <http://www.esba.org>
 California Association for the Education of Young Children: <http://www.caeye.org> California-
 Child Development Administrators Association: <http://www.cedaa.org> California Department of
 Education, Early Education and Support Division: <http://www.ede.ca.gov/sp/ed>
 California Department of Education, Early Education Management Bulletins:-
<http://www.ede.ca.gov/sp/ed/ei/allmbs.asp>
 California Department of Social Services, Licensing Information: <http://eeld.ca.gov/PG492.htm>-
 California Head Start Association: <http://caheadstart.org>
 California School Age Consortium: <http://calsac.org> Commission on Teacher Credentialing:-
<http://www.etc.ca.gov>
 National Association for the Education of Young Children: <http://www.naeye.org>
 U.S. Department of Education: <http://www.ed.gov>~~

Legal Reference:

State

22 CCR 101151-101191
22 CCR 101151-101239.2
22 CCR 101212-101231
22 CCR 101237-101239.2
34 CFR 303.1-303.734

Description

Licensing and application procedures
General requirements; licensed child care centers
Continuing requirements
Facilities and equipment
Early Intervention Program for Infants and Toddlers with

5 CCR 18000-18434
5 CCR 18012-18122
5 CCR 18180-18192
5 CCR 18210-18213
5 CCR 18220-18231
5 CCR 18240-18249
5 CCR 18270-18281
5 CCR 18290-18292
5 CCR 18295
5 CCR 18300-18308
5 CCR 4600-4687
5 CCR 80067-80067.2
5 CCR 80105-80125

Ed. Code 46120
Ed. Code 48000
Ed. Code 49540-49546
Ed. Code 49570
Ed. Code 56244
Ed. Code 8200-8340
Ed. Code 8207
Ed. Code 8337
Ed. Code 8482-8484.65
Ed. Code 8484.7-8484.9
H&S Code 120325-120380
H&S Code 120440

H&S Code 1596.70-1596.895
H&S Code 1596.90-1597.21
W&I Code 10200-10206
W&I Code 10207-10215
W&I Code 10207-10492.2
W&I Code 10217-10224.5
W&I Code 10225-10234
W&I Code 10235-10238
W&I Code 10240-10243
W&I Code 10250-10252
W&I Code 10260-10263

W&I Code 10271

W&I Code 10271.5
W&I Code 10271.7

W&I Code 10272.5

Disabilities

Child care and development programs

General requirements

Federal and state migrant programs

Severely handicapped program

Alternative payment program

Resource and referral program

Program quality; accountability

Staffing ratios

Waiver of qualifications for site supervisor

Appeals and dispute resolution

Uniform complaint procedures and Williams complaints

Early Childhood Education Specialist Credential

Commission on Teacher Credentialing; child care and development permits

Expanded Learning Opportunities Program

Transitional kindergarten

Child care food program

National School Lunch program

Staff development funding

California State Preschool Program

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Income eligibility

Family member certified as eligible to receive benefits; definition

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<u>W&I Code 10273</u>	<u>Preferred placement for otherwise eligible children ages 11 or 12</u>
<u>W&I Code 10276</u>	<u>Child Care and Development Fund notice to providers</u>
<u>W&I Code 10290</u>	<u>Fee schedule for families using preschool and child care and development services</u>
<u>W&I Code 10291</u>	<u>Families exempt from family fees</u>
<u>W&I Code 10315</u>	<u>Transfer of information to public schools</u>
<u>W&I Code 10332</u>	<u>Children residing in another district; use of facilities and personnel</u>
<u>W&I Code 10491-10491.1</u>	<u>Expulsion and suspension procedures in childcare and development services programs</u>
<u>Federal</u>	<u>Description</u>
<u>20 USC 1232g</u>	<u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>
<u>20 USC 1400-1482</u>	<u>Individuals with Disabilities Education Act</u>
<u>42 USC 1751-1769j</u>	<u>School Lunch Program</u>
<u>42 USC 9831-9852c</u>	<u>Head Start programs</u>
<u>42 USC 9857-9858r</u>	<u>Child Care and Development Block Grant</u>
<u>45 CFR 98.1-98.93</u>	<u>Child Care and Development Fund</u>
<u>7 CFR 210.1-210.33</u>	<u>National School Lunch Program</u>
<u>Management Resources</u>	<u>Description</u>
<u>CA Commission on Teacher Credentialing Publication</u>	<u>Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to the PK-3 Childhood Education Specialist Credential, Coded Correspondence 23-02, February 10, 2023</u>
<u>CA Dept of Social Services Publication</u>	<u>Child Care Transition: The Early Childhood Development Act of 2020</u>
<u>CA Dept of Social Services Publication</u>	<u>American Rescue Plan Act Child Care & Development Division FAQ</u>
<u>CA Dept of Social Services Publication</u>	<u>COVID-19 Licensed Child Care Facilities and Providers (FAQs)</u>
<u>Court Decision</u>	<u>CBS Inc. v. The Superior Court of Los Angeles County, State Department of Social Services, (2001) 91 Cal.App.4th 892</u>
<u>U.S. Department of Education Publication</u>	<u>Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings, 2016</u>
<u>Website</u>	<u>Osteopathic Medical Board of California</u>
<u>Website</u>	<u>Medical Board of California</u>
<u>Website</u>	<u>California Department of Social Services, Child Care Licensing</u>
<u>Website</u>	<u>EveryChild California, an Association of Leaders Advancing Early Learning</u>
<u>Website</u>	<u>Office of Administrative Law</u>
<u>Website</u>	<u>Universal Prekindergarten, California's Great Start</u>
<u>Website</u>	<u>CSBA District and County Office of Education Legal Services</u>
<u>Website</u>	<u>California Commission on Teacher Credentialing</u>
<u>Website</u>	<u>California Association for the Education of Young Children</u>

<u>Website</u>	<u>California Department of Education, Early Education Division</u>
<u>Website</u>	<u>California Department of Education, Early Education Management Bulletins</u>
<u>Website</u>	<u>California Head Start Association</u>
<u>Website</u>	<u>California School-Age Consortium</u>
<u>Website</u>	<u>National Association for the Education of Young Children</u>
<u>Website</u>	<u>U.S. Department of Health and Human Services</u>
<u>Website</u>	<u>Commission on Teacher Credentialing</u>
<u>Website</u>	<u>CSBA</u>
<u>Website</u>	<u>U.S. Department of Education</u>
<u>Website</u>	<u>California Department of Public Health</u>

Policy Adopted: September 14, 2017
Revised: October 12, 2023

WESTMINSTER SCHOOL DISTRICT
Westminster, California

DIFFERENTIAL GRADUATION AND COMPETENCY STANDARD FOR INDIVIDUALS WITH EXCEPTIONAL NEEDS

~~The Governing Board recognizes that proficiency standards adopted for students enrolled in regular educational programs may not be appropriate for all students enrolled in district special education programs. Students with diagnosed disabilities that prevent them from attaining the district's regularly adopted proficiency competencies may need differential standards.~~

~~Students with exceptional needs should meet the regular district graduation standards to the extent that their handicaps or disabilities permit.~~

~~The Individualized Education Program (IEP) Team will determine if a student's handicaps or disabilities preclude the student from attaining the district's regular standards. The determination and development of appropriate differential proficiency standards and methods of assessment will be included in the process of developing and managing the student's individualized education program.~~

~~A student identified as eligible for differential standards shall not be penalized after returning to the regular program by being required to demonstrate district proficiency for regular students. A student's final Individual Educational Plan shall reflect whether or not the differential standards are to be maintained through eighth grade graduation.~~

The Governing Board recognizes that students with disabilities are entitled to a course of study that provides them with a free appropriate public education (FAPE) and that modifications to the district's regular course may be needed on an individualized basis to provide FAPE. In accordance with law, each student's individualized education program (IEP) team shall determine the appropriate goals, as well as any appropriate individual accommodations necessary for measuring the academic achievement and functional performance of the student on state and districtwide assessments.

Exemption from District-Established Graduation Requirements

District students shall complete all course requirements for high school graduation as specified in Board Policy 6146.1 - High School Graduation Requirements. However, a student with a disability may be exempted from all coursework and other requirements adopted by the Board that are in addition to the statewide course requirements for high school graduation if the student's IEP provides for both of the following requirements: (Education Code 51225.31).

1. That the student take the alternate assessment aligned to alternate achievement standards in grade 11 as described in Education Code 60640
2. That the student complete state standards aligned coursework to meet the statewide coursework specified in Education Code 51225.3

Prior to the beginning of grade 10, the IEP team for each student with a disability shall determine

whether the student is eligible for the exemption, and if so, notify the student's parent/guardian of the exemption. (Education Code 51225.31)

Any such exempted student shall receive a diploma and be eligible to participate in any graduation ceremony and school activity related to graduation in which a student of similar age without a disability would be eligible to participate. (Education Code 51225.31)

Certificate of Educational Achievement or Completion

Instead of a high school diploma, a student with a disability may be awarded a certificate or document of educational achievement or completion if the student has met one of the following requirements: (Education Code 56390)

1. Satisfactorily completed a prescribed alternative course of study approved by the board of the district in which the student attended school or the district with jurisdiction over the student as identified in the student's IEP
2. Satisfactorily met the student's IEP goals and objectives during high school as determined by the IEP team
3. Satisfactorily attended high school, participated in the instruction as prescribed in the student's IEP, and met the objectives of the statement of transition services

A student with a disability who meets any of the criteria specified above shall be eligible to participate in any graduation ceremony and any school activity related to graduation in which a graduating student of similar age without disabilities would be eligible to participate. (Education Code 56391)

Legal Reference:

EDUCATION CODE

~~51215(d) Proficiency standards in basic skills~~

~~56000 Education of individuals with exceptional needs~~

~~56341(b) Individualized Education Program Team~~

~~56345(b) Elements of Program~~

~~Title 5 of the California Code of~~

~~Regulations Title 45 of the Code of Federal~~

~~Regulations~~

State

5 CCR 3070

Ed. Code 51225.31

Ed. Code 56341

Ed. Code 56345

Ed. Code 56390-56392

Federal

Description

Graduation

Graduation exemption for students with disabilities

Individualized education program team

Individualized education program contents

Recognition for educational achievement; special education

Description

20 USC 1400-1482

34 CFR 300.1-300.818

34 CFR 300.320

Management Resources

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Individuals with Disabilities Education Act

Individuals with Disabilities Education Act

Definition of IEP

Description

CSBA District and County Office of Education Legal Services

[U.S. Department of Education, Office of Special Education
and Rehabilitative Services](#)

[California Department of Education](#)

Policy Adopted: July 5, 1990

Revised: October 12, 2023

WESTMINSTER SCHOOL DISTRICT

Westminster, California

EDUCATION FOR ENGLISH LANGUAGE LEARNERS

The Governing Board intends to provide English learners with a challenging core curriculum and instruction that will maximize the attainment of high levels of proficiency in English, advance multilingual capabilities, and facilitate student achievement in the district's regular course of study. ~~develop proficiency in English as rapidly and effectively as possible in order to assist students in accessing the full educational program and achieving the district's academic standards.~~

English learners shall be provided differentiated English language development instruction which is targeted to their English proficiency level. Such instruction shall be based on sound instructional theory, be aligned with state content standards, emphasize inquiry-based learning and critical thinking skills, and be integrated across all subject areas.

No middle or high school student who is an English learner shall be denied enrollment in any of the following: (Education Code 60811.8)

1. Courses in the core curriculum areas of reading/language arts, mathematics, science, and history/social science, courses required to meet state and local high school graduation requirements, or courses required for middle school grade promotion

However, an English learner who has been enrolled in a school in the United States for less than 12 months or is enrolled in a program designed to develop the basic English skills of newly arrived immigrant students may be denied participation in any such course, if the course of study provided to the student is designed to remedy academic deficits incurred during participation and reasonably calculated to enable the student to attain parity of participation in the standard instructional program within a reasonable length of time after the student enters the school system.

2. A full course load of courses specified in Item #1 above
3. Other courses that meet the "A-G" course requirements for college admission or are advanced courses such as honors or Advanced Placement courses, on the sole basis of the student's classification as an English learner

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

The Superintendent or designee shall encourage parent/guardian and community involvement in the development and evaluation of programs for English learners. The Superintendent or designee may also provide an English development literacy training program for parents/guardians and community members so that they may better support students' English language development.

~~The district's program shall be based on sound instructional theory and shall be adequately supported so that English learners can achieve results at the same academic level as other students whose primary language is English.~~

~~To ensure that the district is using sound methods that effectively serve the needs of English learners, the Superintendent or designee shall annually examine program results, including reports of the students' academic achievement and their progress toward proficiency in English. The Superintendent or designee shall ensure that schools compile data on programs for English learners in order to help determine program effectiveness.~~

~~(cf. 4112.22/4212.22—Staff Teaching Students of Limited English Proficiency)
(cf. 6190—Evaluation of the Instructional Program)~~

~~The Board encourages staff to exchange information with other districts and the county office of education about programs, options and strategies for English learners.~~

~~The Superintendent or designee shall maintain procedures which provide for the identification, assessment and placement of English learners and for their reclassification based on criteria adopted by the Board and specified in administrative regulations.~~

~~Students who are English learners shall be educated through Structured English Immersion during a temporary transition period not normally intended to exceed one year. Nearly all of the classroom instruction in the district's Structured English Immersion Program shall be in English (Education Code 305, 306) with the curriculum and presentation designed for students who are learning the language. However, clarification, explanation and support, only as needed, may be in a student's primary language.~~

~~An English learner shall be transferred from a Structured English Immersion classroom to an English Language Mainstream Program when the student has acquired a “reasonable level of English proficiency” as measured by any of the state-designated assessments approved by the California Department of Education or any locally developed assessments (Education Code 305; 5 CCR 11301).~~

~~English learners shall be transferred from a Structured English Immersion Program to an English~~

~~Language Mainstream Program in which the instruction is overwhelmingly in English when they have acquired a “reasonable level of English proficiency” as measured by the CELDT test (Intermediate Level 3).~~

~~Upon the request of the student's parent/guardian a student shall be placed in an English Language Mainstream Program at any time during the school year. (5 CCR 11301).~~

~~(cf. 6011—Academic Standards) (cf. 6162.5—Student Assessment)~~

~~(cf. 6171—Title I Programs)~~

Staff Qualifications and Training

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

The district shall provide effective professional development to teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), administrators, and other school or community-based organization personnel to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners. Such professional development shall be of sufficient intensity and duration to produce a positive and lasting impact on teachers' performance in the classroom. (20 USC 6825)

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

Identification and Assessment

The Superintendent or designee shall maintain procedures for the early identification of English learners and an assessment of their proficiency using the English Language Proficiency Assessments for California (ELPAC). To oversee test administration, the Superintendent or designee shall annually designate a district ELPAC coordinator and a site coordinator for each test site in accordance with 5 CCR 11518.40-11518.45.

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

In addition, English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with testing variations in accordance with 5 CCR 853. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law. (Education Code 60603, 60640; 5 CCR 853)

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

Language Acquisition Programs

The district shall offer research-based language acquisition programs that are designed to ensure English acquisition as rapidly and as effectively as possible and that provide instruction to students on the state-adopted academic content standards, including the English language

development standards. (Education Code 306; 5 CCR 11300)

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

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

In addition, language acquisition programs offered by the district may include, but are not limited to, the following: (Education Code 305-306)

1. A dual-language immersion program that provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding
2. A transitional or developmental program for English learners that provides literacy and academic instruction in English and a student's native language and that enables an English learner to achieve English proficiency and academic mastery of subject matter content and higher order thinking skills, including critical thinking, in order to meet state academic content standards

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

In establishing the district's language acquisition programs, the Superintendent or designee shall consult with parents/guardians and the community during the LCAP development process. The Superintendent or designee shall also consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program. (Education Code 305)

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

Whenever a student is identified as an English learner based on the results of the ELPAC, the student's parents/guardians may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of

30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310; 5 CCR 11311)

Until July 1, 2029, the Superintendent or designee may, with Board approval, and as specified in BP 5117 - Interdistrict Attendance, enter into an instruction collaboration agreement (ICA) with another school district, county office of education, or charter school to offer the same or similar courses and coursework to students who have been impacted by teacher shortages, disruptions, or cancellations, or teacher shortages to dual language immersion programs. (Education Code 48345)

Reclassification

~~English learners shall be reclassified as fluent when they have developed the English language skills necessary to succeed in an English-only classroom. The Superintendent or designee shall establish standard reclassification procedures to assess this proficiency. The Superintendent or designee shall provide subsequent monitoring and support of reclassified students.~~

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

~~Parental Exception Waivers~~

~~Parent/guardian requests for waivers for an alternative program (Education Code 305) shall be granted in accordance with law and administrative regulation.~~

~~The principal shall consider all waiver requests made pursuant to Education Code 311(c) and shall submit a rationale of the decision regarding the waiver to the Superintendent.~~

~~The district shall grant all waiver requests, unless the principal and educational staff have determined that an alternative program offered at the school would not be better suited for the overall educational development of the student (5 CCR 11303).~~

~~When evaluating a waiver request pursuant to Education Code 311(a) for students who already know English and other waiver requests for those students for whom standardized assessment data are not available, other equivalent assessment measures shall be used.~~

~~These equivalent measures may include local assessments, local standards and teacher evaluations.~~

~~When 20 or more students in a given grade level at the same school receive a waiver, the school is required to offer such a class; otherwise it must allow the students to transfer to a public school in which such a class is offered (Education Code 310).~~

~~If the waiver requested by the parent/guardian is granted, and less than 20 students at the same~~

~~school receive a waiver, the student shall be allowed to transfer to another public school in which such a class is offered (Education Code 310).~~

~~Students wishing to transfer shall be subject to the district's intradistrict and interdistrict attendance policies and administrative regulations. Students wishing to transfer to another district shall also be subject to the receiving district's interdistrict attendance policies and administrative regulations. District shall also be subject to the receiving district's interdistrict attendance policies and administrative regulations.~~

~~(cf. 5116.1—Intradistrict Open Enrollment) (cf. 5117—Interdistrict Attendance)~~

~~(cf. 5117.1—Interdistrict Attendance Agreements)~~

~~(cf. 5117.2—Alternative Interdistrict Attendance Program)~~

Program Evaluation

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

1. Progress of English learners towards proficiency in English
2. The number and percentage of English learners reclassified as fluent English proficient
3. The number and percentage of English learners who are or are at risk of being classified as long-term English learners in accordance with Education Code 313.1
4. The achievement of English learners on standards-based tests in core curricular areas
5. For any language acquisition program that includes instruction in a language other than English, student achievement in the non-English language in accordance with 5 CCR 11309
6. Progress toward any other goals for English learners identified in the district's LCAP
7. A comparison of current data with data from at least the previous year in regard to Items #1-6 above
8. A comparison of data between the different language acquisition programs offered by the district

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

Legal Reference:EDUCATION CODE

~~300-340 English language education for immigrant children~~
~~430-466 English Learner and Immigrant Pupil Federal Conformity Act~~
~~33308.5 CDE guidelines not binding~~
~~44253.5-44253.10 Certification for bilingual cross-cultural competence~~
~~48985 Notices to parents in language other than English~~
~~51101 Right of parents to information~~
~~51101.1 Rights for parents of English Learners~~
~~52015 Components of school improvement plan~~
~~52130-52135 Impacted languages act of 1984~~ ~~52160-52178 Bilingual Bicultural Act especially:~~
~~52164.6 Reclassification criteria~~
~~52169 Requirements for establishment of program~~
~~52171 Evaluations of student progress~~
~~52171.6 Annual report to legislature~~
~~52177 Administration of article~~
~~52180-52186 Bilingual teacher training assistance program~~
~~54000-54041 Programs for disadvantaged children~~
~~60810-60812 Assessment of Language Development~~
~~62000-62005.5 Evaluation and sunseting of programs~~
CODE OF REGULATIONS, TITLE 5
~~4320 Determination of funding to support program to overcome the linguistic difficulties of English learners~~
~~11300-11316 English Language Learner Education~~
UNITED STATES CODE, TITLE 20
~~1701-1705 Equal Educational Opportunities Act~~
~~6312 Local education agency plans~~
~~6801-6871 Title III, Language instruction for limited English proficient and immigrant students~~
COURT DECISIONS
~~Valeria G. v. Wilson, C-98-2252-CAL (July, 1998)~~
~~Teresa P. et al v. Berkeley Unified School District et al, (1989) 724 F.Supp. 698~~
~~Casteneda v. Pickard, (5th Cir. 1981) 648 F.2d 989~~
~~McLaughlin v. State Board of Education, (1999) 75 Cal.App.4th 196~~

Legal Reference:State

5 CCR 11300-11316
5 CCR 11510-11517.5
5 CCR 11517.6-11519.5
5 CCR 853
5 CCR 854.9
Ed. Code 200
Ed. Code 300-340
Ed. Code 310

Description

English learner education
California English Language Development Test
English Language Proficiency Assessments for California
Administration of CAASPP
CAASPP and unlisted resources for students with disabilities
Prohibition of discrimination
English language education for immigrant children
Language acquisition programs

[Ed. Code 313-313.5](#)[Ed. Code 33050](#)[Ed. Code 42238.02](#)[Ed. Code 430-446](#)[Ed. Code 44253.1-44253.11](#)[Ed. Code 48345](#)[Ed. Code 48980](#)[Ed. Code 48985](#)[Ed. Code 52052](#)[Ed. Code 52060-52077](#)[Ed. Code 52160-52178](#)[Ed. Code 56305](#)[Ed. Code 60603](#)[Ed. Code 60640](#)[Ed. Code 62002.5](#)**Federal**[20 USC 1412](#)[20 USC 1701-1721](#)[20 USC 6311](#)[20 USC 6312](#)[20 USC 6801-7014](#)[20 USC 7801](#)[34 CFR 100.3](#)**Management Resources**[Attorney General Opinion](#)[California Department of Education
Publication](#)[California Department of Education
Publication](#)[California Department of Education
Publication](#)[California Department of Education
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Publication](#)[California Department of Education
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Publication](#)[California Department of Education
Publication](#)[California Department of Education](#)[Assessment of English proficiency](#)[Nonwaivable provisions](#)[Local Control Funding Formula](#)[English Learner and Immigrant Pupil Federal Conformity
Act](#)[Qualifications of teachers of English learners](#)[Interdistrict instruction collaboration agreements](#)[Parent/Guardian notifications](#)[Notices to parents in language other than English](#)[Accountability; numerically significant student subgroups](#)[Local control and accountability plan](#)[Bilingual Bicultural Act of 1976](#)[CDE manual on English learners with disabilities](#)[Definition; recently arrived English learner](#)[California Assessment of Student Performance and Progress](#)[Continuation of advisory committee after program sunsets](#)**Description**[State eligibility](#)[Equal Educational Opportunities Act](#)[State plan](#)[Local educational agency plan](#)[Limited English proficient and immigrant students](#)[Definition of English learner](#)[Prohibition of discrimination on basis of race, color or
national origin](#)**Description**[83 Ops.Cal.Atty.Gen. 40 \(2000\)](#)[Summative English Language Proficiency Assessments for
California, Assessment Fact Sheet, July 2023](#)[English Learner, Federal Program Monitoring Instrument](#)[Monitoring Reclassified Students, December 2019](#)[California Practitioners' Guide for Educating English
Learners with Disabilities, 2019](#)[English Language Proficiency Assessments for California
Information Guide, July 2023](#)[California Digital Learning Integration and Standards
Guidance, May 2021](#)[Reclassification Guidance for 2020-21 and Statewide Testing
Window Extension, CDE Correspondence, June 14, 2021](#)[Integrating the CA ELD Standards into K-12 Mathematics
and Science Teaching and Learning, December 2015](#)[Accessibility Resources Matrix, 2022](#)[Next Generation Science Standards for California Public](#)

<u>Publication</u>	<u>Schools, Kindergarten through Grade Twelve, rev. March 2015</u>
<u>California Department of Education Publication</u>	<u>English Language Development Standards for California Public Schools: Kindergarten Through Grade Twelve, 2012</u>
<u>California Department of Education Publication</u>	<u>California English Learner Roadmap: Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners, 2017</u>
<u>California Department of Education Publication</u>	<u>Common Core State Standards for Mathematics, 2013</u>
<u>California Department of Education Publication</u>	<u>English Language Arts/English Language Development Framework for California Public Schools: Kindergarten through Grade Twelve, 2014</u>
<u>Commission on Teacher Credentialing Publication</u>	<u>Bilingual Authorization Educator Preparation Preconditions, Program Standards, and Bilingual Teaching Performance Expectations, December 2021</u>
<u>Court Decision</u>	<u>Valeria O. v. Davis (2002) 307 F.3d 1036</u>
<u>Court Decision</u>	<u>California Teachers Association v. State Board of Education et al. (9th Circuit, 2001) 271 F.3d 1141</u>
<u>Court Decision</u>	<u>McLaughlin v. State Board of Education (1999) 75 Cal.App.4th 196</u>
<u>Court Decision</u>	<u>Teresa P. et al v. Berkeley Unified School District et al (1989) 724 F.Supp. 698</u>
<u>CSBA Publication</u>	<u>English Learners in Focus, Issue 3: Ensuring High-Quality Staff for English Learners, Governance Brief, July 2016</u>
<u>CSBA Publication</u>	<u>English Learners in Focus, Issue 4: Expanding Bilingual Education in California after Proposition 58, Governance Brief, March 2017</u>
<u>CSBA Publication</u>	<u>English Learners in Focus: The English Learner Roadmap: Providing Direction for English Learner Success, Governance Brief, February 2018</u>
<u>CSBA Publication</u>	<u>English Learners in Focus, Issue 1: Updated Demographic and Achievement Profile of California's English Learners, Governance Brief, September 2016</u>
<u>CSBA Publication</u>	<u>English Learners in Focus, Issue 2: The Promise of Two-Way Immersion Programs, Governance Brief, September 2014</u>
<u>The Education Trust- West Publication</u>	<u>Unlocking Learning: Science as a Lever for English Learner Equity, January 2017</u>
<u>The Education Trust- West Publication</u>	<u>Unlocking Learning II: Math as a Lever for English Learner Equity, March 2018</u>
<u>U.S. Department of Education Publication</u>	<u>English Learners and Title III of the Elementary and Secondary Education Act (ESEA), as Amended by the Every Student Succeeds Act (ESSA), September 2016</u>
<u>U.S. Department of Education Publication</u>	<u>English Learner Tool Kit for State and Local Educational Agencies (SEAs and LEAs), rev. November 2016</u>
<u>U.S. Department of Education Publication</u>	<u>Innovative Solutions for Including Recently Arrived English Learners in State Accountability Systems: A Guide for</u>

U.S. Department of Education
Publication
Website

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States, January 2017

Dear Colleague Letter: English Learner Students and

Limited English Proficient Parents, January 7, 2015

California Department of Education, English Language

Proficiency Assessments for California (ELPAC)

California Digital Learning Integration and Standards

Guidance

CSBA District and County Office of Education Legal

Services

[National Clearinghouse for English Language Acquisition](#)

[The Education Trust-West](#)

[California Department of Education, English Learners](#)

[California Association for Bilingual Education](#)

[CSBA](#)

[U.S. Department of Education](#)

Policy Adopted: July 5, 1990

Revised: May 20, 1999

Revised: January 13, 2005

Revised: October 12, 2023

WESTMINSTER SCHOOL DISTRICT

Westminster, California