

WESTMINSTER SCHOOL DISTRICT BOARD OF TRUSTEES

Regular Meeting
November 9, 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 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

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 – Willmore Language Academy’s Dia de los Muertos Noblett

4.2 Public Information Office | Marketing Update Phan

4.3 Staff Introductions Montgomery
 • **New Site/Department Leaders**

4.4 Nutrition Services Update Cardoso

4.5 School Plan for Student Achievement / Comprehensive Safety Plans Cardoso/
 Noblett

4.6 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 September 30, 2023. (Enc. P) Johnson

5.2 Approve Minutes of Regular Meeting held October 12, 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 a new **Field Trip Destination**. (Enc. P) Noblett
- 5.6 Adopt **Resolution No. 23-24-09** to submit the continued funding application for the California State preschool program for the 2024-2025 school year. (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 **\$17,087,072.35** (Enc. P) Cardoso
- 5.10 **Ratify Check Register** in the total amount of **\$6,761,433.62**. 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 Approve **Sale of Surplus/Obsolete Property by Public Auction**. (Enc. P) Cardoso
- 5.14 Approve the **2023-2024 Comprehensive School Safety Plans**. (Enc. P) Cardoso
- 5.15 Approve the **2023-2024 School Plans for Student Achievement**. (Enc. P) Cardoso

6.0 **BUSINESS SERVICES**

- 6.1 DISCUSSION/ ACTION Approve **Contract with ACC Contractors for Measure T**. (Enc. P) Cardoso

7.0 **BOARD OF EDUCATION | SUPERINTENDENT**

- 7.1 DISCUSSION/ ACTION **Approve revisions to Board Policies and Bylaws**. (Enc. P) Hansen
- 7.1.1 BP 1160 Political Processes
- 7.1.2 BP 4111.2, 4211.2, 4311.2 Legal Status Requirement
- 7.1.3 BP 4117.2 Resignation

November 9, 2023

<u>7.1.4</u>	BP 4119.23, 4219.23, 4319.23	Unauthorized Release of Confidential/Privileged Information
<u>7.1.5</u>	BP 4131, 4231, 4331	Staff Development
<u>7.1.6</u>	BP 4157, 4257, 4357	Employee Safety
<u>7.1.7</u>	BP 4158, 4258, 4358	Employee Security
<u>7.1.8</u>	BP 4315	Evaluation/Supervision
<u>7.1.9</u>	BP 5141	Health Care and Emergencies

8.0 **OPEN ITEMS**

David Johnson

8.1 INFORMATION Schedule of **Regular Board Meetings** for 2023-2024:

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)

9.0 **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.

10.0 **REPORTS/COMMENTS**

<u>10.1</u>	INFORMATION	Staff Comments	David Johnson
		Short reports/announcements on programs and activities, curriculum, conference/meeting attendance, facilities improvements and commendations to staff.	

<u>10.2</u>	INFORMATION/	Board Member Comments	David Johnson
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NEW BUSINESS Short reports of visitations, conference/meeting attendance, and commendations to staff.

11.0 CLOSED SESSION

David Johnson

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

12.0 ADJOURNMENT

David Johnson

Gunn Marie Hansen, Ph.D.
Superintendent

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CONSENT AGENDA

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WESTMINSTER SCHOOL DISTRICT BOARD OF TRUSTEES

September 30, 2023

Regular Meeting – Board Study Session
9:00 a.m.

A study session 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

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 9:04 a.m. Any person wishing to address the Board on agenda items did so at this time.

2.0 PUBLIC COMMENTSPublic
Comments

There were no requests to address the Board.

3.0 BOARD OF EDUCATION / SUPERINTENDENTOC Committee
Letter
Approved

3.1 Orange County Committee on School District Organization (County Committee)
The Westminster School District Board took action on their position regarding the transfer of duties and powers of the Orange County Committee.

TRUSTEE TINA GUSTIN-GURNEY MOVED, SECONDED BY TRUSTEE KHANH NGUYEN, APPROVED TO SEND THE ATTACHED LETTER REGARDING THE OC COUNTY COMMITTEE. MOTION UNANIMOUSLY CARRIED 5-0. (TINA GUSTIN-GURNEY, DAVID JOHNSON, JEREMY KHALAF, FRANCES NGUYEN, KHANH NGUYEN).

4.0 BOARD STUDY SESSIONBoard Study
Session

4.1 Continuous Cycle of Improvement 2023-2024
4.2 Superintendent's 100-day Reflections
4.3 Key Topic: Westminster Strategic Plan Goals
4.4 2023-24 Board Work Session Calendar and Topics

September 30, 2023

Superintendent Dr. Gunn Marie Hansen provided information on topics 4.1 through 4.4 for discussion and reflection by the Board.

Board President David Johnson Adjourned to Closed Session at 12:15 pm.

5.0 CLOSED SESSION

Closed Session

5.1 Superintendent Evaluation (23-24) – Instrument, Process, Timeline, Priorities / Goals

6.0 ADJOURNMENT

Adjournment

Board President David Johnson adjourned the meeting at 1:20 p.m.

Jeremy Khalaf, Clerk
Board of Trustees
Westminster School District

Recorder: Yolanda Galvas



**CALIFORNIA DEPARTMENT
OF EDUCATION**

TONY THURMOND
STATE SUPERINTENDENT OF
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

September 7, 2023

Norma E. Martinez, Superintendent
Centralia Elementary School District
6625 La Palma Ave.
Buena Park, CA 90620

Dear Superintendent Martinez:

The California Department of Education (CDE) writes regarding a petition to the California State Board of Education (SBE) from the Orange County Board of Education (County Board) to transfer the duties and powers of the Orange County Committee on School District Organization (County Committee) to the County Board. Similar transfers of these duties and powers already have taken place in 35 of the counties in California.

We estimate that CDE staff may present the analysis and recommendation regarding the petition to the SBE as early as the November 2023 meeting.¹

School districts have the ability to petition for the reestablishment of the County Committee pursuant to California *Education Code* Section 4022. As such, the CDE is gathering input from school districts as part of its analysis and recommendation to approve or deny the County Board's petition. Accordingly, it is important that the CDE receive any information that school districts in the county believe should be considered as soon as possible. If you or the governing board of your district has any information that is pertinent to the consideration of this matter, please transmit it by **October 1, 2023**, via email to SDO@cde.ca.gov or through regular mail to:

School District Organization
California Department of Education
School Facilities and Transportation Services Division
1430 N Street, Suite 1201
Sacramento, CA 95814

¹ Please note that staff resources and other scheduling issues may affect the timing of when the SBE considers the County Board's petition.

Please note that you may also present information at the SBE meeting when it scheduled to consider this issue.

Thank you for your assistance. If you have questions, please contact me at (916) 323-3923 or by e-mail at jspeaks@cde.ca.gov.

Sincerely,

Joshua Speaks

School Fiscal Services Division

WESTMINSTER SCHOOL DISTRICT BOARD OF TRUSTEES

October 12, 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 (arrived at 6:24 pm)
Jeremy Khalaf, Clerk
Tina Gustin-Gurney, Trustee
Khanh Nguyen, Trustee (arrived at 6:05 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 6:01 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 7:08 p.m. and 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 hire Scott Harvey as Executive Director of Facilities, Maintenance, Operations, and Transportation.

Action taken in
Closed Session
to hire Exec.
Director of
FMOT
Oral
Presentations

October 12, 2023

4.0 ORAL PRESENTATIONS**4.1 Student Showcase – Warner Middle School Peer Assistance Leadership (PAL) Program**

Asst. Principals Sarah Bosworth and Manny Nuñez introduced Ms. Robin Talbot and Ms. Viviana Ramirez who presented an overview of the PAL program at Warner for 20+ years. They introduced some students who participate in the program, Marysol Burgos, Jonathan Montes, Duy Tran, Pauline Lam, Ella Chou, Khang Le, Hannah Nguyen and Maylin Camarena who gave a sampling of what the program accomplishes over the school year.

Student
Showcase –
Warner Middle
School

4.2 Public Information Office | Marketing Update

PIO Tony Phan gave an update on marketing and upcoming events.

PIO | Marketing
Update

4.3 School Services Classified Compensation Study

Assistant Superintendent Manuel Cardoso introduced Ms. Brianna García and Ms. Sarah Niemann who presented an overview of the process on how the study was conducted.

School Services
Classified
Compensation
Study

4.4 Public comments

WTA President Ms. Kim Bui talked about how WTA advocates for direct services counseling, after-school programs, and intervention specialists. She said the data shows that teachers are making progress through these direct services. She said low class sizes, minimizing combo classes, teaching working conditions and fair wages directly impact the students. She talked about the Strategic Plan and asked for a thorough needs assessment, and to create a written plan with key stakeholders. Wearing red shows their commitment to the diverse students they serve in the district.

Public
Comments

5.0 CONSENT AGENDA

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:

Consent
Agenda
Approved

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

TRUSTEE TINA GUSTIN-GURNEY MOVED, SECONDED BY TRUSTEE KHANH NGUYEN, 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 UNANIMOUSLY CARRIED 5-0. (TINA GUSTIN-GURNEY, DAVID JOHNSON, JEREMY KHALAF, FRANCES NGUYEN; KHANH NGUYEN).

6.0 EDUCATIONAL SERVICES**6.1 Conduct a public hearing on Sufficiency of Textbooks and Instructional Materials for the 2023-2024 school year.**

Board President David M. Johnson opened the public hearing at 8:01 p.m.

Public Hearing -
Sufficiency of
Textbooks

October 12, 2023

Board President David M. Johnson hearing no requests to address the board on this item closed the public hearing at 8:02 p.m.

- 6.2 Adopt Resolution No. 23-24-07 "Sufficiency of Textbooks and Instructional Materials" for all Westminster School District students for the 2023-2024 school year.

TRUSTEE TINA GUSTIN-GURNEY MOVED, SECONDED BY TRUSTEE KHANH NGUYEN, TO ADOPT RESOLUTION NO. 23-24-07 SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS FOR ALL WESTMINSTER SCHOOL DISTRICT STUDENTS FOR THE 2023-2024 SCHOOL YEAR. MOTION UNANIMOUSLY CARRIED 5-0. (TINA GUSTIN-GURNEY, DAVID JOHNSON, JEREMY KHALAF, FRANCES NGUYEN; KHANH NGUYEN).

Resolution No.
23-24-07
Adopted

7.0 BUSINESS SERVICES

- 7.1 Approve amendment to construction contract, for DF Perez, Bid #2023 24-01.

TRUSTEE KHANH NGUYEN MOVED, SECONDED BY TRUSTEE JEREMY KHALAF, 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).

Amendment to
contract for DF
Perez...
Approved

- 7.2 Approve change order #3 Bid #22/23-01 Amendment to the contract with PCN3, Inc., for Anderson and DeMille Elementary School HVAC Modernization and Interim Housing.

TRUSTEE KHANH NGUYEN MOVED, SECONDED BY TRUSTEE JEREMY KHALAF, 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).

Amendment to
contract with
PCN3 Inc...
Approved

- 7.3 Adopt Resolution No. 23-24-08, reconfirming election to become subject to CUPCCAA.

TRUSTEE JEREMY KHALAF MOVED, SECONDED BY TRUSTEE TINA GUSTIN-GURNEY, TO ADOPT RESOLUTION NO. 23-24-08 RECONFIRMING ELECTION TO BECOME SUBJECT TO CUPCCAA. MOTION UNANIMOUSLY CARRIED 5-0. (TINA GUSTIN-GURNEY, DAVID JOHNSON, JEREMY KHALAF, FRANCES NGUYEN; KHANH NGUYEN).

Resolution No.
23-24-08
Adopted

8.0 BOARD OF EDUCATION | SUPERINTENDENT

- 8.1 Adopt new Board Policies and Bylaws.

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

New Board
Policies and
Bylaws
Adopted

- 8.2 Approve revisions to Board Policies and Bylaws.

TRUSTEE TINA GUSTIN-GURNEY MOVED, SECONDED BY TRUSTEE KHANH NGUYEN, TO APPROVE REVISIONS TO BOARD POLICIES AND BYLAWS

Revisions to
Board Policies
and Bylaws
Approved

October 12, 2023

MOTION UNANIMOUSLY CARRIED 5-0. (TINA GUSTIN-GURNEY, DAVID JOHNSON, JEREMY KHALAF, FRANCES NGUYEN; KHANH NGUYEN).

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**

Superintendent Dr. Gunn Marie Hansen thanked the Board for their support.

Staff Comments

11.2 **Board Member Comments/New Business**

Trustee Jeremy Khalaf said he was moved by Warner's PAL presentation and how it empowers young people.

Board Member
Comments

Trustee Frances Nguyen said we need to explain to parents what the PAL program is about. She would like to see a pen pal program started.

Trustee Tina Gustin-Gurney would like to see the PAL program expanded to all middle schools. She welcomed Mr. Scott Harvey to the district and recognized school administrator's week. Trustee Gurney talked about her attendance at the Joyful Child Foundation Gala.

Trustee Khanh Nguyen thanked Warner for the PAL presentation.

Board President David Johnson talked about Breast Cancer Awareness Month. President Johnson would like to turn the PAL program into a promotional video. He said parents will see that and potentially want their kids to attend WSD.

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 8:41 p.m.

Adjournment

Jeremy Khalaf, Clerk
Board of Trustees
Westminster School District

Recorder: Yolanda Galvas

WESTMINSTER SCHOOL DISTRICT
Employee Educational Conference Attendance

November 9, 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)
Sherrill, Justin	Land	2024 ACSA – Every Child Counts Symposium	To focus on the latest in the field of student services and special education as well as current legal topics Focus Areas 1 & 2	Palm Desert, CA	\$2,090.00	January 10-12, 2024
Bui, Kim	Fryberger	CRLP Results: World Recognition & Fluency Open Institute	To support teachers with ELA content standards Focus Areas 1 & 2	Irvine, CA	\$1,162.00	October 25-26 & November 14, 2023
Chung, Joan	Meairs				\$1,162.00	
Magpile, Michelle	Willmore				\$1,162.00	
Tarkanian, Lisa	Finley				\$1,162.00	

CONSENT

WESTMINSTER SCHOOL DISTRICT
Employee Educational Conference Attendance (cont.)
 November 9, 2023

EMPLOYEE	SITE	CONFERENCE	PURPOSE	LOCATION	COST	DATE(S)
Tran, Uyen Vu, Kateline Weedon, Maureen Welch, Michele	DeMille Webber Schroeder Eastwood	CRLP Results: World Recognition & Fluency Open Institute	To support teachers with ELA content standards Focus Areas 1 & 2	Irvine, CA	\$1,162.00 \$1,162.00 \$1,162.00 \$1,162.00	October 25-26 & November 14, 2023
Baitx-Kennedy, Nicole Barajas, Peter Batla, Shazia Miller, Michelle Montes, Karina Preciado, Lisa Sanchez, Julia Simmons, Nicole Spicer, Darcy Tran, Claire	Land	Every Child CA – Fall Technical Assistance 2023	To provide workshops and a chance to network with industry partners Focus Areas 1 & 2	Long Beach, CA	\$644.00 \$644.00 \$644.00 \$644.00 \$644.00 \$644.00 \$644.00 \$644.00 \$644.00 \$644.00	October 24-26, 2023

CONSENT

WESTMINSTER SCHOOL DISTRICT
Employee Educational Conference Attendance (cont.)
November 9, 2023

EMPLOYEE	SITE	CONFERENCE	PURPOSE	LOCATION	COST	DATE(S)
Niknami, Sylvia	DO	2024 Labor Law & Labor Arbitration	To provide recertification credit hours through the HR Certification Institute Focus Area 2	Los Angeles, CA	\$608.00	January 11, 2024
Kitchen, Darla Robinson, Brandi	DO	AVID District Leadership Training	To provide support in implementing the AVID system Focus Areas 1 & 2	Rosemead, CA	\$708.00 \$708.00	October 24-26, 2023

WESTMINSTER SCHOOL DISTRICT
Special Education Non-Public School/Agency Contracts
 November 9, 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-23-24-18	Professional Psychology Group, Inc.	October 31, 2023 – December 31, 2023		x	N/A
SE-23-24-19	Speech & Language Development Center	August 24, 2023 – June 30, 2024		x	\$10,303.20
SE-23-24-20	Speech & Language Development Center	August 24, 2023 – June 30, 2024		x	N/A

WESTMINSTER SCHOOL DISTRICT
Request for New Field Trip Destination

November 9, 2023

PLACE	SCHOOL	RATIONALE
OC College, Costa Mesa – MOTAL Art Exhibition	Districtwide	To provide enrichment opportunities for WSD students

CONSENT

WESTMINSTER SCHOOL DISTRICT
Educational Services

DATE: November 9, 2023

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

FROM: Richard J. Noblett, Ed.D., Assistant Superintendent, Educational Services
Nicole Baitx-Kennedy, Executive Director, Early Education & Expanded Learning

SUBJECT: **ADOPT RESOLUTION #23-24-09 TO SUBMIT THE CONTINUED FUNDING APPLICATION FOR THE CALIFORNIA STATE PRESCHOOL PROGRAM FOR THE 2024-2025 SCHOOL YEAR**

BACKGROUND INFORMATION:

The California Department of Education, Early Education and Support Division requires a resolution from the local governing body to submit the Continued Funding Application (CFA) for the California State Preschool Program contract. If the CFA is approved by the CDE, the agency's current California State Preschool Program contract will be automatically renewed for fiscal year (FY) 2024-2025. This resolution further authorizes the designated representative(s) to sign the CFA and all related FY 2024-2025 contract documents. This contract was initially awarded to WSD in 1985.

CURRENT CONSIDERATIONS:

The California State Preschool Program contract is necessary to provide free or reduced-fee preschool-age childcare services for up to approximately 750 families who fall at or below 100% of the State Median Income in the 2024-2025 school year.

FINANCIAL IMPLICATIONS:

Adopting Resolution #23-24-09 will approve the submission of the CFA for the California State Preschool Program contract in the amount of \$7,225,668 for the 2024-2025 fiscal year. This funding will enable WSD to provide preschool programming to the community through the Early Education and Expanded Learning department.

SUPERINTENDENT'S RECOMMENDATION:

Adopt Resolution #23-24-09 to submit the Continued Funding Application for the California State Preschool Program for the 2024-2025 school year.



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 #23-24-09
LOCAL AGREEMENT NUMBER CSPP-3363

November 9, 2023

WHEREAS, this resolution is adopted to certify approval of the Governing Board to submit the Continued Funding Application (CFA) to the California Department of Education (CDE). If the CFA is approved by the CDE, the agency's current California State Preschool Program contract will be automatically renewed for fiscal year (FY) 2024–2025. This resolution further authorizes the designated representative(s) below to sign the CFA and all related FY 2024–2025 contract documents.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Westminster School District authorizes entering into local agreement number CSPP-3363 and that the persons who are listed below are authorized to sign the transaction for the Governing Board.

ADOPTED at a regular meeting of the Governing Board of the Westminster School District held this 9th day of November 2023, by the following vote:

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
Manuel Cardoso	Assistant Superintendent	_____
Richard J. Noblett, Ed.D.	Assistant Superintendent	_____
Nicole Baitx-Kennedy	Executive Director	_____
Darcy Spicer	Early Learning Specialist	_____
Michelle Watkins	Senior Executive Director	_____

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.

5.6 p. 2+

RESOLUTION #23-24-09
LOCAL AGREEMENT NUMBER CSPP-3363

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:

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.

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WESTMINSTER SCHOOL DISTRICT
Human Resources

DATE: November 9, 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 resignations certificated employees.**
(See Attachment "B")
- 3.0 Approve/Ratify change of status of certificated employees.**
(See Attachment "C")
- 4.0 Approve/Ratify additional days of employment for certificated employees.**
(See Attachment "D")

SUPERINTENDENT'S RECOMMENDATION:

Approve/Ratify the Certificated Human Resources Report

NEW EMPLOYEES
Certificated Human Resources
November 9, 2023

<u>Last Name</u>	<u>First Name</u>	<u>School</u>	<u>Position</u>	<u>Contract Status</u>	<u>Effective Date</u>
Kanode	Cathy	Schmitt	Elementary Teacher	Temporary	10/30/2023

CERTIFICATED NEW SUBSTITUTES**Certificated Human Resources**

November 9, 2023

<u>Last Name</u>	<u>First Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Alford	Josephine	Substitute Teacher	10/20/2023
Drake	Dominique	Substitute Teacher	10/18/2023
Duong	Vicky	Substitute Teacher	10/18/2023
Jauregui	Jazmin	Substitute Teacher	10/09/2023
Johnson	Catherine	Substitute Teacher	10/18/2023
Laporte	Andre-Michael	Substitute Teacher	10/09/2023
Lazar	Thomas	Substitute Teacher	10/20/2023
Lopez	Elizabeth	Substitute Counselor	10/05/2023
Monroe	Christina	Substitute Teacher	10/09/2023
Nguyen	Nha Huyen	Substitute Teacher	10/20/2023
Singleton	Lee	Substitute Teacher	10/18/2023
Stankus	Austin	Substitute Teacher	10/18/2023
Torres	Crystal	Substitute Teacher	10/18/2023
Wood	Amber	Substitute Teacher	10/18/2023

RESIGNATIONS
Certificated Human Resources
November 9, 2023

<u>Last Name</u>	<u>First Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Rivers	Kathleen	Elementary Teacher	10/27/2023

CHANGE OF STATUS
Certificated Human Resources
November 9, 2023

<u>Last Name</u>	<u>First Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Aldama	Kathryn	Probationary 1	Probationary 2	08/23/2023
Cobo	Sierra	Probationary 1	Probationary 2	08/23/2023
Coomes	Monique	Probationary 1	Probationary 2	08/23/2023
England	Brennan	Probationary 1	Probationary2	08/23/2023

ADDITIONAL DAYS OF EMPLOYMENT**Certificated Human Resources**

November 9, 2023

BUSINESS SERVICES

Employee: Angie Schiffner
Purpose: To serve on the Budget Advisory Committee.
 Rate of pay: Prorated hourly
 Dates/Hours: 2023 – 2024 school year; not to exceed a total of 15 hours per employee.
 Funding Source: Business Services

CLEGG

Employee: Amy Peconic Kristin Yee
Purpose: To plan Professional Development for staff.
 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

CURRICULUM & INSTRUCTION

Employee: Genise Battaglia Michele Dellenbach Wendy Osborn
Purpose: To attend "Best Practices for Newcomers" training series.
 Rate of pay: Staff Development
 Dates/Hours: October 5, 2023 – March 7, 2024; not to exceed a total of 5 hours per employee.
 Funding Source: Title II

Employee: Genise Battaglia Michele Dellenbach
Purpose: To present dELD Models and ELPAC training.
 Rate of pay: Prorated hourly
 Dates/Hours: November 9, 2023; not to exceed a total of 2 hours per employee.
 Funding Source: Title II

Employee: Valerie Bain John Cao Liliana Castro
 Tracey Cu Victoria Hungerford Kimberlee King
 Julie Lee Amy Murray Kim Nguyen
 Stephanie Perry Orchid Rocha Kathy Roth
 Shannon Villanueva
Purpose: To attend dELD Models and ELPAC training after school.
 Rate of pay: Staff Development
 Dates/Hours: November 9, 2023; not to exceed a total of 1.5 hours per employee.
 Funding Source: Title II

ADDITIONAL DAYS OF EMPLOYMENT**Certificated Human Resources**

November 9, 2023

CURRICULUM & INSTRUCTION cont.

Employee: Genise Battaglia Michelle Dellenbach Dana Faulkner
 Ann Kawamura Julie Lee Wendy Osborn

Purpose: **To attend ELPAC Interim Assessment webinar.**

Rate of pay: Staff Development

Dates/Hours: November 9, 2023; not to exceed a total of 1.5 hours per employee.

Funding Source: Title II

DEMILLE

Employee: Grace Chiang Huong Dang Lisa Deering
 Stacy Denbo Kristin Dopperberg Susie Edwards
 Linda Griffith Connie Hinrichs Ellen Vy Ho
 Lisa Keeler Vera Le Paul Luong
 Tanya Millard Kim Morris Judy Nguyen
 Sophia Nguyen Thanh Nguyen Natasha Norman
 Audrey Peters Wendy Sorce Kristina To
 Thuy-Vy Tran Uyen Tran Tuy Truong
 Quynh-Tram Vu Cynthia Wilson Brittany Wooten

Purpose: **To provide after-school intervention and/or extension opportunities for students.**

Rate of pay: Prorated hourly

Dates/Hours: 2023 – 2024 school year; not to exceed a total of 150 hours per employee.

Funding Source: ELOP

EARLY EDUCATION & EXPANDED LEARNING

Employee: Veronica Alvarez Susan Garcia Pamela Russell-Wiggs

Purpose: **To attend EMSA approved Preventative Health Practices with Lead Poisoning components training to adhere to Community Care State Licensing and Title 22 Regulations.**

Rate of pay: Prorated hourly

Dates/Hours: November 10, 2023 – January 31, 2024; not to exceed a total of 16 hours per employee.

Funding Source: State Preschool

EDUCATIONAL SERVICES

Employee: Michelle Affinito Katie Altermatt Laura Buck
 Karen Canada Tina Carr Donna Carrington-Shelley

Purpose: **To support site CAPS Team.**

Rate of pay: Prorated hourly

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

Funding Source: EEBG

ADDITIONAL DAYS OF EMPLOYMENT**Certificated Human Resources**

November 9, 2023

EDUCATIONAL SERVICES cont.

Employee:	John Chien	Lisa Courtemarche	Ashley Delaney
	Juliann Dodosh	Karla Doyle	Nell Drees
	Michelle Dunneback	Pam Estrada	Michael Fink
	Kristen Flores	Kim Fong	Cheyenne Garvey
	Stacy Georgetti	JR Ginnex-Orion	Christine Goldbrunner
	Linda Gonzalez	Linda Griffith	Francis Guerrero
	Alexyss Gutierrez	Julie Herkins	Kelly Hernandez
	Aimee Ickes	Patricia Klug	Megan Kresge
	Eva Lavezzari	Heidi Logan	Elizabeth Loyko
	Donna Luman	Michelle Manley	Shannon McLaughlin Langer
	Mai Thu Nguyen	Tien Nguyen	Vicki Ortega
	Diana Pastor	Poppy Payne	Sheila Peck
	Iris Perez	Stephanie Perry	Janet Rainey
	Sylvia Ramos	Gabriel Rodriguez	Joanne Roh
	Elizabeth Ross	Diana Ruiz	Angie Schiffner
	Jan Schinhofen	Teri Smith	Yen Ta
	Robin Talbot	Keith Tracy	Thuy-Vy Tran
	Uyen Tran	Kateline Vu	Beverly Walters
	Suzanne Willis	Brittany Wooten	Emmy Yoshimura

Purpose: To support site CAPS Team.

Rate of pay: Prorated hourly

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

Funding Source: EEBG

FRYBERGER

Employee: Shannon McLaughlin-Langer

Purpose: To attend CAPS training.

Rate of pay: Prorated hourly

Dates/Hours: November 28, 2023, January 17, 2024, and May 14, 2024; not to exceed a total of 22.5 hours.

Funding Source: Title I

HUMAN RESOURCES

Employee: All Elementary Certificated Staff

Purpose: To teach additional students when a class is dispersed due to no substitute available.

Rate of pay: \$35.00 (1-5 students) or \$50.00 (5 or more students) per day.

Dates/Hours: 2023 – 2024 school year

Funding Source: General Fund

ADDITIONAL DAYS OF EMPLOYMENT**Certificated Human Resources**

November 9, 2023

HUMAN RESOURCES cont.

Employee: All Secondary Certificated Staff
Purpose: **To teach during the teacher prep period when no substitute is available.**
 Rate of pay: \$60.00 per day.
 Dates/Hours: 2023 – 2024 school year
 Funding Source: General Fund

LEADERSHIP, CURRICULUM & INSTRUCTION

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
	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 support community events for DLI program.**
 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: Shannon Villanueva
Purpose: **To support curriculum development and alignment, work on professional development, and supporting the curriculum, instruction, and assessment plan for Dual Language program.**
 Rate of pay: Prorated hourly
 Dates/Hours: September 1, 2023 – December 31, 2023; not to exceed a total of 15 hours.
 Funding Source: DLI Grant

ADDITIONAL DAYS OF EMPLOYMENT**Certificated Human Resources**

November 9, 2023

LEADERSHIP, CURRICULUM & INSTRUCTION cont.

Employee: Ann Kawamura

Purpose: To support curriculum development and alignment, work on curriculum, instruction, and assessment.

Rate of pay: Prorated hourly

Dates/Hours: September 1, 2023 – December 31, 2023; not to exceed a total of 15 hours.

Funding Source: Assessment Instruction

Employee: Nicki Eatherton Darla Kitchen Brandi Robinson
Jennifer Shay**Purpose:** To support curriculum development and alignment, work on professional development, and supporting the curriculum, instruction, and assessment plan for school specialty programs.

Rate of pay: Prorated hourly

Dates/Hours: September 1, 2023 – December 31, 2023; not to exceed a total of 15 hours per employee.

Funding Source: GATE

Employee: Gail Becker Tracy Cardenas Juan Cortez
Christina Cota Diana Doan Adrienne Guastella
Darla Kitchen Jeanine Lovelace Kim Nguyen
Kimberly Nguyen Diana Pastor Iris Perez
Stephanie Perry Brandi Robinson Gabe Rodriguez
Joanne Roh Sandra Steele Trang Tran
Kimberly Ugarteche Lauren Vu-Tran Beverly Walters
Patricia Weber Julie Yee**Purpose:** To attend OCC GATE Conference 2023.

Rate of pay: Staff Development

Dates/Hours: October 28, 2023; not to exceed a total of 6 hours per employee.

Funding Source: GATE Instructional

SCHOOL SUPPORT & SAFETYEmployee: Melissa Adkins Michelle Affinito Ashley Cope
Jack Dandridge Pam Estrada Stacy Georgetti**Purpose:** To serve in the role of School Success Team (SST) Coordinator.

Rate of pay: Prorated hourly

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

Funding Source: At Risk Administration

ADDITIONAL DAYS OF EMPLOYMENT**Certificated Human Resources**

November 9, 2023

SCHOOL SUPPORT & SAFETY cont.

Employee:	Megan Gonzalez	Linda Griffith	Adrianne Guastella
	Julie Herkins	Kelly Hernandez	Tammy Hubbard (50%)
	Kimberly Kensy	Karen Kim (50%)	Donna Luman
	Poppy Payne	Kristin Pyle (50%)	Maureen Weedon (50%)

Purpose: To serve in the role of School Success Team (SST) Coordinator.

Rate of pay: Prorated hourly

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

Funding Source: At Risk Administration

STACEY

Employee: Lissa Sheppard

Purpose: To provide Daily behavioral support.

Rate of pay: Prorated hourly

Dates/Hours: 2023 – 2024 school year; not to exceed a total of 180 hours.

Funding Source: Title I

STUDENT SERVICES

Employee: Tony Perez

Purpose: To provide services for a student per IEP.

Rate of pay: Prorated hourly

Dates/Hours: 2023 – 2024 school year; not to exceed a total of 60 hours.

Funding Source: Special Education Mild Mod. – Hayden

Employee:	John Chien	Huong Dang	Juliann Dodosh
	Susie Edwards	Nicole Farkas	Evelyn Gomez-Pulido
	Barbara Griffith	Francis Guerrero	Lisa Keeler
	Brian Long	Jeanine Lovelace	Dana Pople
	Pamela Quan	Michelle Shook	Melissa Towning
	Keith Tracy	Elizabeth Ross	

Purpose: To attend TUPE-CATCH My Breath training for elementary teachers.

Rate of pay: Prorated hourly

Dates/Hours: October 23, 2023; not to exceed a total of 1 hour per employee.

Funding Source: TUPE funds

Employee: Shelby Kemper

Purpose: To complete the assessment and write IEP to support with a leave of absence.

Rate of pay: Prorated hourly

Dates/Hours: April 4, 2024 - June 14, 2024; not to exceed a total of 10 hours.

Funding Source: Autism Program - Finley

ADDITIONAL DAYS OF EMPLOYMENT

Certificated Human Resources

November 9, 2023

STUDENT SERVICES cont.

Employee: Roshina Delaney Tiffani Nguyen Tara Schammann
Maggie Torres Zamora

Purpose: **To serve as a Summer Preschool Assessment Team.**

Rate of pay: Prorated hourly

Dates/Hours: June 17, 2024 – August 23, 2024; not to exceed a total of 210 hours per employee.

Funding Source: Special Education Preschool

WARNER

Employee: An Doan Diana Doan

Purpose: **To provide afterschool VLDI event support.**

Rate of pay: Prorated hourly

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

Funding Source: Title I

WESTMINSTER SCHOOL DISTRICT
Human Resources

DATE: November 9, 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")
- 6.0 Approve/Ratify unpaid leave of absence for classified employees**
(See Attachment "F")

SUPERINTENDENT'S RECOMMENDATION:

Approve/Ratify the Classified Human Resources Report

NEW EMPLOYEES
Classified Human Resources
Regular
November 9, 2023

Name	Assignment	Effective Date
Tiffany Almazan	Senior Clerk Typist, Land School, Early Education, 40 hours per week, 12 months per year	10/23/2023
Ashley Brown	Paraeducator, Schroeder School, 40 hours per week, 10 months per year	10/12/2023
Scott Harvey	Executive Director, Facilities Planning, Maintenance, Operations and Transportation, District Office, 40 hours per week, 12 months per year	11/06/2023
Gabriela Pineda	Paraeducator Instructional Support Warner School, 29.5 hours per week, 10 months per year	10/18/2023
Nhi Tran	Community Liaison Worker, Anderson School, 15 hours per week, 10 months per year	10/23/2023
Ashley Zempoalteca	Paraeducator, Schroeder School, 40 hours per week, 10 months per year	10/12/2023

NEW EMPLOYEES
Classified Human Resources
Substitute
November 9, 2023

Name	Assignment	Effective Date
Anais Galvan	Substitute Noontime Supervisor	10/12/2023
Paul Garcia	Substitute AVID Tutor	10/10/2023
Alma Gonzalez	Substitute Noontime Supervisor	10/09/2023
Lenaya Griffin	Substitute AVID Tutor	10/10/2023
Deanna Lopez-Samano	Substitute Noontime Supervisor	10/03/2023
Chloe MacLean	Substitute Paraeducator Instructional Support	10/18/2023
Maria Nicole Nerfarth	Substitute Community Liaison Worker	10/05/2023
Carmen Orihuela	Substitute Food Service Worker	10/03/2023
Elaine Vuong	Substitute AVID Tutor	10/03/2023

CHANGE OF STATUS
Classified Human Resources
Regular to Substitute
November 9, 2023

Name	From	To	Effective Date
Christopher Carrillo	Translator/Interpreter Spanish, District Office, 40 hours per week, 12 months per year	Substitute Translator/Interpreter Spanish	10/27/2023
Michelle Cervantes	Noontime Supervisor, Willmore School, 7 hours per week, 10 months per year	Substitute Noontime Supervisor	10/05/2023
Araceli Corona	Extended School Program Facilitator, Fryberger School, 18.5 hours per week, 10 months per year	Substitute Extended School Program Facilitator	10/24/2023
Hylida Jimenez Hernandez	Paraeducator Specialized Health, Anderson School, 29.5 hours per week, 10 months per year	Substitute Paraeducator Specialized Health	10/27/2023
Bryan Nguyen	Extended School Program Facilitator, DeMille School, 18.5 hours per week, 10 months per year	Substitute Extended School Program Facilitator	11/03/2023
Giselle Rosas	Extended School Program Facilitator, Willmore School, 18.5 hours per week, 10 months per year	Substitute Extended School Program Facilitator	10/21/2023
Nancy Tello- Vanegas	Community Liaison Worker, Webber School, 15 hours per week, 10 months per year	Substitute Community Liaison Worker	11/06/2023

CHANGE OF STATUS
Classified Human Resources
Substitute to Regular
November 9, 2023

Name	From	To	Effective Date
Jose Alvarez	Substitute Grounds Maintenance Worker	Grounds Maintenance Worker, District Office, 40 hours per week, 12 months per year	10/19/2023
Medhat “Matt” Bakheet	Substitute Instructional Technology Assistant	Instructional Technology Assistant, Finley School, 19.5 hours per week, 10 months per year	10/05/2023
Guadalupe Orozco	Substitute Noontime Supervisor	Noontime Supervisor, Hayden School, 5 hours per week, 10 months per year	10/16/2023
Han Hoang	Substitute Paraeducator	Paraeducator, DeMille School 40 hours per week, 10 months per year	10/26/2023

CHANGE OF STATUS
Classified Human Resources
Additional Assignment
November 9, 2023

Name	Assignment	Effective Date
Teresa Camarena	Substitute Student Transportation Assistant	10/18/2023
Yvonne Marberger	Substitute Community Liaison Worker	10/05/2023
To Hang Nguyen	Substitute Paraeducator Instructional Support Substitute Early Education Assistant	10/23/2023
Brenda “Jodi” Tierney	Substitute School Office Manager	10/19/2023

CHANGE OF STATUS
Classified Human Resources
Promotion
November 9, 2023

Name	From	To	Effective Date
Joann Delgado	Noontime Supervisor, Hayden School, 10 hours per week, 10 months per year	Library Media Assistant, Finley School, 24.5 hours per week, 10 months per year	10/09/2023
Kevin Luu	Instructional Technology Assistant, Stacey School, 29 hours per week, 10 months per year	Computer Technician, District Office 40 hours per week, 12 months per year	11/02/2023
Vanessa Myers-Vournakis	Food Service Worker, Schmitt School, 10 hours per week, 10 months per year	Lead Food Service Worker, Schmitt School, 10 hours per week, 10 months per year	10/23/2023
Lian Nguyen	Staff Secretary, Leadership, Curriculum & Instruction, 40 hours per week, 12 months per year	Administrative Secretary, Leadership, Curriculum & Instruction, 40 hours per week, 12 months per year	11/10/2023
Vivian Vo	Community Liaison Worker, Willmore School, 15 hours per week, 10 months per year	Translator/Interpreter District Office, 40 hours per week, 12 months per year	10/26/2023

CHANGE OF STATUS
Classified Human Resources
Transfer / Increase in Hours / Voluntary Decrease in Hours
November 9, 2023

Name	From	To	Effective Date
Evarista Reyes	Noontime Supervisor, Hayden School, 7.5 hours per week, 10 months per year	Noontime Supervisor, Hayden School, 10 hours per week, 10 months per year	10/16/2023
Alma Salazar Rivera	Noontime Supervisor, Hayden School, 5 hours per week, 10 months per year	Noontime Supervisor, Hayden School, 7.5 hours per week, 10 months per year	10/16/2023
Cecilia Spencer	Early Education Assistant, Finley School, 35 hours per week, 10 months per year	Early Education Assistant, Fryberger School, 40 hours per week, 10 months per year	10/25/2023

CHANGE OF STATUS
Classified Human Resources
Working Out of Class
November 9, 2023

Name	From	To	Effective Date
Joseph Ngo	Transportation Dispatcher	Transportation Supervisor	10/16/2023-12/31/2023
Kimberly Nguyen	Student Transportation Assistant Specialized Health	Transportation Dispatcher	10/16/2023-12/31/2023

RESIGNATIONS
Substitute Employees
Classified Human Resources
November 9, 2023

Name	Assignment	Effective Date
Yahir Gonzalez	Substitute Extended School Program Facilitator Substitute Paraeducator Instructional Support	10/17/2023
Nebula Nguyen	Substitute Community Liaison Worker	10/25/2023
Jorge Perez-Rochin	Substitute Noontime Supervisor	09/15/2023
Debi Watson	Substitute District Attendance Technician	10/31/2023

RESIGNATIONS
Regular Employees
Classified Human Resources
November 9, 2023

Name	Assignment	Effective Date
Gabriela Pineda	Paraeducator Instructional Support, Warner School, 29.5 hours per week, 10 months per year	10/20/2023

TERMINATION
Inactivity-No Response to TB Request
Classified Human Resources
November 9, 2023

Name	Assignment	Last Day Paid	Effective Date
Anthony Ayala	Substitute Extended School Program Facilitator	03/10/2023	10/04/2023
Vanessa Butt	Substitute Food Service Worker	01/10/2020	10/04/2023
Heather Casperson	Substitute Extended School Program Facilitator	09/10/2019	10/04/2023
Jesse Erazo	Substitute Paraeducator Instructional Support	04/10/2023	10/04/2023
Sean Escalante	Substitute Paraeducator Instructional Support	04/08/2022	10/04/2023
Allison Pyle	Substitute Paraeducator Instructional Support	03/09/2018	10/04/2023
Laura Riegler	Substitute Paraeducator Instructional Support	07/10/2020	10/04/2023

TERMINATION
Inactivity- AVID Tutors
Classified Human Resources
November 9, 2023

Name	Assignment	Last Day Paid	Effective Date
Benjamin Balchunas	Substitute AVID Tutor	01/15/2022	10/04/2023
Brianne Foster	Substitute AVID Tutor	12/14/2019	10/04/2023
Santino Hernandez	Substitute AVID Tutor	03/14/2020	10/04/2023
Duy Ho	Substitute AVID Tutor	03/14/2020	10/04/2023
Thanh Le	Substitute AVID Tutor	06/19/2021	10/04/2023
Sean McElroy	Substitute AVID Tutor	02/12/2022	10/04/2023
Jasmine Nungaray	Substitute AVID Tutor	06/11/2022	10/04/2023
Emma Waters	Substitute AVID Tutor	01/11/2020	10/04/2023

LIMITED TERM ASSIGNMENTS**Classified Human Resources****November 9, 2023****Clegg:**

Employee: Cecilia Camarena Alma Pina Rodriguez Maria Samayoa
Purpose: To provide extra support in safety for students.
 Dates/Hours: 2023 - 2024 school year; not to exceed 6 hours per day, per employee.
 Funding Source: Title I

Employee: Marion Alexander Jessica Benitez Ramon Gonzalez
 Alex Guerrero
Purpose: To assist with student supervision.
 Dates/Hours: 2023 - 2024 school year; not to exceed a total of 40 hours per employee.
 Funding Source: Title I

DeMille:

Employee: Jane Ferguson
Purpose: To provide afterschool extension opportunities for students with reading and writing development.
 Dates/Hours: 2023 - 2024 school year; not to exceed a total of 40 hours per employee.
 Funding Source: ELOP

Early Education & Expanded Learning:

Employee: Alicia Aguilar Jimenez Nancy Almazan Julissa Alvarez
 Autumn Arnett Halah Askandarani Jasmin Balandran
 Jocelyn Barrera Sarah Cardenas Maria Castaneda
 Mariana Castrejon Sarai Castrejon Araceli Corona
 Gianna Cuevas Isaabel De Loera Yessica Flores Santana
 Janelle Hart Pandora Hood Valerie Ibarra
 Halajoe Jawhary Lisa Long Cindy Luong
 Iva Luong Ivan Medina Ana Mora
 Maribel Morales Brian Nguyen Crystal Peng
 Tiffany Phan Leisy Rivera Giselle Rosas
 Yasmin San Luiz Zarate Janie Sherman Chloe Timmerman
 Jingle Torres
Purpose: To support staffing and ratios in the Extended School Program as needed.
 Dates/Hours: 2023 - 2024 school year; not to exceed a total of 450 hours per employee.
 Funding Source: ELOP

LIMITED TERM ASSIGNMENTS**Classified Human Resources****November 9, 2023****Early Education & Expanded Learning:**

Employee:	Alicia Aguilar Jimenez	Nancy Almazan	Julissa Alvarez
	Autumn Arnett	Halah Askandarani	Jasmin Balandran
	Jocelyn Barrera	Sarah Cardenas	Maria Castaneda
	Mariana Castrejon	Sarai Castrejon	Araceli Corona
	Gianna Cuevas	Isaabel De Loera	Yessica Flores Santana
	Janelle Hart	Pandora Hood	Valerie Ibarra
	Halajoe Jawhary	Lisa Long	Cindy Luong
	Iva Luong	Ivan Medina	Ana Mora
	Maribel Morales	Brian Nguyen	Crystal Peng
	Tiffany Phan	Leisy Rivera	Giselle Rosas
	Yasmin San Luiz Zarate	Janie Sherman	Chloe Timmerman
	Jingle Torres		

Purpose: To attend training and meetings focused on Extended School Program requirements.

Dates/Hours: 2023 - 2024 school year; not to exceed a total of 40 hours per employee.

Funding Source: ELOP

Employee:	Jennifer Alexander	Jessica Ancona	Carla Beltran
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Purpose: To attend EMSA approved Preventative Health Practices with Lead Poisoning component training to adhere to Community Care State Licensing and Title 22 Regulations.

Dates/Hours: November 10, 2024 - January 31, 2024; not to exceed a total of 16 hours per employee.

Funding Source: Infant Toddler Program

Employee:	Karina Becerra	Diana Dababneh	Laura Esparza
	Asuka Iio	Celeste Karam	Paula Mercado
	Kelly Owens	Areadna Ramos	Beverley Schwendinger
	Ann Tran-Phung		

Purpose: To attend EMSA approved Preventative Health Practices with Lead Poisoning component training to adhere to Community Care State Licensing and Title 22 Regulations.

Dates/Hours: November 10, 2024 - January 31, 2024; not to exceed a total of 16 hours per employee.

Funding Source: State Preschool

LIMITED TERM ASSIGNMENTS**Classified Human Resources****November 9, 2023****Hayden:**

Employee: Guadalupe Orozco

Purpose: To provide supervision of Students during school activities and events to ensure the safety of students and facilitate our programs.

Dates/Hours: 2023 - 2024 school year; not to exceed a total of 100 hours per employee.

Funding Source: SUPC

Employee: Guadalupe Orozco

Purpose: To provide translation for our parents during meetings, conferences, and school events.

Dates/Hours: 2023 - 2024 school year; not to exceed a total of 100 hours per employee.

Funding Source: Title I

Human Resources

Employee: Andrew Wheeler

Purpose: To provide technology support.

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

Funding Source: Human Resources

Innovation & Technology Services:

Employee: Patsy Ashcraft Jessica Benitez

Purpose: To provide support with Final site Website Content Development for school site.

Dates/Hours: July 1, 2023 - December 31, 2023; not to exceed a total of 20 hours per employee.

Funding Source: ESSER III

Employee:	Medhat Bakheet	Channing Humphrey	Kiefer Rodriguez
	An Bui	Dylan Kramer	Alexandria Smith
	Thao Duong	Tyler O'Blenes	Kaitlyn Tingley
	Alex Guerrero	Daniel Pestolesi	Chris Vargas
	Art Hidrogo	Blainne Robair	Jinney Yi

Purpose: To support the I.T.S. department at the District Office, primarily focusing on Chromebook repairs and various other tasks as directed by the CTO.

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

Funding Source: Technology Data Network Support

LIMITED TERM ASSIGNMENTS**Classified Human Resources****November 9, 2023****Leadership, Curriculum & Instruction:**

Employee: Lian Nguyen

Purpose: To help support, coordinate and attend community events/outreach for the District.

Dates/Hours: 2023 - 2024 school year; not to exceed a total of 40 hours per employee.

Funding Source: School Specialty

Meairs:

Employee: Elena Sofai Grace Steedly

Purpose: To assist with Independent Study.

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

Funding Source: ESSER III

Nutrition Services:

Employee: Vera Cuno Mina Elaboutigui Dulce Ramirez Loeza

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: Michelle Cools

Purpose: To support short term independent study program.

Dates/Hours: 2023 - 2024 school year; not to exceed a total of 275 hours per employee.

Funding Source: ESSER III

Employee: Maribel Bedolla Mai Doan Barbara Ornelas
Imrose Salihue**Purpose:** To support events and parent workshops to increase parent involvement.

Dates/Hours: 2023 - 2024 school year; not to exceed a total of 120 hours per employee.

Funding Source: Title I

Stacey:Employee: Patsy Ashcraft Lori Bell Jennifer Bobb
Kathy Carson Matthew Davis Genie DeLaCoudray
Nickolus Donahue Cong Duong Rick Gallardo
Zoe Garcia Paige Herrington Fatima Hurd
Amanda Lara Kevin Luu Kevin Nguyen
Margaret Osborne Jessica Smith Kim Stevens
Christina Tapia**Purpose:** To provide additional help with dances, conference, and extra activities.

Dates/Hours: 2023 - 2024 school year; not to exceed a total of 40 hours per employee.

Funding Source: LCFF

LIMITED TERM ASSIGNMENTS
Classified Human Resources
November 9, 2023

Student Services:

Employee: Cindy Blackburn
Purpose: **To support vacated Autism Program Specialist position.**
Dates/Hours: 2023 - 2024 school year; not to exceed a 5 hours per week.
Funding Source: Autism Program District Wide

Warner:

Employee: Cinthya Baltzar
Purpose: **To provide Registration set-up.**
Dates/Hours: August 21, 2023 - August 23, 2023; not to exceed a total of 5 hours per employee.
Funding Source: Title I

Webber:

Employee: Truc Bui Nancy Cortes Padilla
Purpose: **To provide support and translation at back to school night.**
Dates/Hours: October 15, 2023 - May 1, 2023; not to exceed a total of 20 hours.
Funding Source: Title I

Willmore:

Employee: Lucia Castillo-Dorantes
Purpose: **To assist with Independent Study.**
Dates/Hours: 2023 - 2024 school year; not to exceed 2 hours per day.
Funding Source: ESSER III

NEW CLASSIFIED POSITION
Classified Human Resources
November 9, 2023

Position	Funding Source	Reason	Effective Date
Paraeducator Instructional Support Eastwood School, 29.5 hours per week, 10 months per year	Student Services	To support a student in TK program.	11/10/2023

UNPAID LEAVE OF ABSENCE
Classified Human Resources
November 9, 2023

Name	Assignment	Location	Dates
Truc-Le	Noontime Supervisor	Warner	10/16/2023-04/17/2024

WESTMINSTER SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 11/09/2023

FROM 09/28/2023 TO 10/25/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
T60L7026	MRS NELSON'S BOOK COMPANY	7,244.32	7,244.32	010036100A 4110	C & I Materials / Textbooks
T60L7027	THINKING MAPS INC	3,458.25	3,458.25	010036100A 4310	C & I Materials / Instr Materials & Supplies
T60L7028	LEARNING WITHOUT TEARS	175.00	175.00	010036100A 5826	C & I Materials / LICENSING & SOFTWARE FEES
T60L7029	PERMA BOUND BOOKS	10,377.31	10,377.31	010074214A 4310	Dual Immersion Curr Developmnt / Instr Materials & Supplies
T60L7030	LEARNING WITHOUT TEARS	598.13	598.13	010036100A 4310	C & I Materials / Instr Materials & Supplies
T60L7031	LEARNING WITHOUT TEARS	768.59	768.59	010036100A 4310	C & I Materials / Instr Materials & Supplies
T60L7032	BARNES AND NOBLE	477.54	477.54	017810100Y 4210	DLIG-DUAL LANG IMM GRANT / OTHER BOOKS
T60L7033	CENGAGE LEARNING	6,499.10	6,499.10	016300100Y 4110	Lottery Restricted Inst Mater / Textbooks
T60L7034	PERMA BOUND BOOKS	228.82	228.82	010036100A 4210	C & I Materials / OTHER BOOKS
T60M8262	HOME DEPOT CREDIT SERVICES	1,436.59	1,436.59	018150811V 4410	RMA Plant Maintenance / Noncapitalized Equipment
T60M8286	RM SYSTEMS INC	210.00	210.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8287	B L WALLACE DISTRIBUTOR INC	660.16	660.16	010052820V 4372	Grounds / Grounds Supplies
T60M8288	SECURITY 2000 INC	156.20	156.20	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8289	COUNTRY CITY TOWING INC	1,150.00	1,150.00	010071360A 5810	HTS Transportation / Contracted Serv - Inst & Non-I
T60M8290	MC KINLEY EQUIPMENT CORP	564.79	564.79	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8291	NOWLIN FENCE INC	2,200.00	2,200.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8292	A AND J SHEET METAL INC	12,025.00	12,025.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8293	MEGATRONICS INTL CORP	462.50	462.50	010071360A 4363	HTS Transportation / Repair Supplies - Transportati
T60M8294	MOBILE MINI LLC	12,737.24	12,737.24	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8295	CG ACOUSTICS INC.	49,700.00	49,700.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8296	QUALITY ENVIRONMENTAL INC	30,000.00	30,000.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8297	VORTEX INDUSTRIES INC	1,978.24	1,978.24	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8298	DULUX PAINTING	4,000.00	4,000.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I

WESTMINSTER SD
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BOARD OF TRUSTEES MEETING 11/09/2023

FROM 09/28/2023 TO 10/25/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
T60M8299	B L WALLACE DISTRIBUTOR INC	450.18	450.18	010052820V 4372	Grounds / Grounds Supplies
T60M8300	ACTION FIRE PROTECTION	1,570.00	1,570.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8301	ACTION FIRE PROTECTION	2,000.00	2,000.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8302	GRIFFIN, VIRGIL	58.75	58.75	018150811V 5211	RMA Plant Maintenance / Mileage Reimbursement
T60M8303	ORANGE CO FIRE AUTHORITY	100.00	100.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8304	GOODMAN TREE SERVICE	6,500.00	6,500.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8305	KYA SERVICES LLC	2,718.37	2,718.37	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8306	DEPT OF INDUSTRIAL RELATIONS	225.00	225.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8307	TELECOMSCAPE	3,410.00	3,410.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8308	SOCAL FIRST AID & SAFETY	1,619.96	1,619.96	018150811V 4351	RMA Plant Maintenance / Health
T60M8309	CALIFORNIA DEPT OF TAX AND FEE	9.00	9.00	010071360A 5810	HTS Transportation / Contracted Serv - Inst & Non-I
T60M8311	RODRIGUEZ, NORMA	98.00	98.00	010071360A 5810	HTS Transportation / Contracted Serv - Inst & Non-I
T60M8312	HOME DEPOT CREDIT SERVICES	9,566.79	1,385.95	010051820A 4371	Custodial Services / Custodial Supplies
			1,318.60	010052820V 4372	Grounds / Grounds Supplies
			273.61	010071360A 4363	HTS Transportation / Repair Supplies - Transportati
			6,588.63	018150811V 4380	RMA Plant Maintenance / Maintenance Supplies - General
T60M8314	ULINE	44.57	44.57	010052820V 4372	Grounds / Grounds Supplies
T60M8315	PACWEST AIR FILTER	26,828.17	26,828.17	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8316	SERVICE MASTER	13,040.00	13,040.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8317	HOME DEPOT PRO, THE	860.92	860.92	018150811V 4380	RMA Plant Maintenance / Maintenance Supplies - General
T60M8318	MC KINLEY EQUIPMENT CORP	7,828.18	7,828.18	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8319	DANIEL BURNS INC	49,360.00	49,360.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8320	SOUTH COAST AIR QUALITY MGMT D	160.35	160.35	010071360A 5810	HTS Transportation / Contracted Serv - Inst & Non-I

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WESTMINSTER SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 11/09/2023

FROM 09/28/2023 TO 10/25/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
T60M8321	TELECOMSCAPE	1,913.00	1,913.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8322	SERVICE MASTER	2,898.00	2,898.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8323	SOUTH COAST AIR QUALITY MGMT D	149.25	149.25	010071360A 5810	HTS Transportation / Contracted Serv - Inst & Non-I
T60M8324	AMERICAN EAGLE CONCRETE INC.	2,100.00	2,100.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8325	VERNES PLUMBING INC	3,857.88	3,857.88	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8326	MARINA LANDSCAPE INC	28,000.00	28,000.00	010052820V 5810	Grounds / Contracted Serv - Inst & Non-I
T60M8327	SECURITY 2000 INC	5,733.20	5,733.20	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8328	SECURITY 2000 INC	1,297.44	1,297.44	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8329	PATRIOT ENVIRONMENTAL LAB SERV	2,000.00	2,000.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8330	EBERHARD EQUIPMENT	318.93	318.93	010071360A 4363	HTS Transportation / Repair Supplies - Transportati
T60M8331	TELECOMSCAPE	745.00	745.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8332	GRIFFIN, VIRGIL	58.75	58.75	018150811V 5211	RMA Plant Maintenance / Mileage Reimbursement
T60M8333	A AND J SHEET METAL INC	12,025.00	12,025.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8334	AMERICAN EAGLE CONCRETE INC.	5,300.00	5,300.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8335	SERVICE MASTER	28,980.00	28,980.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8336	ALEN PURE AIR FOR LIFE	63,124.90	63,124.90	018150811V 4380	RMA Plant Maintenance / Maintenance Supplies - General
T60M8337	SECURITY 2000 INC	4,774.00	4,774.00	018150811V 5810	RMA Plant Maintenance / Contracted Serv - Inst & Non-I
T60M8338	MITSUI'S LAWNMOWER SHOP INC	7,000.00	7,000.00	010052820V 4372	Grounds / Grounds Supplies
T60N0052	ECHO FIRE PROTECTION CO	1,300.00	1,300.00	135310370A 5601	Cafeteria Expenditures / Repair of Equip - Contracts
T60N0053	ACTION SALES	18,399.39	18,399.39	135310370A 6510	Cafeteria Expenditures / Equipment Replacement
T60R1133	OFFICE DEPOT INC	8,000.00	8,000.00	012600100Z 4310	EXPANDED LEARNING OPP PROGRAM / Instr Material
T60R1454	LAKESHORE LEARNING MATERIALS	1,061.46	556.05	010201100I 4410	LCFF-SUPC INSTR HAYDEN / Noncapitalized Equipment
			505.41	013010100I 4410	Title I Instr - Hayden / Noncapitalized Equipment

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PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
T60R1608	SMART AND FINAL IRIS CO	327.25	327.25	010200100P 4355	LCFF-BASE INSTR STACEY / CONF/PROF DEV
T60R1701	OFFICE DEPOT INC	445.32	445.32	015641119A 4310	MEDI-CAL SPEECH / Instr Materials & Supplies
T60R1710	SCHOOL SERVICES OF CA INC	4,225.00	4,225.00	010044720Y 5220	Business Services / Conferences/Staff Development
T60R1711	SOUTHWEST SCHOOL SUPPLY	4,250.00	4,250.00	010200100M 4310	LCFF-BASE INSTR SCHMITT / Instr Materials & Supplies
T60R1712	GARNIER, CAROL	15,000.00	15,000.00	016266100Z 5220	EDUCATOR EFFECTIVENESS / Conferences/Staff
T60R1713	SOUTHWEST SCHOOL SUPPLY	1,913.58	1,913.58	010045740A 4350	Certificated Personnel / Office Supplies
T60R1714	DREANMEDIA LLC	14,400.00	12,000.00 2,400.00	016266100Z 5220 019123590A 5220	EDUCATOR EFFECTIVENESS / Conferences/Staff Parenting Partners / Conferences/Staff Development
T60R1715	GOPHER SPORTS EQUIPMENT	244.69	244.69	010201100R 4310	LCFF-SUPC INSTR WARNER / Instr Materials & Supplies
T60R1716	ARIEL SUPPLY	998.65	998.65	010011770A 4350	Technology Data Network Spprt / Office Supplies
T60R1717	DELL COMPUTER	15,153.13	15,153.13	013214100Y 4320	ESSER III LLM INSTR / Computers/Tech less than \$500
T60R1718	JOSTENS	8,586.50	8,586.50	010200100P 5810	LCFF-BASE INSTR STACEY / Contracted Serv - Inst & N
T60R1719	VISION COMMUNICATIONS CO	2,430.54	2,430.54	019544111B 4310	Medically Fragile Sh Prg / Instr Materials & Supplies
T60R1720	TEACHBOOST	600.00	600.00	010011100A 5826	Instruction Educ Technology / LICENSING & SOFTWARE
T60R1721	MUSIC AND ARTS CENTER	250.11	250.11	010200102J 4310	LCFF-BASE MUSIC JOHNSON / Instr Materials & Supplies
T60R1722	BOULEVARD FLORIST	450.00	450.00	010043718A 4350	Public Information Officer / Office Supplies
T60R1723	DEPARTMENT OF JUSTICE	704.00	160.00 544.00	010045740A 5835 010046740U 5835	Certificated Personnel / Health Exam/Fingerprints Personnel Commission / Health Exam/Fingerprints
T60R1724	CDWG COMPUTER CTRS INC	266.18	266.18	010081100A 5826	School Specialty Instruction / LICENSING & SOFTWARE
T60R1725	THE DIGITAL SLP LLC	747.00	747.00	015641119A 5310	MEDI-CAL SPEECH / Dues & Memberships
T60R1726	AVID CENTER	3,000.00	3,000.00	013010100P 5220	Title I Instr - Stacey / Conferences/Staff Development
T60R1727	WARDS SCIENCE	2,955.12	2,955.12	013010100R 4310	Title I Instr - Warner / Instr Materials & Supplies
T60R1728	CURRICULUM ASSOCIATES INC	37,200.00	37,200.00	010036100A 5826	C & I Materials / LICENSING & SOFTWARE FEES

WESTMINSTER SD
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PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
T60R1729	AGPARTS WORLDWIDE INC	2,466.03	2,466.03	019130100A 4320	Chromebok Insurance Exp / Computers/Tech less than \$500
T60R1730	CDWG COMPUTER CTRS INC	178.85	178.85	013318100A 4320	Sp Ed Fed Pre sch Intrv / Computers/Tech less than \$500
T60R1731	CDWG COMPUTER CTRS INC	189.65	189.65	010044720Y 4350	Business Services / Office Supplies
T60R1732	BARBER & GONZALES CONSULTING G	7,231.10	7,231.10	010022711Y 5810	Negotiations / Contracted Serv - Inst & Non-I
T60R1733	CDWG COMPUTER CTRS INC	133.09	133.09	010010316A 5826	ELPAC Testing / LICENSING & SOFTWARE FEES
T60R1734	CONTINUED.COM LLC	1,499.85	1,499.85	015641119A 5826	MEDI-CAL SPEECH / LICENSING & SOFTWARE FEES
T60R1735	LEARNING WITHOUT TEARS	178.13	178.13	013010100T 4310	Title I Instr - Willmore / Instr Materials & Supplies
T60R1736	SUPER DUPER SCHOOL CO	390.40	390.40	015641119A 4310	MEDI-CAL SPEECH / Instr Materials & Supplies
T60R1737	SUPER DUPER SCHOOL CO	599.85	599.85	015641119A 5826	MEDI-CAL SPEECH / LICENSING & SOFTWARE FEES
T60R2022	SMITH, KD	2,219.05	2,219.05	010043718A 5810	Public Information Officer / Contracted Serv - Inst & Non-I
T60R2023	SCHOLAR WITHIN INC	447.00	447.00	013010100I 5826	Title I Instr - Hayden / LICENSING & SOFTWARE FEES
T60R2024	LEXIA LEARNING SYSTEMS LLC	10,500.00	10,500.00	013010100S 5826	Title I Instr - Webber / LICENSING & SOFTWARE FEES
T60R2025	9 SQUARE IN THE AIR LLC	953.32	92.40 860.92	010116100C 4310 010116100C 4410	Donation - Clegg / Instr Materials & Supplies Donation - Clegg / Noncapitalized Equipment
T60R2026	LEARNING A-Z	132.00	132.00	013010100I 5826	Title I Instr - Hayden / LICENSING & SOFTWARE FEES
T60R2027	LITERACY RESOURCES LLC	840.50	840.50	013010100M 4310	Title I Instr - Schmitt / Instr Materials & Supplies
T60R2028	LEARNING GENIE INC	8,167.50	8,167.50	126055590A 5826	State Preschool GCTR / LICENSING & SOFTWARE FEES
T60R2029	ORANGE CO DEPARTMENT OF EDUCAT	540.00	540.00	010042715A 5825	Superintendent / Admission Fees
T60R2030	FIDELITY SECURITY LIFE INS. CO	161.12	55.56 55.56 50.00	01 3400 01 3700 010909100X 3400	GENERAL FUND / Health and Welfare GENERAL FUND / Retiree Benefits Middle Instr District / Health and Welfare
T60R2031	DELTA DENTAL INSURANCE COMPANY	67,560.44	60,951.24 4,609.20 2,000.00	01 3400 01 3700 010909100X 3400	GENERAL FUND / Health and Welfare GENERAL FUND / Retiree Benefits Middle Instr District / Health and Welfare

WESTMINSTER SD

PURCHASE ORDER DETAIL REPORT

BOARD OF TRUSTEES MEETING 11/09/2023

FROM 09/28/2023 TO10/25/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
T60R2032	CALIF SCHOOLS EMPLOYEE BENEFIT	678,293.44	623,338.68	01 3400	GENERAL FUND / Health and Welfare
			50,954.76	01 3700	GENERAL FUND / Retiree Benefits
			4,000.00	010909100X 3400	Middle Instr District / Health and Welfare
T60R2033	SELF INSURED SCHOOLS OF CALIFO	13,320,884.00	12,301,092.00	01 3400	GENERAL FUND / Health and Welfare
			963,792.00	01 3700	GENERAL FUND / Retiree Benefits
			56,000.00	010909100X 3400	Middle Instr District / Health and Welfare
T60R2034	VISION SERVICE PLAN	141,940.96	131,307.24	01 3400	GENERAL FUND / Health and Welfare
			9,633.72	01 3700	GENERAL FUND / Retiree Benefits
			1,000.00	010909100X 3400	Middle Instr District / Health and Welfare
T60R2035	CROWN LIFT TRUCKS	3,000.00	3,000.00	010048754X 5605	Warehouse / Maintenance Contracts
T60R2036	ORANGE CO DEPARTMENT OF EDUCAT	400.00	400.00	013010100R 5220	Title I Instr - Warner / Conferences/Staff Development
T60R2037	CALIFORNIA MATHEMATICS COUNCIL	1,140.00	1,140.00	013010100R 5220	Title I Instr - Warner / Conferences/Staff Development
T60R2038	OFFICE DEPOT INC	763.67	763.67	010200100N 4430	LCFF-BASE INSTR SCHROEDER / Computer - Under \$50
T60R2039	PAPER RECYCLING AND SHREDDING	78.00	78.00	010200270M 5810	LCFF-BASE ADMIN SCHMITT / Contracted Serv - Inst &
T60R2040	MYSTERY SCIENCE INC	1,999.00	1,999.00	013010100I 5310	Title I Instr - Hayden / Dues & Memberships
T60R2041	BILINGUISTICS	396.00	396.00	015641119A 5310	MEDI-CAL SPEECH / Dues & Memberships
T60R2042	ASHA AMERICAN SPEECH LANGUAGE	687.50	687.50	015641119A 5826	MEDI-CAL SPEECH / LICENSING & SOFTWARE FEES
T60R2043	J TAYLOR EDUCATION INC	8,350.00	8,350.00	010075100A 4310	GATE Instruction / Instr Materials & Supplies
T60R2044	PEARSON INC, NCS	900.00	900.00	015641119A 5826	MEDI-CAL SPEECH / LICENSING & SOFTWARE FEES
T60R2045	HIDDLESON LISTENING LANGUAGE &	496.32	496.32	019564119Z 5810	Sp Ed Speech / Contracted Serv - Inst & Non-I
T60R2047	CDWG COMPUTER CTRS INC	1,500.00	1,500.00	010011770A 5826	Technology Data Network Spprt / LICENSING &
T60R2048	EVERYDAY SPEECH LLC	2,249.96	2,249.96	015641119A 5826	MEDI-CAL SPEECH / LICENSING & SOFTWARE FEES
T60R2049	LEGO EDUCATION	6,524.18	6,524.18	013010100R 4310	Title I Instr - Warner / Instr Materials & Supplies
T60R2050	BSN SPORTS	115.61	115.61	010201101L 4310	LCFF-SUPC ELD INSTR MEAIRS / Instr Materials &

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T60R2051	SLP NOW LLC	1,245.00	1,245.00	015641119A 5310	MEDI-CAL SPEECH / Dues & Memberships
T60R2052	ACSA FOUNDATION FOR ED ADMINIS	849.00	849.00	019599210A 5220	Sp Ed Centralized Admin / Conferences/Staff Development
T60R2053	LANCASTER ARCHERY SUPPLY	273.17	273.17	010201100R 4310	LCFF-SUPC INSTR WARNER / Instr Materials & Supplies
T60R2054	SMART AND FINAL IRIS CO	144.90	144.90	010200270J 4355	LCFF-BASE ADMIN JOHNSON / CONF/PROF DEV
T60R2055	LEGO EDUCATION	217.06	217.06	013010100R 4310	Title I Instr - Warner / Instr Materials & Supplies
T60R2056	PEARSON INC, NCS	283.52	283.52	015641119A 4310	MEDI-CAL SPEECH / Instr Materials & Supplies
T60R2057	LOPOUR, KENNETH	133.04	133.04	010200100R 4310	LCFF-BASE INSTR WARNER / Instr Materials & Supplies
T60R2058	ILLUMINATE EDUCATION INC	50,889.00	50,889.00	010004100A 5810	Assessment Instructional / Contracted Serv - Inst & Non-I
T60R2059	SCHOOL PLANNER COMPANY, THE	853.91	853.91	010201100H 4310	LCFF-SUPC INSTR FRYBERGER / Instr Materials &
T60R2060	SCHOOL SPECIALTY INC	443.16	443.16	01 9320	GENERAL FUND / STORES
T60R2061	VIRCO MFG CORP	3,326.33	3,326.33	018150811V 4350	RMA Plant Maintenance / Office Supplies
T60R2062	FLORES, HELEN	212.97	212.97	126060590A 4310	Extended School CCTR / Instr Materials & Supplies
T60R2063	DELL COMPUTER	2,885.88	2,885.88	010036210A 4430	Curriculum & Instruction / Computer - Under \$5000
T60R2064	DELL COMPUTER	22.12	22.12	010200100J 4320	LCFF-BASE INSTR JOHNSON / Computers/Tech less than
T60R2065	MAC GILL CO, WILLIAM	31.55	31.55	010041314W 4302	Health Services / SAFETY & HEALTH SUPPLIES
T60R2066	ARIEL SUPPLY	146.65	146.65	126060590A 4310	Extended School CCTR / Instr Materials & Supplies
T60R2067	ARIEL SUPPLY	651.41	651.41	010200270J 4310	LCFF-BASE ADMIN JOHNSON / Instr Materials & Suppli
T60R2068	SCANTRON CORPORATION	243.32	243.32	013010100R 4310	Title I Instr - Warner / Instr Materials & Supplies
T60R2069	OFFICE DEPOT INC	222.70	222.70	010201100T 4320	LCFF-SUPC INSTR WILLMORE / Computers/Tech less th
T60R2070	SCHOOL SPECIALTY INC	136.76	136.76	013010100R 4310	Title I Instr - Warner / Instr Materials & Supplies
T60R2071	SCHOOL SPECIALTY INC	61.69	61.69	013010100R 4310	Title I Instr - Warner / Instr Materials & Supplies
T60R2072	SCHOOL SPECIALTY INC	77.63	77.63	126060590A 4310	Extended School CCTR / Instr Materials & Supplies
T60R2073	LAKESHORE LEARNING MATERIALS	510.10	510.10	126060590A 4410	Extended School CCTR / Noncapitalized Equipment

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T60R2074	ULINE	36.43	36.43	010011770A 4350	Technology Data Network Spprt / Office Supplies
T60R2075	SOUTHWEST SCHOOL SUPPLY	117.06	117.06	015641119A 4310	MEDI-CAL SPEECH / Instr Materials & Supplies
T60R2076	SOUTHWEST SCHOOL SUPPLY	344.68	344.68	010201100R 4310	LCFF-SUPC INSTR WARNER / Instr Materials & Supplies
T60R2077	NIC PARTNERS INC	10,000.00	10,000.00	010011770A 5810	Technology Data Network Spprt / Contracted Serv - Inst &
T60R2078	GERKEN, LESLIE ANN	5,000.00	2,500.00	0130101000 5810	Title I Instr - Blsd Sacrament / Contracted Serv - Inst & No
			2,500.00	0142031000 5810	Title III Blessed Sacrament / Contracted Serv - Inst & Non-I
T60R2079	US BANK CORPORATE PAYMENT SYST	2,713.48	1,750.70	016266100Z 4305	EDUCATOR EFFECTIVENESS / MISC.FOOD/FOOD
			312.78	016266100Z 4350	EDUCATOR EFFECTIVENESS / Office Supplies
			650.00	016266100Z 5220	EDUCATOR EFFECTIVENESS / Conferences/Staff
T60R2080	MEET THE MASTERS INC	2,424.38	2,424.38	0140351001 5826	Title IIA Instr - Hebrew Acady / LICENSING & SOFTWARE
T60R2081	IMAGE 2000	14.75	14.75	010201100I 4310	LCFF-SUPC INSTR HAYDEN / Instr Materials & Supplies
T60R2082	ART MASTERS INC	1,032.00	1,032.00	010201100I 4310	LCFF-SUPC INSTR HAYDEN / Instr Materials & Supplies
T60R2083	LAKESHORE LEARNING MATERIALS	431.92	431.92	126060590A 4310	Extended School CCTR / Instr Materials & Supplies
T60R2084	DISCOUNT SCHOOL SUPPLY	135.73	135.73	126055590A 4310	State Preschool GCCTR / Instr Materials & Supplies
T60R2085	DISCOUNT SCHOOL SUPPLY	95.85	-5.58	126055590A 4310	State Preschool GCCTR / Instr Materials & Supplies
			101.43	126060590A 4310	Extended School CCTR / Instr Materials & Supplies
T60R2086	AMAZON CAPITAL SERVICES INC	243.53	243.53	013010100R 4310	Title I Instr - Warner / Instr Materials & Supplies
T60R2087	S & S	552.03	552.03	126060590A 4310	Extended School CCTR / Instr Materials & Supplies
T60R2088	OCC GATE	2,875.00	2,875.00	010075100A 5220	GATE Instruction / Conferences/Staff Development
T60R2089	OFFICE DEPOT INC	577.22	577.22	019564119Z 4310	Sp Ed Speech / Instr Materials & Supplies
T60R2090	OFFICE DEPOT INC	258.44	258.44	013010100R 4310	Title I Instr - Warner / Instr Materials & Supplies
T60R2091	IPROMOTEU.COM INC	4,942.69	4,942.69	01 9320	GENERAL FUND / STORES
T60R2092	ORANGE CO TAX COLLECTOR	1,969.48	1,969.48	010044720Y 5805	Business Services / Special Assement Tax

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T60R2093	WESTMINSTER CITY	96,216.00	96,216.00	010044830Y 5810	Business Services - Security / Contracted Serv - Inst & Non-
T60R2094	OCSBA	220.00	220.00	010042715A 5310	Superintendent / Dues & Memberships
T60R2095	CODES AT MILE HIGH PINES	9,600.00	9,600.00	012600100Z 5825	EXPANDED LEARNING OPP PROGRAM / Admission Fee
T60R2096	ECOS INSTITUTE	10,170.00	10,170.00	012600100Z 5825	EXPANDED LEARNING OPP PROGRAM / Admission Fee
T60R2097	HIGH TRAILS	33,500.00	33,500.00	012600100Z 5825	EXPANDED LEARNING OPP PROGRAM / Admission Fee
T60R2098	FLVS	7,601.25	7,601.25	010011100A 5826	Instruction Educ Technology / LICENSING & SOFTWARE
T60R2099	SEESAW LEARNING INC	30,869.02	30,869.02	010011100A 5826	Instruction Educ Technology / LICENSING & SOFTWARE
T60R2100	IRVINE RANCH OUTDOOR ED CNTR	21,450.00	21,450.00	012600100Z 5825	EXPANDED LEARNING OPP PROGRAM / Admission Fee
T60R2101	IRVINE RANCH OUTDOOR ED CNTR	26,585.00	26,585.00	012600100Z 5825	EXPANDED LEARNING OPP PROGRAM / Admission Fee
T60R2102	CODES AT MILE HIGH PINES	20,700.00	20,700.00	012600100Z 5825	EXPANDED LEARNING OPP PROGRAM / Admission Fee
T60R2103	PALI INSTITUTE	38,190.00	38,190.00	012600100Z 5825	EXPANDED LEARNING OPP PROGRAM / Admission Fee
T60R2104	IRVINE RANCH OUTDOOR ED CNTR	27,885.00	27,885.00	012600100Z 5825	EXPANDED LEARNING OPP PROGRAM / Admission Fee
T60R2105	PALI INSTITUTE	40,460.00	40,460.00	012600100Z 5825	EXPANDED LEARNING OPP PROGRAM / Admission Fee
T60R2107	TELECOMSCAPE	3,112.00	3,112.00	010044720Y 5810	Business Services / Contracted Serv - Inst & Non-I
T60R2108	PALI INSTITUTE	36,675.00	36,675.00	012600100Z 5825	EXPANDED LEARNING OPP PROGRAM / Admission Fee
T60R2109	ATKINSON ANDELSON LOYA RUUD AN	30,000.00	30,000.00	010044720Y 5836	Business Services / Legal Expense
T60R2110	EIDE BAILLY LLP	23,025.00	23,025.00	010044720Y 5830	Business Services / Audit
T60R2111	CDWG COMPUTER CTRS INC	133.09	133.09	010044720Y 5826	Business Services / LICENSING & SOFTWARE FEES
T60R2112	AT AND T MOBILITY	1,249.53	1,249.53	010043718A 4430	Public Information Officer / Computer - Under \$5000
T60R2113	PETTY CASH CLEGG	174.19	174.19	010200270C 4350	LCFF-BASE ADMIN CLEGG / Office Supplies
T60R2114	MUSIC AND ARTS CENTER	43.48	43.48	010200102J 4310	LCFF-BASE MUSIC JOHNSON / Instr Materials & Supplies
T60R2115	COUNCIL FOR EXCEPTIONAL CHILDR	490.00	490.00	016266100Z 5220	EDUCATOR EFFECTIVENESS / Conferences/Staff
T60R2116	COLLABORATIVE CLASSROOM EVENTS	247.25	247.25	013010100T 4310	Title I Instr - Willmore / Instr Materials & Supplies

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T60R2117	UPLIFT DESK & HUMAN SOLUTION	1,667.53	1,667.53	010044720Y 4410	Business Services / Noncapitalized Equipment
T60R2118	WEST MUSIC	5,089.50	5,089.50	016762100A 4310	ARTS,MUSIC INST DISC BLK GRNT / Instr Materials &
T60R2119	PACIFIC COAST SPEECH SERVICES	5,580.00	5,580.00	019564119Z 5810	Sp Ed Speech / Contracted Serv - Inst & Non-I
T60R2120	CDWG COMPUTER CTRS INC	176.53	176.53	010200100P 4320	LCFF-BASE INSTR STAGEY / Computers/Tech less than
T60R2121	CORNER BAKERY CAFE	571.35	571.35	016266100Z 4305	EDUCATOR EFFECTIVENESS / MISC.FOOD/FOOD
T60R2122	PETTY CASH WILLMORE	165.51	165.51	010116100T 4310	Donation - Willmore / Instr Materials & Supplies
T60R2123	DRAGON LION GEAR LLC	581.81	581.81	012600100Z 4410	EXPANDED LEARNING OPP PROGRAM / Noncapitalized
T60R2124	CAMBIUM LEARNING GROUP INC	275.00	275.00	014035100A 5220	Title II Instructional / Conferences/Staff Development
T60R2125	VEX ROBOTICS INC	6,461.81	6,461.81	010201100P 4310	LCFF-SUPC INSTR STAGEY / Instr Materials & Supplies
T60R2126	COLLABORATIVE CLASSROOM EVENTS	274.36	274.36	013010100T 4310	Title I Instr - Willmore / Instr Materials & Supplies
T60R2127	ACSA FOUNDATION FOR ED ADMINIS	15,175.00	15,175.00	016266100Z 5220	EDUCATOR EFFECTIVENESS / Conferences/Staff
T60R2128	OCSBA	55.00	55.00	010023711A 5310	Board of Trustees / Dues & Memberships
T60R2129	PLANK ROAD PUBLISHING	217.87	217.87	016762100A 4310	ARTS,MUSIC INST DISC BLK GRNT / Instr Materials &
T60R2130	SOUTHWEST BUSINESS PRODUCTS	282.21	282.21	010007755Z 4310	Duplicating Services / Instr Materials & Supplies
T60R2131	LAKESHORE LEARNING MATERIALS	843.24	843.24	126060590A 4310	Extended School CCTR / Instr Materials & Supplies
T60R2132	LAKESHORE LEARNING MATERIALS	1,768.90	1,768.90	126060590A 4310	Extended School CCTR / Instr Materials & Supplies
T60R2133	NEWS 2 YOU INC	154.99	154.99	019542113Z 5826	Sp Ed Severe Assistive Techno / LICENSING & SOFTWARE
T60R2134	OFFICE DEPOT INC	86.98	86.98	019542113Z 4310	Sp Ed Severe Assistive Techno / Instr Materials & Supplies
T60R2135	MOVIE LICENSING USA	610.00	610.00	010200100R 5826	LCFF-BASE INSTR WARNER / LICENSING &
T60R2136	ZEARN INC	2,500.00	2,500.00	013010100F 5810	Title I Instr - Finley / Contracted Serv - Inst & Non-I
T60R2137	PETTY CASH EDUC SERVICES	182.95	182.95	010037210Z 4350	Educational Services / Office Supplies
T60R2138	LAKESHORE LEARNING MATERIALS	31,315.52	13,114.44	125059590A 4310	ARPA-CA PRESCHOOL / Instr Materials & Supplies
T60R2139			18,201.08	125059590A 4410	ARPA-CA PRESCHOOL / Noncapitalized Equipment

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T60R2139	LAKESHORE LEARNING MATERIALS	31,315.52	13,114.44	125059590A 4310	ARPA-CA PRESCHOOL / Instr Materials & Supplies
			18,201.08	125059590A 4410	ARPA-CA PRESCHOOL / Noncapitalized Equipment
T60R2140	MYSTERY SCIENCE INC	1,395.00	1,395.00	013010100M 5310	Title I Instr - Schmitt / Dues & Memberships
T60R2141	CDWG COMPUTER CTRS INC	536.55	536.55	010201100B 4320	LCFF-SUPC INSTR ANDERSON / Computers/Tech less th
T60R2144	CRZ PATTERSON	2,887.50	866.25	010044720Y 5810	Business Services / Contracted Serv - Inst & Non-I
			2,021.25	126055590A 5810	State Preschool GCTR / Contracted Serv - Inst & Non-I
T60R2145	TOP YOUTH SPEAKERS	4,980.00	4,980.00	013010100Q 5810	Title I Instr - Sequoia / Contracted Serv - Inst & Non-I
T60R2146	OFFICE SIGN COMPANY	49.14	49.14	010200270R 4310	LCFF-BASE ADMIN WARNER / Instr Materials & Supplies
T60R2147	ALWAYS GREEN	9,448.94	9,448.94	012600100Z 5810	EXPANDED LEARNING OPP PROGRAM / Contracted Se
T60R2148	MONOPRICE	21.39	21.39	010200100P 4310	LCFF-BASE INSTR STACEY / Instr Materials & Supplies
T60R2149	MONOPRICE	45.45	45.45	013010100Q 4310	Title I Instr - Sequoia / Instr Materials & Supplies
T60R2150	HOME DEPOT CREDIT SERVICES	217.46	217.46	013010100Q 4310	Title I Instr - Sequoia / Instr Materials & Supplies
T60R2151	OCSBA	250.00	250.00	010023711A 5310	Board of Trustees / Dues & Memberships
T60R2152	BENITEZ, JESSICA	96.02	96.02	010043718A 4355	Public Information Officer / CONF/PROF DEV SUPPLIES
T60R2153	SAN JOAQUIN COUNTY OF EDUCATIO	1,156.00	1,156.00	015641270Z 5810	MEDI CAL ADMINISTRATION / Contracted Serv - Inst &
T60R2154	WESTERN PSYCHOLOGICAL SERVICES	357.05	357.05	010040312A 4310	Psychological Services / Instr Materials & Supplies
T60R2155	HOME DEPOT CREDIT SERVICES	250.23	250.23	013010100R 4310	Title I Instr - Warner / Instr Materials & Supplies
T60R2156	HOME DEPOT CREDIT SERVICES	245.70	245.70	126060590A 4310	Extended School CCTR / Instr Materials & Supplies
T60R2157	GAMEBREAKER INC	868.27	868.27	010201100R 4310	LCFF-SUPC INSTR WARNER / Instr Materials & Supplies
T60R2158	ULTIMATE OFFICE	79.61	79.61	010200270J 4350	LCFF-BASE ADMIN JOHNSON / Office Supplies
T60R2159	ANTHEM SPORTS	172.72	172.72	010200100R 4310	LCFF-BASE INSTR WARNER / Instr Materials & Supplies
T60R2160	OPTIMA INC	199.19	199.19	010044720Y 4300	Business Services / Materials & Supplies
T60R2161	ULTIMATESLP	1,056.96	1,056.96	015641119A 5826	MEDI-CAL SPEECH / LICENSING & SOFTWARE FEES

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T60R2162	LAVI INSTITUTE	416.00	416.00	015641119A 5310	MEDI-CAL SPEECH / Dues & Memberships
T60R2163	SLP TOOLKIT	860.00	860.00	015641119A 5826	MEDI-CAL SPEECH / LICENSING & SOFTWARE FEES
T60R2164	AMAZON CAPITAL SERVICES INC	101.85	101.85	010044720Y 4350	Business Services / Office Supplies
T60R2165	US BANK	277,271.67	277,271.67	400757910Y 7438	Energy Bond Debt Service / DEBT SERVICE INTEREST
T60R2166	US BANK	856,030.36	186,030.36	250062910Y 7438	COP 2004 Debt Service / DEBT SERVICE INTEREST
			670,000.00	250062910Y 7439	COP 2004 Debt Service / OTHER DEBT SERVICE
T60R2167	MULTI HEALTH SYSTEMS INC	511.88	511.88	010040312A 4310	Psychological Services / Instr Materials & Supplies
T60R2168	MAC GILL CO, WILLIAM	30.89	30.89	010200270Q 4350	LCFF-BASE ADMIN SEQUOIA / Office Supplies
T60R2169	OFFICE DEPOT INC	137.95	137.95	015641119A 4310	MEDI-CAL SPEECH / Instr Materials & Supplies
T60R2170	HOME DEPOT CREDIT SERVICES	11.93	11.93	010007755Z 4310	Duplicating Services / Instr Materials & Supplies
T60R2171	OFFICE DEPOT INC	59.46	59.46	015641119A 4310	MEDI-CAL SPEECH / Instr Materials & Supplies
T60R2172	LAKESHORE LEARNING MATERIALS	612.33	612.33	019545111Z 4410	Autism Program District Wide / Noncapitalized Equipment
T60R2173	LAKESHORE LEARNING MATERIALS	325.08	325.08	126055590A 4310	State Preschool GCTR / Instr Materials & Supplies
T60R2174	CA ASSOC FOR BILINGUAL EDUCATI	10,825.00	10,825.00	010043718A 5834	Public Information Officer / Advertising
T60R2175	ENTOURAGE YEARBOOKS	266.18	266.18	010200100H 4310	LCFF-BASE INSTR FRYBERGER / Instr Materials &
T60R2176	SOUTHWEST SCHOOL SUPPLY	6,200.00	4,488.37	010200100F 4310	LCFF-BASE INSTR FINLEY / Instr Materials & Supplies
			1,711.63	010201100F 4310	LCFF-SUPC INSTR FINLEY / Instr Materials & Supplies
T60R2177	OFFICE DEPOT INC	3,000.00	3,000.00	010200270M 4350	LCFF-BASE ADMIN SCHMITT / Office Supplies
T60R2178	SCHOOL MATE	1,301.30	1,301.30	013010100I 4310	Title I Instr - Hayden / Instr Materials & Supplies
T60R2179	SCHOOL MATE	323.70	323.70	013010100I 4310	Title I Instr - Hayden / Instr Materials & Supplies
T60R2180	ARIEL SUPPLY	1,000.00	1,000.00	010200100M 4310	LCFF-BASE INSTR SCHMITT / Instr Materials & Supplies
T60R2181	ARIEL SUPPLY	1,000.00	1,000.00	010200100M 4350	LCFF-BASE INSTR SCHMITT / Office Supplies
T60R2182	SECURLY INC	2,000.00	2,000.00	0141271000 5810	Title IV Blessed Sacrament / Contracted Serv - Inst & Non-I

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T60R2184	BSN SPORTS	534.35	534.35	010116100C 4310	Donation - Clegg / Instr Materials & Supplies
T60R2185	BSN SPORTS	232.73	232.73	010201100E 4310	LCFF-SUPC INSTR EASTWOOD / Instr Materials &
T60R2186	LIBERTY PAPER	27,816.08	27,816.08	01 9320	GENERAL FUND / STORES
T60R2187	KELLY SPICERS INC	4,509.44	4,509.44	010007755Z 4350	Duplicating Services / Office Supplies
T60R2188	ANDYMARK	2,070.19	2,070.19	013010100R 4310	Title I Instr - Warner / Instr Materials & Supplies
T60R2189	AMAZON CAPITAL SERVICES INC	10.11	10.11	010200270J 4320	LCFF-BASE ADMIN JOHNSON / Computers/Tech less than
T60R2190	EVERYCHILD CALIFORNIA	4,500.00	4,500.00	126055590A 5220	State Preschool GCTR / Conferences/Staff Development
T60R2191	RENAISSANCE LEARNING INC	3,353.80	3,353.80	010069100Z 5826	At Risk Curriculum Instruction / LICENSING & SOFTWARE
T60R2192	THINKING MAPS INC	35,150.00	35,150.00	010036210A 5810	Curriculum & Instruction / Contracted Serv - Inst & Non-I
T60R2193	SCHOOL MATE	121.25	121.25	010200100E 4310	LCFF-BASE INSTR EASTWOOD / Instr Materials &
T60R2194	ZOOM VIDEO COMMUNICATIONS INC	28,838.40	28,838.40	010011100A 5826	Instruction Educ Technology / LICENSING & SOFTWARE
T60R2195	AVIDEX	28,053.47	28,053.47	010011770A 5810	Technology Data Network Spprt / Contracted Serv - Inst &
T60R2196	AIRWOLF 3D	1,480.00	1,480.00	013010100R 4430	Title I Instr - Warner / Computer - Under \$5000
T60R2197	AIRWOLF 3D	700.00	700.00	013010100R 5810	Title I Instr - Warner / Contracted Serv - Inst & Non-I
T60R2198	AMAZON CAPITAL SERVICES INC	116.32	116.32	019541113Z 4310	Sp Ed Inclusion / Instr Materials & Supplies
T60R2199	RMA PRINT MEDIA	666.09	666.09	010007755Z 4350	Duplicating Services / Office Supplies
T60R2200	DISCOUNT CELLULAR ACCESSORIES	1,469.50	1,469.50	126060590A 4310	Extended School CCTR / Instr Materials & Supplies
T60R2201	HEINEMANN	360.14	360.14	010036100A 4210	C & I Materials / OTHER BOOKS
T60R2202	MY BINDING LLC	71.26	71.26	010007755Z 4310	Duplicating Services / Instr Materials & Supplies
T60R2203	UC REGENTS - CRLP	8,640.00	8,640.00	016266100Z 5220	EDUCATOR EFFECTIVENESS / Conferences/Staff
T60R2204	AMAZON CAPITAL SERVICES INC	7.59	7.59	015641119A 4310	MEDI-CAL SPEECH / Instr Materials & Supplies
T60R2205	AMAZON CAPITAL SERVICES INC	90.25	90.25	010200270F 4350	LCFF-BASE ADMIN FINLEY / Office Supplies
T60R2206	ORANGE CO DEPARTMENT OF EDUCAT	200.00	200.00	015641311A 5220	MEDI-CAL COUNSELORS / Conferences/Staff Development

WESTMINSTER SD

PURCHASE ORDER DETAIL REPORT

BOARD OF TRUSTEES MEETING 11/09/2023

FROM 09/28/2023 TO 10/25/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
T60R2207	CDWG COMPUTER CTRS INC	1,685.63	1,685.63	010201100B 4310	LCFF-SUPC INSTR ANDERSON / Instr Materials & Suppl
T60R2208	FACILITY SOLUTIONS GROUP INC	571.80	571.80	010048754X 5810	Warehouse / Contracted Serv - Inst & Non-I
T60R2210	ARIEL SUPPLY	160.73	160.73	010200100J 4310	LCFF-BASE INSTR JOHNSON / Instr Materials & Supplies
T60R2211	LAKESHORE LEARNING MATERIALS	210.50	210.50	126055590A 4310	State Preschool GCTR / Instr Materials & Supplies
T60R2212	AMAZON CAPITAL SERVICES INC	247.88	123.94 123.94	126055590A 4350 129127590A 4350	State Preschool GCTR / Office Supplies ESP Non Grant / Office Supplies
T60R2213	MEMORIAL/CARE MEDICAL GROUP INC	551.00	196.00 355.00	010045740A 5835 010046740U 5835	Certificated Personnel / Health Exam/Fingerprints Personnel Commission / Health Exam/Fingerprints
T60R2214	SCHOOL SPECIALTY INC	40,048.30	40,048.30	013310112Z 4310	Sp Ed RSP District Wide / Instr Materials & Supplies
T60R2215	LEARNING PLUS ASSOCIATES	709.55	709.55	010200100M 4310	LCFF-BASE INSTR SCHMITT / Instr Materials & Supplies
T60R2216	HIDDLESON LISTENING LANGUAGE &	1,488.96	1,488.96	019564119Z 5810	Sp Ed Speech / Contracted Serv - Inst & Non-I
T60R2217	PARS	821.25	821.25	010046740U 5810	Personnel Commission / Contracted Serv - Inst & Non-I
T60R2218	DEPARTMENT OF JUSTICE	864.00	32.00 832.00	010045740A 5835 010046740U 5835	Certificated Personnel / Health Exam/Fingerprints Personnel Commission / Health Exam/Fingerprints
T60R2219	CDT INC	66.00	66.00	010046740U 5835	Personnel Commission / Health Exam/Fingerprints
T60R2220	MONOPRICE	414.34	414.34	010201100B 4310	LCFF-SUPC INSTR ANDERSON / Instr Materials & Suppl
T60R2221	ULINE	1,009.06	1,009.06	019566111A 4310	Sp Ed Preschool / Instr Materials & Supplies
T60R2222	DELL COMPUTER	181.33	181.33	010200100P 4320	LCFF-BASE INSTR STACEY / Computers/Tech less than
T60R2223	DELL COMPUTER	97.88	97.88	010011770A 4320	Technology Data Network Spprt / Computers/Tech less than
T60R2224	SUMDOG INC	753.17	753.17	010200100C 4310	LCFF-BASE INSTR CLEGG / Instr Materials & Supplies
T60R2225	AMAZON CAPITAL SERVICES INC	294.97	294.97	126060590A 4310	Extended School CCTR / Instr Materials & Supplies
T60R2227	LASC	2,650.00	2,650.00	010200590J 5220	LCFF-BASE ENHANCEMENT JOHNSON /
T60R2228	CDWG COMPUTER CTRS INC	748.75	748.75	010045740A 4430	Certificated Personnel / Computer - Under \$5000

WESTMINSTER SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 11/09/2023

FROM 09/28/2023 TO 10/25/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
T60R2229	BARBER & GONZALES CONSULTING G	3,846.89	3,846.89	010022711Y 5810	Negotiations / Contracted Serv - Inst & Non-I
T60R2230	TARDIF, ALISHA	110.70	110.70	010116103Q 5810	Donation Stem Sequoia / Contracted Serv - Inst & Non-I
T60R2231	HOME DEPOT CREDIT SERVICES	64.64	64.64	010116100C 4350	Donation - Clegg / Office Supplies
T60R2232	9 SQUARE IN THE AIR LLC	67.81	67.81	010116100C 4310	Donation - Clegg / Instr Materials & Supplies
T60R2233	SCHOLASTIC INC	3,498.30	3,498.30	010201100D 4310	LCFF-SUPC INSTR DEMILLE / Instr Materials & Supplies
T60R2234	LIBRARY STORE, THE	130.45	130.45	010200270C 4310	LCFF-BASE ADMIN CLEGG / Instr Materials & Supplies
T60R2235	EPIC SPORTS INC	310.33	310.33	010201100R 4310	LCFF-SUPC INSTR WARNER / Instr Materials & Supplies
T60R2236	DISCOUNT SCHOOL SUPPLY	161.04	161.04	126055590A 4310	State Preschool GCTR / Instr Materials & Supplies
T60R2237	CDWG COMPUTER CTRS INC	129.63	129.63	010201100I 4320	LCFF-SUPC INSTR HAYDEN / Computers/Tech less than
T60R2238	CDWG COMPUTER CTRS INC	178.85	178.85	015641119A 4320	MEDI-CAL SPEECH / Computers/Tech less than \$500
T60R2239	ROBINSON, BRANDI	54.49	54.49	010075100A 4310	GATE Instruction / Instr Materials & Supplies
T60R2240	TARDIF, ALISHA	691.27	691.27	010116100Q 4310	Donation - Sequoia / Instr Materials & Supplies
T60R2241	DELL COMPUTER	276.88	276.88	010200270B 4320	LCFF-BASE ADMIN ANDERSON / Computers/Tech less
T60R2242	MARKON PEN & PENCIL INC	480.00	480.00	010200100E 4310	LCFF-BASE INSTR EASTWOOD / Instr Materials &
T60R2243	SOUTHWEST BUSINESS PRODUCTS	179.17	179.17	010200100R 4310	LCFF-BASE INSTR WARNER / Instr Materials & Supplies
T60R2244	T-GRAPHICS WEST INC	1,768.71	1,768.71	010200100R 4310	LCFF-BASE INSTR WARNER / Instr Materials & Supplies
T60R2245	SOUTHWEST BUSINESS PRODUCTS	195.42	195.42	010201100T 4350	LCFF-SUPC INSTR WILLMORE / Office Supplies
T60R2246	T-GRAPHICS WEST INC	3,333.10	66.45	010042715A 4310	Superintendent / Instr Materials & Supplies
			3,266.65	010042715A 4350	Superintendent / Office Supplies
T60R2247	GIANG, IVY	6,740.60	6,740.60	019542110Z 5831	Sp Ed Moderate Severe / SPEC ED EDUCATION
T60R2248	TEXTHELP INC	7,501.40	7,501.40	019564119Z 5826	Sp Ed Speech / LICENSING & SOFTWARE FEES
T60R2249	BECERRA, CHRIS	10,000.00	5,000.00	012600100Z 5810	EXPANDED LEARNING OPP PROGRAM / Contracted Se
			5,000.00	126055590A 5810	State Preschool GCTR / Contracted Serv - Inst & Non-I

WESTMINSTER SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 11/09/2023

FROM 09/28/2023 TO 10/25/2023

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
T60R2250	DELL COMPUTER	30,306.25	30,306.25	013214100Y 4320	ESSER III LLM INSTR / Computers/Tech less than \$500
T60R2251	BYRDSEED LLC	149.00	149.00	013010100I 5826	Title I Instr - Hayden / LICENSING & SOFTWARE FEES
T60R2252	RICKERS, MRS. KERSTIN	6,000.00	6,000.00	013311118Z 5850	Parent placed Tuition / Non-Public Schools
T60R2253	GARNIER, CAROL	1,200.00	1,200.00	010012249A 4700	ELD Dist Parent Involvement / FOOD
T60R2254	LASC	4,800.00	4,800.00	013010100R 5220	Title I Instr - Warner / Conferences/Staff Development
T60R2257	SOUTHWEST BUSINESS PRODUCTS	129.08	129.08	010200100P 4350	LCFF-BASE INSTR STAGEY / Office Supplies
T60R2258	SMART AND FINAL IRIS CO	3,000.00	3,000.00	010201100P 4700	LCFF-SUPC INSTR STAGEY / FOOD
T60R2259	RICOH USA INC	112.71	112.71	010201100I 4310	LCFF-SUPC INSTR HAYDEN / Instr Materials & Supplies
T60R2260	RICOH USA INC	35.26	35.26	010201100T 5810	LCFF-SUPC INSTR WILLMORE / Contracted Serv - Inst & Supplies
T60R2261	SAM ASH MUSIC	927.72	927.72	010201100P 4310	LCFF-SUPC INSTR STAGEY / Instr Materials & Supplies
T60R2262	PARENTSQUARE INC	900.00	900.00	010011770A 5810	Technology Data Network Sprrt / Contracted Serv - Inst & Supplies
T60R2263	SCHOLASTIC MAGAZINES	3,915.79	3,915.79	010201100B 4310	LCFF-SUPC INSTR ANDERSON / Instr Materials & Supplies
T60R2264	CALIFORNIA DEPT. OF EDUCATION-	29,002.43	29,002.43	0100000000 8660	Rev- Unrestricted / INTEREST
T60R2265	DEMCO INC	213.73	213.73	010019242B 4310	Library-Anderson / Instr Materials & Supplies
T60R2266	LAKESHORE LEARNING MATERIALS	937.70	937.70	013010100F 4310	Title I Instr - Finley / Instr Materials & Supplies
T60R2267	HOME DEPOT CREDIT SERVICES	584.24	584.24	010116110D 4310	Donation-VDLI Demille / Instr Materials & Supplies
T60R2268	LANGUAGE NETWORK INC	1,204.00	1,204.00	019599210A 5810	Sp Ed Centralized Admin / Contracted Serv - Inst & Non-I
T60R2269	US BANK CORPORATE PAYMENT SYST	80.58	80.58	010037210Z 4700	Educational Services / FOOD
T60R2270	B & H PHOTO VIDEO	52.97	52.97	010011770A 4320	Technology Data Network Sprrt / Computers/Tech less than
T60T5005	CERTIFIED TRANSPORTATION SERVI	2,921.00	2,921.00	012600100Z 5820	EXPANDED LEARNING OPP PROGRAM / Outside
T60T5006	CERTIFIED TRANSPORTATION SERVI	856.68	856.68	010993590Q 5820	Sequoia Billing Account / Outside Transportation
T60T5008	CORPORATE COACH CHARTER & TOUR	5,840.00	5,840.00	012600100Z 5820	EXPANDED LEARNING OPP PROGRAM / Outside
T60T5009	CERTIFIED TRANSPORTATION SERVI	1,006.75	1,006.75	013010100Q 5820	Title I Instr - Sequoia / Outside Transportation

WESTMINSTER SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 11/09/2023

FROM 09/28/2023 TO 10/25/2023

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T60T5010	CERTIFIED TRANSPORTATION SERVI	1,804.58	1,804.58	010993590C 5820	Clegg Billing Account / Outside Transportation
T60T5011	CORPORATE COACH CHARTER & TOUR	5,840.00	5,840.00	012600100Z 5820	EXPANDED LEARNING OPP PROGRAM / Outside
T60T5012	CERTIFIED TRANSPORTATION SERVI	1,575.00	1,575.00	010993590E 5820	Estwood Billing Account / Outside Transportation
T60T5013	CERTIFIED TRANSPORTATION SERVI	1,713.36	1,713.36	014127100A 5820	Title IV Instruction / Outside Transportation
T60T5014	CERTIFIED TRANSPORTATION SERVI	3,150.00	3,150.00	012600100Z 5820	EXPANDED LEARNING OPP PROGRAM / Outside
T60T5015	CERTIFIED TRANSPORTATION SERVI	1,575.50	1,575.50	010993590E 5820	Estwood Billing Account / Outside Transportation
T60U5002	WESTMINSTER SCHOOL DISTRICT	2,934.13	2,070.00 864.13	010042715A 4355 015630313A 5810	Superintendent / CONF/PROF DEV SUPPLIES McKinney Vento Grant / Contracted Serv - Inst & Non-I
T60V5032	CDWG COMPUTER CTRS INC	7,475.64	7,475.64	270304850D 6250	DeMille Air Conditioning / Bldg & Imprv - Other Costs Pla
T60V5033	LEWIS INSPECTIONS INC	15,000.00	15,000.00	290304850R 6290	WARNER AIR CONDITIONING / Bldg & Imprv - Inspecti
T60V5034	TELECOMSCAPE	525.00	525.00	270304850D 6250	DeMille Air Conditioning / Bldg & Imprv - Other Costs Pla
Fund 01 Total:		15,821,020.81			
Fund 12 Total:		90,049.48			
Fund 13 Total:		19,699.39			
Fund 25 Total:		856,030.36			
Fund 27 Total:		8,000.64			
Fund 29 Total:		15,000.00			
Fund 40 Total:		277,271.67			
Total Amount of Purchase Orders:		17,087,072.35			

<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
November 9, 2023

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

DONOR	DONATED TO	AMOUNT	DESCRIPTION
U'SAgain, LLC	Hayden ES	\$103.82	Proceeds from clothes drop-off bin.

CONSENT

WESTMINSTER SCHOOL DISTRICT
Contracts for Approval/ Ratification
 November 9, 2023

NO.	CONTRACT	ORIGINATOR	NEW/ RENEW	TERM DATE	PURPOSE	BUDGET/ PROGRAM	CONTRACTED AMOUNT
1	Care Solace, Inc.	Darek Jaronczyk, Student Services	N	10/15/23 - 06/30/24	Work with the District to connect students, staff, and families to quality mental health and substance use treatment providers.	Mental Health	\$22,471.00
2	CSBA District & County Office of ED	Rich Montgomery, Human Resources	N	07/01/23 - 06/30/24	Provide access and usage of a secured website database that contains legal resources and materials.	Dues & Memberships	\$1,560.00
3	Easton Sports Development Foundation	Dr. Kenneth Lopour, Warner	N	11/09/23 - 06/14/24	Provide Olympic Archery in Schools Program to middle school students for youth sports development.	N/A	\$0
4	Ecolab Institutional Pest Control Management	Paul Ngo, Nutrition Services	N	12/01/23- 06/30/24	Advance Pest Management Services at 15 school site kitchens.	Cafeteria Fund	\$7,735.00
5	Hazel Health	Darek Jaronczyk, Student Services	N	11/15/23 - 12/31/24	Provide the following no-cost services for student's mental health, as appropriate through a telehealth modality via referral and with caregiver consent. Clinical services by licensed and qualified mental health professionals and associates are utilized with close supervision by the Licensed Clinical Supervisors.	N/A	\$0
6	Junior Achievement of So. Cal.	Wendy Baird, Hayden ES	N	10/14/23 - 06/14/24	Mentors to provide a day of hands-on programming on financial literacy, work readiness, and entrepreneurship to students.	N/A	\$0

CONSENT

WESTMINSTER SCHOOL DISTRICT
Contracts for Approval/ Ratification
November 9, 2023

NO.	CONTRACT	ORIGINATOR	NEW/ RENEW	TERM DATE	PURPOSE	BUDGET/ PROGRAM	CONTRACTED AMOUNT
7	OCDE - Friday Night Light Live	Rich Montgomery, Human Resources	R	11/01/23 - 06/30/24	Provide Orange County Friday Night Live Program which will develop leadership skills and community involvement through activities.	N/A - Advisor Stipend	<\$1,200.00> Advisor stipend per chapter
8	OCDE #10003608	Dr. Robbins, Innovation & Technology Services	R	07/01/23 - 06/30/24	Network Support & Cyber Security Services agreement #10003608.	Technology Data Network Support	\$8,600.00
9	Pali Institute	Tieumi Ellis, Willmore ES	N	05/28/24 - 05/31/24	Willmore sixth grade students' science camp.	Expanded Learning Opportunities Program	\$36,675.00
10	Pali Institute	Alisha Tariff, Sequoia ES	N	03/11/24 - 03/15/24	Sequoia Academy sixth grade students' science camp.	Expanded Learning Opportunities Program	\$40,460.00
11	School Datebooks	Dr. Kenneth Lopour, Warner MS	R	09/01/24 - 09/01/25	Parent and student communication, as well as a tool to help students learn organizational skills.	Title I Instruction	\$6,201.85
12	School Employers Association of CA	Rich Montgomery, Human Resources	N	Ongoing	Provide research, training, and advocacy in support of district employer-employee relations and Collective Bargaining.	Dues & Memberships	2023 = \$2,086.00
13	Thinking Maps, Inc. #14298	Michelle Scheiber, Curriculum & Instruction	N	02/20/24 - 03/26/24	Provide teacher training in Explain Why & Informative /Explanatory 6-8 Agreement #14298.	Title II	\$11,000.00

WESTMINSTER SCHOOL DISTRICT
Business Services

DATE: November 9, 2023

TO: Gunn Marie Hansen Ph.D., Superintendent

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

SUBJECT: **APPROVE SALE OF SURPLUS/ OBSOLETE PROPERTY BY PUBLIC AUCTION**

BACKGROUND INFORMATION:

Pursuant to Board Policy and Administrative Regulation 3270, the District may dispose of surplus property if it no longer has any useful value.

CURRENT CONSIDERATIONS:

The following items will be sent to The Liquidation Company for auction.

Quantity	District Equipment - Description	Approximate Value Each
6	Large LED Television	\$15.00
6	Camera	\$30.00
4	Chromebook cart	\$25.00
3,522	Chromebooks	\$38.00
40	Computer monitors	\$22.00
2 pallets	E-Waste	\$5.00
50	Headphones	\$3.00
80	Keyboards	\$5.00
1	Laminating machine	\$25.00
1 pallet	Laptop carry case	\$10.00
5	Large printers	\$20.00
1	Microwave	\$15.00
3	Mini refrigerators	\$15.00
6 pallets	Miscellaneous electronics	\$15.00
30	Overhead projectors	\$10.00
6	Projectors	\$25.00
3	Refrigerator	\$25.00
40	Small printers	\$15.00
10	Smart boards	\$12.00
6	Television	\$5.00
3	VCR	\$5.00

FINANCIAL IMPLICATIONS:

District to receive credit funds from the sale.

SUPERINTENDENT'S RECOMMENDATION:

Approve sale of surplus/ obsolete property by public auction

WESTMINSTER SCHOOL DISTRICT
Business Services

DATE: November 9, 2023

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

FROM: Manuel Cardoso, Assistant Superintendent, Business Services
Moises M. Merlos, Ed.D, Executive Director, School Support and Safety

SUBJECT: APPROVE THE 2023-2024 COMPREHENSIVE SCHOOL SAFETY PLANS

BACKGROUND INFORMATION:

California Education Code Section 32286 requires each school site to review and update its school safety plan, which must be developed and written by a School Site Council (SSC) or its designated Safety Planning Committee in collaboration with teachers, classified staff, parents, and first responders to ensure they are up-to-date and complete.

The plans must have policies and procedures addressing critical issues including: disaster preparedness; crisis response; mental and physical health; earthquake emergencies; school learning environment; discipline, suspension, and/or expulsion; hate crime reporting; child abuse reporting; release of a pesticide or toxic substance; and more.

CURRENT CONSIDERATIONS:

The Comprehensive School Safety Plans shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety. The updated Safety Plans for all elementary and middle schools are being submitted for approval. Complete copies of the safety plans are available, upon request, in the School Support and Safety Department and at the school sites.

FINANCIAL IMPLICATIONS:

There are no financial implications.

SUPERINTENDENT'S RECOMMENDATION:

Approve the 2023-2024 Comprehensive School Safety Plans.

WESTMINSTER SCHOOL DISTRICT
Business Services

DATE: November 9, 2023

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

FROM: Manuel Cardoso, Assistant Superintendent, Business Services
Moises M. Merlos, Ed.D., Executive Director, School Support and Safety

SUBJECT: APPROVE THE 2023-2024 SCHOOL PLANS FOR STUDENT ACHIEVEMENT

BACKGROUND INFORMATION:

Senate Bill 374, which became effective January 1, 2002, amended Education Codes 64000 and 64001 to require each school to consolidate all school plans required by programs funded through the Consolidated Application into a single plan known as the "School Plan for Student Achievement" (SPSA). In order to meet state and federal guidelines, develop consistency and align with the Board's Strategic Goals and Objectives, the plans are updated annually in order to reflect current data, programs, and budgets.

Schools are required to analyze their assessment results and educational practices and develop goals for schoolwide and for targeted student groups. The goals include specific actions, descriptors and timelines. School budgets are then aligned to meet the needs of each school site.

The SPSAs are aligned to the District's Board Goals, Local Education Agency Plan and the Local Control for Accountability Plan (LCAP) for increasing student achievement for all our students, especially English Learners, socio-economically disadvantaged and foster youth students. All of the plans have been developed and approved by the School Site Council at each school, after taking into consideration input from the site-based parent advisory councils.

CURRENT CONSIDERATIONS:

The updated School Plan for Student Achievement, for all sixteen elementary and middle schools, is being submitted for approval. Complete copies of the school plans are available, upon request, in the School Support and Safety Office, and at the school sites.

FINANCIAL IMPLICATIONS:

Approval of the School Plans for Student Achievement is part of the process for receiving Consolidated Application funding.

SUPERINTENDENT'S RECOMMENDATION:

Approve the 2023-2024 School Plans for Student Achievement.

BUSINESS SERVICES

6.0

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WESTMINSTER SCHOOL DISTRICT
Business Services

DATE: November 9, 2023

TO: Gunn Marie Hansen Ph.D., Superintendent

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

SUBJECT: **APPROVE THE CONTRACT WITH ACC CONTRACTORS, INC. FOR
MEASURE T - HVAC UPGRADES AND MODERNIZATION AT FINLEY,
SCHMITT AND WEBBER ELEMENTARY SCHOOLS – BID # 2023/24-02**

BACKGROUND INFORMATION:

The Westminster School District issued a call for bids for the Finley, Schmitt, and Webber Elementary School HVAC Upgrades Modernization - Bid#23/24-03. Bid advertisements were posted on the PDQ bids website, in building trade periodicals, and in a general circulation newspaper. Potential general contractors were assessed through the prequalification process. At the April 2018 Board meeting, this project was designated as “substantially complex” which provides an allowance for 10% retention.

CURRENT CONSIDERATIONS:

The District held a closed bid process on October 17, 2023. After reviewing the bids and conducting a background check, the District has determined that ACC Contractors Inc. is the lowest responsive and responsible bidder for the HVAC upgrade modernization projects at Finley, Schmitt, and Webber Elementary Schools.

FINANCIAL IMPLICATIONS:

Measure T and additional one-time sources will provide funding totaling \$15,980,000.00 for the combined contract. Furthermore, in compliance with Education Code 17604, the Board grants the Superintendent the authority to designate a representative to enter into a contract and approve project modifications or additions in line with the terms of the agreement and Public Contract Code section 20118.4, contingent upon Board ratification. The expected cost based on the construction bid is as follows: DSA fees, inspector of record (IOR), material testing, SoCal Edison service, architecture, project manager, and interim housing for the Finley, Schmitt, and Webber Elementary Schools projects is estimated to be \$22,013,600.00.

SUPERINTENDENT’S RECOMMENDATION:

Approve the contract with ACC Contractors, Inc. for Measure T - HVAC upgrades and modernization at Finley, Schmitt, and Webber Elementary Schools – Bid #2023/24-02

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BOARD OF EDUCATION/SUPERINTENDENT

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WESTMINSTER SCHOOL DISTRICT
Superintendent's Office

DATE: November 9, 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 1160	Political Processes
BP 4111.2, 4211.2, 4311.2	Legal Status Requirement
BP 4117.2	Resignation
BP 4119.23, 4219.23, 4319.23	Unauthorized Release of Confidential/Privileged Information
BP 4131, 4231, 4331	Staff Development
BP 4157, 4257, 4357	Employee Safety
BP 4158, 4258, 4358	Employee Security
BP 4315	Evaluation/Supervision
BP 5141	Health Care and Emergencies

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

Community Relations

POLITICAL PROCESSES

The Governing Board has a responsibility to actively advocate fiscal and public policy that supports the district's schools and the children in the community. ~~To the extent possible, the~~ The Board shall be proactive in defining the district's advocacy agenda based on the needs of the district and the direction set forth in the district's vision and goals and the needs of the district and community. The Board's advocacy efforts shall be conducted in accordance with legal requirements.

~~(cf. 0000—Vision)~~

~~(cf. 0200—Goals for the School District)~~

~~(cf. 9000—Role of the Board)~~

~~(cf. 9010—Public Statements)~~

~~The Board may establish reasonable regulations related to Board members and employees engaging in political activity during working hours and on district premises. (Education Code 7055)~~

~~(cf. 4119.25/4219.25/4319.25—Political Activities of Employees)~~

Legislation

~~The Board's responsibility as an advocate for the district may include lobbying at the state and national levels. Because local governments also make decisions which impact the district's schools, the Board and the Superintendent or designee shall work to establish ongoing relationships with city and county officials and agencies, and shall inform them of the potential effect of local issues on the schools.~~

~~(cf. 1020—Youth Services)~~

~~(cf. 1400—Relations Between Other Governmental Agencies and the Schools)~~

~~(cf. 7131—Relations with Local Agencies)~~

~~The Board shall identify issues that will affect its schools and the children in its community, establish goals and priorities for legislative advocacy, solicit community input and adopt legislative positions. The superintendent or designee shall establish a coordinated plan for carrying out the advocacy agenda, including specific activities, target groups or individuals, staff responsibilities and timelines.~~

~~In order to strengthen legislative advocacy efforts, the district may work with organizations and coalitions and may join associations whose representatives lobby on behalf of their members. As necessary, the superintendent or designee may draft legislative proposals which serve the district's interests.~~

~~The Board may provide fair and impartial information about legislative issues affecting schools and children and shall inform the community about its legislative advocacy activities. However, the Board shall not urge the public to lobby the legislature on behalf of the district.~~

~~(cf. 1100—Communication with the Public)~~

~~(cf. 1112—Media Relations)~~

Ballot Measures/Candidates

~~The Board may study the potential effect of ballot measures on the district's schools. Any Board discussion of the effect of such measures shall include an opportunity for Board members, staff and members of the public to speak on all sides of the issue. Following such study, the Board may adopt positions in support of or in opposition to ballot measures of importance to education. The Board's positions shall be publicized only through normal district procedures for reporting Board actions and in a manner that does not attempt to influence voters.~~

~~(cf. 9323—Meeting Conduct)~~

~~No district funds, services, supplies or equipment shall be used to urge the support or defeat of any ballot measure or candidate, including any candidate for election to the Board. (Education Code 7054) District resources shall not be used to disseminate campaign literature or to purchase advertisements, bumper stickers, posters or similar promotional items that advocate an election result.~~

~~(cf. 1325—Advertising and Promotion)~~

~~The superintendent or designee may use district resources to provide students, parents/guardians and community members with fair and impartial information related to ballot measures, including information about the impact of ballot measures on the district. (Education Code 7054) In preparing or distributing such information, the superintendent or designee shall ensure that the totality of the circumstances, including language, style, tenor and timing, does not expressly advocate passage or defeat of a measure or candidate.~~

~~The superintendent or designee may research, draft and prepare a bond measure or other initiative for the ballot, but shall not use district resources to secure signatures in order to qualify the measure for the ballot.~~

~~Upon request, Board members and district administrators may appear at any time before a citizens' group to explain why the Board called for an election on a bond measure and to answer~~

~~questions. (Education Code 7054.1) If the presentation occurs during working hours, the district representative shall not urge a citizens' group to vote for or against the bond measure. For informational purposes, the superintendent or designee may conduct a poll related to a ballot issue. Such a poll shall not advocate a particular position on the issue.~~

No district funds, services, supplies, or equipment shall be used to urge the support or defeat of any ballot measure or candidate, including any candidate for election to the Board. (Education Code 7054)'

The Board may discuss and study the potential effect of proposed or qualified ballot measures on the district's schools at an open and agendaized Board meeting. The Board's discussion of the effect of such measures shall include an opportunity for staff and members of the public to speak on all sides of the issue. At that meeting, the Board may adopt a position or resolution in support of or in opposition to a ballot measure. The language in any resolution adopted by the Board shall not urge the public to take any action regarding the measure.

The Board's position on a ballot measure, including any resolution, shall be publicized only through normal district procedures and consistent with regular district practice for reporting Board actions. Such publicity shall be for informational purposes and shall not attempt to influence voters.

Individual School Board members may include their name in support of or opposition to a county, city, district, or school measure on a county ballot in accordance with Elections Code 9170.

The Superintendent or designee may use district resources to provide students, parents/guardians, and community members with fair and impartial information related to ballot measures, including information about the impact of ballot measures on the district. (Education Code 7054)

In preparing or distributing such informational material, the Superintendent or designee shall analyze the material to help ensure that it is an appropriate informational activity, provides a fair analysis of the issues, and does not advocate passage or defeat of a measure or candidate.

District resources, including email or computer systems, shall not be used to disseminate campaign literature. In addition, district resources shall not be used to purchase advertisements, bumper stickers, posters, or similar promotional items that advocate an election result or urge voters to take any action in support of or in opposition to a measure.

Political activity related to district bond measures shall, in addition to the above, be subject to the following conditions:

1. The Superintendent or designee may research, draft, and prepare a district bond measure or other initiative for the ballot, but shall not use district resources to influence voters or otherwise campaign for the measure.

2. Upon request, Board members and district administrators may appear at any time before a citizens' group to explain why the Board called for an election on a bond measure and to answer questions. (Education Code 7054.1)

If the presentation occurs during working hours, the employee representing the district shall not

urge a citizens' group to vote for or against the bond measure.

3. The Board or any individual Board member may file a written argument for the ballot that is either for or against any school measure. (Elections Code 9501)

Legislation

The Board's responsibility as an advocate for the district may include lobbying and outreach at the state, national, and local levels. The Board and Superintendent or designee shall work to establish and maintain ongoing relationships with elected officials, community leaders, and the media in order to communicate district positions and concerns.

The Board and Superintendent shall develop an advocacy action plan to define expectations and responsibilities. This plan may include, but is not limited to, legislative priorities, strategies for outreach to the media and community, development of key messages and talking points, and adoption of positions on specific legislation, regulations, or budget proposals.

In order to strengthen legislative advocacy efforts, the district may work with organizations and coalitions and may join associations whose representatives lobby on behalf of their members in accordance with Government Code 53060.5.

The district may provide fair and impartial information about legislative issues affecting schools and children and shall inform the community about its advocacy activities. However, informational materials about legislation shall not urge the public to lobby the legislature, Governor, or state agencies on behalf of the district.

As necessary, the Board may direct the Superintendent or designee to draft legislative or regulatory proposals which serve the district's interests.

Legal Advocacy

The Board recognizes that some issues are more appropriately addressed judicially rather than legislatively. When a legal issue is likely to set a state or national precedent, the district may join with other districts or parties in order to ~~challenge~~ solve the issue through litigation or other appropriate means.

(cf. 9124—Attorney)

Political Forums

Forums on political issues may be held in district facilities as long as the forum is made available to all sides of the issue on an equitable basis. (Education Code 7058)

(cf. 1330—Use of School Facilities)

Legal Reference:**EDUCATION CODE**~~7054 Use of district property 7054.1 Requested appearance~~~~7055 Local rules~~~~7056 Soliciting or receiving political funds 7058 Use of forum~~~~35160 Authority of governing boards 35172 Promotional activities GOVERNMENT CODE~~~~50023 Attending legislature to support or oppose legislation 53060.5 Attendance at legislative body; expenses~~~~54953.5 Right to record proceedings 54953.6 Broadcasts of proceedings 81000 91015 Political Reform Act COURT DECISIONS~~~~Stanson v. Mott, (1976) 17 Cal. 3d 206~~~~Miller v. Miller, (1978) 87 Cal.App.3d 762~~~~League of Women Voters v. Countywide Criminal Justice Coordination Committee, (1988) 203 Cal.App.3d 529, 250 Cal. Rptr. 161, rev.den.~~~~Choice in Education League et al v. Los Angeles Unified School District, (1993) 17 Cal.App.4th 415~~~~Yes on Measure A v. City of Lake Forest, (1997) 60 Cal.App.4th 620 Scherer v. Buchanan, First Appellate District, Civil No. A076648 ATTORNEY GENERAL OPINIONS~~~~73 Ops.Cal.Atty.Gen. 255 (1990)~~**Management Resources:****OFFICE OF LEGISLATIVE COUNSEL**~~Advice letter #7837, March 18, 1996 (use of public funds to publicize board positions) FAIR-POLITICAL PRACTICES COMMISSION~~~~FPPC No. 93/345 (1996) CSBA PUBLICATIONS~~~~Political Activities of School Districts: Legal Issues, 1998 Maximizing School Board Leadership: Community Leadership, 1996~~**Legal Reference:****State**2 CCR 18600-186402 CCR 18901.1Ed. Code 35160Ed. Code 35172Ed. Code 7050-7058Ed. Code 7054Ed. Code 7054.1Ed. Code 7056Elec. Code 9170Elec. Code 9501Gov. Code 53060.5Gov. Code 54953.5Gov. Code 54953.6**Description**LobbyistsCampaign related mailings sent at public expenseAuthority of governing boardsPromotional activitiesPolitical activities of school officers and employeesUse of district propertyRequested appearanceSoliciting or receiving political fundsBallot label; support and opposition listingsSchool district elections; arguments for or against a measureAttendance at legislative body; expensesAudio or video recording of proceedingsBroadcasts of proceedings

Gov. Code 81000-91014

Gov. Code 82031

Gov. Code 8314

Management Resources

Attorney General Opinion

Attorney General Opinion

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

CSBA Publication

CSBA Publication

Institute for Local Government
Publication

Website

Website

Website

Website

Political Reform Act

Definition of independent expenditure

Unlawful use of state resources

Description

73 Ops.Cal.Atty.Gen. 255 (1990)

88 Ops.Cal.Atty.Gen. 46 (2005)

Choice-in-Education League et al v. Los Angeles Unified
School District, (1993) 17 Cal.App.4th 415

League of Women Voters v. Countywide Criminal Justice
Coordination Committee, (1988) 203 Cal.App.3d 529

Miller v. Miller, (1978) 87 Cal.App.3d 762

Santa Barbara County Coalition Against Automobile
Subsidies v. Santa Barbara County Association of
Governments, (2008) 167 Cal.App.4th 1229

Stanson v. Mott, (1976) 17 Cal. 3d 206

Vargas v. City of Salinas, (2009) 46 Cal. 4th 1

Yes on Measure A v. City of Lake Forest, (1997) 60
Cal.App.4th 620

Legal Guidelines for Lobbying Activity, Fact Sheet, February
2011

Legal Guidelines: Use of Public Resources for Ballot
Measures and Candidates, Fact Sheet, February 2011

Legal Issues Associated with Use of Public Resources and
Ballot Measure Activities, June 2010

CSBA District and County Office of Education Legal
Services

Institute for Local Government

Fair Political Practices Commission

CSBA

Policy

Adopted: September 21, 2000

Revised: November 9, 2023

WESTMINSTER SCHOOL DISTRICT

Westminster, California

Personnel

LEGAL STATUS REQUIREMENT

~~In accordance with law, the district shall ask all new employees to provide documentation of employment eligibility. The district shall hire only citizens and aliens who are lawfully authorized to work in the United States. District employment practices shall not discriminate on the basis of citizenship status or natural origin, nor shall they discriminate against any refugees, grantees of asylum, or persons qualified for permanent or temporary residency.~~

~~(cf. 4111/4211 – Recruitment and Selection)~~

~~Within three days of employment, all new employees shall show appropriate documents which certify that they are legally eligible to work. Documents specified by law which serve this purpose shall be those stated in school district administrative regulation.~~

~~For all employees hired after November 6, 1986, Immigration and Naturalization I-9 forms shall be kept as required by law and specified in administrative regulation.~~

~~I-9 forms shall be available for inspection by Immigration and Naturalization Service (INS) or Department of Labor officers upon request.~~

~~Because the documents required to determine employment eligibility may contain confidential information which could affect decisions regarding hiring and/or advancement, the Superintendent or designee shall establish procedures to protect the full confidentiality of any copies of such documents made by the district.~~

The Governing Board shall ensure that the district employs only those individuals who are lawfully authorized to work in the United States.

The Superintendent or designee shall verify the employment eligibility of all persons hired by completing the U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification, for each individual hired and ensure that the district does not knowingly hire or continue to employ any person not authorized to work in the United States. (8 USC 1324a)

In accordance with law, the Superintendent or designee shall ensure that district employment practices do not unlawfully discriminate on the basis of citizenship status or national origin, including, but not limited to, discrimination against any refugees, grantees of asylum, or persons qualified for permanent or temporary residency.

Legal Reference:

~~IMMIGRATION REFORM AND CONTROL ACT OF 1986 AND IMMIGRATION ACT OF 1990.~~

~~CODE OF FEDERAL REGULATIONS, TITLE 8~~

~~247(a) Control of Employment of Aliens~~

Legal Reference:

Federal

8 CFR 274a.1-274a.14

8 USC 1324a

8 USC 1324b

Management Resources

USCIS Publication

Website

Website

Description

Control of Employment of Aliens

Unlawful employment of aliens

Unfair immigration related employment practices

Description

Handbook for Employers: Instructions for Completing Form I-9, April 2009

[CSBA District and County Office of Education Legal Services](#)

[U.S. Citizenship and Immigration Services](#)

Policy

Adopted: July 5, 1990

Revised: December 3, 1992

Revised: November 9, 2023

WESTMINSTER SCHOOL DISTRICT

Westminster, California

Personnel

RESIGNATION

~~The Superintendent or designee is authorized to accept the written resignation and to set its effective date of any employee on behalf of the Governing Board. A resignation presented to and accept by the Superintendent or designee may not thereafter be withdrawn by the employee.~~

Any district employee who desires to resign his/her position shall submit, in writing, a notice of resignation which indicates the date which the employee intends as his/her last day at work. The Governing Board encourages employees to provide advance notice that is appropriate for the position they hold.

~~If a certificated employee leaves the employ of the district during the school year without obtaining acceptance of his/her resignation, or leaves before the effective date of the resignation, the Superintendent or designee is directed to report this fact, with supporting evidence, to the Commission for Teacher Preparation and Licensing. The Commission may suspend the credentials of teachers who leave the district in this manner.~~

The Board authorizes the Superintendent or designee to accept an employee's written resignation and to set its effective date. Once the Superintendent or designee has accepted and set an effective date for this resignation, the resignation may not thereafter be withdrawn by the employee.

The effective date of the resignation shall be a date not later than the close of the school year during which the resignation is received. However, an employee and the Board may agree that a resignation will be accepted at a mutually agreed upon date not later than two years beyond the close of the school year during which the resignation is received by the Board. (Education Code 44930, 45201)

Legal Reference:

EDUCATION CODE

~~44242.5 Reports of change in employment status, alleged misconduct~~

~~44420 Failure to fulfill contract as ground for suspension of diplomas and certificates~~

~~44930 Acceptance and date of resignation~~

~~CALIFORNIA COURT OF APPEALS, First District, 1980 AMERICAN FEDERATION OF TEACHERS, LOCAL NO. 1050 v. BOARD OF EDUCATION OF PASADENA UNIFIED SCHOOL DISTRICT (see California School Law Digest, Vol. VIII No. 8, August 1980, page 97)~~

Reference:

State

5 CCR 80303

5 CCR 80304

Description

Reports of change in employment status; alleged misconduct

Notice of sexual misconduct

Ed. Code 35161

[Board delegation of any powers or duties](#)

Ed. Code 44420

[Failure to fulfill contract as ground for suspension of diplomas and certificates](#)

Ed. Code 44433

[Unauthorized departure from service as unprofessional conduct](#)

Ed. Code 44930

[Acceptance and date of resignation](#)

Ed. Code 45201

[Power to accept resignation](#)

Management Resources

Description

Court Decision

American Federation of Teachers, Local #1050 v. Board of Education of Pasadena Unified School District, (1980) 107 Cal.App.3d 829

Website

[CSBA District and County Office of Education Legal Services](#)

Policy

Adopted: July 5, 1990

Revised: June 13, 2019

Revised: November 9, 2023

WESTMINSTER SCHOOL DISTRICT

Westminster, California

Personnel

UNAUTHORIZED RELEASE OF CONFIDENTIAL/PRIVILEGED INFORMATION

~~Confidential information generated by the Superintendent or staff shall be under the control of the Governing Board. Under the control of the Board, the Superintendent or designee will determine who is to receive this information for communication purposes. All confidential information so shared with staff is to remain confidential, unless approval is given by the Superintendent or designee to do otherwise.~~

~~No information regarding District function and operation shall be withheld from the Board.~~

The Governing Board recognizes the importance of keeping confidential information confidential. Staff shall maintain the confidentiality of information acquired in the course of their employment. Confidential/privileged information shall be released only to the extent authorized by law.

Disclosure of Closed Session Information

An employee shall not disclose confidential information acquired by being present during a closed session to a person not entitled to receive such information, unless the Board authorizes disclosure of that information. (Government Code 54963)

Confidential information means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session. (Government Code 54963)

An employee who willfully discloses confidential information acquired during a closed session may be subject to disciplinary action if he/she has received training or notice as to the requirements of this policy. (Government Code 54963)

The Superintendent or designee shall provide all employees who attend closed sessions a copy of this policy. New employees who may attend closed sessions shall also receive a copy of this policy.

The district shall not take disciplinary action against any employee for disclosing confidential information acquired in a closed session, nor shall the disclosure be considered a violation of the law or Board policy, when the employee is: (Government Code 54963)

1. Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation during a closed session
2. Expressing an opinion concerning the propriety or legality of Board action in closed session, including disclosure of the nature and extent of the illegal or potentially illegal

action

3. Disclosing information that is not confidential

Other Disclosures

~~Any~~ An employee who willfully releases confidential/privileged information about the District, students, staff, ~~or any topic properly confined to a closed session~~ shall be subject to disciplinary action ~~up to and including dismissal from District service.~~

No employee shall disclose confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the California Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the employee. ~~any information relating to the Board's employer-employee strategies on matters in negotiation or matters to be placed in negotiation.~~

~~Any employee who willingly and for monetary gain uses or discloses confidential/privileged information as defined in Government Code 1098 is guilty of a misdemeanor. (Government Code 1098)~~

Any action by an employee which inadvertently or carelessly results in release of confidential/privileged information shall be recorded, and the record shall be placed in the employee's personnel file. Depending on the circumstances, the Superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

~~(cf. 1340—Access to District Records)~~

~~(cf. 5125—Student Records; Confidentiality) (cf. 9321—Closed Sessions)~~

Legal References:

EDUCATION CODE

~~35010 Control of district; prescription and enforcement of rules 35146 Closed sessions (re-student suspension)~~

~~44031 Personnel file contents and inspection~~

~~44932 Grounds for dismissal of permanent employees 44933 Other grounds for dismissal~~

~~45113 Rules and regulations for classified service 49060 49078 Pupil records~~

GOVERNMENT CODE

~~1098 Public officials and employees: confidential information 3540 et seq. Meeting and negotiating in public employment 6252 et seq. Inspection of public records~~

~~54957 Closed session; purposes for holding; definition of "employee" exclusion of witnesses-~~

~~54957.2 Taking of minutes at closed sessions; clerk; minute book~~

~~54957.6 Closed session, representatives to employee organization(s); state conciliator~~

LABOR CODE

~~1102.5 Employees: disclosure of information~~

~~FEDERAL FAMILY EDUCATION RIGHTS AND PRIVACY ACT of 1974 (20 U.S.C. 1232(g))~~

Legal References:

State

Ed. Code 35010

Ed. Code 35146

Ed. Code 35160

Ed. Code 44031

Ed. Code 44932

Ed. Code 44933

Ed. Code 45113

Ed. Code 49060-49079

Gov. Code 1098

Gov. Code 54950-54963

Gov. Code 7920.000-7930.215

Federal

20 USC 1232g

Management Resources

Website

Website

Description

Control of district; prescription and enforcement of rules

Closed sessions regarding suspensions

Authority of governing boards

Personnel file contents and inspection

Grounds for dismissal of permanent employees

Other grounds for dismissal

Notification of charges; classified employees

Student records

Disclosure of confidential information

The Ralph M. Brown Act

California Public Records Act

Description

Family Educational Rights and Privacy Act (FERPA) of 1974

Description

CSBA District and County Office of Education Legal

Services

CSBA

Policy

Adopted: July 5, 1990

Revised: November 9, 2023

WESTMINSTER SCHOOL DISTRICT

Westminster, California

Personnel

STAFF DEVELOPMENT

~~The Governing Board recognizes that professional growth is the responsibility of each employee, but opportunity for and encouragement of such growth is the responsibility of the district.~~

~~Research and experience demonstrate that efforts to improve the quality of service to all students requires a strong staff development program. The Board recognizes this need to broaden and expand the skills of everyone working in the district and therefore establishes a formal staff development program.~~

~~The Superintendent or designee shall coordinate, develop and submit recommendations that will provide for effective staff development.~~

~~(cf. 4116—Probationary/Permanent Status)~~

~~(cf. 4133—Travel; Reimbursement)~~

The Governing Board believes that, in order to maximize student learning, achievement, and well-being, certificated staff members must be continuously learning and improving relevant skills. The Superintendent or designee shall develop a program of ongoing professional development which includes opportunities for teachers to enhance their instructional and classroom management skills, become informed about changes in pedagogy and subject matter, and strengthen practices related to social-emotional development and learning.

The Superintendent or designee shall involve teachers, site and district administrators, and others, as appropriate, when creating, reviewing, and amending the district's staff development program. The Superintendent or designee shall ensure that the district's staff development program is aligned with district priorities for student learning, achievement and well-being, school improvement objectives, the local control and accountability plan, and other district and school plans.

The district's staff development program shall assist certificated staff in developing knowledge and skills, including, but not limited to:

1. Mastery of subject-matter knowledge, including current state and district academic standards
2. Use of effective, subject-specific teaching methods, strategies, and skills
3. Use of technologies to enhance instruction and learning, including face-to-face, remote, or hybrid instruction

4. Sensitivity to and ability to meet the needs of diverse student populations, including, but not limited to, students with characteristics specified in Education Code 200 and/or 220, Government Code 11135, and/or Penal Code 422.55
-
5. Understanding of how academic and career technical instruction can be integrated and implemented to increase student learning
-
6. Knowledge of strategies that encourage parents/guardians to participate fully and effectively in their children's education
-
7. Effective classroom management skills and strategies for establishing a climate that promotes respect, fairness, acceptance, and civility, including conflict resolution, hatred prevention, and positive behavioral interventions and supports
-
8. Ability to relate to students, understand their various stages of growth and development, and motivate them to learn
-
9. Ability to interpret and use data and assessment results to guide instruction
-
10. Knowledge of topics related to student mental and physical health, safety, and welfare, which may include social-emotional learning and trauma-informed practices
-
11. Knowledge of topics related to employee health, safety, and security

The Superintendent or designee shall, in conjunction with certificated staff and administrators, as appropriate, develop an individualized program of professional growth to increase competence, performance, and effectiveness in teaching and classroom management and, as necessary, to assist them in meeting state or federal requirements to be fully qualified for their positions.

Professional learning opportunities offered by the district shall be evaluated based on the criteria specified in Education Code 44277. Such opportunities may be part of a coherent plan that combines school activities within a school, including lesson study or co-teaching, and external learning opportunities that are related to academic subjects taught, provide time to meet and work with other teachers, and support instruction and student learning. Learning activities may include, but are not limited to, mentoring projects for new teachers, extra support for teachers to improve practice, and collaboration time for teachers to develop new instructional lessons, select or develop common formative assessments, or analyze student data. (Education Code 44277)

The district's staff evaluation process may be used to recommend additional individualized staff development for individual employees.

The Board may budget funds for actual and reasonable expenses incurred by staff who participate in staff development activities.

The Superintendent or designee shall provide a means for continual evaluation of the benefit of staff development activities to both staff and students and shall regularly report to the Board regarding the effectiveness of the staff development program. Based on the Superintendent's report, the Board may revise the program as necessary to ensure that the staff development program supports the district's priorities for student achievement and well-being.

Legal References:

EDUCATION CODE

~~44032 Travel expense payment~~

~~44259.5 Standards for preparation for all students~~

~~44277 Requirements for maintaining valid credentials; professional growth program 44560-Inservice preparation in ethnic backgrounds~~

~~44570-44578 Inservice training—personnel, secondary education 44580-44591 Inservice training—personnel, elementary teachers~~

~~44630-44643 Professional Development and Program Improvement Act of 1968 44681-44689-Administrator training and evaluation~~

~~44700-44705 Classroom teacher instructional improvement program 52800-52904 School Based Program Coordination Act, especially~~

~~52854 Time during regular school year to advise students or conduct staff development programs~~

Legal References:

State

5 CCR 13025-13044

5 CCR 80021

5 CCR 80021.1

5 CCR 80023-80026.6

Ed. Code 200

Ed. Code 218

Ed. Code 220

Ed. Code 44032

Ed. Code 44259.5

Ed. Code 44277

Ed. Code 44300

Ed. Code 44325-44328

Ed. Code 44450-44468

Ed. Code 44830.3

Ed. Code 45028

Ed. Code 48980

Ed. Code 51744-51749.6

Ed. Code 52060-52077

Ed. Code 56240-56245

Ed. Code 99200-99204

Gov. Code 11135

Description

Professional development and program improvement

Short-term staff permit

Provisional internship permit

Emergency permits

Equal rights and opportunities in state educational institutions
Lesbian, gay, bisexual, transgender, queer, and questioning
student resources

Prohibition of discrimination

Travel expense payment

Standards for teacher preparation

Professional growth programs for individual teachers

Emergency permits

District interns

University internship program

Employing district interns

Salary schedule and exceptions

Parent/Guardian notifications

Independent study

Local control and accountability plan

Staff development; service to persons with disabilities

Subject matter projects

Prohibition of discrimination

Gov. Code 3543.2

Pen. Code 422.55

Federal

20 USC 1681-1688

20 USC 6601-6692

29 USC 794

42 USC 12101-12213

42 USC 2000d-2000d-7

Management Resources

California Department of Education
Publication

California Department of Education
Publication

Commission on Teacher Credentialing
Publication

CSBA Publication

Public Employment Relations Board
Decision

Website

Website

Website

Website

Website

Website

Website

Website

[Scope of representation](#)

[Definition of hate crime](#)

Description

Title IX of the Education Amendments of 1972;
discrimination based on sex

Preparing, training, and recruiting high quality teachers and
principals

Rehabilitation Act of 1973; Section 504

Americans with Disabilities Act

Title VI, Civil Rights Act of 1964

Description

Social and Emotional Learning in California, A Guide to
Resources, October 2018

California Digital Learning Integration and Standards
Guidance, June 2021

California Standards for the Teaching Profession (CSTP),
October 2009

Governing to the Core: Professional Development for
Common Core, Governance Brief, May 2013

United Faculty of Contra Costa Community College District
v. Contra Costa Community College District, (1990) PERB
Dec. No. 804, 14 PERC P21-085

[CSBA District and County Office of Education Legal
Services](#)

[Collaborative for Academic, Social, and Emotional Learning
California Department of Education, Supporting LGBTQ+
Students](#)

[California Subject Matter Project](#)

[California Public Employment Relations Board](#)

[California Department of Education, Professional Learning](#)

[Commission on Teacher Credentialing](#)

[CSBA](#)

Policy

Adopted: July 5, 1990

Revised: November 9, 2023

WESTMINSTER SCHOOL DISTRICT

Westminster, California

Personnel

EMPLOYEE SAFETY

The Governing Board is committed to maximizing employee safety and believes that workplace safety is every employee's the responsibility of every employee. ~~The Board expects all employees to use safe work practices and to report and correct any unsafe conditions which may occur.~~

~~Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being. Supervisors shall constantly promote safety and correct any unsafe work practice through education, training and enforcement.~~

Working conditions and equipment shall ~~be maintained in compliance~~ comply with standards prescribed by federal, state, and local laws and regulations.

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

All employees are expected to use safe work practices and, to the extent possible, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, the employee shall immediately report the problem to the Superintendent or designee.

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

The Superintendent or designee shall establish ~~an~~ and implement written injury and illness prevention program, and provide employees with access to such program, in accordance with law. ~~The program shall include training in safe and healthy work practices for all employees.~~ (Labor Code 6401.7)

~~(cf. 1250—Visits to the Schools) (cf. 3514—Safety)
(cf. 4119.4—Infectious Disease)
(cf. 4158/4258/4358—Employee Protection/Personal Security) (cf. CTA Collective Bargaining Agreement)
(cf. CSEA Collective Bargaining Agreement)~~

The Superintendent or designee shall make first aid materials readily available at district workplaces and shall make effective provisions to prepare for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for exercising any right regarding

employee safety or health specified in Labor Code 6310, including:

1. Making a report or complaint
2. Instituting proceedings or causing proceedings to be instituted
3. Testifying with regard to employee safety or health
4. Participating in any occupational health and safety committee established pursuant to Labor Code 6401.7
5. Requesting access to injury or illness reports and records
6. Exercising any other right protected by the Occupational Safety and Health Act

~~Legal Reference:~~

~~EDUCATION CODE~~

~~32000-32052 Safety: public and private institutions 32200-32224 Safety: public institutions~~

~~LABOR CODE~~

~~6305 Occupational safety and health standards; special order-
6310 Retaliation for filing complaint prohibited
6401.7 Injury prevention programs~~

Legal Reference:

State

17 CCR 2508

8 CCR 14000-14316

8 CCR 3203

8 CCR 3204

8 CCR 3400

8 CCR 5095-5100

8 CCR 5193

Ed. Code 32030-32034

Ed. Code 32225-32226

Ed. Code 32280-32289.5

Ed. Code 44984

Gov. Code 3543.2

Lab. Code 132a

Lab. Code 3300

Lab. Code 6305

Lab. Code 6310

Lab. Code 6400-6413.5

Description

Reporting of communicable diseases

Occupational injury or illness reports and records

Injury and illness prevention program

Access to employee exposure and medical records

Medical services and first aid

Control of noise exposure

Bloodborne pathogens

Eye safety

Communications devices in classrooms

School safety plans

Required rules for industrial accident and illness leave

Scope of representation

Workers' compensation; nondiscrimination

Definition of employer

Occupational safety and health standards; special order

Retaliation for filing complaint prohibited

Responsibilities and duties of employers and employees

Lab. Code 6401.7

Federal

17 CFR 2508

29 CFR 1910.1030

29 CFR 1910.95

29 CFR 651-678

8 CFR 14000-14316

8 CFR 3204

8 CFR 5193

Management Resources

CA Department of Industrial Relations

Publication

Website

Website

Website

Website

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Website

[Injury and illness prevention program](#)

Description

Reporting of communicable diseases

Bloodborne pathogens

Noise standards

Occupational safety and health

Occupational injury or illness reports and records

Access to employee exposure and medical records

Bloodborne pathogens

Description

Guide to Developing Your Workplace Injury and Illness Prevention Program, rev. August 2011

[CSBA District and County Office of Education Legal Services](#)

[National Institute for Occupational Safety and Health](#)

[U.S. Department of Labor, Occupational Safety and Health Administration](#)

[California Department of Industrial Relations, Occupational Safety and Health](#)

[National Hearing Conservation Association](#)

[Centers for Disease Control and Prevention](#)

Policy

Adopted: July 5, 1990

Revised: January 17, 1991

Revised: November 9, 2023

WESTMINSTER SCHOOL DISTRICT

Westminster, California

Personnel

EMPLOYEE SECURITY

~~The Governing Board desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.~~

~~(cf. 0450—Comprehensive Safety Plan)
(cf. 5131.4—Campus Disturbances)~~

~~The Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.~~

The Governing Board desires to provide a safe and orderly work environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing necessary assistance and support when emergency situations occur.

Any person who threatens the safety of others at any district facility may be removed by the Superintendent or designee in accordance with AR 3515.2 - Disruptions.
Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. As appropriate, the Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace. Such measures may include seeking a temporary restraining order on behalf of the employee pursuant to Code of Civil Procedure 527.8 and/or a gun violence restraining order pursuant to Penal Code 18150 and 18170.

Upon request by an employee who is a victim of domestic violence, sexual assault, or stalking, the Superintendent or designee shall provide reasonable accommodations in accordance with Labor Code 230-230.1 and the accompanying administrative regulation to protect the employee's safety while at work.

The Superintendent or designee may pursue legal action on behalf of an employee against a student or the student's parent/guardian to recover damages for injury to the employee's person or property caused by the student's willful misconduct that occurred on district property, at a school or district activity, or in retaliation for lawful acts of the employee in the performance of the employee's duties. (Education Code 48904, 48905)

The Superintendent or designee shall provide staff development in crisis prevention and intervention techniques, which may include training in classroom management, effective communication techniques, procedures for responding to an active shooter situation, and crisis resolution.

In accordance with law, the Superintendent or designee shall inform teachers, administrators, and/or counselors of crimes and offenses committed by students who may pose a danger in the classroom. (Education Code 48201, 49079; Welfare and Institutions Code 827)

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

Use of Pepper Spray

Employees shall not carry or possess pepper spray on school property or at school activities except when authorized by the Superintendent or designee for self-defense purposes. When allowed, an employee may only possess pepper spray in accordance with administrative regulations and Penal Code 22810. Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.

Reporting of Injurious Objects

Employees shall take immediate action upon being made aware that any person is in possession of a weapon or unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. Employees shall exercise their best judgment as to the potential danger involved and shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately call 911 and the principal

When informing the principal about the possession or seizure of a weapon or dangerous device, an employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Legal Reference:

EDUCATION CODE

~~482011 Transfer of student records~~

~~32210-32212 Willful disturbance, public schools or meetings~~
~~32225-32226 Communication devices~~

~~35204 Contract with attorney in private practice or use of administrative advisor~~

~~35205 Contract for legal services~~

~~35208 Liability insurance~~

~~35213 Reimbursement for loss, destruction or damage of school property~~

~~44014 Report of assault by pupil against school employee~~

~~44807 Duty concerning conduct of~~

~~students~~
~~48900 Grounds for suspension or~~

~~expulsion~~
~~48900.2 Suspension for sexual~~

~~harassment~~
~~48900.3 Suspension for hate-~~

~~violence 48900.4 Suspension for harassment 48900.7 Suspension for terroristic threats~~
~~48902 Notification of law enforcement authorities if student violates assault or controlled substance provision~~
~~48904 Parental liability~~
~~48905 Injury or damage to person or property of school district employee; request for legal action~~
~~49079 Notification to teacher; student who has engaged in acts constituting grounds for suspension or expulsion~~
~~49330 Definition of injurious object~~
~~49331 Removal of injurious object from possession of pupil by designated employee~~
~~CIVIL CODE~~
~~51.7 Freedom from violence or intimidation~~
~~CODE OF CIVIL PROCEDURE~~
~~527.8 Workplace violence safety act~~
~~GOVERNMENT CODE~~
~~995 996.4 Defense of public employees~~
~~3543.2 Scope of representation~~
~~PENAL CODE~~
~~71 Threatening public officers and employees and school officials~~
~~240 Definition of assault~~
~~241.2 Assault on school or park property against any person~~
~~241.3 Assault against school bus drivers~~
~~241.6 Assault on school employee includes board member~~
~~242 Definition of battery~~
~~243 Battery; definition of "injury" and "serious bodily injury"~~
~~243.2 Battery on school or park property against any person~~
~~243.3 Battery against school bus drivers~~
~~243.6 Battery against school employee includes board member~~
~~245.5 Assault with deadly weapon; school employee includes board member~~
~~290 Registration of sex offenders~~
~~601 Trespass by person making credible threat~~
~~626.9 Gun Free School Zone Act of 1995~~
~~626.10 Exceptions to bringing weapons on school grounds~~
~~646.9 Stalking~~
~~12403.7 Weapons approved for self defense~~
~~WELFARE AND INSTITUTIONS CODE~~
~~827 Juvenile court proceedings; reports; confidentiality~~
~~828.1 District police or security department, disclosure of juvenile records~~

Legal Reference:

State

Civ. Code 51.7

Description

[Freedom from violence or intimidation](#)

Code of Civil Procedure 527.8

Ed. Code 32210-32212

Ed. Code 32225-32226

Ed. Code 35208

Ed. Code 35213

Ed. Code 44014

Ed. Code 44807

Ed. Code 48201

Ed. Code 48900-48926

Ed. Code 49079

Ed. Code 49330-49335

Gov. Code 12926

Gov. Code 3543.2

Gov. Code 995-996.4

Lab. Code 230-230.2

Pen. Code 18150

Pen. Code 18170

Pen. Code 22810

Pen. Code 240-246.3

Pen. Code 241.3

Pen. Code 241.6

Pen. Code 243.3

Pen. Code 243.6

Pen. Code 245.5

Pen. Code 290

Pen. Code 601

Pen. Code 626-626.11

Pen. Code 646.9

Pen. Code 71

W&I Code 827

W&I Code 828.1

Management Resources

Court Decision

Website

Website

Website

Workplace violence safety

Willful disturbance; public schools or meetings

Communications devices in classrooms

Liability insurance

Reimbursement for loss or damage of personal property

Report of assault by pupil against school employee

Teachers' duty concerning conduct of students

Transfer student's record for acts that resulted in suspension or expulsion

Suspension and expulsion

Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion

Injurious objects

Definitions

Scope of representation

Defense of public employees

Leaves for victims of domestic violence, sexual assault or specified felonies

Gun violence restraining orders

Gun violence restraining order issued after notice and hearing

Purchase, possession, and use of tear gas

Assault and battery

Assault against school bus drivers

Assault on school employee including board member

Battery against school bus drivers

Battery against school employee including board members

Assault with deadly weapon against school employee including board member

Registration of sex offenders

Trespass by person making credible threat

Weapons on school grounds and other school crimes

Stalking

Threatening public officers and employees and school officials

Limited exception to juvenile court record

District police or security department; disclosure of juvenile records

Description

City of San Jose v. William Garbett, (2010) 190 Cal. App. 4th 526

CSBA District and County Office of Education Legal Services

California Department of Education, Safe Schools

CSBA

BP 4158, 4258, 4358

Policy
Adopted: February 15, 1996
Revised: November 9, 2023

WESTMINSTER SCHOOL DISTRICT
Westminster, California

Policy
DISTRICT
adopted: February 15, 1996
California

WESTMINSTER SCHOOL
Westminster,

Personnel

EVALUATION/SUPERVISION

Certificated Management

~~A full and impartial evaluation of professional performance with constructive counseling should be implemented on a regular and continuing basis to upgrade performance.~~

~~The evaluation and assessment of the competency of administrative personnel shall be based on:~~

- ~~1. — Performance of major duties and responsibilities.~~
- ~~2. — Performance in the achievement of individually established objectives.~~
- ~~3. — Application of problem solving and decision making skills.~~
- ~~4. — Application of leadership, planning and organizational skills.~~
- ~~5. — Performance in the supervision and evaluation of personnel.~~
- ~~6. — Working staff relationships, interpersonal skills.~~
- ~~7. — Professional qualities and communication skills.~~
- ~~8. — Performance of other duties and responsibilities.~~

~~The evaluation shall recognize the worth and needs of the individual in the total working environment and shall provide direction toward the improvement of his/her effectiveness.~~

The Governing Board believes that regular, comprehensive evaluations designed to hold administrative and supervisory staff accountable for their performance are key to improving their instructional leadership and management skills. Evaluations shall be linked to the district's vision and goals and school improvement plans.

Evaluations shall be used to recognize the exemplary skills and accomplishments of administrative and supervisory employees, serve as a criterion for contract renewals, and identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects employees to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.

Administrative and supervisory employees shall be evaluated in accordance with provisions of employee contracts and/or applicable collective bargaining agreements as appropriate.

The Superintendent or designee shall make written evaluation procedures available to all administrative and supervisory employees.

An employee shall be evaluated annually for the first and second years of employment as an

administrator or supervisor in the district, and at least every two years thereafter, unless otherwise provided for in an employee contract or collective bargaining agreement. Evaluations may occur between scheduled periods at the request of the employee, his/her supervisor, or the Superintendent or designee.

The Superintendent or designee shall establish clear, objective criteria for evaluation based on the job responsibilities of each administrative or supervisory position.

Evaluation criteria for certificated school site administrators may be based on the California Professional Standards for Educational Leaders (CPSEL) and also may include, but not be limited to, evidence of: (Education Code 44671)

1. Academic growth of students, based on multiple measures which may include student work as well as student and school longitudinal data that demonstrate academic growth over time

Assessments used for this purpose shall be valid and reliable and used for the intended purposes and for the appropriate student populations. Local and state academic assessments may include, but are not limited to, state standardized assessments and formative, summative, benchmark, end-of-chapter, end-of-course, Advanced Placement, International Baccalaureate, college entrance, and performance assessments.

2. Effective and comprehensive teacher evaluations, including, but not limited to, curricular and management leadership, ongoing professional development, teacher-principal teamwork, and professional learning communities
3. Culturally responsive instructional strategies to address and eliminate the achievement gap
4. The ability to analyze quality instructional strategies and provide effective feedback that leads to instructional improvement
5. High expectations for all students and leadership to ensure active student engagement and learning
6. Collaborative professional practices for improving instructional strategies
7. Effective school management, including personnel and resource management, organizational leadership, sound fiscal practices, a safe campus environment, and appropriate student behavior
8. Meaningful self-assessment to improve as a professional educator, which may include, but not be limited to, a self-assessment based on the CPSEL and the identification of areas of strengths and areas for professional growth to engage in activities to foster professional growth

9. Consistent and effective relationships with students, parents/guardians, teachers, staff, and other administrators

The evaluation shall be dated and signed by the employee and evaluator. The employee may respond in writing to the evaluation within a reasonable time after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in the employee's personnel file. Specific details related to the evaluation process for certificated and classified employees can be found in the respective collective bargaining agreement.

Legal Reference:

EDUCATION CODE

~~33039 State guidelines for teacher evaluation procedures~~

~~35171 Availability of rules and regulations for evaluation of performance~~

~~44660-44665 Evaluation and assessment of performance of certificated employees~~

~~45113 Rules and regulations for the classified service in districts not incorporating the merit system~~

GOVERNMENT CODE

~~3543.2 Scope of representation (re evaluation procedures)~~

Legal Reference:

State

Ed. Code 35171

Ed. Code 44660-44665

Ed. Code 44670-44671

Ed. Code 45113

Gov. Code 3540.1

Gov. Code 3543.2

Gov. Code 3545

Management Resources

Commission on Teacher Credentialing

Publication

Website

Website

Website

Website

Website

Description

Availability of rules and regulations for evaluation of performance

Evaluation and assessment of performance of certificated employees

Principal evaluation

Notification of charges; classified employees

Public employment; definitions

Scope of representation

Appropriateness of unit; basis

Description

California Professional Standards for Educational Leaders, February 2014

CSBA District and County Office of Education Legal Services

Association of California School Administrators

Commission on Teacher Credentialing

CSBA

California Department of Education

Policy

Adopted: July 5, 1990

WESTMINSTER SCHOOL DISTRICT

Westminster, California

Revised: November 9, 2023

Students

HEALTH CARE AND EMERGENCIES

~~The Governing Board recognizes the importance of taking appropriate action whenever an accident or illness threatens the safety, health or welfare of a student at school or during school-sponsored activities.~~

~~Emergency Information~~

~~To facilitate immediate contact with parents/guardians when an accident or illness occurs, the Board requires parents/guardians to furnish the schools with the current information specified below:~~

- ~~1. Home address and telephone number.~~
- ~~2. Parent/guardian's business address and telephone number.~~
- ~~3. Name, address and telephone number of a relative or friend who is authorized by the parent/guardian to care for the student in cases of emergency when the parent/guardian cannot be reached.~~
- ~~4. Local physician to call in case of emergency.~~

~~Under Education Code Section 49407, no school district shall be held liable for the reasonable treatment of a student without the consent of the parent/guardian when the student requires reasonable medical treatment and the parent/guardian cannot be reached, unless a written objection to medical treatment has been filed with the school district.~~

~~Resuscitation Orders~~

~~District employees are expected to respond to emergency situations without discrimination. If any student needs resuscitation, identified staff, to include School Officer Managers and Health Aides, shall make every effort to resuscitate him/her.~~

~~The Board prohibits staff members from accepting or following any parental or medical "Do Not Resuscitate" orders.~~

~~The Superintendent or designee shall ensure that all parents/guardians are informed of this policy.~~

The Governing Board recognizes the importance of taking appropriate action whenever an emergency threatens the safety, health, or welfare of a student at school or during school-sponsored activities.

The Superintendent or designee shall develop procedures to ensure that first aid and/or medical attention is provided as quickly as possible when accidents and injuries to students occur and that parents/guardians are notified as appropriate.

The Superintendent or designee shall ask parents/guardians to provide emergency contact information in order to facilitate communication in the event of an accident or illness.

District staff shall appropriately report and document student accidents.

"Do Not Resuscitate" Orders

The Board believes that staff members should not be placed in the position of determining whether or not to follow any parental or medical "do not resuscitate" orders. Staff shall not accept or follow any such orders except under the specific written direction of the Superintendent or designee. The Superintendent or designee may only direct a staff member to follow a "do not resuscitate" order if he/she has received a written parent/guardian authorization, with an authorized health care provider statement, and an order of an appropriate court.

The Superintendent or designee shall ensure that parents/guardians who have submitted a "do not resuscitate" order are informed of this policy.

Automated External Defibrillators

The Board authorizes the Superintendent or designee to place automated external defibrillators (AEDs) at designated school sites for use by school employees in an emergency.

The Superintendent or designee shall develop guidelines for employees regarding these devices and shall ensure that employees receive information that describes sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED. The guidelines shall also specify the placement, security, and maintenance of the AED.

The authorization of AEDs in district schools shall not be deemed to create a guarantee that an AED will be present or will be used in the case of an emergency, or that a trained employee will be present and/or able to use an AED in an emergency, or that the AED will operate properly.

Legal Reference:

EDUCATION CODE

49407 Liability for treatment

49408 Information for use in emergencies

Legal Reference:**State**8 CCR 5193Civ. Code 1714.21Ed. Code 32040-32044Ed. Code 49300-49307Ed. Code 49407Ed. Code 49408Ed. Code 49409Ed. Code 49417Ed. Code 49470Ed. Code 49471Ed. Code 49472Ed. Code 49474Ed. Code 51202Fam. Code 6550-6552H&S Code 1797.196H&S Code 1797.200H&S Code 1799.102**Management Resources**WebsiteWebsiteWebsiteWebsite**Description**Bloodborne pathogensDefibrillators; CPR; immunity from civil liabilityFirst aid equipment: field tripsSchool safety patrolsLiability for treatmentStudent emergency informationAthletic events; physicians and surgeons; emergency medical care; immunityAutomated external defibrillatorsMedical and hospital services for athletic programMedical and hospital services not provided or availableMedical and hospital services for pupilsAmbulance servicesInstruction in personal and public health and safetyCaregiversAutomated external defibrillators; immunity from civil liabilityEmergency medical services agencyPersonal liability immunity**Description**CSBA District and County Office of Education Legal ServicesAmerican Heart AssociationAmerican Red CrossCalifornia Department of Health Care Services

Policy

Adopted: November 3, 1994

Revised: November 9, 2023**WESTMINSTER SCHOOL DISTRICT**

Westminster, California