

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

AGENDA

REGULAR MEETING – OCTOBER 10, 2018 – 6 P.M.

BOARD OF EDUCATION

LESLIE RAY BUNKER • ARMANDO FARÍAS
LAURIE K. HUMPHREY • EDUARDO REYES, Ed.D.
FRANCISCO TAMAYO

FRANCISCO ESCOBEDO, Ed.D.
SECRETARY/SUPERINTENDENT



THIS MEETING IS BEING RECORDED

In accordance with the Brown Act, all public Board meeting recordings are available for review for 30 days following the meeting, after which they are recycled. Audio recordings are available on the District website at www.cvesd.org. Please contact the Superintendent's Office, (619) 425-9600, Extension 1311, if you wish to schedule an appointment to review a recording.

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IF YOU WISH TO ADDRESS THE BOARD OF EDUCATION

Persons wishing to address the Board of Education on any agenda item should complete a "Request to Be Heard" card and submit it to the Recording Secretary before the start of the meeting. Under Oral Communications, individuals may also speak to any item not appearing on the agenda. This may include feedback or criticism of programs, policies, or District personnel. Board Policy 1312.1 stipulates the formal District process to file official complaints against District personnel. No action or discussion shall be undertaken on any item not appearing on the posted agenda, except the Board of Education or its District staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code Section 54954.3. Speakers are requested to limit remarks to five minutes.

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COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT

The Chula Vista Elementary School District, in compliance with the Americans with Disabilities Act and Government Code Section 54953.2, provides special accommodations to individuals who may need assistance with access, attendance, and/or participation in Board meetings, including alternative formats for agendas, documents constituting agenda packets, and materials distributed during public meetings. Upon written request to the District, disability-related modifications or accommodations, including auxiliary aids or services, will be provided. Please contact the Superintendent's Office at (619) 425-9600, Extension 1300, for specific information on resources or programs that may be available for such accommodations. Please call at least 48 hours in advance of meetings and five days in advance of scheduled services and activities. Translation and services for the Hearing Impaired are also available.

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AGENDA AND DISTRIBUTION OF WRITINGS TO MEMBERS OF THE PUBLIC

In compliance with Government Code Section 54957.5, nonexempt writings that are distributed to a majority or all of the Board of Education in advance of a meeting may be reviewed at our website by clicking on the following link: <http://www.cvesd.org/DISTRICT/Pages/Meetings.aspx> or at the scheduled meeting.

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EQUAL OPPORTUNITY EMPLOYER

The Chula Vista Elementary School District is committed to providing equal educational, contracting and employment opportunity to all in strict compliance with all applicable State and Federal laws and regulations. The District's programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics. (CVESD Board Policy 0410.) The District office that monitors compliance is the Human Resource Services and Support Office, 84 East J Street, Chula Vista, CA 91910, phone (619) 425-9600, Ext 1340. Any individual who believes s/he has been a victim of unlawful discrimination in employment, contracting, or in an educational program may file a formal complaint with the District's Human Resource Office.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

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EACH CHILD IS AN INDIVIDUAL OF GREAT WORTH

AGENDA BOARD OF EDUCATION

Regular Meeting
October 10, 2018
6 P.M.
Dr. Lowell J. Billings Board Room
Education Service and Support Center

ORDER OF BUSINESS

1. OPENING PROCEDURES

*Opening
Procedures*

- A. Call to Order
- B. Roll Call
Members Present:
Members Absent:
Others Present:
- C. Pledge of Allegiance Led by Students from Howard Gardner
Community Charter School

2. APPROVE AGENDA (Action)

Approve Agenda

Motion: _____, Second: _____, Vote: _____

3. SPECIAL RECOGNITION, ORAL PRESENTATIONS, WRITTEN REPORTS, AWARDS, AND HONORS

*Presentations/
Awards*

- A. Presentation of Newly Hired and Promoted Employees
- B. Recognition of 2018-19 San Diego County Teacher of the Year and
San Diego County Teacher of the Year Top Ten Finalist
- C. Recognition of Sanford Teacher Award Recipient
- D. Report on Howard Gardner Community Charter School for the
2017-18 School Year
- E. Report on Results of 2017-18 California Assessment of Student
Performance and Progress and Local Measures Assessments

4. COMMUNICATIONS TO THE BOARD OF EDUCATION*Communications
to the Board*

- A. Chula Vista Classified Employees Organization
- B. Chula Vista Educators

5. ORAL COMMUNICATIONS*Oral
Communications*

Oral Communications provides the public with an opportunity to address the Board on non-agenda items. Speakers are requested to limit their remarks to five minutes. The Board shall limit the total time for public input on each agenda item to 20 minutes. With Board consent, the President may increase or decrease the time allowed for public presentation depending on the topic and the number of persons wishing to be heard. No Board action can be taken.

6. APPROVE CONSENT CALENDAR (Action)*Consent
Calendar*

The following items listed under Consent Calendar are considered by the Board in one action. There will be no discussion on these items prior to the time the Board votes on the motion unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Calendar.

*Motion:*_____, *Second:*_____, *Vote:*_____

- A. Adopt Board of Education Meeting Minutes: Special and Regular Meetings September 12, 2018
- B. Approve and/or Ratify Human Resources Items A Through H
- C. Review and Accept Quarterly Report to the San Diego County Office of Education on *Williams* Complaints for the Period of July Through September 2018
- D. Ratify Memorandum of Understanding with Commander, Navy Region Southwest, Fleet and Family Readiness for Military-Connected Student Services for the Period of July 1, 2018, Through June 30, 2026
- E. Ratify Memorandum of Understanding with the San Diego County Superintendent of Schools for Specialized Health Care Transportation Support for Friendship School for the Period of July 1, 2018, Through June 21, 2019
- F. Ratify Nonpublic, Nonsectarian Individual Services Agreement with The Institute for Effective Education for Student No. 312769 for the 2018-19 School Year

- G. Approve Transition of Service Agreement with the Health and Human Services Agency, Local Government Agency to the Orange County Department of Education, Region 9 Local Educational Consortium for Administrative Services of the School-Based Medi-Cal Administrative Activities Program for the Period of January 1 Through June 30, 2019
- H. Approve Agreement with Sweetwater Union High School District for Mentorship Program for the Period of October 11, 2018, Through June 30, 2021
- I. Approve Report on Annual Community Facilities Districts Activity for Fiscal Year 2017-18
- J. Approve Annual Report on Statutory Fees and Mitigation Payments for Fiscal Year 2017-18, and Five-Year Report for Fiscal Years 2013-14 Through 2017-18
- K. Approve Partial Retention Release for All Prime Contractors for Modernization/Renovation of Harborside, Karl H. Kellogg, and John J. Montgomery Elementary Schools
- L. Ratify Agreement with the Department of Toxic Substances Control for Environmental Oversight, Review, and Approval of the District's Preliminary Endangerment Assessment and Other Related Activities for School Site No. 47 in the Amount of \$22,821
- M. Approve Agreement Between San Diego Futures Foundation and Chula Vista Elementary School District for Disposal of Obsolete Technology Equipment for the Period of October 11, 2018, Through June 30, 2019
- N. Approve International Study Trip for Fifth and Sixth Grade Students from Otay Elementary School to Shanghai, Wenzhou, and Luoyang, China on October 12-22, 2018
- O. Ratify Purchase Orders, Warrants, and Checks Written/Issued Through September 28, 2018
- P. Approve and/or Ratify Inservice/Travel Requests

7. PUBLIC HEARINGS*Public Hearings*

None

8. ADMINISTRATIVE ACTION ITEMS*Administrative
Action Items*

None

9. FIRST AND SECOND READINGS, BOARD POLICIES, ADMINISTRATIVE REGULATIONS, AND BOARD BYLAWS*First and Second Readings*

- A. First Reading/Possible Revision/Review: Board Policy and Administrative Regulation 0420, Philosophy-Goals-Objectives and Comprehensive Plans, School Plans/Site Councils

*Motion:*_____, *Second:*_____, *Vote:*_____

- B. First Reading/Possible Adoption/Approval: Proposed Board Policy and Administrative Regulation 0460 (New), Philosophy-Goals-Objectives and Comprehensive Plans, Local Control and Accountability Plan

*Motion:*_____, *Second:*_____, *Vote:*_____

- C. First Reading/Possible Approval: Proposed Administrative Regulation 4032 (New), All Personnel, Reasonable Accommodation

*Motion:*_____, *Second:*_____, *Vote:*_____

- D. First Reading/Possible Adoption: Proposed Board Policy 4033 (New), All Personnel, Lactation Accommodation

*Motion:*_____, *Second:*_____, *Vote:*_____

- E. Second Reading/Adopt: Proposed Board Policy and Administrative Regulation 3230 (New), Business and Noninstructional Operations, Federal Grant Funds

*Motion:*_____, *Second:*_____, *Vote:*_____

10. GENERAL INFORMATION ITEMS/REPORTS*Information Items/Reports*

- A. Report Calendar to Board of Education

- B. Acknowledge Receipt of Charter Petition of Robert L. Mueller Charter School and Bayfront Charter High School

11. BOARD COMMUNICATIONS*Board Communications***12. SUPERINTENDENT'S COMMUNICATION***Superintendent's Communication***13. ADJOURN TO CLOSED SESSION***Closed Session*

Government Code Sections 3549.1(d) and 54957.6: Collective Bargaining/Employee Negotiations; Agency Negotiators: Fagen Friedman & Fulfroost, LLP and Adams Silva & McNally LLP; Employee Organizations: Chula Vista Classified Employees Organization (CVCEO); Chula Vista Educators (CVE); Nonrepresented Employees

Government Code Section 54957: Public Employee Discipline/
Dismissal/Release

Government Code Section 54956.9(d)(1): Conference with Legal
Counsel – Existing Litigation in Office of Administrative Hearings, Case
No. 2018060056 for Student No. 307364

Government Code Section 54956.9(d)(1): Conference with Legal
Counsel – Existing Litigation in Office of Administrative Hearings, Case
No. 2018070873 for Student No. 305062

Government Code Section 54957: Public Employee Performance
Evaluation – Superintendent

14. RECONVENE TO OPEN SESSION

Open Session

15. ADJOURNMENT

Adjournment

THE NEXT REGULAR MEETING OF THE BOARD OF EDUCATION OF
THE CHULA VISTA ELEMENTARY SCHOOL DISTRICT IS SCHEDULED
ON WEDNESDAY, NOVEMBER 14, 2018, AT 6 P.M.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Superintendent's Office

ITEM TITLE:

Pledge of Allegiance Led by Students from Howard Gardner Community Charter School

_____ **Action**

_____ **X** _____ **Information**

BACKGROUND INFORMATION:

The following students will lead the Pledge of Allegiance at the October 10, 2018, Board of Education meeting.

- Fernanda Cuevas Alviar
- Lily Gutierrez
- Isaias Magana
- Begonia Perez-Alonso

School administrators will accompany the students to the meeting.

ADDITIONAL DATA:

None.

FISCAL IMPACT/FUNDING SOURCE:

None.

STAFF RECOMMENDATION:

This is an information item.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Superintendent's Office

ITEM TITLE:

Recognition of 2018-19 San Diego County Teacher of the Year and San Diego County Teacher of the Year Top Ten Finalist

_____ **Action**

_____ **X** _____ **Information**

BACKGROUND INFORMATION:

During the 2018-19 school year, a committee that comprised Chula Vista Educators representatives and District Cabinet members selected three candidates as District Teachers of the Year from a pool of 19 participating teachers. The three District Teachers of the Year were encouraged to apply for San Diego County Teacher of the Year.

These distinguished teachers were interviewed at the county level. The District believes all three of them represent the best of the best in the whole county; nevertheless, the District is proud to celebrate Rosebank Elementary School Teacher Melissa Moreno and Clear View Elementary School Teacher Melissa Noble. Ms. Moreno was selected as one of fine San Diego County Teachers of the Year and Ms. Noble was one of the top ten finalists. Both selections were announced during the September 15 "A Salute to Teachers" event.

ADDITIONAL DATA:

Additional information is available for review in the Office Superintendent.

FISCAL IMPACT/FUNDING SOURCE:

None.

STAFF RECOMMENDATION:

On behalf of the Board of Education, the President will present Certificates of Recognition to Ms. Noble and Ms. Moreno.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Superintendent's Office

ITEM TITLE:

Recognition of Sanford Teacher Award Recipient

_____ **Action**

_____ **X** _____ **Information**

BACKGROUND INFORMATION:

Sanford Education Programs at National University, formally launched in September 2014, were established through a generous gift by renowned philanthropist and businessman, Mr. T. Denny Sanford. Designed to serve the global needs of the 21st century, the programs provide innovative and inspirational strategies to teachers and to nonprofit and for-profit leaders.

Sanford Education Programs are planned to make a difference in society. Their mission is to create positive societal change through the development of nonprofit leaders, and to create educators who teach inspirational programs serving worldwide needs.

In recognition of teachers who inspire students to achieve their greatest potential, National University System launched the Sanford Teacher Award to honor 50 of the nation's top inspiring Pre-Kindergarten to Grade 12 teachers. The first-of-its-kind Sanford Teacher Award seeks to recognize educators for their dedication to creating inspirational and harmonious classrooms that support student development and achievement. The Sanford Teacher Award will reward the top inspirational teacher in each state of the nation with \$10,000. It will also name a top teacher who will be designated a national winner and who will receive a grand award of \$50,000.

ADDITIONAL DATA:

Thurgood Marshall Elementary School Transitional Kindergarten Teacher Angela Karem was selected as one of the five inaugural awards recipients. She was chosen for her continued enthusiasm for teaching and her dedication to creating meaningful learning experiences for her students through engaging social emotional learning curriculum.

Ms. Karem was interviewed by KUSI News on Friday, September 28, 2018. During the interview, she was surprised with a \$10,000 check. Ms. Karem is the third inaugural award recipient to be announced.

Additional information regarding the Sanford Teacher Award is available for review in the Office Superintendent.

FISCAL IMPACT/FUNDING SOURCE:

None.

STAFF RECOMMENDATION:

On behalf of the Board of Education, the President will present a Certificate of Recognition to Ms. Karem.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Instructional Services
and Support

ITEM TITLE:

Report on Howard Gardner Community Charter School for the 2017-18 School Year

_____ **Action**

_____ **X** _____ **Information**

BACKGROUND INFORMATION:

The District views charter schools as an opportunity for research and development of innovative educational practices. The District's expectation is that freedom from California Education Code rules and restrictions will foster higher academic achievement for students at charter schools than at similar schools. In fact, these are the premises on which charter school law was written. With the implementation of the Local Control Funding Formula and the Local Control and Accountability Plan (LCAP), authorizing agencies (and charter boards) are provided with a means to annually monitor the outcomes of the charter school based on the school's own plan.

ADDITIONAL DATA:

The Executive Director of Technology and Instruction Services and Support conducts comprehensive walkthroughs at Howard Gardner Community Charter (HGCC) throughout the school year. In addition, District staff provide ongoing monitoring to ensure charter stipulations and provisions are met in accordance with LCAP goals.

HGCC is a nonprofit, 501(c)3 entity that operates independently of the District but receives support for special education and coaching through a chargeback model.

Tonight's report will focus on the progress of HGCC's student achievement goals.

FISCAL IMPACT/FUNDING SOURCE:

None.

STAFF RECOMMENDATION:

This is an information item.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Instructional Services
and Support

ITEM TITLE:

Report on Results of 2017-18 California Assessment of Student Performance and Progress and Local Measures Assessments

_____ **Action**

_____ **X Information**

BACKGROUND INFORMATION:

The California Assessment of Student Performance and Progress (CAASPP) is California's statewide student assessment system. The CAASPP includes the following required assessments:

- **Smarter Balanced Assessment Consortium (SBAC):** The SBAs are comprehensive end-of-year assessments in English-Language Arts (ELA)/Literacy and Mathematics. This assessment utilizes computer-adaptive tests and performance tasks that allow students to show what they know and are able to do. The SBAs are aligned to the Common Core State Standards (CCSS) and are designed to measure progress toward college and career readiness for students in Grades 3-8 and 11.
- **California Alternate Assessment (CAA):** The CAA is designed to ensure that students with the most significant cognitive disabilities achieve increasingly higher academic outcomes and leave high school ready for postsecondary options. The CAAs for ELA and Mathematics are aligned with alternate achievement standards called the Core Content Connectors and linked to the CCSS. The CAA for Science was administered in the spring as a pilot test, therefore, no achievement data was collected.
- **California Science Test (CAST):** The California Department of Education is developing a new science assessment based on the Next Generation Science Standards. All Grades 5 and 8 students were administered the test in the spring. Eligible high school students were preselected and only one grade (10, 11, or 12) participated in the pilot test.

The District's Local Measures assessments are administered annually and measure academic performance in Reading for all Grades K-8 students. Students in Grades K-2 are also assessed in Mathematics and Writing.

ADDITIONAL DATA:

The District's major target populations are all ethnicities, including African-American or Black, Asian, Filipino, Hispanic or Latino, Pacific Islander, and White. Other target groups include English Learners, Foster Youth, Socioeconomically Disadvantaged, and Students with Disabilities.

Tonight, Instructional Services and Support staff will provide a report to the Board on the results of the District's 2017-18 CAASPP and Local Measures assessments.

Additional information is available for review in the Office of the Executive Director of Curriculum and Instruction Services and Support.

FISCAL IMPACT/FUNDING SOURCE:

None.

STAFF RECOMMENDATION:

This is an information item.

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MINUTES BOARD OF EDUCATION

Special Meeting
September 12, 2018
5:30 P.M.
Dr. Lowell J. Billings Board Room
Education Service and Support Center

ORDER OF BUSINESS

1. OPENING PROCEDURES

*Opening
Procedures*

A. Call to Order

President Bunker called the meeting to order at 5:30 P.M.

B. Roll Call

Members Present:

Mrs. Leslie Ray Bunker, President
Mrs. Laurie K. Humphrey, Vice President
Mr. Armando Farías, Clerk
Dr. Eduardo Reyes, Member
Mr. Francisco Tamayo, Member

Members Absent:
None.

Others Present:

Dr. Francisco Escobedo, Superintendent
Mr. Oscar Esquivel, Deputy Superintendent
Dr. Jeffrey Thiel, Asst. Supt., Human Resources
Dr. Matthew Tessier, Asst. Supt., Innovation and Instruction
Mrs. Soreli M. Norton, Asst. to the Supt. and Board of Education

C. Pledge of Allegiance

Dr. Thiel led the Pledge of Allegiance.

2. APPROVE AGENDA (Action)

Approve Agenda

Motion: FARÍAS, Second: HUMPHREY, Vote: UNANIMOUS

3. ORAL COMMUNICATIONS

*Oral
Communications*

Oral Communications provides the public with an opportunity to address the Board on non-agenda items. Speakers are requested to limit their remarks to five minutes. The Board shall limit the total time for public input on each agenda item to 20 minutes. With Board consent, the President may increase or decrease the time allowed for public presentation depending on the topic and the number of persons wishing to be heard. No Board action can be taken.

Resource and Visual and Performing Arts Teacher Dawn Seiter (Chula Vista Hills and Muraoka) spoke on concerns regarding denial of credit for coursework.

4. CLOSED SESSION

Closed Session

President Bunker adjourned to closed session at 5:34 P.M. in accordance with the following:

Government Code Section 54957(b)(1): Public Employee Employment:

Principal – Veterans Elementary School

5. RECONVENE TO OPEN SESSION

Open Session

President Bunker reconvened the meeting at 6:05 P.M. with all Board Members present. She said that in closed session, the Board interviewed a candidate for Veterans Elementary School and asked if there was a motion to promote Angela Rosendale to the position. Vice President Humphrey motioned.

Motion: HUMPHREY, Second: FARIAS, Vote: UNANIMOUS

Dr. Thiel congratulated Mrs. Rosendale.

6. ADJOURNMENT

Adjournment

President Bunker adjourned the meeting at 6:06 P.M.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

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MINUTES BOARD OF EDUCATION

Regular Meeting
September 12, 2018
6 P.M.

Dr. Lowell J. Billings Board Room
Education Service and Support Center

ORDER OF BUSINESS

1. OPENING PROCEDURES

*Opening
Procedures*

- A. Call to Order
- B. Roll Call

President Bunker called the meeting to order at 6:06 P.M.

Members Present:

Mrs. Leslie Ray Bunker, President
Mrs. Laurie K. Humphrey, Vice President
Mr. Armando Farías, Clerk
Dr. Eduardo Reyes, Member
Mr. Francisco Tamayo, Member

Members Absent:
None.

Others Present:

Dr. Francisco Escobedo, Superintendent
Mr. Oscar Esquivel, Deputy Superintendent
Dr. Jeffrey Thiel, Asst. Supt., Human Resources
Dr. Matthew Tessier, Asst. Supt., Innovation and Instruction
Mr. Anthony Millican, Director, Communications and Community Development
Mrs. Laura Casas, Communications Supervisor
Mrs. María Mayela Couturier, Translator/Interpreter
Mrs. Sorell M. Norton, Asst. to the Supt. and Board of Education

- C. Pledge of Allegiance

Mr. Esquivel led the Pledge of Allegiance.

2. APPROVE AGENDA (Action)

Approve Agenda

Motion: TAMAYO, Second: HUMPHREY, Vote: UNANIMOUS

3. SPECIAL RECOGNITION, ORAL PRESENTATIONS, WRITTEN REPORTS, AWARDS, AND HONORS

Presentations/
Awards

A. Presentation of Newly Hired and Promoted Employees

There were no introductions.

B. Report on Early Childhood Education Programs

Dr. Tessier introduced Early Childhood Education Director Rita Palet, who provided an update on the District's Early Childhood Education Programs. Ms. Palet reported on the special education and general education preschool programs and on additional services the District offers to early learners. She provided information on the Diagnostic Teams model and the Parent Intervention Program and touched on the social emotional aspect, teacher professional development, accomplishments of the program, and focus for the 2018-19 school year. Ms. Palet acknowledged the Early Education staff who were in attendance and introduced Special Education Teachers Jessica McCabe (Cook) and Sarah McCormack (Otay/Rogers), who shared their experiences with the Diagnostic Teams model and with inclusion at the preschool stage. Ms. Palet also answered questions from the Board and invited them to visit the program.

Chula Vista Educators (CVE) President Susan Skala spoke on this item and thanked preschool teachers.

Board Members thanked the presenters and commented on varied portions of the report.

C. Report on Dual Language Immersion Instructional Programs

Dr. Tessier introduced Language Development and Instruction Executive Director Keith Malcom and Executive Director Dr. Jorge Ramirez (Chula Vista Learning Community Charter) presented information on the District's Dual Language Immersion (DLI) Programs. They provided information on the DLI models in the District, the Biliteracy Committee, Biliteracy Teacher Leads, the partnership with the San Diego County Office of Education, the state's Global California 2030 initiative, and the District's plan for improving and growing DLI Programs. They also answered questions from the Board.

Ms. Skala expressed excitement to be working with Mr. Malcom and Dr. Ramirez; said bilingual education is near and dear to her heart.

Board Members thanked the presenters and commented on several aspects of the presentation.

4. COMMUNICATIONS TO THE BOARD OF EDUCATION

A. Chula Vista Classified Employees Organization

Chula Vista Classified Employees Organization (CVCEO) President Peter Zeitler said he has followed the preschool program for some time now and expressed concerns regarding funding challenges. He thanked Facilities and Warehouse staff members for their work on the three modernized sites. Expressed concerns regarding how the increased noon duty supervisor hours will affect sites' funding. Thanked Facilities for upgrading the kitchen air conditioning at EastLake and Olympic View. Said the San Diego Futures Foundation contract will be on the October meeting agenda.

B. Chula Vista Educators

Ms. Skala thanked Vice President Humphrey for attending the New Educator Orientation; and said that every new teacher who was there signed up to be a CVE member. Said that a New Education Weekend is being sponsored by the California Teachers Association on December 15 and that the District will match the 25 CVE-funded spots, so 50 new teachers will participate. Announced that a tentative agreement was reached and thanked Board Members for their support; said voting will take place October 10 through October 17, with ballots being counted October 18.

5. ORAL COMMUNICATIONS

Oral Communications provides the public with an opportunity to address the Board on non-agenda items. Speakers are requested to limit their remarks to five minutes. The Board shall limit the total time for public input on each agenda item to 20 minutes. With Board consent, the President may increase or decrease the time allowed for public presentation depending on the topic and the number of persons wishing to be heard. No Board action can be taken.

Resource Specialist Program Teacher Vanessa Luzzaro Braitto (Cook) notified the Board of a grievance filed by CVE against the District regarding Article 17 – Personal Necessity Leave/Compelling Personal Importance Leave.

*Communications
to the Board*

*Oral
Communications*

6. APPROVE CONSENT CALENDAR (Action)

Consent
Calendar

The following items listed under Consent Calendar are considered by the Board in one action. There will be no discussion on these items prior to the time the Board votes on the motion unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Calendar.

Before approval of the Consent Calendar, President Bunker pulled Item 6.H. to be discussed and voted on separately.

Motion: TAMAYO, Second: HUMPHREY, Vote: UNANIMOUS

- A. Adopt Board of Education Meeting Minutes: Regular Meeting August 15, 2018
- B. Approve and/or Ratify Human Resources Items A Through I **2018-19.019**
- C. Approve Memorandum of Understanding with Chula Vista Classified Employees Organization Regarding Field Trip Assignments for Bus Drivers
- D. Adopt Resolution Endorsing the 2018 *RED RIBBON CAMPAIGN* **2018-19.020**
- E. Adopt Resolution Proclaiming October 8-14, 2018, as *Week of the School Administrator* in the Chula Vista Elementary School District **2018-19.021**
- F. Ratify Master Agreement with Family Health Centers of San Diego for the 2018-19 School Year
- G. Ratify Memorandum of Understanding with Novata Behavioral Health for the Novata Family Forces Program for the Period of July 1, 2018, Through June 30, 2019
- H. Ratify Memorandum of Understanding with Sweetwater Union High School District on Behalf of Arroyo Vista, Chula Vista Learning Community, Discovery, Mae L. Feaster, Robert L. Mueller, and Howard Gardner Community Charter Schools for Participation in Middle School Sports League for the 2018-19 School Year

Board Member Reyes said he would abstain from voting on this item.

Motion: TAMAYO, Second: FARÍAS,

Vote: Ayes: BUNKER, FARÍAS, HUMPHREY, TAMAYO

Abstain: REYES

- I. Ratify Nonpublic, Nonsectarian School Master Contracts with Community School of San Diego and The Institute for Effective Education for Special Education and Related Services for Individuals with Exceptional Needs for the 2018-19 School Year

- J. Ratify Nonpublic, Nonsectarian Individual Services Agreements with Community School of San Diego for Student No. 303532 and The Institute for Effective Education for Student No. 304182 for the 2018-19 School Year
- K. Approve Agreement with San Diego County Superintendent of Schools for Project Cal-Well for the Period of September 13- 30, 2018
- L. Adopt Resolution Establishing Appropriations Limits for Fiscal Years 2017-18 and 2018-19 Pursuant to Article XIII B (Gann Amendment) of the California State Constitution **2018-19.022**
- M. Adopt Resolution Authorizing the Purchase of One 36' x 40' Relocatable Classroom Building for Lilian J. Rice Elementary School in the Amount of \$142,452.45 from Silver Creek Industries, Inc., Pursuant to Bid No. 14/15-3 **2018-19.023**
- N. Approve Acceptance of Work and Notice of Completion for the Removal, Replacement, and Additional Installation of Cafeteria Heating, Ventilating, and Air Conditioning (HVAC) Equipment for Castle Park, EastLake, Olympic View, and Rosebank Elementary Schools
- O. Approve International Study Trip for Sixth Grade Students from EastLake Elementary School to Shanghai, Whenzhou, and Luoyang, China on October 12-22, 2018
- P. Approve Overnight Study Trips for Fourth Grade Students from Liberty Elementary School to the Star of India on September 13-14, 2018, and March 1-2, 2019
- Q. Approve Overnight Study Trips for Fourth Grade Students from Corky McMillin Elementary School to the Star of India on January 17-18 and January 24-25, 2019
- R. Ratify Purchase Orders, Warrants, and Checks Written/Issued Through August 31, 2018 **2018-19.024**
- S. Approve and/or Ratify Inservice/Travel Requests **2018-19.025**
- T. Approve and/or Ratify Requests for Use of District Facilities **2018-19.026**

7. PUBLIC HEARINGS

Public Hearings

- A. (1) Conduct Public Hearing Regarding Sufficiency of Instructional Materials and the *Williams* Class Action Settlement; and

Mr. Tessier explained that based on a lawsuit filed in 2000 and settled in 2004, the Board must conduct a public hearing, make a determination, and adopt a resolution regarding the sufficiency of instructional materials per child. He added that the District has checks and balances in place to ensure each student has California Board of Education-adopted curriculum.

President Bunker opened the public hearing and asked if anyone wished to be heard. No one spoke. President Bunker closed the public hearing.

- (2) Adopt Resolution for the 2018-19 School Year Regarding Sufficiency of Instructional Materials and the Williams Class Action Settlement with the State of California

Motion: TAMAYO, Second: REYES, Vote: UNANIMOUS

- B. (1) Conduct Public Hearing on a General Waiver Request to Provide a Reduced-Day Extended School Year Program; and

Mr. Tessier said that, in consultation with CVE, the District agrees that a reduced-day extended school year program for special education students is the best option. It provides the same number of instructional minutes by establishing longer school days and allows an opportunity for students and teachers to enjoy more time off, which results in higher participation rates.

President Bunker opened the public hearing and asked if anyone wished to be heard. No one spoke. President Bunker closed the public hearing.

- (2) Authorize Application for the General Waiver Request to Provide a Reduced-Day Extended School Year Program from June 18 Through July 10, 2019

Motion: REYES, Second: FARIAS, Vote: UNANIMOUS

8. ADMINISTRATIVE ACTION ITEMS

*Administrative
Action Items*

- A. Approve Submittal of 2017-18 Year-End Summary of Revenues, Expenditures, and Changes in Fund Balances

Mr. Esquivel reviewed the District's 2017-18 Unaudited Actuals Financial Report, which is required to be delivered to the State of California. He touched on several portions of the financials, such as a summary of the General Fund's restricted and unrestricted funds; the Reserve for Economic Uncertainties (REU); detailed unrestricted revenues, expenditures, and contribution changes; a multiyear projection through 2020-21. He also touched on the District's

financial challenges and items the District is watching such as enrollment, pension and special education costs, the economic recovery, cash reserves, and REU/deficit spending. Mr. Esquivel also answered questions from the Board.

Motion: TAMAYO, Second: HUMPHREY, Vote: UNANIMOUS

9. FIRST AND SECOND READINGS, BOARD POLICIES, ADMINISTRATIVE REGULATIONS, AND BOARD BYLAWS

First and Second Readings

- A. First Reading: Proposed Board Policy and Administrative Regulation 3230 (New), Business and Noninstructional Operations, Federal Grant Funds

Mr. Esquivel explained the new Board Policy (BP) and Administrative Regulation (AR) were created to document procedures for managing internal control process for federal grant awards. He said it would be brought back for second reading and hopefully approval at the next Board meeting.

- B. First Reading/Possible Revision/Review: Proposed Amendments to Board Policy, Administrative Regulation, and Exhibit (A) 4019, All Personnel, Sexual Harassment

Dr. Thiel explained the revision is to renumber the BP and AR in order to align to California School Boards Association (CSBA) BP/AR template system.

Motion: TAMAYO, Second: HUMPHREY, Vote: UNANIMOUS

- C. First Reading/Possible Revision: Proposed Amendments to Administrative Regulation 4031, All Personnel, Complaints Concerning Harassment or Discrimination in Employment

Dr. Thiel said the AR also needs renumbering and a new title assigned to it, also to align with CSBA.

Motion: FARÍAS, Second: REYES, Vote: UNANIMOUS

- D. Approve Deletion of Board Policy and Administrative Regulation 4111.1, 4211.1, 4311.1, All Personnel, Affirmative Action

Dr. Thiel explained the BP and AR are obsolete as Affirmative Action is no longer a federal or state policy. He added that most of its content is out of date and its relevant language is covered under BP and AR 4030, Nondiscrimination in Employment.

Motion: HUMPHREY, Second: FARÍAS

Vote: Ayes: BUNKER, FARÍAS, HUMPHREY, REYES

Noes: TAMAYO

E. Second Reading/Approve: Proposed Amendments to Board Policy and Administrative Regulation 6174, Instruction, Education for English Learners

Dr. Tessier explained the major revisions to the BP and AR are to replace “California English Language Development Test” with “English Language Proficiency Assessment for California.” He said the revisions were discussed with parents, CVE through consultation, and other stakeholders.

Motion: FARÍAS, Second: HUMPHREY, Vote: UNANIMOUS

F. First Reading/Possible Revision: Exhibit (B) 9270, Bylaws of the Board, Conflict of Interest

Dr. Escobedo explained conflict of interest is something the Board needs to always have in mind and provided examples of covered conflicts.

Motion: HUMPHREY, Second: TAMAYO, Vote: UNANIMOUS

10. GENERAL INFORMATION ITEMS/REPORTS

*Information
Items/Reports*

A. Report Calendar to Board of Education

Vice President Humphrey requested information on Personal Necessity Leave, noon duty hours, credit for coursework, and first reporting period report cards.

11. BOARD COMMUNICATIONS

*Board
Communications*

Mrs. Bunker:

- Reiterated Mr. Zeitler’s thanks to Facilities and others involved in final cleanup of the modernized schools, saying it is a lot of work that has to be done in limited time. Also thanked teachers for their efforts and said she is excited to see the students learning in the new environment.
- Said she is always proud of District accomplishments and for being frequently recognized for many things. Added that the reports presented at the meeting were excellent examples.

Mr. Farías:

- Thanked everyone who attended the meeting.

Mrs. Humphrey:

- Shared that she attended the funeral for Teacher Mr. Leonard “Lee” Sison (Casillas), a touching and beautiful ceremony. Mentioned the choir that comprised children who seemed to be singing directly to Mr. Sison.

12. SUPERINTENDENT'S COMMUNICATION

*Superintendent's
Communication*

Dr. Escobedo:

- Commented that in a few days, all the schools with the exception of the three sites that were modernized, will be on Fall Break. Remarked that it has been a great quarter and congratulated District leaders and teachers who have done an amazing job in successfully starting the 2018-19 school year.
- Shared that the next day, he would travel to Sacramento to receive an award from The Education Trust—West for being an “outlier district.” Said the award was achieved due to the great work District leaders and teachers have been doing for many years.

13. ADJOURN TO CLOSED SESSION

Closed Session

President Bunker adjourned to closed session at 7:50 P.M. in accordance with the following:

Government Code Sections 3549.1(d) and 54957.6: Collective Bargaining/Employee Negotiations; Agency Negotiators: Fagen Friedman & Fulfroost, LLP and Adams Silva & McNally LLP; Employee Organizations: Chula Vista Classified Employees Organization (CVCEO); Chula Vista Educators (CVE); Nonrepresented Employees

Government Code Section 54957: Public Employee Discipline/Dismissal/Release

Government Code Section 54956.9(d)(1): Conference with Legal Counsel – Existing Litigation in Office of Administrative Hearings, Case No. 2017030442 for Student No. 305489

Government Code Section 54956.9(d)(1): Conference with Legal Counsel – Existing Litigation in Office of Administrative Hearings, Case No. 2018060718 for Student No. 305208

Government Code Section 54956.9(d)(1): Conference with Legal Counsel – Existing Litigation in Office of Administrative Hearings, Case No. 2018061072 for Student No. 112886

14. RECONVENE TO OPEN SESSION

Open Session

President Bunker reconvened to open session at 8:21 P.M. with all Board Members present.

Clerk Farías announced that in closed session, the Board:

Approved a settlement agreement in Office of Administrative Hearings,
Case No. 2017030442 for Student No. 305489.

Motion: TAMAYO, Second: BUNKER

Vote: Ayes: BUNKER, FARÍAS, HUMPHREY, REYES, TAMAYO
Noes: NONE, Abstain: NONE

Approved a settlement agreement in Office of Administrative Hearings,
Case No. 2018060718 for Student No. 305208.

Motion: TAMAYO, Second: HUMPHREY

Vote: Ayes: BUNKER, FARÍAS, HUMPHREY, REYES, TAMAYO
Noes: NONE, Abstain: NONE

Approved a settlement agreement in Office of Administrative Hearings,
Case No. 2018061072 for Student No. 112886.

Motion: FARÍAS Second: REYES

Vote: Ayes: BUNKER, FARÍAS, HUMPHREY, REYES, TAMAYO
Noes: NONE, Abstain: NONE

15. ADJOURNMENT

Adjournment

President Bunker adjourned the meeting at 8:24 P.M.

Francisco Escobedo, Ed.D., Secretary

Armando Farías, Clerk

THE NEXT REGULAR MEETING OF THE BOARD OF EDUCATION OF
THE CHULA VISTA ELEMENTARY SCHOOL DISTRICT IS SCHEDULED
ON WEDNESDAY, OCTOBER 10, 2018, AT 6 P.M.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Human Resources
Services and Support

ITEM TITLE:

Approve and/or Ratify Human Resources Items A Through H

 X **Action**

 Information

BACKGROUND INFORMATION:

A. NEW EMPLOYMENT

Whitney Bibby, Teacher, 139 days, Class III, Step 1, salary \$37,680.12, effective October 8, 2018

Benjamin Brannen, Instructional Assistant-Special Education, 5.8 hours per day, 5 days per week, Range 17, Step 1, \$15.43 per hour, effective September 17, 2018

Carla Casas, School Attendance Secretary/Health Specialist, 8 hours per day, 5 days per week, Range 28, Step 1, \$19.84 per hour, effective September 14, 2018

Maxine Cepeda, Student Attendant, 6.3 hours per day, 5 days per week, Range 20, Step 1, \$16.46 per hour, effective September 21, 2018

Argelia Cespedes, Teacher, 139 days, Class IV, Step 3, salary \$41,321.92, effective October 8, 2018

Ana Felix, CNS I, 3 hours per day, 5 days per week, Range 12, Step 1, \$13.66 per hour, effective September 12, 2018

Lakendria Gambrell, Charter School Attendance Secretary/Health Specialist, 3 hours per day, 5 days per week, Range 28, Step 1, \$19.84 per hour, effective September 17, 2018

Yesenia Garibay, Student Attendant, 6.5 hours per day, 4 days per week, Range 20, Step 1, \$16.46 per hour, effective September 11, 2018

Veronica Garza, Instructional Assistant-Special Education, 5.8 hours per day, 5 days per week, Range 17, Step 2, \$16.13 per hour plus 2 percent, effective September 17, 2018

Linda Harvey-Whitaker, Resource Specialist, 145 days, Class V, Step 1, salary \$41,567.15, effective September 14, 2018

Theresa Henning, Instructional Assistant-Special Education, 5.8 hours per day, 5 days per week, Range 17, Step 1, \$15.43 per hour, effective September 4, 2018

Martha Hernandez, Instructional Assistant-Special Education, 5.8 hours per day, 5 days per week, Range 17, Step 1, \$15.43 per hour, effective September 17, 2018

Danielle Jimenez, Instructional Assistant-Special Education, 5.8 hours per day, 5 days per week, Range 17, Step 1, \$15.43 per hour, effective September 17, 2018

Richard Jimenez, Student Attendant, 6.3 hours per day, 5 days per week, Range 20, Step 1, \$16.46 per hour plus 2 percent, effective September 4, 2018

Adalinda Morales, Noon Duty Supervisor, 3 hours per day, 5 days per week, Range 5, Step 1, \$11.67 per hour, effective August 27, 2018

Mayra Nunez, Temporary Teacher (per Education Code Section 44920), 159 days, Class IV, Step 1, salary \$43,101.72, effective October 5, 2018, through June 14, 2019

Hazel Sanchez, Resource Specialist, 139 days, Class III, Step 1, salary \$37,680.12, effective October 8, 2018

Nayelli Sanchez, Instructional Assistant-Special Education, 5.8 hours per day, 5 days per week, Range 17, Step 1, \$15.43 per hour plus 2 percent, effective September 18, 2018

Michael Wong, Resource Specialist, 144 days, Class V, Step 1, salary \$41,280.48, effective September 17, 2018

B. RECLASSIFICATION OF TEMPORARY TEACHER(S) EMPLOYED UNDER EDUCATION CODE SECTION 44909, 44911, OR 44920 TO PROBATIONARY/PERMANENT STATUS FOR THE 2018-19 SCHOOL YEAR

Natalie Beall
Tayebeh Behbahani-Sharif
Cheryl Ingco

Edna Lozano
Yael Mizrachi
Christopher Turner

C. LEAVE OF ABSENCE

David Boston, Special Education Teacher, effective October 29, 2018

Emmercelle De Leon, Special Education Teacher, effective October 8, 2018

Andrew Falconer, Resource Specialist, effective October 1, 2018

Sobeida Fuentes Velazquez, Principal, effective October 8, 2018

Cassandra Spardy, Special Education Teacher, effective September 21, 2018

Brady Wyckoff, School Psychologist, effective October 19, 2018

D. LEAVE OF ABSENCE EXTENSION

Pierre Blocker, Music Teacher, effective September 11, 2018

Clara Cordes, Teacher, effective October 22, 2018

Ellen Sinong, Teacher, effective November 5, 2018

Jenny Wallace, Teacher, effective November 26, 2018

E. JOB DESCRIPTION

Routing and Planning Specialist

F. RESIGNATION

Latasha Alejandre, Student Attendant, effective October 13, 2018

Argelia Cespedes, Instructional Assistant-Special Education, effective September 22, 2018

Cynthia Crisologo, School Nurse, effective September 15, 2018

Patricia D'Andrea, Student Attendant, effective September 22, 2018

Linda DeNisi, Noon Duty Supervisor, effective September 22, 2018

Alexis Garibay, Custodian I, effective September 15, 2018

Stephanie Gilles, Teacher, effective September 22, 2018

Jamie Guerrero, Noon Duty Supervisor, effective June 2, 2018

Joshua Knoer, Teacher, effective September 22, 2018

Diana Martinez-Santa Cruz, Instructional Assistant-Special Education, effective June 2, 2018

Veronica Mendez, Noon Duty Supervisor, effective September 22, 2018

Sandra Navarro, Noon Duty Supervisor, effective June 2, 2018

Jennifer Olejniczak, Noon Duty Supervisor, effective October 13, 2018

Jessica Reyes Acosta, Instructional Assistant (Preschool and Child Development Center), effective September 22, 2018

Columba Silva, CNS I, effective September 15, 2018

Sherryl Yeager, Bus Driver, effective September 13, 2018

G. RETIREMENT

Patricia Clark, Teacher, effective October 20, 2018

Catalina Contreras, Bus Attendant, effective December 29, 2018

Mary Gantz, Bus Driver, effective June 29, 2019

Alison Reeves, School Attendance Secretary/Health Specialist, effective October 6, 2018

Daniel Van Nice, Plumber, effective September 29, 2018

Catherine Young, CNS I, effective December 22, 2018

H. CONSULTANTS

All American Inspection, Inc., will provide Division of the State Architect In-Plant Inspection Services for one 36' x 40' relocatable building with restrooms for Rice. Services will commence October 11, 2018. The cost not to exceed \$6,000 will be paid from Capital funds.

Ardor Health Solutions is providing speech services. Services commenced July 1, 2018, and will continue through June 30, 2019. The sum not to exceed \$227,920 will be paid from Speech and Language funds.

CGI Math Teacher Learning Center is providing professional development on cognitively-guided instruction for teachers at Rice. Services commenced October 4, 2018, and will continue through May 30, 2019. The sum not to exceed \$49,875 will be paid from Local Control Accountability Plan and Title I funds.

Curriculum Associates, LLC, is providing on-site professional development to train teachers to successfully pilot/use the iReady math diagnostic program. Services commenced August 24, 2018 and will continue through June 30, 2019. Schools piloting iReady are Hilltop Drive, Kellogg, Lauderbach, McMillin, Olympic View, Rice, Rohr, Rosebank, Sunnyside, and Wolf Canyon. The sum not to exceed \$12,986 will be paid as follows: Olympic View and Rice will fund their own pilot. Olympic View will pay \$3,247 from Local Control and Accountability funds; Rice will pay \$3,247 from Title I- Instructional funds. The sum of \$6,492 for the eight remaining schools to pilot the program will be paid from Instructional Services and Support Title I - SES funds.

Literature Comes to Life will provide an assembly to include theater and language arts at Muraoka. Services will be provided on October 23, 2018. The sum not to exceed \$850 will be paid from Reimbursable Account funds.

Literature Comes to Life will provide an assembly to include literacy and visual performing arts at Otay. Services will be provided on February 28, 2019. The sum not to exceed \$650 will be paid from Local Control Accountability Plan funds.

Ninyo & Moore was approved on February 14, 2018, to provide geotechnical, special inspections, and material testing services for the renovation and modernization of Harborside, Kellogg, and Montgomery for a cost not to exceed \$107,870. Ninyo & Moore is requesting an amendment of \$31,785 to complete the remaining inspection and testing services. The additional cost changes the not-to-exceed amount to \$139,655. Costs will be paid from Proposition E General Obligation Bond funds.

Ninyo & Moore will provide material testing, special inspections, geotechnical and laboratory services per Division of State Architect requirements for various projects on an as-needed basis. Individual fee estimates will be prepared for each project based on review of the DSA approved project plans, specifications, and project construction schedules, according to the following personnel hourly fee schedule. Fees for other charges are available in the Office of the Deputy Superintendent. Services will commence October 11, 2018, and continue through October 31, 2019. Costs will be paid from Capital funds.

Personnel Services	Hourly
Principal Engineer	\$154
Senior Engineer	\$148
Senior Project Engineer	\$145
Project Engineer	\$142
Senior Staff Engineer	\$128

Personnel Services	Hourly
Staff Engineer/GIS Analyst	\$120
Field Ops Manager	\$120
Technicians	\$99-100
Inspectors	\$99
Lab Assistant	\$78
Information Specialist	\$66
Data Processing, Tech Editing, or Reproduction	\$58

Professional Tutors of America is providing Districtwide tutoring services. Services commenced July 1, 2018, and will continue through June 30, 2019. The sum not to exceed \$5,000 will be paid from Special Education, Special Day Class-Moderate/Severe funds.

Rubicon International will provide professional development using the Atlas Curriculum Management tool, pedagogical best practices to develop curriculum and using data to plan for instruction to Mater Dei Juan Diego Academy. Services will commence October 11, 2018, and continue through June 20, 2019. The sum not to exceed \$8,000 will be paid from Title II funds.

On August 15, 2018, the Board approved Ruhnau Clarke to provide architectural services for the pre-engineered modular building site expansion project at Saburo Muraoka Elementary School in an amount not to exceed \$244,325. Due to an increase in the number of classrooms needed, the District now seeks to amend this contract for additional services related to the increase in classrooms at a cost increase of \$52,734, for a total fixed cost not to exceed \$297,059, to be paid from Capital Funds. Services will commence October 11, 2018, and continue through completion of the project.

YMCA of San Diego County is providing referee services for the District's intramural sports program. Services commenced October 1, 2018, and will continue through June 5, 2019. The sum not to exceed \$20,000 will be paid from District Intramural Sports funds.

ADDITIONAL DATA:

Additional information is available for review in the Office of the Assistant Superintendent for Human Resources Services and Support.

STAFF RECOMMENDATION:

Recommend approval and/or ratification.

CLASSIFIED JOB DESCRIPTION

ROUTING AND PLANNING SPECIALIST

JOB SUMMARY:

Under general direction of the Transportation Manager, plans, coordinates, and develops regular education and special education bus routes and schedules and assigns bus drivers to designated home-to-school, special education routes, and special event trips. Assists in the development and revision of bus routes; monitors services and enforces compliance of routes and schedules with Board Policies and department procedures.

ESSENTIAL JOB FUNCTIONS:

- Develops routes and constructs schedules for all transportation services, responsible for service changes, requests, and exceptions.
- Modifies schedules to support special programs, activities, and changes in school calendar and reviews all schedules to guarantee compliance with existing policies while providing opportunities for economies and consolidation.
- Advises and assists drivers in resolving problems and situations related to routes, traffic conditions, pupil-related problems, non-deliverables, alternative addresses, emergencies, and other contingencies in a solution-oriented manner.
- Performs maintenance of routes, pupil assignments, and bus schedules in response to identified problems and service requests.
- Receives and assesses routing queries and exceptions requests. Assesses impact of revisions to routes and schedules.
- Reads and interprets maps.
- Assists in inspecting and approving bus stops, loading zones, and roadway and bus maneuvering restrictions.
- Attends Individualized Education Program meetings as related to transportation.
- Ensures communication of changes and consolidations to parents, school site, and program personnel.
- Maintains regular communication with designated site liaisons.
- Maintains operational familiarity and support of transportation software.
- Analyzes and responds to incident reports and bus referrals, and supports drivers in taking corrective procedures.
- Helps identify drivers displaying unsatisfactory or marginal skills and recommends necessary remedial actions.
- Participates in interview of new driver applicants.
- Maintains records and prepares reports.
- Collects, reviews, and tabulates ridership audit.
- Facilitates new concepts and practices.

- Communicates accurately and consistently with transportation stakeholders.
- Performs other tasks as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of principles and practices in the operation of a school transportation system.
- Knowledge of the laws and regulations applicable to the operation of vehicles and personnel involved in the transportation of pupils, safe driving practices and procedures, and District policies and procedures.
- Ability to work well with drivers, parents, pupils, school staff, and transportation department personnel; work independently and accurately with little direction; establish and maintain cooperative and effective relationships with those contacted in the course of work; apply interpersonal skills that reflect patience, tact and courtesy; and communicate and interact effectively and professionally under pressure.
- Graduation from high school or equivalent.
- Evidence of a valid California driver's license and insurability for operation of District vehicles.

Desired Additional:

- Maintains a good driving record and maintain the following documents:
 - California Commercial Driver License Class A or B with "Air Brake" and "Passenger" endorsements
 - California School Bus Driver Certificate with no limitations (except "Automatic Transmission Only" is acceptable) preferred, or if limited, have capability and agree to upgrading to no limitations (except "Automatic Transmission Only")
 - Medical Examiner's Certificate
- Must be able to traverse 12½-inch aisles on school buses.
- Must be able to kneel, squat, bend, climb, twist, and safely enter/exit a school bus through the emergency exits.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Instructional Services
and Support

ITEM TITLE:

Review and Accept Quarterly Report to the San Diego County Office of Education on *Williams* Complaints for the Period of July Through September 2018

_____ **Action**

_____ **X** **Information**

BACKGROUND INFORMATION:

In May 2000, a lawsuit was filed against the State of California claiming that low-performing schools throughout the state were housed in facilities that were dirty, unsafe, and inadequate with further allegations that these schools were additionally burdened with unqualified teachers and insufficient instructional materials. A settlement in *Williams vs. California* was reached in August 2004 and subsequently enacted into law through Senate Bills 6 and 550 and Assembly Bills 1550, 2727, and 3001 (chaptered September 29, 2004).

The intent of the *Williams* settlement is to ensure that all students have equal access to:

- Instructional materials.
- Qualified teachers.
- Safe, clean, and adequate facilities.

ADDITIONAL DATA:

A stipulation of the settlement is that all school districts must update Uniform Complaint Procedures to include:

- Instructional materials.
- Teacher vacancies and misassignments.
- Emergency or urgent facilities issues.

Notices are posted in each classroom in every District school informing parents/guardians that all classes in all California public schools must have sufficient instructional materials and that the facilities must be clean, safe, and in

“good repair.” The notices also provide information on how and where to file a complaint.

A quarterly summary report of complaints must be presented to the Board and to the San Diego County Office of Education. For the period of July through September 2018, no *Williams* complaints were filed in the District.

FISCAL IMPACT/FUNDING SOURCE:

None.

STAFF RECOMMENDATION:

Recommend review and acceptance.

Chula Vista Elementary School District

QUARTERLY UNIFORM COMPLAINT REPORT SUMMARY

**For submission to the Chula Vista Elementary School District
Board of Education**

and

San Diego County Office of Education

District Name: Chula Vista Elementary School District

Quarter covered by this report: July – September 2018

	Number of complaints received in quarter	Number of complaints resolved	Number of complaints unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Misassignment	0	0	0
Totals:	0	0	0

Submitted by: Gloria Ciriza

Title: Executive Director of Curriculum and Instruction Services and Support

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Instructional Services
and Support

ITEM TITLE:

Ratify Memorandum of Understanding with Commander, Navy Region Southwest, Fleet and Family Readiness for Military-Connected Student Services for the Period of July 1, 2018, Through June 30, 2026

 X Action

 Information

BACKGROUND INFORMATION:

The District has a substantial population of military-connected students. These students and their families have specific circumstances and needs that are different from those of their nonmilitary-connected counterparts.

The District has a unique collaborative partnership with military installations of Navy Region Southwest in order to better serve military-connected students. A Memorandum of Understanding (MOU) was developed to provide direct and ongoing services to students attending District schools with the highest percentages of military-connected populations.

Services may include information, referrals, life skills groups, mentoring groups for transitioning students, clinical counseling, leadership training, parenting workshops, staff professional development, counseling services, and deployment-related support groups or clubs to eligible children of military personnel. Qualified staff will provide presentations at schoolwide parent and staff meetings to increase awareness of support and services available to military families.

ADDITIONAL DATA:

A copy of the MOU and additional information is available for review in the Office of the Executive Director of Student, Family, Community, and Instruction Services and Support.

FISCAL IMPACT/FUNDING SOURCE:

Services will be provided at no cost to the District.

STAFF RECOMMENDATION:

Recommend ratification.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Instructional Services
and Support

ITEM TITLE:

Ratify Memorandum of Understanding with the San Diego County Superintendent of Schools for Specialized Health Care Transportation Support for Friendship School for the Period of July 1, 2018, Through June 21, 2019

 X Action

 Information

BACKGROUND INFORMATION:

Friendship School is located in South County and operated by the San Diego County Office of Education. Friendship School serves students who have multiple disabilities and are medically fragile. Chula Vista has a longstanding history of placing students in this program whose unique needs require such a placement.

The Memorandum of Understanding will ensure that students attending Friendship School are provided required specialized health care services and supervision while being transported to and from school daily.

ADDITIONAL DATA:

Additional information is available for review in the Office of the Executive Director of Special Education and Instruction Services and Support.

FISCAL IMPACT/FUNDING SOURCE:

The anticipated fiscal impact for these required services is approximately \$12,000 and will be paid from Special Education funds.

STAFF RECOMMENDATION:

Recommend ratification.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Instructional Services
and Support

ITEM TITLE:

Ratify Nonpublic, Nonsectarian Individual Services Agreement with The Institute for Effective Education for Student No. 312769 for the 2018-19 School Year

 X Action

 Information

BACKGROUND INFORMATION:

Contracting for the provision of Special Education and/or related services for exceptional needs children in a California nonpublic school (NPS) is made under three basic provisions of the law:

1. Eligible pupils are those for whom an Individualized Education Program (IEP) Team determines that there are no other appropriate public school programs available that meet the pupil's needs as specified by the IEP or a student moving from another school district with an existing IEP.
2. Each placement is made through a contract between the placing local educational agency and the appropriate NPS/agency.
3. The NPS/agency must be certified by the California Department of Education.

The Department of Special Education and Instruction Services and Support has complied with the stipulations listed above and has contracted with The Institute for Effective Education for Student No. 312769 for the 2018-19 School Year.

ADDITIONAL DATA:

Additional information is available for review in the Office of the Executive Director of Special Education and Instruction Services and Support.

FISCAL IMPACT/FUNDING SOURCE:

Student No. 312769 qualifies under the authorization of Education Code Sections 56157 and 56365, et seq.

The cost for Student No. 312769 to attend The Institute for Effective Education for the 2018-19 school year at a daily rate of \$304.70, plus a one-to-one aide at a daily rate of \$127.00, is as follows:

Special Education Funding (Assembly Bill 602)	\$ 3,627.68
Local Control Funding Formula, Special Education	
Average Daily Attendance	9,136.00
Other General Fund Revenues	<u>77,893.32</u>
Estimated Total Revenues	\$90,657.00

Summary:

Total cost for Student No. 312769 to attend the above-mentioned NPS is:

The Institute for Effective Education	
Estimated Total Expenditure	\$90,657.00

STAFF RECOMMENDATION:

Recommend ratification.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Instructional Services
and Support

ITEM TITLE:

Approve Transition of Service Agreement with the Health and Human Services Agency, Local Government Agency to the Orange County Department of Education, Region 9 Local Educational Consortium for Administrative Services of the School-Based Medi-Cal Administrative Activities Program for the Period of January 1 Through June 30, 2019

 X Action

 Information

BACKGROUND INFORMATION:

In August 2018, the District received a formal notification from the County of San Diego, Health and Human Services Agency (HHSA), indicating that due to changes to state policies and processes modifying the way that the HHSA had been administering the Medi-Cal Administrative Activities and School-Based Medi-Cal Administrative Activities (SMAA) programs, the County of San Diego decided to merge its SMAA program into the Region 9 Local Educational Consortium (LEC). Per Welfare and Institutions Code 14132.47 (California SMAA Manual Chapter 9), districts may only contract for SMAA administration with the regional LEC or a local county Local Government Agency (LGA).

ADDITIONAL DATA:

Based on the above indicated merger, the District will sign a service agreement with the Region 9 LEC for the administration and support of its SMAA program. Among the various responsibilities of the LEC are:

- Certify to the state the amount of District's general or any other funds allowed under federal law and regulation expended on the allowable program activities.
- Certify to the state the availability and expenditure of 100 percent of the non-federal cost of performing program activities.
- Certify to the state that District expenditures represent costs that are eligible for federal financial participation for that fiscal year (FY).
- Act as a liaison between state and District.

- Provide a third-party vendor software platform, through which the District shall utilize the Random Moment Time Survey (RMTS) process.
- Represent District's issues, concerns, and questions at scheduled statewide LEC Advisory Committee meetings, state meetings, and SMAA program work groups.
- Review and submit the RMTS quarterly invoice to the state on behalf of the District and convey to the District by warrant all funds received on behalf of the District from the state, less any amount due to the LEC as defined in Section 5.0 of the Agreement.

FISCAL IMPACT/FUNDING SOURCE:

The Region 9 LEC's fees for the indicated services are as follows:

- State RMTS Software Platform Fee. The LEC will charge the District for its share of the state RMTS Software Platform Fee through a third-party administrator, as follows:

FY Quarter (FY Q)	Quarterly Participant Rate
FY Q1: July - September	\$0.67/participant/quarter
FY Q2: October - December	\$1.34/participant/quarter
FY Q3: January - March	\$1.34/participant/quarter
FY Q4: April - June	\$1.34/participant/quarter

The current third-party administrator under contract with the Region 9 LEC is Public Consulting Group, Inc., the same vendor that was being used by the San Diego LGA.

- Region 9 LEC fees. The LEC will charge the District an amount equal to 4.5 percent fee per quarterly claim of the federal share of cost received by the LEC on behalf of the Local Education Agency (LEA).

Currently, the San Diego LGA's fees are 7 percent of the federal share of cost received by the LGA on behalf of the LEA, and no platform use fee; therefore, overall, the LEC's fees will be slightly lower than the current fiscal impact.

STAFF RECOMMENDATION:

Recommend approval.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Instructional Services
and Support

ITEM TITLE:

Approve Agreement with Sweetwater Union High School District for Mentorship Program for the Period of October 11, 2018, Through June 30, 2021

 X Action

 Information

BACKGROUND INFORMATION:

In August 2016, the Innovation Station, inspired by Qualcomm's Thinkabit Lab, was launched. The City of Chula Vista constructed a multipurpose room in the lower level of the Civic Center Library.

Classes are led by a District Innovation Teacher who teaches students to code, create, and present robotic creations as well as integrate the arts into their projects. During the World of Work portion of the experience, students explore and learn about their strengths, interests, and values. Students' awareness of professions are expanded when they explore quick facts about San Diego County occupations through career development activities. As a result, students walk away with a broader knowledge of careers that align with their strengths, interests, and values.

ADDITIONAL DATA:

The District and Sweetwater Union High School District (SUHSD) desire to have SUHSD students mentor and assist Grades 5 and 6 District students participating in the Innovation Station programs in furtherance of both parties' educational missions.

A copy of the agreement is available for review in the Office of the Assistant Superintendent of Innovation and Instruction Services and Support.

FISCAL IMPACT/FUNDING SOURCE:

None.

STAFF RECOMMENDATION:

Recommend approval.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Business Services and
Support

ITEM TITLE:

Approve Report on Annual Community Facilities Districts Activity for Fiscal
Year 2017-18

 X Action

 Information

BACKGROUND INFORMATION:

In September 2000, the Governor signed legislation known as Senate Bill 165, Chapter 535, Statute 2000. Chapter 535 adds Sections 50075.3 and 53411 to the Government Code and requires the filing of an annual report on all voter-approved special taxes and bonded indebtedness. Government Code Section 53343.1 also sets forth the required contents of the report that must be made available to any requesting individual who resides or owns property within a Community Facilities District. Annual reports must be filed with the Board of Education no later than October 31 of each year.

ADDITIONAL DATA:

The District's report for the year ending June 30, 2018, is attached. Detailed information is available for review in the Office of the Deputy Superintendent.

FISCAL IMPACT/FUNDING SOURCE:

None.

STAFF RECOMMENDATION:

Recommend approval.



Chula Vista Elementary School District

Community Facilities Districts Nos. 1-6, 10-15, and 17-20

Annual Report Fiscal Year 2017-18

**Presented to the Board of Education
October 10, 2018**

By Business Services and Support
Oscar Esquivel, Deputy Superintendent
Theresa Villanueva, Director of Fiscal Services and Support
Bernadette Faustino, Accounting Manager

On September 18, 2000, the Governor signed legislation known as Senate Bill 165, Chapter 535, Statute 2000. Chapter 535 adds Sections 50075.3 and 53411 to the Government Code. In effect, these two code sections require the filing of certain information and an annual report on all voter-approved special taxes and bonded indebtedness. Section 53343.1 of the Government Code also sets forth the required contents of an annual report that must be made available to any requesting individual who resides or owns property within a Community Facilities District (CFD). The reports are to be filed with the Board of Education no later than October 31 of each year.

General Description

Since 1986, the Chula Vista Elementary School District (CVESD) has formed 16 Mello-Roos CFDs to finance certain school construction within CVESD. The following is a brief description identifying the location of each CFD.

Community Facilities District No. 1

This CFD is located in the eastern portion of the City of Chula Vista (the “City”), east of Interstate 805, south of Bonita, and west of the Otay Lakes Reservoir (with part of the boundary outside City limits). It consists of 3,230 acres, and its boundaries are those of the EastLake Master-Planned Community. It will contain approximately 9,570 dwelling units at build out.

Community Facilities District No. 2

This CFD is located in the southeastern portion of the City, east of Interstate 805, roughly between Otay Lakes Road and Corral Canyon Road. It consists of 365.5 acres, and its boundaries are those of Units Nos. 4 through 7 of a larger area known as the Bonita Long Canyon Development. This CFD is fully developed and consists of approximately 423 dwelling units. FY 2017-18 represented the last year for which taxes were authorized to be levied in this CFD and it is anticipated that FY 2018-19 will represent that last year for which revenues and/or expenditures will be allocated to CFD No. 2 and included in this report.

Community Facilities District No. 3

This CFD is located in the eastern portion of the City, east of Interstate 805, roughly between Otay Lakes Road and Telegraph Canyon Road. It consists of 1,600 acres, and its boundaries are those of the Rancho del Rey Development. It will contain approximately 3,913 dwelling units at build out.

Community Facilities District No. 4

This CFD is located in the southeastern portion of the City, east of Interstate 805, and south of Telegraph Canyon Road. It consists of 704 acres, and its boundaries are those of the Sunbow (Rancho del Sur) Development. This CFD is fully developed and consists of approximately 2,332 dwelling units.

Community Facilities District No. 5

CFD No. 5 was an annexable CFD with annexation boundaries coterminous with the boundaries of CVESD. This CFD was used to annex small developments and did not provide for the levy of special taxes on undeveloped property. The original formation included a 76-unit condo project. In addition, 10 projects were added to this CFD representing approximately 791 dwelling units at build out.

Community Facilities District No. 6

This CFD is located south of Telegraph Canyon Road. It is represented by property initially owned by Baldwin Communities and is bisected by property being developed by McMillin Communities, which is within CFD No. 11. Specifically, this CFD consists of approximately 940 gross acres within the City and is bounded by Telegraph Canyon/Otay Lakes Road on the north, Olympic Parkway to the south, Paseo Ranchero to the west, and CFD No. 1 to the east. This CFD is fully developed and consists of approximately 4,272 dwelling units.

Community Facilities District No. 10

CFD No. 10 is an annexable CFD with annexation boundaries coterminous with the boundaries of CVESD. This CFD is used to annex small developments and does not provide for the levy of special taxes on undeveloped property. It was initially formed to accommodate the Bella Nevona development, a 28 single-family detached project built by Western Pacific Housing. Since its formation, an additional nine projects have been added to this CFD representing approximately 2,174 dwelling units at build out. Of this number, approximately 2,130 have been completed or are currently under construction.

Community Facilities District No. 11

This CFD is located south of Telegraph Canyon Road/Otay Lakes Road and is represented by property located in the development known as Lomas Verdes. The project is being developed by McMillin Communities. Specifically, this CFD consists of approximately 700 gross acres within the City and is bounded by Telegraph Canyon Road/Otay Lakes Road on the north, Olympic Parkway to the south, and CFD No. 6 to the east and west. It will contain approximately 2,981 units at build out.

Community Facilities District No. 12

This CFD is located in Otay Ranch and is located more specifically in the area known as Village One West. It is bounded by Telegraph Canyon Road to the north, Olympic Parkway to the south, Paseo Ranchero to the east, and the easternmost portion of CFD No. 4 to the west. This CFD is fully developed and consists of approximately 909 single-family detached homes.

Community Facilities District No. 13

This CFD is located to the northeast of EastLake Hills and EastLake Shores and east of CFD No. 2. It is represented by property located in the development known as San Miguel Ranch. The project is being developed by Trimark Homes. Specifically, this CFD is fully developed and consists of 357 gross

acres and approximately 1,314 dwelling units. The project is bisected by a right-of-way for State Route 125.

Community Facilities District No. 14

This CFD is located just south of EastLake Greens and primarily will consist of future residential neighborhoods located to the northwest of the southern extension of Hunte Parkway. This area is largely identified as Village 11 within the Otay Ranch Specific Plan and is being developed through a joint venture of Brookfield Homes and Shea Homes. This CFD consists of approximately 662 gross acres and will contain approximately 2,288 dwelling units at build out of which 2,245 are already constructed.

Community Facilities District No. 15

This CFD is located just south of Olympic Parkway and Otay Ranch Village One and west of the southern portion of CFD No. 11. This area is largely identified as Village 6 within the Otay Ranch Specific Plan and is being developed by The Otay Ranch Company. This CFD is fully developed and consists of approximately 184 gross acres and contains approximately 1,537 dwelling units at build out.

Community Facilities District No. 17

This CFD is located just south of Olympic Parkway and the southern portion of CFD No. 11 and is bisected by La Media Road. The Otay Ranch Company formed CFD No. 17 to mitigate the impact on school facilities of its development in Otay Ranch Villages 2 and 7. Recently, the southern and western portions of Village 2 were included in the District's newest CFD (CFD 19) and the portion of Villages 2 and 7 that still remain in CFD 17 currently consists of 2,174 dwelling units but is expected to contain approximately 2,423 dwelling units at build out.

Community Facilities District No. 18

This CFD is located in eastern Chula Vista south of Birch Road and is bounded by EastLake Parkway and State Route 125 to the east and west, respectively. CFD No. 18 was initially developed by McMillin Communities, but is now being developed by Meridian Communities. Once completed, CFD 18 will contain a mix of retail and commercial development, and approximately 3,149 attached dwelling units of which 1,558 are currently developed or under construction.

Community Facilities District No. 19

This CFD was formed and incorporates developments located in two non-contiguous tax zones in eastern Chula Vista. Tax Zone 1 consists of a mixed use development referred to as Planning Area 12 (Freeway commercial) which

was formerly within CFD No. 1 and Tax Zone 2 represents the southern and western portions of Village 2 which were formerly within CFD No. 17 and will contain approximately 3,056 dwelling units at buildout of which 624 are currently developed or under construction.

Community Facilities District No. 20

This CFD was recently formed and encompasses the residential development to be developed in Village 3 of the Otay Ranch with Heritage Road to the north and west and Main Street located to the south. Model homes were permitted in early 2017 and at buildout, this CFD is expected to consist of approximately 1,325 single-family attached and detached dwelling units of which 624 are currently developed or under construction.

Purpose of the Bonds and Authorized Facilities Funding

In total, CVESD has issued approximately \$215 million in CFD Certificates of Participation (COPs) and bonds since 1988 to finance various authorized facilities. Generally, the facilities authorized to be acquired or constructed with the bond proceeds include the acquisition of elementary school sites and the design, construction, lease, equipping, and/or improvements thereon of elementary school facilities. The following table identifies the section in each respective resolution of formation that describes the authorized facilities for each CFD.

Authorized Facilities Reference

CFD	Resolution Establishing CFD	Date of Establishment	Section Authorizing Facilities
1	86-87.07	July 8, 1986	Section 4
2	87-88.56	January 5, 1988	Section 4
3	88-89.54	October 18, 1988	Section 4
4	88-89.59	October 18, 1988	Section 4
5	88-89.72	November 15, 1988	Section 4
6	98-99.29	August 21, 1998	Section 6
10	98-99.70	October 7, 1998	Section 6
11	98-99.73	October 7, 1998	Section 6
12	2000-01.60	November 17, 2000	Section 6
13	2001-02.07	July 17, 2001	Section 6
14	2002-03.66	January 14, 2003	Section 6
15	2002-03.68	January 14, 2003	Section 6
17	2005-06.46	October 18, 2005	Section 6
18	2012-13.93A	April 17, 2013	Section 6
19	2015-16.116	May 18, 2016	Section 6
20	2016-17.145	May 3, 2017	Section 6

CVESD Bonds and Authorized Funding

The following chart summarizes debt issues currently outstanding for which the repayment is derived from special taxes levied within the District's CFDs.

Year of Issuance	Amount	Purpose	School Site(s)
2002	\$5.9 million refunding COPs*	Refund outstanding 1992 COPs	The 1992 refunding COPs were issued to help finance construction cost of Discovery Charter School.
2010	\$11.2 million refunding COPs*	Refund outstanding 2000 COPs	The 2000 COPs were issued to help finance construction of Corky McMillin Elementary.
2011	\$25 million COPs	Finance new school construction.	Enrique S. Camarena Elementary
2013	\$41.6 million refunding COPs*	Refund outstanding 2001, 2002, 2003 Series A, and 2003 Series B COPs.	The refunded COPs were issued to help finance the construction of Corky McMillin, Anne & William Hedenkamp, and Salt Creek Elementary Schools, and for the completion of expansion efforts at several schools serving various CFD developments.
2014	\$42.4 million refunding COPs*	Refund outstanding 2004 and 2006 COPs	The 2004 and 2006 COPs were issued to help finance Veterans Elementary and Wolf Canyon Elementary.
2016	\$36.8 million COPs	Finance new school construction	Saburo Muraoka Elementary
2016	\$6.6 million refunding COPs*	Refund outstanding 1997 and 1999 special tax bonds	The 1997 and 1999 special tax bonds were issued to help finance the construction cost of Joseph Casillas Elementary and Arroyo Vista Charter Elementary.

*Refunded bonds to reduce interest rate payments.

Thus, for the 2018-19 tax year, debt service payments to be paid with special tax funds are the amounts due for the outstanding five refunding COPs in 2002, 2010, 2013, 2014 and 2016; and the "new money" COPs issued in 2011 and 2016.

Application of Proceeds

No bonds were sold during fiscal year 2017-18.

Account Activity

During fiscal year 2017-18, funds collected and expended were as follows.

<u>All Funds</u>	Beginning Balance July 1, 2017	\$ 32,677,910
	Income	32,583,595
	Expenditures	<u><18,915,132></u>
	Ending Balance June 30, 2018	\$ 46,346,373

Status of Project Improvements

During fiscal year 2017-18, the following expenditures occurred from the CVESD School Account:

- \$13,689,411 was used to pay the scheduled debt service on the outstanding COPs and CFD bonds.
- \$3,970,739 was used for the remaining expenditures for new school construction for Saburo Muraoka Elementary School which opened on July 2017.
- \$777,204 was used for the cost of relocatable classrooms installation at Enrique S. Camarena Elementary School which opened on October 2017.
- \$161,275 was used for HVAC upgrades at Arroyo Vista, Discovery Charter, EastLake, and Olympic View Elementary Schools.
- \$129,540 was used for energy efficient lighting retro-fit and phone system upgrades at Hedenkamp, McMillin, Salt Creek, EastLake and Discovery Charter Elementary School.
- \$19,897 was used for appraisal cost and geotechnical study for the future school site in Village 3.
- \$167,066 was used to pay the cost of collecting taxes and other administrative expenses.

Summary of Annual Revenues and Expenditures

On September 26, 2002, the Governor signed legislation known as Assembly Bill 2851, Chapter 960, an act to add Sections 53343.1 and 53344.4 to the Government Code relating to CFDs. This legislation requires that for CFDs formed after January 1, 1992, (a) an annual report be prepared identifying the amount of special taxes collected along with associated interest earnings and how such revenues are expended, and (b) a certification and explanation by the district of how the moneys described in subdivisions (d), (e), (f), and (g) comply with Section 53343 and that this annual report be made available to the public within 120 days of the end of the fiscal year. In order to comply with the requirements of AB 2851, incorporated in this annual report is a summary of annual revenues and expenditures (Attachment A) and a certification of compliance (Attachment B). An annual report for each of the CFDs in CVESD is on file in the Office of the Deputy Superintendent.

ATTACHMENT A

Chula Vista Elementary School District
Annual CFD Report FY 2017-18
Worksheet for Preparation of CFD Annual Report
(Pursuant to Section 53343.1 of the California Government Code)

	Percentage	Amount
CFD Revenues for FY 2017-18		
Special Tax Collections - Gov't Code 53343.1(a) (Oracle)	51.4	\$ 16,762,027.14
Interest Earnings - Gov't Code 53343.1(b) (Oracle & Treasurer)	1.1	363,498.05
Other Sources - Gov't Code 53343.1(b)		
Delinquencies (Oracle)	0.7	224,419.44
Loan Repayments	0.0	-
Bond Proceeds	0.0	-
Mitigation Fees	2.3	754,102.13
Special Tax Prepayments	4.7	1,517,001.52
Other - Reimbursements	39.8	12,962,546.22
Total CFD Revenues	100.0	\$32,583,594.50
CFD Expenses for FY 2017-18		
Facilities Including Property -- Gov't Code 53343.1(d)(1):		
Acquisition of Property:		
Paid from Bond Proceeds -- Gov't Code 53343.1(e)	0.0	-
Paid from Special Taxes -- Gov't Code 53343.1(e)	0.1	19,897.29
New School Construction		
Paid from Bond Proceeds -- Gov't Code 53343.1(e)	0.0	-
Paid from Special Taxes -- Gov't Code 53343.1(e)	21.0	3,970,738.48
Purchase or Lease of Relocatables		
Paid from Bond Proceeds -- Gov't Code 53343.1(e)	0.0	-
Paid from Special Taxes -- Gov't Code 53343.1(e)	4.1	777,203.82
Other Facilities Expenditures		
Paid from Bond Proceeds -- Gov't Code 53343.1(e)	0.0	-
Paid from Special Taxes -- Gov't Code 53343.1(e)	1.5	290,814.98
Services - Gov't Code 53343.1(d)(2)		
Paid from Bond Proceeds -- Gov't Code 53343.1(f)	0.0	-
Paid from Special Taxes -- Gov't Code 53343.1(f)	0.0	-
Costs of bonded indebtedness -- Gov't Code 53343.1(d)(3):		
Principal Payments	41.4	7,845,000.00
Interest Payments	30.9	5,844,411.34
Costs of collecting Special Tax -- Gov't Code 53343.1(d)(4):		
County Charges -- Gov't Code 53343.1(g)	0.0	-
Annual Administration -- Gov't Code 53343.1(g)	0.3	47,833.58
Delinquency Monitoring -- Gov't Code 53343.1(g)	0.0	-
Arbitrage Rebate -- Gov't Code 53343.1(g)	0.0	-
Bank Fees (Trustee/Paying Agent) -- Gov't Code 53343.1(g)	0.1	14,112.20
Other -- Gov't Code 53343.1(g)	0.1	10,142.14
Other Administrative and Overhead costs -- Gov't Code 53343.1(d)(5):		
Agency Staff -- Gov't Code 53343.1(g)	0.5	94,977.92
Internal Auditing -- Gov't Code 53343.1(g)	0.0	-
External Auditing -- Gov't Code 53343.1(g)	0.0	-
Total CFD Expenditures	100.0	18,915,131.75

ATTACHMENT B

**Chula Vista Elementary School District
Community Facilities Districts
Nos. 1-6, 10-15, and 17-20
Annual Report
Fiscal Year 2017-18**

This report has been prepared solely for the purpose of complying with the requirements pursuant to Government Code Section 53343.1(h), the special taxes collected, and expenditures reported.

A qualified representative of the Chula Vista Elementary School District has reviewed the contents of the report and certifies that to the best of his/her knowledge, the information contained herein is factually correct.

Oscar Esquivel
Deputy Superintendent

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Business Services and
Support

ITEM TITLE:

Approve Annual Report on Statutory Fees and Mitigation Payments for Fiscal Year 2017-18, and Five-Year Report for Fiscal Years 2013-14 Through 2017-18

 X Action

 Information

BACKGROUND INFORMATION:

Government Code Section 66006 addresses the collection of developers' fees and requirements for agencies collecting those fees. The Board of Education is required to review this information annually at a regularly scheduled meeting. Section 66006 requires an annual report that includes:

- Description of the types of reportable fees.
- Amounts of reportable fees.
- Beginning and ending balances.
- Amount of reportable fees collected.
- Identification of improvements.
- Identification of incomplete projects.
- Description of inter-fund transfers.
- Refunds of reportable fees.

In addition, Government Code Section 66001 required a five-year report that includes:

- Identification of the purpose for which reportable fees are to be used.
- Demonstration of the reasonable relationship between reportable fees and the purpose for which they are charged.
- Identification of all sources and amounts of funding anticipated to complete financing of school facilities the District has identified in the District's reports and the designation of the approximate date on which this funding is expected to be deposited in the appropriate account.

ADDITIONAL DATA:

The District's Report for the year ending June 30, 2018, is attached. Detailed financial information is available for review in the Office of the Deputy Superintendent.

FISCAL IMPACT/FUNDING SOURCE:

None.

STAFF RECOMMENDATION:

Recommend approval.

**CHULA VISTA ELEMENTARY SCHOOL DISTRICT
STATUTORY FEES AND MITIGATION PAYMENTS REPORT
FISCAL YEAR 2017-18**

Government Code Section 66006 provides that the District shall make available to the public certain information relative to statutory school fees ("Statutory School Fees") collected pursuant to Education Code Section 17620, et seq., and Government Code Section 65995, et seq., and mitigation payments specified or required by conditions of legislative land-use approvals, mitigation measures of environmental impact reports and negative declarations, or mitigation agreements entered into with the District ("Mitigation Payments"), collectively "Reportable Fees." The described information and findings relate to Reportable Fees received, expended, or to be expended in connection with school facilities ("School Facilities") to accommodate additional students from new development if funded or partially funded with Reportable Fees. The Reportable Fees do not include letters of credit, bonds, or other instruments to secure payment of Reportable Fees at a future date. The Reportable Fees have not been levied, collected, or imposed for general revenue purposes.

The District proposes to review and adopt the following information and findings in accordance with Government Code Section 66006.

ANNUAL REPORT

In accordance with Government Code Section 66006(b)(1) and (2), the District provides the following information for fiscal year 2017-18.

A. DESCRIPTION OF THE TYPES OF REPORTABLE FEES IN THE ACCOUNTS OF THE DISTRICT

The Reportable Fees consist of Statutory School Fees and Mitigation Payments.

B. AMOUNT OF REPORTABLE FEES

The Statutory School Fee in effect for the fiscal year ending June 30, 2018, applicable to new residential development was \$1.67 per square foot of assessable space for all residential dwelling units constructed within the District and for which alternative mitigation did not exist. This residential fee amount (Level I) has been in effect since June 11, 2018. The residential Statutory School Fee amount was adopted by the Board of Education ("Board") of the District on April 11, 2018, by Resolution No. 2017-18.087.

The current Statutory School Fee in effect for the fiscal year ending June 30, 2018, applicable to new commercial/industrial development, was \$.27 per square foot of covered and enclosed, nonresidential space constructed within the District. This nonresidential fee amount (Level I) has been in effect since

June 11, 2018. The nonresidential Statutory School Fee amount was adopted by the Board on April 11, 2018, as set forth in Resolution No. 2017-18.87.

The Statutory School Fee amounts only partially mitigate the impacts to the District caused by new residential development because the Statutory School Fees do not adequately fund the school facility needs resulting from additional development within the District. Additional amounts collected in the form of Mitigation Payments are essential to help fund interim and permanent School Facilities to accommodate students from additional development within the District.

C. BEGINNING AND ENDING BALANCES OF ACCOUNTS

Table 1

FUND BALANCE	REPORTABLE SCHOOL FEES
Beginning Balance, July 1, 2017	\$2,716,927
Ending Balance, June 30, 2018	\$3,341,194

D. AMOUNTS OF REPORTABLE FEES COLLECTED AND INTEREST EARNED

Table 2 below shows the amounts of Reportable Fees collected to accommodate students from additional development ("Project Students") and interest earned during fiscal year 2017-18.

Table 2

SOURCE	AMOUNT COLLECTED
Residential Construction	\$ 604,284
Commercial Construction	\$ 8,337
Community Facilities District (CFD) No. 1 Fee Mitigation Payments	\$ 4,625
Interest Earned	\$ 77,514

E. IDENTIFICATION OF EACH IMPROVEMENT ON WHICH REPORTABLE FEES WERE EXPENDED AND THE AMOUNT OF THE EXPENDITURES ON EACH IMPROVEMENT, INCLUDING THE TOTAL PERCENTAGE OF THE COST OF EACH PROJECT OF THE DISTRICT THAT WAS FUNDED WITH REPORTABLE FEES

The statutory fees collected from new development projects are largely used to pay for the cost of expanding student capacity at many of the District's existing schools through the lease or purchase of relocatable classrooms. These additional facilities provide increased capacity that serves the student population of the District. Some additional mitigation fee payments collected

from development within CFD No. 1 are currently designated to pay for a portion of debt service due on outstanding bonds, which were issued to pay for the construction of new school facilities. Table 3 identifies the amount of Reportable Fees expended for School Facilities in fiscal year 2017-18 as well as the percentage of each improvement funded by Reportable Fees.

Table 3

Project	Amount Expended and Percentage of the Project Funded by Reportable Fees	
School Facilities Expansion/Relocatable Buildings	\$46,950	100%
Long-Range Planning Administrative Salaries and Expenditures	\$18,918	100%

F. IDENTIFICATION OF INCOMPLETE PROJECTS

The District will use some of the Reportable Fees in Fund 25-18 to pay for a portion of the relocatable classrooms at future school sites as part of its expansion efforts. A portion of the Reportable Fees will be used to pay for a share of the administrative salaries of District planning staff.

G. DESCRIPTION OF INTERFUND TRANSFERS OR LOANS MADE FROM THE ACCOUNT

A portion of the Reportable Fees collected from CFD No. 1 accumulated from previous years may be used to pay a portion of debt service due on outstanding bonds and/or COPs issued, in part, to provide for new school facilities to serve the developments located within CFD No. 1.

H. THE AMOUNT OF REFUNDS MADE OR REVENUES ALLOCATED FOR OTHER PURPOSES IF THE ADMINISTRATIVE COSTS OF REFUNDING UNEXPENDED REVENUES EXCEED THE AMOUNT TO BE REFUNDED

The District refunded \$59,369 of Reportable Fees in fiscal year 2017-18.

FIVE-YEAR REPORT

In accordance with Government Code Section 66001, the District provides the following information with respect to that portion of the account or sub-account(s) remaining unexpended, whether committed or uncommitted.

A. IDENTIFICATION OF THE PURPOSE TO WHICH THE REPORTABLE FEES ARE TO BE PUT:

The purpose of the Reportable Fees imposed and collected on new residential, commercial and industrial development within the District is to fund additional School Facilities required to serve the students of the District generated by such new development. Specifically, the Reportable Fees will be used for the construction and/or acquisition of additional School Facilities, remodeling existing School Facilities to add additional classrooms and technology, as well as acquiring and installing additional relocatable classrooms.

B. DEMONSTRATION OF A REASONABLE RELATIONSHIP BETWEEN THE REPORTABLE FEES AND THE PURPOSES FOR WHICH THEY ARE CHARGED:

There is a roughly proportional, reasonable relationship between the new development upon which the Reportable Fees are charged and the need for additional School Facilities by reason of the fact that additional students will be generated by additional development within the District and the District does not have student capacity in the existing School Facilities to accommodate these new students. Furthermore, the Reportable Fees charged on new development will be used to fund School Facilities, which will serve the students generated from new development, and the Reportable Fees do not exceed the costs of providing such School Facilities for new students.

C. IDENTIFICATION OF ALL SOURCES AND AMOUNTS OF FUNDING ANTICIPATED TO COMPLETE FINANCING OF THE SCHOOL FACILITIES THE DISTRICT HAS IDENTIFIED IN THE DISTRICT'S REPORTS:

Table 4 identifies all funding received and allocated to capital facilities projects during the past five years. These revenues have been summarized to reflect funds received which may be classified as reportable fees as they are described in Government Code Section 66001 and 66006. These amounts include statutory fees (Level I and Level II fees) as well as monies received from redevelopment areas in accordance with the redevelopment agreement with the City of Chula Vista.

Revenues shown under "Other Funding Sources" include, but may not be limited to, general fund expenditures, bond proceeds from the issuance of general obligation bonds, certificates of participation (COPs) proceeds, and

interest from the qualified zone academy bonds (QZABs) guaranteed investment contract.

Table 4
Capital Facilities Revenue Received for Five-Year Period Ending June 30, 2018

Revenue Source	Reportable Fees ⁽¹⁾	Other Funding Sources ⁽²⁾	Total
Balance on June 30, 2013	\$2,417,155	\$40,234,670	\$42,651,825
Fiscal Year 2013-14:			
Reportable Fees:			
Statutory Developer Fees	170,882		170,882
Eastlake Mitigation Payments	175,375		175,375
Other Reportable Fees	0		0
Other Funding Sources		10,442,234	10,442,234
Fiscal Year 2014-15:			
Reportable Fees:			
Statutory Developer Fees	136,083		136,083
Eastlake Mitigation Payments	206,701		206,701
Other Reportable Fees	0		0
Other Funding Sources		15,598,258	15,598,258
Fiscal Year 2015-16:			
Reportable Fees:			
Statutory Developer Fees	300,712		300,712
Eastlake Mitigation Payments	111,255		111,255
Other Reportable Fees	0		0
Other Funding Sources		1,658,438	1,658,438
Fiscal Year 2016-17:			
Reportable Fees:			
Statutory Developer Fees	595,491		595,491
Eastlake Mitigation Payments	0		0
Other Reportable Fees	0		0
Other Funding Sources		46,932,080	46,932,080
Fiscal Year 2017-18:			
Reportable Fees:			
Statutory Developer Fees	690,135		690,135
Eastlake Mitigation Payments	4,625		4,625
Other Reportable Fees	0		0
Other Funding Sources		15,175,479	15,175,479
Total Five-Year Facilities Revenue	2,391,259	89,806,489	92,197,748
Total Beg. Balance and Revenue	\$4,808,414	\$130,041,159	\$134,849,573

Notes:

(1) Includes Statutory Fees (Level I & II), Mitigation Payments from CFD No. 1 (Eastlake) and associated interest earnings.

(2) Other Funding Sources includes General Obligation Bonds, CFD COP proceeds, QZAB Guaranteed Investment Contract interest, and redevelopment funds.

Table 5 identifies all capital facilities expenditures during the corresponding five-year period and also shows remaining funds available to be used for incomplete projects. This table also classifies the capital facilities expenditures based on whether or not such expenditures were from “reportable fees” or “other funding sources”.

Table 5
Capital Facilities Expenditures for Five-Year Period Ending June 30, 2018

Facilities Item	Reportable Fees	Other Funding Sources	Total
Central Administration:			
Salaries -Planning/Const. Mgr	\$50,490		\$50,490
Legal/Financial/Admin.	15,332	\$211,136	226,468
Other			
New Construction Projects:			
School Site		2,241,434	2,241,434
Relocatables	695,436	7,472,889	8,168,325
Modern./Expansion Projects:			
Modernization Project(Prop E)		59,907,705	59,907,705
Other Facilities Projects:			
Energy Assessment		257,359	257,359
ESSC Remodel		529,355	529,355
School Remodel		661,570	661,570
School Equipment		621,019	621,019
Expansion/Replacement	208,006	1,751,020	1,959,026
Fencing		30,761	30,761
HVAC		351,944	351,944
Debt Svc Charter COP		2,533,519	2,533,519
Transfer Out - Camarena		12,954,028	12,954,028
Eastlake Mitigation to CFD Fund	497,956		497,956
Total Expenditure	\$1,467,220	\$89,523,739	\$90,990,959
Balance as of June 30, 2018	\$3,341,194	\$40,517,420	\$43,858,614

D. DESIGNATION OF THE APPROXIMATE DATE ON WHICH THE FUNDING REFERRED TO IN PARAGRAPH “C” ABOVE IS EXPECTED TO BE DEPOSITED IN THE APPROPRIATE ACCOUNT:

Table 6 below lists the approximate dates on which the funds are expected to be available for the School Facility projects identified by the District as of June 30, 2018, to be funded from reportable fees as well as from “other funding sources”. This does not represent a complete list of capital facilities projects to be funded during the next five years. Rather it demonstrates that all unexpended reportable fees are expected to be expended within the next 18 months. The remaining reportable fees will be used for construction, acquisition, and expansion of school facilities generated by new development upon which Reportable fees are charged.

**Table 6
Incomplete Capital Facilities Projects and Expected Funding Dates**

Facilities Item	Remaining Reportable Fee Funding Needs	Remaining "Other" Funding Needs	Expected Available Funding Date
Other			
Living Coast Discovery Center	50,000		August 2018
Repayment of 2003 QZAB		5,000,000	December 2018
Modernization – Harborside		7,691,638	July 2018
Modernization – Kellogg		7,510,421	July 2018
Modernization – Montgomery		8,588,487	July 2018
Modernization – Sunnyside		10,393,522	July 2019
Phone System Replacement (multiple sites)		344,000	July 2018
HVAC Replacement (multiple sites)		230,286	July 2018
Total	\$50,000	\$39,758,354	

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Business Services and
Support

ITEM TITLE:

Approve Partial Retention Release for All Prime Contractors for Modernization/Renovation of Harborside, Karl H. Kellogg, and John J. Montgomery Elementary Schools

 X Action

 Information

BACKGROUND INFORMATION:

On November 2012, local voters in School Facilities Improvement District (SFID) No. 1 approved Proposition E, a \$90 million general obligation bond, to provide funds to renovate and modernize facilities and improve technology at the oldest schools in the Chula Vista Elementary School District (District), which are located mostly in the western portion of the District. Modernization priority was placed on the following school sites: Ella B. Allen (Allen), Castle Park, Mae L. Feaster Charter, Harborside, Hilltop Drive, Karl H. Kellogg (Kellogg), John J. Montgomery (Montgomery), Lillian J. Rice (Rice), Rosebank, Sunnyside, and Vista Square Elementary Schools. Castle Park, Rice, and Rosebank were modernized in Summer 2014. Allen, Hilltop Drive, and Vista Square were modernized in Summer 2015.

On February 14, 2018, the Board approved the award of Prime Bid Package Nos. 1, 2, 4, 6 through 8, and 10 through 14, and on March 7, 2018, for Prime Bid Package Nos. 3, 5, and 9 to various contractors for the Summer 2018 modernization/renovation of Harborside, Kellogg, and Montgomery Elementary Schools projects.

Work commenced on June 4, 2018, and was substantially complete on August 25, 2018. On September 4, 2018, students returned to school. All prime contractors have satisfactorily completed their work sufficient to release 50% of the 5% retention held on their progress payments.

An Acceptance of Work and Notice of Completion for all Prime Contractors will be submitted to the Board for approval when all respective closeout documents and change orders are confirmed and finalized.

ADDITIONAL DATA:

Documents are available for review in the Office of the Deputy Superintendent.

FISCAL IMPACT/FUNDING SOURCE:

No additional fiscal impact was incurred since the reduction of retention amount does not change the total contract amounts.

STAFF RECOMMENDATION:

Recommend approval.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Business Services and
Support

ITEM TITLE:

Ratify Agreement with the Department of Toxic Substances Control for Environmental Oversight, Review, and Approval of the District's Preliminary Endangerment Assessment and Other Related Activities for School Site No. 47 in the Amount of \$22,821

 X Action

 Information

BACKGROUND INFORMATION:

The District has been experiencing residential development growth in the southeastern area of the District. One area of recent growth is the Otay Ranch Village 3, Village of Escaya, development which is expected to provide about 1,324 residential units and approximately 600 K-6 students at full build out. Due to the growth in Village 3, the District is planning its next school, School No. 47, in the Village 3 area and has started the initial school site approval process with the California Department of Education (CDE). The CDE has strict environmental standards before approving a potential school site. One of the initial processes is for the District to obtain approval by the Department of Toxic Substances Control (DTSC) of a Preliminary Endangerment Assessment (PEA). The District is seeking a "No Further Action" determination from the DTSC for the proposed school site at Otay Ranch Village 3. DTSC is expected to complete the PEA review process as outlined in the project schedule, as Exhibit D, on the agreement. The CDE requires a "No Further Action" determination from the DTSC in order to give its approval for the District's purchase of the property for the proposed school site.

ADDITIONAL DATA:

A copy of the agreement is available for review in the Office of the Deputy Superintendent.

FISCAL IMPACT/FUNDING SOURCE:

The agreement requires \$11,410.50 be deposited with the DTSC. The total costs, not to exceed \$22,821, will be paid from Capital funds.

STAFF RECOMMENDATION:

Recommend approval.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Business Services and
Support

ITEM TITLE:

Approve Agreement Between San Diego Futures Foundation and the Chula Vista Elementary School District for Disposal of Obsolete Technology Equipment for the Period of October 11, 2018, Through June 30, 2019

 X **Action**

 Information

BACKGROUND INFORMATION:

San Diego Futures Foundation (SDFF) is a non-profit organization that offers to collect and dispose of outdated computer/technology related equipment at no cost. SDFF will also shred, at no cost, all hard drives and provide a Certificate of Destruction. In return for collecting the outdated computer/technology related equipment, SDFF commits to donating refurbished desktop computers for the benefit of the Chula Vista Elementary School District (District).

For each 400 items of outdated District computer/technology related equipment collected by SDFF, SDFF will commit to donating 40 refurbished desktop computers each school year for the benefit of the District. If 250 items of outdated computer/technology related equipment is collected by SDFF, 25 refurbished desktop computers will be provided for benefit of the District. At a minimum, SDFF will donate refurbished desktop computers for the benefit of CVESD equal to at least 10% of the number of outdated computer/technology related equipment items.

ADDITIONAL DATA:

The Agreement and additional information are available for review in the Office of the Deputy Superintendent.

FISCAL IMPACT/FUNDING SOURCE:

The District is not expected to incur costs for disposal of the outdated computer/technology related equipment.

STAFF RECOMMENDATION:

Recommend approval.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Business Services and
Support

ITEM TITLE:

Approve International Study Trip for Fifth and Sixth Grade Students from Otay Elementary School to Shanghai, Wenzhou, and Luoyang, China on October 12-22, 2018

 X Action

 Information

BACKGROUND INFORMATION:

Fifth and Sixth grade students from Otay Elementary School request Board approval for an international study trip to Shanghai, Wenzhou, and Luoyang, China on October 12-22, 2018. This trip complements the history and social studies curriculum for Grade 5 Next Generation Science Standards, and Grade 6 studies of ancient civilizations. Students will have the opportunity to visit eight Chinese schools and historical landmarks over the course of four days, which provides information and hands-on experience related to Chinese school systems, ancient civilizations, and foreign cultures.

Four Fifth Grade and Four Sixth Grade students will participate in the trip. The Principal and three teachers will accompany the students.

ADDITIONAL DATA:

On June 21, 2017, the Board approved a memorandum of understanding with EduAbroad for the American Companion Program for the period of July 1, 2017, through June 30, 2020. The MOU allows our District schools to participate in their program by reciprocating an American student exchange with China.

Otay Elementary participated in this program by hosting visiting students from China on three separate occasions from July 24, 2017, through August 10, 2018. Participating Otay students agreed to be a home-stay family for 18 visiting students from China for up to one week.

FISCAL IMPACT/FUNDING SOURCE:

There is no cost for this study trip. By participating in this program, EduAbroad will pay for airfare, hotel lodging, meals, full-time EduAbroad guides, and transportation costs for students.

Students and families have had an opportunity to participate by agreeing to be a host family within one year of return from the trip. No child will be excluded on the basis of ability to pay.

STAFF RECOMMENDATION:

Recommend approval.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Business Services and
Support

ITEM TITLE:

Ratify Purchase Orders, Warrants, and Checks Written/Issued Through
September 28, 2018

 X Action

 Information

BACKGROUND INFORMATION AND FISCAL IMPACT:

The following purchase orders, warrants, and checks were written/issued through
September 28, 2018.

- | | |
|---|-----------------|
| i. Purchase Orders: 19002354-19003154 | \$ 2,888,958.66 |
| ii. Alternative Revolving Cash: 1237 | \$ 200.00 |
| iii. Commercial Warrants: 440142-440995 | \$ 6,663,161.52 |
| Cafeteria Warrants: 00003562-00003659 | \$ 1,477,804.88 |
| iv. Payroll Warrants: Series 10 | \$18,081,166.80 |
| 13186964-13187933, N1374139-1378210 | |
| v. Revolving Cash Checks: 005952-006088 | \$ 25,277.36 |

ADDITIONAL DATA:

Additional information is available for review in the Office of the Deputy
Superintendent in accordance with Board Policies 3310, 3314, and 3314.2.

STAFF RECOMMENDATION:

Recommend ratification.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Business Services and
Support

ITEM TITLE:

Approve and/or Ratify Inservice/Travel Requests

 X Action

 Information

BACKGROUND INFORMATION:

See attached listing.

ADDITIONAL DATA:

Inservice/travel requests are available for review in the Office of the Deputy Superintendent in accordance with Board Policies 4133, 4233, and 4333.

FISCAL IMPACT/FUNDING SOURCE:

See attached listing.

STAFF RECOMMENDATION:

Recommend approval and/or ratification.

INSERVICE/TRAVEL REQUESTS

Individual	Event	Destination	From	To	Est'd Cost	Funding	CVESD Location
Carrasco, E	CASBO Fall Classic Workshop, Navigating Your SUCCESS	Escondido	10/12/18	10/12/18	\$40	District Admin	Business Services
Faustino, B	CASBO Fall Classic Workshop, Navigating Your SUCCESS	Escondido	10/12/18	10/12/18	\$40	District Admin	Business Services
Pering, A	CASBO Fall Classic Workshop, Navigating Your SUCCESS	Escondido	10/12/18	10/12/18	\$40	District Admin	Business Services
Stone, S	Crime Prevention Through Environmental Design	San Bernardino	10/22/18	10/26/18	\$773	District Admin	Business Services
Sullivan, T	CASBO Fall Classic Workshop, Navigating Your SUCCESS	Escondido	10/12/18	10/12/18	\$40	District Admin	Business Services
Villanueva, M	CASBO Fall Classic Workshop, Navigating Your SUCCESS	Escondido	10/12/18	10/12/18	\$40	District Admin	Business Services
Talamante, N	ACSA 2018 Leadership Summit	San Diego	11/08/18	11/10/18	\$479	Supt Admin	Camarena
Ayer, A	CMC South Annual Mathematics Conference	Palm Springs	11/01/18	11/03/18	\$788	LCAP/SCE	Casillas
Esslinger, M	CMC South Annual Mathematics Conference	Palm Springs	11/01/18	11/03/18	\$788	LCAP/SCE	Casillas
French, A	CMC South Annual Mathematics Conference	Palm Springs	11/01/18	11/03/18	\$788	LCAP/SCE	Casillas
Scott, R	CMC South Annual Mathematics Conference	Palm Springs	11/01/18	11/03/18	\$788	LCAP/SCE	Casillas
Vickers, C	CMC South Annual Mathematics Conference	Palm Springs	11/01/18	11/03/18	\$788	LCAP/SCE	Casillas
Moreno, A	ACSA 2018 Leadership Summit	San Diego	11/08/18	11/10/18	\$479	Supt Admin	Castle Park
Aynard, I	A Crash Course in the Units of Study in Phonics Gr K-1	Oakland	09/28/18	09/29/18	\$467	Title I PD	Chula Vista Hills
Lohner, E	A Crash Course in the Units of Study in Phonics Gr K-1	Oakland	09/28/18	09/29/18	\$467	Title I PD	Chula Vista Hills
Prosapio, J	ACSA 2018 Leadership Summit	San Diego	11/08/18	11/10/18	\$479	Supt Admin	Daly Academy
Lizarraga, A	Restorative Practices and Using Circles Effectively	San Diego	11/07/18	11/08/18	\$100	Title I	EastLake
Palma, H	Restorative Practices and Using Circles Effectively	San Diego	11/07/18	11/08/18	\$100	Title I	EastLake
Prange, B	ACSA 2018 Leadership Summit	San Diego	11/08/18	11/10/18	\$479	Supt Admin	Finney
Beltran, D	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$81	Site Control	Harborside
Cortez, C	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$81	Site Control	Harborside
Palacios, D	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$81	Site Control	Harborside
Vega, V	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$81	Site Control	Harborside
Beals, K	CMC South Annual Mathematics Conference	Palm Springs	11/01/18	11/03/18	\$698	LCAP/Site	Hedenkamp
Blocker, P	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	LCAP/VAPA	Hedenkamp
Camarena, M	Best New Children's Books! (K-5)	San Diego	12/04/18	12/04/18	\$75	LCAP	Hedenkamp
Chapman, A	CMC South Annual Mathematics Conference	Palm Springs	11/01/18	11/03/18	\$698	LCAP/Site	Hedenkamp
Chatham, J	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	LCAP/VAPA	Hedenkamp

NOTE: Actual Inservice/Travel costs may differ from estimated costs as shown above.

*Travel event expenses sponsored by organizer and may include registration, lodging, meals, and transportation.

INSERVICE/TRAVEL REQUESTS

Individual	Event	Destination	From	To	Est'd Cost	Funding	CVESD Location
Collins, B	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	LCAP/VAPA	Hedenkamp
DeVore, R	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	LCAP/VAPA	Hedenkamp
Edwards, O	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	LCAP/VAPA	Hedenkamp
Estrada, J	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	LCAP/VAPA	Hedenkamp
Go, L	CMC South Annual Mathematics Conference	Palm Springs	11/01/18	11/03/18	\$703	LCAP/Site	Hedenkamp
Higginson, R	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	LCAP/VAPA	Hedenkamp
Mazeau, G	CMC South Annual Mathematics Conference	Palm Springs	11/01/18	11/03/18	\$624	LCAP/Site	Hedenkamp
Medina, G	CMC South Annual Mathematics Conference	Palm Springs	11/01/18	11/03/18	\$698	LCAP/Site	Hedenkamp
Orozco, V	CMC South Annual Mathematics Conference	Palm Springs	11/01/18	11/03/18	\$698	LCAP/Site	Hedenkamp
Rose, K	CMC South Annual Mathematics Conference	Palm Springs	11/01/18	11/03/18	\$698	LCAP/Site	Hedenkamp
Ware, J	CMC South Annual Mathematics Conference	Palm Springs	11/01/18	11/03/18	\$698	LCAP/Site	Hedenkamp
Boerbaitz, D	School Social Work Leadership Consortium	San Diego	10/19/18	10/19/18	\$40	Title I	Instructional Services
Carroll, R	Coaching for Education Leaders	San Diego	01/16/19	02/07/19	\$275	ISS Admin	Instructional Services
Casas, L	Annual Interpreters and Translators Conference 2018	Costa Mesa	09/27/18	09/28/18	\$417	District Admin	Instructional Services
Ciriza, G	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	District Admin	Instructional Services
Couturier, M	Annual Interpreters and Translators Conference 2018	Costa Mesa	09/27/18	09/28/18	\$417	District Admin	Instructional Services
Demby, J	National Dance Education Conference	San Diego	10/04/18	10/07/18	\$348	Title I	Instructional Services
Edwards, O	National Dance Education Conference	San Diego	10/04/18	10/07/18	\$348	Title I	Instructional Services
Fabre, A	School Social Work Leadership Consortium	San Diego	10/19/18	10/19/18	\$40	Title I	Instructional Services
Friend, B	California Association School Psychs Convention	San Diego	11/09/18	11/09/18	\$290	Psych	Instructional Services
Godoy, S	School Social Work Leadership Consortium	San Diego	10/19/18	10/19/18	\$40	Title I	Instructional Services
Johnson, A	National Adapted Physical Education Conference	San Diego	11/08/18	11/10/18	\$720	Adapted Phys	Instructional Services
King, C	California Association School Psychs Convention	San Diego	11/09/18	11/09/18	\$80	Psych	Instructional Services
Lopez, J	Scholastic Comprehensive Literacy Summit 2018	Nat'l Harbor, MD	10/13/18	10/17/18	*\$524	Scholastic	Instructional Services
Millican, A	National School Public Relations Association Seminar	Anaheim	07/16/18	07/18/18	\$798	District Admin	Instructional Services
Palet, R	Scholastic Comprehensive Literacy Summit 2018	Nat'l Harbor, MD	10/13/18	10/17/18	*\$524	Scholastic	Instructional Services
Rodriguez, L	School Social Work Leadership Consortium	San Diego	10/19/18	10/19/18	\$40	Title I	Instructional Services
Salas, N	Scholastic Comprehensive Literacy Summit 2018	Nat'l Harbor, MD	10/13/18	10/17/18	*\$524	Scholastic	Instructional Services

NOTE: Actual Inservice/Travel costs may differ from estimated costs as shown above.

*Travel event expenses sponsored by organizer and may include registration, lodging, meals, and transportation.

INSERVICE/TRAVEL REQUESTS

Individual	Event	Destination	From	To	Est'd Cost	Funding	CVESD Location
Sheldon, T	National Adapted Physical Education Conference	San Diego	11/08/18	11/10/18	\$720	Adapted Phys	Instructional Services
Velasquez, K	National Adapted Physical Education Conference	San Diego	11/08/18	11/10/18	\$720	Adapted Phys	Instructional Services
Zavalza, O	School Social Work Leadership Consortium	San Diego	10/19/18	10/19/18	\$40	Title I	Instructional Services
Dawson, E	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	LCAP	Juarez-Lincoln
Jimenez, X	Best New Children's Books! (K-5)	San Diego	12/04/18	12/04/18	\$141	Title I PD	Lauderbach
Gray, L	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	Site Control	Liberty
Mora, V	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	Site Control	Liberty
Elkerton, R	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	LCAP	Loma Verde
Fisher, J	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	LCAP	Loma Verde
Landre, L	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	LCAP	Loma Verde
Chumbley, Sean	A Crash Course in Methods and Curriculum Gr K-2 and 3-5	Oakland	09/28/18	09/28/18	\$165	Site Control	McMillin
Chumbley, Shelley	A Crash Course in Methods and Curriculum Gr K-2 and 3-5	Oakland	09/28/18	09/28/18	\$165	Site Control	McMillin
McKinney, S	A Crash Course in Methods and Curriculum Gr K-2 and 3-5	Oakland	09/28/18	09/28/18	\$165	Site Control	McMillin
Wilczek, L	A Crash Course in Methods and Curriculum Gr K-2 and 3-5	Oakland	09/28/18	09/28/18	\$165	Site Control	McMillin
Cassidy, S	Turnaround Arts Leadership Team Training	Costa Mesa	09/13/18	09/16/18	\$0	None	Montgomery
Davis, T	Turnaround Arts Leadership Team Training	Costa Mesa	09/13/18	09/16/18	\$122	Site Control	Montgomery
Keehmer, M	Turnaround Arts Leadership Team Training	Costa Mesa	09/13/18	09/16/18	\$0	None	Montgomery
Molyneux, N	Turnaround Arts Leadership Team Training	Costa Mesa	09/13/18	09/16/18	\$122	Site Control	Montgomery
Morales, A	Turnaround Arts Leadership Team Training	Costa Mesa	09/13/18	09/16/18	\$0	None	Montgomery
Quezada, J	Turnaround Arts Leadership Team Training	Costa Mesa	09/13/18	09/16/18	\$122	Site Control	Montgomery
Ramirez, E	Turnaround Arts Leadership Team Training	Costa Mesa	09/13/18	09/16/18	\$122	Site Control	Montgomery
Ruiz, M	Turnaround Arts Leadership Team Training	Costa Mesa	09/13/18	09/16/18	\$0	None	Montgomery
Camarena, S	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	Title I PD	Otay
Carreon, S	EduAbroad International Study Trip (Substitute Cost)	China	10/12/18	10/22/18	\$1,019	Site Control	Otay
Castillo, M	EduAbroad International Study Trip	China	10/12/18	10/22/18	*\$0	Site Control	Otay
Dedrick, J	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	Title I PD	Otay
Demby, J	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	Title I PD	Otay

NOTE: Actual Inservice/Travel costs may differ from estimated costs as shown above.

*Travel event expenses sponsored by organizer and may include registration, lodging, meals, and transportation.

INSERVICE/TRAVEL REQUESTS

Individual	Event	Destination	From	To	Est'd Cost	Funding	CVESD Location
Velazquez, A	EduAbroad International Study Trip (Substitute Cost)	China	10/12/18	10/22/18	\$1,019	Site Control	Otay
Velazquez, Z	EduAbroad International Study Trip (Substitute Cost)	China	10/12/18	10/22/18	\$1,019	Site Control	Otay
Delgado, V	ACSA 2018 Leadership Summit	San Diego	11/08/18	11/10/18	\$479	Supt Admin	Rice
Konkoly, V	ACSA 2018 Leadership Summit	San Diego	11/08/18	11/10/18	\$479	Supt Admin	Rice
Martin, K	CMC South Annual Mathematics Conference	Palm Springs	11/01/18	11/03/18	\$402	LCAP/SCE	Rice
Serrin, A	CMC South Annual Mathematics Conference	Palm Springs	11/01/18	11/03/18	\$402	LCAP/SCE	Rice
Williams, A	CMC South Annual Mathematics Conference	Palm Springs	11/01/18	11/03/18	\$374	LCAP/SCE	Rice
Echanove, T	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	Site Control	Silverwing
Vandergrift, A	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	Site Control	Silverwing
Escobedo, F	CSBA 2018 Annual Education Conference	San Francisco	11/29/18	11/29/18	\$95	District Admin	Superintendent
Escobedo, F	ALI Conference	San Francisco	12/04/18	12/04/18	\$162	District Admin	Superintendent
Bunker, L	CSBA 2018 Annual Education Conference	San Francisco	11/29/18	11/29/18	\$95	District Admin	Supt/Board Member
Farías, A	CSBA 2018 Annual Education Conference	San Francisco	11/29/18	11/29/18	\$95	District Admin	Supt/Board Member
Humphrey, L	CSBA 2018 Annual Education Conference	San Francisco	11/29/18	11/29/18	\$95	District Admin	Supt/Board Member
Reyes, E	CSBA 2018 Annual Education Conference	San Francisco	11/28/18	12/01/18	\$2,165	District Admin	Supt/Board Member
Tamayo, F	CSBA 2018 Annual Education Conference	San Francisco	11/29/18	11/29/18	\$95	District Admin	Supt/Board Member
Faddis, T	Quality Measures	Oakland	10/08/18	10/08/18	\$320	Wallace Fndtn	Supt/Special Assignment
Faddis, T	Orange County Office of Education	Costa Mesa	10/11/18	10/11/18	\$75	Wallace Fndtn	Supt/Special Assignment
Faddis, T	National University California Teacher Credentialing	La Jolla	10/18/18	10/18/18	\$50	Wallace Fndtn	Supt/Special Assignment
Faddis, T	Orange County Office of Education	Costa Mesa	10/25/18	10/25/18	\$75	Wallace Fndtn	Supt/Special Assignment
Emery, M	ACSA 2018 Leadership Summit	San Diego	11/08/18	11/10/18	\$479	Supt Admin	Valle Lindo
Allan, M	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	LCAP	Vista Square
Estrada, C	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	LCAP	Vista Square
Gorman, Z	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	LCAP	Vista Square
Harris, L	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	LCAP	Vista Square
Lizarraga, M	Arts Empower Mega Conference	San Diego	10/18/18	10/18/18	\$75	LCAP	Vista Square

NOTE: Actual Inservice/Travel costs may differ from estimated costs as shown above.

*Travel event expenses sponsored by organizer and may include registration, lodging, meals, and transportation.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Superintendent's Office

ITEM TITLE:

First Reading/Possible Revision/Review: Board Policy and Administrative Regulation 0420, Philosophy-Goals-Objectives and Comprehensive Plans, School Plans/Site Councils

 X Action

 Information

BACKGROUND INFORMATION:

Board Policy (BP) and Administrative Regulation (AR) 0420, Philosophy-Goals-Objectives and Comprehensive Plans, School Plans/Site Councils, have not been updated since 2005. The proposed revisions will help renew these documents to better reflect District practice as well as align to guidelines and regulations established by Education Code since they were last revised/reviewed.

ADDITIONAL DATA:

Copies of the BP and AR, which includes the proposed revisions, are attached. Additional information is available for review in the Office of the Superintendent.

FISCAL IMPACT/FUNDING SOURCE:

None.

STAFF RECOMMENDATION:

Recommend revision/review.

Philosophy-Goals-Objectives and Comprehensive Plans

SCHOOL PLANS/SITE COUNCILS

The Board of Education believes that shared decision making at the school site level can be the key to improving education. The Board encourages partnerships such as the School Site Council ~~which~~ that involve staff, students, parents, and the community in the design, implementation, monitoring, and evaluation of Single Plans for Student Achievement **(SPSA)** which respond to their school's unique needs and which also coincide with District goals **the District's Local Control and Accountability Plan.**

The Superintendent designee shall assure that ~~an Single Plan for Student Achievement~~**SPSA** has been prepared for each school participating in any of the state and/or federal categorical programs listed in Education Code 41506, 41517, or 64000. (Education Code 41507, 41572, 64001)

Whenever feasible, any other school plan may be incorporated into the ~~Single Plan for Student Achievement~~**SPSA.**

The Board shall review and approve each school's ~~Single Plan for Student Achievement~~**SPSA** at a regularly scheduled meeting. The Board also shall review and approve any subsequent revisions that include material changes affecting the academic programs for students participating in these categorical programs. The Board shall certify that, to the extent allowable under federal law, the plan is consistent with District local improvement plans required as a condition of receiving federal funding. (Education Code 64001)

Legal Reference:

EDUCATION CODE

52-53 Designation of schools
8240-8244 General child care and development programs
8750-8754 Conservation Education
18100-18203 School libraries
41500-41573 Categorical education block grants
44500-44508 Peer Assistance and Review Program
44520-44534 New Careers Program
51745-41749.3 Independent study
51870-51874 Educational Technology
52053-52055.51 Immediate Intervention/Underperforming Schools Program
52176 Advisory committees (bilingual program)
52200-52212 Gifted and Talented Education Program
52800-52904 School-Based Program Coordination Act
54000-54041 Educationally Disadvantaged Youth Programs
54100-54145 Miller-Unruh Basic Reading Act
54425 Advisory Committees (compensatory education)
54650-54659 Education Improvement Incentive Program

Philosophy-Goals-Objectives and Comprehensive Plans

SCHOOL PLANS/SITE COUNCILS (continued)

Legal Reference (continued):

56000-56885 Special education
64000 Categorical programs included in consolidated application
64001 Single school plan for student achievement, consolidated application programs
REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS
52012 Establishment of school site council
52014-52015 School plans
52890 Qualifications and duties of outreach consultants
CODE OF REGULATIONS, TITLE 5
3930-3937 Compliance plans
UNITED STATES CODE, TITLE 20
6301-6578 Title I programs, plans
7114 Safe and Drug-Free Schools and Communities; district plan

Management Resources:

CDE PUBLICATIONS

Voluntary Template for the Single Plan for Student Achievement

WEBSITES

California Department of Education, Single Plan for Student Achievement:

<http://www.cde.ca.gov/nclb/sr/le/singleplan.asp>

Center for Comprehensive School Reform and Improvement: <http://www.centerforcsri.org>

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

Policy

Adopted: 11/13/90

Revised: 04/16/91

Revised: 10/18/05

Revised:

CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California

Philosophy-Goals-Objectives and Comprehensive Plans

SCHOOL PLANS/SITE COUNCILS

School Site Council (SSC)

When required for participation in any categorical program, each District school shall establish a ~~School Site Council~~SSC or Advisory Committee. (Education Code 41507, 41572, 52852, 64001)

(cf. 0420.1 - School-Based Program Coordination)

The ~~School Site Council~~SSC shall be composed of the following. (Education Code 41507, 41572~~52852~~)

1. The Principal.
2. Teachers selected by the school's teachers.
3. Other school personnel selected by the school's other personnel.
4. Parents/guardians of students attending the school chosen by other such parents/guardians, or community members selected by the parents/guardians as representatives.

Half of each ~~School Site Council~~SSC shall consist of school staff, the majority of them classroom teachers. The remaining half of the ~~School Site Councils~~SSC shall be parents/guardians/community members.

A District employee may serve as a parent/guardian representative on the ~~School Site Council~~SSC of the school his/her child attends, provided the employee does not work at that school. (Education Code 52852)

The ~~School Site Council~~SSC may function on behalf of other committees in accordance with law. (Education Code 52055.620, 52176, 52870, 54425; 5 CCR 3932)

(cf. 1220 - Citizen Advisory Committees)

In order for a school to participate in any state or federal categorical program listed in Education Code 41506, 41571, or 64000, the ~~School Site Council~~SSC shall approve, annually review, and update the site's Single Plan for Student Achievement. If the school does not have a ~~School Site Council~~SSC, a schoolwide advisory group or school support group conforming to the composition requirements of the ~~School Site Council~~SSC listed above shall fulfill these responsibilities. (Education Code 41507, 41572, 64001)

(cf. 6190 - Evaluation of the Instructional Program)

Philosophy-Goals-Objectives and Comprehensive Plans

SCHOOL PLANS/SITE COUNCILS (continued)

The Single Plan for Student Achievement shall be aligned with school goals for improving student achievement and shall be based on an analysis of verifiable state data, including the ~~Academic Performance Index (API), the California English Language Development Test (CELDT)~~**California Assessment of Student Performance and Progress, the California Dashboard, and the English Language Proficiency Assessments for California**, and any other data voluntarily developed by the District to measure student achievement. (Education Code 64001)

The Plan shall, at a minimum: (Education Code 64001)

1. Address how funds provided to the school through categorical programs will be used to improve the academic performance of all students to the level of the performance goals established by the ~~API~~**California Dashboard**.
2. Identify the school's means of evaluating progress toward accomplishing those goals.
3. Identify how state and federal law governing these programs will be implemented.

Plans developed for the ~~state's Immediate Intervention/Underperforming Schools Program pursuant to Education Code 52054 or the~~ federal Title I schoolwide programs pursuant to 20 USC 6314 shall satisfy the requirement for a Single Plan for Student Achievement. (Education Code 64001)

(cf. 0520 - Intervention for Underperforming Schools)

(cf. 6171 - Title I Programs)

School Plans for Categorical Block Grants**For any school that participates in specified state and/or federal categorical programs, the SSC or other schoolwide advisory committee shall consolidate the plans required for those categorical programs into a Single Plan for Student Achievement. (Education Code 64001)**

~~Whenever a school participates in the state's categorical block grant programs for student retention and/or school and library improvement, that school's Single Plan for Student Achievement shall include, but need not be limited to: (Education Code 41507, 41572)~~

1. Curricula, instructional strategies, and materials responsive to the individual educational needs and learning styles of each student that enables all students to do all of the following:
 - a. Make continuous progress and learn at a rate appropriate to their abilities.
 - b. Master basic skills in language development and reading, writing, and mathematics.

Philosophy-Goals-Objectives and Comprehensive Plans

SCHOOL PLANS/SITE COUNCILS (continued)

- c. Develop knowledge and skills in other aspects of the curricula, such as arts and humanities; physical, natural, and social sciences; multicultural education; physical, emotional, and mental health; consumer economics; and career education.
- d. Pursue educational interests and develop esteem for self and others; personal and social responsibility, critical thinking, and independent judgment.

(cf. 5148 - Child Care and Development)
(cf. 6158 - Independent Study)

- 2. Consideration of the use of community resources to achieve instructional improvement objectives.

- 3. Consideration of the use of education technology.

(cf. 6162.7 - Use of Technology in Instruction)

- 4. A staff development program for teachers, other school personnel, paraprofessionals, and volunteers.

(cf. 1240 - Volunteer Assistance)
(cf. 4131 - Staff Development)

- 5. Provisions for utilization of the Student Success Team process to identify and assess the needs of students who are dropouts or potential dropouts, and to develop programs to meet those needs.

(cf. 5147 - Dropout Prevention)
(cf. 6164.5 - Student Success Teams)

- 6. Instructional and auxiliary services to meet the special needs of students who are limited English speaking, including instruction in a language they understand; educationally disadvantaged students; gifted and talented students; and students with disabilities.

(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Language Learners)

- 7. Improvement of the classroom and school environments, including improvement of relationships between and among students, school personnel, parents/guardians, and the community and reduction of the incidence of violence and vandalism among students.

Philosophy-Goals-Objectives and Comprehensive Plans

SCHOOL PLANS/SITE COUNCILS (continued)

8. Improvement of student attendance, including parent/guardian awareness of the importance of regular school attendance.

(cf. 5113 - Absences and Excuses)

9. The proposed expenditure of ~~block grant~~ **Local Control and Accountability Plan** funds and the degree to which expenditures meet the Plan's criteria.

10. Other activities and objectives established by the ~~School Site Council~~ **SSC**.

11. A process for ongoing evaluation and modification of the Plan.

The evaluation shall be based on the degree to which the school is meeting the Plan's objectives, student achievement, and improved school environment. An improved school environment shall be measured by indicators such as the incidence of absenteeism, suspension and expulsion, dropouts, school violence, vandalism and theft; student attitudes towards the school, self, and others; absenteeism among staff, staff resignations, and requests for transfers; and satisfaction of students, parents/guardians, teachers, administrators, and staff.

~~In addition, any school receiving state funding for school and library improvement shall incorporate plans pertaining to school libraries into the Single Plan for Student Achievement. (Education Code 41572)~~

~~(cf. 6163.1 - Library Media Centers)~~

Regulation

Adopted: 04/16/91

Revised: 10/04/05

Revised:

CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Superintendent's Office

ITEM TITLE:

First Reading/Possible Adoption/Approval: Proposed Board Policy and Administrative Regulation 0460 (New), Philosophy-Goals-Objectives and Comprehensive Plans, Local Control and Accountability Plan

 X Action

 Information

BACKGROUND INFORMATION:

Although optional, the District wishes to include Board Policy (BP) and Administrative Regulation (AR) 0460, Philosophy-Goals-Objectives and Comprehensive Plans, Local Control and Accountability Plan (LCAP) to its policy manual. The BP and AR will reflect standards and parameters established by Education Code Sections 52060-52077 that guide the development and revision of the LCAP.

ADDITIONAL DATA:

Copies of the proposed BP and AR are attached. Additional information is available for review in the Office of the Superintendent.

FISCAL IMPACT/FUNDING SOURCE:

None.

STAFF RECOMMENDATION:

Recommend adoption/approval.

Philosophy-Goals-Objectives and Comprehensive Plans

LOCAL CONTROL AND ACCOUNTABILITY PLAN

Goals and Actions Addressing State and Local Priorities

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions and to facilitate continuous improvement of District practices.

The Board shall adopt a Districtwide Local Control and Accountability Plan (LCAP), based on the template adopted by the State Board of Education, that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the District budget, shall cover the next fiscal year and subsequent two fiscal years. (Education Code 52060, 52064; 5 CCR 15494-15497)

In addition, an LCAP federal Addendum and the Consolidated Application will be completed to focus local Title I, II, III, and IV expenditures of the local education agency funds.

(cf. 3100 - Budget)

The LCAP shall focus on improving outcomes for all students, particularly those who are “unduplicated students” or are part of any numerically significant student subgroup that is at risk of or is underperforming.

Unduplicated students include students who are eligible for free or reduced-price meals, English Learners (ELs), and foster youth, as defined in Education Code 42238.01 for purposes of the Local Control Funding Formula. (Education Code 42238.02)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Learners)

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, ELs, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students, or as otherwise defined by the Superintendent of Public Instruction (SPI). (Education Code 52052)

(cf. 6164.4 - Identification of Individuals for Special Education)

Philosophy-Goals-Objectives and Comprehensive Plans

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

The Superintendent/designee shall review the Single Plan for Student Achievement (SPSA) submitted by each District school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

(cf. 0420 - School Plans/Site Councils)

The LCAP shall also be aligned with other District and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5030 - Wellness)

(cf. 6171 - Title I Programs)

(cf. 7110 - Determining Needs)

Any complaint that the District has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

Plan Development

The Superintendent/designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent-Guardian Involvement)

Philosophy-Goals-Objectives and Comprehensive Plans

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

Public Review and Input

The Board shall assign to the District Advisory Council/English Learner Advisory Committee (DAC/DELAC) the task of reviewing and commenting on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include at least one parent/guardian of an unduplicated student as defined above. (Education Code 52063; 5 CCR 15495)

The Superintendent/designee shall present the LCAP to the DAC/DELAC before it is submitted to the Board for adoption, and shall respond in writing to comments received from the DAC/DELAC. (Education Code 52062)

The Superintendent/designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

As part of the parent and community engagement process, the District shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including ELs and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

(cf. 9320 - Meetings and Notices)

Philosophy-Goals-Objectives and Comprehensive Plans

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the District budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing.

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, the Board shall file the LCAP with the County Superintendent of Schools. (Education Code 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

Monitoring Progress

The Superintendent/designee shall report to the Board, at least annually in accordance with the timeline and indicators established by him/her and the Board, regarding the District's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of District and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

(cf. 0500 - Accountability)

Technical Assistance/Intervention

When it is in the best interest of the District, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

Philosophy-Goals-Objectives and Comprehensive Plans

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

1. Assistance in the identification of District strengths and weaknesses in regard to state priorities, and review of effective, evidence-based programs that apply to the District's goals.
2. Assistance from an academic expert, team of academic experts, or another District in the county in identifying and implementing effective programs to improve the outcomes for student subgroups.
3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074.

In the event that the County Superintendent requires the District to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

If the SPI identifies the District as needing intervention pursuant to Education Code 52072, the District shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:

1. Revision of the District's LCAP.
2. Revision of the District's budget in accordance with changes in the LCAP.
3. A determination to stay or rescind any District action that would prevent the District from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement.

Legal Reference:

EDUCATION CODE

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair

33430-33436 Learning Communities for School Success Program; grants for LCAP implementation

41020 Audits

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

Philosophy-Goals-Objectives and Comprehensive Plans

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

Legal Reference (continued):

52052 Numerically significant student subgroups
52060-52077 Local Control and Accountability Plan
52302 Regional occupational centers and programs
52372.5 Linked learning pilot program
54692 Partnership academies
60119 Sufficiency of textbooks and instructional materials; hearing and resolution
60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission
60811.3 Assessment of language development
64001 Single plan for student achievement
99300-99301 Early Assessment Program
CODE OF REGULATIONS, TITLE 5
15494-15497 Local Control and Accountability Plan and spending requirements
UNITED STATES CODE, TITLE 20
6312 Local educational agency plan
6826 Title III funds, local plans

Management Resources:

CSBA PUBLICATIONS

Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016

LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

California School Dashboard

LCFF Frequently Asked Questions

Local Control and Accountability Plan and Annual Update (LCAP) Template

Family Engagement Framework: A Tool for California School Districts, 2014

California Career Technical Education Model Curriculum Standards, 2013

California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013

California Common Core State Standards: Mathematics, rev. 2013

California English Language Development Standards, 2012

WEBSITES

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

California Department of Education: <http://www.cde.ca.gov>

California School Dashboard: <http://www.caschooldashboard.org>

**Policy
Adopted:**

**CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California**

Philosophy-Goals-Objectives and Comprehensive Plans

LOCAL CONTROL AND ACCOUNTABILITY PLAN

Goals and Actions Addressing State and Local Priorities

The District's Local Control and Accountability Plan (LCAP) shall include, for the District and each District school: (Education Code 52060)

- 1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English Learners (ELs), students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:**

- a. The degree to which District teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every District student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002.**

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

- b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable ELs to access the Common Core State Standards and the English Language Development standards for purposes of gaining academic content knowledge and English language proficiency.**

(cf. 6174 - Education for English Language Learners)

- c. Parent/guardian involvement, including efforts the District makes to seek parent/guardian input in District and school site decision making and how the District will promote parent/guardian participation in programs for unduplicated students (as defined in Education Code 42238.02 and Board Policy) and students with disabilities.**

(cf. 3553 - Free and Reduced Meals)

(cf. 6020 - Parent-Guardian Involvement)

(cf. 6173.1 - Education for Foster Youth)

Philosophy-Goals-Objectives and Comprehensive Plans

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

d. Student achievement, as measured by all of the following as applicable:

- 1) Statewide assessments of student achievement.
- 2) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that satisfy specified requirements and align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692.
- 3) The percentage of ELs who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency.
- 4) The EL reclassification rate.

e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable.

(cf. 5113.1 - Perfect Attendance)

(cf. 5147 - Dropout Prevention)

f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion, Due Process)

(cf. 5144.2 - Suspension and Expulsion, Due Process (Students with Disabilities))

g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and

Philosophy-Goals-Objectives and Comprehensive Plans

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03.

(cf. 6143 - Courses of Study)

(cf. 6159 - Individualized Education Program)

- h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable.
- 2. Any goals identified for any local priorities established by the Board.
- 3. A description of the specific actions the District will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the District.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent/ designee shall identify and include in the LCAP the method for measuring the District's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on a school accountability report card. (Education Code 52060)

(cf. 0510 - School Accountability Report Card)

Increase or Improvement in Services for Unduplicated Students

The LCAP shall demonstrate how the District will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

Philosophy-Goals-Objectives and Comprehensive Plans

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

When the District expends supplemental and/or concentration grant funds on a Districtwide or schoolwide basis during the year for which the LCAP is adopted, the District's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a Districtwide or schoolwide basis.
2. Describe how services are principally directed toward, and are effective in meeting the District's goals for unduplicated students in the state priority areas and any local priority areas.
3. If the enrollment of unduplicated students is less than 55 percent of District enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the District's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

Annual Updates

On or before July 1 of each year, the LCAP shall be updated using the template adopted by the SBE and shall include all of the following: (Education Code 52061)

1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Goals and Actions Addressing State and Local Priorities" above.
2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the District will make as a result of the review and assessment.
3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above.

Philosophy-Goals-Objectives and Comprehensive Plans

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient.

Availability of the Plan

The Superintendent/designee shall post the LCAP and any updates or revisions to the LCAP on the District's website. (Education Code 52065)

**Regulation
Adopted:**

**CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California**

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Human Resources
Services and Support

ITEM TITLE:

First Reading/Possible Approval: Proposed Administrative Regulation 4032 (New), All Personnel, Reasonable Accommodation

 X Action

 Information

BACKGROUND INFORMATION:

Administrative Regulation 4032, All Personnel, Reasonable Accommodation is being proposed to ensure that District procedures are in accordance with state and federal guidelines and requirements. While reviewing Board Policies and Administrative Regulations created by the California School Boards Association (CSBA), the District determined that additional policies and regulations would provide clarification regarding current practices while ensuring alignment to applicable laws.

ADDITIONAL DATA:

A copy of proposed AR 4032 is attached. Additional information is available for review in the Office of the Assistant Superintendent of Human Resources and Support.

FISCAL IMPACT/FUNDING SOURCE:

None.

STAFF RECOMMENDATION:

Recommend adoption.

All Personnel

REASONABLE ACCOMMODATION

Except when undue hardship would result to the District, the Superintendent/designee shall provide reasonable accommodation:

1. In the job application process, to any qualified job applicant with a disability.
2. To enable any qualified employee with a disability to perform the essential functions of the position he/she holds or desires to hold or to enjoy equal benefits or other terms, conditions, and privileges of employment as other similarly situated employees without disabilities.

No employee or job applicant who requests an accommodation for his/her physical or mental disability shall be subjected to discrimination or to any punishment or sanction, regardless of whether the request for accommodation was granted. (Government Code 12940)

The District designates the position specified in Board Policy 4030, All Personnel, Nondiscrimination in Employment as the coordinator of its efforts to comply with the Americans with Disabilities Act (ADA) and to investigate any and all related complaints.

(cf. 4030 - Nondiscrimination in Employment)

Definitions

Disability, with respect to an individual, is defined as any of the following: (Government Code 12926; 29 CFR 1630.2)

1. A physical or mental impairment that limits one or more of the major life activities.
2. A record of such an impairment.
3. Being regarded as having such an impairment.

Limits shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity. (Government Code 12926)

All Personnel

REASONABLE ACCOMMODATION (continued)

Essential functions are the fundamental job duties of the position the individual with a disability holds or desires. The term does not include the marginal functions of the position. (Government Code 12926; 29 CFR 1630.2)

Reasonable accommodation means: (Government Code 12926; 29 CFR 1630.2)

- 1. For a qualified job applicant with a disability, modifications or adjustments to the job application process that enable him/her to be considered for the position he/she desires.**
- 2. For a qualified employee with a disability, modifications or adjustments to the work environment, or to the manner or circumstances under which the position the employee holds or desires is customarily performed, that enable him/her to perform the essential functions of that position or to enjoy equal benefits and privileges of employment as are enjoyed by the District's other similarly situated employees without disabilities.**

Qualified individual with a disability means a job applicant or employee with a disability who: (29 CFR 1630.15, 1630.2)

- 1. Satisfies the requisite skill, experience, education, and other job-related requirements of the employment position he/she holds or desires.**
- 2. Can perform the essential functions of the position with or without reasonable accommodation.**
- 3. Would not pose a significant risk of substantial harm, which cannot be eliminated or reduced by reasonable accommodation, to himself/herself or others in the job he/she holds or desires.**

Undue hardship is a determination based on an individualized assessment of current circumstances that shows that the provision of a specific accommodation would cause significant difficulty or expense to the District. (29 CFR 1630.2)

All Personnel

REASONABLE ACCOMMODATION (continued)

Request for Reasonable Accommodation

When requesting reasonable accommodation, an employee or his/her representative shall inform the employee's supervisor that he/she needs a change at work for a reason related to a medical condition. The supervisor shall inform the coordinator or designee of the employee's request as soon as practicable.

When requesting reasonable accommodation for the hiring process, a job applicant shall inform the coordinator or designee that he/she will need a reasonable accommodation during the process.

When the disability or the need for accommodation is not obvious, the coordinator or designee may ask the employee to supply reasonable documentation about his/her disability. In requesting this documentation, the coordinator or designee shall specify the types of information that are being sought about the employee's condition, the employee's functional limitations, and the need for reasonable accommodation. The employee may be asked to sign a limited release allowing the coordinator or designee to submit a list of specific questions to his/her health care or vocational professional.

If the documentation submitted by the employee does not indicate the existence of a qualifying disability or explain the need for reasonable accommodation, the coordinator or designee shall request additional documentation that specifies the missing information. If the employee does not submit such additional documentation in a timely manner, the coordinator or designee may require him/her to submit to an examination by a health care professional selected and paid for by the District.

The District may make a medical or psychological inquiry of a job applicant or require him/her to submit to a medical or psychological examination after he/she has been given a conditional offer of employment, but before the commencement of his/her job duties, provided the inquiry or examination is job-related, consistent with business necessity, and required for all incoming employees in the same job classification. (Government Code 12940)

All Personnel

REASONABLE ACCOMMODATION (continued)

The coordinator or designee shall not request any job applicant's or employee's genetic information except as authorized by law. (42 USC 2000ff-1, 42 USC 2000ff-5)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

In accordance with law, the coordinator or designee shall take steps to ensure the confidentiality of information related to medical conditions or history. As applicable, he/she shall notify the supervisor or manager of the qualified individual of any reasonable accommodation granted the individual and may notify first aid and safety personnel when the disability of the qualified individual may require emergency treatment. (42 USC 12112)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Granting Reasonable Accommodation

Upon receiving a request for reasonable accommodation from a qualified individual with a disability, the coordinator or designee shall:

1. Determine the essential functions of the job involved.
2. Engage in an informal, interactive process with the individual to review the request for accommodation, identify the precise limitations resulting from the disability, identify potential accommodations, and assess their effectiveness.
3. Develop a plan for reasonable accommodation which will enable the individual to perform the essential functions of the job or gain equal access to a benefit or privilege of employment without imposing undue hardship on the District.

A determination of undue hardship should be based on several factors, including: (29 CFR 1630.2)

- a. The nature and net cost of the accommodation needed, taking into consideration the availability of tax credits and deductions and/or outside funding.

All Personnel

REASONABLE ACCOMMODATION (continued)

- b. The overall financial resources of the facility making the accommodation, the number of persons employed at this facility, and the effect on expenses and resources of the facility.
- c. The overall financial resources, number of employees, and the number, type, and location of facilities of the District.
- d. The type of operation of the District, including the composition, structure, and functions of the workforce and the geographic separateness and administrative or fiscal relationship of the facility making the accommodation to other District facilities.
- e. The impact of the accommodation on the operation of the facility, including the impact on the ability of other employees to perform their duties and the impact on the facility's ability to conduct business.

The coordinator or designee may confer with the site administrator, any medical advisor chosen by the District, and/or other District staff before making a final decision as to the accommodation.

Legal Reference:

CIVIL CODE

51 Unruh Civil Rights Act

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

UNITED STATES CODE, TITLE 29

701-794e Vocational Rehabilitation Act

UNITED STATES CODE, TITLE 42

2000ff-1-2000ff-11 Genetic Information Nondiscrimination Act of 2008

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act, especially:

35.107 Designation of employee

36.101-36.608 Nondiscrimination on the basis of disability by public facilities

CODE OF FEDERAL REGULATIONS, TITLE 29

1630.2 Definitions

COURT DECISIONS

A.M. v. Albertsons, LLC, (2009) Cal.App.4th 455

Colmenares v. Braemar Country Club, Inc., (2003) 29 Cal.4th 1019

Chevron USA v. Echazabal, (2002) 536 U.S. 73, 122 S.Ct. 2045

US Airways, Inc. v. Barnett, (2002) 535 U.S. 391, 122 S.Ct. 1516

All Personnel

REASONABLE ACCOMMODATION (continued)

Management Resources:

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002

WEB SITES

Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr>

**Regulation
Adopted:**

**CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California**

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Human Resources
Services and Support

ITEM TITLE:

First Reading/Possible Adoption: Proposed Board Policy 4033 (New), All Personnel, Lactation Accommodation

 X Action

 Information

BACKGROUND INFORMATION:

Board Policy (BP) 4033, All Personnel, Lactation Accommodation is being proposed to ensure that District procedures are in accordance with state and federal guidelines and requirements. While reviewing Board Policies and Administrative Regulations created by the California School Boards Association (CSBA), the District determined that additional policies and regulations would provide clarification regarding current practices while ensuring alignment to applicable laws.

ADDITIONAL DATA:

A copy of proposed BP 4033 is attached. Additional information is available for review in the Office of the Assistant Superintendent of Human Resources and Support.

FISCAL IMPACT/FUNDING SOURCE:

None.

STAFF RECOMMENDATION:

Recommend adoption.

All Personnel

LACTATION ACCOMMODATION

The District recognizes the immediate and long-term health advantages of breastfeeding for infants and mothers and desires to provide a supportive environment for any District employee to express milk for her infant child upon her return to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any District employee who chooses to express breast milk for her infant child while at work.

(cf. 4030 - Nondiscrimination in Employment)

The District shall provide a reasonable amount of break time to accommodate an employee each time she has a need to express breast milk for her infant child. (Labor Code 1030)

To the extent possible, such break time shall run concurrently with the break time already provided to the employee. (Labor Code 1030; 29 USC 207)

The employee shall be provided a private location, other than a restroom, which is in close proximity to her work area and meets the requirements of Labor Code 1031 and 29 USC 207, as applicable.

Employees are encouraged to notify their supervisor or other appropriate personnel in advance of their intent to make use of the accommodations offered for employees who are nursing mothers. As needed, the supervisor shall work with the employee to address arrangements and scheduling in order to ensure that the employees' essential job duties are covered during the break time.

Lactation accommodations may be denied only in limited circumstances in accordance with law. (Labor Code 1032; 29 USC 207)

Before an employee's supervisor makes a determination to deny lactation accommodations, he/she shall consult the Superintendent/designee. In any case in which lactation accommodations are denied, the Superintendent/designee shall document the options that were considered and the reasons for denying the accommodations.

All Personnel

LACTATION ACCOMMODATION

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

CIVIL CODE

43.3 Right of mothers to breastfeed in any public or private location

GOVERNMENT CODE

12940 Discriminatory employment practices

12945 Discrimination based on pregnancy, childbirth, or related medical conditions

LABOR CODE

1030-1033 Lactation accommodation

CODE OF REGULATIONS, TITLE 2

11035-11049 Sex discrimination; pregnancy and related medical conditions

UNITED STATES CODE, TITLE 29

207 Fair Labor Standards Act; lactation accommodation

FAIR EMPLOYMENT AND HOUSING COMMISSION DECISIONS

Department of Fair Employment and Housing v. Acosta Tacos (Chavez), FEHC

Precedential Decision 09-03P, 2009

Management Resources:

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Rest Periods/Lactation Accommodation, Frequently Asked Questions

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

Minimum Requirements of the California Lactation Accommodation Law

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Lactation Support Program Toolkit

FEDERAL REGISTER

Reasonable Break Time for Nursing Mothers, December 21, 2010, Vol. 75, No. 244, pages 80073-80079

OFFICE OF THE SURGEON GENERAL PUBLICATIONS

The Surgeon General's Call to Action to Support Breastfeeding, 2011

HEALTH RESOURCES AND SERVICES ADMINISTRATION PUBLICATIONS

The Business Case for Breastfeeding: Steps for Creating a Breastfeeding Friendly Worksite, Toolkit, 2008

U.S. DEPARTMENT OF LABOR, WAGE AND HOUR DIVISION, PUBLICATIONS

Fact Sheet #3: Break Time for Nursing Mothers under the FLSA, rev. December 2010

WEB SITES

California Department of Industrial Relations, Division of Labor and Standards

Enforcement: <http://www.dir.ca.gov/dlse>

California Department of Public Health: <http://www.cdph.ca.gov>

California Women, Infants and Children: <http://www.wicworks.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Health Resources and Services Administration: <http://www.hrsa.gov>

Office of the Surgeon General: <http://www.surgeongeneral.gov>

U.S. Department of Labor, Wage and Hour Division, Break Time for Nursing Mothers: <http://www.dol.gov/whd/nursingmothers>

**Policy
Adopted:**

**CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California**

Page 3 of 3
Agenda Item 9.D.
October 10, 2018

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Business Services and
Support

ITEM TITLE:

Second Reading/Adoption: Proposed Board Policy and Administrative Regulation 3230 (New), Business and Noninstructional Operations, Federal Grant Funds

 X Action

 Information

BACKGROUND INFORMATION:

At its meeting of September 12, 2018, the Board held a first reading on proposed new Board Policy (BP) and Administrative Regulation (AR) 3230, Business and Noninstructional Operations, Federal Grant Funds. BP and AR 3230 have been created to identify the District's responsibility to maintain fiscal integrity and transparency in the use of all funds awarded through Federal grants. They further ensure that any Federal grant funds received by the District are handled per the grant agreements with the District, and in accordance with the Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards specified in 2 CFR 200.0-200.521, as well as any stricter State laws or District policies which may be imposed.

ADDITIONAL DATA:

Copies of the proposed BP and AR 3230 are attached. Additional information is available for review in the Office of the Deputy Superintendent.

FISCAL IMPACT/FUNDING SOURCE:

None.

STAFF RECOMMENDATION:

Recommend adoption.

Business and Noninstructional Operations

FEDERAL GRANT FUNDS

The Governing Board recognizes the District's responsibility to maintain fiscal integrity and transparency in the use of all funds awarded through Federal grants. The District shall comply with all requirements detailed in any grant agreement with an awarding agency and with the Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards specified in 2 CFR 200.0-200.521 and any stricter State laws and District policy.

Any goods or services purchased with Federal funds shall be reasonable in cost and necessary for the proper and efficient performance or administration of the program.

The Superintendent or designee shall ensure that the District's financial management systems and procedures provide for the following pursuant to 2 CFR 200.302:

1. Identification in District accounts of each Federal award received and expended and the Federal program under which it was received.

(cf. 3100 - Budget)

2. Accurate, current, and complete disclosure of the financial and performance results of each Federal award or program in accordance with the reporting requirements of 2 CFR 200.327 and 200.328.

(cf. 3460 - Financial Reports and Accountability)

3. Records and supporting documentation that adequately identify the source and application of funds for Federally funded activities, including information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

4. Effective controls and accountability for all funds, property, and other assets and assurance that all assets are used solely for authorized purposes.

Business and Noninstructional Operations

FEDERAL GRANT FUNDS (continued)

5. Comparison of actual expenditures with budgeted amounts for each Federal award.
6. Written procedures to implement provisions governing payments as specified in 2 CFR 200.305.
7. Written procedures for determining the allowability of costs in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the Federal grant award.

(cf. 3400 - Management of District Assets/Accounts)

The Superintendent or designee shall develop and implement appropriate internal control processes to reasonably assure that transactions are properly executed, recorded, and accounted for so that the District can prepare reliable financial statements and Federal reports, maintain accountability over assets, and demonstrate compliance with Federal laws, regulations, and conditions of the Federal award. (2 CFR 200.61, 200.62, 200.303)

Equipment purchased with Federal funds shall be properly inventoried and adequately maintained to safeguard against loss, damage, or theft of the property.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

(cf. 3440 - Inventories)

(cf. 3512 - Equipment)

All staff involved in the administration or implementation of programs and activities supported by Federal funds shall receive information and training on the allowable use of Federal funds, purchasing procedures, and reporting processes commensurate with their duties.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Business and Noninstructional Operations

FEDERAL GRANT FUNDS (continued)

The District shall submit performance reports to the awarding agency in accordance with the schedule and indicators required for that Federal grant by law and the awarding agency. As required, such reports may include a comparison of actual accomplishments to the objectives of the Federal award, the relationship between financial data and performance accomplishments, the reasons that established goals were not met if applicable, cost information to demonstrate cost-effective practices, analysis and explanation of any cost overruns or high unit costs, and other relevant information. The final performance report shall be submitted within 90 days after the ending date of the grant. (2 CFR 200.301, 200.328)

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

42122-42129 Budget requirements

CODE OF FEDERAL REGULATIONS, TITLE 2

180.220 Amount of contract subject to suspension and debarment rules

200.0-200.521 Federal uniform grant guidance, especially:

200.1-200.99 Definitions

200.100-200.113 General provisions

200.317-200.326 Procurement standards

200.327-200.329 Monitoring and reporting

200.333-200.337 Record retention

200.400-200.475 Cost principles

200.500-200.521 Audit requirements

CODE OF FEDERAL REGULATIONS, TITLE 34

76.730-76.731 Records related to Federal grant programs

CODE OF FEDERAL REGULATIONS, TITLE 48

2.101 Federal acquisition regulation; definitions

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Department of Education Audit Guide

California School Accounting Manual

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Questions and Answers Regarding 2 CFR Part 200, March 17, 2016

Business and Noninstructional Operations

FEDERAL GRANT FUNDS (continued)

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Office of Management and Budget, Uniform Guidance:

https://www.whitehouse.gov/omb/grants_docs

State Controller's Office: <http://www.sco.ca.gov>

System for Award Management (SAM): www.sam.gov/portal/SAM/##11

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

U.S. Government Accountability Office: <http://www.gao.gov>

Policy

Reviewed: 09/12/18

Adopted:

**Chula Vista Elementary School District
Chula Vista, California**

Business and Noninstructional Operations

FEDERAL GRANT FUNDS

Allowable Costs

Prior to obligating or spending any Federal grant funds, the Superintendent or designee shall determine whether a proposed purchase is an allowable expenditure of Federal funds in accordance with 2 CFR 200.400-200.475, and the terms and conditions of the Federal grant award. The Superintendent or designee shall also determine whether the expense is a direct or indirect cost as defined in 2 CFR 200.413 and 200.414 and, if the purchase will benefit other programs not included in the grant award, the appropriate share to be allocated to the Federal grant.

(cf. 3350 - Travel Expenses)

The Superintendent or designee shall review and approve all transactions involving Federal grant funds and shall ensure the proper coding of expenditures consistent with the California School Accounting Manual.

(cf. 3300 - Expenditures and Purchases)
(cf. 3314 - Payment for Goods and Services)

Period of Performance

All obligations of Federal funds shall occur on or between the beginning and ending dates of the grant project and shall be paid no later than 90 days after the end of the funding period, unless specifically authorized by the grant award to be carried over beyond the initial term of the grant. (2 CFR 200.77, 200.308, 200.309, 200.343)

Procurement

The Superintendent or designee shall comply with the standards specified in 2 CFR 200.317-200.326 and Appendix II of Part 200 when procuring goods and services needed to carry out a Federal grant as well as any more restrictive State laws and District policies concerning the procurement of goods and services.

Business and Noninstructional Operations

FEDERAL GRANT FUNDS (continued)

As appropriate to encourage greater economy and efficiency, the Superintendent or designee shall avoid acquisition of unnecessary or duplicative items, give consideration to consolidating or breaking out procurements, analyze lease versus purchase alternatives, consider entering into an interagency agreement for procurement of common or shared goods and services, and/or use Federal excess or surplus property. (2 CFR 200.318)

The procurement of goods or services with Federal funds shall be conducted in a manner that provides full and open competition in accordance with State laws and District regulations and the following requirements:

1. Any purchase of supplies or services that does not exceed the "micro-purchase" threshold specified in 48 CFR 2.101 may be awarded without soliciting competitive quotes, provided that the District considers the price to be reasonable and maintains written evidence of this reasonableness in the record of all micro-purchases. (2 CFR 200.67, 200.320)
2. For any purchase that exceeds the micro-purchase threshold but is less than the bid limit required by Public Contract Code 20111, the Superintendent or designee shall utilize "small-purchase" procedures that include obtaining price or rate quotes from an adequate number of qualified sources. (2 CFR 200.320)
3. Contracts for goods or services over the bid limits required by Public Contract Code 20111 shall be awarded pursuant to California law and AR 3311 - Bids, unless exempt from bidding under the law.

(cf. 3311 - Bids)

4. If a purchase is exempt from bidding and the District's solicitation is by a request for proposals, the award may be made by either a fixed-price or cost-reimbursement type contract awarded to the entity whose proposal is most advantageous to the program, with price and other factors considered. (2 CFR 200.320)

(cf. 3312 - Contracts)

Business and Noninstructional Operations

FEDERAL GRANT FUNDS (continued)

5. Procurement by noncompetitive proposals (sole sourcing) may be used only when the item is available from a single source, the need or emergency will not permit a delay resulting from competitive solicitation, the awarding agency expressly authorizes sole sourcing in response to the District's request, and/or competition is determined inadequate after solicitation of a number of sources. (2 CFR 200.320)
6. Time and materials type contracts may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general administrative expenses, and profit. (2 CFR 200.328)

For any purchase of \$25,000 or more, the Superintendent or designee shall verify that any vendor which is used to procure goods or services is not excluded or disqualified by the Federal Government. (2 CFR 180.220, 200.213)

All solicitations shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description shall avoid detailed product specifications to the extent possible, but may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. When it is impractical or not economical to make a clear and accurate description of the technical requirements, a brand name or equivalent description may be used to define the performance or other salient requirements of procurement, clearly stating the specific features of the named brand which must be met by offers. In addition, every solicitation shall identify all requirements which the offer must fulfill and any other factors to be used in evaluating bids or proposals. (2 CFR 200.319)

Business and Noninstructional Operations

FEDERAL GRANT FUNDS (continued)

The Superintendent or designee shall maintain sufficient records to document the procurement, including, but not limited to, the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis for the contract price. (2 CFR 200.318)

The Superintendent or designee shall ensure that all contracts for purchases using Federal grant funds contain the applicable contract provisions described in Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. (2 CFR 200.326)

Capital Expenditures

The Superintendent or designee shall obtain prior written approval from the awarding agency before using Federal funds to make capital expenditures, including the acquisition of land, facilities, equipment, and intellectual property and expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. (2 CFR 200.12, 200.13, 200.20, 200.33, 200.48, 200.58, 200.89, 200.313, 200.439)

Conflict of Interest

No Governing Board member, District employee, or District representative shall participate in the selection, award, or administration of a contract supported by Federal funds if he/she has a real or apparent conflict of interest, such as when he/she or a member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of them has a financial interest in or a tangible personal benefit from a firm considered for a contract. Such persons are prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or subcontractors unless the gift is an unsolicited item of nominal value. (2 CFR 200.318)

Employees engaged in the selection, award, and administration of contracts shall also comply with Board Bylaws Section 9270 - Conflict of Interest.

(cf. 9270 - Conflict of Interest)

Business and Noninstructional Operations

FEDERAL GRANT FUNDS (continued)

Cash Management

The Superintendent or designee shall ensure the District's compliance with 2 CFR 200.305 pertaining to payments and cash management, including compliance with applicable methods and procedures that minimize the time elapsing between the transfer of funds to the District and the District's disbursement of funds. (2 CFR 200.305)

When authorized by law, the District may receive advance payments of Federal grant funds, limited to the minimum amounts needed and timed in accordance with the actual immediate cash requirements of the District for carrying out the purpose of the program or project. Except under specified conditions, the District shall maintain the advance payments in an interest-bearing account. The District shall remit interest earned on the advanced payment to the awarding agency on an annual basis, but may retain interest amounts specified in 2 CFR 200.305 for administrative expenses. (2 CFR 200.305)

When required by the awarding agency, the District shall instead submit a request for reimbursement of actual expenses incurred. The District may also request reimbursement as an alternative to receiving advance payments. (2 CFR 200.305)

The Superintendent or designee shall maintain source documentation supporting the expenditure of Federal funds, such as invoices, time sheets, payroll stubs, or other appropriate documentation.

Personnel

All District employees who are paid in full or in part with Federal funds shall document the amount of time they spend on grant activities. (2 CFR 200.430)

Records

Except as otherwise provided in 2 CFR 200.333, or where State law or District policy requires a longer retention period, financial records, supporting

Business and Noninstructional Operations

FEDERAL GRANT FUNDS (continued)

documents, statistical records, and all other District records related to a Federal award shall be retained for a period of three years from the date of submission of the final expenditure report or, for a Federal award that is renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report. (2 CFR 200.333)

(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)

Audits

Whenever the District expends \$750,000 or more in Federal grant funds during a fiscal year, it shall arrange for either a single audit or a program-specific audit in accordance with 2 CFR 200.507 or 200.514. (2 CFR 200.501)

The Superintendent or designee shall ensure that the audit meets the requirements specified in 2 CFR 200.500-200.521.

Specified records pertaining to the audit of Federal funds expended by the District shall be transmitted to the clearinghouse designated by the Federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the audit period, whichever is sooner, unless a longer period is agreed to in advance by the Federal agency or a different period is specified in a program-specific audit guide. (2 CFR 200.512)

In the event that the audit identifies any deficiency, the Superintendent or designee shall promptly act to either correct the identified deficiency, produce recommended improvements, or demonstrate that the audit finding is invalid or does not warrant action. (2 CFR 200.26, 200.508, 200.511)

Regulation

Reviewed: 09/12/18

Adopted:

**Chula Vista Elementary School District
Chula Vista, California**

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Superintendent's Office

ITEM TITLE:

Report Calendar to Board of Education

 Action

 X **Information**

BACKGROUND INFORMATION:

<u>TOPIC</u>	<u>REPORT BY</u>	<u>TENTATIVE DATE</u>
Report on District Cohort Schools: Mae L. Feaster Charter and Karl H. Kellogg, J. Calvin Lauderbach, Liberty, Saburo Muraoka, and Palomar Elementary for the 2017-18 School Year	Instructional Services and Support	November 2018
Report on Leonardo da Vinci Health Sciences Charter School	Instructional Services and Support	November 2018
Report on English Language Proficiency Assessments for California	Instructional Services and Support	November 2018
Report on District Cohort Schools: Ella B. Allen, Joseph Casillas, Anne and William Hedenkamp, Juarez-Lincoln, and Loma Verde Elementary and Chula Vista Learning Community Charter for the 2017-18 School Year	Instructional Services and Support	December 2018
Report on District Innovation Efforts	Instructional Services and Support	December 2018
Recognition of Students Who Achieved the Highest Score Possible on the 2018 California Assessment of Student Performance and Progress	Instructional Services and Support	December 2018
Approve Revisions to Fiscal Year 2018-19 Budget; Approve First Interim Financial Report at October 31, 2018; and Certify District's Financial Status for Fiscal Year 2018-19	Business Services and Support	December 2018

ADDITIONAL DATA:

None.

FISCAL IMPACT/FUNDING SOURCE:

None.

STAFF RECOMMENDATION:

This is an information item.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD AGENDA ITEM

Prepared by: Instructional Services
and Support

ITEM TITLE:

Acknowledge Receipt of Charter Petition of Robert L. Mueller Charter School and Bayfront Charter High School

_____ **Action**

_____ **X** **Information**

BACKGROUND INFORMATION:

In accordance with Education Code 47605(b), the Board will receive the Robert L. Mueller Charter School (Mueller) and Bayfront Charter High School petition that commences the statutory timeline for its review. Listed below is the schedule for consideration of the petition. The Board first approved Mueller in 1994 and last renewed it in 2014.

- November 14, 2018: A public hearing shall be held on the provisions of the charter, at which time the Governing Board of the District shall consider the level of support for the petition by teachers employed by the District, other employees of the District, and parents.
- December 5, 2018: The Board will determine whether it will grant or deny the charter petition.

ADDITIONAL DATA:

A copy of the proposed renewal petition is available for review in the Office of the Executive Director of Technology and Instruction Services and Support.

FISCAL IMPACT/FUNDING SOURCE:

Evaluation of fiscal impact will be completed based on services requested by Mueller and Bayfront Charter High School.

STAFF RECOMMENDATION:

This is an information item.