

GLENDALE UNIFIED SCHOOL DISTRICT
223 North Jackson Street
Glendale, California 91206
(818) 241-3111

BOARD OF EDUCATION
AGENDA

February 6, 2018
Meeting No. 20
Regular Meeting

GLENDALE UNIFIED SCHOOL DISTRICT
223 North Jackson Street
Glendale, California 91206
(818) 241-3111

BOARD OF EDUCATION MEETING NO. 20
Administration Center

February 6, 2018

"Preparing our students for their future."

Please Note Times	
5:00 P.M. -	Opening, Public Communications (on closed session items only)
Closed Session	
6:30 P.M. -	Regular Meeting, Acknowledgements & Recognitions, Student Board Member Report, Public Communications, Information, Action, Consent Calendar, Reports

In accordance with the Americans with Disabilities Act (ADA) the District will provide accommodations, with reasonable advanced notice, for any individual with a disability needing to participate in the Board Meeting and/or access the information herein. Please contact the Glendale Unified School District Public Information Office to request such accommodations. In accordance with the Brown Act revisions; public records relating to a Board meeting agenda item that are distributed to at least a majority of Board members less than 72 hours before a regular meeting, may be inspected by the public at the District administrative offices during regular business hours (8:00 a.m. to 4:00 p.m.).

AGENDA

ITEM

PAGE

A. OPENING - 5:00 P.M.

1. Call to Order and Roll Call

B. COMMUNICATIONS FROM PUBLIC - (on Closed Session items only)

1. Public Communications

ADDRESSING THE BOARD OF EDUCATION—An individual or group representative may address the Board of Education on any agenda item or subject within its jurisdiction by completing a request card. Speakers are requested to state their name and address prior to speaking to the Board. Not more than five minutes may be allotted to each speaker and no more than twenty minutes to each subject, except by unanimous consent of the Board of Education. Board Members may question the speaker but there will be no debate or decision. The Superintendent may refer the matter to the proper department for review.

C. CLOSED SESSION

1. Instructing designated representative, Mr. Winfred B. Roberson, Jr., Superintendent of Schools, regarding collective bargaining matters pursuant to Government Code §54957.6.

C. CLOSED SESSION - continued

2. **Personnel matters relating to the appointment, employment or evaluation of school based and non-school based district management positions pursuant to Government Code §54957.**
3. **Personnel matters relating to the discipline, dismissal and release of school-based employees pursuant to Government Code §54957.**
4. **Conference with Real Property Negotiators pursuant to Government Code 54956.8**
Property: Approximately 40,000 square feet of real property, referred to as a portion of the District Office Site, located at 223 N. Jackson Street, Glendale, California 91206 (Property)
Negotiating Parties: Glendale Unified School District (Proposed Exchangor), Winfred Roberson, Superintendent, Constance Schwindt, Atkinson, Andelson, Loya, Rudd & Romo, and property consultant Sam S. Manoukian, RE/MAX; and one or more representatives from Carmel Partners which may acquire the Property through an exchange agreement pursuant to applicable California law (Proposed Exchange)
Under Negotiation: Instructions to negotiators will concern price and terms of payment as related to the possible exchange of the identified Property.
5. **Conference with Legal Counsel - Anticipated Litigation - Initiation of litigation pursuant to section 54956.9(c): One potential case.**

D. RETURN TO REGULAR MEETING - 6:30 P.M.

1. **Call to Order**
2. **Pledge of Allegiance led by Marjan Navidpour, an 8th grade student from Rosemont Middle School**
3. **Certification of Compliance**

To accommodate the requirement of Government Code Section 54954.2 in accordance with the Brown Act revisions; the agenda for the meeting was posted on the bulletin board in the Administration Center and the Glendale Unified School District website 72 hours prior to this meeting.

4. **Approval of Agenda Order**

E. ACKNOWLEDGEMENTS AND RECOGNITIONS

a. *PTA Reflections* – Approximately 35 students will receive awards from Glendale Council PTSA to commemorate their outstanding work in this annual District competition, which is part of the state and national Reflections Program. Students compete in six categories; literature, music composition, film/video production, dance, photography and visual arts. Tonight we are honoring the “Special Artists” in the categories of Literature and Visual Arts.

b. *GUSD Students Earn a Place on the All Southern California Honor Ensembles* – Students from Verdugo Woodlands Elementary School, Rosemont Middle School, Crescenta Valley and Hoover High Schools earned a place on one of the five possible honor ensembles for the Southern California Honor Ensembles sponsored by the Southern California School Band & Orchestra Association (SCSBOA).

c. *Six GUSD Students Earn a Place on the All State Honor Ensembles* – Six Students from Rosemont Middle School earned a place on the All State Honor Ensembles sponsored by the California Band Director Association (CBDA) and the California Orchestra Director’s Association (CODA).

F. STUDENT BOARD MEMBER REPORT

1. Student Board Member Amira Chowdhury will report on activities and events happening at the schools around the District.

G. COMMUNICATIONS FROM PUBLIC

1. Public Communications

ADDRESSING THE BOARD OF EDUCATION—An individual or group representative may address the Board of Education on any agenda item or subject within its jurisdiction by completing a request card. Speakers are requested to state their name and address prior to speaking to the Board. Not more than five minutes may be allotted to each speaker and no more than twenty minutes to each subject, except by unanimous consent of the Board of Education. Board Members may question the speaker but there will be no debate or decision. The Superintendent may refer the matter to the proper department for review.

H. INFORMATION

1. Acknowledgements of Service 10

The resignations and retirements of the employees listed have been accepted by the Assistant Superintendent, Human Resources, as effective and final per Board Policy 4117.2, 4217.2, and 4317.2, and are being reported to the Board of Education for its information.

2. Update on First Student, Inc. Bus Driver Strike 12

This report provides information regarding First Student, Inc. bus driver strike and the district's efforts in finding alternate transportation services.

3. Local Control Accountability Plan (LCAP) Update #10 13

This report will provide an update on the 2017-2018 Local Control Accountability Plan (LCAP), Glendale Unified School District's (GUSD) Roadmap to Success" focusing on Teaching and Learning Professional Development.

4. ScholarShare 529 Pilot Program 17

This report will provide the Board of Education with information regarding the ScholarShare 529 Pilot Program, which aims to help families save for the expenses of higher education and/or career training after high school graduation. Glendale Unified School District and the Glendale Educational Foundation are proud to announce this opportunity for Roosevelt Middle School and Cerritos Elementary School students and families to open college savings plans.

5. Property Exchange Update 19

This report provides an opportunity for the Board of Education to share with the community the benefits of the property exchange with Carmel Partners Realty Investors, LLC.

6. Update on Measure S and Facility Program 21

There will be a presentation including an update on the Superintendent's Facility Advisory Committee meeting, a review of the action items on the agenda, as well as a discussion of future items that will be brought to the Board for consideration.

7. Governor's 2018-19 January Budget Proposal 22

This report will provide an overview of the Governor's budget proposals for 2018-19 and its impact on the District.

H. INFORMATION - continued

- 8. Proposed New, Revised, or Retired Board Policies Relating to Students Welfare, Instruction, Community Relations, and Bylaws of the Board 27**
- This report will provide the Board of Education with information on the need to create new or revise or retire existing Board Policies (BP) 5141.4 (Child Abuse Prevention and Reporting); BP 6146.3 (Reciprocity of Academic Credit); BP 6162.52 (California High School Exit Exam); BP 1114 (District-Sponsored Social Media); BP 9222 (Resignation); BP 9224 (Oath Or Affirmation) and BP 9260 (Legal Protection) as recommended by the California School Boards Association (CSBA) and to comply with Education Code and federal and state laws.
- 9. Proposed Basic and Supplementary Textbooks for Use in Elementary Schools in the Area of Foreign Language (German and Italian Foreign Language Academies of Glendale) 43**
- The proposed basic and supplementary textbooks are submitted for review and discussion by the Board of Education. In accordance with Glendale Unified School District Board Policy 6161.1, the textbooks were available for review by parents and/or members of the community prior to being presented to the Board of Education for their consideration. The Elementary Education Council has reviewed the information and made a recommendation of approval of the textbooks to the Board of Education.
- 10. Proposed Revised Course Titles for Use in High Schools in the Areas of Career Technical Education 47**
- Proposed revisions to the following course of study titles for use in high schools in the area of Career Technical Education are submitted to the Board of Education for review and consideration: Principals of Engineering; Computer Aided Manufacturing 1-2; Computer Aided Manufacturing 3-4; and Cinematography 7-8.
- 11. Proposed Revisions to the Early Education and Extended Learning Programs Preschool and School-Age Self-Supporting Program Policy Handbook for Parents 66**
- This report will provide the Board of Education with proposed revisions to the Early Education and Extended Learning Programs Preschool and School-Age Self-Supporting Program Policy Handbook for Parents.

I. ACTION

- 1. Change in Board Meeting Date 88**
- The Superintendent recommends that the Board of Education change the date of its Board meeting on June 5, 2018 to June 4, 2018.
- 2. Emergency Resolution No. 17 for Transportation Services 89**
- The Superintendent recommends that the Board of Education adopt Resolution No. 17 and approve the usage of other transportation companies for school transportation services on an emergency basis without competitive bidding.
- 3. Award of Bid No. P-69-17/18 for CTE Manufacturing and Product Development Pathway 91**
- The Superintendent recommends that the Board of Education approve award Bid Number P-69-17/18 for CTE Manufacturing and Product Development Pathway to Haas Factory Outlet, LLC.

I. ACTION - continued

- 4. Approval of Amendment No. 1 to Independent Consultant Agreement No. 327 with BPI Inspection Service for the Jefferson Elementary School Overcrowding Relief Grant (ORG) Building's DSA Inspection Services 95**

The Superintendent recommends that the Board of Education approve Amendment No. 1 to Independent Consultant Agreement No. 327 with BPI Inspection Service for the Jefferson Elementary School Overcrowding Relief Grant (ORG) Building's DSA Inspection Services in the amount of \$60,000.

- 5. Approval of Amendment No. 1 to Independent Consultant Agreement No. 264 with BPI Inspection Service for the Verdugo Woodlands Elementary School Overcrowding Relief Grant (ORG) Building's DSA Inspection Services 112**

The Superintendent recommends that the Board of Education approve Amendment No. 1 to Independent Consultant Agreement No. 264 with BPI Inspection Service for the Verdugo Woodlands Elementary School Overcrowding Relief Grant (ORG) Building's DSA Inspection Services in the amount of \$45,000.

- 6. Approval of Memorandum of Commencement of Lease Term with Lundgren Builders for the Overcrowding Relief Grant (ORG) Projects at Balboa, Verdugo Woodlands, and R.D. White Elementary Schools and Notice of Completion at Verdugo Woodlands Elementary School 129**

The Superintendent recommends that the Board of Education approve the Memorandum of Commencement of Lease Term with Lundgren Builders for the Overcrowding Relief Grant (ORG) projects at Balboa, Verdugo Woodlands, and R.D. White Elementary Schools and a Notice of Completion at Verdugo Woodlands Elementary School.

- 7. Approval of Proposition 39 Year Five (5) Expenditure Plan 131**

The Superintendent recommends that the Board of Education approve the Proposition 39 Year Five (5) Expenditure Plan for a total estimated cost of \$1,554,040.

- 8. Approval of Proposition 39 Year Four (4) Expenditure Plan Amendment 139**

The Superintendent recommends that the Board of Education approve the amendment of the combined Year Four (4) Proposition 39 Energy Expenditure Plan to add energy conservation projects at various school sites.

- 9. Approval of Counselor Attendance Calendars for 2018-2019 and 2019-2010 140**

The Superintendent recommends that the Board of Education approve the Counselor Attendance Calendars for the 2018-2019 and 2019-2020 school years.

- 10. Approval of Agreement with Invo HealthCare Associates 143**

The Superintendent recommends that the Board of Education approve an agreement between Glendale Unified School District and Invo HealthCare Associates in the amount of \$180,000 to provide speech therapist services.

J. CONSENT CALENDAR

All items under Consent Calendar are considered to be of a routine nature and are acted on with one motion. Any recommendation may be removed from the Consent Calendar at the request of any Board Member and placed under Action.

- 1. Minutes 159**

The Superintendent recommends that the Board of Education approve the Minutes, as listed.

- a. Regular Meeting No. 18 January 16, 2018
- b. Special Meeting No. 19 January 22, 2018

J. CONSENT CALENDAR - continued

2. Certificated Personnel Report No. 12 170

The certificated report recommends approval of the following:

A deceased, maternity leaves of absence, change of maternity leaves of absence, an extension of maternity leave of absence, health leaves of absence, change of health leaves of absence, extension of health leaves of absence, family & medical leaves of absence, an intermittent family & medical leave of absence, change of family & medical leaves of absence, extension of family & medical leaves of absence, a rescission of intermittent family & medical leave of absence, a military leave of absence, parental leaves of absence, an additional assignment, a voluntary increase in assignment, a voluntary decrease in assignment, a notice of non-reelection, a release temporary-employee, change of status, elections, elections hourly/daily, additional compensation, a transportation authorization, revision to previous personnel reports, personal services agreements and conference/workshop/meeting authorizations.

3. Classified Personnel Report No. 11 201

The classified report recommends approval of the following:

medical leave of absence; extension of medical leave of absence; family & medical leave of absence; extension of family & medical leave of absence; maternity leave of absence; extension of maternity leave of absence; parental leave of absence; election from eligibility list; demotion to former classification - disciplinary action; termination - probationary; additional assignment temporary - at established rate of pay; change of assignment; revision to previous personnel reports; election of classified hourly substitutes; election of classified/non-classified/hourly substitutes; and personal services agreement.

4. Warrants 214

The Superintendent recommends that the Board of Education approve Warrants totaling \$1,190,585.43 for January 11, 2018 through January 26, 2018.

5. Purchase Orders 215

The Superintendent recommends that the Board of Education approve Purchase Orders totaling \$2,210,021.21 for the period of December 18, 2017 through January 19, 2018.

6. Appropriation Transfer and Budget Revision Report 239

Budget revisions and transfers reflect changes to existing budget appropriations necessitated by increases or decreases to previously established income and expenditure accounts. The Education Code requires Board of Education approval of all budget revisions and the transfer of funds between major expenditure accounts.

7. Approval of Agreement with Meltwater 244

The Superintendent recommends that the Board of Education approve a one-year agreement with Meltwater for digital communication tracking and reporting services in the amount of \$3,000.

8. Renewal of Agreement with CONEXIS/WageWorks to Provide Full-Service Administration of Retiree Payment Function and COBRA Enrollees and Collection Process 247

The Superintendent recommends that the Board of Education approve a renewal agreement with CONEXIS/WageWorks to provide full-service administration of retiree payment function and COBRA enrollees and collection process for an estimated amount of \$23,500.

J. CONSENT CALENDAR - continued

- 9. Approval of Notice of Completion with Best Contracting Services for Bid No. 140-16/17 for the Solar Roofing Project at Hoover High School 250**
- The Superintendent recommends that the Board of Education approve the Notice of Completion with Best Contracting Services for Bid No. 140-16/17 for the Solar Roofing Project at Hoover High School.
- 10. Approval of Notice of Completion with Letner Roofing Co., Inc. for Bid No. 141-16/17 for the Solar Roofing Project at Glendale High School 252**
- The Superintendent recommends that the Board of Education approve the Notice of Completion with Letner Roofing Co., Inc. for Bid No. 141-16/17 for the Solar Roofing Project at Glendale High School.
- 11. Approval of Notice of Completion with Chalmers Construction Services, Inc. for Bid No. 133-16/17 for LED Lighting Upgrades at Various Sites 254**
- The Superintendent recommends that the Board of Education approve the Notice of Completion with Chalmers Construction Services, Inc. for Bid No. 133-16/17 for LED lighting upgrades at various sites.
- 12. Authorization to Dispose of Surplus Property 256**
- The Superintendent recommends that the Board of Education declare a milk cooler located at Wilson Middle School as obsolete and surplus, and authorize disposal in the most cost efficient and environmentally responsible manner.
- 13. Approval of New or Revised Board Policies (BP)/Administrative Regulations (AR) Relating to Philosophy, Goals, Objectives and Comprehensive Plans, Community Relations, Instruction, and Students 257**
- The Superintendent recommends that the Board of Education approve new or revised Board Policies (BP) 0400 (Comprehensive Plans); BP/AR 1312.3 (Uniform Complaint Procedures); BP 6173.2 (Education of Children of Military Families); BP 5030 (Student Wellness); BP 5141.3 (Health Examinations) and BP 5131.6 (Alcohol and Other Drugs) as recommended by the California School Boards Association (CSBA) and to comply with Education Code and federal and state laws.
- 14. Reclassification of Student Records 295**
- The Superintendent recommends that the Board of Education authorize the reclassification of the student records listed in this Board Report as Class 3 Records, not required by law to be neither retained nor worthy of further preservation by the school district.
- 15. Annual Application for Funds Under the Consolidated Application and Reporting System (CARS) for Categorical Aid Programs 2017-2018, Winter Collection including the Title IV, Part A Addendum, and Revised Allocations for Title I Part A, Title II, and Title III-EL 300**
- The Superintendent recommends that the Board of Education approve the submission of the annual Consolidated Application Reporting System (CARS) for 2017-2018, Winter Collection.
- 16. Acceptance of the Refugee School Impact (RSI) Funding 303**
- The Superintendent recommends that the Board of Education accept the Refugee School Impact (RSI) Funding in the amount of \$67,218.00 for the 2017-2018 school year.

J. CONSENT CALENDAR - continued

17. Acceptance of a Japanese Business Association Grant Award for the Dunsmore and Verdugo Woodlands Japanese Dual Immersion Programs 304

The Superintendent recommends that the Board of Education accept the Japanese Business Association Grant Awards for the Dunsmore and Verdugo Woodlands Japanese Dual Immersion Programs in the total amount of \$2,730.

18. Amendment to Contract with Synergistic Solutions 305

The Superintendent recommends that the Board of Education amend the contract with Synergistic Solutions to develop and organize Glendale Unified School District's community and education outreach in the amount not to exceed \$59,500.

19. Approval of Consulting Agreement with Trusted Messenger Marketing 311

The Superintendent recommends that the Board of Education approve the consulting agreement with Trusted Messenger Marketing for social media and online management for an amount not to exceed \$6,000.

20. Acceptance of Gifts 330

The Superintendent recommends that gifts to the District be accepted and that letters of appreciation be written to the donors.

K. REPORTS AND CORRESPONDENCE

1. Board

2. Superintendent

L. ADJOURNMENT

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

INFORMATION REPORT NO. 1

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

PREPARED BY: Dr. Cynthia M. Foley, Assistant Superintendent, Human Resources/Director of Classified Personnel

SUBJECT: ACKNOWLEDGEMENTS OF SERVICE

The resignations and retirements of the following employees have been accepted by the Assistant Superintendent, Human Resources, as effective and final per Board Policy 4040, and are being reported to the Board of Education as information only - no action required:

Resignations:

1. Castaneda, Fatima Effective 1/16/18
Education Assistant II
Verdugo Woodlands Elementary School
2. Coria, Karina Effective 1/30/18
Cafeteria Worker I
Crescenta Valley High School
3. Dimitrovski, Mary Effective 1/11/18
Education Assistant I
Columbus Elementary School
4. Galstyan, Diana Effective 1/16/18
Education Assistant I
Cerritos Elementary School
5. Ilarde, Roseanne Effective 1/17/18
Behavior Intervention Assistant
Special Education Department
6. Keshishian, Arineh Effective 1/25/18
Education Assistant-Intensive Support
Special Education Department

Resignations: - Continued

- | | | |
|-----|--|-------------------|
| 7, | Minasian, Anita
Education Assistant I
Keppel Elementary School | Effective 1/22/18 |
| 8. | Mkrtchyan, Anahit
Education Assistant I
Balboa Elementary School | Effective 1/19/18 |
| 9. | Panosian, Serina
Library Assistant
John Muir Elementary School | Effective 1/31/18 |
| 10. | Reyes, Angelica
Administrative Secretary
Teaching & Learning/PAEC Avenue | Effective 2/12/18 |
| 11. | Stepanyants, Elena
Education Assistant I
Cloud Pre-School | Effective 1/19/18 |
| 12. | Yu, Timothy
6 th Grade Teacher
Monte Vista Elementary | Effective 1/17/18 |

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

INFORMATION REPORT NO. 2

TO: Board of Education
FROM: Winfred B. Roberson, Jr., Superintendent
SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer
SUBJECT: **Update on First Student, Inc. Bus Driver Strike**

Glendale Unified School District contracts with First Student, Inc. for the student transportation needs of Clark Magnet High School and for Special Education students that require transportation. The bus drivers of First Student, Inc., members of the Teamsters Local 572 Union, were on strike from January 18 to 31, 2018. During this time, the District worked with a variety of other transportation providers to meet as many of the student transportation needs as possible.

This information report will provide staff the opportunity to give a current update on the status of transportation services.

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

INFORMATION REPORT NO. 3

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Dr. Kelly King, Assistant Superintendent, Educational Services

PREPARED BY: Dr. Mary Mason, Executive Director, Elementary Education
Mrs. Jill Firstman, Coordinator I, Teaching & Learning
Mr. Doug Laing, Coordinator I, Teaching & Learning

DATE: February 6, 2018

**SUBJECT: Local Control Accountability Plan (LCAP) Update #10
Teaching & Learning Professional Development**

Overview

The Teaching & Learning Department would like to update the Board on professional development opportunities and projects during this school year in the four areas of emphasis identified in the 2017-2018 multi-year GUSD professional development plan. These four areas of emphasis are: (1) Professional Learning Communities (PLCs), (2) California State Standards (CSS), (3) Social-Emotional Learning, and (4) Inclusion and Interventions.

1. Professional Learning Communities

Training in PLCs is moving forward at the 32 school sites at the speed of trust as principals are working with site teams to provide time for collaboration and leadership in these practices. The Teaching & Learning Department Specialists will be trained by Solution Tree this year and, as requested by site teams, will be able to provide PLC support on an as-needed basis. Three full days of training were scheduled for Principals meetings (September 2017, December 2017, and March 2018) for all site principals to be trained. All District administrators and Teacher Specialists: (Teaching & Learning, FLAG, Special Education, and Categorical) will also receive three full days of PLC training. All of the above have received a yearly subscription to Global PD. Global PD is an online library which includes hundreds of video and research articles for staff to utilize.

2. California State Standards (CSS)

A primary focus for the 2017-2018 school year is to provide all teachers with two days of content-specific, high-quality professional learning to deepen their

understanding of the CSS. The focus this year is the overlap between the instructional shifts in Next Generation Science Standards (NGSS), Mathematics, English Language Arts (ELA), and Literacy.

- a. Elementary Trainings - Grades TK-5: For elementary teachers (K-5), the first release day was their initial opportunity to take an in-depth look at the NGSS and the instructional shifts required for implementation. Day two will continue NGSS components, teacher planning, instructional shifts across all curricular areas and strategies to support meeting the needs of all learners.
- b. Elementary/Secondary Trainings - Grades 6-12:
 1. Science: At these trainings, teachers looked at the Next Generation Science Standards (NGSS) through the lens of the National Research Council's findings published in the paper "How People Learn." The training focused primarily on engaging teachers in the practices of Developing and Using Models, Arguing from Evidence, and Constructing Arguments.
 2. Math: Teachers of Grade 6 – Integrated III began the transition to Integrated Math, replacing the traditional Algebra 1, Geometry, Algebra 2 pathway. In order to deepen teacher understanding of the shifts that come with an integrated approach to mathematics, all math teachers attended two days of Math Solutions training to explore the shifts in the new CSS.
 3. History/Social Sciences: In January, the Teaching & Learning Team sponsored professional development focused on Genocide Education with a particular emphasis on supporting District teachers and educational leaders to better understand the Armenian Genocide. Additionally, based on input from the GUSD History-Social Science CSC, the District has contracted with the Los Angeles County Office of Education (LACOE) to provide two days of training for middle and high school History-Social Science Teachers.
 4. ELA/ELD Training: All English and English Language Development (ELD) teachers will be trained in ELA and ELD Best Practices facilitated by Julie Adams, an international keynote speaker and educational consultant.
- c. Teacher Induction: GUSD has a two-year Commission on Teacher Credentialing approved program that is open to all teachers new to GUSD who hold a preliminary credential. The purposes of the program are to support teachers in professional growth and clear their preliminary credentials. All participants are paired with a GUSD Mentor Teacher who has gone

through a rigorous selection and training process. There are currently 35 Mentors serving 83 Participating Teachers.

- d. Pilots and Adoptions: The Teaching & Learning Department is facilitating the process of piloting, reviewing, selecting, and ultimately supporting the implementation of the new curriculum, including: Math, Health, Spanish, Transitional Kindergarten, and Advanced Placement Government.
- e. FLAG Armenian Parent Night: On February 27, 2018 at Toll Middle School, two professors of Armenian studies from UCLA, Dr. Peter Cowe and Dr. Shushan Karapetian, will present information on what language learning looks like at the secondary level and the benefits of attaining language proficiency for college and career.

3. Social-Emotional Learning

- a. Positive Behavioral Intervention and Supports (PBIS): Twenty-six of the thirty-two GUSD school sites and programs (including EEELP) are engaged in one of four cohorts with LACOE PBIS for training this year, with the last five sites and programs (including FACTS) slated to begin training, as Cohort 5, in the fall of 2018. All sites/cohorts benefit from a total of six training days each year. The five Cohort 1 schools will complete their five-year training sequence in 2018-2019 and the final group of five Cohort 5 schools will complete training in 2022-2023. In the fall of 2017, eleven GUSD schools earned Silver and five GUSD schools earned Bronze honors through the statewide California PBIS Coalition.
- b. Restorative Practices: Valley View Elementary School sent a team of four to participate in the National Education Association's Peace Circle training. In December, three schools (Glendale High, Mountain Avenue Elementary, and Valley View Elementary) sent teams to a two-day training at Hoover High School with Restorative Practices certified trainer Karen Junker. Roosevelt Middle School is in Year Two of training. Two additional sites have expressed interest and logistics for training are being coordinated. This spring, a team of thirty-two participants consisting of District administrators, site principals, assistant principals, teacher specialists, teachers and parents have voluntarily committed to serving on a District Restorative Practices Support Team. Karen Junker will conduct this training, which will result in the team being able to assist GUSD schools to support Restorative Circles as

needed. A parent informational night in Restorative Practices is being planned for the spring of 2018, and will be recorded for the GUSD website.

4. Inclusion and Interventions

An Inclusion/Intervention task force began in May 2017. The intent of this District-wide committee is to develop clear definitions and guidelines to guide planning and articulation in these areas. There are 65 members on this committee across elementary and secondary school sites and the District office. General and Special Education teachers comprise the majority of the members. Dr. Wendy Murawski is supporting and leading the conversations in the committee meetings. Dr. Wendy Murawski is a tenured full professor in the Department of Special Education and the Executive Director and Eisner Endowed Chair for the Center for Teaching & Learning at California State University, Northridge. The results and recommendations of this committee will be shared with the Board before the end of this school year.

Next Steps in Teaching & Learning

A revised District Professional Development plan will be brought before the Board including a timeline of projected textbook adoptions.

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

INFORMATION REPORT NO. 4

TO: Board of Education

FROM: Winfred B. Roberson Jr., Superintendent

SUBMITTED BY: Dr. Kelly King, Assistant Superintendent, Educational Services

PREPARED BY: Felix Melendez, Executive Director, Secondary Education

SUBJECT: ScholarShare 529 Pilot Program

Glendale Unified School District and the Glendale Educational Foundation are proud to announce an opportunity for Roosevelt Middle School and Cerritos Elementary School students and families to open college savings plans. California's ScholarShare 529 Matching Grant Program aims to help families save for the expenses of higher education and/or career training after high school graduation. Students who have any amount of savings for college are seven times more likely to attend college than those who do not save (Pew Charitable Trusts, 2015).

Families at Roosevelt Middle School and Cerritos Elementary School will have a unique opportunity to receive assistance to enroll and participate in the State of California's ScholarShare 529 program. Applying for a grant and opening an account are quick and easy. Site and district personnel were at Roosevelt Middle School to help with the application process on Thursday, January 25, 2018, and will help families at Cerritos Elementary School in mid-February 2018.

In order to be eligible for the State program, families must meet the following criteria:

- Parent or legal guardian opening the account must have a social security number or federal identification number.
- Parent or legal guardian must be a resident of California.
- Family's household annual adjusted gross income must be \$75,000 or less.
- Student must be 14 years old or younger on December 31, 2018.
- Student must have a social security number or federal identification number.
- Student cannot already have an existing ScholarShare account.

A generous donation from the Glendale Educational Foundation will provide the first deposit of \$100 for up to 100 students who register and qualify for the ScholarShare 529 account. The first 75 eligible students from Roosevelt Middle School and 25 eligible students from Cerritos Elementary School will have a tax-deferred ScholarShare 529 account opened on their behalf with a starting deposit from GEF of \$100 at no cost to the

Glendale Unified School District
Information Report No. 4
February 6, 2018

Page 2

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family. Families are encouraged to also contribute to the ScholarShare account to build their child's college and career education nest egg.

Limited to available State funding, the State will make a dollar-for-dollar contribution of no more than \$200 into each student's account at the end of the fiscal year based on the student's end-of-year balance. This is a first-come, first-served contribution from the State. Once the State funds run out, additional students will maintain their ScholarShare account, but not be given the State contribution.

Should the ScholarShare 529 program continue to receive funding and support from the State, it is staff's intention to expand the program to other schools within the District and families based on future donations from donors such as GEF.

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

INFORMATION REPORT NO. 5

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

PREPARED IN: Office of the Superintendent

SUBJECT: **Property Exchange Update**

This report provides an opportunity for the Board of Education to share with the community the benefits of the property exchange with Carmel Partners Realty Investors, LLC.

Transaction components:

- Carmel Partners to convey 425 E. Colorado to GUSD. (This building was built in 1984, 116,505 sf., 1.02 acres, seven stories, 355 total parking spaces).
- GUSD to provide to Carmel Partners, 223-241 N. Jackson Street properties and the Palmer Multifamily building.

The Glendale Unified School District recently faced a critical choice: The District must retrofit and upgrade our existing 45-year old building to current code at a cost of more than \$15 million, or agree to a building exchange wherein GUSD can be housed in a new and much larger building, with no cost to taxpayers, located at 425. E. Colorado Blvd.

On October 24, 2017, by way of a Board resolution, the Board took action to declare its intention to exchange district-owned property for the property located at 425 East Colorado Street with Carmel Partners. However, the City Council must approve the final plans for the exchange to go through.

What are the benefits to GUSD, to its students, taxpayers, and community?

- Greatly improved operational efficiency – District office departments are currently housed at multiple sites across Glendale. The proposed new building will double our square footage, allowing us to bring all of our departments under one roof.
- Parent Center for Families – The proposed new building will provide a one-stop facility for staff and families with space for a new Parent Center. There, families can access computers and important district information, benefiting the entire community
- Expanded parking for easier access – includes a multi-level parking structure to offer many more spaces and much easier access for GUSD staff and visitors. The district currently rents parking spaces from the city and the First United Methodist Church for district office employees.

- Convenient central location – it is important for GUSD to remain centrally located in the city of Glendale and easily accessible to all visitors. The proposed new building is the only centrally-located space available and large enough to house District operations. Currently, GUSD leases office space for its EEELP department.
- Savings of over \$15,000,000, lowering future tax burdens on Glendale residents. GUSD estimates it will cost more than \$15 million to update our existing administration building to current building safety standards. GUSD will own the new building in exchange for vacating the old one.
- Added bonus--new ongoing revenue for GUSD: The proposed new building includes extra office space that could be leased to other businesses, earning added revenue that can go directly to classrooms.
- Carmel Partners currently proposes to construct an apartment building on the existing GUSD site, which includes workforce housing and new green/open space.

EXCHANGE

A school district may exchange one or more of its properties rather than selling or leasing them pursuant to Education Code section 17536 *et seq.*, which provides as follows:

The governing board of a school district may exchange any of its real property for real property of another person or private business firm. Any exchange shall be upon such terms and conditions as the parties thereto may agree and may be entered into without complying with any of the provisions in this code [including surplus property procedures applicable to the selling and leasing of surplus property] except as provided in this article. Education Code section 17536 (emphasis added).

Before ordering any exchange of real property the board shall adopt, by a two-thirds (2/3) vote of its members, a resolution declaring its intention to exchange the property. The resolution shall describe the properties to be exchanged in a manner to identify them, and the terms and conditions, not including the price, upon which they will be exchanged. Education Code section 17537 (emphasis added).

Therefore, if a school district desires to dispose of surplus property to a private organization, it may do so by following this streamlined procedure if it can: 1) locate a property for which it is willing to exchange its surplus property, and 2) negotiate for the acquisition of the located property by a private organization which will in turn exchange the located property with the school district's surplus property pursuant to an Exchange Agreement.

A decision to exchange its real property allows school districts to forgo following the relatively burdensome surplus property procedures. Specifically, the school district would not be required to appoint an advisory committee pursuant to Education Code section 17387 *et seq.*, offer the property to enumerated public agencies through notices and negotiations, nor offer the property through a public bid process should no public agency acquire the property from the school district.

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

INFORMATION REPORT NO. 6

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Tony Barrios, Executive Director: Planning, Development and Facilities

SUBJECT: **Update on Measure S and Facility Programs**

Staff will make a presentation, which will include an update on the following items:

1. Superintendent's Facility Advisory Committee (SFAC)
2. Items on this Agenda
 - Approval of Amendment No. 1 to Independent Consultant Agreement No. 327 with BPI Inspection Service for the Jefferson Elementary School Overcrowding Relief Grant (ORG) Building's DSA Inspection Services
 - Approval of Amendment No. 1 to Independent Consultant Agreement No. 264 with BPI Inspection Service for the Verdugo Woodlands Elementary School Overcrowding Relief Grant (ORG) Building's DSA Inspection Services
 - Approval of Memorandum of Commencement of Lease Term with Lundgren Builders for the Overcrowding Relief Grant (ORG) Projects at Balboa, Verdugo Woodlands, and R.D. White Elementary Schools and Notice of Completion at Verdugo Woodlands Elementary School
 - Approval of Proposition 39 Year Five (5) Expenditure Plan
 - Approval of Proposition 39 Year Four (4) Expenditure Plan Amendment
 - Approval of Notice of Completion with Best Contracting Services for Bid No. 140-16/17 for the Solar Roofing Project at Hoover High School
 - Approval of Notice of Completion with Letner Roofing Co., Inc. for Bid No. 141-16/17 for the Solar Roofing Project at Glendale High School
 - Approval of Notice of Completion with Chalmers Construction Services, Inc. for Bid No. 133-16/17 for LED Lighting Upgrade at Various Sites
 - Measure S Priority Project Priority Update

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

INFORMATION REPORT NO. 7

TO: Board of Education
FROM: Winfred B. Roberson, Jr., Superintendent
SUBMITTED BY: Steve Dickinson, Chief Business and Financial Officer
PREPARED BY: Karineh Savarani, Director, Financial Services
SUBJECT: **Governor's 2018-19 January Budget Proposal**

State Revenues

The Governor's Budget Proposal presents a rosy picture, with revenues higher than projections. Total State revenues are higher year over year, and the economy continues to grow, though modestly. The higher revenues, as expected, are due largely to an increase in personal income tax collections, with sales and use tax also seeing an increase over those estimated by the Department of Finance (DOF) in the adopted 2017-18 Budget Act. However, Governor Brown also warned of the dire consequences of a recession, especially given the State's volatile tax system. As a result, he is again highlighting the need to build up the State's Rainy Day Fund.

Summary of Education Funding

For the current year, the Governor's Budget proposes higher revenues than projected in the Adopted 2017-18 Budget Act. The current year Proposition 98 guarantee is now estimated at \$75.2 billion, up approximately \$700 million from the enacted level. For 2018-19, the Governor's Budget proposed a Proposition 98 guarantee of \$78.3 billion, an increase of \$3.1 billion year over year. Some of the major K-12 proposals include the following:

- \$2.9 billion for Local Control Funding Formula (LCFF) full implementation, which equates to a gap funding rate of 100%, two years ahead of the intended 2020-2021 implementation date.
- A 2.51% statutory COLA for the remaining categorical programs. COLAs for core discretionary fund are included in the LCFF target entitlement calculation.
- \$1.8 billion for discretionary one-time uses
- \$167.2 million for Child Care and State Preschool to expand inclusive care and education settings for children up to 5 years old

- \$100 million for teacher workforce to increase and retain Special Education teachers
- \$10 million Special Education Local Plan Areas (SELPA) to work with COEs to provide LEAs with technical assistance to improve student outcome as part of the statewide system of support

Local Control Funding Formula (LCFF) and Remaining Categorical Programs

As stated earlier, the Governor’s 2018-19 Budget continues LCFF funding with \$2.9 billion to fully implement the LCFF two years earlier than originally projected. The 2018-19 LCFF growth provides an average increase in-per-pupil funding of \$550 per ADA. Actual per-ADA increases for individual school districts will vary depending on the LEA gap between current funding and the full implementation target.

The LCFF provides funding to transition all school districts toward target funding levels and provides supplemental revenues through percentage weighting factors to increase or improve services for students who are not English language proficient, who are from low socioeconomic families or children who are in foster care.

The estimated 2018-19 target Base, CSR, CTE, Supplemental and Concentration grant amounts are listed below:

- **Base Grant** - varies by grade level (TK-3...4-6...7-8...9-12).

Factors	TK-3	4-6	7-8	9-12
Grade Span Base Grant per ADA	\$7,374	\$7,484	\$7,707	\$8,931
Class Size Reduction & Career Tech. Education	\$767			\$232

- TK-3 grant is approximately \$767 in recognition of the benefit of negotiated class size not to exceed 26 to 1 per school site.

- **Per Student Supplemental Grant** - 20% of the base grant for each enrolled student who is an English learner, eligible for the Free and Reduced-Price Meals Program, or in foster care. **(The District’s 3-year average range of unduplicated count for these three groups is approximately 54.26%).**

- **Per Student Concentration Grant** – an additional 50% would be provided for each eligible student enrolled that exceeds 55% of total enrollment. **Since the District's current range is less than 55%, the District is NOT entitled to any Concentration Grant.**

For Glendale USD, the 2018-19 LCFF calculation results in an estimated increased funding of \$4.4 million over the First Interim projection. The total increase year over year is \$12 million. This is a net change of \$479 per ADA year over year, reflecting a 2.51% COLA and 100% GAP, equating to **\$9,212** per ADA.

Funding for most categorical programs was consolidated into the LCFF in 2013-14. State categorical programs outside the LCFF, including Special Education and Child Nutrition are provided with the 2.51% COLA in the Governor's Budget. The proposed budget does not include any additional funding in 2018-19 for Common Core State Standards, an increased employer contribution for CalSTRS and CalPERS, or transportation.

Local Control Accountability Plan (LCAP)

The LCFF moves school districts away from a system of rule/audit compliance to a system of accountability based on local needs and measured by progress towards annual goals. The LCAP is the mechanism used to determine if school districts are meeting their goals.

Glendale USD regularly revisits LCAP goals (with LCAP committee), which are in line with the eight State priorities. The Glendale USD's LCAP plan affirms that we are increasing and improving services to our unduplicated pupils. Ultimately, the District's goal is to improve outcomes for our unduplicated pupils and close the achievement gap for all.

One-Time Discretionary Funding

The Governor's Budget Proposal includes \$1.8 billion in discretionary one-time Proposition 98 funding which equates to \$295 per ADA. This equates to approximately \$7.2 million for Glendale USD. The funds are unrestricted and the use of the dollars is discretionary. Consistent with prior year proposals, the funds provided will offset outstanding mandate reimbursement claims.

California State Teachers' Retirement System (STRS) and California Public Employees' Retirement System (PERS)

Due to growing unfunded liability of STRS and PERS, the employer contribution costs for both CalSTRS and CalPERS are projected to double over the next several years. CalSTRS will increase from 8.25% in 2013-14 to 19.1% by 2020-21, and CalPERS will increase from 11.442% in 2013-14 to 25.2% by 2021-22. **Since the 2018-19 State Budget Proposal does not address these cost increases for school districts, the base grant will need to cover increased operating expenses, including the employer's share of CalSTRS and CalPERS increases.**

Conclusion

Even though the Governor's State Budget presents a rosy picture, it is important to remember that he is concerned about the possibility of a recession. It is just a matter of time. California is a "donor state," meaning we give the federal government more than we get back. Despite significant improvements in school funding since the end of the Great Recession, California schools are still funded significantly below the national average.

It is prudent to remember that the Governor's Proposed Budget provides NO funding for critical programs and obligations, including:

- NO funding to address the growing obligation for CalSTRS and CalPERS unfunded liability
- NO funding to increase the LCFF base grant target to reach the funding level of the top ten states
- NO new funding for Home-to-School Transportation Programs
- NO Funding to increase and equalize Assembly Bill (AB) 602 base funding rates for Special Education

It is important to remember that once LCFF is fully implemented in 2018-19, the future year increases will be COLA only increases.

Due to the continuous increase in the CalSTRS and CalPERS rates, as well as, the growing structural deficit, the District is now projecting out 4 years and at First Interim found that in the Fiscal year 2020-21 Unrestricted General Fund adjusted balance will be negative \$17 million, even with the complete use of LCFF growth in 2017-18 and partial use of the LCFF growth in the out years, as well as, the use of solvency savings of \$7.5 million in 2017-18 and 2018-19 that still needs to be materialized. If the solvency savings are not materialized and continued in future years, the District will have either a qualified or negative certification. As a result, the District **will be unable** to meet its financial obligation in those future years if not rectified. Therefore, it is prudent for Glendale USD to be conservative in multi-year fiscal planning.

Multi-Year Projections – Final Considerations:

- CalSTRS and CalPERS contributions are still increasing
- Health and welfare contributions are increasing
- Contributions to restricted programs continue to increase
- Flat enrollment will continue to make it difficult to balance the budget

- Expectations are for COLA only years after 2018-19
- Federal funds for various state-administered programs could be cut given the new direction of the new president
- Governor Brown has managed the State's finances as if a recession is just around the corner – and so should we:
 - Maintain or build our reserves
 - Develop realistic MYPs
 - Adjust expenditure in line with realistic revenue assumptions

The next steps for Glendale USD for the remainder of the 2017-18 fiscal year are as follows:

- Second Interim Budget Report – March 15, 2018
- Evaluate State May Revise Budget Impacts
- Board Adoption of 2018-19 District Budget on June 19, 2018#

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GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

INFORMATION REPORT NO. 8

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Dr. Kelly King, Assistant Superintendent, Educational Services
Kristine Nam, Communications Director, Public Information Office
Phyllis Ishisaka, Executive Assistant to the Superintendent

SUBJECT: **Proposed New, Revised, or Retired Board Policies Relating to Students Welfare, Instruction, Community Relations, and Bylaws of the Board**

This report will provide the Board of Education with information on the need to create new or revise or retire existing Board Policies (BP) 5141.4 (Child Abuse Prevention and Reporting); BP 6146.3 (Reciprocity of Academic Credit); BP 6162.52 (California High School Exit Exam); BP 1114 (District-Sponsored Social Media); BP 9222 (Resignation); BP 9224 (Oath Or Affirmation) and BP 9260 (Legal Protection) as recommended by the California School Boards Association (CSBA) and to comply with Education Code and federal and state laws.

BP 5141.4 – Child Abuse Prevention and Reporting

CSBA Update January 2015
Last GUSD Update January 2003

Staff is recommending that Board Policy (BP) 5141.4 be updated using California School Boards Association (CSBA) language to reflect AB 2016, which authorizes districts to provide students with instruction in sexual abuse and sexual assault awareness; AB 2560, which requires applicants of a new or renewed credential to sign a statement that they understand their obligations as mandated reporters; and AB 1432, which mandates staff training regarding the duties of mandated reporters.

Upon approval, the accompanying Administrative Regulation will be updated to reflect AB 1775, which amends the definition of sexual exploitation and AB 1432, which requires districts to provide for annual training of mandated reporters. The revised regulation will also expand the list of mandated reporters to include athletic coaches, athletic administrators, and athletic directors and reflect current law, which provides that a student's homelessness or status as an unaccompanied minor is not a reason for reporting child abuse or neglect.

BP 6146.3 – Certificate of Completion

CSBA Update July 2004
Last GUSD Update February 2006

Staff is recommending that the current Board Policy (BP) 6146.3 - Certificate of Completion be deleted and replaced with BP 6146.3 - Reciprocity of Academic Credit, based on suggested language from the California School Boards Association (CSBA). The current language in GUSD's policy is outdated, as the High School Exit Exam has been eliminated as a requirement for high school graduation. GUSD does not currently have a policy that relates to the reciprocity of credits as students enroll in the District from other public and private schools.

BP 6162.52 – California High School Exit Examination

CSBA Update December 2017
Last GUSD Update December 2010

At the direction of the California School Boards Association (CSBA), staff is recommending Board Policy and its accompanying Administrative Regulation 6162.52 be retired and deleted from GUSD policies and regulations. A new State law, AB830, repeals the requirements for high school students to pass the high school exit exam as a condition of graduation.

BP 1114 – District-Sponsored Social Media

CSBA Update July 2011
Last GUSD Update N/A

Board Policy 1114 has been developed based on the CSBA policy and pertains to district and school social media accounts.

BB 9222 – Resignation

CSBA Update May 2016
Last GUSD Update June 2003

Bylaw 9222 is being updated to clarify the effective date of a resignation of a member of the board, the need for the board to fill the vacancy by ordering an election or making a provisional appointment as appropriate, and the need for the resigning member to file a revised Statement of Economic Interest/Form 700.

BB 9224 – Oath Or Affirmation

CSBA Update July 2003
Last GUSD Update N/A

Bylaw 9224 is being added to the board bylaws based on CSBA suggested language. This policy addresses that all governing board members must take the oath or affirmation as required by law. It also addresses who can administer the oath of office.

BB 9260 – Legal Protection

CSBA Update July 2003
Last GUSD Update June 2003

Bylaw 9260 is being updated to reflect CSBA language, which clarifies protection against liability. This policy was adopted on June 24, 2003 and CSBA amended this policy in July 2003.

The proposed new/revised/retired Board Policies are being presented for first reading. If the consensus of the Board is to move forward, the policies will be presented at the February 20, 2018 Board meeting for approval. Further, upon approval of the policies, updates to the accompanying Administrative Regulations will be made as needed following current District procedures.

Copies of the proposed policies are included with this report.

Students - Welfare

Child Abuse and Neglect Prevention and Reporting

~~The Board of Education recognizes that the District has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. The Superintendent or designee shall establish regulations for use by District employees in identifying and reporting such incidents. (See Administrative Regulation 5141.4.)~~

~~The law requires that any mandated reporter, in a professional capacity or within the scope of employment, to report any known or reasonably suspected incidents of child abuse or neglect to a child protective agency or police department. The report shall be made immediately, or as soon as practically possible by telephone, and the mandated reporter shall prepare and send a written report to the same agency within 36 hours of receiving the information concerning the incident. "Reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on training and experience, to suspect child abuse or neglect.~~

~~"Mandated reporters" within the Glendale Unified School District's school setting means, but is not limited to, a teacher, an instructional aide, a teacher's aide, or a teacher's assistant, a classified employee, administrator, coordinator of attendance and welfare, school nurse, school psychologist, counselor, and certificated employee of the Child Development Program.~~

~~Failure to make a report of an instance of child abuse is a misdemeanor.~~

~~The Board of Education is committed to supporting the safety and well-being of District students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.~~

~~The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.~~

Child Abuse Prevention

~~The District's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, include instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, inform students of available support resources, and teach students how to obtain help and disclose incidents of abuse.~~

~~The District's program also may include age-appropriate curriculum in sexual abuse and sexual~~

Students - Welfare

Child Abuse ~~and Neglect~~ Prevention and Reporting

assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)

The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the District's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

Procedures for reporting child abuse shall be included in the District and/or school comprehensive safety plan. (Education Code 32282)

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters.

Legal Reference: Education Code, Sections: 32280-32288; 33195; 33308.1; 44252; 44690; 44691; 44807; 48906; 49001; 51220.5; 52900.6
 Penal Code, Sections: 152.3; 270; 271; 273a; 288; 11165; 11165.7; 11166; 11172 11164-11174.3
 Welfare and Institutions Code, Sections: 15630-15637
 Code of Regulations, Title 5, Section 4650
 United States Code, Title 42, Section 11434a
 Court Decisions: Camreta v. Greene (2011) 131 S. Ct. 2020

Policy Adopted: 06/04/1985

Policy Amended: 05/21/1996; 01/14/2003; --/--/2018

Formerly BP 5430

Instruction

Certificates of Completion Reciprocity of Academic Credit

~~Commencing with the graduating class of 2006, high school students who have met all state and local graduation requirements, except passage of the California High School exit Exam (CAHSEE), may be eligible for a Certificate of Completion.~~

~~Successful passage of the CAHSEE is a state law requirement for a high school diploma. A Certificate of Completion is not a diploma; it merely reflects the student's completion of all the graduation requirements other than CAHSEE. A student who receives a Certificate of Completion may not claim to have received a high school diploma.~~

~~The District makes no representation as to whether or for what purpose, if any, a college, university, trade school, prospective employer, or other entity will recognize a Certificate of Completion.~~

~~To be eligible for a Certificate of Completion, a student must:~~

- ~~1. Complete the required course of study and earn all necessary credits under the California Education Code and the District's approved curriculum.~~
- ~~2. Attempt the CAHSEE at each of the six opportunities during his/her high school matriculation. Failure to take the CAHSEE in at least five of the six opportunities for any reason will preclude the issuance of a Certificate of Completion.~~
- ~~3. Participate in all available CAHSEE intervention classes beginning in the summer before his/her senior year and throughout his/her senior year. Failure to participate in any available intervention opportunity, for any reason, will preclude the issuance of a Certificate of Completion. For the class of 2006 only, this requirement is waived as long as the student participates in intervention classes in Spring 2006 and meets all other requirements in (1) through (5).~~
- ~~4. Participate in all scheduled school, parent, and student conferences regarding the student's performance on the CAHSEE, the required interventions, and the consequences of not passing the CAHSEE.~~
- ~~5. Have no outstanding debts to the District or school, including, but not limited to, any lost or unreturned textbooks.~~

~~In the case of transfer students, upon entrance into the Glendale Unified School District, students must meet the requirements enumerated in (1) through (5) above.~~

Instruction

~~Certificates of Completion~~ Reciprocity of Academic Credit

~~Students who qualify for a Certificate of Completion may participate in all senior activities, including commencement. Certificates of Completion will be distributed at the same time as diplomas.~~

~~Students who are issued a Certificate of Completion and pass or receive notification of passing the CAHSEE after the date of completion shall receive a diploma.~~

To determine whether students transferring into the District have met District course requirements, the Superintendent or designee shall establish procedures to evaluate the comparability of courses and/or students' understanding of course content. Such procedures shall include methods for determining the number of years of school attendance, the specific courses completed by the student and the value of credits earned.

The District shall accept for credit full or partial coursework satisfactorily completed by students while attending a public school, a juvenile court school or nonpublic nonsectarian school or agency. (Education Code 48645.5)

Pending evaluation of the transferring student's academic performance, the student shall be placed at the grade level reached prior to enrollment in the District. Within 30 days of enrollment, the principal or designee shall complete the evaluation and determine the student's appropriate grade placement.

Legal References: Education Code, Sections 35160; 35160.1; 47612.5; 48011; 48645.5; 51225.3; 51228; 56101(a); 60605; 60640-60649; 60805-60859; 6162.52; 64001

Policy Adopted: 02/21/2006

Policy Amended: --/--/2018

Instruction

California High School Exit Exam

The Board of Education desires to ensure that District students who graduate from high school can demonstrate grade-level competency in reading, writing, and mathematics and are given the opportunity to learn the subjects covered in the California High School Exit Examination.

The Superintendent or designee shall ensure that District programs and services, including but not limited to instructional materials, staff development and remediation programs, are aligned with the exam.

The Superintendent or designee shall administer the exam as required by law for high school graduation.

The Superintendent or designee shall ensure that English language learners are evaluated to determine if they possess sufficient English language skills at the time of the exam to be assessed with the test.

If the student does not possess sufficient English language skills to be assessed on the exam, the Superintendent or designee may defer the exam requirement for a period of up to 24 calendar months of enrollment in the California public school system until the student has completed six months of instruction in reading, writing, and comprehension in the English language.

Students who do not pass the exam shall be provided sufficient remediation necessary to learn the content of the exam in those areas where they are deficient.

Students who have not passed one or both parts of the exit exam by the end of grade 12 shall have the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they have passed both parts of the exam, whichever comes first.

Waiver of California High School Exit Examination (CAHSEE) for Students with a Disability

At the request of a parent or guardian, the school principal shall submit a request for a waiver of the requirement to successfully pass the high school exit examination to the Board of Education for a student with a disability who has taken the high school exit examination with modifications that alter what the test measures and has received the equivalent of a passing score on one or both subject matter parts of the examination.

The Board may waive the requirement to successfully pass one or both subject matter parts of the high school exit examination for a student with a disability if the principal certifies to the Board that the student has all of the following:

Instruction

California High School Exit Exam

- (1) ~~An Individualized Education Program (IEP) or Section 504 plan in place that requires the accommodations or modifications to be provided to the pupil when taking the high school exit examination.~~
- (2) ~~Sufficient high school level coursework either satisfactorily completed or in progress in a high school level curriculum sufficient to have attained the skills and knowledge otherwise needed to pass the high school exit examination.~~
- (3) ~~An individual score report for the student showing that the student has received the equivalent of a passing score on the high school exit examination while using a modification that fundamentally alters what the high school exit examination measures as determined by the State Board of Education.~~

~~A "modification" is defined as any variation in the assessment environment or process that fundamentally alters what the test measures or affects the comparability of scores.~~

Exemption for Students with Disabilities Beginning in 2009-10

~~The district shall grant a diploma to a student with a disability who has not passed the exit exam if all of the following criteria are satisfied: (Education Code 650852.3)~~

- (1) ~~The student has an IEP or Section 504 Plan.~~
- (2) ~~The IEP or 504 plan states that the student is scheduled to receive a high school diploma.~~
- (3) ~~The student has satisfied or will satisfy all other state and district requirements for the receipt of a high school diploma on or after July 1, 2009.~~

~~Legal Reference: Education Code 60850-60859~~

~~Policy Adopted: 10/15/2002~~

~~Policy Amended: 05/20/2003; 12/14/2010; --/--/2018~~

Community Relations – Communication with the Public

District-Sponsored Social Media

The Governing Board recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official district or school social media platform shall be to further the district's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

The Superintendent or designee shall develop content guidelines and protocols for official district and school social media platforms to ensure the appropriate and responsible use of these resources and compliance with law, Board policy, and regulation.

Guidelines for Content

Official district and school social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

Staff or students who post prohibited content shall be subject to discipline in accordance with district policies and administrative regulations.

Users of official district or school social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Public Records Act. The Board expects users to conduct themselves in a respectful, courteous, and professional manner.

Privacy

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

Board policy pertaining to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses, as specified in AR 1113 - District and School Web Sites, shall also apply to official district social media platforms.

Social media and networking sites and other online platforms shall not be used by district employees to transmit confidential information about students, employees, or district operations.

Community Relations – Communication with the Public

Legal Reference: Education Code: 32261; 35182.5; 48900; 48907; 48950; 49061; 49073; 60048
 Government Code: 3307.5; 6250-6270; 6254.24; 54952.2
 United States Code, Title 17, 101-1101; Title 20, 1232g; Title 29, 157, Section 503 of the Rehabilitation Act of 1973
 Code of Federal Regulations, Title 34, 99.1-99.67;
 Court Decisions: Page v. Lexington County School District, (2008, 4th Cir.) 531 F.3d 275; Downs v. Los Angeles Unified School District, (2000) 228 F.3d 1003; Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112; Perry Education Association v. Perry Local Educators' Association, (1983) 460 U.S. 37; Board of Education, Island Trees Union Free School District, et.al. v. Pico, (1982) 457 U.S. 853
 National Labor Relations Board Decisions; 18-CA-19081 Sears Holdings, December 4, 2009

Policy Adopted: --/--/2018

Resignation

~~A Board member who wishes to resign must do so by filing a written resignation with the County Superintendent of Schools.~~

~~A copy of the resignation shall be given to the Board secretary.~~

~~The written resignation is effective when filed, except when a deferred effective date is specified in the resignation. A Board member may not defer the effective date of the resignation for more than 60 days after filing.~~

~~A written resignation, whether specifying a deferred date or otherwise, shall be irrevocable upon being filed.~~

~~Upon resignation, the Board member may continue to exercise all powers, save that of voting for a successor, until the effective date of resignation.~~

~~Upon leaving office, the Board member is required to file a Financial Disclosure Statement within 30 days.~~

A member of the Governing Board who wishes to resign from the Board shall file a written resignation with the County Superintendent of Schools. (Education Code 5090)

The resigning Board member shall also notify the Board and give a copy of his/her written resignation to the Board secretary.

The resignation shall become effective when filed with the County Superintendent, except when a deferred effective date is specified in the resignation. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. (Education Code 5090, 5091)

Once filed, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090)

A Board member who tenders his/her resignation with a deferred effective date shall, until the effective date of the resignation, continue to exercise all the powers of the office, except that he/she shall not have the right to vote for his/her successor in an action taken by the Board to make a provisional appointment. (Education Code 5091, 35178)

A Board member who resigns shall file, within 30 days of leaving office, a revised Statement of Economic Interest/Form 700 covering the period of time between the closing date of the last statement required to be filed and the date he/she leaves office. (Government Code 87302, 87500)

Resignation

Legal references: ~~Education Code Sections 5090, 5091, 35178.~~
~~Government Code Section 9270~~
Education Code Sections 5090-5095; 35178
Government Code Sections 1770, 87300-87313, 87500

Policy Adopted: 03/20/2001

Policy Amended: 06/24/2003; --/--/2018

Formerly BP 9122

Oath Or Affirmation

Prior to entering upon the duties of their office, all Governing Board members shall take the oath or affirmation required by law. (California Constitution, Article 20, Section 3; Government Code 1360)

The oath may be administered and certified by a Board member, secretary or assistant secretary to the Board, Superintendent, deputy or assistant superintendent, principal, or County Superintendent of Schools or any other person authorized in Education Code 60.

The executed oath shall be filed with the County Clerk. (Government Code 1363)

Legal Reference: Education Code 60
Government Code Sections 1303, 1360-1369, 3100-3109
California Constitution Article 20, Section 3

Policy Adopted: --/--/2018

Legal Protection

~~The District shall provide liability insurance necessary to protect Board members, officers, and employees from any judgment resulting from suits brought against them alleging their liability. The insurance shall cover claims in such matters as civil rights actions, negligence, or other act resulting in accidental injury to any person or property damage in or out of the school buildings while the above named insured are acting within the scope of their employment and/or under the direction of the Board.~~

Liability Insurance

The Governing Board shall provide insurance necessary to protect Board members and employees while acting within the scope of their office or employment in accordance with Education Code 35208.

Protection Against Liability

No Board member shall be liable for harm caused by his/her act or omission when acting within the scope of district responsibilities. The act or omission must be in conformity with federal, state and local laws and made in furtherance of an effort to control, discipline, expel or suspend a student, or maintain order or control in the classroom or school. (20 USC 6736)

The protection against liability shall not apply when: (20 USC 6736)

1. The Board member acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to the harmed person's right to safety.
2. The Board member caused harm by operating a motor vehicle.
3. The Board member was not properly licensed, if required, by the State for such activities.
4. The Board member was found by a court to have violated a federal or state civil rights law.
5. The Board member was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the Board member has been convicted in a court.
7. The misconduct involved a sexual offense for which the Board member has been convicted in a court.

Legal Protection

Legal Reference: Education Code: Sections 17029.5 ~~Contract funding board liability;~~
~~17280-17316 Field Act, approvals; 17365-17374 Field Act, fitness for~~
~~occupaney; 35208 Liability insurance; 35214 Liability insurance (self-~~
~~insurance or a combination of self insurance and insurance through an~~
~~insurance company)~~
Government Code: Sections 815.3 ~~Intentional torts; 820.9 Immunity from~~
~~liability; 820-823; 825 Defense by public entity; 825.6 Indemnification of~~
~~public entity; 1090-1098 Conflicts of interest, prohibitions applicable to~~
~~specified officers; 54950-54957.9 54963 The Ralph M. Brown Act;~~
87100-89503 conflicts of interest
United States Code, Title 18, Section 16
United States Code, Title 20, Sections 6731-6738

Policy Adopted: 06/24/2003

Policy Amended: --/--/2018

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

INFORMATION REPORT NO. 9

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Dr. Kelly King, Assistant Superintendent, Educational Services

PREPARED BY: Dr. Mary Mason, Executive Director, Elementary Education

SUBJECT: **Proposed Basic and Supplementary Textbooks for Use in Elementary Schools in the Area of Foreign Language (German and Italian Foreign Language Academies of Glendale)**

The proposed basic and supplementary textbooks are submitted for review and discussion by the Board of Education. In accordance with Glendale Unified School District Board Policy 6161.1, the textbooks were made available for review by parents and/or members of the community prior to being presented to the Board of Education for their consideration. The Elementary Education Council has reviewed the information and made a recommendation of approval of the textbooks to the Board of Education.

The textbooks are available for review in the Educational Services Office through February 20, 2018.

ELEMENTARY SCHOOLS

Department: Foreign Language Academies of Glendale Program (GERMAN)

German FLAG, Grade 5 (Franklin Elementary)
Logisch! Deutsch für Jugendliche by Dengler, Fleer, Rusch, Schung
(Basic)
(Translation: *Logical German for Adolescents*)
Published by Klett, 2013

German FLAG, Grade 5 (Franklin Elementary)
Deutsch.Kombi plus Differenzierende Ausgabe by Sabine UtheB
(Basic)
(Translation: *German Combi Plus Differentiated Edition*)
Published by Klett, 2015

German FLAG, Grade 5 (Franklin Elementary)
Deutsch.Kombi plus Arbeitsheft Rechtschreibung und Grammatik by
Sabine UtheB (Basic)
(Translation: *German Combi Plus Workbook Spelling and
Grammar*)
Published by Klett, 2016

German FLAG, Grade 6 (Franklin Elementary)
Deutsch.Kombi plus Differenzierende Ausgabe by Sabine UtheB
(Basic)
(Translation: *German Combi Plus Differentiated Edition*)
Published by Klett, 2016

German FLAG, Grade 6 (Franklin Elementary)
Deutsch.Kombi plus Arbeitsheft Rechtschreibung und Grammatik by
Sabine UtheB (Basic)
(Translation: *German Combi Plus Workbook Spelling and
Grammar*)
Published by Klett, 2016

German FLAG, Grade 5 (Franklin Elementary)
Lernjobs Lesen und Literatur by Alze, Schurmann, Wendler,
Zimmer (Basic)
(Translation: *Learn Jobs Reading and Literature*)
Published by Klett, 2015

German FLAG, Grade 5 (Franklin Elementary)
Lernjobs Schreiben by Alze, Breuer-Kuppers, Muller, Zimmer
(Basic)
(Translation: *Learn Jobs Writing*)
Published by Klett, 2016

German FLAG, Grade 6 (Franklin Elementary)
Lernjobs Lesen und Literatur by Alze, Nothelle, Schurmann,
Wendler (Basic)
(Translation: *Learn Jobs Reading and Literature*)
Published by Klett, 2016

German FLAG, Grade 6 (Franklin Elementary)
Lernjobs Schreiben by Muller, Schurmann, Wendler (Basic)

(Translation: Learn Jobs Writing)
Published by Klett, 2016

Department: Foreign Language Academies of Glendale Program (ITALIAN)

Italian FLAG, Grade Kindergarten (Franklin Elementary)
Imparo a Leggere e a Scrivere by Puggioni, Branda, Binelli (Basic)
(Translation: I learn how to read and write)
Published by Edizioni del Borgo, 2017

Italian FLAG, Grade Kindergarten (Franklin Elementary)
Il Grande Alfabetiere per i piu piccoli da colorare by Bertelli (Basic)
(Translation: The Alphabet to coloring for the little ones)
Published by Giunti Kids, 2009

Italian FLAG, Grade Kindergarten (Franklin Elementary)
E Tempo di Giocare by Fontana (Supplementary)
(Translation: It's time to play)
Published by Edizione del Borgo, 2016

Italian FLAG, Grade 1 (Franklin Elementary)
A Colori Scopro (Discipline) by Concetta Messina (Basic)
(Translation: With colors I discover (Social Studies, Science, Math))
Published by Giunti Scuola, 2017

Italian FLAG, Grade 1 (Franklin Elementary)
A Colori Leggo (Letture) by Concetta Messina (Basic)
(Translation: With colors I read (Reading))
Published by Giunti Scuola, 2017

Italian FLAG, Grade 2 (Franklin Elementary)
A Colori Scopro (Discipline) by Colombo, Fabbri, Romeo (Basic)
(Translation: With colors I discover (Social Studies, Science, Math))
Published by Giunti Scuola, 2017

Italian FLAG, Grade 2 (Franklin Elementary)
A Colori Leggo (Letture) by Colombo, Fabbri, Romeo (Basic)
(Translation: With colors I read (Reading))
Published by Giunti Scuola, 2017

Italian FLAG, Grade 2 (Franklin Elementary)
Quaderno degli Esercizi by Colombo, Fabbri, Romeo (Basic)
(*Translation: My exercise practice book*)
Published by Giunti Scuola, 2017

Italian FLAG, Grade 3 (Franklin Elementary)
Quaderno di Grammatica e Scrittura by Colombo, Fabbri, Valdiserra
(Basic)
(*Translation: Grammar and writing practice book*)
Published by Giunti Scuola, 2017

Italian FLAG, Grade 3 (Franklin Elementary)
A Colori Leggo (Lettura) by Colombo, Fabbri, Valdiserra (Basic)
(*Translation: With colors I read (Reading)*)
Published Giunti Scuola, 2017

Italian FLAG, Grade 4 (Franklin Elementary)
Sogni di carta (Lingua e linguaggi) by Giunti Scuola (Basic)
(*Translation: Paper dreams (Language Arts)*)
Published by Giunti del Borgo, 2017

Italian FLAG, Grade 5 (Franklin Elementary)
Speciale Discipline by Raffaello Scuola (Basic)
(*Translation: Specific Subjects*)
Published by Raffaello Scuola, 2017

Italian FLAG, Grade 5 (Franklin Elementary)
Speciale Discipline Eserciziario by Raffaello Scuola
(Basic and Supplementary)
(*Translation: Specific Subjects Practice Book*)
Published by Raffaello Scuola, 2017

Italian FLAG, Grade 5 (Franklin Elementary)
A Scuola si legge by Giunti Scuola (Basic)
(*Translation: At school I learn how to read*)
Published by Giunti Scuola, 2016

Italian FLAG, Grade 5 (Franklin Elementary)
Un Libro nel cuore (Lettura) by Minerva Scuola (Basic)
(*Translation: A book that I love (Reading)*)
Published by Minerva Scuola, 2017

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

INFORMATION REPORT NO. 10

TO: Board of Education

FROM: Winfred B. Roberson Jr., Superintendent

SUBMITTED BY: Dr. Kelly King, Assistant Superintendent, Educational Services

PREPARED BY: Felix Melendez, Executive Director, Secondary Education

SUBJECT: Proposed Revised Course Titles for Use in High Schools in the Area of Career Technical Education

Proposed revisions to the following course of study titles for use in high schools in the area of Career Technical Education are submitted to the Board of Education for review and consideration: Principles of Engineering; Computer Aided Manufacturing 1-2; Computer Aided Manufacturing 3-4; and Cinematography 7-8.

HIGH SCHOOLS

Department: Career Technical Education

Course Title: Principles of Engineering & Manufacturing 3-4 (Previously Principles of Engineering) *Course name change effective: 2017-18 school year

Course Code: 5455V/5456V

Grade Level: 11

School(s)
Course Offered: Clark Magnet High School

UC/CSU Approved
(Y/N, Subject): Yes, "g" general elective credit

Course Credits: 10

Recommended
Prerequisite: Introduction to Engineering, Integrated II

Recommended

Textbook: Various online reference materials

Course Description: Principles of Engineering & Manufacturing 3-4 is the concentrator course for the Engineering and Manufacturing Pathway. Students will learn the fundamentals of lab safety and equipment operation as they apply a variety of manufacturing methods to intermediate-level engineering projects. This project-based class features instruction on topics including metalworking techniques, 3D computer-aided design, computer-controlled manufacturing methods, practical engineering problem solving, project documentation, and collaborative project management. After completing Principles of Engineering, students may enroll in Computer-Aided Manufacturing.

Department: Career Technical Education

Course Title: Computer Aided Manufacturing 5-6
(Formerly Computer Aided Manufacturing 1-2)

Course Code: 5405V/5406V

Grade Level: 11, 12

School(s)

Course Offered: Clark Magnet High School

UC/CSU Approved

(Y/N, Subject): Yes, "g" elective credit

Course Credits: 10

Recommended

Prerequisite: Introduction to Engineering, Principles of Engineering (aka Engineering 100), and Geometry

Recommended

Textbook: CNC Machining for Engineers & Makers by Charles Davis
ISBN-13: 978-0-615-99935-7
Copyright 2014 by NexGenCAM, Inc.

Course Overview: Training and certification on advanced manufacturing software and equipment including computer-numerically-controlled (CNC) milling machines, lathes, and routers. Students learn how to program machine-cutting strategies, run simulations, and manufacture components to precise specifications from raw materials.

Department: Career Technical Education

Course Title: Computer Aided Manufacturing 7-8
(Formerly Computer Aided Manufacturing 3-4)

Course Code: 5581V/5582V

Grade Level: 12

School(s)
Course Offered: Clark Magnet High School

UC/CSU Approved
(Y/N, Subject) Yes, "g" elective credit

Course Credits: 10

Recommended
Prerequisite: Computer Aided Manufacturing 1-2 and Geometry

Recommended
Textbook: CNC Machining for Engineers & Makers by Charles Davis
ISBN-13: 978-0-615-99935-7
Copyright 2014 by NexGenCAM, Inc.

Course Overview: Training and certification on advanced manufacturing software and equipment including computer-numerically-controlled (CNC) milling machines, lathes, routers and plasma cutters. Students learn how to program machine-cutting strategies, run simulations, and manufacture components to precise specifications from raw materials. The CAM 3-4 class expands upon CAM 1-2 by offering certification in CNC lathe operation and programming and the opportunity for students to earn NIMS credentials.

Department: Career Technical Education

Course Title: Arts, Media & Entertainment/Cinematography Internship
(Formerly Cinematography 7-8)

Course Code: 2251V/2252V

Grade Level(s): 12

School(s)

Course Offered: Crescenta Valley High School, Glendale High School

UC/CSU Approved

(Y/N, Subject): Yes, "f" fine art credit

Course Credits: 10

Recommended

Prerequisite: C or better in Cinema 5-6

Recommended

Textbook: AVID Media Composer Fundamentals I, Avid Learning Series
User Certification. Publisher: Avid Technology, Inc.

Course Overview: Cinematography Internship is the capstone course in the four-year sequence of Cinematography courses in the Arts, Media and Entertainment pathway. Students will also complete industry certification training and/or internship participation. Students iteratively develop advanced camera, editing, audio, and motion graphic techniques by collaborating in teams, working in a variety of production and post-production capacities to support each other's projects. The focus is on creating a well-developed story, effective composition and communication, project management, audience engagement and design specifications. Students produce scripts, project plans, treatments, storyboards, and presentations to plan and communicate ideas and themes for the videos and then use assembly and rough cuts to visualize and review with clients, the teacher, and fellow students. Through the revision process, students are challenged to achieve more audience engagement, continually assessing how the end product will be perceived.

Upon completion of a project, students self-assess and reflect in writing upon the experience and insights gained through the process. Students write peer critiques as well, focusing on story effectiveness, aesthetics of design, and audience engagement.

Glendale Unified School District

High School

December 9, 2014

Department: Career Technical Education

Course Title: Principles of Engineering & Manufacturing 3-4 (Previously Principles of Engineering) **Course name change effective: 2017-18 school year*

Course Code: 5455V/5456V

Grade Level: 11

School(s)
Course Offered: Clark Magnet High School

UC/CSU Approved
(Y/N, Subject): Yes, "g" general elective credit

Course Credits: 10

Recommended
Prerequisite: Introduction to Engineering, Integrated II

Recommended
Textbook: Various online reference materials

Course Description: Principles of Engineering & Manufacturing 3-4 is the concentrator course for the Engineering and Manufacturing Pathway. Students will learn the fundamentals of lab safety and equipment operation as they apply a variety of manufacturing methods to intermediate-level engineering projects. This project-based class features instruction on topics including metalworking techniques, 3D computer-aided design, computer-controlled manufacturing methods, practical engineering problem solving, project documentation, and collaborative project management. After completing Principles of Engineering, students may enroll in Computer-Aided Manufacturing.

I. Standards

- A. Engineering Technology Pathway Standard B10.0
Design and construct a culminating project effectively using engineering technology.

1. B10.1 Use methods and techniques for employing all engineering technology equipment appropriately.
2. B10.2 Apply conventional engineering technology processes and procedures accurately, appropriately, and safely.
3. B10.3 Apply the concepts of engineering technology to the tools, equipment, projects, and procedures of the Engineering Technology Pathway.

II. Methods of Assessment

- A. Teacher-developed authentic projects which demonstrate skill mastery.
- B. Project write-ups, which include documentation, photographs, self-reflection, and research questions. Required for every project.
- C. Ongoing formative assessment via teacher oversight during lab work time.
- D. First semester final exam and second semester final presentation.

III. Topic of Study - Suggested Time Distribution

Semester 1

The first semester curriculum is conducted in a rotational fashion where students work in small groups of 2-4 students to complete each of eight projects each spanning two weeks in duration. The eight projects are listed as items B through I below.

- A. Course Overview & Lab safety - 10 hours
- B. Computer Aided Design & 3D printing Project - 10 hours
- C. Computer-Aided Manufacturing Project - 10 hours
- D. CNC Mill Programming & Operation Project - 10 hours
- E. Manual Milling Operations Project - 10 hours
- F. Manual Lathe Operations Project - 10 hours
- G. Welding Technology Project - 10 hours
- H. Microcontrollers & Programming Project - 10 hours
- I. Sheet Metal Sculpture Project - 10 hours

- J. Final Exam – 2 hours

Semester 2

During second semester, students will utilize skills learned in first semester in more depth to produce engineered products that will be entered into in-class competitions. The second semester project and time distribution schedule is shown on the following page.

- A. Rubber-band Powered Car Project – 20 hours
 - B. Project Testing & Iteration – 4 hours
 - C. Racquet-ball Launcher Project – 20 hours
 - D. Project Testing & Iteration – 4 hours
 - E. Formal Project Proposal Writing – 10 hours
 - F. Student-selected Project Design – 10 hours
 - G. Student-selected Project Manufacturing – 10 hours
 - H. Final Documentation and Presentation Preparation – 8 hours
 - I. Final Presentations – 4 hours
- IV. Recommended Materials
- A. Computers with 3D CAD software such as Autodesk Inventor
 - B. TIG Welder
 - C. CNC Milling Machine
 - D. CNC Router
 - E. 3D Printer
 - F. Arduino Microcontroller
 - G. Sheet metal forming tools
 - H. Manual Milling Machine
 - I. Metalworking Lathe
 - J. Various hand tools: files, hammers, pliers, etc.
 - K. Various power tools: saws, drills, sanders, etc.

Glendale Unified School District

High School

October 21, 2014

Department: Career Technical Education

Course Title: Computer Aided Manufacturing 5-6
(Formerly Computer Aided Manufacturing 1-2)

Course Code: 5405V/5406V

Grade Level: 11, 12

School(s)
Course Offered: Clark Magnet High School

UC/CSU Approved
(Y/N, Subject): Yes, "g" elective credit

Course Credits: 10

Recommended
Prerequisite: Introduction to Engineering, Principles of Engineering (aka Engineering 100), and Geometry

Recommended
Textbook: CNC Machining for Engineers & Makers by Charles Davis
ISBN-13: 978-0-615-99935-7
Copyright 2014 by NexGenCAM, Inc.

Course Overview: Training and certification on advanced manufacturing software and equipment including computer-numerically-controlled (CNC) milling machines, lathes, and routers. Students learn how to program machine-cutting strategies, run simulations, and manufacture components to precise specifications from raw materials.

I. California CTE Model Curriculum Standards

A. **Machining and Forming Technologies Pathway Standard B10.0**

Produce parts to specifications or drawings provided on a computer numerical controlled (CNC) mill or lathe. Demonstrate common functions or controls through manual input and through programmed (stored) input. Introduce basic

G and M Code Programming focusing on the use of the Cartesian coordinate system and machine axis.

B10.1 Discuss and demonstrate the setup and safe operation of a CNC turning or milling center: the setup of tools in tool holders; referencing the vice or chuck to the machine's control; and referencing the cutting tool to the machine's control.

B10.2 Demonstrate control panel commands to perform basic milling or turning commands for motion of the tool path along the coordinate axis.

B10.3 Convert a provided three-dimensional (3-D) or computer-aided design (CAD) data set to a set of machine instructions (G code) and then run the program producing the part to specifications provided.

B10.4 Demonstrate a tooling change and tool selection to complete a multistep process on a CNC milling or turning center.

B10.5 Produce a part with tight-radius pocket features by demonstrating proper cutting tool selection, proper tool-path, and proper speeds on a CNC milling machine.

B. Engineering Technology Pathway Standard B7.0

Understand industrial engineering processes, including the use of tools and equipment, methods of measurement, and quality assurance.

B7.2 Describe the major manufacturing processes.

B7.4 Estimate and measure the size of objects in both Standard International and United States units.

C. Engineering Technology Pathway Standard B10.0

Design and construct a culminating project effectively using engineering technology.

B10.1 Use methods and techniques for employing all engineering technology equipment appropriately.

B10.2 Apply conventional engineering technology processes and procedures accurately, appropriately, and safely.

B10.3 Apply the concepts of engineering technology to the tools, equipment, projects, and procedures of the Engineering Technology Pathway.

II. Methods of Assessment

- A. Pre-tests and post-tests for each major unit of the Immerse2Learn LearnCNC for HAAS Curriculum. Certification units require scores of 80% or better.
- B. Frequent short quizzes during each instructional module to check for understanding.
- C. Teacher-developed authentic projects which demonstrate skill mastery.
- D. Semester final exams.

III. Topic of Study - Suggested Time Distribution

Semester 1

- A. Virtual Course System Introduction - 2 Hours
- B. Safety for Machining - 4 Hours
- C. Shop Mathematics Level 1 (Arithmetic, Fractions, Decimals, Units) - 4 Hours
- D. Shop Mathematics Level 2 (Geometry and Trigonometry) - 4 Hours
- E. Reading Manufacturing Blueprints - 8 Hours
- F. Precision Measurements - 4 Hours
- G. Speeds and Feeds Calculations - 4 Hours
- H. 3-Axis CNC Milling Machine Setup & Operation (Certification Unit) - 20 Hours
- I. 3-Axis CNC Milling Machine Programming (Certification Unit) - 26 Hours
- J. CNC Mill Project Level I - 8 Hours
- K. Manufacturing as a Career - 4 Hours
- L. Semester 1 Final Exam - 2 Hours

Semester 2

- A. 2.5D Toolpath Programming in OneCNC XR5 - 12 Hours
- B. 2.5D Toolpath Programming in Inventor HSM Express - 8 Hours
- C. 3D Toolpath Programming in OneCNCXR5 - 6 Hours

- D. CNC Router Project - 6 Hours
 - E. CNC Mill Project Level II (2.5 D strategies)- 6 Hours
 - F. CNC Mill Project Level III (3D contouring strategies)- 6 Hours
 - G. CNC Lathe Programming (Certification Unit) - 24 Hours
 - H. CNC Lathe Setup and Operation - 4 Hours
 - I. CNC Lathe Project - 6 Hours
 - J. Student-selected project - 10 hours
 - K. Semester 2 Final Exam - 2 Hours
- IV. Recommended Materials
- A. Immerse2Learn LearnCNC for Haas Digital Curriculum
 - B. Haas Mill Programming Workbook
 - C. Equipment in an Advanced Engineering & Manufacturing Lab

Glendale Unified School District

High School

September 15, 2015

Department: Career Technical Education

Course Title: Computer Aided Manufacturing 7-8
(Formerly Computer Aided Manufacturing 3-4)

Course Code: 5581V/5582V

Grade Level: 12

School(s)
Course Offered: Clark Magnet High School

UC/CSU Approved
(Y/N, Subject) Yes, "g" elective credit

Course Credits: 10

Recommended
Prerequisite: Computer Aided Manufacturing 1-2 and Geometry

Recommended
Textbook: CNC Machining for Engineers & Makers by Charles Davis
ISBN-13: 978-0-615-99935-7
Copyright 2014 by NexGenCAM, Inc.

Course Overview: Training and certification on advanced manufacturing software and equipment including computer-numerically-controlled (CNC) milling machines, lathes, routers and plasma cutters. Students learn how to program machine-cutting strategies, run simulations, and manufacture components to precise specifications from raw materials. The CAM 3-4 class expands upon CAM 1-2 by offering certification in CNC lathe operation and programming and the opportunity for students to earn NIMS credentials.

I. California CTE Model Curriculum Standards

A. **Machining and Forming Technologies Pathway Standard B10.0**

Produce parts to specifications or drawings provided on a computer numerical controlled (CNC) mill or lathe. Demonstrate common functions or controls through manual input and through programmed (stored) input. Introduce basic G and M Code Programming focusing on the use of the Cartesian coordinate system and machine axis.

B10.1 Discuss and demonstrate the setup and safe operation of a CNC turning or milling center: the setup of tools in tool holders; referencing the vice or chuck to the machine's control; and referencing the cutting tool to the machine's control.

B10.2 Demonstrate control panel commands to perform basic milling or turning commands for motion of the tool path along the coordinate axis.

- B10.3 Convert a provided three-dimensional (3-D) or computer-aided design (CAD) data set to a set of machine instructions (G code) and then run the program producing the part to specifications provided.
- B10.4 Demonstrate a tooling change and tool selection to complete a multistep process on a CNC milling or turning center.
- B10.5 Produce a part with tight-radius pocket features by demonstrating proper cutting tool selection, proper tool-path, and proper speeds on a CNC milling machine.

B. Engineering Technology Pathway Standard B7.0

Understand industrial engineering processes, including the use of tools and equipment, methods of measurement, and quality assurance.

- B7.2 Describe the major manufacturing processes.
- B7.4 Estimate and measure the size of objects in both Standard International and United States units.

C. Engineering Technology Pathway Standard B10.0

Design and construct a culminating project effectively using engineering technology.

- B10.1 Use methods and techniques for employing all engineering technology equipment appropriately.
- B10.2 Apply conventional engineering technology processes and procedures accurately, appropriately, and safely.
- B10.3 Apply the concepts of engineering technology to the tools, equipment, projects, and procedures of the Engineering Technology Pathway.

II. Methods of Assessment

- A. Pre-tests and post-tests for each major unit of the Immerse2Learn LearnCNC for HAAS Curriculum. Certification units require scores of 80% or better.
- B. Frequent short quizzes during each instructional module to check for understanding.
- C. Teacher-developed authentic projects which demonstrate skill mastery
- D. Comprehensive semester final exams

III. Topics of Study - Estimated Total Time Distribution

Semester 1

- A. 2.5D CAM toolpath programming – 6 Hours
- B. 2.5D CAM Project – 10 Hours

- C. CNC mill probe system setup and operation – 4 hours
- D. 3D CAM toolpath programming – 6 Hours
- E. 3D CAM Project – 10 Hours
- F. 2-Axis CNC Lathe Programming (Certification Unit) – 20 Hours
- G. 2-Axis CNC Lathe Setup & Operation (Certification Unit) – 16 Hours
- H. CNC Lathe Manual Programming Project – 12 hours
- I. Manufacturing as a career– 4 Hours
- J. Semester 1 Final Exam – 2 Hours

Semester 2

- A. CNC Lathe Conversational Programming Project – 10 Hours
- B. CNC Lathe CAM Project Level I – OD roughing and contours – 10 Hours
- C. CNC Lathe CAM Project Level II – ID and OD operations – 12 Hours
- D. Short-run Production Practice – 12 Hours
- E. National Institute of Metalworking Skills (NIMS) Credential Projects – 20 Hours
- F. Artwork in Manufacturing using CNC Plasma Cutting and CNC Routers – 12 Hours
- G. Student-selected project – 8 hours
- H. Manufacturing as a career– 4 Hours
- I. Semester 2 Final Exam – 2 Hours

IV. Recommended Materials (Provided)

- A. Immerse2Learn LearnCNC for Haas Digital Curriculum
- B. Haas Lathe Programming Workbook
- C. Equipment in Advanced Engineering & Manufacturing Lab

Glendale Unified School District

High School

Date

(Meeting date will be typed in after Board Approval)

Department: Career Technical Education

Course Title: Arts, Media & Entertainment/Cinematography Internship
(Formerly Cinematography 7-8)

Course Code: 2251V/2252V

Grade Level(s): 12

School(s)
Course Offered: Crescenta Valley High School, Glendale High School

UC/CSU Approved
(Y/N, Subject): Yes, "f" fine art credit

Course Credits: 10

Recommended
Prerequisite: C or better in Cinema 5-6

Recommended
Textbook: *AVID Media Composer Fundamentals I*, Avid Learning Series User Certification. Publisher: Avid Technology, Inc.

Course Overview: Cinematography Internship is the capstone course in the four-year sequence of Cinematography courses in the Arts, Media and Entertainment pathway. Students will also complete industry certification training and/or internship participation. Students iteratively develop advanced camera, editing, audio, and motion graphic techniques by collaborating in teams, working in a variety of production and post-production capacities to support each other's projects. The focus is on creating a well-developed story, effective composition and

communication, project management, audience engagement and design specifications. Students produce scripts, project plans, treatments, storyboards, and presentations to plan and communicate ideas and themes for the videos and then use assembly and rough cuts to visualize and review with clients, the teacher, and fellow students. Through the revision process, students are challenged to achieve more audience engagement, continually assessing how the end product will be perceived. Upon completion of a project, students self-assess and reflect in writing upon the experience and insights gained through the process. Students write peer critiques as well, focusing on story effectiveness, aesthetics of design, and audience engagement.

First Semester-Course Content

STANDARDS

Arts, Media & Entertainment Career Ready Standards 2.0, 2.4 (2.3), 2.2(2.5),2.3(3.3),3.0, 3.1, 3.4, 3.8, 5.0, 5.1, 5.2, 5.5, 7.0, 7.1, 7.2, 8.1, 8.2, 8.3, 9.1, 9.2, 9.3, 10.0, 10.4, 10.5, 10.6, 10.7, 11.0

Production and Managerial Arts Pathway Standards: C1.0, C1.4, C2.0, C2.3, C2.4, C2.7

Common Core Standards: CCSS LS 11-12.1, 11-12.2, 11-12.4; CCSS RSIT 11-12.1, 11-12.7; CCSS WS: 11-12.1, 11-12.5, 11-12.6, 11-12.2

Unit 1: Pre-Production

(12 weeks)

A. Topics include: brainstorming, scriptwriting, FinalDraft or other scriptwriting software, story development, casting and auditions, storyboarding.

Assessment tools: in-class discussion & participation, story outline, treatment, script & revisions, casting announcement & audition sessions, storyboards

B. Summary: Students develop a short (15-20 minute) film. They will produce a story outline, treatment, and script (initial, revised, final draft). They will create a formal casting call for actors and hold auditions and callbacks. They will storyboard the film. Assignments can be completed during class and outside of class time. The student learns story development, industry standards for scriptwriting, procedures for casting and working with actors in the industry.

Unit 2: AVID Media Composer Fundamentals I (Formerly MC101)

(5 weeks)

A. Topics include: starting a project, media ingestion, rough and fine edits, transitions, effects, titles, exporting.

Assessments: End of chapter review questions, Tutorials, Exam.

B. Summary: students read each chapter within the AVID Media Composer Fundamentals I textbook. Instructor presents official course curriculum. Students complete hands on tutorials for review.

Second Semester-Course Content

STANDARDS

Arts, Media & Entertainment Career Ready Standards 2.0, 2.4 (2.3), 2.2(2.5),2.3(3.3),3.0, 3.1, 3.4, 3.8, 5.0, 5.1, 5.2, 5.5, 7.0, 7.1, 7.2, 8.1, 8.2, 8.3, 9.1, 9.2, 9.3, 10.0, 10.4, 10.5, 10.6, 10.7, 11.0

Production and Managerial Arts Pathway Standards: C1.0, C1.4, C2.0, C2.3, C2.4, C2.7

Common Core Standards: CCSS LS 11-12.1, 11-12.2, 11-12.4; CCSS RSIT 11-12.1, 11-12.7; CCSS WS: 11-12.1, 11-12.5, 11-12.6, 11-12.2

Unit 3: Production

(7 weeks)

A. Topics include: Producing, MovieMagic Scheduler or other production management software, fundraising, film permits, script breakdown (by scene, props, actors, location, etc), equipment rental, insurance, production responsibilities by job title, test shoots, rehearsal, set etiquette, scheduling, continuity, craft services, transportation, budgeting
Assessment: Rehearsals, completed film permit application and documentation, documentation of insurance, production schedules, shot lists, camera plot, shot log, fundraising campaign documents (may include website, promotional video, publicity letters, presentations, donor list), script breakdowns by scene, props, actors, locations, etc., equipment rental documentation (emails with vendor, documentation of insurance, rental agreement, check out/check in list), flowchart of job title & responsibilities on set), documentation of set etiquette rules and consequences, test shoot footage, actual footage from shoot, script coordinator notes, budget predictions

B. Summary: Students take the script from the Pre-production unit and go through the process to prepare for and shoot the script. Students gain experience with the pre-production tasks and the significance of those tasks in a successful shoot.

Unit 4: AVID Media Composer Fundamentals II (Formally MC110)

(5 weeks)

A. Topics include: alternative ingestion solutions, preparing dailies, trimming and recutting a scene, mixing audio, correcting shots and retiming, working with high resolution images, multilayer effects, chroma key, animating titles, packaging and output, managing media

Assessments: End of chapter review questions, Tutorials, Exam, Certification Exam.

B. Summary: students read each chapter within the AVID Media Composer Fundamentals II textbook. Instructor presents official course curriculum. Students

complete hands on tutorials for review. Upon completion, instructor will administer official AVID Media Composer User Certification exam.

Unit 5: **Post Production**

(8 weeks)

A. Topics include: media management, ingestion, logging, stringout, rough cut, revising the edit, feedback and producer notes, sound design, foley, permission from copyright sources, sound mixing, final cut, picture lock, coloring, distribution methods, film festival strategy, press kits, promotion, resumes & production reel

Assessments: Expense sheet, versions of film cuts, rights acquisition documentation (emails, forms), film festival spreadsheet, posters, one sheets, headshots & bios, director's synopsis, movie trailer, programs from film expos and festivals, film festival applications, resume, production reel

B. Summary: Students will take the production footage and edit it into a movie. Students will make and execute a plan for marketing and distributing the film.

Additional Recommended Materials -

Planning the Low-Budget Film, Robert Latham Brown. Publisher: Chalk Hill Books, Los Angeles. Second Edition.

The Complete Film Production Handbook, Eve Light Honthaner. Publisher: Focal Press. Fourth Edition.

Sound for Film and Television, Tomlinson Holman. Publisher: Focal Press. Third Edition.

Pro Tools 101, An Introduction to Pro Tools 11, Avid Learning Series User Certification. Publisher: Avid Technology, Inc.

Software

FinalDraft www.finaldraft.com

MovieMagic Scheduler www.ep.com

AVID Media Composer www.avid.com

AVID Pro Tools www.avid.com

Equipment

DSLR camera or equivalent with lenses, SDHC or external drive for recording media

Tripod/camera stabilizer/ dolly mount

Mole Richardson Tungsten InBetweenie/Betweenie/Tweenie/Mickey-Mole kit or equivalent lighting kit

Mole Richardson Fluorescent Molescent BIAx 4 kit or equivalent lighting kit

Audio field recorder, shotgun mic, lapel mics, microphone fishing pole, cables, etc. (sound kit)

Computers, speakers, & external drives meeting software requirements for AVID systems

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

INFORMATION REPORT NO. 11

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Dr. Kelly King, Assistant Superintendent, Educational Services

PREPARED BY: Dr. Rebeca Andrade, Director
Early Education and Extended Learning Programs

SUBJECT: **Proposed Revisions to the Early Education and Extended Learning Programs Preschool and School-Age Self-Supporting Program Policy Handbook for Parents**

The Early Education and Extended Learning Programs (EEELP) Department is proposing updates to the above-named Policy Handbook for Parents to reflect additions and updates to EEELP and District policies.

Parents receive this handbook upon enrollment in the program, and it provides information regarding:

- Program Regulations and Information
- Schedule
- Public School Regulations
- Additional Program Regulations
- Health and Safety Regulations
- Discipline

The changes to the handbook include:

- Updated formatting and verbiage for clarity
- Addition of student expectations and birthday policy
- Updated discrimination policy
- Updated timeline for changes to contracted enrollment days
- Changed late pick up policy to allow for four late pick-ups per year
- Addition of grounds for suspension or expulsion
- Alignment of GUSD discipline practices between school time and afterschool time
- Addition of PBIS statement

Glendale Unified School District
Information Report No. 11
February 6, 2018
Page 2

The handbook is available to parents in English, Armenian, and Spanish.

A copy of the proposed revised handbook is attached to this memo with changes in strikethrough (for deleted text) and underlined (for new text) for reference.

Should the consensus of the Board be to move forward, the revised handbook will be placed on the Board agenda for approval at the February 20, 2018 Board meeting.

DRAFT

GLENDALE UNIFIED SCHOOL DISTRICT
EARLY EDUCATION AND EXTENDED LEARNING PROGRAMS

**EEELP
POLICY
HANDBOOK
FOR
PARENTS**

**Self-Supporting Programs
(Preschool and School Age)**

200 N. Maryland Ave., Suite 101
Glendale, California 91206
818-247-0775

Board Approved: ~~3/20/12~~ / /18

GLENDALE UNIFIED SCHOOL DISTRICT
EARLY EDUCATION AND EXTENDED LEARNING PROGRAMS

SCHOOL-AGE and PRESCHOOL
SELF-SUPPORTING PROGRAM

Welcome to the Early Education and Extended Learning Programs (EEELP) of the Glendale Unified School District (GUSD). On the following pages there is important information about the program which will help you to understand the policies and regulations. Note the section on Parents/Guardians Opportunities which lists some of the ways you can participate in your child's Center experiences.

Please retain this information for your future reference. If there is any additional information that you need, please feel free to ask questions at the Centers. *

SELF-SUPPORTING CENTER LOCATIONS

Balboa Elementary School
1844 Bel Aire Dr., Glendale 91201
818-257-4256

Keppel Elementary School
730 Glenwood Rd., Glendale 91202
818-531-8602

Cerritos Elementary School
120 E. Cerritos Ave., Glendale 91205
818-243-3212

La Crescenta Elementary School
4343 La Crescenta Ave., La Crescenta 91214
818-248-7131

Cloud Preschool
4444 Cloud Ave., La Crescenta 91214
818-249-1414

Lincoln Elementary School
4310 New York Ave., La Crescenta 91214
818-249-1607

College View School
1700 E. Mountain St., Glendale 91207
818-482-4139

Mann Elementary School
501 E. Acacia Ave., Glendale 91205
818-956-0369

Columbus Elementary School
425 W. Milford St., Glendale 91203
818-247-8977

Marshall Elementary School
1201 E. Broadway, Glendale 91205
818-242-3267

Dunsmore Elementary School
4717 Dunsmore, La Crescenta 91214
818-957-4854

Monte Vista Elementary School
2620 Orange Ave., La Crescenta 91214
818-957-5845

Edison Elementary School
Center located at Pacific Ave. Education Center
440 W. Lomita Ave., Glendale 91204
818-547-0103

Mountain Avenue Elementary School
2307 Mountain Ave., La Crescenta 91214
818-249-3252

Franklin Elementary School
1610 Lake St., Glendale 91201
818-476-6841

Muir Elementary School
912 S. Chevy Chase Dr., Glendale 91205
818-400-5627

Fremont Elementary School
3320 Las Palmas Ave., Glendale 91208
818-430-0773

Valley View Elementary School
4900 Maryland Ave., La Crescenta 91214
818-541-6839

Glenoaks Elementary School
2015 E. Glenoaks Blvd., Glendale 91206
818-476-6837

Verdugo Woodlands Elementary School
1751 N. Verdugo Rd., Glendale 91208
818-967-8027

Jefferson Elementary School
1540 Fifth St., Glendale 91201
818-967-1925

R. D. White Elementary School
744 E. Doran St., Glendale 91206
818-813-3671

**Head Teachers work hours are from 10 a.m. to 6 p.m.*

TABLE OF CONTENTS

100 PROGRAM INFORMATION

100.1	General Statement and Goals	1
100.2	Eligibility	1
100.3	Nondiscrimination.....	1
<u>100.4</u>	<u>Student Expectations for School-Age Students.....</u>	2
100.5	Physical Needs of the Student	2
100.6	Parents/Guardians Opportunities.....	3
100.7	Parents/Guardians Rights	3
100.8	Parents/Guardians Responsibilities	4
100.9	Center Environment	4
100.10	Homework.....	5
100.11	Student Assessments.....	5

200 SCHEDULE

200.1	Daily Schedule.....	5
200.2	Morning Arrival and Afternoon Pick-Up.....	6
200.3	Attendance	7

300 PUBLIC SCHOOL REGULATIONS

300.1	General.....	8
300.2	Smoking	8
300.3	Suspension	8
300.4	Automobile Regulations	10

400 ADDITIONAL PROGRAM REGULATIONS

400.1	Fees	10
400.2	Student Illness	11
400.3	Child Abuse and Neglect.....	11
400.4	Holidays/Celebrations	11
<u>400.5</u>	<u>Birthdays</u>	12
400.6	Change of Status	13
400.7	Qualifications of the Staff.....	13
400.8	Field Trips.....	13
400.9	Clothing and Appearance.....	13
400.10	Extra-Curricular After-School Activities.....	13
400.11	Emergency and Disaster Procedures.....	13
400.12	Re-enrollment Following Termination	13

500 HEALTH AND SAFETY REGULATIONS

500.1	Immunization and Health Regulations for Early Education and Extended Learning Programs	13
500.2	Illness During the Day	13
500.3	Returning to the Center After Illness	13
500.4	Medication	14
500.5	Student Information Card	14
500.6	Injuries.....	15

600 DISCIPLINE

600.1	Discipline Policy.....	15
600.1.1	PBIS Statement.....	15
600.2	GUSD Civility Policy	16

700 AGREEMENT

700.1	Admission Agreement.....	17
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100 PROGRAM STATE AND AGENCY REGULATIONS

100.1 General Statement and Goals

1. The Glendale Unified School District (GUSD) Early Education and Extended Learning Programs (EEELP) are established to provide quality early education and school-age educational enrichment experiences for students. The experiences are based on the individual needs of each student and are appropriate to the student's age and level of maturity.
2. The EEELP **Preschool** program provides a safe and nurturing environment that promotes age-appropriate educational and life experiences. Lessons and curriculum are based on Preschool standards. Each student is respected for his/her individual needs, interests, and differences, thereby promoting positive self-esteem and fostering independence. The culture, customs, and beliefs of each family are incorporated into the curriculum. The program's goal is to build a bridge between home and school by creating opportunities for parent education and involvement that aligns with the California's Early Education and Support Division's Desired Results for Children and Families.
3. The EEELP **School-Age** program supports the elementary program by incorporating GUSD grade level academic standards in a student-centered stimulating environment that meets the individual needs, interests, and differences of each student. The program provides a safe and nurturing environment that promotes positive self-esteem, independence, and responsibility. Students receive assistance with homework and study skills in a group setting. The program's goal is to build a bridge between home and school by creating opportunities for parent education and involvement that aligns with the California's Early Education and support Division's Desired Results for Children and Families.

100.2 Eligibility

1. Preschool children must be three years old by September 1 of that school year.
2. The school-age program serves students in TK through promotion to middle school. Minimum enrollment is two (2) days a week.
3. For the school-age program it is required that the family live within the boundaries of the Glendale Unified School District or have a current District permit authorizing attendance in a GUSD school. Enrollment in a self-supporting child care program cannot be used to gain enrollment in a school. Enrollment in the school is required for enrollment in a self-supporting child care program. Permits to attend a school are not issued due to enrollment in a self-supporting child care program.
4. Students are expected to demonstrate appropriate behavior and to follow reasonable rules of conduct.
5. A student will not be accepted or retained in the program if one of the following conditions exists:
 - a. The student exhibits harmful behavior to self and/or others.
 - b. The essential nature of the program would be fundamentally altered as based on a case-by-case determination and in compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA).

100.3 Nondiscrimination

~~The program does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, in determining which students are served. The program:~~

- ~~welcomes the enrollment of students with disabilities.~~
- ~~understands the requirement of the Americans with Disabilities Act (ADA) to make reasonable accommodations for such students and implements those accommodations.~~

The EEELP program abides by the Glendale Unified School District nondiscrimination policy found at www.gusd.net and below:

“The Board of Education prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, or association with a person or group with one or more of these actual or perceived characteristics. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs.”

Reference: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973

The program refrains from religious instruction or worship.

100.4 Student Expectations for School-Age Students

1. The Early Education and Extended Learning Programs (EEELP) is dedicated to fostering a safe and respectful learning environment that encourages responsibility as well as academic and social success. The following student expectations will be reviewed with school-age students at the beginning of the year when a student behavior contract will be signed.
 - a. My child/ren will report to the after-school program within ten minutes of school dismissal.
 - b. My child/ren understand(s) that if they leave campus they will not be allowed to attend the program for that day.
 - c. My child/ren will use respectful and appropriate language.
 - d. My child/ren will follow school and program rules.
 - e. My child/ren will respect fellow students, staff, and all adults on campus.
 - f. My child/ren will respect their environment including technology, school property and program materials.
 - g. My child/ren will participate in program activities.
 - h. My child/ren will not disrupt homework time.
 - i. My child/ren will not disrupt program activities.
 - j. My child/ren will walk while on campus.
 - k. My child/ren will stay with the group under the direct supervision of an adult at all times when attending the EEELP programs.
2. Students in violation of these agreements may be redirected to another more suitable activity or may be denied a privilege or participation in an activity. In instances of repeated infractions, students may be suspended or terminated from the program.

100.5 Physical Needs of the Students

1. It is generally expected that children entering preschool are toilet trained. However, there are exceptions to this expectation. When these exceptions occur, ~~our policy is that~~ an Individualized Plan for Toilet Training (IPTT) will be developed so that parent, teacher, and aides will all follow the same

plan and work together towards ~~achieving the goal of seeing positive~~ improvement in the area of toilet training. As part of the IPTT, it ~~will be~~ is expected that children will not arrive to school in diapers. Pull-ups or other forms of toilet training pants and a change of clothing are required and ~~will~~ must be provided by the parent along with a supply of cleaning wipes. If these items are not brought into the classroom, a warning will be issued in writing on the first ~~incident~~ instance. If a second ~~incident~~ instance occurs, the child will not be allowed to stay at school until these items are provided. If an accident occurs, the child will be encouraged to independently remove the soiled pull-ups, clean him/herself, and put on a clean pull-up. Parents and teachers will meet once a month to discuss the child's progress in the area of toilet training and to keep the lines of communication open. The appropriateness of continued enrollment will be assessed if there is no progress towards independent toileting.

2. The program provides a rest period for all full-day preschool students. There are opportunities for both quiet and active choices for students who do not nap.
3. An afternoon snack is provided for all school-age students in the Centers. During non-school days, school-age students ~~have the opportunity to buy lunch and~~ will be provided with two (2) snacks.
4. Preschool students are provided with lunch and snacks each day. Full day preschool students are provided with lunch and two (2) snacks a day. Extended day preschool students are provided with lunch and one (1) snack a day. ~~Half day preschool students are provided with lunch.~~

100.6 Parents/Guardians Opportunities

1. The Parent Advisory Council is made up of parents/guardians and staff representatives ~~from each school site~~. It meets regularly with the Director or his/her designee to discuss and advise upon issues of mutual concern affecting the Centers. All parents/guardians are encouraged to attend the meetings. In addition, parents/guardians are requested to attend special functions at their child's program ~~site~~ Center throughout the year.
2. Parent/guardian conferences are scheduled twice a year and others may be held as requested by a parent/guardian or staff member.
3. Parents/guardians are encouraged to attend parent education programs in the community and those sponsored by the Early Education and Extended Learning Programs. The parent education program presentations are based on a family needs assessment and the Family Interest Form completed at the initial intake.
4. Parents/guardians are urged to visit the Center to become informed about the program.
5. Parents/guardians are invited to contribute their talents and/or skills to the Center program.
6. ~~There is~~ Information in each Center listing regarding community organizations and family services is available through the City of Glendale website at www.glendaleca.gov/.
7. Parents/guardians are requested to complete a Program Evaluation Survey annually. Program modifications are based on the responses to the survey. Suggestion boxes are available at sites for additional comments.

8. Parents/guardians of students enrolled in the preschool program are welcome to volunteer in the classroom for no more than two (2) days, per month. Parents must provide proof of a current negative TB test and pertussis, measles and influenza immunizations prior to volunteering.

100.7 Parents/Guardians Rights

1. The Early Education and Extended Learning Programs have a policy that protects the confidentiality of students' records. Written permission from parents/guardians will be requested to release confidential information, to use children's photographs outside the program, or to allow children to participate in research projects.
2. Centers are open to parents/guardians; however, parents/guardians must check-in at the school or Center office at the start of a visit. This procedure must be followed to ensure students' safety. Visitations ~~should~~ shall be limited to twenty (20) minutes and shall not interfere with the operation of the program. Parents/guardians can contact their child at the center unless there is a court restraining order denying access to the student. Contacts should be limited to important communications and not be disruptive to the operation of the program.
3. The use or disclosure of any information pertaining to the student or the student's family shall be restricted to purposes directly related to the administration of the program. The EEELP staff shall permit the review of a student's file by the parents/guardians who enrolled the student or by a representative authorized by the parents/guardians upon request and at reasonable times and places.

100.8 Parents/Guardians Responsibilities

1. The student will not be released from the Center to anyone who is not authorized on the Student Information Card unless permission is given by the parents/guardians in writing or by telephone and in advance. Adults should be prepared to present photo identification to the staff upon request. Parents must notify the Head Teacher when their child is to be picked up by a person not authorized on the Student Information Card.
2. Parents/guardians must notify the Head Teacher by 8:00 a.m., if possible, or at least by dismissal, in the event that their child will be absent.
3. ~~Any requests to change contract hours need to be submitted at least 24 hours in advance.~~ Any requests to change enrollment must be submitted in writing prior to the first of the month.
4. Parents are expected to check the student Sign-In-and-Out Register or parents/guardians mailbox for personal notes, and the bulletin board, department website, and/or Facebook page for program announcements, fliers, and bulletins.
5. If parents/guardians have a complaint regarding an alleged violation of federal or state laws or regulations, parents/guardians should follow the steps in GUSD's Administrative Regulation 1312.3, Uniform Complaint Procedures, as posted on www.gusd.net.
6. If parents/guardians have a concern related to sexual harassment, parents/guardians should follow the steps in the GUSD Sexual Harassment Board Policy 5145.7 as distributed and posted on www.gusd.net.
7. If parents/guardians have complaints but there is ~~NO~~ no violation of federal or state laws or regulations, parents/guardians should contact the EEELP office at 818-247-0775.

100.9 Center Environment

The environment at the Center is planned to promote the student's positive self-image and self-esteem. It is one that stimulates curiosity and promotes creativity; encourages independence, decision making, and problem solving; offers opportunities for the student to learn/develop his/her social skills through exploration of science, mathematics, literacy, art, music, and the social sciences. Attention is also given to the student's motor skills through physical activities. Special field trips may be planned during the year to broaden students' learning experiences.

100.10 Homework

1. EEELP strives to provide balanced after-school programming that includes time for homework ~~support~~, academic enrichment, nutrition, and physical activity.
2. EEELP is committed to providing appropriate space, time, materials and resources for students to work on homework during program hours. The program schedules 20 minutes of homework time for transitional kindergarten and kindergarten students and 45-60 minutes for Grades 1 through 6 8, Monday through Thursday.
3. EEELP teachers and educational assistants provide support, guidance, and clarification when necessary. EEELP staff does not provide one-on-one tutoring or homework correction. Homework is an important part of the home-school connection. Classroom teachers rely on homework to provide practice of newly gained skills and to assess student grasp of what was taught. Homework provides parents with a glimpse of the lesson content and an opportunity to see what their ~~student~~ child is learning. Parents are responsible for reviewing ~~student~~ their child's homework and ensuring that it is complete.

100.11 Student Assessments

Goals are created for students utilizing information from the elementary teachers, parents/guardians, the student assessments, and the student needs and interests. Students are assessed twice a year using the Desired Results Developmental Profiles.

200 SCHEDULE

200.1 Daily Schedule

The daily schedule of activities varies from site to site and ~~of course~~ may be modified depending upon the weather. The following are examples of a typical day in the full-day preschool program and the school-age program.

SAMPLE FULL-DAY PRESCHOOL SCHEDULE

Time	Activity
6:30 – 8:00 a.m.	Free Choice (all centers open)
8:00 – 8:10 a.m.	Restrooms/Wash Hands
8:10 – 8:30 a.m.	Snack
8:30 – 9:00 a.m.	Outdoor Activities
9:00 – 9:15 a.m.	Large Group

9:15 –10:20 a.m.	Small Group Activities/Free Choice (All Centers Open)
10:20 -10:30 a.m.	Large Group Review
10:30 –11:00 a.m.	Outdoor Activities
11:00 –11:15 a.m.	Restrooms/Wash Hands
11:15 –11:45 a.m.	Lunch
11:45 –12:00 p.m.	Story Time
12:00 –1:30 p.m.	Nap/Quiet Activities
1:30 – 1:45 p.m.	Restrooms/Wash Hands
1:45 – 2:00 p.m.	Snack
2:00 – 2:30 p.m.	Outdoor Activities
2:30 – 2:45 p.m.	Large Group
2:45 – 4:45 p.m.	Small Group Activities/Free Choice (All Centers Open)
4:45 – 5:00 p.m.	Large Group Review
5:00 – 5:30 p.m.	Music/Movement Activities
5:30 – 6:00 p.m.	Free Choice Activities (All Centers Open)

SAMPLE SCHOOL-AGE SCHEDULE

Time	Activity
6:30 – 7:15 a.m.	Free Choice (all centers open)/Homework
7:15 – 7:30 a.m.	Large Group
7:30 – 8:00 a.m.	Small Group Activities/Free Choice (All Centers Open)
7:45 – 8:10 a.m.	Restrooms/Wash Hands/Breakfast
8:10 a.m.	Dismissal to School
2:15 – 2:30 p.m.	Arrival/Restrooms/Wash Hands
2:30 – 2:50 p.m.	Snack
2:50 – 3:30 p.m.	Outdoor Activities/Wash Hands
3:30 – 4:15 p.m.	Homework
4:15 – 4:35 p.m.	Large Group (Academic/Enrichment Instruction)
4:35 – 5:15 p.m.	Learning Centers (Free Choice)
5:15 – 5:30 p.m.	Reviewing academic/enrichment lesson - Checking for Understanding
5:30 – 6:00 p.m.	Free Choice Activities (All Centers Open)

Opening hours vary between 6:30 a.m. and 7:00 a.m. based on the site needs. All Centers close at 6:00 p.m. The programs are closed on National Holidays and during the Winter Break when the District Administrative Offices are closed.

200.2 Morning Arrival and Afternoon Pick-Up

- Each morning the student must be seen and acknowledged by a staff member before the parent/guardian leaves to ensure that no student will be admitted to the Center with a physical problem such as fever, sore throat, earache, upset stomach, rash, etc.
 - Morning Students Only: Parents/guardians must sign students in at the time of arrival.
 - Afternoon Students Only: Staff will sign students in at the time of arrival from school, and parents/guardians will sign students out at the time of departure from the Center.

- Morning & Afternoon Students and Preschool Students: Parents/guardians are to sign in at the exact time of arrival, and sign out at the time of departure.
2. Only authorized adults eighteen (18) years or older are allowed to sign students in or out. Adults are required to sign their full name (not initials) and the exact time of arrival and pick-up on the daily Sign-In-and-Out Register. Only the student's parents/guardians and authorized adults whose name appears on the Student Information Card will be allowed to take the student from the Center. Adults should be prepared to present photo identification to the staff upon request.
 3. The Center must be notified before 8:00 a.m. if the student will not be attending that day or will be arriving late. It is a good practice for all preschool and school-age students on non-school days to arrive by 8:30 a.m. ~~or a call must be placed in advance by the parents/guardians to advise the staff of the student's arrival in order for parents to purchase a lunch through the Nutrition Services Department.~~
 4. In case of an emergency delay, please telephone the Center. If the Center has not heard from the parents/guardians, and it is past the contracted pick-up time, the staff will call the emergency numbers on the Student Information Card. Parents/guardians must adhere to the hours that were agreed to on the current contract. ~~If the circumstances or status have changed, parents/guardians must advise the Head Teacher immediately to change the current contract hours.~~
 5. Students will not be released to a person(s) who does not appear to be in a condition to drive safely. If a person arrives to pick up a student and it is obvious that he/she is not in a condition to drive safely, the student will not be released to that person. The Head Teacher will ask that another adult be called to pick up the student and to assist the person in the unsafe condition. If there is no one else to call, the police will be contacted for assistance. At no time will a student be released to go to a parked car.
 6. Parents/guardians are expected to pick-up their student within the parameters of their contract hours. Four (4) late pick-ups will be cause for termination of services. ~~The four (4) late pick-ups are cumulative during the years a student is enrolled in each of the following Early Education and Extended Learning Programs: The four (4) late pick-ups are the maximum a student may have in one year (July-June) in any of the following Early Education and Extended Learning Programs:~~
 - Self-Supporting
 - State Subsidized/Federal Subsidized
 - After-School Education and Safety Program (ASES)
 - Recreational After School Program (RAP)
 - Teen Scene
 7. A Late Pick-Up Notice will be issued each time a parent/guardian is late. In addition to each Late Pick-Up Notice, a \$1.00 per minute charge (maximum \$100.00 for each occurrence), per family/per site, will be assessed (according to the Center program clock). If the charge is not paid within seven (7) days, a delinquent notice will be issued which could result in termination of services.

200.3 Attendance

1. The parent/guardian must either leave a note in the Center's box in the school office or notify the Center staff directly if a student is released from school prior to the end of the school day. If a student is released from the elementary school prior to the end of the school day, the parent/guardian must either leave a note in the Center's box in the school office or notify the Center directly. If the Center is not notified of an absence, the student will be considered

missing and a search will commence if the Center is not notified of an absence. Searches disrupt the normal operations of the Center and services will be terminated upon the second incident.

2. Preschool parents must call in before 8:00 a.m. to report absences daily.
3. A family's child care services will be terminated after the student has been absent for five (5) days with no communication from the parent/guardian and the Center staff has made every effort to contact the parent/guardian., ~~the family's child care services will be terminated.~~
4. Center opening hours vary between 6:30 a.m. and 7:00 a.m. based on site needs. All Centers close at 6:00 p.m.
5. Prior notice must be given for vacations, including court-ordered visitations, and all fees must be paid in advance to ensure continuous enrollment. Any requests to change contract days must be submitted in writing prior to the first of the month.
6. A new enrollment fee will be assessed if the parent/guardian dis-enrolls the student from the program and re-enrolls at a later date. ~~a new enrollment fee (per student) will be assessed.~~ There is no guarantee of space for a family ~~with~~ after a break in service.
7. No transportation to or from EEELP Centers is provided.

300 PUBLIC SCHOOL REGULATIONS

(For All Centers)

300.1 General

School safety rules, policies, and procedures are followed by the Centers.

300.2 Smoking

Smoking is not allowed on District property including on the school playground. California law restricts smoking near schools and playgrounds to no less than 25 feet away.

300.3 Suspension

- ~~1. If a student is suspended from the public school, the suspension also applies to the Early Education and Extended Learning Program. Suspension from the Early Education and Extended Learning Program for an infraction of a District rule may lead to suspension from school.~~
- ~~2. Fees are due to the Center even though a student is suspended.~~
- ~~2. For further information, see the Discipline Policy on Page 12 of this document.~~
1. Student suspensions from the public school also apply to the EEELP program. Suspension from the EEELP program due to infractions of a District rule may lead to suspension from school.
2. Failure to follow EEELP Student Behavior Expectations may result in EEELP program suspensions. Please refer to section 100.4 Student Expectations for School-Age Students and 600 Discipline Policy for more information.

3. The EEELP program upholds the District suspension policies. Parents and students are hereby notified that in schools of the Glendale Unified School District, a student may be suspended or recommended for expulsion from school if the principal (or designee) determines that the student has committed any of the following offenses while on campus or attending a school function. The California Ed Code 48900 – Grounds for suspension or expulsion; jurisdiction; legislative intent state:

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing," means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is

- likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward pupil or school personnel.
 - (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district, or principal occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
 - (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
 - (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
 - (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
 - (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

300.4 Automobile Regulations

1. Each school sets its own parking regulations as mandated by the principal and local authorities. ~~Parents/guardians should contact the Head Teacher at your Center for these rules.~~ Parents/guardians may not drive on campus to pick up from the program.
2. Parents/guardians must follow all posted signs, boundary cones, and traffic regulations when parking their car. When the car is unattended, small children are not to be left in the car or the engine left running.

400 ADDITIONAL PROGRAM REGULATIONS

400.1 Fees

1. An annual enrollment fee is charged for school-age programs that operate during the traditional school year. A separate enrollment fee is charged for Fall, Winter, Spring, and Summer camps. Full-day preschool annual enrollment is July 1 through June 30. An annual fee is charged at the time of enrollment.

2. Fees are due on the first day of attendance. ~~No adjustments are made for days not attended.~~ Monthly fees are considered delinquent as of the 10th of the month. If payment is not received by the time the fees are identified as delinquent, the District reserves the right to refuse child care services until all outstanding fees have been paid. This is in accordance with the agreement signed by the parents/guardians upon enrolling the student in the program. The Early Education and Extended Learning Programs do not have credit arrangements.
3. No adjustments are made for days not attended. Any requests to change contract days must be submitted in writing prior to the first of the month.
4. Regular monthly fees DO NOT include Fall, Winter, Spring, and Summer Breaks. Separate enrollment forms and additional fees are required to attend the Fall, Winter, Spring, and Summer camps. Camp enrollment must be cancelled in writing three (3) weeks in advance of the scheduled enrollment.
5. A service fee will be charged for any check returned for any reason. This payment must be made by money order or using EZ Pay only. If a second check is returned, *all future monthly fee payments must be made by money order or using EZ Pay only.*
6. It may be necessary to take legal action to collect delinquent fees after a thirty (30) day advance written notice has been given/sent to the parents/guardians.
7. Upon written request and approval of the Director, a refund may be issued for overpayment of fees.
8. Fees are subject to change with a thirty (30) day notice.
9. Re-enrollment is required annually, and must be completed during the re-enrollment period.
10. Child care services are provided during the Fall, Winter, Spring, and Summer break periods at select sites. However, enrollment at these sites is open to all students.
11. Parents/guardians may keep their canceled checks and/or EZ Pay receipts for tax purposes. A summary of fees paid will be provided by January 30. The District's tax identification number is available from your center's Head Teacher or the EEELP Office upon request.
12. ~~Please retain this Federal ID Number for tax preparation purposes: #~~95-6001464.

400.2 Student Illness

The monthly fee must be paid when a student is absent due to illness. No adjustments shall be made for absences.

400.3 Child Abuse and Neglect

Under the mandatory Child Abuse Reporting Law, California State Penal Code Section 11161.5, the Center staff is obligated to report cases of suspected child abuse or neglect. If the staff fails to report, they could be subject to a fine and/or imprisonment. According to Child Abuse Reporting Law, any time a student reports or a staff member observes that a student has been injured as a result of discipline, a suspected child abuse report must be filed.

400.4 Holidays/Celebrations

The parent/guardian is to notify the staff at the Center if there is any holiday/celebration in which a student cannot participate, the parent/guardian is to notify the staff at the Center.

400.5 Birthdays

1. EEELP teachers may recognize students on their birthdays but will not celebrate individual birthdays as the classroom is not the appropriate place for a birthday party. Likewise, there are families that do not recognize birthdays due to religious or cultural beliefs. Out of respect for all of our families, we ask that birthday parties be planned outside of Center.
2. Students may be appropriately recognized on their birthdays by their EEELP teachers and staff in one of the following ways:
 - Class sings “Happy Birthday to You”
 - Student receives a hand-decorated paper birthday crown (younger students) or a birthday badge (older students)
 - Student is allowed to be a line leader (or other privilege) for the day
 - Student may select a book to be read aloud to the class or select a group outdoor game to be played
3. It is against department policy to:
 - Have a birthday party at the center
 - Serve birthday cake or any other sugary treats at the center
 - Allow parents to provide sugary treats, party favors, or guests dressed as characters (i.e. princesses, super heroes, etc.)
 - Allow the giving of presents at the center

400.6 Change of Status

The Early Education and Extended Learning Program must be notified promptly of any changes in the parent’s/guardian’s, address, telephone number, or changes on the Student Information Card. An updated card will be requested at the beginning of each school year.

400.7 Qualifications of the Staff

1. Certificated staff in all programs are qualified in the fields of child development and education. Each Center has a Head Teacher responsible for the Center. All teachers hold a Child Development Permit and/or a Standard Teaching Credential.
2. Education Assistants have been hired according to the requirements of the Glendale Unified School District Human Resources Department.

400.8 Field Trips

1. For a field trip, p~~Parents/guardians will be notified in advance and must sign a parent/guardian consent form~~Parents/guardians will be notified in advance and must sign a parent/guardian consent form that must be returned to the teacher at least one (1) day prior to the scheduled field trip. Walking field trips also require prior written parent/guardian consent. For field trips that require transportation, students must be transported to and from the field trip locations on District-approved buses.

2. Alternative child care provisions may be provided for families who do not wish their student to participate in a the field trip, ~~alternative child care provisions may be provided~~ or parents shall find alternate childcare.

400.9 Clothing and Appearance

California State Board of Education Rule, Administrative Code, Title 5, Section 302, states that, "A pupil who goes to school without proper attention being given to personal cleanliness, or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare themselves for the school room before entering." School-age students should wear clothing that allows them to participate in all Center activities.

400.10 Extra-Curricular After-School Activities

The parent/guardian must complete the permission form wWhen a student participates in any after-school program/activity that is not staffed by the Center's staff and is held during the Early Education and Extended Learning Programs hours of operation, ~~the parent/guardian must complete the Permission Form.~~ The form can be obtained from the Head Teacher and the completed form will be placed in the student's file.

400.11 Emergency and Disaster Procedures

In case of an emergency or disaster, no student will be allowed to leave the Center's site or evacuation site without parent/guardian permission. The teachers will remain with the students until they are released to their parents/guardians or persons as authorized on the Student Information Card.

400.12 Re-enrollment Following Termination

Re-enrollment may be considered after a six (6) month period or on a case-by-case basis wWhen child care services are terminated for cause, ~~reenrollment may be considered after a six (6) month period or on a case-by-case basis.~~

500 HEALTH AND SAFETY REGULATIONS

500.1 Immunization and Health Regulations for Early Education and Extended Learning Programs

1. Compliance with California state immunization laws is required and is discussed with each parent/guardian during the first interview.
2. The Health History Form is required for all students entering the program. In addition, a Physician's Examination Report is required for entering preschoolers.

500.2 Illness During the Day

~~If a student becomes ill during the day, t~~The parent/guardian will be contacted and must assume responsibility for picking up the student or sending an authorized person to do so within one (1) hour of notification if a student becomes ill during the day.

500.3 Returning to the Center After Illness

1. School-Age students may return to the program after being re-admitted to their school.

2. Preschool students must adhere to the following regulations:
 - a) Students returning to the Center after an accident or hospitalization must have a written release from the attending physician indicating the nature of the problem and if there are any limitations.
 - b) Students returning with crutches, casts, or an orthopedic device must have written permission from the attending physician indicating limitations for inside the classroom and for playground activities.
 - c) Cases of scabies or extensive impetigo need a written clearance from a physician or health center.
 - d) In cases of lice, the student needs to be treated and nits (eggs) removed and be rechecked by authorized school personnel before being readmitted to the school or program.
 - e) A Health Services Individualized plan may be required after accidents or hospitalizations that limit a student's participation in the program.

500.4 Medication

1. Parents/guardians must inform the Center if a student is on any frequent or regular medication at home.
2. The Request for Medication to be Taken During School Hours Form must be completed by the parent/guardian, with the physician's signature and instructions attached, if a student is on medication which has to be given at specific times during the Center day, ~~the Request for Medication to be Taken During School Hours Form must be completed by the parent/guardian with the physician's signature and instructions attached.~~ This form is available at the Center.
3. ~~Medication must be in the original container and will be secured by the Center staff. Only one (1) week's dosage of medication is to be kept at the Center.~~
4. Medication should be taken at home whenever possible.
5. Non-prescribed medication **cannot** be given to the students.
6. An Individualized Plan for Health Services will be completed prior to the student receiving care in the event of the need for medical services such as a Nebulizer, Blood Glucose Testing, Gastroscopy Tube, and/or EpiPen., ~~An Individualized Plan for Health Services will be completed prior to the student receiving care.~~

500.5 Student Information Card

1. The Student Information Card is completed by parents/guardians upon enrolling a student in the Center, ~~and~~ It is the parent's/guardian's responsibility to keep this information up-to-date including the names of persons authorized to pick up the student, family addresses, phone numbers, work information, and doctor information.
2. ~~If needed, parents/guardians may call or send a note in advance to authorize a person who is not on the Student Information Card to pick up their student.~~ The student will not be released from the program to anyone who is not authorized on the Student Information Card unless permission is given by the parents/guardians in writing and in advance. Adults should be prepared to present photo identification to the staff upon request.

3. No student will be released without the permission of a parent/guardian. However, when a student is left at the Center after 6:00 p.m. and after all attempts have been made to contact parents/guardians and authorized persons, the student may be released into the protective custody of the Police or Sherriff's Department.
4. ~~When complying with court-ordered custody and visitation agreements, the Center staff, as a courtesy, will contact the custodial parent/guardian informing him or her of the student's release to the non-custodial parent/guardian.~~ will comply with court-ordered custody and visitation agreements.
5. ~~In case of a non-custodial parent/guardian with a restraining order on file at the Center, the Center staff will contact the authorities and custodial parent/guardian if the parent/guardian violates the conditions outlined in the restraining order.~~ The staff will contact authorities in cases of attempted restraining order violations.

500.6 Injuries

1. ~~If a student is seriously injured at the Center, the person in charge will call 911 and request assistance.~~ Center staff will call 911 and request assistance if a student is seriously injured while in the program. The parent/guardian will be notified as soon as possible. The Program Supervisor will be notified immediately by Center staff. Any fees for medical assistance shall be the responsibility of the parent/guardian. Parents/guardians may inquire in the school office about low-cost insurance offered at the beginning of each school year.
2. ~~If a student is taken to a hospital, a teacher or staff member will accompany him/her to provide needed emergency information and remain until a parent/guardian arrives.~~ In cases where a student is taken to the hospital, a staff member will accompany them to provide needed emergency information and remain until a parent/guardian arrives.

600 DISCIPLINE

600.1 Discipline Policy

1. The Early Education and Extended Learning Programs (EEELP) is dedicated to fostering a safe and respectful learning environment that encourages responsibility as well as academic and social success. Positive Behavior Interventions and Supports (PBIS) drive the program decisions, along with the Glendale Unified School District and state discipline policies.
2. California State Board of Education Rule, Administrative Code, Title 5, Section 300 states that, "Every pupil shall conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; be respectful to his teacher and others in authority; and refrain entirely from the use of profane and vulgar language."
3. The Glendale Unified School District Administrative Regulations AR5144, Section B Corporal Punishment states that, "Corporal Punishment means the willful infliction of, or willfully causing the infliction of, physical pain on a student. No person employed by Glendale Unified School District shall inflict, or cause to inflict, corporal punishment upon a student."
4. It is important to establish behavior limits for the students' benefit as well as for a safe and pleasant environment for all students. Students appreciate and need firm limits.

5. Center rules are established at each site to ensure that each student's personal rights are upheld at all times. This is done by incorporating school rules and policies on physical aggression, verbal abuse, and inappropriate language.
6. Most instances of "breaking the rules" are handled at the time in the Center and in a manner appropriate to the age of the student and the situation. Some methods used are:
 - Providing positive reinforcement of acceptable behavior.
 - Implementing a discussion with the teacher and/or between the students involved.
 - Redirecting the student to another more suitable activity.
 - Denying the student a privilege or participation in an activity.
 - Changing the assigned group temporarily or permanently.
7. Our goal is that students will learn the skills needed to solve their own problems in an acceptable manner. The Center will not be used to discipline for events that occurred in the school classroom or at home. These will be handled by the classroom teacher, principal, or parent/guardian.
8. The judgment of the EEELP teacher, Head Teacher, and Program Supervisor will be used to determine steps to be taken in the case of repeated infractions. After a series of steps, and site level interventions have been attempted, suspension or termination may be considered. In the case of a very serious single event, immediate suspension or termination may be necessary. If it becomes necessary to suspend or terminate a student from the program, the parent/guardian, teacher, and student (as appropriate) will meet with the Program Supervisor to discuss the decision. A ~~Behavior Improvement Plan~~ Positive Behavior Intervention Plan will be implemented and reviewed after two (2) weeks for final determination of the student's status in the program.

The Glendale Unified School District Early Education and Extended Learning Programs reserve the right to terminate services at any time.

600.2 GUSD Civility Policy

Glendale Unified School District Administrative Regulations AR1312.5 and Board Policy BP1312.5 Civility Policy.

1. The Board of Education is committed to maintaining orderly educational and administrative processes in keeping schools and the District sites free from disruptions and preventing unauthorized persons from entering school/district grounds. Members of the district staff will address colleagues, students, parents, and members of the public with respect and expect the same in return.
2. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our pupils and staff. In the interest of presenting positive role models to the pupils in this District, the Glendale Unified School District expects civil and positive communications. The District will not tolerate behavior that may appear rude, uncaring, abrupt, or insensitive, nor volatile, hostile, or aggressive actions or loud, obscene, and/or offensive language. The District seeks employee, student, parent, and public cooperation with this endeavor.
3. Appropriate measures will be taken in accordance with the District Board Policy and Administrative Regulations such as termination and/or suspension from the Early Education and Extended Learning Programs.

Legal Reference:

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

ACTION REPORT NO. 1

TO: Board of Education
FROM: Winfred B. Roberson, Jr., Superintendent
PAREPED IN: Office of the Superintendent
SUBJECT: Change in Board Meeting Date

The Superintendent recommends that the Board of Education change the date of its Board meeting on June 5, 2018 to June 4, 2018.

On May 23, 2017, the Board of Education voted to approve its Board meeting schedule for the 2017-2018 school year, which included a Board meeting on Tuesday, June 5, 2018.

Due to the number of promotions scheduled for that evening, the Superintendent is requesting that the Board of Education change its Board meeting on Tuesday, June 5, 2018 to Monday, June 4, 2018.

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

ACTION REPORT NO. 2

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Gilda Keshishyan, Purchasing Agent, Procurement & Contract Services

SUBJECT: Emergency Resolution No. 17 for Transportation Services

The Superintendent recommends that the Board of Education adopt Resolution No. 17 and approve the usage of other transportation companies for school transportation services on an emergency basis without competitive bidding.

The Board of Education, at its meeting on January 24, 2014, awarded bid No. P-26 13/14 for school transportation services to First Student, Inc. (Pasadena). The Board of Education has approved annual extensions, and the last one was on June 6, 2017.

The Board of Education, at its meeting on November 28, 2017, also approved a transportation services agreement with American Logistics Company, LLC (ALC) for supplemental services for existing transportation needs.

On January 18, 2018, First Student employees initiated a strike as members of the Teamsters Local 572 union, which has affected the District's services for students.

While First Student employees are on strike, American Logistics Company is providing services to Special Education students. Additionally, Procurement & Contract Services Department is working with numerous transportation companies to provide transportation for Clark Magnet students and districtwide field trips.

Staff recommends that it is in the best interest of the District to find any available transportation for the students to and from school and field trips without advertising or inviting bids pursuant to Public Contract Code Section 20113 (see attached Emergency Resolution).

The authority to contract for transportation services without a competitive bid requires an Emergency Resolution pursuant to Education Code Section 46392 that stipulates an emergency situation including fire, flood, impassable roads, earthquake, and strike involving transportation services to pupils provided by a non-school entity.

GLENDALE UNIFIED SCHOOL DISTRICT

EMERGENCY RESOLUTION NO. 17

**DECLARATION OF EMERGENCY REQUIRING CONTRACT FOR LABOR AND/OR WORK
WITHOUT ADVERTISING FOR OR INVITING BIDS**

WHEREAS, Pursuant to Section 20113 of the California Public Contract Code, in an emergency when any repairs, alterations, work or improvement is necessary to permit the continuance of existing classes or to avoid danger to life or property, the board may by unanimous vote, with the approval of the county Superintendent of Schools, make a contract in writing on behalf of the District for the performance of labor and furnishing of materials or supplies for those purposes without advertising or inviting bids, or authorize the use of day labor or force account for this purpose;

WHEREAS, School Bus transportation services were awarded to First Student Inc. to transport students to and from school on behalf of Glendale Unified School District (the "District");

WHEREAS, First Student employees are members of the Teamsters Local 572 union;

WHEREAS, Teamsters Local 572 union commenced a strike on January 18, 2018;

WHEREAS, In the interest of permitting the continuance of existing classes and activities, the District is in need of immediate work which cannot be accomplished in a sufficiently timely manner if the work is required to be subject to the bidding and advertising requirements of the California Public Contract Code;

WHEREAS, The District will seek approval of the county Superintendent of Schools to conduct and pay for the work on an emergency basis without competitive bidding.

NOW THEREFORE, BE IT HEREBY RESOLVED, That the Governing Board of the Glendale Unified School District has determined that these circumstances constitute an emergency condition and request approval from the county Superintendent of Schools to enter into contracts for Transportation Services to transport students to and from school without advertising or inviting bids pursuant to Public Contract Code Section 20113.

This Resolution shall take effect upon its adoption.

PASSED AND ADOPTED by the Governing Board of the Glendale Unified School District, this 6th day of February, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jennifer Freemon, Clerk of the Board of Education

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

ACTION REPORT NO. 3

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Tony Barrios, Executive Director: Planning, Development and Facilities
Gilda Keshishyan, Purchasing Agent, Procurement & Contract Services

SUBJECT: **Award of Bid Number P-69-17/18 for CTE Manufacturing and Product Development Pathway**

The Superintendent recommends that the Board of Education approve award of Bid No. P-69-17/18 for CTE Manufacturing and Product Development Pathway to Haas Factory Outlet, LLC.

In accordance with established procedures, Procurement & Contract Services, in collaboration with Secondary Education Services, completed the solicitation of proposals for CTE Manufacturing and Product Development Pathway program equipment for Glendale High School. Advertisements to invite vendors were placed twice in Glendale News Press; invitation was posted on GUSD Website, and vendors were invited to participate through Vendor Registry online. Only one bid proposal was received from CG Machinery, LLC DBA Haas Factory Outlet, LLC on January 16, 2018. After reviewing bid documents, District staff is recommending to award the bid to CG Machinery, LLC DBA Haas Factory Outlet, LLC (Torrance).

Haas Factory Outlet, LLC provides engineering, manufacturing and product development equipment. The proposal cost is Three Hundred Twenty-Four Thousand Eight Hundred Thirty-Nine Dollars and Eighty Cents (\$324, 839.80).

This project will be funded by Measure S funds. The Superintendent's Facility Advisory Committee voted to support this recommendation.

Bid details are available for review in the Procurement & Contract Services Department.

Bid No. P-69-17/18
CTE Manufacturing and Product Development Pathway

Line #	MFG	MODEL #	Item Description	Cost	QTY	Sub Total
1	HAAS	VF2	CNC Vertical Mill 3-axis 30" x 16" x 20"	\$ 49,995.00	1	\$ 49,995.00
			Standard Program Memory, 1 GB	\$ -	1	\$ -
			55-Gallon (208 liter) Coolant Tank with 3/4 hp (0.6 kW) pump	\$ -	1	\$ -
			8100-rpm Spindle, 40 taper, 30 hp (22.4kW) vector drive, inline direct-drive	\$ -	1	\$ -
			Rigid Tapping	\$ -	1	\$ -
		Options	20-Station Automatic Tool Changer	\$ -	1	\$ -
			4th-Axis Drive and Wiring	\$ 2,495.00	1	\$ 2,495.00
			Wireless Renishaw Probe. Includes the Haas Visual Programming System, macros, spindle orientation, and coordinate rotation and scaling.	\$ 5,495.00	1	\$ 5,495.00
			Spindle Orientation	\$ -		\$ -
			Chip Auger	\$ 2,795.00	1	\$ 2,795.00
			Dynamic Work Offsets and Tool Center Point Control	\$ 4,995.00	1	\$ 4,995.00
		Options	High-Speed Machining	\$ 2,795.00	1	\$ 2,795.00
			Accessory Tooling Block	\$ 495.00	1	\$ 495.00
			1-Year Extended Warranty (includes 1-year standard warranty)	\$ 6,195.00	1	\$ 6,195.00
2	HAAS	HA5C-T	4th Axis 5c-Indexer	\$8,995.00	1	\$ 8,995.00
		Options	Manual Tailstock, 4" (102 mm) center height, Morse taper #3.	\$ 1,195.00	1	\$ 1,195.00
				Edu Discount		\$ (27,590.08)
				FREIGHT AND RIGGING		\$ 1,000.00
				TAX AT 9.5%		\$ 5,496.69
					Total Line Items 1-2	\$ 64,356.61

Bid No. P-69-17/18
CTE Manufacturing and Product Development Pathway

Line #	MFG	MODEL #	Item Description	Cost	QTY	Sub Total
3	HAAS	MINIMILL-EDU	CNC Vertical Mill 3-axis 16" x 12" x 10"	\$ 18,995.00	3	\$ 56,985.00
			Standard Program Memory, 1 GB	\$ -	3	\$ -
			6000-rpm Spindle, 40 taper, belt drive, 7.5 hp (5.6 kW) vector drive	\$ 1,995.00	3	\$ 5,985.00
			*10-Station Automatic Tool Changer. Purchase of this option includes a Control Simulator Module at no charge.	\$ 3,995.00	3	\$ 11,985.00
			Coolant Pump Kit, 1/4 hp (186 W), 40-gallon (151 liter) tank; includes coolant level sensor.	\$ 895.00	3	\$ 2,685.00
			Convenience Package, includes front work table and storage shelf, toolholder vise, side rack, and toolholder tray.	\$ 595.00	3	\$ 1,785.00
			6-Month Extended Warranty	\$ 995.00	3	\$ 2,985.00
				Edu Discount	\$ -	\$ -
				FREIGHT AND RIGGING	\$ 3,000.00	\$ 3,000.00
				TAX AT 9.5%	\$ 7,828.95	\$ 7,828.95
Total Line Item 3						\$ 93,238.95
4	HAAS	MINIMILL-EDU	CNC Vertical Mill 3-Axis 16" x 12" x 10"	\$ 18,995.00	2	\$ 37,990.00
			Standard Program Memory, 1 GB	\$ -	2	\$ -
			6000-rpm Spindle, 40 taper, belt drive, 7.5 hp (5.6 kW) vector drive	\$ 1,995.00	2	\$ 3,990.00
			*10-Station Automatic Tool Changer. Purchase of this option includes a Control Simulator Module at no charge.	\$ 3,995.00	2	\$ 7,990.00
			Coolant Pump Kit, 1/4 hp (186 W), 40-gallon (151 liter) tank; includes coolant level sensor.	\$ 895.00	2	\$ 1,790.00
			Convenience Package, includes front work table and storage shelf, toolholder vise, side rack, and toolholder tray.	\$ 595.00	2	\$ 1,190.00
			6-Month Extended Warranty	\$ 995.00	2	\$ 1,990.00
			4th-Axis Drive and Wiring	\$ 2,495.00	2	\$ 4,990.00
				Edu Discount	\$ -	\$ -
				FREIGHT AND RIGGING	\$ 2,000.00	\$ 2,000.00
				TAX AT 9.5%	\$ 5,693.35	\$ 5,693.35
Total Line Item 4						\$ 67,623.35

Bid No. P-69-17/18
CTE Manufacturing and Product Development Pathway

Line #	MFG	MODEL #	Item Description	Cost	QTY	Sub Total
5	HAAS	ST10	CNC Lathe 2 AXIS	\$ 43,995.00	2	\$ 87,990.00
		Options	30-Gallon (114 liter) Integrated Coolant Tank with 3/4 hp (0.6 kW) pump	\$ -	2	\$ -
			6000-rpm Spindle, 15 hp (11.2 kW), A2-5 spindle nose, 1.75" (44 mm) bar capacity, belt drive	\$ -	2	\$ -
			12-Station Bolt-On Tool Turret, accepts 0.75" (20 mm) turning sticks.	\$ -	2	\$ -
			6.5" (165 mm) Hydraulic Chuck, A2-5 spindle nose	\$ -	2	\$ -
			Rigid Tapping	\$ -	2	\$ -
			Automatic Tool Presetter	\$ 4,195.00	2	\$ 8,390.00
				Edu Discount	(\$7,228.50)	
		FREIGHT AND RIGGING	\$ 2,000.00		\$ 2,000.00	
		TAX AT 9.5%	\$ 8,469.39		\$ 8,469.39	
Total Line Item 5						\$ 99,620.89
GRAND TOTAL						\$ 324,839.80

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

ACTION REPORT NO. 4

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Tony Barrios, Executive Director: Planning, Development and Facilities

SUBJECT: **Approval of Amendment No. 1 to Independent Consultant Agreement No. 327 with BPI Inspection Service for the Jefferson Elementary School Overcrowding Relief Grant (ORG) Building's DSA Inspection Services**

The Superintendent recommends that the Board of Education approve Amendment No. 1 to Independent Consultant Agreement No. 327 with BPI Inspection Service for the Jefferson Elementary School Overcrowding Relief Grant (ORG) Building's DSA Inspection Services in the amount of \$60,000.

On March 15, 2016, the Board approved an agreement with BPI Inspection Service (Los Angeles) for the Jefferson Elementary School Overcrowding Relief Grant (ORG) building's DSA inspection services in the amount of \$204,000.

Amendment No. 1 with BPI Inspection Service in the amount of \$60,000 accounts for the additional inspection time required to complete the project based on the construction contract extension and the amended scope of work. This Amendment increases the total agreement to \$264,000. The new total of this agreement is 4.54% of construction cost and an increase of 1.03% of the original inspection cost.

This project is funded by Measure S and State ORG funds. The Superintendent's Facility Advisory Committee voted to support this recommendation.

INDEPENDENT CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES
DSA Project Inspection Services @ Jefferson Elementary School

Professional Service Number: 327

[Amendment No. 1: February 7, 2018 \(approved by the BOE February 6, 2018\)](#)

This Independent Consultant Agreement for Professional **Services ("Agreement")** is made and entered into as of the 16th day of March, 2016 by and between the Glendale Unified School District, ("District") and BPI Inspection Services ("Consultant"), (**together, "Parties"**).

NOW, THEREFORE, the Parties agree as follows:

1. **Services.** The Consultant shall provide DSA Project Inspection services to the Jefferson ORG Project, including Interim Housing, as further described in Exhibit "A," attached hereto and incorporated herein by this **reference ("Services")**.
2. **Term.** Consultant shall commence providing services under this Agreement on June 1, 2016 and will diligently perform as required and complete performance by April 30, 2018.
3. **Submittal of Documents.** The Consultant shall not commence the Services under this Agreement until the Consultant has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

<u> X </u>	Signed Agreement
<u> X </u>	Workers' Compensation Certification
<u> X </u>	Fingerprinting/Criminal Background Investigation Certification
<u> X </u>	Tuberculosis Clearance Certification
<u> X </u>	Insurance Certificates and Endorsements
<u> </u>	W-9 Form
<u> </u>	_____

4. **Compensation.** District agrees to pay the Consultant for services satisfactorily rendered pursuant to this Agreement (as needed, as requested) a total fee not to exceed (NTE) **Two Hundred Sixty Four Thousand ~~Two Hundred Four Thousand~~ Dollars (\$264,000.00 ~~\$204,000.00~~)** which includes reimbursable cost listed in item 5.1. District shall pay Consultant according to the following terms and conditions:

4.1. Payment for the Work shall be made for all undisputed amounts based upon time and materials for not-to-exceed (NTE) fees **referenced in Exhibit "A"**.

5. **Expenses.** District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District, except as follows:

5.1. Not Applicable

6. **Independent Contractor.** Consultant, in the performance of this Agreement, shall be and act as an independent contractor. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to

Consultant's employees. In the performance of the work herein contemplated, Consultant is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, District being interested only in the results obtained.

7. Materials. Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement, except as follows:

7.1. Not applicable.

8. Performance of Services.

8.1. Standard of Care. Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school Districts.

Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover. Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.

8.2. Meetings. Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's **performance of Services**.

8.3. District Approval. The work completed herein must meet the approval of the District and shall be subject to the District's **general right of inspection and supervision** to secure the satisfactory completion thereof.

8.4. New Project Approval. Consultant and District recognize that Consultant's **Services** may include working on various projects for District. Consultant shall obtain the approval of District prior to the commencement of a new project.

9. Originality of Services. Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to the District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.

10. Copyright/Trademark/Patent. Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Consultant consents to use of Consultant's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

11. Audit. Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records,

and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

12. Termination.

- 12.1. Without Cause By District. District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner.
- 12.2. Without Cause by Consultant. Consultant may, upon sixty (60) days notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of services to District. Consultant acknowledges that this sixty (60) day notice period is acceptable so that the District can attempt to procure the Services from another source.
- 12.3. With Cause by District. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:
 - 12.3.1. material violation of this Agreement by the Consultant; or
 - 12.3.2. any act by Consultant exposing the District to liability to others for personal injury or property damage; or
 - 12.3.3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant's insolvency.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required services from another Consultant. If the expense, fees, and/or costs to the District exceed the cost of providing the service pursuant to this Agreement, the Consultant shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

13. Indemnification. To the furthest extent permitted by California law, Consultant shall defend, indemnify, and hold free and harmless the District, its Board of Education, agents, representatives, officers, consultants, employees, trustees, and volunteers (**"the indemnified parties"**) from any and all claims, demands, causes of action, suits, actions, costs, expenses, judgments, liability, loss, damage or injury of any kind, nature and description, in law or equity (**"Claim"**), to property or persons including, but not limited to, personal injury, bodily injury, death, property damage, and consultants' and/or attorneys' fees and costs, directly or

indirectly arising out of, connected with, or resulting from the negligence, recklessness, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants, or agents, directly or indirectly arising out of, connected with, or resulting from the performance of the Services, the Project, or this Agreement, including without limitation the payment of all consequential damages; or from any activity, work, or thing done, permitted, or suffered by the Consultant in conjunction with this Agreement, unless the claims are caused wholly by the sole negligence or willful misconduct of the District. The District shall have the right to accept or reject any legal representation that Consultant proposes to defend the indemnified parties.

14. Insurance.

14.1. The Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000
Professional Liability	\$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	\$ 1,000,000

14.1.1. Commercial General Liability and Automobile Liability Insurance. Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Consultant, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District.)

14.1.2. **Workers' Compensation and Employers' Liability Insurance.** Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Consultant shall be **required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.**

14.1.3. Professional Liability (Errors and Omissions). Professional Liability Insurance as appropriate to the Consultant's **profession.**

14.2. Proof of Carriage of Insurance. The Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates

indicating the required coverage have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:

14.2.1. **A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."**

14.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

14.2.3. An endorsement stating that the District and its Board of Education, agents, representatives, employees, trustees, officers, consultants, and volunteers are **named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance.** An endorsement shall also state that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.

14.2.4. All policies except the Professional Liability, **Workers' Compensation Insurance, and Employers' Liability Insurance Policies** shall be written on an occurrence form.

14.3. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. **Best's rating of no less than A: VII, unless** otherwise acceptable to the District.

15. Assignment. The obligations of the Consultant pursuant to this Agreement shall not be assigned by the Consultant.

16. Compliance with Laws. Consultant shall observe and comply with all rules and regulations of the governing board of the District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Work as indicated or specified. If Consultant observes that any of the Work required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Work shall be made and this Contract shall be appropriately amended in writing, or this Contract shall be terminated effective upon Consultant's **receipt of a written termination notice from the** District. If Consultant performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Consultant shall bear all costs arising therefrom.

17. Certificates/Permits/Licenses. Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits and licenses as are required by law in connection with the furnishing of Services pursuant to this Agreement.

18. Employment with Public Agency. Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.

19. Anti-Discrimination. It is the policy of the District that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the

Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, the Consultant agrees to require like compliance by all of its subcontractor(s).

- 20. Fingerprinting of Employees. The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's performing of any portion of the Services.
- 21. No Rights in Third Parties. This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
- 22. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors.** The District may evaluate the Consultant in any way the District is entitled pursuant to applicable law. The District's evaluation may include, without limitation:
 - 22.1. Requesting that District employee(s) evaluate the Consultant and the Consultant's employees and subcontractors and each of their performance.
 - 22.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).
- 23. Limitation of District Liability. Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.
- 24. Confidentiality. The Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
- 25. Notice. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, acknowledged email, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District:

Glendale Unified School District
349 West Magnolia Avenue
Glendale, California 91204
[FAX] (818) 507-4911
ATTN: Tony Barrios

Consultant:

BPI Inspection Services
8170 Beverly Boulevard, Ste. #202
Los Angeles, California 90048
[FAX] (888) 831-0441
ATTN: Bob Payinda

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

26. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
27. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which the District's **administrative offices** are located.
28. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
29. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
30. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included therein.
31. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.
32. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's **fees**.
33. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.
34. **Calculation of Time.** **For the purposes of this Agreement, "days" refers to calendar days** unless otherwise specified.
35. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.
36. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
37. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: _____, 2018

Dated: _____, 2018

Glendale Unified School District

BPI Inspection Services

By: _____

By: _____

Print Name: Stephen Dickinson

Print Name: Bob Payinda

Print Title: Chief Business and Financial Officer

Print Title: President

Information regarding Consultant:

License No.: _____

_____:

DIR Registration: _____

Employer Identification and/or
Social Security Number

Address:

Telephone:

Facsimile:

E-Mail:

Type of Business Entity:

- Individual
- Sole Proprietorship
- Partnership
- Limited Partnership
- Corporation, State: _____
- Limited Liability Company
- Other: _____

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of \$600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, the District requires the Contractor to furnish the information requested in this section.

WORKERS' COMPENSATION CERTIFICATION

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.

- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to **be insured against liability for workers' compensation or to undertake self-insurance** in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: _____

Name of Consultant: _____

Signature: _____

Print Name and Title: _____

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the District prior to performing any Work under this Contract.)

FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION

One of the three boxes below must be checked, with the corresponding certification provided, and this form attached to the Independent Consultant Agreement for Professional Services (“Agreement”):

- The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to Consultant’s services under this Agreement and Consultant certifies its compliance with these provisions as follows:

Consultant certifies that the Consultant has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to **all Consultant’s employees, subcontractors, agents, and subcontractors’ employees or agents (“Employees”)** regardless of whether those Employees are paid or unpaid, concurrently employed by the District, or acting as independent contractors of the Consultant, who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. A complete and accurate list of all Employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto.

- Pursuant to Education Code section 45125.2, Consultant has installed or will install, prior to commencement of Work, a physical barrier at the Work Site, that will limit contact between Consultant's employees and District pupils at all times; and/or

- Pursuant to Education Code section 45125.2, Consultant certifies that all employees will be under the continual supervision of, and monitored by, an employee of the Consultant who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising Consultant's employees and its subcontractors' employees is

Name: _____

Title: _____

Consultant’s responsibility for background clearance extends to all of its employees, Subcontractors, and employees of Subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of the Consultant.

The undersigned does hereby certify that I am a representative of the Consultant currently under contract with the District; that I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Consultant.

Date: _____

Name of Consultant or Company: _____

Representative’s Name and Title: _____

Signature: _____

Services cannot be rendered until all documentation is submitted and final approval is received.

TUBERCULOSIS CLEARANCE CERTIFICATION

The undersigned does hereby certify to the Governing Board of the District as follows:

I am a representative of the _____ ("Contractor) currently entering into this Agreement with the District and I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Contractor.

Contractor's responsibility for Tuberculosis clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District students regardless of whether they are designated as employees or acting as independent contractors of the Contractor.

Contractor certifies that at least one of the following items applies to the Services that are the subject of the Agreement:

- The Contractor has complied with the Tuberculosis requirements of Education Code Section **49406.1 with respect to all Contractor's employees and all of its subcontractors' employees** who may have contact with District students in the course of providing Services pursuant to the Agreement, and the California Department of Justice has determined that none of those employees has active Tuberculosis, as that term is defined in Education Code Section **451221.1. A complete and accurate list of Contractor's employees and of all of its subcontractor' employees who may come in contact with District students during the course and scope of the Agreement is attached hereto; and/or**

- Contractor's Services under the Agreement are to be provided at an unoccupied school site only and/or will not be done on any District property and no employee and/or subcontractor or supplier of any tier of Agreement shall come in contact with District students.**

Date: _____

Name of Contractor: _____

Signature: _____

Print Name and Title: _____

EXHIBIT "A"

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT

Consultant's entire Proposal is not made part of this Agreement.

Consultant may provide the following general Services:

ARTICLE 1

CONSULTANT'S SERVICES AND RESPONSIBILITIES

The Consultant agrees to further the interests of the OWNER by furnishing the Consultant's and **its Associates' skill and judgment in cooperation with, and in reliance upon, the services of the OWNER's Staff**. The Consultant agrees to provide the OWNER with Certified Project Inspector Consulting Services in connection with OWNER's construction, modernization and/or rehabilitation projects, District-wide for whatever Projects designated by the District.

1.1 SCOPE OF CONSULTANT'S SERVICES

Basic--Services. The Consultant will act as an independent contractor performing the following tasks on a continuous basis as required by the OWNER and as defined in the ICA.

1.2 FEE STRUCTURE: Refer to Article 3.

1.3 Consultant Responsibilities Consultant and its Associates shall provide and perform, per DSA Regulations and California Title 24, PROJECT INSPECTOR services for Construction Projects under this agreement.

1.4 COMMUNICATIONS: All communications shall be copied to the OWNER and/or its authorized representative. Only the OWNER and/or its authorized representative, as **designated, will have the authority to establish priorities and request the Consultant's additional services.**

ARTICLE 2

TERMS AND CONDITIONS OF WORK

2.1 RESPONSIBILITIES / QUALIFICATIONS / STATUS OF CONSULTANT

2.1.1 The Consultant and its Associates shall be subject to the approval of the *OWNER*, and Design Professional, and to meet the requirements of and obtain the approval of the Regulatory Agency.

2.1.2 Consultant and its Associates must meet the qualifications for on-site Project Inspector as provided in the State Building Code Part 1, Title 24 Section 4 Article 5.

2.1.3 The Consultant represents and maintains that the Consultant and its Associates are skilled in the professional calling necessary to perform all services, duties and obligations required by this agreement to fully and adequately complete the Project. The Consultant and its Associates shall perform the services and duties in conformance to and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. The Consultant further represents and warrants to the OWNER that it has all licenses, permits, qualifications, insurance policies, and approvals of whatever nature are legally required to practice its profession. The Consultant and its Associates further warrant that all such licenses and approvals will remain in effect during the term of this Agreement.

2.1.4 Designation of Inspector. Consultant designates _____ (or another District approved, DSA Project Inspector) as the Inspector who will provide and perform PROJECT INSPECTOR Services during construction of the Project(s). Consultant shall provide all necessary Project Inspector(s) and Assistant(s) to the Project Inspector as required by the Regulatory Agency or indicated by the condition or status of Project construction and to comply with applicable laws or regulations. Billing per Article 3.

- 2.1.5 The OWNER retains the Consultant on an Independent Contractor basis and the Consultant is not an employee of the OWNER. Personnel performing the Services under this Agreement on behalf of the Consultant shall at all times be reportable and responsible to the Consultant, the Regulatory Agency, the Design Professional and the OWNER.
- 2.1.6 Inspector Fees. The Consultant shall pay all amounts due such personnel in connection with their performance for services and as required by law. The Consultant, as applicable, shall be responsible for all reports and obligations respecting such personnel, including but not limited to, social security taxes, income tax withholdings, unemployment **insurance, and workers' compensation insurance**
- 2.2 CONSULTANT STAFF:
- a. The Consultant has been selected to perform the work herein because of the skills and expertise of key individuals.
- b. The designated Inspector, _____ (or another approved Inspector), and any other additional Certified Inspectors as may be subsequently approved by the OWNER and the Regulatory Agency in the required classification with the individual approved Inspectors shall remain so long as his/her performance continues to be required by and acceptable to the OWNER. Additionally, the Consultant must furnish the names, for approval by the OWNER, **of all key people in Consultant's firm that will be associated** with the Project.
- c. Consultant will be responsible to provide appropriate and approved temporary Inspection Personnel in the event of a temporary vacancy by the assigned Project Inspector. Any such Temporary Personnel will be approved in advance, whenever possible, by the OWNER, the Regulatory Agency and the Design Professional.
- d. All Consultant Personnel provided under this Agreement shall be subject to approval by the OWNER and the Regulatory Agency. Any changes in personnel from the individual(s) initially provided by Consultant shall require **OWNER's and Regulatory Agency's** approval.
- e. Changes in Inspection Personnel, directed or requested by either the OWNER or Consultant shall require 10 days written notice to the other party. Replacement Inspection Personnel shall meet all the approval requirements of this Agreement.
- f. If the assigned individual(s) fail to perform to the satisfaction of the OWNER or the Regulatory Agency, then, upon written notice, the Consultant will have ten (10) working days to remove that person from the Project and replace with one acceptable to the same.
- g. If the assigned individual is removed for cause at the owners request the removal and replacement shall be as immediate as reasonably possible.
- 2.3 **OWNER's RIGHTS:** The OWNER reserves the right to employ other Consultants in connection with the Project, or to perform work related to the Project with the **OWNER's** own forces. The Consultant shall notify the OWNER if any such independent action will in **any way compromise the Consultant's responsibilities under this Agreement.**
- 2.3.1 RESPONSIBILITIES OF OWNER: The OWNER shall provide the Consultant with documented project information in its possession, which is reasonably necessary for the **Consultant's performance of the work described herein.** The OWNER shall designate a representative as the Consultant's primary contact for all project information; the representative shall be responsible for examining all documents submitted by the Consultant and shall render decisions and additional information in a prompt and effective manner as required to support the project.
- 2.4 TERMINATION; SUSPENSION
- 2.4.1 Per the provisions of the ICA except that notices may be given and received through confirmed email.
- 2.4.3 Design Professional / Regulatory Agency Approval. If either the Design Professional or the Regulatory Agency shall not approve the specified Associate to provide Project Inspector Services for Project construction, this Agreement shall be

deemed terminated without further rights or obligations of the OWNER or Consultant hereunder. Unless the OWNER **shall have directed Consultant's performance prior to the** Project Architect and the Regulatory Agency approval of the Project Inspector, no part of the Contract Price shall be due Consultant if Consultant is not approved to provide Project Inspector Services by the Project Architect or the Department of General Services.

2.4.4 OWNER Suspension. The OWNER may direct suspension of Project construction and **suspension of Consultant's services hereunder, given ten (10) days notice. If the OWNER** so suspends the work, the Consultant reserves the right to place the assigned Inspectors on other sites and does not guarantee the return of any previously assigned personnel, perhaps thereby necessitating the submittal and subsequent approval of different Project Inspection personnel.

2.8 TIME SCHEDULE

2.8.1 Time is of the essence in this Agreement.

- a. The Consultant shall begin its services a minimum of one week in advance of project commencement or when the Notice to Proceed is issued to the Contractor from OWNER or its' Representative, whichever is first, and will continue until satisfactory completion and closeout of the project(s) or **termination of Consultant's services or as otherwise directed** by the owner.
- b. The Consultant shall diligently complete all appropriate tasks in cooperation with the OWNER, all Contractors, the Architect/Engineer, and Construction Manager, if any, in a timely manner. Additional billable time required to be expended by the Project Inspector shall be approved in advance by the party so designated to approve any additional expenditures.

ARTICLE 3

COMPENSATION AND PAYMENT (Monthly)

3.1 DESCRIPTION: The Consultant shall be paid a monthly fee as set forth below. The amount to be paid to the Consultant, as prescribed herein, shall be the total compensation for services in the performance of the work described in this agreement, except as described below. Reimbursables shall be billed as agreed to in advance.

3.2 FEE DATA: Total compensation due and to be paid for Basic Services under this Agreement shall not exceed the amounts set forth in Article 3. Regular Time fees are based on full time services Monday through Saturday, or as required, as prescribed by 209 BUILDING STANDARDS ADMINISTRATIVE CODE (Part 1, Title 24, C.C.R. Section 4-211). The compensation for a project requiring a Class 1 Inspector shall be \$12,000 per month per Project Inspector. A Class 2 Inspector shall be \$10,800 per month per Project Inspector. A Class 3 Inspector shall be \$9,700 per month per Project Inspector.

<i>INSPECTOR CERTIFICATION</i>	<i>APPROVED</i>	<i>MONTHLY</i>	<i>HOURLY</i>
Project Inspector, Class 1	<i>DSA</i>	\$12,000	\$72
Project Inspector, Class 2	<i>DSA</i>	\$10,800	\$63
Project Inspector, Class 3	<i>DSA</i>	\$9,700	\$55

Fees for inspection services will be determined by the following formula. Total Number of Days Worked (inclusive of all duties as required per IR A-8) divided by Total Number of Normal Construction Days multiplied by the Monthly Compensation Rate.

$$\frac{\text{Total Number of Days Worked}}{\text{Total Number of Normal Construction Days}} \times \text{Monthly Compensation}$$

'Total Number of Days Worked' is defined as the cumulative number of days inspector provided more than 6 hrs inspection services in any one day.

'Total Number of Normal Construction Days' is defined as the cumulative number of business work days in any month minus any of the following recognized holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day.

'Monthly Compensation' is defined as the appropriate compensation rate for the class of inspector as dictated by the DSA approved plans. Any change from the above must be by the GUSD Administrator, Facilities or Project Manager prior to performing service.

3.2.1 OVERTIME: Shall be deemed acceptable when the inspector works on any holidays listed in 3.2 above, works more than 10 hours in one day, or hours on a Sunday to **accommodate the contractor's schedule. The compensated rate of pay will be 1½ times** the hourly rate shown on the compensation schedule listed above. Alternatively, subject to the approval of the GUSD Project Manager, the inspector can schedule time off so that **inspector's absence will not cause a significant detrimental impact on the project.**

ARTICLE 4

SCOPE OF DSA **INSPECTOR'S SERVICES:**

The PROJECT INSPECTOR'S services shall include, but not be limited to the following tasks as described in the DSA IR 8A:

- A. Provide inspection services to ensure compliance with code, plans, specifications and quality assurance required of an educational facility. Issue Deviation or Correction Notices, as necessary, and notify the Design Professional, the OWNER, and/or Construction Manager as the **OWNER'S Representative, in writing, if observed work does not conform to contract document.**
- B. Inspect and verify that **Contractor's As-Built** record documents are updated monthly **prior to processing of Contractor's** monthly payment request.
- C. Maintain liaison with the Design Professional, the Construction Manager, if any, the Testing Lab, the OWNER and other regulatory agencies and governing bodies as necessary to maintain project continuity.
- D. Submit or make available on a timely basis, a semi-monthly report to the Architect, with copies to DSA, the owner and Construction Manager, if any, generally including the following information:
 1. Activities performed by the Contractors, and areas where work is performed.
 2. Manpower assigned to each Contractor and Subcontractor.
 3. Weather conditions.
 4. Observed equipment and materials delivered to the site.
 5. Construction equipment and vehicles utilized.
 6. Nature and location of the work being performed (starting and completion dates for various portions of the work).
 7. Verbal instruction to the Inspector.
 8. Inspection by representative of regulatory agency.
 9. Note observed occurrences or conditions that might affect Contract Sum or Contract Time.
 10. List visitors to the site, titles, and reason for visit.
 11. Record any work or material in place that does not correspond with the drawings or specifications, as well as resulting action taken.

12. List any other problems or abnormal occurrences that arise during each day, including notations of any particular lack of activity on the part of the Contractor. Note corrective actions taken.
- E. PROJECT INSPECTOR shall comply with all federal, state, county and local governmental requirements, as applicable.
 - F. **Review and monitor Contractor's** construction methods and procedures during all construction activities, including earthwork, concrete placement, masonry erection, welding procedures, all finishes, electrical, mechanical, fire alarm, etc. The Consultant or their Associates shall not issue instructions or directions regarding methods or means of job performance to the Contractor or in any way assume responsibility for the work performed.
 - G. When possible, attend meetings as requested in contract documents and requested by OWNER, i.e., billing meetings, specification review meetings, coordination meetings, weekly progress meetings, pre-roofing meetings, etc.
 - H. Assist the Construction Manager and OWNER in scheduling all required tests, and testing laboratory visitations required by the Contract documents. Observe and record dates and times of all test procedures.
 - I. Inspect, verify and document **Contractor's delivered equipment and materials to insure** that they meet submittal and specification requirements. Such inspection must begin **within 1 working day of Contractor's written notification** to the Inspector of delivery of equipment or materials to the job site. The Contractor is responsible for providing identifying paperwork and documentation for all delivered materials and equipment supplied to the job.
 - J. Submit, upon request by the Architect and/or the Construction Manager, in a timely **manner, an Inspector's Report reviewing a Contractor's Request for Information (RFI)**, whenever any corrective change is perceived necessary in field construction that will result in a variance from the drawings or specifications as originally issued.
 - K. **Review the Contractor's Payment** Requests at billing meetings.
 - L. **When the Contractor's work** or a designated portion thereof is substantially complete, prepare for the OWNER a list of incomplete or unsatisfactory items via a "punch list" and submit to the Architect and the Construction Manager.
 - M. Assist the OWNER in the review of **Contractor's Submittals, upon request.**
 - N. Upon completion of project, deliver hard copies of all inspection records and project correspondence to the OWNER.
 - O. Prior to commencement of work, PROJECT INSPECTOR will cooperate with the OWNER and Construction Manager to develop an inspection plan for the construction on and of the Schools.

OTHER REQUIREMENTS:

Facilities and Equipment:

- P. The OWNER will provide:
 - 1. An on-site separate, secure, uniquely lockable office (Note that although the following **requirements are frequently in the District's contract with the Contractor, the Inspection Team does not contract with the Contractor.** We request the District to enforce its Contract provisions with the Contractor.)
- Q. The Consultant will provide:
 - 1. A functional computer system and printer.
 - 2. All required code and reference data.
 - 3. A telephone and telephone answering machine.
 - 4. Reasonable office supplies.

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

ACTION REPORT NO. 5

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Tony Barrios, Executive Director: Planning, Development and Facilities

SUBJECT: **Approval of Amendment No. 1 to Independent Consultant Agreement No. 264 with BPI Inspection Service for the Verdugo Woodlands Elementary School Overcrowding Relief Grant (ORG) Building's DSA Inspection Services**

The Superintendent recommends that the Board of Education approve Amendment No. 1 to Independent Consultant Agreement No. 264 with BPI Inspection Service for the Verdugo Woodlands Elementary School Overcrowding Relief Grant (ORG) Building's DSA Inspection Services in the amount of \$45,000.

On April 20, 2015, the Board approved an agreement with BPI Inspection Service (Los Angeles) for the Verdugo Woodlands Elementary School Overcrowding Relief Grant (ORG) building's DSA inspection services in the amount of \$180,000.

Amendment No. 1 with BPI Inspection Service in the amount of \$45,000 accounts for the additional inspection time required to complete the project based on the construction contract extension and the amended scope of work. This Amendment increases the total agreement to \$225,000. The new total of this agreement is 1.78% of construction cost and an increase of 0.36% of the original inspection cost.

This project is funded by Measure S and State ORG funds. The Superintendent's Facility Advisory Committee voted to support this recommendation.

INDEPENDENT CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES
DSA Project Inspection Services @ Verdugo Woodlands Elementary School

Professional Service Number: 264

[Amendment No. 1: February 7, 2018 \(Approved by the BOE February 6, 2018\)](#)

This Independent Consultant Agreement for Professional **Services ("Agreement")** is made and entered into as of the 21st day of April, 2015 by and between the Glendale Unified School District, ("District") and BPI Inspection Services ("Consultant"), (**together, "Parties"**).

NOW, THEREFORE, the Parties agree as follows:

1. **Services.** The Consultant shall provide Project DSA Inspection Services as further described in Exhibit "A," attached hereto and incorporated herein by this **reference ("Services")**.
2. **Term.** Consultant shall commence providing services under this Agreement on June 1, 2015 and will diligently perform as required and complete performance by March 31, 2018.
3. **Submittal of Documents.** The Consultant shall not commence the Services under this Agreement until the Consultant has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

<u> X </u>	Signed Agreement
<u> X </u>	Workers' Compensation Certification
<u> X </u>	Fingerprinting/Criminal Background Investigation Certification
<u> X </u>	Tuberculosis Clearance Certification
<u> X </u>	Insurance Certificates and Endorsements
<u> </u>	W-9 Form
<u> </u>	_____

4. **Compensation.** District agrees to pay the Consultant for services satisfactorily rendered pursuant to this Agreement (as needed, as requested) a total fee not to exceed (NTE) **Two Hundred Twenty Five Thousand One Hundred Eighty Eight Thousand** Dollars (~~\$225,000.00~~ ~~\$180,000.00~~) which includes reimbursable cost listed in item 5.1. District shall pay Consultant according to the following terms and conditions:

4.1. Payment for the Work shall be made for all undisputed amounts based upon time and materials for not-to-exceed (NTE) fees referenced **in Exhibit "A"**.

5. **Expenses.** District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District, except as follows:

5.1. Not Applicable

6. **Independent Contractor.** Consultant, in the performance of this Agreement, shall be and act as an independent contractor. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees. In the performance of the work herein contemplated, Consultant is

an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, District being interested only in the results obtained.

7. Materials. Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement, except as follows:

7.1. Not applicable.

8. Performance of Services.

8.1. Standard of Care. Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school Districts.

Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover. Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.

8.2. Meetings. Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's **performance of Services**.

8.3. District Approval. The work completed herein must meet the approval of the District and shall be subject to the District's **general** right of inspection and supervision to secure the satisfactory completion thereof.

8.4. New Project Approval. Consultant and District recognize that Consultant's **Services** may include working on various projects for District. Consultant shall obtain the approval of District prior to the commencement of a new project.

9. Originality of Services. Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to the District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.

10. Copyright/Trademark/Patent. Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Consultant consents to use of Consultant's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

11. Audit. Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter.

Consultant shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

12. Termination.

- 12.1. Without Cause By District. District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner.
- 12.2. Without Cause by Consultant. Consultant may, upon sixty (60) days notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of services to District. Consultant acknowledges that this sixty (60) day notice period is acceptable so that the District can attempt to procure the Services from another source.
- 12.3. With Cause by District. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:
 - 12.3.1. material violation of this Agreement by the Consultant; or
 - 12.3.2. any act by Consultant exposing the District to liability to others for personal injury or property damage; or
 - 12.3.3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant's insolvency.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required services from another Consultant. If the expense, fees, and/or costs to the District exceed the cost of providing the service pursuant to this Agreement, the Consultant shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

13. Indemnification. To the furthest extent permitted by California law, Consultant shall defend, indemnify, and hold free and harmless the District, its Board of Education, agents, **representatives, officers, consultants, employees, trustees, and volunteers ("the indemnified parties")** from any and all claims, demands, causes of action, suits, actions, costs, expenses, judgments, liability, loss, damage or injury of any kind, nature and description, in law or equity ("**Claim**"), to property or persons including, but not limited to, personal injury, bodily injury, death, **property damage, and consultants' and/or attorneys' fees and costs, directly or** indirectly arising out of, connected with, or resulting from the negligence, recklessness, errors

or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants, or agents, directly or indirectly arising out of, connected with, or resulting from the performance of the Services, the Project, or this Agreement, including without limitation the payment of all consequential damages; or from any activity, work, or thing done, permitted, or suffered by the Consultant in conjunction with this Agreement, unless the claims are caused wholly by the sole negligence or willful misconduct of the District. The District shall have the right to accept or reject any legal representation that Consultant proposes to defend the indemnified parties.

14. Insurance.

14.1. The Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000
Professional Liability	\$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	\$ 1,000,000

14.1.1. Commercial General Liability and Automobile Liability Insurance. Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Consultant, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District.)

14.1.2. **Workers' Compensation and Employers' Liability Insurance.** Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Consultant shall be **required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.**

14.1.3. Professional Liability (Errors and Omissions). Professional Liability Insurance as appropriate to the Consultant's **profession.**

14.2. Proof of Carriage of Insurance. The Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:

- 14.2.1. A clause stating: **"This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."**
- 14.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.
- 14.2.3. An endorsement stating that the District and its Board of Education, agents, representatives, employees, trustees, officers, consultants, and volunteers are **named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.**
- 14.2.4. All policies except the Professional Liability, **Workers' Compensation Insurance, and Employers' Liability Insurance Policies** shall be written on an occurrence form.

14.3. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. **Best's rating of no less than A: VII, unless otherwise acceptable to the District.**

15. Assignment. The obligations of the Consultant pursuant to this Agreement shall not be assigned by the Consultant.
16. Compliance with Laws. Consultant shall observe and comply with all rules and regulations of the governing board of the District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Work as indicated or specified. If Consultant observes that any of the Work required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Work shall be made and this Contract shall be appropriately amended in writing, or this Contract shall be terminated effective upon Consultant's **receipt of a written termination** notice from the District. If Consultant performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Consultant shall bear all costs arising therefrom.
17. Certificates/Permits/Licenses. Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits and licenses as are required by law in connection with the furnishing of Services pursuant to this Agreement.
18. Employment with Public Agency. Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.
19. Anti-Discrimination. It is the policy of the District that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code

Section 12900 and Labor Code Section 1735 and District policy. In addition, the Consultant agrees to require like compliance by all of its subcontractor(s).

- 20. Fingerprinting of Employees. The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's performing of any portion of the Services.
- 21. No Rights in Third Parties. This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
- 22. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors.** The District may evaluate the Consultant in any way the District is entitled pursuant to applicable law. The District's evaluation may include, without limitation:
 - 22.1. Requesting that District employee(s) evaluate the Consultant and the Consultant's employees and subcontractors and each of their performance.
 - 22.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).
- 23. Limitation of District Liability. Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.
- 24. Confidentiality. The Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
- 25. Notice. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, acknowledged email, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District:

Glendale Unified School District
349 West Magnolia Avenue
Glendale, California 91204
[FAX] (818) 507-4911
ATTN: Tony Barrios

Consultant:

BPI Inspection Services
8271 Melrose Avenue, Suite 207
Los Angeles, California 90046
[FAX] (888) 831-0441
ATTN: Bob Payinda

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

26. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
27. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which the District's **administrative offices are located.**
28. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
29. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
30. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included therein.
31. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.
32. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness **fees, court costs and attorney's fees.**
33. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.
34. **Calculation of Time.** For the purposes of this Agreement, **"days" refers to calendar days** unless otherwise specified.
35. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.
36. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
37. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: _____, 2018

Dated: _____, 2018

Glendale Unified School District

BPI Inspection Services

By: _____

By: _____

Print Name: Stephen Dickinson

Print Name: Bob Payinda

Print Title: Chief Business and Financial Officer

Print Title: _____

Information regarding Consultant:

License No.: _____

Employer Identification and/or
Social Security Number

Address:

Telephone:

Facsimile:

E-Mail:

Type of Business Entity:

- Individual
- Sole Proprietorship
- Partnership
- Limited Partnership
- Corporation, State: California
- Limited Liability Company
- Other: _____

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of \$600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, the District requires the Contractor to furnish the information requested in this section.

WORKERS' COMPENSATION CERTIFICATION

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.

- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to **be insured against liability for workers' compensation or to undertake self-insurance** in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: _____

Name of Consultant: _____

Signature: _____

Print Name and Title: _____

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the District prior to performing any Work under this Contract.)

FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION

One of the three boxes below must be checked, with the corresponding certification provided, and this form attached to the Independent Consultant Agreement for Professional Services (“Agreement”):

- The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to Consultant’s services under this Agreement and Consultant certifies its compliance with these provisions as follows:

Consultant certifies that the Consultant has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to **all Consultant’s employees, subcontractors, agents, and subcontractors’ employees or agents (“Employees”)** regardless of whether those Employees are paid or unpaid, concurrently employed by the District, or acting as independent contractors of the Consultant, who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. A complete and accurate list of all Employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto.

- Pursuant to Education Code section 45125.2, Consultant has installed or will install, prior to commencement of Work, a physical barrier at the Work Site, that will limit contact between Consultant's employees and District pupils at all times; and/or

- Pursuant to Education Code section 45125.2, Consultant certifies that all employees will be under the continual supervision of, and monitored by, an employee of the Consultant who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising Consultant's employees and its subcontractors' employees is

Name: _____

Title: _____

Consultant’s responsibility for background clearance extends to all of its employees, Subcontractors, and employees of Subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of the Consultant.

The undersigned does hereby certify that I am a representative of the Consultant currently under contract with the District; that I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Consultant.

Date: _____

Name of Consultant or Company: _____

Representative’s Name and Title: _____

Signature: _____

Services cannot be rendered until all documentation is submitted and final approval is received.

TUBERCULOSIS CLEARANCE CERTIFICATION

The undersigned does hereby certify to the Governing Board of the District as follows:

I am a representative of the _____ ("Contractor) currently entering into this Agreement with the District and I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Contractor.

Contractor's responsibility for Tuberculosis clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District students regardless of whether they are designated as employees or acting as independent contractors of the Contractor.

Contractor certifies that at least one of the following items applies to the Services that are the subject of the Agreement:

- The Contractor has complied with the Tuberculosis requirements of Education Code Section **49406.1 with respect to all Contractor's employees and all of its subcontractors' employees** who may have contact with District students in the course of providing Services pursuant to the Agreement, and the California Department of Justice has determined that none of those employees has active Tuberculosis, as that term is defined in Education Code Section **451221.1. A complete and accurate list of Contractor's employees and of all of its subcontractor' employees who may come in contact with** District students during the course and scope of the Agreement is attached hereto; and/or

- Contractor's Services under the Agreement are to be provided at an unoccupied school site** only and/or will not be done on any District property and no employee and/or subcontractor or supplier of any tier of Agreement shall come in contact with District students.

Date: _____

Name of Contractor: _____

Signature: _____

Print Name and Title: _____

EXHIBIT "A"

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT

Consultant's entire Proposal is not made part of this Agreement.

Consultant may provide the following general Services:

ARTICLE 1

CONSULTANT'S SERVICES AND RESPONSIBILITIES

The Consultant agrees to further the interests of the OWNER by furnishing the Consultant's and **its Associates' skill and judgment in cooperation with, and in reliance upon**, the services of the OWNER's Staff. The Consultant agrees to provide the OWNER with Certified Project Inspector Consulting Services in connection with OWNER's construction, modernization and/or rehabilitation projects, District-wide for whatever Projects designated by the District.

1.1 SCOPE OF CONSULTANT'S SERVICES

Basic--Services. The Consultant will act as an independent contractor performing the following tasks on a continuous basis as required by the OWNER and as defined in the ICA.

1.2 FEE STRUCTURE: Refer to Article 3.

1.3 Consultant Responsibilities Consultant and its Associates shall provide and perform, per DSA Regulations and California Title 24, PROJECT INSPECTOR services for Construction Projects under this agreement.

1.4 COMMUNICATIONS: All communications shall be copied to the OWNER and/or its authorized representative. Only the OWNER and/or its authorized representative, as **designated, will have the authority to establish priorities and request the Consultant's additional services.**

ARTICLE 2

TERMS AND CONDITIONS OF WORK

2.1 RESPONSIBILITIES / QUALIFICATIONS / STATUS OF CONSULTANT

2.1.1 The Consultant and its Associates shall be subject to the approval of the OWNER, and Design Professional, and to meet the requirements of and obtain the approval of the Regulatory Agency.

2.1.2 Consultant and its Associates must meet the qualifications for on-site Project Inspector as provided in the State Building Code Part 1, Title 24 Section 4 Article 5.

2.1.3 The Consultant represents and maintains that the Consultant and its Associates are skilled in the professional calling necessary to perform all services, duties and obligations required by this agreement to fully and adequately complete the Project. The Consultant and its Associates shall perform the services and duties in conformance to and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. The Consultant further represents and warrants to the OWNER that it has all licenses, permits, qualifications, insurance policies, and approvals of whatever nature are legally required to practice its profession. The Consultant and its Associates further warrant that all such licenses and approvals will remain in effect during the term of this Agreement.

2.1.4 Designation of Inspector. Consultant designates _____ (or another District approved, DSA Project Inspector) as the Inspector who will provide and perform PROJECT INSPECTOR Services during construction of the Project(s). Consultant shall provide all necessary Project Inspector(s) and Assistant(s) to the Project Inspector as required by the Regulatory Agency or indicated by the condition or status of Project construction and to comply with applicable laws or regulations. Billing per Article 3.

- 2.1.5 The OWNER retains the Consultant on an Independent Contractor basis and the Consultant is not an employee of the OWNER. Personnel performing the Services under this Agreement on behalf of the Consultant shall at all times be reportable and responsible to the Consultant, the Regulatory Agency, the Design Professional and the OWNER.
- 2.1.6 Inspector Fees. The Consultant shall pay all amounts due such personnel in connection with their performance for services and as required by law. The Consultant, as applicable, shall be responsible for all reports and obligations respecting such personnel, including but not limited to, social security taxes, income tax withholdings, unemployment **insurance, and workers' compensation** insurance
- 2.2 CONSULTANT STAFF:
- a. The Consultant has been selected to perform the work herein because of the skills and expertise of key individuals.
 - b. The designated Inspector, _____ (or another approved Inspector), and any other additional Certified Inspectors as may be subsequently approved by the OWNER and the Regulatory Agency in the required classification with the individual approved Inspectors shall remain so long as his/her performance continues to be required by and acceptable to the OWNER. Additionally, the Consultant must furnish the names, for approval by the OWNER, **of all key people in Consultant's firm that will be associated with the Project.**
 - c. Consultant will be responsible to provide appropriate and approved temporary Inspection Personnel in the event of a temporary vacancy by the assigned Project Inspector. Any such Temporary Personnel will be approved in advance, whenever possible, by the OWNER, the Regulatory Agency and the Design Professional.
 - d. All Consultant Personnel provided under this Agreement shall be subject to approval by the OWNER and the Regulatory Agency. Any changes in personnel from the individual(s) initially provided by Consultant shall require **OWNER's and Regulatory Agency's** approval.
 - e. Changes in Inspection Personnel, directed or requested by either the OWNER or Consultant shall require 10 days written notice to the other party. Replacement Inspection Personnel shall meet all the approval requirements of this Agreement.
 - f. If the assigned individual(s) fail to perform to the satisfaction of the OWNER or the Regulatory Agency, then, upon written notice, the Consultant will have ten (10) working days to remove that person from the Project and replace with one acceptable to the same.
 - g. If the assigned individual is removed for cause at the owners request the removal and replacement shall be as immediate as reasonably possible.
- 2.3 **OWNER'S RIGHTS:** The OWNER reserves the right to employ other Consultants in connection with the Project, or to perform work related to the Project with the **OWNER'S** own forces. The Consultant shall notify the OWNER if any such independent action will in **any way compromise the Consultant's responsibilities under this Agreement.**
- 2.3.1 RESPONSIBILITIES OF OWNER: The OWNER shall provide the Consultant with documented project information in its possession, which is reasonably necessary for the **Consultant's performance of the work described herein.** The OWNER shall designate a representative as the Consultant's primary contact for all project information; the representative shall be responsible for examining all documents submitted by the Consultant and shall render decisions and additional information in a prompt and effective manner as required to support the project.
- 2.4 TERMINATION; SUSPENSION
- 2.4.1 Per the provisions of the ICA except that notices may be given and received through confirmed email.
- 2.4.2 Design Professional / Regulatory Agency Approval. If either the Design Professional or the Regulatory Agency shall not approve the specified Associate to provide Project Inspector Services for Project construction, this Agreement shall be

deemed terminated without further rights or obligations of the OWNER or Consultant hereunder. Unless the OWNER **shall have directed Consultant's performance** prior to the Project Architect and the Regulatory Agency approval of the Project Inspector, no part of the Contract Price shall be due Consultant if Consultant is not approved to provide Project Inspector Services by the Project Architect or the Department of General Services.

2.4.3 OWNER Suspension. The OWNER may direct suspension of Project construction and **suspension of Consultant's services hereunder, given ten (10) days notice. If the OWNER** so suspends the work, the Consultant reserves the right to place the assigned Inspectors on other sites and does not guarantee the return of any previously assigned personnel, perhaps thereby necessitating the submittal and subsequent approval of different Project Inspection personnel.

2.5 TIME SCHEDULE

2.5.1 Time is of the essence in this Agreement.

- a. The Consultant shall begin its services a minimum of one week in advance of project commencement or when the Notice to Proceed is issued to the Contractor from OWNER or its' Representative, whichever is first, and will continue until satisfactory completion and **closeout of the project(s) or termination of Consultant's services or as otherwise directed** by the owner.
- b. The Consultant shall diligently complete all appropriate tasks in cooperation with the OWNER, all Contractors, the Architect/Engineer, and Construction Manager, if any, in a timely manner. Additional billable time required to be expended by the Project Inspector shall be approved in advance by the party so designated to approve any additional expenditures.

ARTICLE 3

COMPENSATION AND PAYMENT (Monthly)

3.1 DESCRIPTION: The Consultant shall be paid a monthly fee as set forth below. The amount to be paid to the Consultant, as prescribed herein, shall be the total compensation for services in the performance of the work described in this agreement, except as described below. Reimbursables shall be billed as agreed to in advance.

3.2 FEE DATA: Total compensation due and to be paid for Basic Services under this Agreement shall not exceed the amounts set forth in Article 3. Regular Time fees are based on full time services Monday through Saturday, or as required, as prescribed by 209 BUILDING STANDARDS ADMINISTRATIVE CODE (Part 1, Title 24, C.C.R. Section 4-211). The compensation for a project requiring a Class 1 Inspector shall be \$12,000 per month per Project Inspector. A Class 2 Inspector shall be \$10,800 per month per Project Inspector. A Class 3 Inspector shall be \$9,700 per month per Project Inspector. Fees for inspection services of less than a full month will be prorated by the week. If services are required for less than one full week, the hourly rates in the chart shall apply.

INSPECTOR CERTIFICATION	APPROVED	MONTHLY	HOURLY
Project Inspector, Class 1	<i>DSA</i>	\$12,000	\$72
Project Inspector, Class 2	<i>DSA</i>	\$10,800	\$63
Project Inspector, Class 3	<i>DSA</i>	\$9,700	\$55

3.2.1 COMPENSATORY TIME: When more than 180 hours monthly must be worked to Independent Consultant Agreement #264

- H. Assist the Construction Manager and OWNER in scheduling all required tests, and testing laboratory visitations required by the Contract documents. Observe and record dates and times of all test procedures.
- I. Inspect, verify and document **Contractor's delivered equipment and materials to insure** that they meet submittal and specification requirements. Such inspection must begin **within 1 working day of Contractor's written notification to the Inspector of delivery of** equipment or materials to the job site. The Contractor is responsible for providing identifying paperwork and documentation for all delivered materials and equipment supplied to the job.
- J. Submit, upon request by the Architect and/or the Construction Manager, in a timely **manner, an Inspector's Report reviewing a Contractor's Request for Information (RFI),** whenever any corrective change is perceived necessary in field construction that will result in a variance from the drawings or specifications as originally issued.
- K. **Review the Contractor's Payment** Requests at billing meetings.
- L. **When the Contractor's work** or a designated portion thereof is substantially complete, prepare for the OWNER **a list of incomplete or unsatisfactory items via a "punch list" and** submit to the Architect and the Construction Manager.
- M. Assist the OWNER in the review **of Contractor's Submittals, upon** request.
- N. Upon completion of project, deliver hard copies of all inspection records and project correspondence to the OWNER.
- O. Prior to commencement of work, PROJECT INSPECTOR will cooperate with the OWNER and Construction Manager to develop an inspection plan for the construction on and of the Schools.

OTHER REQUIREMENTS:

Facilities and Equipment:

- P. The OWNER will provide:
 1. An on-site separate, secure, uniquely lockable office (Note that although the following requirements are frequently in the **District's contract with the Contractor, the Inspection Team does not contract with the Contractor.** We request the District to enforce its Contract provisions with the Contractor.)
- Q. The Consultant will provide:
 1. A functional computer system and printer.
 2. All required code and reference data.
 3. A telephone and telephone answering machine.
 4. Reasonable office supplies.

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

ACTION REPORT NO. 6

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Tony Barrios, Executive Director: Planning, Development and Facilities

SUBJECT: **Approval of Memorandum of Commencement of Lease Term with Lundgren Builders for the Overcrowding Relief Grant (ORG) Projects at Balboa, Verdugo Woodlands, and R.D. White Elementary Schools and Notice of Completion at Verdugo Woodlands Elementary School**

The Superintendent recommends that the Board of Education approve the Memorandum of Commencement of Lease Term with Lundgren Builders for the Overcrowding Relief Grant (ORG) projects at Balboa, Verdugo Woodlands, and R.D. White Elementary Schools and a Notice of Completion at Verdugo Woodlands Elementary School.

On November 4, 2014, the Board of Education approved the award of Phase 1 Lease-Leaseback contract to Lundgren Builders (Valencia) for the ORG projects at Balboa, Verdugo Woodlands, and R.D. White Elementary Schools in the amount of \$32,210,172. On May 24, 2016, the Board approved Amendment No. 1 in the amount of \$2,982,200, which accounted for various contract changes, additions to the original scope of work, and an extension on the contract schedule. This increased the agreement total to \$35,192,372.

Notices of Completion for the Balboa and R.D. White Elementary Schools' ORG projects were approved by the Board of Education on November 28, 2017. The Verdugo Woodlands Elementary School ORG project was completed in a satisfactory manner as of February 2, 2018.

Following the completion of these three (3) projects, staff will be executing a Memorandum of Commencement of Lease Term with Lundgren Builders. This Memorandum will begin the Master Facilities Lease Term.

This project is funded by Measure S and State ORG funds. The Superintendent's Facility Advisory Committee voted to support this recommendation.

Recording Requested by
Glendale Unified School District.

When recorded please mail to:

Attn: Business Services
Glendale Unified School Dist.
223 N. Jackson Street
Glendale, CA 91206

(Space above this line for Recorders Use)

NOTICE OF COMPLETION

PROPERTY: Verdugo Woodlands Elementary School
ADDRESS: 1751 North Verdugo Road
Glendale, California 91208

OWNER: Glendale Unified School District
223 N. Jackson Street
Glendale, California 91206

IMPROVEMENT: New ORG Building – Bid No. 6-14/15
DATE of COMPLETION: February 2, 2018
CONTRACTOR: Lundgren Builders
CONTRACT DATE: November 5, 2014
BOARD APPROVAL: November 4, 2014

VERIFICATION

I, the undersigned, say: I am the Glendale Unified School District Official, the declarant of the foregoing notice of completion. I have read the Notice Of Completion and know the contents thereof: the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on February 7, 2018 at Glendale, California

Tony Barrios
Glendale Unified School District
Executive Director, Planning, Development and Facilities

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

ACTION REPORT NO. 7

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Tony Barrios, Executive Director: Planning, Development and Facilities

SUBJECT: **Approval of Proposition 39 Year Five (5) Expenditure Plan**

The Superintendent recommends that the Board of Education approve the Proposition 39 Year Five (5) Expenditure Plan for a total estimated cost of \$1,554,040.

Proposition 39, the California Clean Energy Jobs Act, approved by voters in November 2012, provides funding to retrofit schools in order to save energy, create jobs, and improve school conditions. This program provides funding on an annual basis and allows school districts to retrofit various building components to offset the consumption of power and reduce operating costs.

Working with our District's Energy Conservation Manager, staff reviewed GUSD sites with the highest energy consumption in order to develop a list of recommended projects that will result in the largest energy savings. In order to maximize the District's potential savings and align the Proposition 39 plan with our Measure S program, staff is recommending the Year 5 plan as outlined.

Staff is recommending the approval of the Prop 39 – Year Five (5) Expenditure Plan and authorize filing of these plans for the California Energy Commission. Following plan approval, staff will begin work on these energy programs.

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

ACTION REPORT NO. 7

Page 2

Site	Description*	Estimated Cost*
Balboa ES	Interior Lighting	\$36,064
CVHS	HVAC Replacement Kitchen and Cafeteria	\$200,000
CVHS	Gymnasium Lights	\$65,000
Dunsmore ES	Interior Lighting	\$32,650
Edison ES	Interior Lighting	\$61,396
Franklin ES	Interior Lighting	\$29,284
Fremont ES	Interior Lighting	\$25,008
Glendale HS	HVAC Replacement	\$350,000
Glenoaks ES	Interior Lighting	\$47,508
Hoover HS	Interior/Exterior Lighting	\$217,841
Jefferson ES	Interior Lighting	\$29,936
Keppel ES	Interior Lighting	\$49,122
La Crescenta ES	Interior Lighting	\$19,304
Lincoln ES	Interior Lighting	\$28,862
Monte Vista ES	Interior Lighting	\$44,528
Mountain Ave ES	Interior Lighting	\$56,782
R.D. White ES	Interior Lighting	\$37,528
Valley View ES	Interior Lighting	\$36,924
Verdugo ES	Interior Lighting	\$37,528
	Project Total	\$1,405,265
Various	Prop 39 –Energy Manager (1 year)	\$141,690
Various	Prop 39 –Energy Efficiency Training	\$7,085
	Total Prop 39 – Year 5 Plan	\$1,554,040

**Detailed Project information is available in the Planning & Development Office*

GLENDALE UNIFIED SCHOOL DISTRICT

5-YEAR PROP 39 SUMMARY

	<u>13/14</u>	<u>14/15</u>	<u>15/16</u>	<u>16/17</u>	<u>17/18</u>		
Prop 39 Year Annual Total Allocation	Year 1	Year 2	Year 3***	Year 4	Year 5	5-Year Total	Total Funding w/o Planning Funds
Annual Allocation	\$ 1,196,959	\$ 1,035,984	\$ 960,520	\$ 1,469,902	\$ 1,416,902	\$ 6,080,267	\$ 5,721,179
Allocation Received	\$ 837,871	\$ 1,035,984	\$ 730,997	\$ 1,696,790	\$ -	\$ 4,301,642	
Planning Funds Allocation	\$ 359,088						
Planning Funds Spent	\$ 142,500		\$ 37,433	\$ 10,797	\$ -		

ANNUAL Energy Expenditure Plan (EEP) Projects	Project Costs Year 1	Project Costs Year 2	Project Costs Year 3	Project Costs Year 4	Project Costs Year 5	Annual Cost Energy Savings (\$)	Estimated Rebate	Actual Rebate
YEAR 1: EEP PROJECTS	\$ 816,883					\$ 116,104	\$ 92,398	
YEAR 2: EEP PROJECTS								
YEAR 3: EEP PROJECTS			\$ 1,851,407			\$ 171,532	\$ -	
YEAR 4: EEP PROJECTS			\$ -	\$ 1,542,426		\$ 166,733	\$ -	
YEAR 5: EEP PROJECTS			\$ -		\$ 1,405,265	\$ 226,753	\$ -	
Prop 39 Funds Request for Energy Manager Salary*		\$ 62,668	\$ 100,000	\$ 146,990	\$ 141,690	\$ 681,121	\$ 92,398	\$ -
Prop 39 Energy Manager Actual Salary		\$ 62,668	\$ 107,214	\$ 112,575				
Prop 39 Funds Request for Energy Efficiency Training*			\$ 5,000	\$ 7,350	\$ 7,085			
PROP 39 FUNDS REQUIRED (Proj Costs -Rebate+EM)	\$ 724,485	\$ -	\$ 2,019,075	\$ 1,696,766	\$ 1,554,040			
Deduct for Other Funds (for Construction)	\$ 138,708	\$ -	\$ -	\$ -	\$ -			
Deduct for Planning Fund Rollover to Construction	\$ -	\$ -	\$ -	\$ -	\$ -			
Amended Project Funds	\$ 252,094							
TOTAL GRANT FUNDS REQUESTED (CEC)	\$ 585,776.63	\$ 0.00	\$ 2,019,075	\$ 1,696,766	\$ 1,554,040			
Available Prop 39 Funds (inc. previous year balances)	\$ 837,871	\$ 1,288,078	\$ 2,248,598	\$ 1,699,425	\$ 1,419,561			
Annual Prop 39 Rollover Balance	\$ 252,094	\$ 1,288,078	\$ 229,523	\$ 2,659	\$ (134,479)			
<i>*Energy Manager Salary Limited up to 10% of Years 2-5 Allocations</i>								
<i>**Energy Efficiency Training is limited up to 2% of years 2-5 Allocations</i>			<i>***Year 3 includes an amended 157,070 for HHS</i>					

PLANNING FUNDS UTILIZATION

PLANNING FUNDS - Table 2	Planning Funds	Year 1 Contract Costs	Year 2 Contract Costs	Year 3 Contract Costs	Year 4 Contract Costs	Year 5 Contract Costs	Totals
Planning Fund Allocation	\$ 359,088						\$359,088
Cumming Contract: Prop 39 Assistance		\$ 53,000	\$ 13,200	\$ -			\$66,200
Cumming Contract: Energy Surveys and Audits		\$ 89,500	\$ 22,210		\$ -		\$111,710
Computer and Laptop for Energy Manager			\$ 1,361		\$ 1,402		
Benchmark Auditing Tools & Billing Software				\$ 662	\$ 9,395		
Total Contract Commitment & Purchases		\$142,500	\$36,771	\$662	\$10,797	\$0	
Planning Fund Rollover to Construction		\$0	\$0	\$0	\$0	\$0	
PLANNING FUNDS UNCOMMITTED FOR YEARS 2-5	\$359,088	\$216,588	\$179,817	\$179,155	\$168,358	\$168,358	

Can we remove the Energy Manager Funding from this area in order avoid confusion.

YEAR 1 EEP - ENERGY PROJECTS

EEM Number	YEAR 1 EEP - Table 1	Project Costs Year 1	Annual Electrical Savings (kWh)	Annual Gas Savings (Therms)	Annual Cost Energy Savings (\$)	SCE Rebate	SoCalGas Rebate	TOTAL REBATE	SIR	Prop 39 Contribution
EEM 1	Administration Building (Amended) LED lighting Retrofit	\$ 268,000	265,108	(632)	\$ 49,195	\$ 15,906	\$ -	\$ 15,906	3.01	252,094.00
EEM 2	Hoover High School 300 ton Electric Chiller Upgrade	\$284,852	(84,326)	72,763	\$36,857				2.68	219,835.00
EEM 2	Hot Water Boiler Replacement Upgrade	\$80,911	(49)	7,224	\$4,916		\$7,220	\$7,220	1.56	
EEM 3	Glendale High School New 300 ton absorption chiller	\$451,120	(2,327)	85,364	\$74,331	\$ -	\$85,178	\$85,178	4.10	365,941.75
ANNUAL EEP COSTS		\$816,883	(86,702)	165,351	\$116,104	\$0	\$92,398	\$92,398		\$585,776.75

YEAR 2 -3 EEP - ENERGY PROJECTS

EEM Number	YEAR 2 EEP - Table 2	Projects Costs Estimate Years 2 and 3	Annual Electrical Savings (kWh)	Annual Gas Savings (Therms)	Annual Cost Energy Savings (\$)	Maintenance Savings	Total Savings	Total Rebate	Prop 39 Contribution	Simple Payback	SIR
Cerritos ES											
EEM 1	Lighting- Interior Fixture Retrofit	\$62,280	30,411.16	-	\$6,637		\$6,636.98		\$62,280.00	9.38	1.74
EEM 2	Lighting- Exterior Fixture Retrofit	\$22,834	26,238.58	-	\$5,726		\$5,726.35		\$22,834.26	3.99	3.78
	Install Occupancy Sensor	\$355	91.00		\$20		\$19.80		\$355.00	17.93	1.03
	Total	\$85,469	56,649.74	-	\$12,383	\$ -	\$12,383.12	\$ -	\$85,469.26	6.90	
Columbus ES											
EEM 1	Lighting- Interior Fixture Retrofit	\$76,940	44,907.74	-	\$16,081		\$16,081.44	\$ -	\$76,940.38	4.78	3.19
EEM 2	Lighting- Exterior Fixture Retrofit	\$14,410	11,160.24	-	\$3,996		\$3,996.48		\$14,410.02	3.61	4.15
	Total	\$91,350	56,067.98	-	\$20,078	\$ -	\$20,077.92	\$ -	\$91,350.39	4.55	
Marshall ES											
EEM 1	Lighting- Interior Fixture Retrofit	\$127,629	67,846.15	-	\$15,516		\$15,516.45		\$127,629.07	8.23	1.96
EEM 2	Lighting- Exterior Fixture Retrofit	\$8,039	8,587.49	-	\$1,964		\$1,963.96		\$8,038.81	4.09	3.69
EEM 3	Replace 105 tons of HVAC units	\$416,714	83,925.72	-	\$19,194		\$19,193.86		\$416,714.13	21.71	0.90
EEM 4	Replace 50-ton Chiller	\$160,000	13,841.43	-	\$3,166		\$3,165.54		\$160,000.00	50.54	0.67
	Total	\$712,382	174,200.78	-	\$39,840	\$ -	\$39,839.81	\$ -	\$712,382.00	17.88	
Mann ES											
EEM 1	Lighting- Interior Fixture Retrofit	\$86,600	48,450.61	-	\$11,081		\$11,080.68		\$86,600.22	7.82	2.05
EEM 2	Lighting- Exterior Fixture Retrofit	\$19,870	14,226.58	-	\$3,254		\$3,253.63		\$19,870.34	6.11	2.55
	Total	\$106,471	62,677.19	-	\$14,334	\$ -	\$14,334.31	\$ -	\$106,470.56	7.43	
Daily ES											
EEM 1	Lighting- Interior Fixture Retrofit	\$28,080	18,601.85	-	\$3,755		\$3,754.77		\$28,080.24	7.48	2.13
EEM 2	Lighting- Exterior Fixture Retrofit	\$9,562	8,321.04	-	\$1,680		\$1,679.60		\$9,561.55	5.69	2.72
	Total	\$37,642	26,922.89	-	\$5,434	\$ -	\$5,434.37	\$ -	\$37,641.79	6.93	
Clark Magnet ES											
	Install Occupancy Sensor	\$13,525	2,974.00		\$803		\$802.98		\$13,525.00	16.84	1.03
EEM 1	Lighting- Interior Fixture Retrofit	\$142,151	143,388.10	-	\$38,328		\$38,327.64		\$142,151.00	3.71	3.71
EEM 2	Lighting- Exterior Fixture Retrofit	\$38,673	32,487.00	-	\$8,684		\$8,683.78		\$38,672.57	4.45	3.41
	Total	\$194,349	178,849.10	-	\$47,814	\$ -	\$47,814.39	\$ -	\$194,348.57	4.06	
Rosemont ES											
	Install Occupancy Sensor	\$11,296	6,793.00		\$1,291		\$1,290.68		\$11,296.00	8.75	1.03
EEM 1	Lighting- Interior Fixture Retrofit	\$159,131	117,325.30	-	\$22,245		\$22,244.88		\$159,130.94	7.15	2.22
EEM 2	Lighting- Exterior Fixture Retrofit	\$18,318	17,211.48	-	\$3,263		\$3,263.30		\$18,317.64	5.61	2.75
	Total	\$188,745	141,329.78	-	\$26,799	\$ -	\$26,798.85	\$ -	\$188,744.58	7.04	
Hoover HS - (277,930 original Cost)											
EEM 1	Replace 19 HVAC units on Building 11. (Amended)	\$435,000	33,230.00	-	\$4,849		\$4,849.00		\$435,000.00	89.71	0.49
	Total	\$435,000	33,230.00	-	\$4,849	\$ -	\$4,849.00	\$ -	\$435,000.00	89.71	
ANNUAL EEP COSTS		\$1,851,407.16	729,927.46	-	\$171,532	\$0	\$171,532	\$0	\$1,851,407.16	10.79	1.59

YEAR 4 EEP - ENERGY PROJECTS

EEM Number	YEAR 4 EEP	Project Costs Year 4	Annual Electrical Savings (kWh)	Annual Gas Savings (Therms)	Annual Cost Energy Savings (\$)	Maintenance Savings	Total Savings	Total Rebate	Prop 39 Contribution	Simple Payback	SIR
Glendale High School											
EEM 1	Lighting- Interior Fixture Retrofit T8 Lamps to LED	\$215,000	228,710	-	\$ 45,872	\$ -	\$45,872.00		\$ 215,000	4.69	3.37
EEM 2	Lighting- Interior Fixture Retrofit T12 Lamps to LED	\$35,000	55,284	-	\$ 11,065		\$11,065.00		\$ 35,000	3.16	4.82
EEM 3	Lighting- Exterior Fixture Retrofit Metal Halide	\$57,935	36,393		\$ 5,921		\$5,921.00		\$ 57,935	9.78	1.81
EEM 4	Lighting- Exterior Fixture Retrofit Incandescent	\$25,835	11,869		\$ 2,371		\$2,370.60		\$ 25,835	10.90	1.66
EEM 5	Replace 48 Tons of HVAC	\$350,000	26,584	-	\$ 5,290		\$5,290.00		\$ 350,000	66.16	0.58
	Total	\$683,770	358,840	-	\$ 70,519	\$ -	\$70,518.60	\$ -	\$683,770.00	9.70	
John Muir Middle School											
EEM 1	Replace Existing Chiller	\$550,000	87,246	-	\$ 17,333	\$ 11,000	\$28,333.00		\$ 550,000	19.41	1.04
	Total	\$550,000	87,246	-	\$ 17,333	\$ 11,000	\$28,333.00	\$ -	\$ 550,000	19.41	
Eleanor Toll Middle School											
EEM 1	Lighting- Interior Fixture Retrofit T8 Lamps to LED	\$106,564	97,068	-	\$ 21,097	\$ -	\$21,097.00		\$ 106,564	5.05	3.16
	Total	\$106,564	97,068	-	\$ 21,097	\$ -	\$21,097.00	\$ -	\$ 106,564	5.05	
Wilson Middle School											
EEM 1	Lighting- Interior Fixture Retrofit T8 Lamps to LED	\$101,752	102,515	-	\$ 21,872	\$ -	\$21,872.00		\$ 101,752	4.65	3.40
	Total	\$101,752	102,515	-	\$ 21,872	\$ -	\$21,872.00	\$ -	\$ 101,752	4.65	
Roosevelt Middle School											
EEM 1	Lighting- Interior Fixture Retrofit T8 Lamps to LED	\$100,340	93,048	-	\$ 35,912	\$ -	\$35,912.00		\$ 100,340	2.79	5.41
	Total	\$100,340	93,048	-	\$ 35,912	\$ -	\$35,912.00	\$ -	\$ 100,340	2.79	
ANNUAL EEP COSTS		\$1,542,426	738,717	-	\$166,733	\$11,000	\$177,733	\$0	\$1,542,426	8.68	1.97

YEAR 5 EEP - ENERGY PROJECTS

EEM Number	YEAR 3 EEP - Table 3	Project Costs Year 5	Annual Electrical Savings (kWh)	Annual Gas Savings (Therms)	Annual Cost Energy Savings (\$)	Maintenance Savings	Total Savings	Total Rebate	Prop 39 Contribution	Simple Payback	SIR
EEM 1	Balboa Elementary School										
	Lighting- Interior Fixture Retrofit T8 Lamps to LED	\$36,064	40,673.00	(189.00)	\$11,196	\$ -	\$11,196.00		\$ 36,064	3.22	4.74
	Total	\$36,064	40,673.00	(189.00)	\$11,196	\$ -	\$11,196.00	\$ -	\$ 36,064	3.22	
EEM 1	Crescenta Valley High School										
	CVHS HVAC - Kitchen and Cafeteria	\$200,000	19,126	-	\$6,018	\$ -	\$6,018.00		\$ 200,000	33.23	0.79
	CVHS Gymnasium Lights	\$65,000	112,885		\$18,141		\$18,141.20		\$ 65,000	3.58	4.30
	Total	\$265,000	132,011	-	\$24,159	\$ -	\$24,159.20	\$ -	\$ 265,000	10.97	
EEM 1	Dunsmore Elementary School										
	Lighting- Interior Fixture Retrofit T8 Lamps to LED	\$32,650	28,998.00	(167.00)	\$7,627	\$ -	\$7,627.00		\$ 32,650	4.28	3.66
	Total	\$32,650	28,998.00	(167.00)	\$7,627	\$ -	\$7,627.00	\$ -	\$ 32,650	4.28	
EEM 1	Edison Elementary School										
	Lighting- Interior Fixture Retrofit T8 Lamps to LED	\$61,396	66,310.00	(309.00)	\$15,054	\$ -	\$15,054.00		\$ 61,396	4.08	3.82
	Total	\$61,396	66,310.00	(309.00)	\$15,054	\$ -	\$15,054.00	\$ -	\$ 61,396	4.08	
EEM 1	Franklin Elementary School										
	Lighting- Interior Fixture Retrofit T8 Lamps to LED	\$29,284	32,845.00	(153.00)	\$9,670	\$ -	\$9,670.00		\$ 29,284	3.03	5.02
	Total	\$29,284	32,845.00	(153.00)	\$9,670	\$ -	\$9,670.00	\$ -	\$ 29,284	3.03	
EEM 1	Freemont Elementary School										
	Lighting- Interior Fixture Retrofit T8 Lamps to LED	\$25,008	23,125.00	(108.00)	\$7,928	\$ -	\$7,928.00		\$ 25,008	3.15	4.83
	Total	\$25,008	23,125.00	(108.00)	\$7,928	\$ -	\$7,928.00	\$ -	\$ 25,008	3.15	
EEM 1	Glendale High School 4000										
	Replace 50 Tons of HVAC	\$350,000	27,969.00	(204.00)	\$5,572	\$ -	\$5,572.00		\$ 350,000	62.81	0.60
	Total	\$350,000	27,969.00	(204.00)	\$5,572	\$ -	\$5,572.00	\$ -	\$ 350,000	62.81	
EEM 1	Glenoaks Elementary School										
	Lighting- Interior Fixture Retrofit T8 Lamps to LED	\$47,508	38,280.00	-	\$10,878	\$ -	\$10,878.00		\$ 47,508	4.37	3.59
	Total	\$47,508	38,280.00	-	\$10,878	\$ -	\$10,878.00	\$ -	\$ 47,508	4.37	
EEM 1 EEM 2 EEM 3 EEM 4	Herbert Hoover High School										
	Lighting- Interior Fixture Retrofit T8 Lamps to LED	\$101,794	102,613	(478.00)	\$20,433	\$ -	\$20,433.00		\$ 101,794	4.98	3.20
	Lighting- Interior Fixture Retrofit T12 Lamps to LED	\$64,577	96,798	(517.00)	\$19,227		\$19,226.60		\$ 64,577	3.36	4.56
	Lighting- Exterior Fixture Retrofit Metal Halide	\$35,470	23,387		\$3,790		\$3,790.00		\$ 35,470	9.36	1.88
	Lighting- Exterior Fixture Retrofit CFL	\$16,000	19,755	(120.00)	\$3,913		\$3,913.40		\$ 16,000	4.09	0.82
	Total	\$217,841	242,553	(995.00)	\$47,363	\$ -	\$47,363.00	\$ -	217,841.00	4.60	

EEM 1	Thomas Jefferson Elementary School					\$ -					
	Lighting- Interior Fixture Retrofit T8 Lamps to LED	\$29,936	31,899.00	-	\$7,170	\$7,170.00	\$ -	\$ 29,936	4.18	3.74	
	Total	\$29,936	31,899.00	-	\$7,170	\$7,170.00	\$ -	\$ 29,936	4.18		
EEM 1	Mark Keppel Elementary School					\$ -					
	Lighting- Interior Fixture Retrofit T8 Lamps to LED	\$49,122	53,274.00	(32.00)	\$20,602	\$20,602.00	\$ -	\$ 49,122	2.38	6.27	
	Total	\$49,122	53,274.00	(32.00)	\$20,602	\$20,602.00	\$ -	\$ 49,122	2.38		
EEM 1	LaCrescenta Elementary School					\$ -					
	Lighting- Interior Fixture Retrofit T8 Lamps to LED	\$19,304	17,678.00	(82.00)	\$4,279	\$4,279.00	\$ -	\$ 19,304	4.51	3.49	
	Total	\$19,304	17,678.00	(82.00)	\$4,279	\$4,279.00	\$ -	\$ 19,304	4.51		
EEM 1	Abraham Lincoln Elementary School					\$ -					
	Lighting- Interior Fixture Retrofit T8 Lamps to LED	\$28,862	29,338.00	(137.00)	\$8,788	\$8,788.00	\$ -	\$ 28,862	3.28	4.66	
	Total	\$28,862	29,338.00	(137.00)	\$8,788	\$8,788.00	\$ -	\$ 28,862	3.28		
EEM 1	Monte Vista Elementary School					\$ -					
	Lighting- Interior Fixture Retrofit T8 Lamps to LED	\$44,528	33,824.00	(189.00)	\$9,525	\$9,525.00	\$ -	\$ 44,528	4.67	3.38	
	Total	\$44,528	33,824.00	(189.00)	\$9,525	\$9,525.00	\$ -	\$ 44,528	4.67		
EEM 1	Mountain Avenue Elementary School					\$ -					
	Lighting- Interior Fixture Retrofit T8 Lamps to LED	\$56,782	36,888.00	(154.00)	\$8,545	\$8,545.00	\$ -	\$ 56,782	6.65	2.49	
	Total	\$56,782	36,888.00	(154.00)	\$8,545	\$8,545.00	\$ -	\$ 56,782	6.65		
EEM 1	R.D. White					\$ -					
	Lighting- Interior Fixture Retrofit T8 Lamps to LED	\$37,528	39,760.00	(190.00)	\$10,172	\$10,172.00	\$ -	\$ 37,528	3.69	3.94	
	Total	\$37,528	39,760.00	(190.00)	\$10,172	\$10,172.00	\$ -	\$ 37,528	3.69		
EEM 1	Valley View Elementary School					\$ -					
	Lighting- Interior Fixture Retrofit T8 Lamps to LED	\$36,924	26,622.00	(190.00)	\$6,654	\$6,654.00	\$ -	\$ 36,924	5.55	2.91	
	Total	\$36,924	26,622.00	(190.00)	\$6,654	\$6,654.00	\$ -	\$ 36,924	5.55		
EEM 1	Verdugo Woodlands Elementary School					\$ -					
	Lighting- Interior Fixture Retrofit T8 Lamps to LED	\$37,528	42,108.00	(196.00)	\$11,571	\$11,571.00	\$ -	\$ 37,528	3.24	4.71	
	Total	\$37,528	42,108.00	(196.00)	\$11,571	\$11,571.00	\$ -	\$ 37,528	3.24		
ANNUAL EEP COSTS		\$1,405,265	944,155	(3,295)	\$226,753	\$226,753	\$ -	\$1,405,265	6.20	2.64	

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

ACTION REPORT NO. 8

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Tony Barrios, Executive Director: Planning, Development and Facilities

SUBJECT: **Approval of Proposition 39 Year Four (4) Expenditure Plan Amendment**

The Superintendent recommends that the Board of Education approve the amendment of the combined Year Four (4) Proposition 39 Energy Expenditure Plan to add energy conservation projects at various school sites.

On January 17, 2017, the Board approved the District's Proposition 39 Energy Expenditure Plan for the 2016-2017 school year. A multitude of approved lighting retrofits and HVAC upgrades were completed at costs that were lower than the original estimated values. The California Energy Commission allows Local Education Agencies (LEA's) to add energy efficiency measures to sites that were already approved for funding without re-submitting a new plan.

At this time, staff recommends amending the Proposition 39 Energy Expenditure Plan for Year Four (4) to replace all existing inefficient exterior lighting at Roosevelt, Toll, and Wilson Middle Schools, and Muir Elementary School. Staff is also proposing retrofitting the interior lighting at Muir Elementary School from fluorescent to LED. These projects can be accomplished with the funds remaining from the projects already completed in the Proposition 39 Year Four (4) Plan.

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

ACTION REPORT NO. 9

TO: Board of Education

FROM: Mr. Winfred B. Roberson, Superintendent

SUBMITTED BY: Dr. Cynthia M. Foley, Assistant Superintendent, Human Resources

SUBJECT: **Approval of Counselor Attendance Calendars for 2018-2019 and 2019-2020**

The Superintendent recommends that the Board of Education approve the attached counselor attendance calendars for the 2018-2019 and 2019-2020 school years.

GLENDALE UNIFIED SCHOOL DISTRICT

Glendale, California

COUNSELOR ATTENDANCE CALENDAR 2018-2019 - DRAFT

July 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 *	22	23	24	25
26	27	28	29	30	31	

September 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018

S	M	T	W	T	F	S
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21*	22
23	24	25	26	27	28	29
30	31					

January 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11X	12*	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

TOTAL DAYS 201

○ State Holiday
 X Minimum Day
 △ District Staff Dev. Day (2 of 3)
 / Students Not in Attendance

Event	Dates
District Staff Development Day - Aug. 20	Aug. 20
Teacher Institute Day - Aug. 21	Aug. 21
First Semester Begins/School Opens - Aug. 22	Aug. 22
Labor Day - Sept. 3	Sept. 3
First Quarter Ends - Oct. 19	Oct. 19
District Staff Development Day - Oct. 26	Oct. 26
Veteran's Day - Nov. 12	Nov. 12
Thanksgiving Recess - Nov. 19-23	Nov. 19-23
Student Holiday, Teachers on Duty, End 1st Sem. - Dec. 21	Dec. 21
Winter Recess - Dec. 24 - Jan. 6	Dec. 24 - Jan. 6
Dr. Martin Luther King, Jr. Day - Jan. 21	Jan. 21
Lincoln Day - Feb. 11	Feb. 11
Washington Day - Feb. 18	Feb. 18
Third Quarter Ends - March 15	March 15
Spring Recess - March 18-22	March 18-22
District Staff Development Day - March 25	March 25
Armenian Genocide Remembrance Day - April 24	April 24
Memorial Day - May 27	May 27
Second Semester Ends - June 11	June 11
Student Holiday, All Teachers on Duty - June 12	June 12

GLENDALE UNIFIED SCHOOL DISTRICT

Glendale, California

COUNSELOR ATTENDANCE CALENDAR 2019-2020 - DRAFT

July 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20*	21	22	23	24	25
26	27	28	29	30	31	

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20*	21
22	23	24	25	26	27	28
29	30	31				

January 2020

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

S	M	T	W	T	F	S
7	8	9	10	11*	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

State Holiday
 Minimum Day
 District Staff Dev. Day (2 of 3)
 Students Not in Attendance
 Students Not in Attendance
 Student Holiday, All Teachers on Duty
 Veteran's Day - Nov. 11
 Thanksgiving Recess - Nov. 25-29
 Student Holiday, Teachers on Duty, End 1st Sem.-Dec. 20
 Winter Recess - Dec. 23 - Jan. 6
 Dr. Martin Luther King, Jr. Day - Jan. 20
 Lincoln Day - Feb. 10
 Washington Day - Feb. 17
 Student Holiday, All Teachers on Duty
 Third Quarter Ends - March 13
 Spring Recess - March 16-20
 District Staff Development Day - March 23
 Armenian Genocide Remembrance Day - April 24
 Memorial Day - May 25
 Second Semester Ends - June 10
 Student Holiday, Teachers on Duty - June 11

TOTAL DAYS 201

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

ACTION REPORT NO. 10

TO: Board of Education

FROM: Winfred B. Roberson Jr., Superintendent

SUBMITTED BY: Dr. Kelly King, Assistant Superintendent, Educational Services

PREPARED BY: Dr. Debra Rinder, Executive Director, Special Education

SUBJECT: Approval of Agreement with Invo HealthCare Associates

The Superintendent recommends that the Board of Education approve an agreement between Glendale Unified School District and Invo HealthCare Associates in the amount of \$180,000 to provide speech therapist services.

Invo HealthCare Associates is an agency that provides speech employees to school districts. Glendale Unified School District has contracted with this agency to utilize their speech therapists in order to fill teacher vacancies. The speech therapists contracted from Invo HealthCare Associates are currently assigned to Columbus Elementary School, FACTS and Early Bird Preschool.

It is estimated that \$180,000 will be needed to pay for services for the remainder of the 2017-2018 school year. Special Education resources will be used to pay for these services.

GLENDALE UNIFIED SCHOOL DISTRICT
223 North Jackson Street
Glendale, CA 91206
(818) 241-3111

SERVICES AGREEMENT

This **Agreement** for Professional Services (“Agreement”) is made and entered into as of the ____ day of _____, 20__ by and between the Glendale Unified School District, (“District”) and _____ a corporation, whose place of business is _____ [City], herein referring to as (“Contractor”), (together, “Parties”).

WITNESSETH: The parties do hereby contract and agree as follows:

1. *Services Description.* CONTRACTOR will perform the services described in the “Scope of Work” attached hereto as Addendum A and made a part thereof.

NOW, THEREFORE, the Parties agree as follows:

1. **Term.** Contractor shall commence providing services under this Agreement on _____, 20__ and will diligently perform as required and complete performance by _____, 20__.
2. **Submittal of Documents.** The Contractor shall not commence the Services under this Agreement until the Contractor has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

- Signed Agreement
- Workers' Compensation Certification
- Fingerprinting/Criminal Background Investigation Certification
- Insurance Certificates and Endorsements
- W-9 Form
- Non-collusion Declaration
- Tuberculosis Clearance

3. **Compensation.** District agrees to pay the Contractor for services satisfactorily rendered pursuant to this Agreement (as needed, as requested) a total fee not to exceed (NTE) _____ dollars (\$_____) which includes reimbursable cost listed in item 4.1. District shall pay Contractor according to the following terms and conditions:

Note: Accounts Payable will not process payment until the services have been completed. Invoices should be submitted to Accounts Payable Department, Glendale Unified School District, 223 N. Jackson Street, Glendale, CA 91206.

4. **Expenses.** District shall not be liable to Contractor for any costs or expenses paid or incurred by Contractor in performing services for District, except as follows:
 - 4.1. **N/A**

5. **Independent Contractor.** Contractor, in the performance of this Agreement, shall be and act as an independent contractor. Contractor understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees. In the performance of the work herein contemplated, Contractor is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, District being interested only in the results obtained.
6. **Materials.** Contractor shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement, except as follows:
7. **Copyright/Trademark/Patent.** Contractor understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Contractor consents to use of Contractor's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.
8. **Termination.**
 - 8.1. **Without Cause by District.** District may, at any time, with or without reason, terminate this Agreement and compensate Contractor only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Contractor. Notice shall be deemed given when received by the Contractor or no later than three days after the day of mailing, whichever is sooner.
 - 8.2. **Without Cause by Contractor.** Contractor may, upon sixty (60) days notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Contractor for services satisfactorily rendered to the date of termination. Written notice by Contractor shall be sufficient to stop further performance of services to District. Contractor acknowledges that this sixty (60) day notice period is acceptable so that the District can attempt to procure the Services from another source.
 - 8.3. **With Cause by District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:
 - 8.3.1. material violation of this Agreement by the Contractor; or
 - 8.3.2. any act by Contractor exposing the District to liability to others for personal injury or property damage; or
 - 8.3.3. Contractor is adjudged a bankrupt, Contractor makes a general assignment for the benefit of creditors or a receiver is appointed on account of Contractor's insolvency.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required services from another Contractor. If the expense, fees, and/or costs to the District exceed the cost of providing the service pursuant to this Agreement, the Contractor shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District’s notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

9. **Indemnification.** To the furthest extent permitted by California law, Contractor shall defend, indemnify, and hold free and harmless the District, its Board of Education, agents, representatives, officers, Contractors, employees, trustees, and volunteers (“the indemnified parties”) from any and all claims, demands, causes of action, suits, actions, costs, expenses, judgments, liability, loss, damage or injury of any kind, nature and description, in law or equity (“Claim”), to property or persons including, but not limited to, personal injury, bodily injury, death, property damage, and Contractors’ and/or attorneys’ fees and costs, directly or indirectly arising out of, connected with, or resulting from the negligence, recklessness, errors or omissions, or willful misconduct of Contractor, its officials, officers, employees, subcontractors, Contractors, or agents, directly or indirectly arising out of, connected with, or resulting from the performance of the Services, the Project, or this Agreement, including without limitation the payment of all consequential damages; or from any activity, work, or thing done, permitted, or suffered by the Contractor in conjunction with this Agreement, unless the claims are caused wholly by the sole negligence or willful misconduct of the District. The District shall have the right to accept or reject any legal representation that Contractor proposes to defend the indemnified parties.

10. **Insurance.**

10.1. The Contractor shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments Each Occurrence General Aggregate	 \$ 1,000,000 \$ 1,000,000
Automobile Liability Insurance - Any Auto Each Occurrence General Aggregate	 \$ 1,000,000 \$ 1,000,000
Professional Liability	\$ 1,000,000
Workers Compensation	Statutory Limits
Employer’s Liability	\$ 1,000,000

10.1.1. **Commercial General Liability and Automobile Liability Insurance.**
Commercial General Liability Insurance and Any Auto Automobile Liability

Insurance that shall protect the Contractor, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District.)

10.1.2. **Workers' Compensation and Employers' Liability Insurance.** Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Contractor shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

10.1.3. **Professional Liability (Errors and Omissions).** Professional Liability Insurance as appropriate to the Contractor's profession.

10.2. **Proof of Carriage of Insurance.** The Contractor shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:

10.2.1. A clause stating: "SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISION."

10.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to which cancellation and reduction notice will be sent, and length of notice period.

10.2.3. An endorsement stating that the District and its Board of Education, agents, representatives, employees, trustees, officers, Contractors, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Contractor's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.

10.2.4. All policies except the Professional Liability, Workers' Compensation Insurance, and Employers' Liability Insurance Policies shall be written on an occurrence form.

10.3. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.

11. **Assignment.** The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor.

12. **Compliance with Laws. Debarment and Suspension.** Contractor warrants and certifies that neither Contractor, nor any person working for or acting on behalf of Contractor as part of this Agreement, has been or is debarred, penalized by, convicted, sanctioned, suspended, excluded or otherwise ineligible to participate in any state or federal program, or by any federal department or agency, or by Los Angeles County
13. **Certificates/Permits/Licenses.** Contractor and all Contractor's employees or agents shall secure and maintain in force such certificates, permits and licenses as are required by law in connection with the furnishing of Services pursuant to this Agreement.
14. **Employment with Public Agency.** Contractor, if an employee of another public agency, agrees that Contractor will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.
15. **Anti-Discrimination.** District programs, activities, 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 and therefore the Contractor agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, the Contractor agrees to require like compliance by all of its subcontractor(s).
16. **Fingerprinting of Employees.** The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Contractor's performing of any portion of the Services.
17. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
18. **District's Evaluation of Contractor and Contractor's Employees and/or Subcontractors.** The District may evaluate the Contractor in any way the District is entitled pursuant to applicable law. The District's evaluation may include, without limitation:
 - 18.1. Requesting that District employee(s) evaluate the Contractor and the Contractor's employees and subcontractors and each of their performance.
 - 18.2. Announced and unannounced observance of Contractor, Contractor's employee(s), and/or subcontractor(s).
19. **Limitation of District Liability.** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue,

arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

20. **Confidentiality.** The Contractor and all Contractor's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Contractor understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

Both parties will maintain in confidence and safeguard all confidential information, as defined in this paragraph, of the other party, its affiliates, and its customers. "Confidential Information" means any information that is marked or otherwise identified as confidential or proprietary at the time of disclosure or by law, and includes but is not limited to, trade secrets, know-how, inventions, techniques, data, customers list, personal information, financial information, sales, and marketing plans of the other party, its affiliates, or its customers. Both parties recognize and acknowledge the confidential and proprietary nature of any Confidential Information and acknowledge the irreparable harm that could result if such confidential information is disclosed to a third party or used for unauthorized purposes. Each party agrees to use any Confidential Information only for the purpose of conducting business with each other and their clients in the manner contemplated by this Agreement. Both parties will restrict disclosure of any Confidential Information to only those personnel who have a need to know and will bind such personnel to obligations of confidentiality to the same extent that each party is bound by this Agreement. Upon request of the owner of the confidential information, the other party will promptly return or destroy all materials incorporating any Confidential Information and any copies. The obligation under this paragraph does not apply to information that: 1) is or becomes generally known or in the public domain through no act or omission of the other party; 2) was lawfully in Insight's or Client's possession without restriction as to use or disclosure before its receipt from the other party; 3) is received from, or was made available to, a third party without any obligation of confidentiality; 4) was independently developed; 5) is otherwise permitted to be disclosed under this Agreement; 6) is disclosed with the prior written consent of the disclosing party; or 7) is required to be disclosed in any civil or criminal legal proceeding, regulatory proceeding or any similar process, however, the party required to make the disclosure under the law shall give prompt notice of this to the other party prior to such disclosure so that the other party may seek an appropriate protective order or give its consent to such disclosure.

21. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District:

Glendale Unified School District

223 N. Jackson Street

Glendale, California 91206

ATTN: _____

Contractor:

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

- 22. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties. . In the event an express conflict between the terms of this Agreement and the terms of the any attachments or exhibits, the terms of this Agreement will prevail.
- 23. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California, in the County of Los Angeles. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which the District’s administrative offices are located.
- 24. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
- 25. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
- 26. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included therein.
- 27. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.
- 28. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney’s fees.
- 29. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal

representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

30. **Calculation of Time.** For the purposes of this Agreement, “days” refers to calendar days unless otherwise specified.
31. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.
32. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
33. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
34. **Force Majeure Clause.** The parties to the Contract shall be excused from performance thereunder during the time and to the extent that they are prevented from obtaining, delivering, or performing by act of God, fire, strike, loss, or shortage of transportation facilities, lock-out, commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the other party(ies), provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.
39. **Amendments.** No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the parties; no oral understanding or agreement not incorporated herein shall be binding on either of the parties; and no exceptions, alternatives, substitutes or revisions are valid or binding on District unless authorized by District in writing.
40. **Delivery.** Time of delivery of goods or services is of the essence in this Contract. District reserves the right to refuse any goods or services and to cancel all or any part of the goods not conforming to applicable specifications, drawings, samples or descriptions or services that do not conform to the prescribed statement of work. Acceptance of any part of the order of goods shall not District to accept shipments nor deprive it of the right to return goods already accepted at Contractor’s expense. Over shipments and under shipments of goods shall be only as agreed to in writing by District. Delivery shall not be deemed to be complete until all goods or services have actually been received and accepted in writing by District.
41. **Conduct on District Premises.** Contractor shall, at all times, comply with and abide by all reasonable policies and procedures of the District (or that may be established thereby, from time to time) that pertain to conduct on the District’s premises, possession or distribution of contraband, or the access to, and security of, the Party’s real property or facilities, to the extent that the Contractor has been provided with a copy of each such policy or procedure. Contractor shall exercise due care and diligence to prevent any injury to persons or damage to property while on the other Party’s premises. The operation of vehicles by either Party’s personnel on the other Party’s property shall conform to posted and other applicable regulations and safe-driving practices. Vehicular accidents occurring on a Party’s property and involving either Party’s personnel shall be reported promptly to the appropriate Party’s personnel. Each Party covenants that at all times during the term it, and its employees, agents, and Subcontractors shall comply with, and take no action that results in the

other Party being in violation of, any applicable federal, state, and local laws, ordinances, regulations, and rules. Each Party's personnel shall clearly identify themselves as the appropriate Party's personnel and not as employees of the other Party. When on the other Party's premises, each Party's personnel shall wear and clearly display identification badges or tags, as approved by the other Party. Contractor's employees shall not smoke or use profanity or other inappropriate language while on site. Contractor's employees shall not enter the facility while under the influence of alcohol, drugs or other intoxicants and shall not have such materials in their possession. Contractor's employees shall plan their activities to minimize the number of times they must enter and exit a facility. They should transport all tools, equipment and materials needed for the day at the start of the work period and restrict all breaks to the absolute minimum.

42. **Employee Eligibility Verification:** The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirement set forth in Federal statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by the law. The Contractor shall indemnify, defend with counsel approved in writing by District, and hold harmless, the District, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the District or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Company Name _____

By: _____
Signature Title:
_____ Dated: _____, 20____
Print Name

By: _____
Signature Title:
_____ Dated: _____, 20____
Print Name

*If the Contractor is a corporation, signatures of two specific corporate officers are required as further set forth. The first corporate officer signature must be one of the following: 1) Chairman of the Board; 2) the President; 3) any Vice President. The second corporate officer signature must be one of the following: 1) Secretary;) Assistant Secretary; 3) Chief Financial Officer; 4) Assistant Treasurer. Alternatively, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company. (California Corporations Code Section 313)

Information regarding Contractor:

License No.: _____
Address: _____
Telephone: _____
Facsimile: _____
E-Mail: _____
Type of Business Entity:
____ Individual
____ Sole Proprietorship
____ Partnership
____ Limited Partnership
____ Corporation, State: _____
____ Limited Liability Company
____ Other: _____

Employer Identification and/or
Social Security Number

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of \$600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, the District requires the Contractor to furnish the information requested in this section.

Glendale Unified School District

By: _____ Date: _____

Print Name: _____

Print Title: _____

ATTACHMENT A

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

Contractor's entire Proposal is **not** made part of this Agreement.

Contractor may provide the following General Services:

EXHIBIT "A"

WORKERS' COMPENSATION CERTIFICATION

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: _____

Name of Contractor: _____

Signature: _____

Print Name and Title: _____

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the District prior to performing any Work under this Contract.)

EXHIBIT "B"

FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION

One of the three boxes below **must** be checked, with the corresponding certification provided, and this form attached to the Independent Contractor Agreement for Professional Services ("Agreement"):

- The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to Contractor's services under this Agreement and Contractor certifies its compliance with these provisions as follows:

Contractor certifies that the Contractor has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all Contractor's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by the District, or acting as independent contractors of the Contractor, who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. A complete and accurate list of all Employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto.

- Pursuant to Education Code section 45125.2, Contractor has installed or will install, prior to commencement of Work, a physical barrier at the Work Site, that will limit contact between Contractor's employees and District pupils at all times; and/or

- Pursuant to Education Code section 45125.2, Contractor certifies that all employees will be under the continual supervision of, and monitored by, an employee of the Contractor who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising Contractor's employees and its subcontractors' employees is

Name: _____

Title: _____

Contractor's responsibility for background clearance extends to all of its employees, Subcontractors, and employees of Subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of the Contractor.

The undersigned does hereby certify that I am a representative of the Contractor currently under contract with the District; that I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Contractor.

Date: _____

Name of Contractor or Company: _____

Representative's Name and Title: _____

Signature: _____

EXHIBIT "C"

**NONCOLLUSION DECLARATION TO BE EXECUTED BY
BIDDER AND SUBMITTED WITH BID**
(Public Contract Code section 7106)

The undersigned declares:

I am the _____ of _____, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____[date], at _____[city], _____[state].

Signature

Print Name

EXHIBIT "D"

TUBERCULOSIS CLEARANCE

The undersigned does hereby certify to the Governing Board of the District as follows:

I am a representative of the _____ ("Contractor") currently entering into this Agreement with the District and I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Contractor.

Contractor's responsibility for tuberculosis clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District students regardless of whether they are designated as employees or acting as independent contractors of the Contractor.

Contractor certifies that at least one of the following items applies to the Services that are the subject of the Agreement:

- The Contractor has complied with the tuberculosis requirements of Education Code Section 49406.1 with respect to all Contractor's employees and all of its subcontractors' employees who may have contact with District students in the course of providing Services pursuant to the Agreement, and the California Department of Justice has determined that none of those employees has active tuberculosis, as that term is defined in Education Code Section 45122.1. A complete and accurate list of Contractor's employees and of all of its subcontractors' employees who may come in contact with District students during the course and scope of the Agreement is attached hereto; and/or

- Contractor's Services under the Agreement are to be provided at an unoccupied school site only and/or will not be done on any District property and no employee and/or subcontractor or supplier of any tier of Agreement shall come in contact with District students.

Date: _____

Name of Contractor: _____

Signature: _____

Print Name and Title: _____

Services cannot be rendered until all documentation is submitted and final approval is received.

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

CONSENT CALENDAR NO. 1

TO: Board of Education
FROM: Winfred B. Roberson, Jr., Superintendent
PREPARED IN: Office of the Superintendent
SUBJECT: **Minutes**

The Superintendent recommends that the Board of Education approve the Minutes, as listed:

- a) Regular Meeting No. 18, January 16, 2018
- b) Special Meeting No. 19, January 22, 2018

GLENDALE UNIFIED SCHOOL DISTRICT
223 N. Jackson Street
Glendale, California 91206-4380

BOARD OF EDUCATION MEETING NO. 18
UNADOPTED MINUTES
REGULAR MEETING, January 16, 2018

CALL TO ORDER AND ROLL CALL

The regular meeting of the Glendale Unified School District Board of Education was called to order by Nayiri Nahabedian, president of the Board of Education, at 5:02 p.m. on Tuesday, January 16, 2018, in the Board Room at the Administration Center, 223 N. Jackson Street, Glendale, California. The following members were present for roll call: Jennifer Freeman, Dr. Armina Gharpetian, Gregory Krikorian, Shant Sahakian, and Nayiri Nahabedian.

The following administrators were present: Mr. Winfred Roberson, Mr. Stephen Dickinson, Dr. Cynthia Foley, Dr. Kelly King, Dr. Mary Mason, Mr. Felix Melendez, and Dr. Deb Rinder.

PUBLIC COMMUNICATIONS

No one addressed the Board at this time.

CLOSED SESSION

The Board recessed to Closed Session at 5:03 p.m. to discuss the following:

1. Instructing designated representative, Mr. Winfred Roberson, Superintendent of Schools, regarding collective bargaining matters pursuant to Government Code §54957.6.
2. Personnel matters relating to the appointment, employment or evaluation of school based and non-school based district management positions pursuant to Government Code §54957.
3. Personnel matters relating to the discipline, dismissal and release of school-based employees pursuant to Government Code §54957.
4. Conference with Legal Counsel - Anticipated Litigation significant exposure to litigation pursuant to subdivision (d)(2) of section 54956.9: One potential case.
5. Conference with Legal Counsel – Anticipated Litigation – Initiation of litigation pursuant to section 54956.9(c): One potential case.

CALL TO ORDER/RETURN TO REGULAR MEETING

The meeting reconvened at 6:50 p.m.

MINUTES: January 16, 2018 – Regular Board Meeting

REPORTING OUT OF CLOSED SESSION

None.

PLEDGE OF ALLEGIANCE

Camden Ballard, a 5th grade student from Valley View Elementary, led the Pledge of Allegiance.

CERTIFICATE OF COMPLIANCE

Ms. Nahabedian read the following statement: "To accommodate the requirements of Government Code §54954.2 and in accordance with the Brown Act revisions, I declare that the agenda for this meeting was posted on the bulletin boards in the lobby of the Administration Center and the GUSD website 72 hours prior to this meeting."

APPROVAL OF AGENDA ORDER

A motion was made by Mr. Krikorian and seconded by Dr. Gharpetian to approve the agenda, as presented. AYES—Freemon, Gharpetian, Krikorian, Sahakian, and Nahabedian.

PRESENTATION

Glendale Educational Foundation's Teacher Grant Program

The Glendale Educational Foundation's Teacher Grant Program makes available grants to Glendale Unified classroom teachers in their three priority areas—Visual and Performing Arts, Science and Technology, and Health and Fitness. Elsa Chagolla, Eric Hamilton, and Joylene Wagner, on behalf of the Foundation, awarded grants to the following teachers to assist with classroom projects, field trips, and instructional materials: Breanna Hutchinson, Yula Perez, Jesus Vega, Rachel Staab, Mathew Schick, Sheri Aiken, Amy Rangel, Robbie Myles, David Huber, Gina Brownstein, Edgar Melik Stepanyan, Homa Javidan, Christine Kim, Justin Stadel, Catherine de la Paz, Lisa Zohrehvand, Yvonne Quinonez, Jodi Fitzgibbons, Cheryl Hamel, Elizabeth Neskovska, and Kathy Barnett.

ACKNOWLEDGEMENTS

1. *School Board Recognition* – The governing board of California's more than 1,000 school district and county office of education are being recognized for their commitment to providing quality public education to California's schoolchildren. Superintendent Roberson, on behalf of the District, honored our Board members for their outstanding support of our district and their contributions to education.
2. *Eight GUSD Students Part of the Pasadena Tournament of Roses Honor Band* – The Pasadena City College Tournament of Roses Band has been the official Tournament of Roses Band since 1930. The Pasadena City College Tournament of Roses Honor Band includes the band, herald trumpets, and color guard. They

MINUTES: January 16, 2018 – Regular Board Meeting

perform on New Year’s Day as the host band of the Rose Parade. It includes high school students selected by audition and members of the Pasadena City College Lancer Marching Band. The following students were selected to the band and were recognized by the Board of Education: Grant Hilburn (cymbal), Kelly Moore (flute), Hannah Roth (flute), and Chris Sandoval (percussion tenors) from Crescenta Valley High School; James Bechayda (trombone), Joshua Dardon (trumpet), Josiah Gamez (trombone), and Valeria Lee (color guard, banner) from Glendale High School.

3. *Annual Invention Convention Winners* – The Glendale Unified School District’s Gifted and Talented Education (GATE) Office hosted the Annual Invention Convention on December 9, 2017. GATE students in grades 4-8 participated applying creative thinking and problem solving skills to develop inventions and innovations that help resolve everyday challenges. The following students were recognized by the Board of Education for their winning entries:

<u>FOURTH GRADE</u>			
Charlotte Faieta	1 st Place	Keppel	“Privacy on the Go!”
Madoka Ludes	2 nd Place	Dunsmore	“The Magnetic Dog Away”
Orion Countryman	3 rd place	Balboa	“Pull-Ease Pass the Salt”
<u>FIFTH GRADE</u>			
Tiara Azores	1 st Place	R.D. White	“Snap’n Scrape Bottle”
Sienna Greenlaw and Megumi Ono	2 nd Place	Verdugo Woodlands	“The Ruler of Planting”
Edmunda Li	3 rd Place	La Crescenta	“Lotion Back-pplicator”
Gabriella Rouveyrol	3 rd Place	Verdugo Woodlands	“Music Vibes”
<u>SIXTH GRADE</u>			
Juliet Tachera	1 st Place	Valley View	“Recycling Receptacle”
Andrew Klujian	2 nd Place	Jefferson	“Brush it Up”
Hannah Pitney	3 rd Place	Mountain Ave.	“Plate N Go”
<u>SEVENTH GRADE</u>			
Matthew Tovmasian and Ryan Montague	1 st Place	Toll	“Xtra Arm”
Sophia Lee	2 nd Place	Rosemont	“Great Scrapper”
Henry Guske	3 rd Place	Roosevelt	“Control Panels over the California Aqueduct”
<u>EIGHT GRADE</u>			
Hunter Pruett, Hayk Ghukasyan and Artashes Martirosyan	1 st Place	Toll	“Temp Alert 2.0”
Seon-Jae Yoon and Eliana Haah	2 nd Place	Rosemont	“Super Glue to Rule them All”
Narek Azizyan	3 rd Place	Rosemont	“No-Bump”

STUDENT BOARD MEMBER REPORT

Student Board Member Amira Chowdhury wished everyone a Happy New Year and spoke about the activities at our schools. All the high schools are participating in Kindness Week. All sophomores were provided an opportunity to take the PSAT free of charge, and the results are now coming in. On January 26, Glendale High is having a blood drive. Crescenta Valley High, Hoover High, and Glendale High are hosting a financial aid night to help students understand how to pay for college. Crescenta Valley High's Winter Formal is scheduled for January 23 at La Cañada Country Club. Clark Magnet is having a Monte Carlo night in February. The Middle School Spelling Bee is January 18. All elementary schools are participating in the Great Kindness Challenge. She received a full, four-year scholarship to the University of Pennsylvania.

PUBLIC COMMUNICATIONS

1. Rick Saunders, Workability Coordinator for the Foothill SELPA, announced this Thursday is the Annual SELPA College Night for parents and students. The flyer is posted on the GUSD website. It is an opportunity for parents to learn about service changes provided to students with IEPs. Additionally, through the Adult Education Block grant, they are having an open house on January 25 at GCC Garfield Campus to introduce two free classes for adults with disabilities to explore career and college pathways.
2. Mary Chartkoff, parent, spoke in support of the Italian FLAG program. Her son is in the 8th grade at Roosevelt Middle School. She appreciates the Board for supporting the FLAG program. She thanked the district for making the recommendation for the Japanese and Italian programs to move into the 9th and 10th grades. At the last Board meeting, there was some hesitation in moving these programs forward. She encouraged the Board to stay the course. Her son's ability to read, write, and speak in Italian has become so cemented in his brain because he has had a daily class in Italian. She looks forward to that continuing in the next two years. Italy is the 8th largest economy in the world. She would like to work with Dr. Earl in helping our Italian students with community service, internships, and summer programs utilizing the language.
3. Devon Malick, YWCA Domestic Violence Education and Outreach Specialist, spoke about the domestic violence program they offer. February is Teen Dating Violence Awareness Month. What we know is that 1/3 of high school teenagers will experience domestic violence. YWCA wants to promote healthy relationships among our youth by offering workshops in the classroom at no cost.
4. Guendaline Mahler, parent, spoke in support of continuing the Italian FLAG program into high schools. The district promised the immersion program would go beyond elementary school. She is hopeful this renewed effort will result in creative solutions to fund this program with teachers that can bring this program forward. Research shows that if you do not continue beyond elementary in the target language, the language is lost. She requests the Board continue the Italian program into high school.

MINUTES: January 16, 2018 – Regular Board Meeting

PUBLIC COMMUNICATIONS (Continued)

5. Sarah Sumner has two students in the Italian Immersion program. She thanked everyone involved in the Italian program, as her kids are the beneficiary of this wonderful program. Her daughter, Gunnar, who is a fourth grader in the FLAG Italian program, spoke in Italian about the values of this program and how she would like this program to continue.

INFORMATION

1. Local Control Accountability Plan (LCAP) Update #9
2. Monthly Budget Update
3. Proposed New or Revisions to Existing Board Policies Relating to Philosophy, Goals, Objectives and Comprehensive Plans, Community Relations, Instruction, and Students
4. Title I, Part A Comparability
5. Yellow Ribbon Week - January 16-19, 2018
6. Proposed Counselor Attendance Calendars for 2018-2019 and 2019-2020 School Years
7. Acknowledgements of Service

The above reports were presented for information and discussion only; no action was taken.

ACTION REPORTS

1. Resolution No. 16 - Calling for Full and Fair Funding of California's Public Schools

It was moved by Mr. Krikorian and seconded by Mrs. Freemon to approve Action Report No. 1, as recommended. Motion approved by the following vote: AYES— Freemon, Gharpetian, Krikorian, Sahakian, and Nahabedian.

2. Approval of Recommendations for Secondary Language Programs

It was moved by Mrs. Freemon and seconded by Mr. Sahakian to approve Action Report No. 2, as recommended. Motion approved by the following vote: AYES— Freemon, Gharpetian, Krikorian, Sahakian, and Nahabedian.

3. Dashboard Alternative School Status (DASS) for College View School

It was moved by Mrs. Freemon and seconded by Mr. Sahakian to approve Action Report No. 3, as recommended. Motion approved by the following vote: AYES— Freemon, Gharpetian, Krikorian, Sahakian, and Nahabedian.

MINUTES: January 16, 2018 – Regular Board Meeting

CONSENT CALENDAR

1. Minutes
 - a) Regular Meeting No. 15, December 12, 2017
 - b) Special Meeting No. 16, December 21, 2017
 - c) Special Meeting No. 17, January 9, 2018
2. Certificated Personnel Report No. 11
3. Classified Personnel Report No. 10
4. Warrants totaling \$26,573,523.34 for December 1, 2017 through December 15, 2017
5. Purchase Orders totaling \$3,087,226.76 for the period of November 27, 2017 through December 15, 2017
6. Appropriation Transfer and Budget Revision Report
7. Authorization to Dispose of Surplus Property
8. Consideration of Damage Claim
9. Approval of New or Revised Board Policies Relating to Philosophy, Goals, Objectives and Comprehensive Plans, Business and Noninstructional Operations, and Instruction
10. Approval of the School Accountability Report Cards (SARCs) for the 2016-2017 School Year
11. Quarterly Uniform Complaint Report Summary, Williams Settlement Legislation
12. Acceptance of the Mary Pinola/Crescenta Valley Chamber of Commerce Educational Endowment Fund
13. Agreement Between Glendale Unified School District and A Tree of Knowledge Educational Services, Inc.
14. Acceptance of Gifts

It was moved by Mrs. Freemon and seconded by Dr. Gharpetian to approve the Consent Calendar, as presented. Motion approved unanimously. AYES—Freemon, Gharpetian, Krikorian, Sahakian, and Nahabedian.

REPORTS FROM THE BOARD

Dr. Gharpetian asked if the Board would sponsor a child for the “I Love My Neighborhood” poster contest. She asked that we adjourn the meeting in memory of Verdugo Woodlands EEELP teacher Jennifer Sakatani and her newborn baby, both of whom passed away unexpectedly in December 2017.

REPORTS FROM THE BOARD (Continued)

Mr. Krikorian spoke about the property exchange. For the past three to five years, we have been looking for property that would accommodate all of our departments. We currently lease parking and office spaces. We found a great opportunity for a building exchange, bringing all of our departments under one roof. It also has the potential for on-going revenue, which will help our programs. The exchange makes economic and fundamental sense for our district. He and his wife chose to live in Glendale because of the schools. During the holiday break, he learned more about his family history. He found out his family immigrated to the United States in 1886. His grandfather was an air marshal warden in Hartford, Connecticut during WWII. His grandmother, Elizabeth Krikorian, was a volunteer for the Headstart program.

Mr. Sahakian attended the Armenian Genocide training for staff. He thanked the teachers for attending the training. Learning about the various holocausts help us better understand each other and build empathy in our students. He is hoping that this training will continue to build our school community and bring everyone closer together.

Mrs. Freemon was at the CV area legislative meeting. One of the issues that came up was traffic safety. Once again, she reminded parents to be smart, be patient, and drive safely getting their students to and from school. All of our schools have safety plans in place. Please pay attention to the cones and the outside volunteers helping to guide the traffic through. She is excited to learn that all of FLAG programs will have a high school pathway and that the students will have an opportunity to interact with other students, as well. She wished Steve Dickinson and Taline Arsenian a Happy Birthday and thanked them for all they do for the district.

Ms. Nahabedian wished everyone a Happy New Year. She spoke about her attendance at the Glendale Civic Leaders Roundtable meeting and the Student Advisory Committee meeting. Tomorrow is the Dr. Martin Luther King, Jr. Togetherness Breakfast at Glendale Memorial Hospital. Yesterday, we celebrated the life and legacy of Dr. King. She shared the following quote from Dr. King, *“To save man from the morass of propaganda, in my opinion, is one of the chief aims of education. Education must enable one to sift and weigh evidence, to discern the true from the false, the real from the unreal, and the facts from the fiction.”*

REPORT FROM THE SUPERINTENDENT

No report

MINUTES: January 16, 2018 – Regular Board Meeting

ADJOURNMENT

There being no further business, Ms. Nahabedian adjourned the meeting in memory of Jennifer Sakatani, EEELP teacher at Verdugo Woodlands, and her baby, and Bonnie Lewis, teacher at R. D. White, at 9:20 p.m.

Nayiri Nahabedian
President, Board of Education

Jennifer Freemon
Clerk, Board of Education

Board of Education Minutes - Regular Meeting, January 16, 2018
Recorded by: Ms. Phyllis F. Ishisaka, Executive Assistant to the Superintendent
Approved by the Board of Education:

GLENDALE UNIFIED SCHOOL DISTRICT
223 N. Jackson Street
Glendale, California 91206-4380

BOARD OF EDUCATION MEETING NO. 19
UNADOPTED MINUTES
SPECIAL MEETING, January 22, 2018

CALL TO ORDER AND ROLL CALL

The special meeting of the Glendale Unified School District Board of Education was called to order by President Nayiri Nahabedian at 5:48 p.m. on Monday, January 22, 2018, in room 402 at the Administration Center, 223 North Jackson Street, Glendale, California. The following members were present for roll call: Jennifer Freemon, Dr. Armina Gharpetian, Greg Krikorian, Shant Sahakian, and Nayiri Nahabedian.

The following administrators were present: Mr. Winfred Roberson, Mr. Stephen Dickinson, and Mr. Tony Barrios.

PLEDGE OF ALLEGIANCE

Ms. Nahabedian led the Pledge of Allegiance.

CERTIFICATE OF COMPLIANCE

Ms. Nahabedian read the following statement: "To accommodate the requirements of Government Code Section 54954.2 and in accordance with the Brown Act revisions, I declare that the agenda for the meeting was posted on the bulletin board in the lobby of the Administration Center and the GUSD website 24 hours prior to this meeting."

APPROVAL OF THE AGENDA ORDER

Motion to approve the agenda order as presented was made by Mr. Krikorian and seconded by Mr. Sahakian. Motion approved unanimously. AYES—Freemon, Gharpetian, Krikorian, Sahakian, and Nahabedian.

PUBLIC COMMUNICATION

No one addressed the Board at this time.

CLOSED SESSION

The Board recessed to Closed Session at 5:50 p.m. to discuss the following:

1. Conference with Real Property Negotiators pursuant to Government Code 54956.8
Property: Approximately 40,000 square feet of real property, referred to as a portion of the district office site, located at 223 N. Jackson Street, Glendale, CA, 91206 (Property)

MINUTES: January 22, 2018 – Special Board Meeting

Negotiating parties: Glendale Unified School district (Proposed Exchangor), Winfred Roberson, Superintendent; Constance Schwindt, Atkinson, Andelson, Loya, Rudd & Romo, and property consultant Sam S. Manoukian, RE/MAX; and one of more representatives from Carmel partners which may acquire the Property through an exchange agreement pursuant to applicable California law (Proposed Exchange).

Under Negotiation: Instructions to negotiators will concern price and terms of payment as related to the possible exchange of the identified Property.

RETURN TO REGULAR MEETING

The meeting reconvened at 7:30 p.m.

REPORTING OUT OF CLOSED SESSION

The Board of Education convened in closed session on January 22, 2018 pursuant to Government Code Section 54956.8 and discussed with its Real Property Negotiators price and terms of payment associated with the proposed exchange of the District Office site. The Board of Education voted 4-1 to approve the request to amend the Exchange Agreement to include: (1) a \$2,000,000 payment from GUSD to Carmel Partners; and (2) for Carmel Partners to provide GUSD with 40-50 permanent parking spaces on the District Office site for Daily High School staff, students and visitors.

The roll-call vote was as follows:

Ayes: Freemon, Krikorian, Sahakian, and Nahabedian.

Noes: Gharpetian.

An amendment to the exchange agreement will be presented to the Board of Education at the February 6, 2018 meeting.

ADJOURNMENT

There being no further business, Ms. Nahabedian adjourned the meeting at 7:30 p.m.

Nayiri Nahabedian
President, Board of Education

Jennifer Freemon
Clerk, Board of Education

Board of Education Minutes – Special Meeting, January 22, 2018

Recorded by: Ms. Phyllis Ishisaka, Executive Assistant to the Superintendent

Approved by the Board of Education:

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

CERTIFICATED PERSONNEL REPORT NO. 12

CONSENT CALENDAR NO. 2

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

PREPARED BY: Dr. Cynthia M. Foley, Assistant Superintendent, Human Resources/Director of Classified Personnel

SUBJECT: CERTIFICATED PERSONNEL REPORT NO. 12

It is recommended that the following report be approved as presented:

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Deceased</u>		
1.	Lewis, Bonnie Teacher, Regular Kindergarten R.D. White Elementary	1/15/18
<u>Maternity Leave of Absence</u>		
1.	Belfi, Kelly Teacher Specialist Special Education	3/25/18 through 5/07/18
2.	Kang, Sarah Teacher, Regular 6 th Grade Monte Vista Elementary	4/02/18 through 9/28/18
3.	Serna, Elise M. Language, Speech & Hearing Specialist. Special Education.	1/29/18 through 3/26/18
4.	Urban, Wendy Teacher, Regular 1 st Grade Cerritos Elementary	4/02/18 through 6/06/18

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Change of Maternity Leave of Absence</u>		
1.	Duir, Amy Teacher, RSP Special Education Wilson Middle School	1/27/18 through 4/02/18
2.	Engen, Christina Teacher, Regular Biology, Earth/Space & AP Crescenta Valley High School	11/24/17 through 1/30/18
<u>Extension of Maternity Leave of Absence</u>		
1.	Hernandez, Pearl Teacher, Regular 5 th Grade Cerritos Elementary	11/27/17 through 2/12/18
<u>Health Leave of Absence</u>		
1.	Hodges, Lawanda Teacher, Early Education Edison Elementary EEELP	1/09/18 through 2/26/18
2.	Ortega, Claudia Teacher, Regular Kindergarten – Dual Spanish Edison Elementary	12/27/17 through 2/21/18
<u>Change of Health Leave of Absence</u>		
1.	Pursel, Jeanne Teacher, Regular Kindergarten La Crescenta Elementary	11/13/17 through 1/31/18
2.	Valijan, Rima Teacher, Early Education Mountain Avenue Elementary EEELP	12/04/17 through 1/15/18
<u>Extension of Health Leave of Absence</u>		
1.	Burkhart, Melinda Teacher, Regular 1 st Grade Lincoln Elementary	1/16/18 through 2/13/18

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Extension of Health Leave of Absence (Cont.)</u>		
2.	Chobanyan, Vera Teacher, Early Education Columbus Elementary EEELP	11/17/17 through 2/12/18

Family & Medical Leave of Absence

1.	Belfi, Kelly Teacher Specialist Special Education	3/25/18 through 6/07/18
2.	Hodges, Lawanda Teacher, Early Education Edison Elementary EEELP	1/09/18 through 2/26/18
3.	Kang, Sarah Teacher, Regular 6 th Grade Monte Vista Elementary	4/02/18 through 9/06/18
4.	Ortega, Claudia Teacher, Regular Kindergarten – Dual Spanish Edison Elementary	12/27/17 through 2/21/18
5.	Serna, Elise M. Language, Speech & Hearing Specialist. Special Education.	1/29/18 through 5/02/18
6.	Urban, Wendy Teacher, Regular 1 st Grade Cerritos Elementary	4/02/18 through 6/06/18

Intermittent Family & Medical Leave of Absence

1.	Quinn, Tanja Teacher, Temp Contract 5 th /6 th Grade – German Immersion Franklin Elementary	1/16/18 through 7/15/18
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	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Change of Family & Medical Leave of Absence</u>		
1.	Duir, Amy Teacher, RSP Special Education Wilson Middle School	1/27/18 through 5/02/18
2.	Engen, Christina Teacher, Regular Biology, Earth/Space & AP Crescenta Valley High School	11/24/17 through 1/30/18
3.	Pursel, Jeanne Teacher, Regular Kindergarten La Crescenta Elementary	11/13/17 through 1/31/18
<u>Extension of Family & Medical Leave of Absence</u>		
1.	Burkhart, Melinda Teacher, Regular 1 st Grade Lincoln Elementary	1/16/18 through 2/13/18
2.	Hernandez, Pearl Teacher, Regular 5 th Grade Cerritos Elementary	11/27/17 through 2/12/18
<u>Rescission of Intermittent Family & Medical Leave of Absence</u>		
1.	Quinn, Tanja Teacher, Temp Contract 5 th /6 th Grade – German Immersion Franklin Elementary	1/16/18 through 7/15/18
<u>Military Leave of Absence</u>		
1.	Scates, David Teacher, Regular Health/Physical Education Hoover High School	1/16/18 through 1/17/18 2/13/18 through 2/14/18
<u>Parental Leave of Absence</u>		
1.	Belfi, Kelly Teacher Specialist Special Education	5/08/18 through 6/07/18

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Parental Leave of Absence (Cont.)</u>		
2.	Scott, Jaclyn Principal Mountain Avenue Elementary	2/21/18 through 3/16/18

Additional Assignment

1.	Manalo, Michelle Teacher, as needed, for choral director. Muir Elementary.	1/01/18 through 6/01/18 Not to exceed \$1,032.00 01.0 00000.0 17001 10000 1170 4000000
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Voluntary Increase in Assignment

1.	O’Gara, Melissa J. Teacher, Regular Spanish Clark Magnet High School	Effective 1/08/18 From 60% to 80%
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Voluntary Decrease in Assignment

1.	Reyes, Maria G. Teacher, Early Education Kindergarten Keppel Elementary/EEELP	Effective 1/22/18 From 100% to 50%
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Notice of Non-Reelection

1.	Pursuant to California Education Code 44929.21, the following probationary employee will not be reelected for the 2018-19 school year.	
	Teacher, Probationary/ Temporary Contract	Final day of employment
	2018 ce – 583 Toll Middle School	6/07/18

Effective Dates
 And Salary Rate

Position

Release – Temporary Employees

1. Pursuant to California Education Code 44954, the following temporary employees are to be released from service having completed their contractual assignment. Pending District determination of staffing needs for the 2018-19 school year, some or all of these employees may be rehired.

2018 ce – 463	Glendale High School	2/06/18
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Change of Status

- | | | | |
|----|----------------------|--|-------------------|
| 1. | Aguilar, Alejandro | Teacher, Probationary, 1 st year
FLAG – Spanish
Muir Elementary | Effective 8/14/17 |
| 2. | Baird, Lynette | Teacher, Probationary, 2 nd year
Balboa Elementary | Effective 8/05/16 |
| 3. | Barrientos, Melvin | Counselor, Probationary,
1 st year
Roosevelt Middle School | Effective 7/31/17 |
| 4. | Chartier, Brian | Teacher, Probationary, 1 st year
Early Education
Pacific/Edison Preschool | Effective 7/01/17 |
| 5. | Chobanyan, Vera | Teacher, Probationary, 1 st year
Early Education
Columbus/Franklin ES | Effective 8/14/17 |
| 6. | Debel, Maya | Teacher, Probationary, 2 nd year
Math
Crescenta Valley High School | Effective 8/04/16 |
| 7. | Der Gevorkian, Narbe | Teacher, Probationary, 1 st year
Health
Clark Magnet High School | Effective 8/14/17 |
| 8. | Duir, Amy | Teacher, Probationary, 1 st year
RSP Special Education
Wilson Middle School | Effective 2/13/17 |

		<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Change of Status (Cont.)</u>			
9.	Dumas, Nicole	Teacher, Probationary, 1 st year SAI – Core La Crescenta Elementary	Effective 8/14/17
10.	Dyer, Amanda	Teacher, Probationary, 1 st year Physical Education Mann/Keppel Elementary	Effective 8/14/17
11.	Espinoza, Sandra	Teacher Specialist, Probationary, 1 st year Language Arts Teaching & Learning	Effective 8/14/17
12.	Gharibian, Lilia	Teacher, Probationary, 2 nd year Wilson Middle School	Effective 8/04/16
13.	Grabowski, Monika	Counselor, Probationary, 1 st year Foster and Homeless Youth Educational Services	Effective 8/21/17
14.	Gracias, Luisa	Teacher, Probationary SAI Core – RSP Mann Elementary	Effective 8/14/17
15.	Hardash, Kimberly	Teacher Specialist, Probationary 1 st year Math Teaching & Learning	Effective 8/14/17
16.	Hayrikian, Lilit	Teacher, Probationary, 2 nd year Glendale High School	Effective 8/04/16
17.	Henriquez, Bryan	Teacher, Probationary, 1 st year Spanish Glendale High School	Effective 8/14/17

		<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Change of Status (Cont.)</u>			
18.	Hernandez, Erika	Teacher, Probationary, 1 st year Biology Glendale High School	Effective 8/15/17
19.	Hewitt, Gloria	Teacher, Probationary, 1 st year FLAG – Spanish Franklin Elementary	Effective 8/14/17
20.	Horton, Chadman	Counselor, Probationary, 1 st year Glendale High School	Effective 7/31/17
21.	Huggins, Raquel	Psychologist, Probationary, 2 nd year Special Education	Effective 7/05/16
22.	Hutchinson, Breanna	Teacher, Probationary, 1 st year Physical Education Clark Magnet High School	Effective 8/14/17
23.	Jones, Stephanie	Teacher, Probationary, 1 st year Early Education Mann Elementary/PAEC	Effective 7/24/17
24.	Khodagulyan, Armond	Teacher, Probationary, 2 nd year Math Clark Magnet High School	Effective 8/04/16
25.	Lee, Jee Eun	Teacher, Probationary, 1 st year Math Rosemont Middle School	Effective 8/14/17
26.	Ludwig, Hans	Teacher, Probationary, 1 st year Science Wilson Middle School	Effective 8/14/17
27.	Maiale, Joseph	Teacher, Probationary, 1 st year Special Education Glendale High School	Effective 8/31/16

		<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Change of Status (Cont.)</u>			
28.	Melikian, Melany	Teacher, Probationary, 2 nd year English Hoover High School	Effective 8/09/16
29.	Miller, Corinna	Psychologist, Probationary, 2 nd year Special Education	Effective 8/08/16
30.	Mirmojarabian, Sadat	Nurse, Probationary, 1 st year Health Services	Effective 8/05/16
31.	Montoya, Rebecca	Teacher, Probationary, 1 st year Early Education Daily HS/Franklin ES	Effective 8/14/17
32.	Oh, Junnie E.	Teacher, Probationary, 2 nd year Science Rosemont Middle School	Effective 8/08/16
33.	Ohanian, Erebuni	Teacher, Probationary, 1 st year English Clark Magnet High School	Effective 8/14/17
34.	Ortiz, Gerald	Teacher, Probationary, 1 st year English Wilson Middle School	Effective 8/14/17
35.	Painter, Christina	Teacher, Probationary, 1 st year Early Education Balboa Elementary	Effective 7/01/17
36.	Park, Jenny	Teacher, Probationary, 1 st year FLAG – Korean Monte Vista Elementary	Effective 8/14/17
37.	Paronikyan, Yeranui	Teacher, Probationary, 1 st year Art Clark Magnet High School	Effective 8/14/17

		<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Change of Status (Cont.)</u>			
38.	Perez, Rebecca	Teacher, Probationary, 1 st year Art Toll Middle School	Effective 8/14/17
39.	Phillips, Jamie J.	Teacher, Probationary, 2 nd year English Rosemont Middle School	Effective 8/04/16
40.	Quinn, Tanja	Teacher, Probationary FLAG – German Franklin Elementary	Effective 12/14/16
41.	Raznick, Robin D.	Teacher, Probationary, 1 st year Art Hoover High School	Effective 8/14/17
42.	Reyes, Cara Leigh	Teacher, Probationary, 1 st year SAI – Core Muir Elementary	Effective 8/14/17
43.	Roach, Molly	Teacher, Probationary, 1 st year Early Education Muir Elementary	Effective 8/14/17
44.	Sanchez, Myrna	Teacher, Probationary, 1 st year FLAG – Spanish Franklin Elementary	Effective 8/14/17
45.	Sano, Louise D.	Teacher, Probationary, 1 st year SAI Core Crescenta Valley High School	Effective 8/14/17
46.	Silva, Francesca	Teacher, Probationary, 2 nd year Special Education Balboa Elementary	Effective 8/04/16
47.	Soghomoniantz, Yeghisabet	Teacher, Probationary, 1 st year SAI Core – RSP Edison Elementary	Effective 2/21/17

		<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Change of Status (Cont.)</u>			
48.	Sparling, Benjamin	Teacher, Probationary, 2 nd year English Hoover High School	Effective 8/04/16
49.	Stupakis, Frances K.	Teacher, Probationary, 2 nd year R.D. White Elementary	Effective 9/26/16
50.	Vartanian, Lilit	Teacher, Probationary, 1 st year Social Science Clark Magnet High School	Effective 8/14/17
51.	Velasquez, Arturo	Teacher, Probationary, 1 st year FLAG – Spanish Franklin Elementary	Effective 8/14/17
52.	Yahiayan, Avik	Teacher, Probationary, 1 st year Chemistry Clark Magnet High School	Effective 8/14/17
53.	Yong, Alma	Teacher, Probationary, 1 st year Spanish Glendale High School	Effective 8/14/17
54.	Ziraki, Diana	Teacher, Probationary, 1 st year Early Education Fremont Elementary	Effective 8/14/17
<u>Election</u>			
1.	Alva, Vanessa Valdez	Teacher, Temp Contract R.D. White Elementary	1/24/18 through 6/07/18
2.	Cichy, Joseph	Teacher, Temp Contract Special Education Balboa Elementary	1/29/18 through 6/07/18
3.	Harvey, Rebecca	Teacher, Temp Contract Monte Vista Elementary	1/18/18 through 6/07/18

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election (Cont.)</u>		
4.	Hermosillo, Leslie Counselor, Temp Contract Rosemont Middle School/ Crescenta Valley HS.	1/16/18 through 6/14/18
5.	Maldonado, Rosamaria Teacher, Temp Contract Glenoaks Elementary EEELP	1/22/18 through 6/30/18 50%
<u>Election Hourly/Daily</u>		
1.	Axelgard, Christian Black, David Blattner, Charles F. Dale, Frank Davarhanian, Patrick Davis, Christopher Davis, Jennifer Day-Blattner, Alex Der Gevorkian, Narbe Doom, Nicholas Evans, Dominique Ghavam, Amir Gruss, Gerald Guarino, Maral Hatsell, Carol Hutchinson, Breanna Khodagulyan, Armond Krupnak, Natasha Kursinski, Eric Marcucci, Victoria McGrath, Diana Melville, Julie Ann Mikaelian, Ani Mikaelian, Armineh Newcomer, Susan O’Gara, Melissa Ohanian, Erebuni Orrantia, Joseph Paronikyan, Yeranui	Teachers, as needed, to write and plan curriculum to improve presentation of content to students. Clark Magnet High School.
		12/01/17 through 6/30/18 \$27.00 per hour Not to exceed \$7,000.00 total 01.0 010000.0 11100 10000 1130 0900000

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>	
<u>Election Hourly/Daily (Cont.)</u>			
1.	Pruitt, Conrad Reinhard, Anne Sajjadieh, Stephanie Sanzo, Judy Schmit, Tinky Snodgress, Elaine Stroup, Matthew Khachatryan, Narine Vardanyan, Armineh Vartanian, Lilit Witler, Esther Woods, Geoffrey Yahiayan, Hrant Zamlich, Gregory		
2.	Bourland, Barbara (HHS) Ganevsky, Kent (GHS) Kasmanian, Janna (Rosemont MS) Kirkwood, Joshua (GHS) Pinsker, Jason (HHS)	Career Technical Education (CTE) after school Teachers. District CTE.	1/10/18 through 5/31/18 \$50.00 per hour Not to exceed 110 hours each CTE 01.0 09635.1 38000 10000 1130 0000684

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
3.	<u>Retirees</u> Allen, Richard Brown, Cynthia Graney, Robin Lee Graves, Mardell Lopez, Jennifer Mabry, Elizabeth McDonald, Sharon Mullan, Judith Oliver, Susan Pierce, Karen P. Zarian, Annette <u>Substitute</u> Barzegar, Anayis	Teachers, Retirees and Substitute Teachers, as needed, to attend ELPAC training and provide EL testing at various school sites. Special Projects & Intercultural. 1/01/18 through 6/30/18 \$27.00 per hour for training \$30.00 per hour for testing Not to exceed total \$100,000.00 Assessment & Accountability (ELPAC) 01.0 00000.0 11100 10000 1130 0004616
4.	<u>Wilson MS</u> Barsegyan, Nana Chaolertyotin, Pearl De Bruijn, Rens Weckerly, Ellen Zatarain, Barbara	Teachers, as needed, to supervise students for Alternative for Suspension (ATS) and Saturday School. Student Support Services. 9/01/17 through 6/30/18 \$30.00 per hour Not to exceed 3 hours per week for ATS and 4 hours per week for Saturday School. Attendance and Welfare 01.0 00000.0 19028 10000 1130 0001682
5.	Barnard, Barbara Barnes, Judy Hacker, Elaine	Retired Teachers, as needed, for intervention to support students learning below grade level. Verdugo Woodlands ES. 1/01/18 through 6/05/18 \$30.00 per hour Not to exceed 208 hours total Donation 01.0 95100.0 11100 10000 1130 4200000

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
6.	Extra-Curricular Assignments	Fall 2017-2018
<u>CRESCENTA VALLEY HIGH SCHOOL</u>		
	Keenan, Owen Kwong, Eric Menefee, Christine Mulcahey, Richard	Volleyball – Additional coach, stipend not paid by district Cross Country (Asst.) – Boys Softball Off-Season Training - Classified Water Polo Off-Season Training – Certificated
7.	Extra-Curricular Assignments	Winter 2017-2018
<u>CRESCENTA VALLEY HIGH SCHOOL</u>		
	Esmaili, Liana Jabourian, Kristopher Kim, Peter Mulcahey, Richard Perez, Jason Peterson, Tyraysha Thamasian, Henrik	Basketball (Frosh/Soph.) – Girls Basketball (JV/Asst.) – Girls Water Polo (Soph/Asst.) – Girls Water Polo – Girls Basketball (Head) – Girls Soccer (Head) – Girls Soccer (JV/Asst.) – Girls
8.	Doerflinger, Ariane Engen, Christina Faieta, April Hardash, Kimberly Metcalf, Shawna Smith, Susan	Teachers, as needed, to work outside of their work day to serve on Environmental Literacy Steering Committee. Teaching & Learning.
		7/01/17 through 6/30/18 \$27.00 per hour Not to exceed 20 hours each 01.0 07405.0 00000 21000 1130 0000618
9.	Andranian, Armena Arias, Melissa Gwilt, Terry Janoyan, Rita Panosian, Camelia Pettegrew, Carol Yi, Lillian	Substitute Teachers, as needed.
		1/16/18 through 7/15/18 \$165.00 per day 01.0 00000.0 19004 10000 1160 0004615

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
10.	<u>Wilson MS</u> Barsegyan, Nana Chaolertyotin, Pearl De Bruijn, Rens De La Rosa, Anthony Spurley, Jeremy Weckerly, Ellen Zatarain, Barbara	Teachers, as needed, to supervise students for Alternative for Suspension (ATS) and Saturday School. Student Support Services. 9/01/17 through 6/30/18 \$30.00 per hour Not to exceed 3 hours per week for ATS and 4 hours per week for Saturday School. Attendance and Welfare 01.0 00000.0 19028 10000 1130 0001682
11.	Aldaco, Ruby Arenson, Paula Baik, Alisa Bottomely, Denise Daggett-Buchanan, Donella Dziok, Nancy Frakes, Kristin Garruba, Jennifer Gunnoe, Ronnie Hall, Amber Haydt, Christina Hickman, Beverly Kramer, Mieke LeBlanc, Kenneth Leining, Carol Martinez-Matheu, Mary McFarlane, Laurie Ou, Melinda Schroder, Kelly Stephan, Melissa Stout, Rachel Young, Wendy	Teachers, as needed, for after-school enrichment classes. Mountain Avenue ES. 1/24/18 through 6/06/18 \$30.00 per hour for teaching \$27.00 per hour for preparation Not to exceed \$5,000.00 01.0 01.000.0 11100 10000 1130 3900000

		<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>			
12.	Abbott, Nancy	Choral Director, as needed. Dunsmore Elementary.	8/16/17 through 6/06/18 Not to exceed \$1,032.00 per semester. 01.0 00000.0 17001 10000 1170 2400000
13.	Asatryan, Arpi	Teacher, Regular ELD Hoover High School	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 30000.0 11100 10000 1110 0300000
14.	Astor, Elizabeth (GHS)	ACE Advisor (Architecture Construction and Engineering). District CTE.	7/01/17 through 5/31/18 \$30.00 per hour Not to exceed 80 hours CTE 01.0 09635.1 71100 10000 1130 0000684
15.	Balmanoukian, Shakeh	Teacher, Regular Math Hoover High School	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1110 0300000
16.	Beard, David	Teacher, Regular Wrestling Hoover High School	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1110 0300000

		<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>			
17.	Blattner, Charles	Teacher, Regular Math Clark Magnet HS	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1100 0900000
18.	Brownstein, Gina	Teacher, Regular TUPE Hoover High School	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 66902.0 11100 10000 1110 0000682
19.	Crosby, Brian	Teacher, Regular English Hoover High School	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1110 0300000
20.	Day-Blattner, Alex	Teacher, Regular Science Clark Magnet HS	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1100 0900000
21.	Doom, Nicholas	Teacher, Regular Government Clark Magnet HS	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1100 0900000

		<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>			
22.	Ganevsky, Kent	Teacher, Regular Career & Technical Education. Glendale High School	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 09635.1 38000 10000 1110 0000684
23.	Ghavam, Amir	Teacher, Regular Math Clark Magnet HS	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1100 0900000
24.	Gibbs, Gracella	Retired administrator, as needed, to attend ELPAC Training and provide EL testing at various school sites. Special Projects & Intercultural.	1/01/18 through 6/30/18 \$27.00 per hour for training \$30.00 per hour for EL testing Not to exceed \$3,000.00 total Assessment & Accountability (ELPAC) 01.0 00000.0 00000 31603 1330 0004616
25.	Gonzalez, Roxanna	Teacher, Regular Math Hoover High School	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1110 0300000
26.	Gruss, Gerald	Teacher, Regular Physics Clark Magnet HS	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1100 0900000

		<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>			
27.	Guarino, Maral	Teacher, Regular English Clark Magnet HS	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1100 0900000
28.	Khodagulyan, Armond	Teacher, Regular Math Clark Magnet HS	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1100 0900000
29.	Livingston, Cynthia	Retired Principal, as needed, to act as Interim Principal at Mountain Avenue Elementary.	2/21/18 through 4/08/18 Daily rate of pay 01.0 00000.0 00000 27004 1311 3900000

<u>Election Hourly/Daily (Cont.)</u>	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
30.	Maldonado, Rosamaria Substitute Teacher, as needed, for Early Education & Extended Learning Programs.	1/22/18 through 6/30/18 \$30.00 per hour Not to exceed 100 hours Child Development Activities 12.0 50251.0 85000 10000 1130 0000671 Child Development Activities 12.0 61051.0 85000 10000 1130 0000671 Self-Supporting Daycare 01.0 91400.0 85000 10000 1130 0000671 State Preschool 12.0 61050.0 85000 10000 1130 0000671 California State Preschool 12.0 61052.0 85000 10000 1130 0000671 Recreation After School Program 01.0 91100.0 85000 10000 1130 0000671 Self-Supporting Combined 01.0 91500.0 85000 10000 1130 0000671 Self-Support Preschool 01.0 91300.0 85000 10000 1130 0000671 After School Education & Safety 01.0 60100.0 11100 10000 1130 0000671

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
31.	Maldonado, Rosamaria Substitute Teacher, as needed, for Early Education & Extended Learning Programs.	1/22/18 through 6/30/18 Daily rate of pay Not to exceed \$5,000.00 each Child Development Activities 12.0 50251.0 85000 10000 1130 0000671 California State Preschool 12.0 61052.0 85000 10000 1130 0000671 Self-Supporting Combined 01.0 91500.0 85000 10000 1130 0000671 Child Development Activities 12.0 61051.0 85000 10000 1130 0000671 Self-Support Daycare 01.0 91400.0 85000 10000 1130 0000671 State Preschool 12.0 61050.0 85000 10000 1130 0000671 After School Education & Safety 01.0 60100.0 11100 10000 1130 0000671 California State Preschool 12.0 50252.0 85000 10000 1130 0000671 Self-Support Preschool 01.0 91300.0 85000 10000 1130 0000671
32.	McLeod, Amber Eve Home/Hospital Teacher, as needed, for Special Education students.	1/08/18 through 6/0/18 \$30.00 per hour Home/Hospital Instruction 01.0 00000.0 19006 10000 1130 0000600

		<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>			
33.	Mejia, Victor	Teacher, Regular English Hoover High School	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1110 0300000
34.	Melik-Stepanyan, Edgar	Teacher, Regular Social Science Hoover High School	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1110 0300000
35.	Mikaelian, Ani	Teacher, Regular Math Clark Magnet HS	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1100 0900000
36.	Mikaelian, Armineh	Teacher, Regular Math Clark Magnet HS	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1100 0900000
37.	Ohanian, Erebuni	Teacher, Regular English Clark Magnet HS	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1100 0900000

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
38.	Orrantia, Joseph Teacher, Regular Tech Literature Clark Magnet HS	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1100 0900000
39.	Petrossian, Mariam Teacher, as needed, for Early Education & Extended Learning Programs.	1/17/18 through 6/30/18 \$30.00 per hour Not to exceed 100 hours Child Development Activities 12.0 50251.0 85000 10000 1130 0000671 Child Development Activities 12.0 61051.0 85000 10000 1130 0000671 Self-Supporting Daycare 01.0 91400.0 85000 10000 1130 0000671 State Preschool 12.0 61050.0 85000 10000 1130 0000671 California State Preschool 12.0 61052.0 85000 10000 1130 0000671 Recreation After School Program 01.0 91100.0 85000 10000 1130 0000671 Self-Supporting Combined 01.0 91500.0 85000 10000 1130 0000671 Self-Support Preschool 01.0 91300.0 85000 10000 1130 0000671 After School Education & Safety 01.0 60100.0 11100 10000 1130 0000671

		<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>			
40.	Pinsker, Jason	Teacher, Regular GenYes Hoover High School	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1110 0300000
41.	Pruitt, Conrad	Teacher, Regular English Clark Magnet HS	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1100 0900000
42.	Sajjadieh, Stephanie	Teacher, Regular English Clark Magnet HS	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1100 0900000
43.	Stewart, Allison	Teacher, Regular MAAC Academy Hoover High School	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 66902.0 11100 10000 1110 0000682
44.	Stroup, Matthew	Teacher, Regular Tech Lit Clark Magnet HS	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1100 0900000

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
45.	Tatevosian, Narine Teacher, Regular English Clark Magnet HS	1/06/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1100 0900000
46.	Thomas, Carina Substitute teacher, as needed, to provide intervention for students at risk of not meeting grade standards, twice a week. Dunsmore Elementary.	1/22/18 through 6/01/18 \$27.00 per hour for planning \$30.00 per hour with students Not to exceed \$1,287.00 Intervention Funds 01.0 02000.0 11304 10000 1130 2400000
47.	Thomas, Carina Substitute teacher, as needed, to provide intervention for students at risk of not meeting grade standards, for English learners, twice a week. Dunsmore Elementary.	1/22/18 through 6/01/18 \$27.00 per hour for planning \$30.00 per hour with students Not to exceed \$4,092.00 Title III - EL 01.0 42030.0 11100 10000 1130 2400673
48.	Van Patten, John Teacher, Regular Athletic Director Hoover High School	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1110 0300000

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
49.	Woods, Geoffrey Teacher, Regular Math Clark Magnet HS	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1100 0900000
50.	Yahaiyan, H Avik Teacher, Regular Science Clark Magnet HS	1/08/18 through 6/06/18 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11303 10000 1100 0900000
51.	Zobayan, Rita Substitute Counselor, as needed. Rosemont Middle School.	1/12/18 through 6/06/18 \$250.00 per day 01.0 00000.0 00000 31101 1232 0600000

Additional Compensation

1.	Kaeller, Meri Lombardi, John D. Teachers, as needed, to organize, plan and facilitate the Science Fair. Balboa Elementary.	9/01/17 through 10/19/17 \$27.00 per hour Not to exceed \$1,242.00 total Title I 01.0 30100.0 11100 10000 1130 2000000
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Transportation Authorization

1.	McLeod, Amber Eve Home/Hospital Teacher, as needed, for Special Education students.	1/08/18 through 6/06/18 54.50 cents per mile Mileage Reimbursement Special Education – Home Hospital Instruction 01.0 00000.0 19006 10000 5210 0000600
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	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Revision to Previous Personnel Report</u>		
1.	Revision to Board Report No. 11, January 16, 2018	
	<u>Page 20, Item 24</u>	
	Galvez-Grado, Sylvia Teachers from Cerritos ES, as needed, to attend after school meetings for PBIS. Teaching & Learning.	7/01/17 through 6/30/18 \$27.00 per hour Not to exceed 12 hours each teacher. 01.0 00000.0 00000 21010 1130 0000618
	Add the following names: Martinez, Christine Torabyan, Hermine Urban, Wendy	
2.	Revision to Board Report No. 10, December 12, 2017	
	<u>Page 8, Item 5</u>	
	Bencze, Monica Substitute Teacher, as needed, to assess language fluency of students applying for dual immersion in German. Franklin Elementary.	11/28/17 through 12/20/18 Daily substitute rate of pay Not to exceed 5 days FLAG Support Fund 01.0 00000.0 00000 21004 1130 0008682
	Change dates to read:	11/17/17 through 6/01/18

Effective Dates
 And Salary Rate

Position

Revision to Previous Personnel Report (Cont.)

3. Revision to Board Report No. 11, January 16, 2018

Page 33, Item 1

It is recommended that approval be given to Dr. Mary Mason, Executive Director of Elementary Education, to attend the National Education Association’s Human and Civil Rights Circle Keeper Network Convening” to be held at the Hyatt Regency Denver Convention Center in Denver, CO, from January 19 through January 21, 2018, with all necessary expenses, including food, to be paid from Educational Services funds, not to exceed \$1,000.00 total.

Educational Services

01.0 30100.0 11100 10000 5220 0002873

Change account number to read:

01.0 00000.0 00000 71001 5220 0007616

Personal Services Agreement

- | | | | |
|----|--------------------------------|--|---|
| 1. | James, Corey
Tauer, Richard | Consultants, as needed,
to coach and mentor
Assistant Superintendent
of Human Resources. | 2/06/18 through 6/30/18
\$120.00 per hour
Not to exceed \$5,000 each or
a total of \$10,000.00
01.0 00000.0 00000 72002 5852
0001615 |
| 2. | Barton, Lionel | Consultant, as needed, to
teach and assist students
for the Elementary
Honors Orchestra
Program. | 2/10/18 through 2/22/18
Not to exceed \$400.00
Instrumental Music
01.0 00000.0 17003 10000 5811
0005616 |
| 3. | Bonyadian, Maryam | Consultant, as needed, to
provide individual
counseling, IEP and
assessments to Special
students and consulting
services to District staff.
Special Education. | 1/01/18 through 6/30/18
\$60.00 per hour
Not to exceed \$40,000.00
01.0 65120.0 50011 21000 5811
0000600 |

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Personal Services Agreement (Cont.)</u>		
4.	Knighton, Leane Consultant, as needed, to provide individual counseling, IEP and assessments to Special Education students.	1/08/18 through 6/30/18 \$60.00 per hour Not to exceed \$10,000.00 Special Education 01.0 65120.0 50011 21000 5811 0000600
5.	Pondella, Shannon Consultant, as needed, to model Primary PE lessons. Fremont Elementary.	1/25/18 through 5/31/18 Not to exceed 5,400.00 Donation 01.0 95100.0 11100 10000 5811 2800000
6.	Simpson, Barbara Teacher, as needed, for intervention to support students learning below grade level. Verdugo Woodlands ES.	1/01/18 through 6/05/18 \$30.00 per hour Not to exceed 125 hours total Donation 01.0 95100.0 11100 10000 5811 4200000
7.	Watson, Dr. Vajra Consultant, as needed, to provide Equity Training for GUSD Principals. Educational Services.	1/18/18 Not to exceed \$3,500.00 Not to exceed one day Educational Services 01.0 00000.0 00000 71001 5811 0007616

Position

Effective Dates
And Salary Rate

Conference/Workshop/Meeting Authorization

In accordance with Board of Education Policy 4011 pertaining to conference and workshop attendance, approval has been given to the following persons to attend the conference as designated, with reimbursement for actual and necessary expenses in accordance with Board Policy:

A. The following workshop authorizations are not paid from District General Funds:

1. It is recommended that approval be given to Dr. Lena Richter and Luz Zuluaga to attend the “Brustein & Manasevit, PLLC Spring Forum 2018” to be held at the Washington Hotel, Washington D.C., from May 8, 2018 through May 11, 2018, with all necessary expenses, including food, to be paid, not to exceed \$8,361.00 total.

Title I – PD

01.0 30100.0 11100 10000 5220 0002873

2. It is recommended that approval be given to Margaret Bruer, 7th grade teacher, and Alexandra Currie, 4th grade teacher, from St. Monica Academy Private School to attend the conference “Strengthening Your Special Needs Students’ Executive Function Skills: Strategies for Organizing Tasks, Time, Materials and Behavior.” The conference is to be held in Arcadia on 1/12/18, and to include all necessary expenses including Conference Registration Fee and mileage not to exceed \$550.64.

Title II

01.0 40352.0 11100 10000 5220 0000673

3. It is recommended that approval be given to Karineh Ebrahimian and Arpine Padrumyan, kindergarten teachers, from First Steps Private School, to attend the conference “77 Creative Interventions for Challenging Children who Shut Down, Melt Down and Act Out”. The conference is being held in Pasadena on 1/25/18, and to include all necessary expenses including conference registration, parking and mileage not to exceed \$463.26.

Title II

01.0 40352.0 11100 10000 5220 0000673

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

CLASSIFIED PERSONNEL REPORT NO. 11

CONSENT CALENDAR NO. 3

TO: Board of Education
FROM: Winfred B. Roberson, Jr., Superintendent
PREPARED BY: Dr. Cynthia M. Foley, Assistant Superintendent, Human Resources
SUBJECT: CLASSIFIED PERSONNEL REPORT NO. 11

It is recommended that the following report be approved as presented:

	<u>Location</u>	<u>Months/Hours, and Salary Rating</u>
<u>Medical Leave of Absence</u>		
1. <u>Assistant Physically Handicapped</u> Issa Gholian, Aida	FACTS	01/12/18 through 02/25/18
2. <u>Education Assistant II</u> Malcolm, Richard	Rosemont	12/27/17 through 03/25/18
3. <u>Maintenance Worker II</u> Sichler, John	FASO	01/05/18 through 01/22/18
4. <u>Typist Clerk II</u> Fallian, Irene	Student Services	12/27/17 through 03/14/18

Effective Dates,
 Months/Hours, and
Salary Rating

Location

Extension of Medical Leave of Absence

- | | | |
|---|--------------------|---------------------------|
| 1. <u>Account Clerk II</u>
Dovlatyan, Marine | Financial Services | 11/07/17 through 02/28/18 |
| 2. <u>Education Assistant II</u>
Kossack-Silver, Julia | Jefferson | 01/08/18 through 02/07/18 |
| Zamanyan, Nvard | La Crescenta | 09/20/17 through 02/14/18 |
| 3. <u>Nutrition Services Driver</u>
Aslanian, Robert | Nutrition Services | 10/05/17 through 05/02/18 |
| 4. <u>Plumber</u>
Lewsadder, Gregory | FASO | 11/05/17 through 03/15/18 |
| 5. <u>Typist Clerk III</u>
Mailian, Flora | Cloud | 12/16/17 through 02/13/18 |

Family & Medical Leave of Absence

- | | | |
|--|--------------------|---------------------------|
| 1. <u>Account Clerk II</u>
Dovlatyan, Marine | Financial Services | 11/07/17 through 02/14/18 |
| 2. <u>Maintenance Worker II</u>
Sichler, John | FASO | 01/05/18 through 01/22/18 |
| 3. <u>Typist Clerk II</u>
Fallian, Irene | Student Services | 12/27/17 through 03/14/18 |

Effective Dates,
 Months/Hours, and
Salary Rating

Location

Extension of Family & Medical Leave of Absence

1. Nutrition Services Driver
 Morgan, Katherine Nutrition Services 08/14/17 through 01/28/18

2. Plumber
 Lewsadder, Gregory FASO 11/05/17 through 02/20/18

Maternity Leave of Absence

1. Behavior Intervention Assistant
 Almodovar, Janey Special Education 01/22/18 through 04/08/18

- Flores Gallegos, Liset Special Education 01/19/18 through 04/03/18

Extension of Maternity Leave of Absence

1. Behavior Intervention Assistant
 Gutierrez, Vanessa Special Education 08/15/17 through 02/09/18

- Issakhanian, Alina Special Education 12/07/17 through 01/31/18

Parental Leave of Absence

1. Behavior Intervention Assistant
 Almodovar, Janey Special Education 04/09/18 through 06/08/18

	<u>Location</u>	<u>Effective Dates, Months/Hours, and Salary Rating</u>
<u>Election from Eligibility List</u>		
1. <u>Custodian II</u> Enciso, Ceaser	Edison	01/22/18; 12/8; 16-8 01.0 00000.0 00000 81006 2211 2500000
2. <u>Health Assistant LVN/RN</u> Reyes, Marc	Rosemont	01/31/18; 11/8; 16-7 01.0 00000.0 00000 27004 2410 0600000
3. <u>Locksmith</u> Sanchez, Jose	FASO	01/25/18; 12/8; 31-4 01.0 81500.0 00000 81000 2211 0000640
4. <u>Painter</u> Molina, Miguel	FASO	01/24/18; 12/8; 27-6 01.0 81500.0 00000 81000 2211 0000640
5. <u>Speech Language Pathology Assistant</u> Youssefian, Leana	Special Education	01/29/18; 9.25/6; 33-1 01.0 65000.0 57708 11100 2910 0000600
6. <u>Translator/Interpreter</u> Arroyo, Maria	Categorical Programs	02/01/18; 12/8; 12-1 01.0 01000.0 11100 10000 2910 0000673

Demotion to Former Classification - Disciplinary Action

2018-cl-38580 02/07/18

Termination - Probationary

2018-cl-81791 01/25/18

Effective Dates,
 Months/Hours, and
Salary Rating

Location

Change of Assignment

1. Change of Location

a. Education Assistant II

Bagramyan, Anait	Roosevelt From Valley View	01/23/18 01.0 65000.0 57707 11200 2110 0000600
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2. Change of Location/Increase in Hours

a. Cafeteria Worker II

Beidroosian, Shakeh	Lincoln From Monte Vista 9.25/3.5	01/23/18; 9.23/6.5 13.0 53100.0 00000 37000 2212 0100000
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a. Education Assistant I

Asatryan, Ani	Cloud From Cerritos 12/3	01/22/18; 12/3.5 01.0 91300.0 85000 10000 2110 0000671
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3. Provisional Assignment

a. Cafeteria Worker II

Amigon, Marisela	Lincoln From Cafeteria Worker I, 1-4	01/08/18 through 01/23/18 6.5 hours a day 4-4 13.0 53100.0 00000 37000 2212 0100000
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Kazarian, Vardanoush	Lincoln From Cafeteria Worker I, 1-8	01/16/18 through 01/26/18 6.5 hours a day 4-8 13.0 53100.0 00000 37000 2212 0100000
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Effective Dates,
 Months/Hours, and
Salary Rating

Location

Change of Assignment - Continued

3. Provisional Assignment - Continued

b. Custodial Supervisor

Sosa, Eduardo

FASO
 From Custodian I,
 11-7

12/30/17 through 03/30/18
 8 hours a day
 25-1
 01.0 00000.0 00000 81006 2211 0300000

c. Lead Custodian

De La Resma, Joel

Wilson
 From Custodian I
 11-8

12/11/17 through 01/04/18
 8 hours a day
 20-5
 01.0 00000.0 00000 81006 2241 0800000

d. Library Assistant

Amranyan, Gissell

Cerritos
 From Education
 Assistant I,
 3-8

01/25/18 through 06/03/18
 3 hours a day
 8-7
 01.0 01000.0 00000 24203 2910 2200000

Effective Dates,
Months/Hours, and
Salary Rating

Location

Revision to Previous Board Reports

1. Revision to Personnel Report # 8, November 28, 2017

Page 6, Item 3

Additional Assignment Temporary - At Established Rate of Pay

Education Assistant II

Ohanian, Sosseh

Columbus

08/16/17 through 06/05/18

Sosa, Suzanna

Not to exceed \$2,280.00 total

01.0 02000.0 11304 10000 2130 2300000

Add names to read:

Alparaz, Remigia

Lalazaryan, Armine

Effective Dates,
Months/Hours, and
Salary Rating

Location

Revision to Previous Board Reports - Continued

2. Revision to Personnel Report #3, September 5, 2017

Page 17, Item 2

Election of Classified/Non-Classified/Hourly Substitutes through 6/30/18

Noon Duty Aide

Abdalian, Anita	Mann	08/16/17 through 06/06/18
Akoob, Rita		\$10.75 per hour
Barrera, Paola		13.0 53100.0 00000 37000 2235 0000662
Dembekjian, Seta		
Fonseca, Liliana		
Garabedian, Ayda		
Gomez, Maria		
Guera, Daisy		
Guerra, Mayra		
Hernandez, Natalia		
Khachaturian, Carmen		
Kumar, Reena		
Ramirez, Misael		
Rosas, Ocalin		
Salazar, Maria		
Vartan, Roubina		

Add name to read:

Espinoza, Sharren

Effective Dates,
Months/Hours, and
Salary Rating

Location

Revision to Previous Board Reports - Continued

3. Revision to Personnel Report #3, September 5, 2017

Page 18, Item 2

Election of Classified/Non-Classified/Hourly Substitutes through 6/30/18

Noon Duty Aide

Abdalian, Anita	Mann	08/16/17 through 06/06/18
Akoob, Rita		\$10.75 per hour
Barrera, Paola		01.0 00000.0 11100 10000 2930 3500000
Dembekjian, Seta		
Fonseca, Liliana		
Garabedian, Ayda		
Gomez, Maria		
Guera, Daisy		
Guerra, Mayra		
Hernandez, Natalia		
Khachaturian, Carmen		
Kumar, Reena		
Ramirez, Misael		
Rosas, Ocalin		
Salazar, Maria		
Vartan, Roubina		

Add name to read:

Espinoza, Sharren

Effective Dates,
Months/Hours, and
Salary Rating

Location

Revision to Previous Board Reports - Continued

4. Revision to Personnel Report #3, September 5, 2017

Page 18, Item 2

Election of Classified/Non-Classified/Hourly Substitutes through 6/30/18

Noon Duty Aide

Abdalian, Anita	Mann	08/16/17 through 06/06/18
Akoob, Rita		\$10.75 per hour
Barrera, Paola		01.0 00000.0 19021 10000 2930 3500000
Dembekjian, Seta		
Fonseca, Liliana		
Garabedian, Ayda		
Gomez, Maria		
Guera, Daisy		
Guerra, Mayra		
Hernandez, Natalia		
Khachaturian, Carmen		
Kumar, Reena		
Ramirez, Misael		
Rosas, Ocalin		
Salazar, Maria		
Vartan, Roubina		

Add name to read:

Espinoza, Sharren

Effective Dates,
 Months/Hours, and
Salary Rating

Location

Election of Classified Hourly Substitutes through 06/30/18

Martinez, Ismael 07/01/17 through 06/30/18

Election of Classified/Non-Classified/Hourly Substitutes through 6/30/18

1. Noon Duty Aides

Barcena, Laura	Mountain Avenue	01/20/18 through 06/04/18 \$11.00 per hour Educational Services 01.0 00000.0 19021 10000 2930 390000
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2. Student Assistant I

Bernal, Jazmin Crigler, Zane Enslow, Diego Fraser, Zachary Gatto, Madison Gutierrez, Viviana Hartounian, Ivan Ortiz, Ismael Pantoja, Alondra Sanchez, Vivika Vergara, Ulises Yazmajian, Shaut	SELPA	01/16/18 through 06/30/18 \$11.00 Not to exceed 100 hours 01.0 65200.0 57700 11100 2180 0000668
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Effective Dates,
Months/Hours, and
Salary Rating

Location

Personal Services Agreement

- | | | |
|--------------------|--|---|
| 1. Cooper, Michael | Consultant,
as needed
to provide
piano
accompaniment
to the
choir classes
at Toll | 01/08/18 through 06/06/18
Not to exceed \$1,260.00 total
General Funds
01.0 00000.0 11303 10000 5811 0700000 |
|--------------------|--|---|

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

CONSENT CALENDAR NO. 4

TO: Board of Education
 FROM: Winfred B. Roberson, Jr., Superintendent
 SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer
 PREPARED BY: Karineh Savarani, Director, Financial Services
 SUBJECT: **Warrants – District Funds**

The Superintendent recommends that “A” Form (Payroll Warrants) issued January 11, 2018 – January 26, 2018 as shown below totaling \$1,190,585.43, be approved. Funding for Form “A” Warrants is accounted for in the following funds: 01.0 General Fund, 12.0 Child Development Fund, 13.0 Cafeteria Fund, 21.1 Measure S Projects Fund, and 25.0 Capital Facilities Fund.

REGISTERED NUMBER	WARRANT NUMBER	DESCRIPTION	AMOUNT
009-C	5525302 - 5525303	Certificated	\$ 676.20
009-N	5525304 - 5525311	Classified	5,988.01
010-C	5525716 - 5525716	Certificated	1,408.10
010-N	5525717 - 5525722	Classified	999.58
011-C	5526290 - 5526293	Certificated	2,134.22
012-N		Classified	(333.99)
016-C	5527029 - 5527030	Certificated	848.91
016-N	5527031 - 5527034	Classified	4,490.21
017-C	5507088 - 5507088	Certificated	(436.79)
017-N	5527647 - 5527647	Classified	1,045.64
018-N	5527918 - 5527918	Classified	138.19
E4M-N	5530753 - 5530854	Classified	1,156,548.95
022-N	5532405 - 5532406	Classified	14,674.86
024-C	5535766 - 5535766	Certificated	1,656.57
024-N	5535767 - 5535767	Classified	746.77
TOTAL			\$ <u>1,190,585.43</u>

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GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

CONSENT CALENDAR NO. 5

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

SUBJECT: **PURCHASE ORDER LISTING**

The Superintendent recommends that the Board of Education approve Purchase Orders totaling \$2,210,021.21 for the period of December 18, 2017 through January 19, 2018 as listed on the attached.

SUMMARY OF PURCHASE ORDERS ISSUED FROM DECEMBER 18, 2017 THROUGH JANUARY 19, 2018.

Funding Source	Number of Purchase Orders	Amount
UNRESTRICTED RESOURCES	206	274,730.65
FEDERAL RESTRICTED RESOURCES	53	155,468.72
STATE RESTRICTED RESOURCES	63	179,841.14
LOCAL RESTRICTED RESOURCES	88	102,296.49
CHILD DEVELOPMENT FUND	13	4,596.64
FOOD SERVICES FUND	10	73,547.53
MEASURE S PROJECTS FUND	36	1,297,390.55
CLEAN RENEWABLE ENERGY BONDS	1	7,200.00
DEVELOPER FEE FUND	3	23,966.76
CAPITAL PROJECTS & IMPROVEMENT FUND	6	90,982.73
TOTAL	479	\$ 2,210,021.21

PROCESS DATE
1/30/2018

GLENDALE UNIFIED SCHOOL DISTRICT
CONSENT CALENDAR NO. 5

PAGE 1

PO NUMBER	UNRESTRICTED RESOURCES VENDOR	AMOUNT
0001010079	AMAZON CAPITAL SERVICES, INC.	218.98
0001010080	HOME DEPOT CREDIT SERVICES	43.67
0001010081	OFFICE DEPOT	224.46
0001010084	ACTIVE NETWORK ONLINE TRAINING SERVICES - ROOSEVELT MIDDLE SCHOOL	2,175.00
0001014500	CHAMPION CHEMICAL COMPANY	140.18
0001014501	CHAMPION CHEMICAL COMPANY	201.22
0001014502	CLEAN SWEEP SUPPLY CO INC	291.58
0001014503	B & H PHOTO VIDEO	133.72
0001014504	ULINE SHIPPING SUPPLY	427.05
0001014505	GALE SUPPLY COMPANY	64.10
0001014506	AMAZON CAPITAL SERVICES, INC.	28.45
0001014507	PLS DIRECT	484.10
0001014508	FOLLETT SCHOOL SOLUTIONS, INC.	735.84
0001014510	TEACHER SYNERGY INC	138.29
0001014515	SCHOLASTIC INC	89.85
0001014516	BALLARD & TIGHE, INC.	585.00
0001014517	PLS DIRECT	432.53
0001014518	WAXIE SANITARY SUPPLY	128.12
0001014519	CHAMPION CHEMICAL COMPANY	301.83
0001014525	MIKE LAW MURAL REPAIRS - CLARK MAGNET HIGH SCHOOL	2,000.00
0001014528	SCOREBOARD SOLUTIONS, INC SCOREBOARD REPAIRS - FACILITY & SUPPORT OPERATIONS	1,763.02
0001014529	COMMUSA	77.01
0001014531	COUNTY SANITATION DISTRICT	784.80
0001014533	GLENDALE GARDEN SUPPLY	96.32
0001014535	SUNBELT RENTALS, INC	530.29
0001014545	ROBERT WHANG	109.00
0001014547	JONES SCHOOL SUPPLY GRADUATION SUPPLIES - TOLL MIDDLE SCHOOL	1,039.50
0001014549	TEQUIPMENT.NET	534.91
0001014558	IVS COMPUTER TECHNOLOGY	49.05
0001014562	CAYEN SYSTEMS SOFTWARE RENEWAL - CATEGORICAL PROGRAMS	9,399.00
0001014569	CITY OF GLENDALE TRANSPORTATION SERVICES - HEALTHY START	2,200.00
0001014570	GALE SUPPLY COMPANY	58.86

PROCESS DATE
1/30/2018

GLENDALE UNIFIED SCHOOL DISTRICT
CONSENT CALENDAR NO. 5

PAGE 2

PO NUMBER	UNRESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001014580	PROFESSIONAL TURF SPECIALTIES, INC SERVICE AGREEMENT FOR BASEBALL FIELD REPAIRS AT CRESCENTA VALLEY HIGH SCHOOL - FACILITY & SUPPORT OPERATIONS	2,000.00
0001014581	PROFESSIONAL TURF SPECIALTIES, INC SERVICE AGREEMENT FOR BASEBALL FIELD REPAIRS AT HOOVER HIGH SCHOOL - FACILITY & SUPPORT OPERATIONS	4,200.00
0001014582	PROFESSIONAL TURF SPECIALTIES, INC SERVICE AGREEMENT FOR BASEBALL FIELD REPAIRS AT GLENDALE HIGH SCHOOL - FACILITY & SUPPORT OPERATIONS	4,200.00
0001014585	AMERICAN EXPRESS CPS SOUTHWEST AIRLINES - CONFERENCE EXPENSES - PUBLIC INFORMATION	135.96
0001014586	BALL/FROST GROUP LLC MEMBERSHIP - PUBLIC INFORMATION	3,000.00
0001014588	COMPLETE BUSINESS SYSTEMS DUPLICATING SUPPLIES - TOLL MIDDLE SCHOOL	2,955.25
0001014589	FRANKLINCOVEY	353.50
0001014591	BARNES & NOBLE BOOKS - WILSON MIDDLE SCHOOL	2,715.81
0001014592	SCHOOL SPECIALTY	105.65
0001014593	S.O.S. SURVIVAL PRODUCTS	172.46
0001014594	O.H. LYNN PRINTING	96.36
0001014595	O.H. LYNN PRINTING	102.93
0001014604	KNOBEL, KILLE PARENT REIMBURSEMENT - SPECIAL EDUCATION	9,500.00
0001014607	HOME DEPOT CREDIT SERVICES	9.29
0001014608	AMERICAN EXPRESS CPS GLOB TEK - AUDIOVISUAL EQUIPMENT REPAIR PARTS - PUBLIC INFORMATION	294.76
0001014609	AMERICAN EXPRESS CPS EDUCREATIONS - AUDIOVISUAL SUPPLIES - MONTE VISTA ELEMENTARY SCHOOL	149.00
0001014612	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA EBAY - OPERATIONS SUPPLIES - DAILY HIGH SCHOOL	66.95

PO NUMBER	UNRESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001014613	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA LEMON ZEST CAFÉ - FOOD PRODUCTS - CATEGORICAL PROGRAMS	250.36
0001014615	AMERICAN EXPRESS CPS SMART & FINAL - EMERGENCY WATER SUPPLIES - FACILITY & SUPPORT OPERATIONS	319.20
0001014619	GALE SUPPLY COMPANY	45.58
0001014620	CLEAN SWEEP SUPPLY CO INC	7.48
0001014621	MAINTEX	77.49
0001014624	AMERICAN EXPRESS CPS EMBASSY SUITES GLENDALE - CONFERENCE EXPENSES - CLARK MAGNET HIGH SCHOOL	535.36
0001014635	LA COUNTY OFFICE OF EDUCATION	45.00
0001014638	COMMUSA SERVICE CONTRACT TO PROVIDE EMERGENCY RADIO SERVICE DISTRICTWIDE - FACILITY & SUPPORT OPERATIONS	6,840.00
0001014641	AMAZON CAPITAL SERVICES, INC.	158.67
0001014644	SCHOOL HEALTH CORP.	41.73
0001014646	OFFICE DEPOT	179.10
0001014647	ACSA FOUNDATION FOR EDUCATIONAL ADMIN	439.00
0001014648	AMERICAN EXPRESS CPS PANERA BREAD - BLANKET PURCHASE ORDER FOR EDIBLE SUPPLIES - EDUCATIONAL SERVICES	1,200.00
0001014651	OFFICE DEPOT	262.79
0001014653	NIPPON SHOSEKI HANBAI, INC.	78.58
0001014655	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA KINETIC ARMATURES - CLASSROOM EQUIPMENT - SECONDARY SERVICES	575.00
0001014656	DICK BLICK ART MATERIALS	360.67
0001014662	AMERICAN EXPRESS CPS DRAGON FRAME - SOFTWARE - SECONDARY SERVICES	303.55
0001014664	AMAZON CAPITAL SERVICES, INC.	542.24
0001014665	CLEAN SWEEP SUPPLY CO INC CUSTODIAL SUPPLIES - GLENDALE HIGH SCHOOL	2,180.36
0001014666	SUPPLYWORKS	609.88
0001014671	EVERBANK COMMERCIAL FINANCE, INC BLANKET PURCHASE ORDER FOR LEASE OF EQUIPMENT - DAILY HIGH SCHOOL	3,100.00
0001014676	CDW GOVERNMENT	240.00

PO NUMBER	UNRESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001014681	SMART & FINAL IRIS COMPANY BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - ROOSEVELT MIDDLE SCHOOL	2,000.00
0001014683	OFFICE DEPOT BLANKET PURCHASE ORDER FOR OFFICE SUPPLIES - WHITE ELEMENTARY SCHOOL	3,000.00
0001014686	HUDL	390.00
0001014688	PEST OPTIONS INC	906.65
0001014692	SUPPLYWORKS	364.20
0001014693	MAINTEX	177.28
0001014694	HOME DEPOT CREDIT SERVICES	247.96
0001014700	AMERICAN EXPRESS CPS IKEA - CLASSROOM FURNITURE - LINCOLN ELEMENTARY SCHOOL	74.12
0001014701	AMAZON CAPITAL SERVICES, INC.	16.41
0001014702	AMAZON CAPITAL SERVICES, INC.	26.27
0001014703	AMAZON CAPITAL SERVICES, INC.	213.50
0001014705	THE COLLEGE BOARD	400.00
0001014711	AMAZON CAPITAL SERVICES, INC.	76.10
0001014713	AMERICAN TECHNICAL PUBLISHERS	870.27
0001014714	AMAZON CAPITAL SERVICES, INC.	697.16
0001014715	AMAZON CAPITAL SERVICES, INC.	59.04
0001014716	AMAZON CAPITAL SERVICES, INC.	237.11
0001014721	AMAZON CAPITAL SERVICES, INC.	158.26
0001014723	ACSA FOUNDATION FOR EDUCATIONAL ADMIN	878.00
0001014729	EWING IRRIGATION PRODUCTS	208.28
0001014730	PEST OPTIONS INC PEST CONTROL SERVICES - FACILITY & SUPPORT OPERATIONS	4,447.45
0001014731	ADVENTIST HEALTH	587.52
0001014732	GLENOAKS URGENT CARE MEDICAL	300.00
0001014733	ED FILES, INC ELECTRONIC FILING SERVICES - HUMAN RESOURCES	2,388.00
0001014734	HAAS FACTORY OUTLET ANNUAL MAINTENANCE FEE - SECONDARY SERVICES	2,000.00
0001014736	GM ROOFING	250.00
0001014737	ETS BLANKET PURCHASE ORDER FOR TESTING MATERIALS - EDUCATIONAL SERVICES	3,500.00
0001014742	AMAZON CAPITAL SERVICES, INC.	217.91
0001014754	AMERICAN EXPRESS CPS AMERICAN ASSOCIATION OF PHYSICS TEACHERS (AAPT) - SCHOOL REGISTRATION FEE - CRESCENTA VALLEY HIGH SCHOOL	199.00

PO NUMBER	UNRESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001014756	AMAZON CAPITAL SERVICES, INC.	213.51
0001014757	CRESCENTA VALLEY CHAMBER OF COMMERCE	120.00
0001014759	ACSA FOUNDATION FOR EDUCATIONAL ADMIN	799.00
0001014761	FEDERAL EXPRESS CORP.	39.08
0001014762	COMMUSA	94.13
0001014766	BORREGO SOLAR SYSTEMS, INC. MAINTENANCE AGREEMENT FOR SOLAR EQUIPMENT AT COLLEGE VIEW - PLANNING, DEVELOPMENT & FACILITIES	1,100.00
0001014767	ULINE SHIPPING SUPPLY	634.01
0001014769	SCHOOL HEALTH CORP.	450.41
0001014770	SCHOOL HEALTH CORP.	348.46
0001014771	WILLIAM V. MACGILL & CO.	30.56
0001014772	AMAZON CAPITAL SERVICES, INC.	799.35
0001014773	AMAZON CAPITAL SERVICES, INC.	145.11
0001014775	AMAZON CAPITAL SERVICES, INC.	41.04
0001014777	AMAZON CAPITAL SERVICES, INC.	30.57
0001014780	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA CV CHAMBER OF COMMERCE - CONFERENCE EXPENSES - SUPERINTENDENT'S OFFICE	80.00
0001014785	LAKESHORE	23.91
0001014787	SPINITAR	306.59
0001014788	WEST-LITE SUPPLY CO,INC LIGHTING SUPPLIES - CRESCENTA VALLEY HIGH SCHOOL	1,153.16
0001014791	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA IFIXIT.COM - TOOLS - EDUCATIONAL TECHNOLOGY & INFORMATION SERVICES	138.58
0001014794	CLEAN SWEEP SUPPLY CO INC	939.29
0001014795	GALE SUPPLY COMPANY	205.21
0001014796	CDW GOVERNMENT CLASSROOM EQUIPMENT - CRESCENTA VALLEY HIGH SCHOOL	1,708.20
0001014797	GRAINGER	10.84
0001014798	AMAZON CAPITAL SERVICES, INC.	130.25
0001014800	AMAZON CAPITAL SERVICES, INC.	64.57
0001014802	AMAZON CAPITAL SERVICES, INC.	29.11
0001014803	AMAZON CAPITAL SERVICES, INC.	727.81
0001014804	SMART & FINAL IRIS COMPANY BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - SECONDARY SERVICES	2,600.00
0001014813	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA STAPLES - INSTRUCTIONAL SUPPLIES - EDUCATIONAL SERVICES	266.45

PO NUMBER	UNRESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001014814	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA IIRP - BOOKS - EDUCATIONAL SERVICES	362.46
0001014815	SCHOOL SPECIALTY	59.63
0001014816	SCHOOL SPECIALTY	59.63
0001014817	OFFICE DEPOT	230.66
0001014823	AMAZON CAPITAL SERVICES, INC.	180.66
0001014825	OFFICE DEPOT	199.28
0001014826	SCHOOL SPECIALTY	21.01
0001014830	ARTSTOR INC.	945.00
0001014832	ATKINSON, ANDELSON, LOYA, RUUD PROFESSIONAL SERVICES - EDUCATIONAL SERVICES	17,829.40
0001014834	SMART & FINAL IRIS COMPANY	100.00
0001014835	JOSTENS	75.00
0001014836	STUDIO SPECTRUM, INC SPORTS PRODUCTION TRUCK RENTAL AND LICENSING FEE - PUBLIC INFORMATION	11,650.00
0001014837	FEDERAL EXPRESS CORP.	94.64
0001014838	COOPERATIVE STRATEGIES, LLC PROFESSIONAL SERVICES - BUSINESS SERVICES	1,084.50
0001014839	JON'S MARKET	400.00
0001014840	READY REFRESH BY NESTLE (ARROWHEAD)	105.83
0001014842	MICHAEL COONEY	225.00
0001014845	CALSPRA - C/O KINDRA BRITT	148.00
0001014846	DKG MEDIA, LP	299.00
0001014847	MAINTEX CUSTODIAL SUPPLIES - WAREHOUSE STOCK	16,712.68
0001014848	SUPPLYWORKS	452.06
0001014849	S.O.S. SURVIVAL PRODUCTS EMERGENCY SUPPLIES - BUSINESS SERVICES	4,343.13
0001014851	INSPECTOR PLAYGROUND	800.00
0001014859	HOME DEPOT CREDIT SERVICES	69.12
0001014863	MARIO'S IMPORTS	204.65
0001014864	AMAZON CAPITAL SERVICES, INC.	735.00
0001014874	FIRST STUDENT	600.00
0001014875	OFFICE DEPOT BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - WILSON MIDDLE SCHOOL	5,000.00
0001014876	UNIVERSITY AUXILIARY SERVICES, INC	550.00
0001014877	MARIO'S IMPORTS	349.29
0001014879	EXECUTIVE ENVIRONMENTAL SERV. PROFESSIONAL SERVICES - FACILITY & SUPPORT OPERATIONS	5,239.02

PO NUMBER	UNRESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001014884	ROYAL AMERICAN PROD. CORP.	184.24
0001014886	ORBACH, HUFF SUAREZ & HENDERSON LLP PROFESSIONAL SERVICES - BUSINESS SERVICES	50,000.00
0001014889	GRAYBAR ELECTRIC	234.81
0001014892	SMART & FINAL IRIS COMPANY BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - SECONDARY SERVICES	3,000.00
0001014898	DOUMANIAN & ASSOCIATES	137.50
0001014899	HOME ECONOMICS EDUCATION	130.00
0001014901	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA MY PARKING SIGN/ SMART SIGN - CUSTOM PARKING SIGNS - VERDUGO WOODLANDS ELEMENTARY SCHOOL	366.72
0001014904	LAKESHORE	498.28
0001014905	GRAINGER	185.89
0001014906	CLEAN SWEEP SUPPLY CO INC	45.99
0001014907	CDW GOVERNMENT COMPUTER EQUIPMENT - EDUCATIONAL TECHNOLOGY & INFORMATION SERVICES	21,214.55
0001014908	CLEAN SWEEP SUPPLY CO INC	189.49
0001014909	GALE SUPPLY COMPANY	267.29
0001014911	BUCKEYE CLEANING CENTERS	126.10
0001014912	WEST-LITE SUPPLY CO,INC	105.91
0001014913	GALE SUPPLY COMPANY	165.79
0001014914	CLEAN SWEEP SUPPLY CO INC	641.07
0001014919	MONTROSE-VERDUGO CITY	275.00
0001014921	AMAZON CAPITAL SERVICES, INC.	58.74
0001014922	AMAZON CAPITAL SERVICES, INC.	43.76
0001014923	CASBO - CENTINELA - SOUTH BAY SUBSECTION	65.00
0001014924	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA WESTIN SAN DIEGO - CONFERENCE EXPENSES - HUMAN RESOURCES	1,800.00
0001014927	MERIDIAN IT INC	128.12
0001014929	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA KINETIC ARMATURES - CLASSROOM EQUIPMENT - SECONDARY SERVICES	150.00
0001014932	OFFICE DEPOT	397.50
0001014933	OFFICE DEPOT	194.90
0001014934	CLEAN SWEEP SUPPLY CO INC	939.95
0001014935	LAKESHORE TRAINING SUPPLIES - SPECIAL EDUCATION	1,387.45
0001014936	CHAMPION CHEMICAL COMPANY	100.61

PO NUMBER	UNRESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001014937	NIPPON SHOSEKI HANBAI, INC.	78.58
0001014938	GALE SUPPLY COMPANY	200.39
0001014940	GRAINGER	271.01
0001014941	LAKESHORE	120.63
0001014943	OFFICE DEPOT	66.86
0001014944	O.H. LYNN PRINTING	53.66
0001014945	OFFICE DEPOT	23.26
0001014946	OFFICE DEPOT	163.65
0001014947	AARDVARK	689.85
0001014948	MAINTEX	386.91
0001014949	PROJECT ADVENTURE INC SERVICE CONTRACT TO PERFORM CHALLENGE COURSE SAFETY INSPECTION AT WILSON MIDDLE SCHOOL - FACILITY & SUPPORT OPERATIONS	2,541.00
0001014954	OFFICE DEPOT PRINTING EQUIPMENT - CRESCENTA VALLEY HIGH SCHOOL	1,136.87
0001014955	OFFICE DEPOT	183.12
1012191	CSUN, CENTER FOR TEACHING & LEARNING PROFESSIONAL DEVELOPMENT TRAINING - EDUCATIONAL SERVICES	2,400.00
1014019	AMERICAN EXPRESS CPS IKEA - FREIGHT CHARGES - LINCOLN ELEMENTARY SCHOOL	25.17
	TOTAL	274,730.65
	FEDERAL RESTRICTED RESOURCES	
0001010078	CALIFORNIA CONTINUATION EDUCATION ASSO	700.00
0001010082	ASCD CONFERENCE REGISTRATION	340.00
0001014511	LA COUNTY OFFICE OF EDUCATION	328.50
0001014513	MHS, INC	210.79
0001014552	NCS PEARSON	335.16
0001014553	MHS, INC	711.79
0001014556	OFFICE DEPOT BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - COLUMBUS ELEMENTARY SCHOOL	5,000.00
0001014557	CAMCOR, INC. AUDIOVISUAL EQUIPMENT - WHITE ELEMENTARY SCHOOL	1,175.90
0001014560	OFFICE DEPOT OFFICE EQUIPMENT - CLARK MAGNET HIGH SCHOOL	2,600.61
0001014578	SCKC, INC. CONFERENCE EXPENSES - COLUMBUS ELEMENTARY SCHOOL	1,320.00

PO NUMBER	FEDERAL RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001014597	KAREN JUNKER CONSULTANT TO CONDUCT RESTORATIVE PRACTICES FOR SMALL GROUP SUPPORT TEAMS - CATEGORICAL PROGRAMS, BOARD APPROVED 12/12/2017	11,000.00
0001014599	OFFICE DEPOT BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - MANN ELEMENTARY SCHOOL	4,500.00
0001014601	O.H. LYNN PRINTING BLANKET PURCHASE ORDER FOR DUPLICATING SUPPLIES - COLUMBUS ELEMENTARY SCHOOL	1,000.00
0001014602	AMAZON CAPITAL SERVICES, INC.	500.00
0001014603	OFFICE DEPOT BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - MARSHALL ELEMENTARY SCHOOL	2,000.00
0001014611	CULVER-NEWLIN, INC	104.09
0001014617	CULVER-NEWLIN, INC OFFICE FURNITURE - SPECIAL EDUCATION	6,714.54
0001014625	PC & MAC EXCHANGE COMPUTER SUPPLIES - WILSON MIDDLE SCHOOL	4,102.97
0001014707	CHALLENGE DAY SERVICE CONTRACT TO PROVIDE SOCIAL AND EMOTIONAL LEARNING PROGRAM FOR GRADES 7-12 - TOLL MIDDLE SCHOOL	9,950.00
0001014708	CABE PROJECT 2- INSPIRE SERVICE CONTRACT TO PROVIDE PARENT LEADERSHIP DEVELOPMENT SESSIONS - CATEGORICAL PROGRAMS	5,500.00
0001014710	AMAZON CAPITAL SERVICES, INC.	9.84
0001014712	AMAZON CAPITAL SERVICES, INC.	99.90
0001014722	NEWSELA, INC SOFTWARE - CRESCENTA VALLEY HIGH SCHOOL	4,000.00
0001014738	CALIFORNIA ASSOCIATION FOR BILINGUAL ED. SERVICE CONTRACT TO PROVIDE FOUR PARENT EDUCATION CLASSES TO FAMILIES - TOLL MIDDLE SCHOOL	1,200.00
0001014744	CDW GOVERNMENT COMPUTER EQUIPMENT - WILSON MIDDLE SCHOOL	36,367.80
0001014745	CAMCOR, INC. COMPUTER SUPPLIES - WILSON MIDDLE SCHOOL	1,043.32

PROCESS DATE
1/30/2018

GLENDAL Unified School District
CONSENT CALENDAR NO. 5

PAGE 10

PO NUMBER	FEDERAL RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001014746	OFFICE DEPOT	102.82
0001014776	OFFICE DEPOT BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - MANN ELEMENTARY SCHOOL	3,000.00
0001014781	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA BUREAU OF EDUCATION & RESEARCH - CONFERENCE EXPENSES - CATEGORICAL PROGRAMS	518.00
0001014782	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA JONES SCHOOL SUPPLY - INSTRUCTIONAL SUPPLIES - TOLL MIDDLE SCHOOL	422.51
0001014792	AMAZON CAPITAL SERVICES, INC. AUDIOVISUAL SUPPLIES - MUIR ELEMENTARY SCHOOL	4,092.56
0001014793	APPLE COMPUTER	431.41
0001014810	CDW GOVERNMENT COMPUTER EQUIPMENT - MUIR ELEMENTARY SCHOOL	12,122.60
0001014824	THE DISCOVERY SOURCE	581.13
0001014844	PESI	399.98
0001014852	CALIFORNIA LANGUAGE TEACHERS' ASSOC.	750.00
0001014853	AMERICAN EXPRESS CPS SOUTHWEST AIRLINES - CONFERENCE EXPENSES - CATEGORICAL PROGRAMS	348.57
0001014854	SACRAMENTO COUNTY OFFICE OF ED	250.00
0001014868	MANNE, NOAH	120.00
0001014873	BURBANK UNIFIED SCHOOL DIST	750.00
0001014885	SOUTHWEST SCHOOL & OFFICE INSTRUCTIONAL SUPPLIES - CLARK MAGNET HIGH SCHOOL	3,000.00
0001014894	BELLA PRINTING SERVICES	393.30
0001014900	SOUTHERN CALIF. KINDERGARTEN	364.00
0001014903	BINKLEY, GRETA	750.00
0001014910	COMMUSA	936.52
0001014916	AMAZON CAPITAL SERVICES, INC.	28.45
0001014917	AMAZON CAPITAL SERVICES, INC. BOOKS - DAILY HIGH SCHOOL	1,000.00
0001014918	CITY OF GLENDALE	990.00
0001014925	CUE CONFERENCE EXPENSES - GLENDALE HIGH SCHOOL	1,795.00
0001014926	CUE CONFERENCE EXPENSES - GLENDALE HIGH SCHOOL	1,795.00

PO NUMBER	FEDERAL RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001014931	SUBSCRIPTION SERVICES OF AMERICA	470.00
0001014953	CDW GOVERNMENT	491.66
1010545	EVALUATION & TRAINING INSTITUTE SERVICE AGREEMENT TO PROVIDE EXTERNAL EVALUATION AND IMPLEMENTATION OF THE GLENDALE CREATES PROJECT - EDUCATIONAL SERVICES	18,750.00
	TOTAL	----- 155,468.72
	STATE RESTRICTED RESOURCES	
0001010063	XELLO SOFTWARE - SECONDARY SERVICES	5,422.00
0001014512	JIST/EMC PUBLISHING	275.72
0001014514	CURRICULUM ASSOCIATES INC	239.15
0001014520	PHONAK, LLC SPECIAL EDUCATION EQUIPMENT - FOOTHILL SELPA	1,647.16
0001014521	PHONAK, LLC SPECIAL EDUCATION EQUIPMENT - FOOTHILL SELPA	2,758.59
0001014522	S & S WORLDWIDE	279.17
0001014565	VEX ROBOTICS, INC. CLASSROOM EQUIPMENT - SECONDARY SERVICES	3,832.50
0001014577	AMERICAN EXPRESS CPS HAMPTON INN SUITES - CONFERENCE EXPENSES - GLENDALE HIGH SCHOOL	535.87
0001014587	ROYAL HEALTH HOMECARE AGENCY, INC. SERVICE CONTRACT TO PROVIDE NURSING SERVICES - SPECIAL EDUCATION	14,900.00
0001014596	BUREAU OF EDUCATION & RESEARCH CONSULTANTS TO PROVIDE ON-SITE SEMINAR FOR SPECIAL EDUCATION TEACHERS - SPECIAL EDUCATION	5,266.00
0001014598	GILBERTSON, DR DAVID CONSULTANT TO PROVIDE INDEPENDENT PSYCHO EDUCATIONAL ASSESSMENT - SPECIAL EDUCATION, BOARD APPROVED 12/12/2017	6,000.00
0001014605	PROFESSIONAL BEAUTY ASSOCIATION ADMISSION FEE TO ATTEND THE INTERNATIONAL SALON & SPA EXPO - GLENDALE HIGH SCHOOL	2,720.00
0001014636	LA COUNTY OFFICE OF EDUCATION SERVICE CONTRACT TO PROVIDE TWO-DAY TRAINING FOR GUSD TEACHERS - EDUCATIONAL SERVICES	5,000.00

PO NUMBER	STATE RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001014637	FACING HISTORY & OURSELVES SERVICES CONTRACT TO PROVIDE MATERIALS AND TRAINING FOR TEACHERS - EDUCATIONAL SERVICES	3,100.00
0001014640	KEY CODE MEDIA, INC. CLASSROOM EQUIPMENT FOR CLARK MAGNET HIGH SCHOOL - SECONDARY SERVICES	21,946.11
0001014643	OFFICE DEPOT	394.19
0001014650	AMERICAN EXPRESS CPS SPOT LLC - THEFT ALERT TRACKING DEVICE - CLARK MAGNET HIGH SCHOOL	328.37
0001014657	B & H PHOTO VIDEO CLASSROOM EQUIPMENT FOR GLENDALE HIGH SCHOOL - SECONDARY SERVICES	16,060.67
0001014663	THE PATON GROUP	282.63
0001014667	AMERICAN EXPRESS CPS MISUMI USA - INSTRUCTIONAL EQUIPMENT FOR ENGINEERING & MANUFACTURING CLASSROOM - CLARK MAGNET HIGH SCHOOL	1,386.59
0001014673	KEEP IT SIMPLE CLOTHING INSTRUCTIONAL SUPPLIES - GLENDALE HIGH SCHOOL	2,384.12
0001014675	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA MARITool - CLASSROOM EQUIPMENT - CLARK MAGNET HIGH SCHOOL	348.72
0001014677	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA LAKESHORE CARBIDE.COM - INSTRUCTIONAL SUPPLIES - CLARK MAGNET HIGH SCHOOL	639.87
0001014678	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA GRIZZLY.COM - INSTRUCTIONAL SUPPLIES - CLARK MAGNET HIGH SCHOOL	760.36
0001014684	TEK TIME SYSTEMS, LLC	20.65
0001014695	AA1 GRAPHICS & SIGNS	109.50
0001014699	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA BAKERSGAS.COM - INSTRUCTIONAL SUPPLIES - CLARK MAGNET HIGH SCHOOL	378.87
0001014704	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA THINKGEEK.COM - CLASSROOM EQUIPMENT - CLARK MAGNET HIGH SCHOOL	85.58

PO NUMBER	STATE RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001014706	THE GENOCIDE EDUCATION PROJECT SERVICE AGREEMENT TO PROVIDE PROFESSIONAL DEVELOPMENT WORKSHOP - EDUCATIONAL SERVICES	3,000.00
0001014719	B & H PHOTO VIDEO CLASSROOM EQUIPMENT FOR HOOVER HIGH SCHOOL - SECONDARY SERVICES	4,071.74
0001014724	SUNBELT STAFFING SPECIAL EDUCATION EQUIPMENT - FOOTHILL SELPA	36,000.00
0001014725	NADIA AHERN	494.00
0001014726	SKILLS USA CALIFORNIA REGION 3	310.00
0001014727	SKILLS USA CALIFORNIA REGION 3 LICENSE FEE FOR STUDENTS AT CLARK MAGNET HIGH SCHOOL - SECONDARY SERVICES	5,800.00
0001014728	O.H. LYNN PRINTING	74.46
0001014739	AMAZON CAPITAL SERVICES, INC.	124.72
0001014740	AMAZON CAPITAL SERVICES, INC.	22.98
0001014741	AMAZON CAPITAL SERVICES, INC.	213.51
0001014743	CDW GOVERNMENT COMPUTER EQUIPMENT FOR CLARK MAGNET HIGH SCHOOL - SECONDARY SERVICES	3,128.42
0001014747	AMAZON CAPITAL SERVICES, INC.	37.78
0001014750	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA RAINBOW RESOURCE CENTER - CLASSROOM EQUIPMENT - FOOTHILL SELPA	41.56
0001014768	OFFICE DEPOT	907.32
0001014818	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA BARNES & NOBLE - BOOKS - SPECIAL EDUCATION	65.04
0001014819	PHONAK, LLC	184.24
0001014820	AMAZON CAPITAL SERVICES, INC.	130.58
0001014821	AMAZON CAPITAL SERVICES, INC.	163.70
0001014827	OFFICE DEPOT	244.15
0001014828	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA STAPLES - INSTRUCTIONAL SUPPLIES - SPECIAL EDUCATION	93.52
0001014841	O.H. LYNN PRINTING	157.68
0001014857	WORKABILITY I - REGION 1	250.00
0001014858	VENTURA COUNTY OFFICE OF EDUCATION	450.00
0001014860	SAN BERNARDINO COUNTY SUPT. OF SCHOOLS	250.00

PO NUMBER	STATE RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001014865	HATCH & CESARIO ATTORNEYS-AT-LAW PROFESSIONAL SERVICES - SPECIAL EDUCATION	6,351.34
0001014866	ATKINSON, ANDELSON, LOYA, RUUD PROFESSIONAL SERVICES - SPECIAL EDUCATION	2,947.50
0001014867	NEWMAN AARONSON VANAMAN PARENT REIMBURSEMENT - SPECIAL EDUCATION	6,500.00
0001014869	TRANSCRIBING MARINERS INSTRUCTIONAL MATERIALS - FOOTHILL SELPA	1,231.33
0001014870	LA CANADA UNIFIED SCHOOL DISTRICT	679.44
0001014871	BURBANK UNIFIED SCHOOL DIST	544.41
0001014872	TRANSCRIBING MARINERS INSTRUCTIONAL MATERIALS - FOOTHILL SELPA	1,596.11
0001014882	EZ CHECK CASHING TRANSPORTATION SERVICES - COLLEGE VIEW	2,100.00
0001014883	CITY OF GLENDALE	675.00
0001014893	TEACHER SYNERGY LLC	198.22
0001014915	EDUCATIONAL PASSAGES CLASSROOM EQUIPMENT FOR CLARK MAGNET HIGH SCHOOL - SECONDARY SERVICES	3,700.00
	TOTAL	179,841.14
	LOCAL RESTRICTED RESOURCES	
0001010083	AMAZON CAPITAL SERVICES, INC.	58.88
0001014523	AMERICAN FLOOR MATS FLOORING MATERIALS - FREMONT ELEMENTARY SCHOOL	2,248.61
0001014526	IBOOKPARK INC BOOKS - EDUCATIONAL SERVICES	13,494.56
0001014527	H & H WHOLESALE PARTS	374.13
0001014530	CASTERS & INDUSTRIAL SUPPLIES	81.00
0001014532	TURF STAR, INC.	949.66
0001014534	VALLEY FLOOD-LITE SERVICE, INC	570.00
0001014535	SUNBELT RENTALS, INC EQUIPMENT RENTALS - FACILITY & SUPPORT OPERATIONS	2,943.45
0001014536	YALE CHASE EQUIPMENT AND SERVICES INC	681.04
0001014537	KOFFLER SALES COMPANY	107.54
0001014538	CITY OF GLENDALE FIRE DEPARTMENT ANNUAL FEES FOR HAZMAT PROGRAM - FACILITY & SUPPORT OPERATIONS	4,251.00

PO NUMBER	LOCAL RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001014546	SUN & MOON CRAFT KITS	394.00
0001014548	SHARP BUSINESS SYSTEMS DUPLICATING EQUIPMENT MAINTENANCE - VERDUGO WOODLANDS ELEMMENTARY SCHOOL	2,369.46
0001014549	TEQUIPMENT.NET	197.84
0001014550	SCHOOL SPECIALTY	712.00
0001014551	OFFICE DEPOT	172.69
0001014554	GOPHER PHYSICAL EDUCATION EQUIPMENT - CLARK MAGNET HIGH SCHOOL	1,479.17
0001014555	BIG CAT PROMOTIONS	463.95
0001014559	OFFICE DEPOT	599.69
0001014561	GOPHER	505.07
0001014563	OFFICE DEPOT	353.58
0001014566	GALE SUPPLY COMPANY	56.50
0001014568	GALE SUPPLY COMPANY	418.12
0001014571	GENERAL BINDING CORPORATION	377.73
0001014572	GENERAL BINDING CORPORATION	54.62
0001014573	REFRIGERATION HARDWARE SUPPLY CORP.	274.11
0001014574	DALTILE LOS ANGELES	608.50
0001014575	SIMPLOT PARTNERS GARDENING SUPPLIES FOR STENGEN FIELD - FACILITY & SUPPORT OPERATIONS	4,068.47
0001014576	HOME DEPOT CREDIT SERVICES	755.63
0001014579	PROFESSIONAL TURF SPECIALTIES, INC SERVICE CONTRACT FOR BASEBALL FIELD AT STENGEN FIELD - FACILITY & SUPPORT OPERATIONS	2,200.00
0001014590	LOGO SPORTSWEAR.COM	570.88
0001014600	AMAZON CAPITAL SERVICES, INC. BLANKET PURCHASE ORDER FOR INSTRUCTIONAL MATERIALS - MOUNTAIN AVENUE ELEMENTARY SCHOOL	2,830.00
0001014610	AMERICAN EXPRESS CPS PAYLESS AIRLESS INC - EQUIPMENT REPAIR SERVICES - FACILITY & SUPPORT OPERATIONS	339.56
0001014614	AMERICAN EXPRESS CPS GLENDALE MARKET - EDIBLE SUPPLIES - EEELP	101.00
0001014616	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA TEACHING GAMING STORE - SOFTWARE - MOUNTAIN AVENUE ELEMENTARY SCHOOL	594.80
0001014618	CULVER-NEWLIN, INC SCHOOL FURNITURE - FREMONT ELEMENTARY SCHOOL	1,469.49

PO NUMBER	LOCAL RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001014642	ULINE SHIPPING SUPPLY CUSTODIAL SUPPLIES - MOUNTAIN AVENUE ELEMENTARY SCHOOL	2,080.50
0001014645	AMAZON CAPITAL SERVICES, INC.	902.12
0001014649	AMERICAN EXPRESS CPS BIZCHAIRS.COM - OUTDOOR FURNITURE - FREMONT ELEMENTARY SCHOOL	591.28
0001014652	NIPPON SHOSEKI HANBAI, INC. BOOKS - STUDENT SUPPORT SERVICES	1,741.49
0001014654	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA HOME DEPOT - CLASSROOM EQUIPMENT - CLARK MAGNET HIGH SCHOOL	131.39
0001014660	S & S WORLDWIDE	77.88
0001014661	PALOS SPORTS INC	62.57
0001014669	AMAZON CAPITAL SERVICES, INC. PLAYGROUND EQUIPMENT - VERDUGO WOODLANDS ELEMENTARY SCHOOL	2,077.81
0001014672	FAVELA, DIANA CONSULTANT TO PROVIDE CLASSROOM ASSISTANCE FOR SPANISH FLAG PROGRAM - FRANKLIN ELEMENTARY SCHOOL, BOARD APPROVED 11/28/2017	4,200.00
0001014679	SCHOOLDUDE.COM ONLINE SERVICES - FACILITY & SUPPORT OPERATIONS	3,996.56
0001014682	AMAZON CAPITAL SERVICES, INC.	952.00
0001014687	SHARP BUSINESS SYSTEMS DUPLICATING EQUIPMENT - FREMONT ELEMENTARY SCHOOL	5,108.52
0001014688	PEST OPTIONS INC	255.00
0001014690	PEP BOYS	125.99
0001014696	FERGUSON ENTERPRISES INC.#1350	608.49
0001014698	OFFICE DEPOT	854.98
0001014709	AMAZON CAPITAL SERVICES, INC.	706.93
0001014718	EXPRESSMEDALS.COM	234.58
0001014748	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA TRAFFIC SAFETY WAREHOUSE - SAFETY SUPPLIES - CLARK MAGNET HIGH SCHOOL	422.67
0001014749	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA DISCOUNT SCHOOL SUPPLY - BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - EEELP	1,322.82
0001014751	SCHOOL SPECIALTY	787.31

PROCESS DATE
1/30/2018

GLENDAL Unified School District
CONSENT CALENDAR NO. 5

PAGE 17

PO NUMBER	LOCAL RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001014753	SCHOOL SPECIALTY	436.91
0001014755	AMERICAN EXPRESS CPS DOLLAR KINGS INC - OFFICE SUPPLIES - HEALTHY START	296.35
0001014774	AMAZON CAPITAL SERVICES, INC.	300.00
0001014778	N2Y STORE	663.60
0001014779	S & S WORLDWIDE	232.75
0001014784	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA ECONOCRAFTS - BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - EEELP	395.00
0001014786	CITY OF GLENDALE FIRE DEPARTMENT ANNUAL FEES FOR HAZMAT PROGRAM - FACILITY & SUPPORT OPERATIONS	1,241.00
0001014789	AMAZON CAPITAL SERVICES, INC.	332.86
0001014799	AMAZON CAPITAL SERVICES, INC.	110.49
0001014801	SCHOOL SPECIALTY	68.10
0001014805	SOUTHWEST SCHOOL & OFFICE	109.55
0001014806	SOUTHWEST SCHOOL & OFFICE	205.23
0001014822	SCHOOLSIN	388.76
0001014829	BEAUTY-KISS FLOOR & WINDOW SERVICE CONTRACT FOR FLOORING SERVICES - FACILITY & SUPPORT OPERATIONS	2,688.00
0001014833	AMAZON CAPITAL SERVICES, INC.	400.00
0001014843	DOMINO'S PIZZA	101.50
0001014850	UNIVERSITY AUXILIARY SERVICES, INC	200.00
0001014862	HOME DEPOT CREDIT SERVICES	59.82
0001014878	VIRGIL'S GLENDALE HARDWARE CENTER	416.40
0001014880	GMS ELEVATOR SERVICES, INC ELEVATOR MAINTENANCE SERVICES AT VARIOUS SCHOOL SITES - FACILITY & SUPPORT OPERATIONS	1,715.00
0001014881	GMS ELEVATOR SERVICES, INC ELEVATOR REPAIRS AT VARIOUS SCHOOL SITES - FACILITY & SUPPORT OPERATIONS	2,185.00
0001014888	COAST APPLIANCE PARTS	142.58
0001014890	AA1 GRAPHICS & SIGNS	393.58
0001014891	KAROL'S GENERAL GARAGE & BODY SHOP AUTOMOTIVE SUPPLIES AND REPAIRS - FACILITY & SUPPORT OPERATIONS	1,507.76
0001014902	IROEC/OCBSA FIELD TRIPS - BALBOA ELEMENTARY SCHOOL	1,000.00
0001014920	AMAZON CAPITAL SERVICES, INC.	48.16

PO NUMBER	LOCAL RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001014930	TEACHER DIRECT	680.36
0001014939	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA LEGO EDUCATION - INSTRUCTIONAL SUPPLIES - GLENOAKS ELEMENTARY SCHOOL	459.85
0001014950	BLACK SHEEP ENTERPRISES SERVICE CONTRACT TO REPLACE STAGE CURTAINS AT VALLEY VIEW ELEMENTARY SCHOOL - FACILITY & SUPPORT OPERATIONS	4,978.37
0001014957	SHARP BUSINESS SYSTEMS DUPLICATING EQUIPMENT - FRANKLIN ELEMENTARY SCHOOL	3,428.40
1013406	SUPERIOR BOILER REPAIRS, INC. SERVICE CONTRACT TO REPAIR BOILERS AS NEEDED DISTRICTWIDE - FACILITY & SUPPORT OPERATIONS	2,143.49
	TOTAL	102,296.49
	CHILD DEVELOPMENT FUND	
0001010083	AMAZON CAPITAL SERVICES, INC.	266.09
0001014606	OFFICE DEPOT	111.73
0001014658	S & S WORLDWIDE	47.58
0001014659	S & S WORLDWIDE	263.80
0001014668	AMAZON CAPITAL SERVICES, INC.	75.61
0001014674	AMAZON CAPITAL SERVICES, INC.	39.34
0001014717	AMAZON CAPITAL SERVICES, INC.	150.44
0001014752	LAKESHORE	650.15
0001014783	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA UNITED STATES FLAG/ONLINE STORES - FLAGS - EEELP	83.42
0001014807	LAKESHORE	788.51
0001014808	LAKESHORE	788.51
0001014809	AMAZON CAPITAL SERVICES, INC.	255.46
0001014856	CCDAA CONFERENCE EXPENSES - EEELP	1,076.00
	TOTAL	4,596.64
	FOOD SERVICES FUND	
0001014573	REFRIGERATION HARDWARE SUPPLY CORP.	642.24
0001014680	GRAINGER	173.89
0001014689	UNITED REFRIGERATION, INC.	84.06
0001014691	REFRIGERATION HARDWARE SUPPLY CORP.	207.32
0001014697	KAMRAN & COMPANY, INC FOOD SERVICES EQUIPMENT - FOOD SERVICES	4,175.61
0001014720	AMERICAN EXPRESS CPS SOUTHWEST AIRLINES - CONFERENCE EXPENSES - FOOD SERVICES	50.01

PO NUMBER	FOOD SERVICES FUND (CONTINUATION) VENDOR	AMOUNT
0001014760	HAWTHORNE SCHOOL DISTRICT ANNUAL CO-OP MEMBERSHIP - FOOD SERVICES	1,204.96
0001014790	ARROW RESTAURANT EQUIPMENT FOOD SERVICES EQUIPMENT - FOOD SERVICES	49,095.68
0001014831	SS+K CONTRACTORS SERVICE AGREEMENT KITCHEN FLOORING AT GLENOAKS ELEMENTARY SCHOOL - FACILITY & SUPPORT OPERATIONS	17,600.00
0001014887	JOHNSTONE SUPPLY	313.76
	TOTAL	<hr/> 73,547.53
0001010076	MEASURE S PROJECTS FUND CULVER-NEWLIN, INC SCHOOL FURNITURE - LA CRESCENTA ELEMENTARY SCHOOL	60,445.23
0001010077	CULVER-NEWLIN, INC SCHOOL FURNITURE - LA CRESCENTA ELEMENTARY SCHOOL	437,157.95
0001014509	AA1 GRAPHICS & SIGNS NEW BUILDING SIGNAGE - PLANNING, DEVELOPMENT & FACILITIES	11,826.00
0001014540	PLASTIC DEPOT	134.53
0001014541	GRAINGER	43.75
0001014542	DEPARTMENT OF GENERAL SERVICES DSA FEE - MUIR ELEMENTARY SCHOOL/ORG PROJECT	1,448.55
0001014543	MIRACLE RECREATION EQUIPMENT PLAYGROUND EQUIPMENT RECONDITIONING - VALLEY VIEW ELEMENTARY SCHOOL	22,113.59
0001014544	ARC (AMERICAN REPROGRAPHICS COMPANY,LLC)	282.70
0001014583	SCHOOL FACILITY CONSULTANTS CONSULTING SERVICES FOR STATE FUNDING PROGRAM DISTRICTWIDE - PLANNING, DEVELOPMENT & FACILITIES	30,000.00
0001014584	CONVERGINT TECHNOLOGIES SERVICE CONTRACT TO PROVIDE ADDITIONAL SECURITY CAMERAS AT DUNSMORE ELEMENTARY SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	6,952.33
0001014622	SHARP BUSINESS SYSTEMS AUDIOVISUAL EQUIPMENT - JEFFERSON ELEMENTARY SCHOOL/ORG PROJECT	42,444.73

PO NUMBER	MEASURE S PROJECTS FUND (CONTINUATION) VENDOR	AMOUNT
0001014623	SHARP BUSINESS SYSTEMS AUDIOVISUAL EQUIPMENT - LA CRESCENTA ELEMENTARY SCHOOL/ORG PROJECT	56,592.98
0001014626	CONVERGINT TECHNOLOGIES SERVICE AGREEMENT TO INSTALL SECURITY CAMERAS - FREMONT ELEMENTARY SCHOOL/ORG PROJECT	6,335.58
0001014627	CONVERGINT TECHNOLOGIES SERVICE AGREEMENT TO INSTALL SECURITY CAMERAS - VERDUGO WOODLANDS ELEMENTARY/ORG PROJECT	7,936.85
0001014628	CONVERGINT TECHNOLOGIES SERVICE AGREEMENT TO INSTALL SECURITY CAMERAS - JEFFERSON ELEMENTARY SCHOOL/ORG PROJECT	10,696.70
0001014629	CONVERGINT TECHNOLOGIES SERVICE AGREEMENT TO INSTALL SECURITY CAMERAS - LINCOLN ELEMENTARY SCHOOL/ORG PROJECT	8,818.20
0001014630	CONVERGINT TECHNOLOGIES EQUIPMENT INSTALLATION - MUIR ELEMENTARY SCHOOL/ORG PROJECT	8,370.12
0001014631	CONVERGINT TECHNOLOGIES SERVICE AGREEMENT TO INSTALL SECURITY CAMERAS - LA CRESCENTA ELEMENTARY SCHOOL/ORG PROJECT	16,367.54
0001014633	CHALMERS CONSTRUCTION SERVICES, INC SERVICE CONTRACT FOR CEILING REPAIRS AT WILSON MIDDLE SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	43,900.00
0001014634	SS+K CONTRACTORS SERVICE CONTRACT TO INSTALL ADA CONCRETE RAMP, FENCING & RAIL - FREMONT ELEMENTARY SCHOOL/ORG PROJECT	44,750.00
0001014670	PLAYPOWER LT FARMINGTON, INC. PLAYGROUND EQUIPMENT - LA CRESCENTA ELEMENTARY SCHOOL/ORG PROJECT	40,752.65
0001014685	MAINTEX	648.77
0001014758	C.A.S.H. CONFERENCE EXPENSES - PLANNING, DEVELOPMENT & FACILITIES	6,250.00
0001014763	TEK TIME SYSTEMS, LLC	95.90

PO NUMBER	MEASURE S PROJECTS FUND (CONTINUATION) VENDOR	AMOUNT
0001014765	CROSBY PLUMBING	600.61
0001014811	OFFICE DEPOT	982.05
0001014812	GOLDEN STAR TECHNOLOGY INC.	978.93
0001014855	SS+K CONTRACTORS SERVICE CONTRACT TO INSTALL HANDRAIL & RAILING - FREMONT ELEMENTARY SCHOOL/ORG PROJECT	4,250.00
0001014861	AMAZON CAPITAL SERVICES, INC.	32.78
0001014895	MSI MOVER SERVICES, INC. MOVING AND STORAGE SERVICES - VERDUGO WOODLANDS ELEMENTARY SCHOOL	1,513.90
0001014896	MSI MOVER SERVICES, INC. MOVING AND STORAGE SERVICES - VERDUGO WOODLANDS ELEMENTARY SCHOOL	3,472.63
0001014897	MSI MOVER SERVICES, INC. MOVING AND STORAGE SERVICES - VERDUGO WOODLANDS ELEMENTARY SCHOOL	2,465.00
0001014928	PINGUELO CONSTRUCTION AWARD OF BID #158- 17/18 FOR WINDOW REPLACEMENT PHASE III - RD WHITE ELEMENTARY SCHOOL	295,000.00
0001014951	CHALMERS CONSTRUCTION SERVICES, INC AWARD OF BID #159- 17/18 FOR SITE IMPROVEMENT -FRANKLIN ELEMENTARY SCHOOL	119,500.00
0001014952	GMS ELEVATOR SERVICES, INC ELEVATOR MAINTENANCE SERVICES AT VERDUGO WOODLANDS ELEMENTARY SCHOOL - FACILITY & SUPPORT OPERATIONS	3,230.00
1013026	MSI MOVER SERVICES, INC. MOVING AND STORAGE SERVICES - VERDUGO WOODLANDS ELEMENTARY SCHOOL	1,000.00
	TOTAL	1,297,390.55
0001014632	CLEAN RENEWABLE ENERGY BONDS BPI INSPECTION SERVICES SERVICE CONTRACT TO PROVIDE TESTING & INSPECTION SERVICES FOR SOLAR PHASE 5 AT CERRITOS ELEMENTARY SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	7,200.00
	TOTAL	7,200.00

PROCESS DATE
1/30/2018

GLENDALE UNIFIED SCHOOL DISTRICT
CONSENT CALENDAR NO. 5

PAGE 22

PO NUMBER	DEVELOPER FEE FUND VENDOR	AMOUNT
0001014524	SONA BOGHOSIAN AND ATTORNEY STEVE A. PROFESSIONAL SERVICES - BUSINESS SERVICES	7,231.44
0001014564	DIAMENTE INV. GROUP LLC & ATTORNEY STEVE PROFESSIONAL SERVICES - BUSINESS SERVICES	10,687.08
0001014956	GRT RE INVESTMENT,LLC AND ATTORNEY STEVE PROFESSIONAL SERVICES - BUSINESS SERVICES	6,048.24
	TOTAL	----- 23,966.76
	CAPITAL PROJECTS & IMPROVEMENT FUND	
0001014539	FRANCISCO CONTRERAS	40.00
0001014567	O.H. LYNN PRINTING OFFICE SUPPLIES - BUSINESS SERVICES	2,693.70
0001014735	MOBILE MODULAR MANAGEMENT CORP	157.69
0001014736	GM ROOFING	600.00
0001014764	ORBACH, HUFF SUAREZ & HENDERSON LLP	291.50
0001014942	CERTIFIED WHOLESALE ELECTRIC PROP 39 LIGHTING SUPPLIES DISTRICTWIDE - PLANNING, DEVELOPMENT & FACILITIES	87,199.84
	TOTAL	----- 90,982.73

**LIST OF PO CHANGE ORDER
DURING THE PERIOD OF 11/27/2017 THROUGH 1/19/2018
CONSENT CALENDAR NO, 5 - FEBRUARY 6, 2018**

Change Order Date	PO Number	Vendor	Reason of Change	Original Amount	Net Increase / Decrease	New Total
12/5/2017	0001014004	MHS, INC	Decrease of \$641.03 (discount for bulk order)	\$2,777.78	(\$641.03)	\$2,136.75
12/11/2017	0001010944	Amazon Capital Services, Inc.	Increase of \$1,000.00 for additional expenses	\$1,000.00	\$1,000.00	\$2,000.00
12/12/2017	0001013542	Amazon Capital Services, Inc.	Increase of \$1,000.00 for additional expenses	\$1,000.00	\$1,000.00	\$2,000.00
12/14/2017	0001010700	Smart & Final	Increase of \$4,500.00 for additional expenses	\$2,000.00	\$4,500.00	\$6,500.00
12/14/2017	0000808673	MTGL	Increase of \$100,477.50 for additional inspection time, BOE: 11/28/17	\$179,281.00	\$100,477.50	\$279,758.50
12/21/2017	0001010304	Office Depot	Increase of \$1,000.00 for additional expenses	\$3,000.00	\$1,000.00	\$4,000.00
12/21/2017	0001011649	Office Depot	Increase of \$1,000.00 for additional expenses	\$1,000.00	\$1,000.00	\$2,000.00
12/11/2017	0000906458	Chalmers Construction	Increase of \$172,477.88, BOE:11/7/2017	\$5,611,319.16	\$172,477.88	\$5,783,797.04
11/28/2017	0001008104	Harris Steel Fence	Decrease of \$31,379.00 BOE:9/19/2017	\$141,477.00	(\$31,379.00)	\$110,098.00
12/21/2017	0001010304	Office Depot	Increase of \$1,000.00 for additional expenses	\$3,000.00	\$1,000.00	\$4,000.00
12/21/2017	0001011649	Office Depot	Increase of \$1,000.00 for additional expenses	\$1,000.00	\$1,000.00	\$2,000.00
1/4/2018	0001014158	American Express	Line #2 for 300 more items was added	\$14,275.46	\$14,767.72	\$29,043.18
1/5/2018	0001010346	C.R. PLUMBING	Increase of \$3,000.00 for additional expenses	\$4,000.00	\$3,000.00	\$7,000.00
1/16/2018	0001010209	Orbach, Huff, Suzrez & Henderson	Increase of \$10,227.46 to cover current charges	\$50,000.00	\$10,227.46	\$60,227.46
1/16/2018	0001012791	Absolute Security	Increase of \$2,500.00 for additional services	\$1,500.00	\$2,500.00	\$4,000.00
1/17/2018	0001010878	Intermountain Lock & Security Supply	Increase of \$20,000.00 to provide sufficient funding for purchases through 6/30/2018	\$20,000.00	\$20,000.00	\$40,000.00
1/19/2018	0001008262	Crosby Plumbing	Increase of \$14,710.00 for modification of backflow, BOE 12/12/17	\$148,500.00	\$14,710.00	\$163,210.00
1/19/2018	000909282	Paradise Construction	Increase of \$1,074.72 for Design Errors & Omissions, BOE 11/7/2017	\$211,285.42	\$1,074.72	\$212,360.14

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

CONSENT CALENDAR NO. 6

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Craig Larimer, Financial Analyst

SUBJECT: Appropriation Transfer and Budget Revision Report

The Superintendent recommends that the Board of Education approve Appropriation Transfers and Budget Revisions for Fund 01.0 Unrestricted and Restricted.

GLENDALE UNIFIED SCHOOL DISTRICT
 February 6, 2018
 CONSENT CALENDAR NO. 6
 BUDGET TRANSFER AND ADJUSTMENT REPORT

GENERAL FUND UNRESTRICTED (01.0) Resource Codes 00000.0 thru 19999.0

REVENUES	BUDGET TRANSFERS	BUDGET ADJUSTMENTS
8010-8099 Local Control Funding Formula	\$0	\$0
8100-8299 Federal	\$0	\$0
8300-8599 Other State	\$0	\$0
8600-8799 Local	\$0	\$50,451
8910-8999 Transfers In/Contributions	\$0	\$0
TOTAL REVENUES	\$0	\$50,451

APPROPRIATION OBJECT	BUDGET TRANSFERS	BUDGET ADJUSTMENTS
1000 Certificated Salaries	(\$7,660)	\$6,375
2000 Classified Salaries	\$8,385	\$1,399
3000 Employee Benefits	(\$1,584)	\$1,628
4000 Instructional Supplies	\$70,243	\$1,481
5000 Contract Services	(\$69,428)	\$1,150
6000 Capital Outlay	\$44	\$0
7000 Other Outgo/Indirect/Transfers Out	\$0	\$0
TOTAL BUDGETED APPROPRIATIONS	\$0	\$12,033

NET INCREASE/DECREASE IN FUND BALANCE	\$0	\$38,418
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GLENDALE UNIFIED SCHOOL DISTRICT
 February 6, 2018
 CONSENT CALENDAR NO. 6
 BUDGET TRANSFER AND ADJUSTMENT REPORT

GENERAL FUND RESTRICTED (01.0) Resource Codes 20000.0 thru 99999.0

REVENUES	BUDGET TRANSFERS	BUDGET ADJUSTMENTS
8010-8099 Local Control Funding Formula	\$0	\$0
8100-8299 Federal	\$0	\$67,218
8300-8599 Other State	\$0	\$8,726
8600-8799 Local	\$0	\$86,583
8910-8999 Transfers In/Contributions	\$0	\$0
TOTAL REVENUES	\$0	\$162,527

APPROPRIATION OBJECT	BUDGET TRANSFERS	BUDGET ADJUSTMENTS
1000 Certificated Salaries	(\$1,870)	\$12,539
2000 Classified Salaries	\$26,178	\$0
3000 Employee Benefits	\$15,335	\$2,487
4000 Instructional Supplies	(\$36,235)	\$79,654
5000 Contract Services	(\$3,408)	\$65,555
6000 Capital Outlay	\$0	\$225,000
7000 Other Outgo/Indirect/Transfers Out	\$0	\$2,292
TOTAL BUDGETED APPROPRIATIONS	\$0	\$387,527

NET INCREASE/DECREASE IN FUND BALANCE	\$0	(\$225,000)
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GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

CONSENT CALENDAR NO. 7

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Kristine Nam, Communications Director

SUBJECT: Approval of Agreement with Meltwater

The Superintendent recommends that the Board of Education approve a one-year agreement with Meltwater for digital communication tracking and reporting services in the amount of \$3,000.

Meltwater is a service that allows organizations to track and report media coverage and overall media sentiment. Meltwater monitors social media and every major news outlet across all mediums, including television, print, and online to track overall coverage, number of mentions, general sentiment, and engagement with GUSD.

Meltwater Services

Meltwater Regular Americas

- Users: Access by up to 1 Authorized Users (defined herein) to the Meltwater platform. "Authorized Users" means those specific employees or consultants located in United States that Customer has authorized to use the Meltwater platform solely for Customer's own internal business purposes.
- Searches: 15 Searches. A "Search" is a string of keywords used to search online news or social media sources and find relevant results in the form of articles or posts. Results are displayed in the Meltwater platform and contain a hyperlink to the original source article or post.
- Dashboards: 10 dashboard(s) on the Meltwater platform. Dashboards are customizable and display analytics and search results from any Searches. Each Dashboard can contain up to 9 Widgets.
- Widgets: Access to both Brand Monitoring and Brand Analysis widget groups, including Potential Reach, Sentiment Score, Share of Voice, Advertising Value Equivalency, Top Languages, RSS Feed, Content Streams, Media Exposure, World Heat Map, Trending Themes, Top Publishers and Top Locations widgets.
- Sources: News and social media monitoring. News search results from sources tracked by Meltwater globally. Full historic news search results available.
- Extras: Tagging, translation and distribution of search results.
- Sentiment: Natural Language Processing (NLP) analysis of article sentiment in selected languages.
- Support: Technical and Consultative support during normal local business hours, for the duration of the subscription.
- Email: Daily e-mail reports and ad-hoc dashboard reports showing search results for Authorized Users.
- Mobile: Access to Meltwater app (available in iOS and Android) to view saved Searches and results.

Terms of Service:

Meltwater will provide the above Services for the period of time reflected by the start & end dates below.

Product	Start Date	End Date
Meltwater Regular Americas	Feb 01, 2018	Jan 31, 2019

Payment Terms:

Meltwater Services are paid for in advance of the Start Date in a single lump sum. Once this Order Confirmation is signed, an invoice for the price below will be generated and due net14. Except as provided in the Terms of Use, all payment is non-refundable. Discounts and/or special pricing and/or payment terms, if any, may not apply to your renewal term.

(If you are tax exempt please provide your Meltwater representative with a valid current tax exemption form upon signing.)

Price : 3000.00 USD

Terms of Use:

The company identified in the signature block below ("Customer") hereby agrees that its use of any Meltwater Service is governed by this Order Confirmation and the General Terms and Conditions of Use, located at www.meltwater.com/terms-of-use/northamerica/. Any other terms, including those on a purchase order, in a vendor registration application, or part of an RFP, are considered void and shall have no force or effect.

By signing this Agreement, you warrant that you have the authority to enter into this Agreement on behalf of Customer and that you have read, understand, and accept all of the terms of this Agreement.

Customer

Name and Contact Information:

Glendale Unified School District
223 North Jackson Street
Glendale, California 91206
United States
Contact: Kristine Nam
P: 818.241.3111

Meltwater

Name and Contact Information:

Meltwater News US Inc.
225 Bush St. Suite 1000
San Francisco, CA 94104
United States of America
FTIN number: 20-8289528 (b2b-version)

Date Jan 12, 2018
Name Steve Dickinson
Email sdickinson@gusd.net
Title CBO
Signature Steve Dickinson
Steve Dickinson (Jan 12, 2018)

Date Jan 10, 2018
Name Caleb Copeland

By initialing below I represent that I have read, understand, and agree to the terms and conditions located at www.meltwater.com/terms-of-use/northamerica/

Initials SD
SD

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

CONSENT CALENDAR NO. 8

TO: Board of Education
FROM: Winfred B. Roberson, Jr., Superintendent
SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer
PREPARED BY: Karineh Savarani, Director, Financial Services
SUBJECT: **Renewal of Agreement with CONEXIS/WageWorks to Provide Full-Service Administration of Retiree Payment Function and COBRA Enrollees and Collection Process**

The Superintendent recommends that the Board of Education approve a renewal agreement with CONEXIS/WageWorks to provide full-service administration of retiree payment function and COBRA enrollees and collection process for an estimated amount of \$23,500.

An agreement with CONEXIS for full-service administration of retiree payment function and COBRA enrollees and collection process was approved by the Board of Education on January 8, 2008. The District has renewed the original agreement with CONEXIS every two (2) years since the contract commenced in March 2008.

The current renewal agreement is for the period February 1, 2017 through January 31, 2020. The cost for this service is projected to be \$23,500. Funding for these services will be paid from the Early Retirement Benefits Fund (67.2).#

We are recommending that the Board of Education approve the renewal agreement with CONEXIS/WageWorks for the (3) year period February 1, 2017 through January 31, 2020.

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Order Form

Client:

Glendale Unified School District
223 N Jackson Street
Glendale, CA 91206

Effective Date*: 2/1/2017
End Date: 1/31/2020

Payment Method: Check
Payment Terms: Net 30 days
Service Charge on Overdue Amounts: 2% Per Month


Products:

Product Name	Fee Type	Fee	Description
COBRA	Admin Fee	\$0.00 PCPM	Per Continuant Per Month
COBRA	Monthly Minimum	\$50.00	
COBRA	QE Notice Fee	\$33.60	
COBRA	General Notice Fee	\$0.00	
COBRA	Implementation Fee	\$0.00	
Direct Bill Invoice	Additional Service Fee	\$0.00	Fee billed per invoice sent.
Takeover of Existing COBRA Participants	Additional Service Fee	\$10.00	Acquisition and integration of existing COBRA participant information including the production of new monthly payment invoices, tracking the remainder of the eligibility period, and providing 24/7 access to participant information via IVR, Internet, and toll-free participant services support. One-time fee per takeover processed.
Takeover of existing Direct Bill participants	Additional Service Fee	\$4.80	Acquisition and integration of existing Direct Bill participant information including the production of new monthly payment invoices, tracking the remainder of the eligibility period, and providing 24/7 access to participant information via IVR, Internet, and toll-free participant services support. One-time fee per takeover processed.
Monthly Carrier Eligibility Reporting Fee	Additional Service Fee	\$25.00	Provide reports via automated electronic updates to each identified carrier. Fee per client designee per month.

Terms and Conditions:

- This Order Form is subject to WageWorks' General Terms and Conditions of Service that may be viewed at <https://www.wageworks.com/employers/terms-and-conditions.aspx>, and all terms defined therein shall have the same meaning in this Order Form unless otherwise specified herein.
- *This Order Form shall be effective as of 2/1/2017, unless this Order Form is rejected by WageWorks (e.g., the Order Form is incomplete or does not match our records). Billing shall commence upon start of Service(s).
- 2% COBRA Surcharge: WageWorks Retains 2% Surcharge

WageWorks!

Signature: 
Steve Dickinson (Aug 3, 2017)

Email: Sdickinson@gusd.net

Title: CBO

Company: Glendale Unified School District

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

CONSENT CALENDAR NO. 9

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Tony Barrios, Executive Director: Planning, Development and Facilities

SUBJECT: **Approval of Notice of Completion with Best Contracting Services for Bid No. 140-16/17 for the Solar Roofing Project at Hoover High School**

The Superintendent recommends that the Board of Education approve the Notice of Completion with Best Contracting Services for Bid No. 140-16/17 for the Solar Roofing Project at Hoover High School.

On March 28, 2017, the Board approved the award of Bid No. 140-16/17 with Best Contracting Services (Gardena) for the solar roofing project at Hoover High School in the amount of \$116,225.00.

This project was completed in a satisfactory manner as of October 1, 2017 for a total cost of \$116,225.00.

This project is funded by Measure S – Hoover and Glendale High Schools Roofing Project funds. The Superintendent's Facility Advisory Committee supported moving forward with this recommendation.

Recording Requested by
Glendale Unified School District.

When recorded please mail to:

Attn: Business Services
Glendale Unified School Dist.
223 N. Jackson Street
Glendale, CA 91206

(Space above this line for Recorders Use)

NOTICE OF COMPLETION

PROPERTY: Hoover High School
ADDRESS: 651 Glenwood Road
Glendale, California 91202

OWNER: Glendale Unified School District
223 N. Jackson Street
Glendale, California 91206

IMPROVEMENT: Roofing Project
DATE of COMPLETION: October 1, 2017
CONTRACTOR: Best Contracting Services, Inc.
CONTRACT DATE: April 6, 2017
BOARD APPROVAL: March 28, 2017

VERIFICATION

I, the undersigned, say: I am the Glendale Unified School District Official, the declarant of the foregoing notice of completion. I have read the Notice Of Completion and know the contents thereof: the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on February 7, 2018 at Glendale, California

Tony Barrios
Glendale Unified School District
Executive Director, Planning, Development and Facilities

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

CONSENT CALENDAR NO. 10

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Tony Barrios, Executive Director: Planning, Development and Facilities

SUBJECT: **Approval of Notice of Completion with Letner Roofing Co., Inc. for Bid No. 141-16/17 for the Solar Roofing Project at Glendale High School**

The Superintendent recommends that the Board of Education approve the Notice of Completion with Letner Roofing Co., Inc. for Bid No. 141-16/17 for the Solar Roofing Project at Glendale High School.

On March 28, 2017, the Board approved the award of Bid No. 141-16/17 with Letner Roofing Co., Inc. (Orange, CA) for the solar roofing project at Glendale High School in the amount of \$820,930.00.

This project was completed in a satisfactory manner as of October 1, 2017 for a total cost of \$820,930.00.

This project is funded by Measure S – Hoover and Glendale High Schools Roofing Project funds. The Superintendent’s Facility Advisory Committee supported moving forward with this recommendation.

Recording Requested by
Glendale Unified School District.

When recorded please mail to:

Attn: Business Services
Glendale Unified School Dist.
223 N. Jackson Street
Glendale, CA 91206

(Space above this line for Recorders Use)

NOTICE OF COMPLETION

PROPERTY: Glendale High School
ADDRESS: 1440 E. Broadway
Glendale, California 91205

OWNER: Glendale Unified School District
223 N. Jackson Street
Glendale, California 91206

IMPROVEMENT: Roofing Project
DATE of COMPLETION: October 1, 2017
CONTRACTOR: Letner Roofing Co., Inc.
CONTRACT DATE: April 21, 2017
BOARD APPROVAL: March 28, 2017

VERIFICATION

I, the undersigned, say: I am the Glendale Unified School District Official, the declarant of the foregoing notice of completion. I have read the Notice Of Completion and know the contents thereof: the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on February 7, 2018 at Glendale, California

Tony Barrios
Glendale Unified School District
Executive Director, Planning, Development and Facilities

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

CONSENT CALENDAR NO. 11

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Tony Barrios, Executive Director: Planning, Development and Facilities

SUBJECT: **Approval of Notice of Completion with Chalmers Construction Services, Inc. for Bid No. 133-16/17 for LED Lighting Upgrade at Various Sites**

The Superintendent recommends that the Board of Education approve the Notice of Completion with Chalmers Construction Services, Inc. for Bid No. 133-16/17 for LED lighting upgrades at various sites.

On May 23, 2017, the Board approved the award of Bid No. 133-16/17 with Chalmers Construction Services, Inc. (La Crescenta) for LED lighting upgrades at four sites, including Glendale High School, and Toll, Wilson, and Roosevelt Middle Schools, in the amount of \$262,900.

This project was completed in a satisfactory manner as of August 7, 2017 for a total cost of \$262,900. This project is funded Proposition 39 funds.

Recording Requested by
Glendale Unified School District.

When recorded please mail to:

Attn: Business Services
Glendale Unified School Dist.
223 N. Jackson Street
Glendale, CA 91206

(Space above this line for Recorders Use)

NOTICE OF COMPLETION

PROPERTY:	Glendale High School	Wilson Middle School
ADDRESS:	1440 E. Broadway Glendale, CA 91205	1221 Monterey Road Glendale, CA 91206
	Toll Middle School 700 Glenwood Road Glendale, CA 91202	Roosevelt Middle School 222 East Acacia Ave. Glendale, CA 91205

OWNER: Glendale Unified School District
223 N. Jackson Street
Glendale, California 91206

IMPROVEMENT: LED Lighting Upgrade – Bid No. 133-16/17
DATE of COMPLETION: August 7, 2017
CONTRACTOR: Chalmers Construction Services Inc.
CONTRACT DATE: May 26, 2017
BOARD APPROVAL: May 23, 2017

VERIFICATION

I, the undersigned, say: I am the Glendale Unified School District Official, the declarant of the foregoing notice of completion. I have read the Notice Of Completion and know the contents thereof: the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on February 7, 2018 at Glendale, California

Tony Barrios
Glendale Unified School District
Executive Director, Planning, Development and Facilities

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

CONSENT CALENDAR NO. 12

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

SUBJECT: **Authorization to Dispose of Surplus Property**

The Superintendent recommends that the Board of Education declare a milk cooler located at Wilson Middle School as obsolete and surplus, and authorize disposal in the most cost efficient and environmentally responsible manner.

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

CONSENT CALENDAR NO. 13

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Dr. Kelly King, Assistant Superintendent, Educational Services

SUBJECT: **Approval of New or Revised Board Policies (BP)/Administrative Regulations (AR) Relating to Philosophy, Goals, Objectives and Comprehensive Plans, Community Relations, Instruction, and Students**

The Superintendent recommends that the Board of Education approve new or revised Board Policies (BP) 0400 (Comprehensive Plans); BP/AR 1312.3 (Uniform Complaint Procedures); BP 6173.2 (Education of Children of Military Families); BP 5030 (Student Wellness); BP 5141.3 (Health Examinations) and BP 5131.6 (Alcohol and Other Drugs) as recommended by the California School Boards Association (CSBA) and to comply with Education Code and federal and state laws.

BP 0400 – Comprehensive Plans

CSBA Update October 2017
Last GUSD Update September 2016

CSBA updated its model policy to include the local control and accountability plan (LCAP) as a comprehensive plan of the district and to emphasize the need for consistency among the documents that set direction for the district.

BP/AR 1312.3 – Uniform Complaint Procedures

CSBA Update May 2017
Last GUSD Update August 2017

The Board of Education recognizes that the District has a primary responsibility for ensuring that it complies with State and Federal laws and regulations.

Although Glendale Unified School District's Board Policy (BP) 1312.3 and Administrative Regulation (AR) 1312.3 aligned with the California School Boards

Association (CSBA), changes were made under the direction of the Federal Program Monitoring (FPM) Uniform Complaint Procedure (UCP) Lead auditor.

Both BP/AR 1312.3 require inclusion of all 27 programs and activities that are subject to the UCPs. The revisions have been included in both BP 1312.3 and AR 1312.3.

Upon approval, both BP/AR 1312.3 will be uploaded to the Compliance Monitoring Tool (CMT) as requested per the FPM UCP Lead.

BP 6173.2 – Education of Children of Military Families

CSBA Update October 2017
Last GUSD Update N/A

The adoption of a Board Policy new to GUSD is based on suggested California School Boards Association (CSBA language). The policy reflects the Every Student Succeeds Act, which provides that military-connected students will be assigned a national identification number to facilitate monitoring of their academic progress and requires districts to issue an annual report card that includes state achievement results for such students. It also has language on collaborating with the military's school liaison officers and providing staff development related to the educational rights of military-connected students. Once the BP is approved, the accompanying Administrative Regulation will include material regarding the transfer of course credits, exemption from local graduation requirements when a student transfers after the completion of the second year of high school, and use of the uniform complaint procedures for allegations of noncompliance by the District, pursuant to a new State law, AB 365. The regulation will also reflect two other new State laws, SB 455, which provides that a student will be deemed to meet District residency requirements if his/her parent/guardian is transferred or is pending transfer to a military installation within the state, and AB 2659, which provides that districts must not prohibit the transfer of a military-connected student out of the district regardless of whether the district has an interdistrict transfer agreement with another district.

BP 5030 – Student Wellness

CSBA Update December 2016
Last GUSD Update May 2006

The policy is updated to reflect new federal regulations (81 Fed. Reg. 50151) which address the content of the wellness policy, assurance of

stakeholder participation in the development and updates of the policy, and periodic assessment and disclosure of compliance. The California School Boards Association (CSBA) revised policy also reflects a new State law (SB 1169, 2016) which no longer requires posting of district policy on nutrition and physical activity within cafeterias/eating areas, but does require annually informing the public of the content and implementation of the policy.

BP 5141.3 – Health Examinations

CSBA Update	November 2010
Last GUSD Update	N/A

The adoption of this mandated policy is based on CSBA recommended language.

BP 5131.6 – Alcohol and Other Drugs

CSBA Update	October 2017
Last GUSD Update	September 2015

This policy has been updated using CSBA language to reflect the goals and purposes of the federal Student Support and Academic Enrichment Grants program, as established by the Every Student Succeeds Act. The revised policy also deletes material on drug and alcohol master plans and county primary prevention programs, since the related laws were repealed on their own terms.

Upon approval of the policies, new or updates to existing accompanying Administrative Regulations will be made as needed following current District procedures.

Copies of the new/revised policies are included with this report.

Philosophy, Goals, Objectives and Comprehensive Plans

Comprehensive Plans

A. District Plan

The Board of Education believes that careful planning is essential to effective implementation of District programs and policies. Comprehensive plans shall identify cohesive strategies for District and school improvement, provide stability in District operations, and be aligned to ensure consistency among District approaches for student academic growth and achievement.

Comprehensive plans adopted by the district shall include the local control and accountability plan (LCAP) and other plans required by law or determined by the Board to be in the best interest of the district. Such plans may describe anticipated short- and long-term needs, measurable outcomes, priorities, activities, available resources, timelines, staff responsibilities, and strategies for internal and external communications regarding the plan.

The process for developing comprehensive plans shall include broad participation of school and community representatives. Committees may, and when required by law shall, be appointed to assist in the development of such plans. District comprehensive plans are subject to review and approval by the Board.

B. Site Plans

School-level plans may be developed to meet the unique circumstances of individual school sites provided that they are consistent with law, Board Policies, District Administrative Regulations, the District vision, the LCAP, and other Districtwide plans. School plans shall be subject to review and approval by the Superintendent or designee, except when law or Board policy requires Board approval of the plan.

Comprehensive plans shall be available to the public, and shall be reviewed and updated at regular intervals as specified within the plan or required by law.

Legal References: Education Code, Sections 32280-32289; 35035; 35291; 39831.3; 52050-52077; 56195-56195.10; 56205-56208; 64001
Code of Regulations, Title 5 Section 560
United States Code, Title 20 Section 6312

Philosophy, Goals, Objectives and Comprehensive Plans

Comprehensive Plans

Policy Adopted: 10/16/1990

Policy Amended: 03/29/1994; 02/20/2001; 03/20/2001; 09/10/2002; 09/06/2016;
02/06/2018

(Formerly BP 6190; Formerly BP 0420)

Community Relations

Uniform Complaint Procedures

The Board of Education recognizes that the District has a responsibility for ensuring compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board shall adopt the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The District's uniform complaint procedure (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging District violation of applicable state or federal law or regulations governing adult education, after school education and safety programs, migrant education, career technical and technical education; career technical; technical training, child care and development programs, child nutrition programs, Every Student Succeeds Act/No Child Left Behind (Titles I-VII), special education programs, consolidated categorical aid programs, and any other district-implemented program which is listed in Education Code 64000(a), including agricultural vocational education, American Indian Education Centers and early childhood education program assessments bilingual education programs, career technical education, English learner programs, regional occupational centers and programs, school-based coordinated categorical programs, state preschool, Economic Impact Aid, Miller-Unruh Basic Reading Act, compensatory education programs, programs providing assistance to disadvantaged, neglected or delinquent students who are at risk of dropping out of school, capital expenses funding, California Peer Assistance and Review programs for teachers, professional development programs, Innovative Program Strategies programs, programs established under the federal Class Size Reduction Initiative, programs for tobacco use prevention education, School Safety Plan, school safety and violence prevention programs, and Safe and Drug Free Schools and Communities programs (5 CCR 4610).
2. Any complaints alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in the Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or on the basis of person's association with a person or group with one or more of these actual or perceived characteristics. (5 CCR 4610)

Community Relations

Uniform Complaint Procedures

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student. (Education Code 222)
4. Any complaint alleging District noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. (5 CCR 4610)
5. Any complaint alleging District noncompliance with legal requirements related to the implementation of the local control and accountability plan. (Education Code 52075)
6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)
7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements. (Education Code 51225.1, 51225.2)
8. Any complaint, by or on behalf of a former juvenile court school student who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in the juvenile court school or the grant of an exemption from Board-imposed graduation requirements. (Education Code 51225.1, 51225.2)
9. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions. (Education Code 51228.3)
10. Any complaint alleging district noncompliance with the physical education instructional

Community Relations

Uniform Complaint Procedures

minutes requirement for students in elementary school. (Education Code 51210, 51223)

11. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.
12. Any other complaint as specified in a District policy.

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. Mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

The District shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the District shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the District's UCP.

The Superintendent or designee shall provide training to District staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulations.

The Superintendent or designee shall maintain all records of all UCP complaints and the investigation of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

Non-UCP Complaints

The following complaints shall not be subject to the District's UCP but shall be referred to the specified agency: (5 CCR 4611)

Community Relations

Uniform Complaint Procedures

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to the Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the District's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, or teacher vacancies and misassignments.

Legal References: Education Code Sections 200-262.4; 222; 8200-8498; 8500-8538; 18100-18203; 32289; 35186; 48853-48853.5; 48985; 49010-49013; 49060-49079; 49069.5; 49490-49590; 51210; 51223; 51225.1-51225.2; 51228.1-51228.3; 52060-52077, 52075; 52160-52178; 52300-53490; 52500-52616.24; 54400-54425; 54440-54445; 54460-54529; 56000-56867; 59000-59300; 64000-64001
Government Code Sections 11135; 12900-12996
Penal Code 422.55; 422.6
Code of Regulations, Title 2, Section 11023
Code of Regulations, Title 5, Sections 3080; 4600-4687; 4900-4965
United States Code, Title 20 Sections 1221; 1232g; 1681-1688; 6301-6577; 6801-7014; 7101-7184; 7201-7283g; 7301-7372; 12101-12213
United States Code, Title 29 Section 794
United States Code Title 42 Sections 2000d-2000e-17; 2000h-2-2000h-6; 6101-6107
Code of Federal Regulations, Title 28 Section 35.107
Code of Federal Regulations, Title 34 Sections 99.1-99.67; 100.3; 104.7;

Community Relations

Uniform Complaint Procedures

106.8; 106.9; 110.25

Policy Adopted: 11/17/1992

Policy Amended: 12/17/2002; 11/03/2010; 03/11/2014; 04/15/2014; 05/06/2014;
04/05/2016; 10/18/2016; 08/15/2017; 02/06/2018

(Formerly BP 1312)

Community Relations

Uniform Complaint Procedures

Except as the Board of Education may otherwise specifically provide in other District policies, these general uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

Compliance Officers

The District designates the individual(s) below as the employee(s) responsible for coordinating the District's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 – Nondiscrimination/Harassment as the responsible employee to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual(s) shall receive and coordinate the investigation of complaints and shall ensure District compliance with law.

Dr. Kelly King, Assistant Superintendent – Educational Services
223 North Jackson Street
Glendale, CA 91206
(818) 241-3111 x1209
kking@gusd.net

Dr. Lena Richter, Director of Categorical Programs
223 North Jackson Street
Glendale, CA 91206
(818) 241-3111 x1457
lrichter@gusd.net

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filled with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the

Community Relations

Uniform Complaint Procedures

complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints including those involving alleged unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the District issues its final written decision, whichever is first.

Notifications

- A. The District's UCP policy and administrative regulations shall be posted in all District schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the District's UCP, including information regarding unlawful student fees and local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth, homeless students and former juvenile court school students to students, employees, parents/guardians, the District advisory committee, school advisory committees, appropriate private school officials or representative, and other interested parties. (Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

The annual notification and complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the District web site and may be provided through District-supported social media, if available.

- B. The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the District's policy, regulation, forms, and notices concerning the UCP.

Community Relations

Uniform Complaint Procedures

If 15 percent or more of students enrolled in a particular District school speak a single primary language other than English, the District's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the District shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

C. Such notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints.
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable.
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as unlawful harassment, intimidation, or bullying).
4. Include statements that:
 - a. The District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
 - d. Complaints should be filed in writing and signed by the complainant. If a

Community Relations

Uniform Complaint Procedures

complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, District staff shall assist him/her in the filing of the complaint.

- e. If a complaint is not filed in writing but the District receives notice of any allegation that is subject to the UCP the District shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation confirms that discrimination has occurred, the District will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

- f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the District's educational program, including curricular and extracurricular activities.
- g. The Board is required to adopt an annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
- h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the District liaison for foster youth to ensure and facilities these requirements and to assist the student in ensuring proper transfer of his/her credit, records, and grades when he/she transfers between schools or between the District and another District.
- i. A foster youth, homeless student, or former juvenile court school student who transfers into a District high school or between District high schools as applicable shall be notified of the District's responsibility to:
 - (1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed.

Community Relations

Uniform Complaint Procedures

- (2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency.
 - (3) If the student has completed his/her second year of high school before the transfer, provide the student information about District-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1.
- j. The complainant has a right to appeal the District's decision to the CDE by filing a written appeal within 15 calendar days of receiving the District's decision.
- In any complainant alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the District's decision.
- k. The appeal to the CDE must include a copy of the complaint filed with the District and a copy of the District's decision.
- l. Copies of the District's UCP are available free of charge.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the District's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the District shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

The compliance office shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

Community Relations

Uniform Complaint Procedures

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. Any complaint alleging District violation of applicable state or federal law or regulations governing adult education, after school education and safety programs, migrant education, career technical and technical education; career technical; technical training, child care and development programs, child nutrition programs, Every Student Succeeds Act/No Child Left Behind (Titles I-VII), special education programs, consolidated categorical aid programs, and any other district-implemented program which is listed in Education Code 64000(a), including agricultural vocational education, American Indian Education Centers and early childhood education program assessments bilingual education programs, career technical education, English learner programs, regional occupational centers and programs, school-based coordinated categorical programs, state preschool, Economic Impact Aid, Miller-Unruh Basic Reading Act, compensatory education programs, programs providing assistance to disadvantaged, neglected or delinquent students who are at risk of dropping out of school, capital expenses funding, California Peer Assistance and Review programs for teachers, professional development programs, Innovative Program Strategies programs, programs established under the federal Class Size Reduction Initiative, programs for tobacco use prevention education, School Safety Plan, school safety and violence prevention programs, and Safe and Drug Free Schools and Communities programs (5 CCR 4610).
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to

Community Relations

Uniform Complaint Procedures

the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim when he/she is not the complainant, requests confidentiality, the compliance officer shall inform him/her that the request may limit the District's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the District shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Community Relations

Uniform Complaint Procedures

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the District's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the District shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the District shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the

Community Relations

Uniform Complaint Procedures

investigation.

A complainant's refusal to provide the District's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal or the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the District shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the District to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4621)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the District's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

Community Relations

Uniform Complaint Procedures

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the District's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the district's decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Final Written Decision

The District's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant. (5 CCR 4631)

In consultation with District legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the District shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident

Community Relations

Uniform Complaint Procedures

- d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
 3. Disposition of the complaint
 4. Rational for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education.
 - b. The type, frequency, and duration of the misconduct.
 - c. The relationship between the alleged victim(s) and offender(s).
 - d. The number of persons engaged in the conduct and at whom the conduct was directed.
 - e. The size of the school, location of the incidents, and context in which they occurred.
 - f. Other incidents at the school involving different individuals.
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600.

For complaints of unlawful discrimination (such as discriminatory harassment,

Community Relations

Uniform Complaint Procedures

intimidation, or bullying), the notice may, as required by law, include:

- a. The corrective actions imposed on the respondent.
 - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
 - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence.
6. Notice of the complainant's right to appeal the District's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal.

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

- a. He/she may pursue available civil law remedies outside of the District's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
- b. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
- c. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the allege discrimination.

Corrective Action

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school

Community Relations

Uniform Complaint Procedures

or District environment may include, but are not limited to, actions to reinforce District policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others

Community Relations

Uniform Complaint Procedures

4. Positive behavior support
5. Referral to a student success team (SST)
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The District may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the District does not tolerate it, and how to report and respond to it.

If Glendale Unified School District finds merit in a complaint regarding:

1. Pupil Fees
2. Local Control and Accountability Plans (LCAP)
3. Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district
4. Reasonable Accommodations to a Lactating Pupil
5. Course Periods without Educational Content (grades nine through twelve) and
6. Physical Education Instructional Minutes (grades one through eight), the District shall provide a remedy. (Education Code 49013, 51223, 52075)

In the case of complaints regarding:

1. Course Periods without Educational content

Community Relations

Uniform Complaint Procedures

2. Reasonable Accommodations to a Lactating Pupil, and
3. Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district, the remedy shall go to the affected pupil.

In the case of complaints regarding:

1. Pupil Fees
2. Physical Education Instructional Minutes, and
3. LCAP, the remedy shall go to all affected pupils and parents/guardians.

For complaints alleging noncompliance with the laws regarding student fees, the District shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the District's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the District's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with the CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the District's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the District's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4632)

1. A copy of the original complaint
2. A copy of the written decision

Community Relations

Uniform Complaint Procedures

3. A summary of the nature and extent of the investigation conducted by the District, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the District's uniform complaint procedures
7. Other relevant information requested by the CDE

Rules Approved: 08/1985

Rules Revised: 07/16/1991; 11/03/1992; 10/07/1997; 12/17/2002; 06/27/2006;
11/16/2007; 08/24/2010; 10/24/2011; 01/30/2014; 05/06/2014;
11/18/2016; 09/01/2017; 02/06/2018

(Formerly AR 1312)

Instruction

Education Of Children Of Military Families

The Board of Education recognizes that children of military families face challenges to their academic success caused by the frequent moves or deployments of their parents/guardians in fulfillment of military service. The District shall provide such students with academic resources, services, and opportunities for extracurricular and enrichment activities that are available to all District students.

The Superintendent or designee may waive district policies or rules when necessary to facilitate the enrollment, placement, advancement, eligibility for extracurricular activities, or on-time graduation of children of military families, in accordance with the Interstate Compact on Educational Opportunity for Military Children as ratified in Education Code 49700-49704.

The Superintendent or designee shall provide information and/or training to administrators, other appropriate District staff, and military families regarding the provisions of the Interstate Compact and the educational rights of children of military families.

The Superintendent or designee shall collaborate with parents/guardians, school liaison officers from military installations, and/or other agencies within and outside the state to facilitate the transition of children of military families into and out of the District.

The Superintendent or designee shall annually report to the Board and the public on the educational outcomes of children of military families. Such reports may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade levels, and graduation rates.

Legal Reference: Education Code Sections: 35160.5; 35179; 35181; 35351; 46600-46611; 48050-48054; 48200-48208; 48300-48316; 49700-49704; 51225.3; 51240-51246; 51250-51251; 66204
United States Code, Title 10 Sections: 101; 1209; 1211
United States Code, Title 20 Sections: 1400-1482; 6311
United States Code, Title 29 Section 794

Policy Adopted: 02/06/2018

Students

Student Wellness

The Board of Education recognizes the link between good student health and learning, and desires to provide a comprehensive program promoting healthy eating and physical activity for District students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

A. School Wellness Council

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the District's student wellness policy. (42 USC 1758b; 7 CFR 210.30)

To fulfill this requirement, the Superintendent or designee may appoint a school wellness council or other District committee and a wellness council coordinator. The council may include representatives of the groups listed above, as well as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues.

The Superintendent or designee may make available to the public and school community a list of the names, position titles, and contact information of the wellness council members.

The wellness council shall advise the District on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the council may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

B. Goals for Nutrition, Physical Activity, and Other Wellness Activities

The Board shall adopt specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing such goals, the Board shall review and consider evidence-based strategies and techniques. (42 USC 1758b; 7 CFR 210.30)

Students

Student Wellness

The District's nutrition and physical education programs shall be based on research, shall be consistent with the expectations established in the State's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program, before- and after-school programs, summer learning programs, and school garden programs.

All students in Grades K-12 shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

The Board may enter into a joint use agreement or memorandum of understanding to make District facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

Professional development may be regularly offered to the nutrition program director, managers, and staff, as well as health education teachers, physical education teachers, coaches, activity supervisors, and other staff as appropriate to enhance their knowledge and skills related to student health and wellness.

In order to ensure that students have access to comprehensive health services, the District may provide access to health services at or near District schools and/or may provide referrals to community resources.

The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

Students

Student Wellness

The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees.

C. Nutrition Guidelines for All Foods Available at School

For all foods and beverages available on each campus during the school day, the District shall adopt nutrition guidelines which are consistent with 42 USC 1758, 1766, 1773, and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

In order to maximize the District's ability to provide nutritious meals and snacks, all District schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the District may sponsor a summer meal program.

The Superintendent or designee shall provide access to free, potable water in the food service area during meal times in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and by serving water in an appealing manner.

The Board of Education believes that foods and beverages sold to students at District schools, including those available outside the District's reimbursable food services program, should support the health curriculum and promote optimal health. Nutrition standards adopted by the District for foods and beverages provided through student stores, vending machines, or other venues shall meet or exceed state and federal nutrition standards.

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff shall encourage parents/guardians or other volunteers to support the District's nutrition education program by considering nutritional quality when selecting any snacks that they may donate for occasional class parties. Class parties or celebrations shall be held after the last lunch period when possible.

Students

Student Wellness

To reinforce the District's nutrition education program, the Board prohibits the marketing and advertising of foods and beverages that do not meet nutrition standards for the sale of foods and beverages on campus during the school day. (7 CFR 210.30)

D. Program Implementation and Evaluation

The Superintendent designates individual(s) identified below as the individual(s) responsible for ensuring that each school site complies with the District's Wellness Policy (42 USC 1758b; 7 CFR 210.30).

Jennifer Chin-Gonzales, Director of Nutritional Services
818-552-2677
jcgonzales@gusd.net

The Superintendent or designee shall assess the implementation and effectiveness of this policy at least once every three years. (42 USC 1758b; 7 CFR 210.30)

The assessment shall include the extent to which District schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

The Superintendent or designee shall invite feedback on District and school wellness activities from food service personnel, school administrators, the wellness council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

The Board and the Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the District activities related to student wellness. Such indicators may include, but are not limited to:

1. Descriptions of the District's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements.
2. An analysis of the nutritional content of school meals and snacks served in all District programs, based on a sample of menus and production records.
3. Student participation rates in all school meal and/or snack programs,

Students

Student Wellness

including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program.

4. Extent to which foods and beverages sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutrition standards.
5. Extent to which other foods and beverages that are available on campus during the school day, such as foods and beverages for classroom parties, school celebrations, and rewards/incentives, comply with nutrition standards.
6. Results of the state's physical fitness test at applicable grade levels.
7. Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity.
8. A description of District efforts to provide additional opportunities for physical activity outside of the physical education program.
9. A description of other Districtwide or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate.

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of District data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates.

In addition, the Superintendent or designee shall prepare and maintain the proper documentation and records needed for the administrative review of the District's wellness policy conducted by the California Department of Education (CDE) every three years.

The assessment results of both the District and state evaluations shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus District resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

Students

Student Wellness

E. Notifications

The Superintendent or designee shall inform the public about the content and implementation of the District's wellness policy and shall make the policy, and any updates to the policy, available the public on an annual basis. He/she shall also inform the public of the District's progress towards meeting the goals of the wellness policy, including the availability of the triennial District assessment. (Education Code 49432; 42 USC 1758b; 7 CFR 210.30)

The Superintendent or designee shall distribute this information through the most effective methods of communication, including District or school newsletters, handouts, parent/guardian meetings, District and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and wellness and academic performance.

Each school may post a summary of nutrition and physical activity laws and regulations prepared by the CDE.

F. Records

The Superintendent or designee shall retain records that document compliance with 7 CFR 210.30, including, but not limited to, the written student wellness policy, documentation of the triennial assessment of the wellness policy for each school site, and documentation demonstrating compliance with the community involvement requirements, including requirements to make the policy and assessment results available to the public. (7 CFR 210.30)

Legal Reference: Education Code, Sections 33350-33354; 38086; 49430-49434; 49490-49494; 49500-49505; 49510-49520; 49530-49536; 49540-49546; 49547-49548.3; 49550-49562; 49565-49662.8; 49570; 51210; 51210.1-51210.2; 51210.4; 51220; 51222-51223; 51795-51798; 51880-51921
California Code of Regulations, Title 5, Sections 15500-15501; 15510; 15530-15535; 15550-15565;
United States Code, Title 42, Sections 1751-1769j; 1758b; 1771-1793;
Code of Federal Regulations, Title 7 Sections: 210.1-210.33; 210.30; 220.1-220.22
Court Decisions: Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

Students

Student Wellness

Policy Adopted: 05/16/2006

Policy Amended: 02/06/2018

Students

Health Examinations

The Board of Education recognizes that periodic health examinations of students may lead to early detection and treatment of conditions that impact learning. Health examinations also may help in determining whether special adaptations of the school program are necessary.

The Superintendent or designee shall verify that students have complied with legal requirements for a comprehensive health screening, an oral health assessment, and immunizations at school entry. In addition, the district shall administer tests for vision, hearing, and scoliosis as required by law.

All students who participate as cheerleaders, song leaders, or athletes in organized competitive sports shall first undergo a medical examination and submit documentation of medical clearance to the district. Upon sustaining an injury or serious illness, a student may be required to have another examination before participating further. This requirement does not apply to participants in occasional play day or field day activities.

The Superintendent or designee shall ensure that staff employed to examine students exercise proper care of each student and that examination results are kept confidential. Records related to these examinations shall be maintained and released only in accordance with law.

Legal Reference: Education Code Sections: 44871-44879; 48980; 49400-49414.5; 49422; 49450-49458; 49460-49466
Health and Safety Code Sections: 1685-1686; 120325-120380; 121475-121520; 124025-124110
Code of Regulations, Title 5 Sections: 590-596; 3027; 3028
Code of Regulations, Title 17 Sections: 2950-2951
United States Code, Title 20 Sections: 1232g; 1232h

Policy Adopted: 02/06/2018

Students - Activities

Alcohol and Other Drugs

The Board of Education believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Superintendent or designee shall develop comprehensive programs and activities to foster safe, healthy, and drug-free environments that support academic achievement.

The District's alcohol and drug prevention programs shall be coordinated with other school and community-based services and programs and shall promote the involvement of parents/guardians. The Superintendent or designee may collaborate with the county office of education, community-based organizations, health providers, law enforcement agencies, local child welfare agencies, postsecondary institutions, businesses, and other public and private entities in program planning, implementation, and evaluation.

Prevention and intervention programs and activities may include, but are not limited to: (20 USC 7118)

1. Evidence-based drug and violence prevention activities and programs that educate students against the use of alcohol, tobacco, cannabis, smokeless tobacco products, and electronic cigarettes.
2. Professional development and training for school staff, specialized instructional support personnel, and interested community members on drug prevention, education, early identification, intervention mentoring, recovery support services, and, where appropriate, rehabilitation referral.
3. School-based mental health services, including early identification of drug use and referrals to counseling services, and/or partnerships with public or private health care entities that have qualified mental and behavioral health professionals.
4. Programs and activities that provide mentoring and school counseling to all students, including students who are at risk of drug use and abuse.

A. Instruction

The District shall provide science-based preventative instruction which has been proven effective in helping students avoid the use of alcohol and other drugs.

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is prohibited. Instruction shall not include any message on responsible use

Students - Activities

Alcohol and Other Drugs

of drugs or alcohol when such use is illegal. (Health and Safety Code 11999.2)

The District shall offer staff development activities for staff who implement the comprehensive drug and alcohol prevention and intervention program.

B. Intervention, Referral, and Student Assistance Programs

The Superintendent or designee shall inform school staff, students, and parents/guardians about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling, referral, and other student assistance programs.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

C. Enforcement/Discipline

Students shall not possess, use, or sell alcohol or other drugs and related paraphernalia on school grounds or at school-sponsored activities.

The Superintendent or designee shall clearly communicate to all students, staff, and parents/guardians the District's policies, regulations, and school rules related to the use of alcohol and other drugs.

Any student found by the Board to be selling a controlled substance listed in Health and Safety Code 11053-11058 shall be expelled in accordance with BP/AR 5144.1 - Suspension and Expulsion/Due Process. A student found to have committed another drug or alcohol offense, including possession or intoxication, shall be referred to appropriate behavioral interventions or student assistance programs, and may be subject to discipline on a case-by-case basis.

D. Program Evaluation

The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of District programs in reducing drug and alcohol use. The Superintendent or designee shall periodically report to the Board on the effectiveness of District activities in achieving identified objectives and outcomes. (20

Students - Activities

Alcohol and Other Drugs

USC 7116)

Legal Reference: Education Code, Sections 44049; 44645, 48900; 48900.5; 48901; 48901.5; 48902; 48909; 48915; 49602; 51202; 51203; 51210; 51220; 51260-51269; 60041, 60110-60115
Business and Professions Code Section 25608
Health and Safety Code, Sections 11032; 11053-11058; 11353.6; 11357; 11361.5; 11372.7; 11802; 11999-11999.3; 124175-124200
Penal Code, Section 13860-13864^[SEP]
Vehicle Code, Section 13202.5^[SEP]
Welfare and Institutions Code, Sections 828, 828.1
United States Code, Title 20, Sections 5812, 7101-7122

Policy Adopted: 02/07/1984

Policy Amended: 06/04/1985; 09/17/1991; 05/21/1996; 01/14/2003; 03/04/2003;
09/01/2015; 02/06/2018

Formerly BP 5350

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

CONSENT CALENDAR NO. 14

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Dr. Kelly King, Assistant Superintendent, Educational Services

PREPARED BY: Dr. René M. Valdés, Director, Student Support Services

SUBJECT: Reclassification of Student Records

The Superintendent recommends that the Board of Education authorize the reclassification of the student records listed in this Board Report as Class 3 Records, not required by law to be neither retained nor worthy of further preservation by the school district.

Education Code Section 35253 states that whenever the destruction of records of a district is not otherwise authorized or provided for by law, the governing board of the district may destroy such records of the district in accordance with regulations of the Superintendent of Public Instruction.

Education Code Section 49061 states that "Student Record" is any item of information directly related to an identifiable student, other than directory information, which is maintained by a school District or required to be maintained by an employee in the performance of the employee's duties whether recorded by handwriting, print, electronic, or other means. Student records include information relative to an individual student gathered within or without the school system and maintained within the school system, regardless of the physical form in which it is maintained and shall include the student's health record. Essential in this definition is the idea that any information, which is maintained for the purpose of second party review, is considered a student record. A student's cumulative record, if not transferred, is a continuing record until the student ceases to be enrolled in the district. The three classifications of records are as follows:

Mandatory Permanent Student Records are those records that the schools have been directed to compile by California statute authorization or authorized administrative directive. Each school district shall maintain indefinitely all mandatory permanent student records or an exact copy thereof for every student who was enrolled in a school program within said district. Such records shall include the following:

- a. Legal name of student
- b. Date of birth
- c. Method of verification of birth date
- d. Sex of student
- e. Place of birth
- f. Name and address of parent of minor student
 - (1) Address of minor student if different from the above
 - (2) An annual verification of the name and address of the parent and the residence of the student
- g. Entering and leaving dates for each school year and for any summer session or other extra session
- h. Subjects taken during each year, half-year, summer session, or quarter
- i. The mark or credits toward graduation allowed for work taken if marks or credits are given
- j. Verification of or exemption from required immunizations
- k. Date of high school graduation or equivalent
- l. CAHSEE

Education Code Section 35254 states that the governing board of any school district may make microfilm or photographic copies of any records of the district. The original records may then be destroyed.

Mandatory Interim Student Records are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed as per California statute, regulations, or authorized administrative directive. Such records include the following:

- a. A log or record identifying those persons (authorized school personnel), agencies, or organizations requesting or receiving information from the record.
- b. Health information, including Child Health Developmental Disabilities Prevention Program, verification or waiver.
- c. Participation in special education programs including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge.
- d. Language training records.
- e. Progress slips and grades received in courses of instruction.
- f. Parental restrictions regarding access to directory information or related stipulations.
- g. Parent, guardian, or adult student rejoinders to challenged records and to disciplinary action.
- h. Parental authorizations or prohibitions of student participation in specific programs.
- i. Results of standardized tests administered within the preceding three years.
- j. Work permits/permits to employ.
- k. Absence slips and verifications.
- l. Suspension notices and expulsion records.
- m. Independent study evaluation and findings according to Education Code, Section 51747(b).

California Code of Regulation, Title 5, Section 437 (c) provides that Mandatory Interim Student Records of students no longer in school may be destroyed in the third year following their classification as Class 3, Disposable.

Permitted Records are those student records, which districts may maintain for appropriate educational purposes. Such records may include:

- a. Objective counselor and/or teacher ratings
- b. Standardized test results older than three years
- c. Routine discipline data
- d. Verified reports of relevant behavioral patterns
- e. All disciplinary notices
- f. Attendance records not covered in Code of Regulations, Title 5, 400

California Code of Regulation, Title 5, Section 437 (d) provides that Permitted Records of Students no longer in school may be destroyed after six months following the pupil's completion of or withdrawal from the educational program.

All of the records shown on the following page are either: (1) obsolete Mandatory Interim Student Records, which will be destroyed three years following Board Action to reclassify (SUMMER of 2020); or (2) Permitted Records, which may be destroyed six months after the student leaves the District.

SCHOOL	# OF BOXES	RECORD TYPE	YEAR(S)
<i>ELEMENTARY SCHOOLS</i>			
Columbus	3	Student Records	2014-2015
Fremont	4	Mandatory Interim Student Records	2009-2010; 2010-2011; 2012-2013; 2014-2015
Jefferson	8	Attendance & Administrative	2010-2011; 2011-2012; 2012-2013; 2014-2015
Keppel	1	Cum Folders	2014-2015
La Crescenta	2	Student Information Cards	2009-2010; 2010-2011; 2011-2012; 2012-2013; 2013-2014; 2014-2015; 2015-2016
La Crescenta	1	Cum Files	2013-2014
Verdugo Woodlands	5	Cum, Attendance and ASB	2013-2014; 2014-2015
<i>MIDDLE SCHOOLS</i>			
Roosevelt	2	Mandatory Interim Records	2014-2015
Rosemont	25	Student Records	2014-2015
Wilson	20	Student Cum Records	2008-2009; 2009-2010; 2010-2011; 2011-2012; 2012-2013; 2013-2014; 2014-2015
<i>HIGH SCHOOLS</i>			
Clark	85	Mandatory Permanent Student Records	2005-2015
Crescenta Valley	40	Cumulative Files	2014-2015
Daily	10	Student Records	2014-2015
Glendale	40	Student Cumulative Files	2014-2015
Glendale	15	Attendance/Discipline	2014-2015
Hoover	13	Mandatory Interim Records	2014-2015
Verdugo Academy	5	Student Records	2014-2015

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

CONSENT CALENDAR NO. 15

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Dr. Kelly King, Assistant Superintendent, Educational Services

PREPARED BY: Dr. Lena Richter, Director, Categorical Programs
Luz Zuluaga, Accounting Technician, Categorical Programs

SUBJECT: **Annual Application for Funds Under the Consolidated Application and Reporting System (CARS) for Categorical Aid Programs 2017-2018, Winter Collection, including the Title IV, Part A Addendum, and Revised Allocations for Title I Part A, Title II, and Title III – EL**

The Superintendent recommends that the Board of Education approve the submission of the annual Consolidated Application and Reporting System (CARS) for 2017-2018, Winter Collection.

At its meeting on June 20, 2017, the Board of Education approved the submission of the annual Consolidated Application and Reporting System (CARS) to the California Department of Education (CDE) for the District to receive funds for categorical programs. The application is submitted online through a web-based system with two data collection reporting periods: spring (due on June 30) and winter (due on February 28).

As stated in the previous Board report, due to the transition from No Child Left Behind (NCLB) to Every Student Succeeds Act (ESSA), there has been a significant number of changes and, with the release of the Winter collection, additional changes have been noted, including:

- New, one-time only 39-month data collection period specific to fiscal year 2014-15 Title III, Part A Immigrant YTD Expenditure Report.
- Added Title IV, Part A, 2017-18 Application for Funding with local governing board approval needed to transfer funds to Title II.
- Added Schoolwide Waiver Approval Date for 2017-2018 Title I, Part A.
- Transferring new Title IV, Part A funds to Title II, Part A and removed all Program Improvement restrictions.

- Moved Title I, Part A nonprofit private school equitable services percentage calculation from reservations to Title I, Part A LEA Allocations and added new calculated/displayed field for nonprofit private school equitable proportional shares services.
- Combined Title I, Part A required and allowed reservations, removed the nonprofit private school equitable services percentage calculation and all set asides.
- Added Authorized Reservations section.
- Updated Title I, Part A allocations for low-income high schools, and removed language related to outdated categorical programs.
- Added Federal Transferability transferred-in amounts and Allocation Reservation items for Title I, Title III – Immigrant, and Title III-English.

Application for Funding Title IV, Part A –Student Support

The Every Student Succeeds Act (ESSA) requires states to award Title IV, Part A funds to districts and schools using a formula tied to its Title I awards. Glendale Unified School District is receiving an allocation of \$125,990. The funds were released in the middle of the school year, allowing minimal time to meet program compliance requirements. Staff is requesting to allow the transfer of funds option from Title IV to Title II-Part A. Glendale Unified School district can follow the purpose and guidelines of the Title II –Part A and use the funds for professional development related to supporting effective instruction.

Following is the revised entitlement for the fiscal year 2017-18:

Federal Source	Base Allocation	New Allocation	Difference
Title I, Part A, Basic Grant	\$5,699,887	\$5,754,812	+\$54,925
Title II, Part A - Supporting Effective Instruction	\$747,668	\$747,267	-\$401
Title III – Part A, Program for English Learner	\$552,097	\$580,260	+\$28,163
Title III – Part A, Immigrant	n/a	n/a	n/a

Title III – Part A, Immigrant:

Federal regulations require a minimum 2% growth every two years in order to qualify for funding:

2014-15	2,308 Immigrant students
2015-16	2,553 Immigrant students (an increase of 245 students)
2016-17	2,021 Immigrant students (a decrease of 532 students)

The District did not qualify for Title III, Part A – Immigrant funding for the 2017-18 school year as it did not meet the minimum growth requirement over a two-year period.

School Site Responsibilities:

Each school is required to have a comprehensive school plan known as a Single Plan for Student Achievement (SPSA) describing strategies and activities to improve student achievement through supplementary services to fund effective research-based programs to improve student achievement for the targeted population(s). Activities to support parent involvement must also be included. Each school’s School Site Council is required to provide input and recommend the SPSA to the Board for approval. The Director of Categorical Programs and Accounting Technician meet with each principal and support staff to review compliance and proper expenditure of funds.

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

CONSENT CALENDAR NO. 16

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Dr. Kelly King, Assistant Superintendent, Educational Services

PREPARED BY: Dr. Lena Richter, Director, Categorical Programs & Interventions

SUBJECT: Acceptance of the Refugee School Impact (RSI) Funding

The Superintendent recommends that the Board of Education accept the Refugee School Impact (RSI) Funding in the amount of \$67,218.00 for the 2017-2018 school year.

The California Department of Social Services (CDSS) and Refugee Programs Bureau (RPB) announced the receipt of funding under the Refugee School Impact (RSI) Funding Grant for the federal fiscal year of 2017-2018. The CDSS has been awarded \$1,000,000 for the period of October 1, 2017 through September 30, 2018. Of this amount, Glendale Unified School District was awarded \$67,218.00.

The primary focus of the grant is to assist refugee school-age students who have been in the U.S. five years or less to improve their academic performance and social adjustment to schools through activities such as supplemental English language instruction, after-school tutoring programs focused on helping refugee students understand and complete assignments, after-school/summer programs that support remedial work or promote school readiness, and parental involvement programs.

Funding requires that the District bill CDSS quarterly for expenses to be reimbursed and semi-annual/annual performance reports submitted.

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

CONSENT CALENDAR NO. 17

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Dr. Kelly King, Assistant Superintendent, Educational Services

SUBJECT: **Acceptance of a Japanese Business Association Grant Award for the Dunsmore and Verdugo Woodlands Japanese Dual Immersion Programs**

The Superintendent recommends that the Board of Education accept the Japanese Business Association Grant Awards for the Dunsmore and Verdugo Woodlands Japanese Dual Immersion Programs in the total amount of \$2,730.

The Japanese Business Association (JBA) has notified the Glendale Unified School District of two awards for the Japanese dual immersion programs. JBA is a nonprofit corporation whose mission is to develop and improve the business environment for Japanese companies in Southern California. One of their missions is to contribute to the local community and support school(s)/class(es) which practices Japanese language/cultural activities.

Following is a summary of the award amounts and how the funds will be used.

Dunsmore Elementary School: \$1,730

The funds will be used to purchase calligraphy sets for students to utilize during activities/lessons associated with studies of the Japanese language/cultural activities.

Verdugo Woodlands Elementary School: \$1,000

The funds will be used to purchase one set of shimedaiko (Japanese drums). Not only will the Japanese Dual Immersion students use them to support their studies of the Japanese culture, but the English-only students will also be able to take advantage of the set during their music percussion instruction.

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

CONSENT CALENDAR NO. 18

TO: Board of Education
FROM: Winfred B. Roberson, Jr., Superintendent
PREPARED IN: Office of the Superintendent
SUBJECT: **Amendment to Contract with Synergistic Solutions**

The Superintendent recommends that the Board of Education amend the contract with Synergistic Solutions to develop and organize Glendale Unified School District's community and education outreach in the amount not to exceed \$59,500.

On October 17, 2017, the Board of Education approved a contract with Synergistic Solutions in the amount totaling \$8,500 to cover the period from October 17, 2017 through March 30, 2018.

The amendment to the contract changes the cost for services and timeframe. The fee for Synergistic Solution is changed to \$8,500 per month and the contract period is now December 1, 2017 through June 30, 2018, for a total amount not to exceed \$59,500.

In concert with the Superintendent, cabinet and/or designee(s), Synergistic Solutions shall develop and organize Glendale Unified School District's community and education outreach.

Additionally, Synergistic Solutions shall manage social media engagement and the development of collateral material, as approved by the superintendent or designee(s).

This is in line with LCAP goal No. 3 – increase engagement.

GLENDALE UNIFIED SCHOOL DISTRICT
223 North Jackson Street
Glendale, CA 91206
(818) 241-3111

SERVICES AGREEMENT

THIS CONTRACT made and entered into this 1st day of December, 20 17
by and between Synergistic Solutions

hereinafter called the **SERVICE PROVIDER** and the **GLENDALE UNIFIED SCHOOL DISTRICT**, hereinafter called the **DISTRICT**.

WITNESSETH: The parties do hereby contract and agree as follows:

1. *Services Description.* SERVICE PROVIDER will perform the services described in the "Scope of Work" attached hereto as Addendum A and made a part thereof.
2. *Price.* The SERVICE PROVIDER shall furnish the DISTRICT for a total contract price of:

Eight Thousand Five Hundred dollars per month (not to exceed \$59,500) Dollars
(\$ 8,500/month) for the services at GUSD (site).

Note: Accounts Payable will not process payment until the services have been completed. Invoices should be submitted to Accounts Payable Department, Glendale Unified School District, 223 N. Jackson Street, Glendale, CA 91206.

3. *Term.* The term of this contract shall begin December 1, 20 17 and will terminate on or before June 30, 20 18 provided all services under this Contract are performed in a satisfactory manner. The determination of a satisfactory performance shall be in the sound and reasonable judgment and discretion of the District.

The District may, at any time, with or without reason, terminate this Agreement and compensate SERVICE PROVIDER only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by SERVICE PROVIDER. Notice shall be deemed given when received by the SERVICE PROVIDER or no later than three days after the day of mailing, whichever is sooner.

This agreement may be terminated by either partner immediately by written notice to the other partner upon the occurrence of any of the following events:

- a. If either partner ceases to do business, or terminates its business operations.
- b. If either partner is unable to meet its obligations in the normal course of business.
- c. If either partner becomes insolvent.

Either partner may terminate this Agreement for convenience upon thirty (30) days prior written notice to the other partner.

4. *Insurance.* The SERVICE PROVIDER agrees, during the term of this agreement, to maintain at SERVICE PROVIDER's expense all necessary insurance for its employees, including but not limited to workers compensation, employer's liability, disability, and unemployment insurance.
5. *Hold Harmless Agreement.* The SERVICE PROVIDER shall save, defend, hold harmless and indemnify the DISTRICT from and against any and all losses, damages, liabilities, claims, and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work on the property under the terms of this contract, resulting in whole or in part from the negligent acts or omissions of the SERVICE PROVIDER or any employee, agent or representative of SERVICE PROVIDER.
6. *Force Majeure Clause.* The parties to the Contract shall be excused from performance thereunder during the time and to the extent that they are prevented from obtaining, delivering, or performing by act of God, fire, strike, loss, or shortage of transportation facilities, lock-out, commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the other party(ies), provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.
7. *Attorney's Fees.* If any action is brought by either party against the other party hereunder, each party shall be responsible for its own expenses, including legal and accounting fees, in connection with the prosecution or defense of such action.
8. *Licenses and Permits.* It shall be the sole responsibility of SERVICE PROVIDER to obtain any needed business licenses, certificates, permits to conduct business to meet the terms of this Agreement.

Any employee of a Service Provider working with a student(s) must be supervised by a credentialed person or must hold an Activity Supervisor Clearance Certificate.

9. *District's Right of Retention.* District shall become the owner of and entitled to exclusive possession of all records, documents, graphs, photographic or other reproductions of any kind produced as part of or resulting from this Agreement and no other uses thereof will be permitted except by permission of District.
10. *Fingerprinting.* Service Provider shall comply with the provisions of Education Code section 45125.2 regarding the submission of employee fingerprints to the California Department of Justice and the completion of criminal background investigations of its employees. Service Provider shall not permit any employee to have any contact with District pupils until such time as Service Provider has verified in writing to the governing board of the District, that such employee has not been convicted of a felony, as defined in Education Code section 45122.1. Service Provider shall fully complete and perform all tasks required pursuant to the Criminal Background Investigation/ Fingerprinting Certification.

11. *Anti-Discrimination.* It is the policy of the Glendale Unified School District Board of Education that in connection with all work performed under construction and purchasing contracts, there be no discrimination against any employee engaged in the work because of 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. Therefore, the Service Provider agrees to comply with the applicable Federal and California Laws, including, but not limited to, the Education Code 220 and California Fair Employment Practice Act, beginning with Labor Code, Section 1410 and Labor Code, Section 1735.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

By: _____ **President**
Signature Title
Micah Ali **February 6, 2018**
Print Name Date

By: _____
Signature Title

Print Name Date

* If the Contractor is a corporation, signatures of two specific corporate officers are required as further set forth.

The first corporate officer signature must be one of the following: 1) Chairman of the Board; 2) the President; 3) any Vice President.

The second corporate officer signature must be one of the following: 1) Secretary; 2) Assistant Secretary; 3) Chief Financial Officer; 4) Assistant Treasurer.

Alternatively, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company. (California Corporations Code Section 313)

Glendale Unified School District

By: _____
Print Name: **Winfred B. Roberson, Jr., Superintendent**
Print Title: _____
Date: **February 6, 2018**

Information regarding Service Provider:

License No.: _____
373 Van Ness Avenue, Suite 160,
Address: _____
Torrance, CA 90501

Telephone: _____

Facsimile: _____

Email: _____
micahali@gmail.com

Type of Business Entity:

- Individual
- Sole Proprietorship
- Partnership
- Limited Partnership
- Corporation, State: _____
- Limited Liability Company
- Other: _____

548-51-4355

Employer Identification and/or
Social Security Number

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of \$600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, the District requires the Contractor to furnish the information requested in this section.

Addendum A

Scope of Work

Engagement Objective:

Support/facilitate a successful outreach and community engagement process on behalf of GUSD in connection superintendent lead strategic initiatives.

Scope of Work:

Provide real time strategic and tactical information to inform the community engagement and strategic communications plan. Examples of local stakeholders include, regional elected officials, key government staff officials, members of relevant boards and commissions, labor and key influencers in the business and non-profit sectors along with residents, members of clergy and others who may emerge.

This scope assumes participation in both internal team and external engagement related meetings, as well as supporting and advancing meetings with key elected and/or appointed officials.

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

CONSENT CALENDER NO. 19

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Kristine Nam, Communications Director

SUBJECT: **Approval of Consultant Agreement with Trusted Messenger Marketing (TMM)**

The Superintendent recommends that the Board of Education approve the consulting agreement with Trusted Messenger Marketing for social media and online management for an amount not to exceed \$6,000.

Consultant agreement with Trusted Messenger Marketing (TMM) will support the implementation of LCAP Priority 3: Increase Engagement by assisting the district in developing a social media marketing strategy.

TMM would begin immediately and guide the Superintendent and Public Information Office in building the district's online and social media audience and developing the appropriate tone of voice and style to ensure GUSD is portrayed accurately in the public. TMM would focus particularly on messaging and rapid response to ensure the district is positioned ahead of social media conversations about key district initiatives, including the proposed Sagebrush territory transfer and building exchange.

The full TMM proposal is attached. GUSD proposes a contract not to exceed three months in the amount of \$2,000 per month, which includes a \$1,500 per month consultant fee plus a budget of up to \$500 per month for social media promotion and advertising.

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Social Media and Online Marketing Proposal

**Prepared by Trusted Messenger Marketing (TMM)
for Glendale Unified School District (GUSD)**

Executive Summary

In collaboration with Glendale Unified School District's leadership and communications team, TMM will work to amplify GUSD's brand and messaging through a strategic communication plan and targeted citizen engagement. The goal will be to increase social media account size and engagement leading to robust awareness and support of the GUSD, its schools and programs. In addition, we will monitor all commenting related to GUSD and visits to its online properties

The question of whether or not you need a comprehensive digital marketing strategy has long ago been replaced with finding the best one to fit your business needs. A digital strategy that consists of spontaneous social media posting, listings in a few local directories and hoping for warm online feedback is not sufficient for any company or organization hoping to gain traction in the digital space.

Our work transforms your methods into a cohesive, actionable strategy that supports your strategic communication goals and revitalizes your digital marketing efforts.

Social Consultancy

We will help develop a social strategy with GUSD based upon end goals. GUSD may already have in-house communications teams, who just require guidance, or requires us to help build the overall social presence from scratch. We will help find the best approach.

Brand Management

Finding and securing the appropriate usernames and profiles across the channels. GUSD's brand is very important. That said, our social team will always be on hand to help to turn potential problems into praise.

Social Tone and Nature

The ways governments can use social media differs massively. We will be there to help find the right tone of voice and style, making sure GUSD is portrayed accurately.

Social Media Monitoring

We will comb the social networks. By doing this, we will make sure GUSD is positioned ahead of any social media conversations, with a rapid response.

Creative Discussion

Our social team will help you create fast, reactive updates that sparks further conversation getting GUSD's brand coverage locally, regionally and even nationally.

Reporting and Analysis

We love data and our social media reporting will help identify and inform future activity not only in your social circles, but across all your marketing channels.

Cross Channel Promotion

Using the insights from our reporting and analysis we make sure your message reaches your audience and fits across all your social channels, giving you a coherent and instantly recognizable voice across the internet.

Clients: Supervisor Mark Ridley-Thomas, Senator Ben Allen, Assemblymembers Richard Bloom, Autumn Burke, Sabrina Cervantes, Sebastian Ridley-Thomas, Compton Mayor Aja Brown, City Councilmember Curren Price (LA), Councilmember Gleam Davis (Santa Monica), Kimberly Ellis (CA Dem Chair), Areva Martin (TV Personality), Laguna Beach Books, Special Needs Network, Laguna Beach Plein Air Painters Association, Abbot Kinney Hotel and many more.

3. Case Studies

Bobby Shriver for Los Angeles County Supervisor (Primary Election): TMM worked with the Shriver Campaign to boost his social media profile and engagement in an effort to raise awareness of Shriver's bid for elected office and messaging. The goals were to increase "Likes" as well as the engagement rate on his Facebook page. In two months, TMM boosted Shriver's Facebook page from 600 likes to over 6,000. The engagement rate for posts soared from an average of 5% to an average of 150% as measured by "Likes", "Comments", and "Shares".

The Broad Foundation: TMM was hired for message testing and community building around the issue of education. Over the course of the engagement, TMM identified over 40,000 voters sympathetic to education reform voters through online messaging and monitoring of responses. In addition, TMM identified the Broad Foundations branding challenges and offered recommendations to mitigate them.

Curren Price for City Council: TMM utilized targeted marketing to broadcast significant Latino endorsements to Latino voters living in Los Angeles' 9th City Council District. TMM employed bilingual messaging to homes where Spanish was the main language and received over 300 "Likes" on the Dolores Huerta endorsement alone.

<p>Social Media Management and Online Consulting</p> <ul style="list-style-type: none"> • Consultation, Idea Generation, Design, Production, Posting and Promotion on social media posts across the following platforms: <ul style="list-style-type: none"> - Facebook: 3-4 posts per week - Instagram: 2-3 posts per week - Twitter: TMM will assist with tagging and hashtag research, as well as partner engagement. Daily Tweets and RTS • Monthly Social Media Editorial Calendar • Content curation (articles, trending memes and topics) for consideration. • In addition, TMM will furnish GUSD with reports on Social Media Channels, Email marketing and Website Analytics. • Participation in Communication Strategy conference/meeting calls once per month. • Social Media training of campaign support staff • Social media staff attendance at 1 event per month 	<p>\$1,500</p>
<p>Social Media Promotion/Advertising Costs (Phase 1) Note: Promotion/Advertising costs are needed to target and engage selected social media users, in this case Glendale residents and stakeholders.</p>	<p>\$500</p>
<p>Monthly Budget</p>	<p>\$2,000</p>

GLENDALE UNIFIED SCHOOL DISTRICT

223 North Jackson Street
Glendale, CA 91206
(818) 241-3111

SERVICES AGREEMENT

This **Agreement** for Professional Services (“Agreement”) is made and entered into as of the 7 day of February, 2018 by and between the Glendale Unified School District, (“District”) and Trusted Messenger Marketing a corporation, whose place of business is Los Angeles [City], herein referring to as (“Contractor”), (together, “Parties”).

WITNESSETH: The parties do hereby contract and agree as follows:

- 1. *Services Description.* CONTRACTOR will perform the services described in the “Scope of Work” attached hereto as Addendum A and made a part thereof.

NOW, THEREFORE, the Parties agree as follows:

- 1. **Term.** Contractor shall commence providing services under this Agreement on Feb 7, 2018 and will diligently perform as required and complete performance by April 7, 2018
- 2. **Submittal of Documents.** The Contractor shall not commence the Services under this Agreement until the Contractor has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

- X Signed Agreement
- X Workers' Compensation Certification
- X Fingerprinting/Criminal Background Investigation Certification
- X Insurance Certificates and Endorsements
- X W-9 Form
- X Non-collusion Declaration
- X Tuberculosis Clearance

- 3. **Compensation.** District agrees to pay the Contractor for services satisfactorily rendered pursuant to this Agreement (as needed, as requested) a total fee not to exceed (NTE) Six Thousand dollars (\$ 6,000.00) which includes reimbursable cost listed in item 4.1. District shall pay Contractor according to the following terms and conditions:

Note: Accounts Payable will not process payment until the services have been completed. Invoices should be submitted to Accounts Payable Department, Glendale Unified School District, 223 N. Jackson Street, Glendale, CA 91206.

- 4. **Expenses.** District shall not be liable to Contractor for any costs or expenses paid or incurred by Contractor in performing services for District, except as follows:
 - 4.1. **N/A**

5. **Independent Contractor.** Contractor, in the performance of this Agreement, shall be and act as an independent contractor. Contractor understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees. In the performance of the work herein contemplated, Contractor is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, District being interested only in the results obtained.
6. **Materials.** Contractor shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement, except as follows:
7. **Copyright/Trademark/Patent.** Contractor understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Contractor consents to use of Contractor's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.
8. **Termination.**
 - 8.1. **Without Cause by District.** District may, at any time, with or without reason, terminate this Agreement and compensate Contractor only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Contractor. Notice shall be deemed given when received by the Contractor or no later than three days after the day of mailing, whichever is sooner.
 - 8.2. **Without Cause by Contractor.** Contractor may, upon sixty (60) days notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Contractor for services satisfactorily rendered to the date of termination. Written notice by Contractor shall be sufficient to stop further performance of services to District. Contractor acknowledges that this sixty (60) day notice period is acceptable so that the District can attempt to procure the Services from another source.
 - 8.3. **With Cause by District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:
 - 8.3.1. material violation of this Agreement by the Contractor; or
 - 8.3.2. any act by Contractor exposing the District to liability to others for personal injury or property damage; or
 - 8.3.3. Contractor is adjudged a bankrupt, Contractor makes a general assignment for the benefit of creditors or a receiver is appointed on account of Contractor's insolvency.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required services from another Contractor. If the expense, fees, and/or costs to the District exceed the cost of providing the service pursuant to this Agreement, the Contractor shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

9. **Indemnification.** To the furthest extent permitted by California law, Contractor shall defend, indemnify, and hold free and harmless the District, its Board of Education, agents, representatives, officers, Contractors, employees, trustees, and volunteers ("the indemnified parties") from any and all claims, demands, causes of action, suits, actions, costs, expenses, judgments, liability, loss, damage or injury of any kind, nature and description, in law or equity ("Claim"), to property or persons including, but not limited to, personal injury, bodily injury, death, property damage, and Contractors' and/or attorneys' fees and costs, directly or indirectly arising out of, connected with, or resulting from the negligence, recklessness, errors or omissions, or willful misconduct of Contractor, its officials, officers, employees, subcontractors, Contractors, or agents, directly or indirectly arising out of, connected with, or resulting from the performance of the Services, the Project, or this Agreement, including without limitation the payment of all consequential damages; or from any activity, work, or thing done, permitted, or suffered by the Contractor in conjunction with this Agreement, unless the claims are caused wholly by the sole negligence or willful misconduct of the District. The District shall have the right to accept or reject any legal representation that Contractor proposes to defend the indemnified parties.

10. **Insurance.**

10.1. The Contractor shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000
Professional Liability	\$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	\$ 1,000,000

10.1.1. **Commercial General Liability and Automobile Liability Insurance.**
Commercial General Liability Insurance and Any Auto Automobile Liability

Insurance that shall protect the Contractor, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District.)

10.1.2. **Workers' Compensation and Employers' Liability Insurance.** Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Contractor shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

10.1.3. **Professional Liability (Errors and Omissions).** Professional Liability Insurance as appropriate to the Contractor's profession.

10.2. **Proof of Carriage of Insurance.** The Contractor shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:

10.2.1. A clause stating: "SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISION."

10.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to which cancellation and reduction notice will be sent, and length of notice period.

10.2.3. An endorsement stating that the District and its Board of Education, agents, representatives, employees, trustees, officers, Contractors, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Contractor's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.

10.2.4. All policies except the Professional Liability, Workers' Compensation Insurance, and Employers' Liability Insurance Policies shall be written on an occurrence form.

10.3. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.

11. **Assignment.** The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor.

12. **Compliance with Laws, Debarment and Suspension.** Contractor warrants and certifies that neither Contractor, nor any person working for or acting on behalf of Contractor as part of this Agreement, has been or is debarred, penalized by, convicted, sanctioned, suspended, excluded or otherwise ineligible to participate in any state or federal program, or by any federal department or agency, or by Los Angeles County
13. **Certificates/Permits/Licenses.** Contractor and all Contractor's employees or agents shall secure and maintain in force such certificates, permits and licenses as are required by law in connection with the furnishing of Services pursuant to this Agreement.
14. **Employment with Public Agency.** Contractor, if an employee of another public agency, agrees that Contractor will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.
15. **Anti-Discrimination.** District programs, activities, 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 and therefore the Contractor agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, the Contractor agrees to require like compliance by all of its subcontractor(s).
16. **Fingerprinting of Employees.** The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Contractor's performing of any portion of the Services.
17. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
18. **District's Evaluation of Contractor and Contractor's Employees and/or Subcontractors.** The District may evaluate the Contractor in any way the District is entitled pursuant to applicable law. The District's evaluation may include, without limitation:
 - 18.1. Requesting that District employee(s) evaluate the Contractor and the Contractor's employees and subcontractors and each of their performance.
 - 18.2. Announced and unannounced observance of Contractor, Contractor's employee(s), and/or subcontractor(s).
19. **Limitation of District Liability.** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue,

arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

20. **Confidentiality.** The Contractor and all Contractor's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Contractor understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

Both parties will maintain in confidence and safeguard all confidential information, as defined in this paragraph, of the other party, its affiliates, and its customers. "Confidential Information" means any information that is marked or otherwise identified as confidential or proprietary at the time of disclosure or by law, and includes but is not limited to, trade secrets, know-how, inventions, techniques, data, customers list, personal information, financial information, sales, and marketing plans of the other party, its affiliates, or its customers. Both parties recognize and acknowledge the confidential and proprietary nature of any Confidential Information and acknowledge the irreparable harm that could result if such confidential information is disclosed to a third party or used for unauthorized purposes. Each party agrees to use any Confidential Information only for the purpose of conducting business with each other and their clients in the manner contemplated by this Agreement. Both parties will restrict disclosure of any Confidential Information to only those personnel who have a need to know and will bind such personnel to obligations of confidentiality to the same extent that each party is bound by this Agreement. Upon request of the owner of the confidential information, the other party will promptly return or destroy all materials incorporating any Confidential Information and any copies. The obligation under this paragraph does not apply to information that: 1) is or becomes generally known or in the public domain through no act or omission of the other party; 2) was lawfully in Insight's or Client's possession without restriction as to use or disclosure before its receipt from the other party; 3) is received from, or was made available to, a third party without any obligation of confidentiality; 4) was independently developed; 5) is otherwise permitted to be disclosed under this Agreement; 6) is disclosed with the prior written consent of the disclosing party; or 7) is required to be disclosed in any civil or criminal legal proceeding, regulatory proceeding or any similar process, however, the party required to make the disclosure under the law shall give prompt notice of this to the other party prior to such disclosure so that the other party may seek an appropriate protective order or give its consent to such disclosure.

21. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District:

Glendale Unified School District
223 N. Jackson Street
Glendale, California 91206
ATTN: _____

Contractor:

Trusted Messenger Marketing

2170 Century Park East

Los Angeles, CA 90067

Attn: Brian Ross Adams

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

22. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties. . In the event an express conflict between the terms of this Agreement and the terms of the any attachments or exhibits, the terms of this Agreement will prevail.
23. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California, in the County of Los Angeles. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which the District's administrative offices are located.
24. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
25. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
26. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included therein.
27. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.
28. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.
29. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal

representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

30. **Calculation of Time.** For the purposes of this Agreement, “days” refers to calendar days unless otherwise specified.
31. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.
32. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
33. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
34. **Force Majeure Clause.** The parties to the Contract shall be excused from performance thereunder during the time and to the extent that they are prevented from obtaining, delivering, or performing by act of God, fire, strike, loss, or shortage of transportation facilities, lock-out, commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the other party(ies), provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.
39. **Amendments.** No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the parties; no oral understanding or agreement not incorporated herein shall be binding on either of the parties; and no exceptions, alternatives, substitutes or revisions are valid or binding on District unless authorized by District in writing.
40. **Delivery.** Time of delivery of goods or services is of the essence in this Contract. District reserves the right to refuse any goods or services and to cancel all or any part of the goods not conforming to applicable specifications, drawings, samples or descriptions or services that do not conform to the prescribed statement of work. Acceptance of any part of the order of goods shall not District to accept shipments nor deprive it of the right to return goods already accepted at Contractor’s expense. Over shipments and under shipments of goods shall be only as agreed to in writing by District. Delivery shall not be deemed to be complete until all goods or services have actually been received and accepted in writing by District.
41. **Conduct on District Premises.** Contractor shall, at all times, comply with and abide by all reasonable policies and procedures of the District (or that may be established thereby, from time to time) that pertain to conduct on the District’s premises, possession or distribution of contraband, or the access to, and security of, the Party’s real property or facilities, to the extent that the Contractor has been provided with a copy of each such policy or procedure. Contractor shall exercise due care and diligence to prevent any injury to persons or damage to property while on the other Party’s premises. The operation of vehicles by either Party’s personnel on the other Party’s property shall conform to posted and other applicable regulations and safe-driving practices. Vehicular accidents occurring on a Party’s property and involving either Party’s personnel shall be reported promptly to the appropriate Party’s personnel. Each Party covenants that at all times during the term it, and its employees, agents, and Subcontractors shall comply with, and take no action that results in the

other Party being in violation of, any applicable federal, state, and local laws, ordinances, regulations, and rules. Each Party's personnel shall clearly identify themselves as the appropriate Party's personnel and not as employees of the other Party. When on the other Party's premises, each Party's personnel shall wear and clearly display identification badges or tags, as approved by the other Party. Contractor's employees shall not smoke or use profanity or other inappropriate language while on site. Contractor's employees shall not enter the facility while under the influence of alcohol, drugs or other intoxicants and shall not have such materials in their possession. Contractor's employees shall plan their activities to minimize the number of times they must enter and exit a facility. They should transport all tools, equipment and materials needed for the day at the start of the work period and restrict all breaks to the absolute minimum.

42. **Employee Eligibility Verification:** The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirement set forth in Federal statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by the law. The Contractor shall indemnify, defend with counsel approved in writing by District, and hold harmless, the District, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the District or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Company Name Trusted Messenger Marketing

By: _____
Signature

Print Name

Title:
Dated: _____, 20__

By: _____
Signature

Print Name

Title:
Dated: _____, 20__

*If the Contractor is a corporation, signatures of two specific corporate officers are required as further set forth. The first corporate officer signature must be one of the following: 1) Chairman of the Board; 2) the President; 3) any Vice President. The second corporate officer signature must be one of the following: 1) Secretary;) Assistant Secretary; 3) Chief Financial Officer; 4) Assistant Treasurer. Alternatively, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company. (California Corporations Code Section 313)

Information regarding Contractor:

License No.: _____

Address: 2170 Century Park East
Los Angeles, California 90067

Telephone: 310 592-1799

Facsimile: _____

E-Mail: brian@trustedmessengermarketing.com

Employer Identification and/or
Social Security Number

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of \$600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, the District requires the Contractor to furnish the information requested in this section.

Type of Business Entity:
 Individual
 Sole Proprietorship
 Partnership
 Limited Partnership
 Corporation, State: _____
 Limited Liability Company
 Other: _____

Glendale Unified School District

By: _____

Date: _____

Print Name: _____

Print Title: _____

ATTACHMENT A

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

Contractor's entire Proposal is **not** made part of this Agreement.

Contractor may provide the following General Services:

Social Media Management and Online Consulting

Social Media Promotion/Advertising

EXHIBIT "A"

WORKERS' COMPENSATION CERTIFICATION

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: _____

Name of Contractor: _____

Signature: _____

Print Name and Title: _____

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the District prior to performing any Work under this Contract.)

EXHIBIT "B"

FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION

One of the three boxes below **must** be checked, with the corresponding certification provided, and this form attached to the Independent Contractor Agreement for Professional Services ("Agreement"):

The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to Contractor's services under this Agreement and Contractor certifies its compliance with these provisions as follows:

Contractor certifies that the Contractor has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all Contractor's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by the District, or acting as independent contractors of the Contractor, who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. A complete and accurate list of all Employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto.

Pursuant to Education Code section 45125.2, Contractor has installed or will install, prior to commencement of Work, a physical barrier at the Work Site, that will limit contact between Contractor's employees and District pupils at all times; and/or

Pursuant to Education Code section 45125.2, Contractor certifies that all employees will be under the continual supervision of, and monitored by, an employee of the Contractor who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising Contractor's employees and its subcontractors' employees is

Name: _____

Title: _____

Contractor's responsibility for background clearance extends to all of its employees, Subcontractors, and employees of Subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of the Contractor.

The undersigned does hereby certify that I am a representative of the Contractor currently under contract with the District; that I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Contractor.

Date: _____

Name of Contractor or Company: Trusted Messenger Marketing

Representative's Name and Title: _____

Signature: _____

EXHIBIT "C"

**NONCOLLUSION DECLARATION TO BE EXECUTED BY
BIDDER AND SUBMITTED WITH BID**
(Public Contract Code section 7106)

The undersigned declares:

I am the Brian Ross Adams of Trusted Messenger Marketing, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____ [date], at _____ [city], _____ [state].

Signature

Print Name

EXHIBIT "D"

TUBERCULOSIS CLEARANCE

The undersigned does hereby certify to the Governing Board of the District as follows:

I am a representative of the ^{Trusted Messenger Marketing} _____ ("Contractor") currently entering into this Agreement with the District and I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Contractor.

Contractor's responsibility for tuberculosis clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District students regardless of whether they are designated as employees or acting as independent contractors of the Contractor.

Contractor certifies that at least one of the following items applies to the Services that are the subject of the Agreement:

- The Contractor has complied with the tuberculosis requirements of Education Code Section 49406.1 with respect to all Contractor's employees and all of its subcontractors' employees who may have contact with District students in the course of providing Services pursuant to the Agreement, and the California Department of Justice has determined that none of those employees has active tuberculosis, as that term is defined in Education Code Section 45122.1. A complete and accurate list of Contractor's employees and of all of its subcontractors' employees who may come in contact with District students during the course and scope of the Agreement is attached hereto; and/or

- Contractor's Services under the Agreement are to be provided at an unoccupied school site only and/or will not be done on any District property and no employee and/or subcontractor or supplier of any tier of Agreement shall come in contact with District students.

Date: _____
Name of Contractor: _____
Signature: _____
Print Name and Title: _____

Services cannot be rendered until all documentation is submitted and final approval is received.

GLENDALE UNIFIED SCHOOL DISTRICT

February 6, 2018

CONSENT CALENDAR NO. 20

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBJECT: **Acceptance of Gifts**

The Superintendent recommends that the following gifts to the District be accepted and that letters of appreciation be written to the donors:

- a. Nestle wishes to donate to the District \$5,000.00 to be used purchase supplies for use at Cerritos Elementary School.
- b. YourCause, LLC Trustees for Wells Fargo Foundation Education Matching Gifts Program wish to donate to the District \$50.00 to be used to purchase instructional materials and supplies for use at Clark Magnet High School.
- c. The Walt Disney Company Foundation wishes to donate to the District \$300.00 to be used to purchase instructional materials and supplies for use at College View School.
- d. The Jeanne Ward Foundation wish to donate to the District \$4,000.00 to be used to support the Art Class at Daily High School.
- e. Mr. & Mrs. Hatcher wish to donate to the District 50 Japanese books for classroom use at Dunsmore Elementary School.
- f. Cornerstone Photography wish to donate to the District \$742.34 to be used to purchase instructional materials and supplies for use at Dunsmore Elementary School.
- g. John C. Fremont PTA wishes to donate to the District \$2,053.52 to be used to purchase door mats for use at Fremont Elementary School.
- h. Glendale Committee for the Los Angeles Philharmonic Orchestra wish to donate to the District \$305.09 to be used to provide bus transportation for field trip to the Hollywood Bowl for the 3rd grade students at Fremont Elementary School.
- i. Samantha Jackson-Kittle through YourCause, LLC Trustee for New York Life wishes to donate to the District \$80.00 to be used to purchase instructional materials and supplies for use at Fremont Elementary School.
- j. Glendale High School PTSA wishes to donate to the District \$100.00 to be used to purchase instructional materials and supplies for use at Glendale High School.

- k. Parker Anderson Learning Center-LA wish to donate to the District \$700.00 to be used to purchase instructional materials and supplies for use at Glenoaks Elementary School.
- l. Glendale Kiwanis Foundation wishes to donate to the District through the Educational Services Department \$1,000.00 to be used for 2017-2018 Operation School Bell.
- m. Victoria Malone and family members wish to donate to the District through the Nutrition Services Department \$330.85 to be used to clear the negative meal balances at Crescenta Valley High School.
- n. Avison Young wish to donate to the District through the Public Information Office various size binders and miscellaneous office supplies to be used as needed in the District.
- o. Glendale Educational Foundation wishes to donate to the District through the Superintendent's Office \$10,000.00 to be used for the Scholarshare 529 Pilot Program.
- p. Monte Vista Elementary PTA wish to donate to the District \$270.00 to be used for the "Starfall" renewal for use in the computer lab at Monte Vista Elementary School.