

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

BOARD OF EDUCATION
AGENDA

February 20, 2018
Meeting No. 21
Regular Meeting

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

BOARD OF EDUCATION MEETING NO. 21
Administration Center

February 20, 2018

"Preparing our students for their future."

Please Note Times	
4:30 P.M. -	Opening, Public Communications (on closed session items only)
Closed Session	
6:30 P.M. -	Regular Meeting, Acknowledgements & Recognitions, Presentation, 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 - 4:30 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 Alexis Faieta, a 5th grade student from Keppel Elementary 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.

F. PRESENTATION

1. **Citizens' Bond Oversight Committee (CBOC) – Year-End Report** **8**

The Citizens' Bond Oversight Committee (CBOC) will present to the Board of Education their Year-End Report for Measure S expenses for fiscal year 2016-17.

G. STUDENT BOARD MEMBER REPORT

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

H. 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.

I. INFORMATION

1. Acknowledgements of Service 13

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. Clark Transportation Fees 15

This report provides information regarding Clark Transportation fees and a potential increase in fees.

3. Local Control Accountability Plan Update No. 11 16

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 improving proficiency levels for all English Learners (EL) as related to LCAP Goal 1, Increasing Student Achievement.

4. Proposed New, Revised or Retired Board Policies Relating to Instruction, Students, and Business and Noninstructional Operations 19

This report will provide the Board of Education with information on the need to create new or revise or retire existing Board Policies (BP) 6162.6 (Use of Copyrighted Materials); BP 6020 (Parent Involvement); BP 6170.1 (Transitional Kindergarten); BP 5116.2 (Involuntary Student Transfers); BP 3517 (Facilities Inspection); and BP 3513.3 (Tobacco-Free Schools and Work Locations) as recommended by the California School Boards Association (CSBA) and to comply with Education Code and federal and state laws.

5. Proposed Secondary Summer School Programs for 2018 37

This report will provide the Board of Education with information on the proposed secondary summer school programs for summer 2018.

6. Instructional Minutes 40

This report will provide the Board of Education with information on the recommended annual instructional minutes for elementary, middle and high schools.

7. Board of Education Meeting Schedule 2018-2019 41

A proposed Board of Education meeting schedule for 2018-2019 is presented for the Board to review and comment.

8. Update on Measure S and Facility Program 42

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.

J. ACTION

- 1. 2018 California School Boards Association (CSBA) Delegate Assembly Election 43**

The Superintendent recommends that the Board of Education vote for no more than three candidates for the CSBA Delegate Assembly, Subregion 23-A
- 2. Approval of Change Order No. 1 with Chalmers Construction Services, Inc. for Bid No. 159-17/18 for Site Improvements at Franklin Elementary School 52**

The Superintendent recommends that the Board of Education approve Change Order No. 1 with Chalmers Construction Services, Inc. for Bid No. 159-17/18 for Site Improvements at Franklin Elementary School in the amount of \$11,926.36.
- 3. Approval of Change Order No. 1 with Oceanstate Development, Inc. for Bid No. 144-16/17 for the Portable Expansion Project at Dunsmore Elementary School and Notice of Completion. 54**

The Superintendent recommends that the Board of Education approve Change Order No. 1 with Oceanstate Development, Inc. for Bid No. 144-16/17 for the Portable Expansion Project at Dunsmore Elementary School in the amount of \$86,001.86 and a Notice of Completion.
- 4. Approval of Change Order No. 1 with ARC Construction, Inc. for Bid No. 155-17/18 for Shade Structure Installation at Valley View Elementary School and Notice of Completion 57**

The Superintendent recommends that the Board of Education approve Change Order No. 1 with ARC Construction, Inc. for Bid No. 155-17/18 for shade structure installation at Valley View Elementary School in the amount of \$7,107.83 and a Notice of Completion.
- 5. Approval of Change Order No. 1 with ARC Construction, Inc. for Bid No. 156-17/18 for Shade Structure Installation at Glenoaks Elementary School and Notice of Completion 60**

The Superintendent recommends that the Board of Education approve Change Order No. 1 with ARC Construction, Inc. for Bid No. 156-17/18 for shade structure installation at Glenoaks Elementary School in the amount of \$3,271.26 and a Notice of Completion.
- 6. Approval of Change Order No. 1 with ARC Construction, Inc. for Bid No. 157-17/18 for Shade Structure Installation at Dunsmore Elementary School and Notice of Completion 63**

The Superintendent recommends that the Board of Education approve Change Order No. 1 with ARC Construction, Inc. for Bid No. 157-17/18 for shade structure installation at Dunsmore Elementary School in the amount of \$6,871.23 and a Notice of Completion.
- 7. Approval of Independent Consultant Agreement No. 453 with Dixon SmartSchoolHouse for Recovery of State Funds from the Roosevelt Middle School Overcrowding Relief Grant (ORG) Project 66**

The Superintendent recommends that the Board of Education approve the Independent Consultant Agreement No. 453 with Dixon SmartSchoolHouse for the recovery of State funds from the Roosevelt Middle School Overcrowding Relief Grant (ORG) project in the amount of \$61,704.13.
- 8. Award of E-Rate RFP No. P-70-17/18 for Possible New Administration Building Data Cabling 76**

The Superintendent recommends that the Board of Education award E-Rate RFP No. P-70 - 17/18 to Paragon Systems, Inc., in order to secure potential E-Rate related discounts for data cabling should the building exchange take place.

K. 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 78**

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

 - a. Regular Meeting No. 20 February 6, 2018

- 2. Certificated Personnel Report No. 13 87**

The certificated report recommends approval of the following:

Maternity leaves of absence, a change of maternity leave of absence, health leaves of absence, a change of health leave 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, additional assignments, a change of management position, an election, elections hourly/daily, a transportation authorization, revisions to previous personnel reports and personal services agreements.

- 3. Classified Personnel Report No. 12 102**

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; election from eligibility list; reinstatement; reclassification; additional assignment temporary - at established rate of pay; change of assignment; revision to previous personnel report; election of classified hourly substitutes; election of classified/non-classified/hourly substitutes; and transportation authorization.

- 4. Warrants 110**

The Superintendent recommends that the Board of Education approve Warrants totaling \$21,606,456.83 for January 1, 2018 through February 14, 2018.

- 5. Purchase Orders 116**

The Superintendent recommends that the Board of Education approve Purchase Orders totaling \$1,018,988.24 for the period of January 22, 2018 through February 2, 2018.

- 6. Appropriation Transfer and Budget Revision Report 135**

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. Authorization to Dispose of Surplus Property 140**

The Superintendent recommends that the Board of Education declare four student desks located at Dunsmore Elementary School and a typewriter located in the Business Office as obsolete and surplus, and authorize disposal in the most cost efficient and environmentally responsible manner.

K. CONSENT CALENDAR - continued

8. Approval of New, Revised, or Retired Board Policies Relating to Students Welfare, Instruction, Community Relations, and Bylaws of the Board 141

The Superintendent recommends that the Board of Education approve new, revised, or retired 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. Approval of Basic and Supplementary Textbooks for Use in Elementary Schools in the Area of Foreign Language (Foreign Language Academies of Glendale) 155

The Superintendent recommends that the Board of Education approve basic and supplementary textbooks for use in elementary schools in the area of Foreign Language. The books will be used in the German FLAG and Italian FLAG programs at Franklin Elementary School.

10. Approval of Revised Course Titles for Use in High Schools in the Area of Career Technical Education 159

The Superintendent recommends that the Board of Education approve the revisions to the following course of study titles for use in high schools in the area of Career Technical Education: Principals of Engineering; Computer Aided Manufacturing 1-2; Computer Aided Manufacturing 3-4; and Cinematography 7-8.

11. Approval of Revisions to the Early Education and Extended Learning Programs Preschool and School-Age Self-Supporting Program Policy Handbook for Parents 179

The Superintendent recommends that the Board of Education approve revisions to the Early Education and Extended Learning Programs Preschool and School-Age Self-Supporting Program Policy Handbook for Parents.

12. Acceptance of Gifts 199

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

L. REPORTS AND CORRESPONDENCE

1. Board

2. Superintendent

M. ADJOURNMENT

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 2018

PRESENTATION NO. 1

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: Citizens' Bond Oversight Committee (CBOC) Year-End Report

In accordance with regulatory requirements, the Citizens' Bond Oversight Committee (CBOC) shall present to the Board, in public session, an annual written report that shall include the following:

- A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
- A summary of the Committee's proceedings and activities for the preceding year.

Mr. Michael Myers, Committee Chair, and other members of the Measure S – Citizens' Bond Oversight Committee, will present to the Board of Education the 6th Annual Year-End Report for Measure S expenses covering fiscal year 2016-2017.



Glendale Unified School District Citizens' Bond Oversight Committee

6th Annual Report to the Community

2016 - 2017

FEBRUARY 2018

2016/17 CBOC Members

Sophal Ear

Avetis Mkhitarian

Michael Myers

Daniel Harrison

Harry Leon

Lincoln Bleveans

Arineh Arzoumanian

Mission Statement

Adopted - October 24, 2011

The Committee shall actively review and inform the public about the expenditures of the Bond proceeds to ensure that the spending decisions made by elected officials conform to Measure S and comply with the governing provisions of the Education Code and the California Constitution.

(Complete Mission Statement available at www.gusd.net)

You're Invited!

The Community is invited to attend the CBOC's quarterly meetings. For meeting time, date, and location, please go to www.gusd.net/CBOC



Highlights

R.D. White Elementary School ORG Building -

This project consisted of a new 2-story classroom building to replace outdated portable buildings. Construction for the new building began in June 2015 and was completed in March 2017. A ribbon cutting ceremony was held on Thursday, April 20, 2017, to celebrate the new building. This building features 18 classrooms and is 32,681 square feet. It includes collaborative workspaces for students and a wireless computer lab with a 3-D printer. Additional site work will continue in 2018, which includes the installation of a fire lane. R.D. White was one of three (3) schools that were part of Phase I of the ORG projects.



R.D. White Elementary ORG Building

Balboa Elementary School ORG Building -

Phase I of the ORG Projects includes a new two-story building at Balboa Elementary School. This building is approximately 17,000 square feet, with 12 classrooms, and includes a technology lab. Construction of this building included amphitheater seating in front of the building. Construction began in June 2015 and was completed in early 2017. A ribbon cutting ceremony was held on March 16, 2017. Additional site work to be completed for the project includes the replacement the perimeter fence and a new on-site drop off area. This portion of the project is scheduled to be completed in 2018.

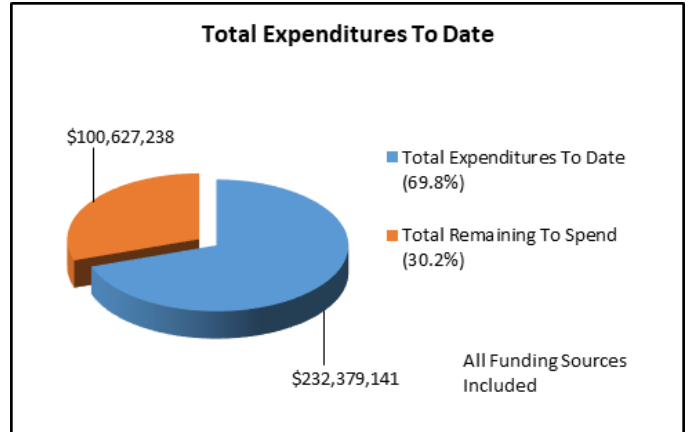
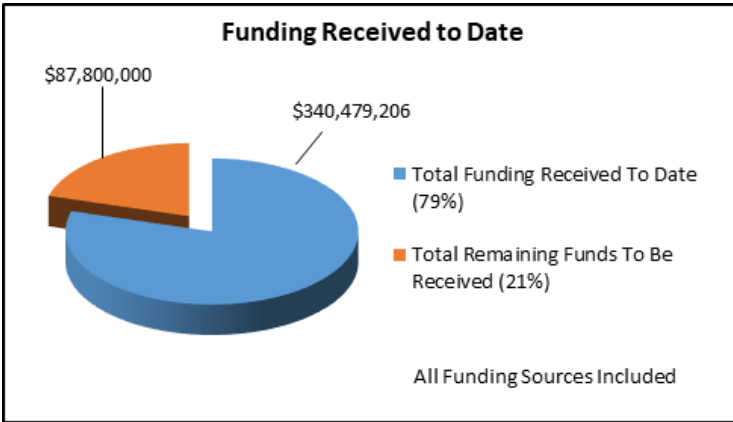
2016/17 Completed Projects

- Balboa Elementary ORG
- R.D. White Elem. ORG
- Summer Projects 2016-17
- CVHS Science Lab Modernization
- Kitchen Fire Suppression Systems
- Hoover High HVAC Renovations

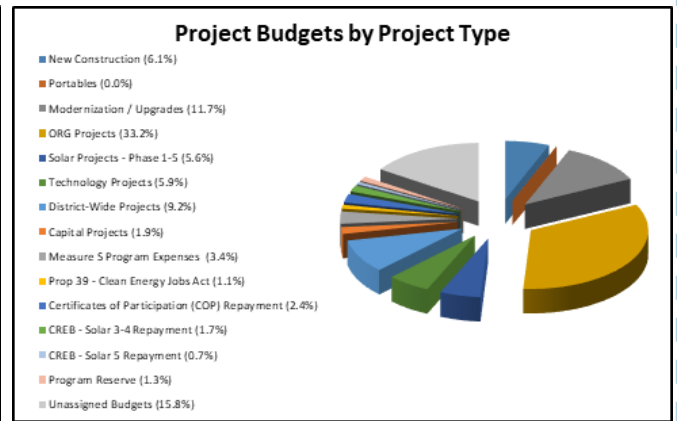
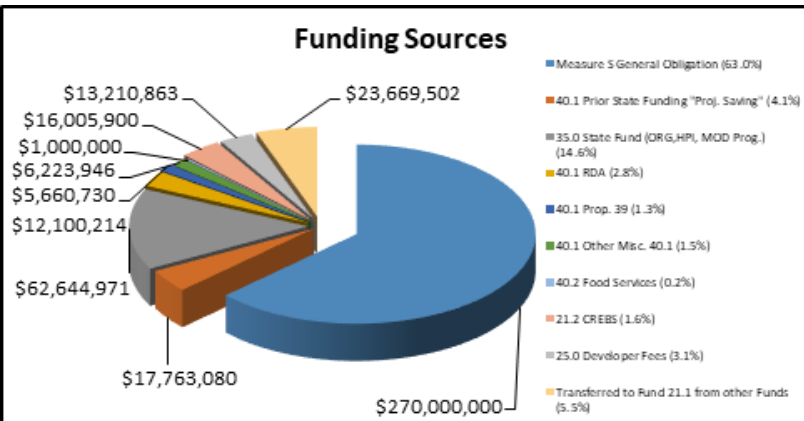


Status of Funding & Expenditures to Date

The District Issued the first and second series of Measure S bonds for \$194 million plus other funding totaling approximately \$340,479,206. This represents 79% of the overall current anticipated funding of \$428,279,206. Total expenditures reported to date through June 30, 2017 represent 69.8% of currently available funds. The pie charts below indicate utilization of total available funding, funding sources, and project budgets by project type.



Funding Sources & Budgets



Independent Auditor's Report

Measure S bonds are Proposition 39 bonds issued by GUSD. The passage of Proposition 39 in November 2000 amended the California Constitution to include accountability provisions. Specifically, the District must conduct an annual independent performance audit to ensure that funds have been expended only on specific projects listed as well as an annual, independent financial audit of the proceeds from the sale of the bonds until all of the proceeds have been expended. CliftonLarsonAllen, LLP, conducted an independent audit of the financial statements for the fiscal year ending June 30, 2017. In their opinion, the financial statement presents fairly, in all material respects, the financial position of the Measure S bond and the results of its operations. The Performance Audit indicates that the proceeds of the sale of Measure S funds were only used for the purposes set forth in the ballot measures and not for any other purposes. — Reports can be reviewed at www.gusd.net/page/607

Projects in Motion

CRESCENTA VALLEY HIGH SCHOOL SCIENCE LABS - This project began in December 2015 and was split into two phases. The first phase of this project was completed in July 2016, and the second phase began at the end of the school year in June 2016. This project was completed in late June 2017, with punchlist items being finalized in the summer to prepare for the 2017-2018 school year.

SAFETY & SECURITY - In an effort to ensure the safety & security of students and staff, the District has started construction of various security improvements at several schools. This program has reached every school in the District and includes items such as secure entries, CCTV cameras, and other improvements depending on the need of each site. Secure entries have been completed at all requested sites. A recent request for secure entries at Rosemont Middle School, and Crescenta Valley and Clark Magnet High Schools was also addressed. Additional funding was allocated by the Board for the addition of cameras at various sites, including the six (6) most recent ORG projects.

OVERCROWDING RELIEF GRANT (ORG) PROJECTS - PHASE I AND PHASE III: Verdugo Woodlands is part of Phase I and is began construction in summer 2016; Phase III of the ORG projects includes Fremont, Jefferson, La Crescenta, Lincoln, and Muir Elementary Schools. These projects are funded with a 50% State ORG grant and 50% Measure S funds. Funding has been received for these projects, bidding has been completed, and contracts were awarded in November 2014 for Verdugo Woodlands and December 2015 for the other five schools. These projects began in June 2016 with the moving of Interim Housing bungalows. Completion of Lincoln, Fremont, and Muir Elementary Schools' projects was anticipated for fall 2017 in time for the 2017-2018 school year. Completion of the projects at La Crescenta, Jefferson, and Verdugo Woodlands Elementary Schools is anticipated for early 2018. These new buildings will include new technology, including 80" monitors and custom built learning walls to enhance students' learning experience.

Lincoln Elementary



Verdugo Woodlands Elementary



Muir Elementary



Jefferson Elementary



Fremont Elementary



La Crescenta Elementary



Projects in Motion - Cont'd

FRANKLIN BUNGALOW MOVE AND UPGRADES- Following the completion of the new building at Franklin Elementary School, staff has begun working on relocating and renovating portable buildings at Franklin Elementary School and preparing them for the District's EEELP program. Completion of this project was set for fall 2017.

Upcoming Projects

DISTRICT-WIDE AQUATIC CENTER - A final project has been approved by the Board, which includes a smaller pool, but will still accommodate CIF games for the entire District.

DISTRICT-WIDE DEFERRED MAINTENANCE PROJECTS - The Board approved an additional \$5,000,000 to be allocated to various maintenance projects throughout the District, to be completed by Planning & Development. This includes projects such as roofing, painting, paving, playground equipment replacement, HVAC renovations, landscaping, and flooring.

DISTRICT-WIDE SHADE STRUCTURES - Shade structures are to be installed at ten (10) sites, including: Dunsmore, Edison, Franklin, Glenoaks, La Crescenta, Lincoln, Keppel, and Valley View Elementary Schools; Cloud Pre-School, and Daily High School.

VERDUGO WOODLANDS BRIDGE PROJECT - A new bridge will be built at Verdugo Woodlands Elementary School to allow a more direct path to the safe dispersal area located across the bridge, on the playground area.

HOOVER AND GLENDALE HIGH SCHOOLS' SOLAR ROOFING PROJECTS - The Board of Education approved the allocation of funds to replace the roofs at Hoover and Glendale High Schools where solar panels would be installed. This project extends the life cycle of the roofs and will match the 20-year life cycle of the solar panels being installed.

Summer Projects 2017-2018

Clark Magnet High School - Reroof 6000 Building and Robotics Ancillary Building; Crescenta Valley High School - Sand and Refinish Large Gym Floor, Reroof 4000 Building, Renovate Floor in Small Weight Room; Glendale High School - Replace HVAC for 4000 Building, 3rd Floor; Valley View Elementary School - Replace HVAC for the School; Wilson Middle School - Reroof 4000 Building.

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 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. Castellanos, Gabriel Effective 2/07/18
Custodian I
Horace Mann Elementary School
2. Coria, Karina Effective 1/30/18
Cafeteria Worker I
Crescenta Valley High School
3. Herrarte, Emily Effective 2/19/18
Education Assistant-Intensive Support
Special Education Department
4. Origel-Polanco, Giovanna Effective 2/20/18
5th Grade – Dual Spanish Teacher
Edison Elementary
5. Sansone, Niccole Effective 2/19/18
Behavior Intervention Assistant
Special Education Department
6. Stasik, Ellen Effective 2/21/18
2nd Grade Teacher
Mann Elementary

Resignations: - Continued

- | | | |
|----|---|-------------------|
| 7. | Vasquez, Yuritzy
Education Assistant I
Franklin Elementary School | Effective 2/16/18 |
|----|---|-------------------|

Retirements:

- | | | |
|----|---|--|
| 1. | Jarnot, Kym
Nurse
Health Services | Effective 3/02/18
21 years, 6 months of service |
| 2. | Piette, Melinda
Counselor
Toll Middle School | Effective 6/15/18
30 years of service |
| 3. | Stedman, Susan
5 th Grade Teacher
Fremont Elementary | Effective 6/08/18
27 years of service |

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 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: **Clark Transportation Fees**

As a follow-up to last year's Solvency Plan, administration will provide information about the cost of providing transportation for Clark Magnet High School, as well as the revenue generated from the current bus fee. Administration will recommend a proposed increase to the fee for the 2018-19 school year.

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 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. Lena Richter, Director, Categorical Programs

SUBJECT: Local Control Accountability Plan Update No. 11

This report will provide an update of the Glendale Unified Local Control Accountability Plan focusing on improving proficiency levels for all English Learners (EL) as related to LCAP Goal 1, Increasing Student Achievement.

California English Language Development Test (CELDT)

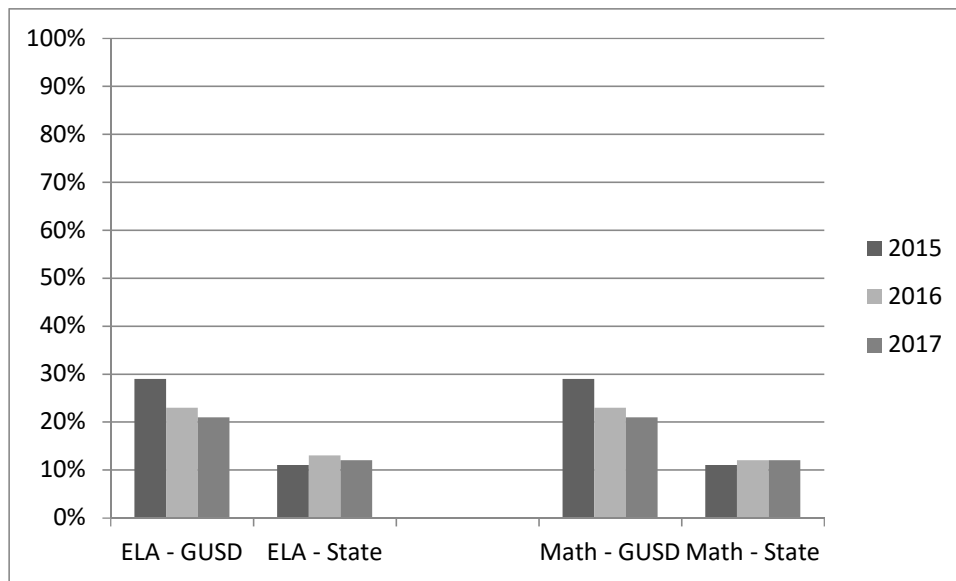
The California School Dashboard's English Learner Progress Indicator monitors progress towards English language acquisition as measured by the CELDT. English Learners are expected to increase proficiency levels by 2% each year.

- GUSD demonstrated a 3% overall increase in proficiency levels from 80.9% (2015) to 83.9% (2016), grades K-12.

California Assessment of Student Performance and Progress (CAASPP)

The CAASPP measures student performance in English Language Arts (ELA) and Math for students in grades 3-8 and 11 compared to State standards. English Learners are expected to demonstrate an increase of 15 scaled-score points per year in both ELA and Math towards meeting or exceeding State Standards.

Percentage of EL Students Who Met or Exceeded State Standards (CAASPP)



GUSD EL students consistently outperformed EL students statewide. However, GUSD EL students did not meet the District's growth targets and have shown a slight decline from 2015 – 2017.

- ELA (Orange on State Dashboard indicating a decline of 3 to 15 points)
- Math (Yellow on State Dashboard, indicating a decline of less than 3 points)

It is important to remember that the EL student subgroup changes each year as students reclassify to fluent-English proficient and reach State performance standards. Those students are exited from this data set four years after being reclassified.

Reclassification of EL to Fluent-English Proficient

As a district, the percentage of English Learner students reclassifying is expected to increase 2% annually. Reclassification data demonstrate a 4.65% increase in reclassification rates from 2015-16 (13.8%) to 2016-17 (18.45%), more than doubling the District's growth target. Students who have been reclassified demonstrated an increase in performance on the CAASPP from 2015-16 to 2016-17 in both ELA (+5points) and Math (+7.3 points), whereas English Learners demonstrated an overall decrease in performance. This indicates that GUSD is succeeding in meeting the needs of EL students at increasing rates to meet reclassification criteria, but there is gap appearing for

EL students who have not yet met the language and academic goals necessary to be considered for reclassification.

Next Steps

In order to continue moving EL student achievement towards reclassification and grade level proficiency and address a need for students who are considered “long-term” EL students, the District’s next steps include:

- Ensure a smooth transition from the annual English Learner CELDT assessment to the new English Language Proficiency Assessment for California (ELPAC) assessment in Spring 2018.
- Maximize the impact of teacher specialist support at the school sites focusing on EL student achievement through increased professional learning of best practices.
- Implement targeted interventions for English Learners.
- Provide strategic, multi-tiered support and interventions for Long-Term English Learners.

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 2018

INFORMATION REPORT NO. 4

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

SUBMITTED BY: Dr. Kelly King, Assistant Superintendent, Educational Services
Stephen Dickinson, Chief Business and Financial Officer

SUBJECT: **Proposed New, Revised, or Retired Board Policies Relating to Instruction, Students, and Business and Noninstructional Operations**

This report will provide the Board of Education with information on the need to create new or revise or retire existing Board Policies BP 6162.6 (Use of Copyrighted Materials); BP 6020 (Parent Involvement); (BP) 6170.1 (Transitional Kindergarten); BP 5116.2 (Involuntary Student Transfers); BP 3513.3 (Tobacco-Free Schools and Work Locations); and BP 3517 (Facilities Inspection) as recommended by the California School Boards Association (CSBA) and to comply with Education Code and federal and state laws.

BP 6162.6 – Use of Copyrighted Materials

CSBA Update August 2013
Last GUSD Update October 2002

Staff is recommending that the policy be updated to reflect current California School Boards Association (CSBA) language and legal references.

BP 6020 – Parent Involvement

CSBA Update October 2017
Last GUSD Update June 2010

CSBA has updated their model policy and regulation to reflect requirements for parent involvement in schools receiving federal Title I, Part A funding, as amended by the Every Student Succeeds Act, including expanding activities to include engagement of family members. The policy also reflects parent involvement as a state priority that must be addressed in the District's LCAP. After Board approval of the revised Board Policy, the accompanying Administrative Regulation will be revised.

BP 6170.1 – Transitional Kindergarten

CSBA Update October 2017
Last GUSD Update May 2016

The California School Boards Association (CSBA) updated their model policy to reflect a new State law, AB 99, which permits districts to maintain transitional kindergarten classes for different lengths of time during the school day, either at the same or different school sites, provided that the length of the school day complies with legal requirements related to the minimum and maximum length of the school day.

BP 5116.2 – Involuntary Student Transfers

CSBA Update December 2016
Last GUSD Update N/A

Currently, Glendale Unified School District does not have a Board Policy (BP) for Involuntary Student Transfers. California School Boards Association (CSBA) Board Policy 5116.2 reflects current law, as well as, the District’s current practices as it relates to involuntary student transfers.

BP 3513.3 – Tobacco-Free Schools and Work Locations

CSBA Update: July 2016
Last GUSD Update: September 2015

Staff recommends that BP 3513.3 be updated to comply with Education Code and federal and state laws.

BP 3517 –Facilities Inspection (to be deleted)

CSBA Update: N/A
Last GUSD Update: November 2010

Staff recommends that Board Policy 3517 be deleted and contents moved to a new Administrative Regulation (AR) 3517. The new AR 3517 is expanded to more directly reflect law regarding the conditions that must be inspected pursuant to the Office of Public School Construction’s facilities inspection tool. Regulation will reflect new law (AB 10), which requires a school that serves any of grades 6-12 and is a high-poverty school, as defined, to stock 50 percent of its restrooms with feminine hygiene products and to make such products available free of charge to students. Regulation also adds

recommendation for lead testing and describes the circumstances under which drinking water is required to be tested for lead, including a requirement of new law (AB 746) for testing of school buildings constructed before January 1, 2010.

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 March 6, 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.

Instruction

Use of Copyrighted Materials

~~It is the intent of the Board of Education to adhere to the provisions of the U.S. copyright law (United States Code, Title 17), and to maintain the highest ethical standards in the use of all copyrighted materials. The willful infringement of a copyright and plagiarism of any sort by District employees are prohibited. The Board therefore directs the Superintendent or designee to provide employees with the guidelines that ensure compliance with the U.S. copyright law and adherence of standards of ethical conduct as they relate to the use of someone else's creative work.~~

~~Copyrighted materials, whether they be print or non print, may not be duplicated without first receiving written permission from the owner of such materials (copyright holder) and/or complying with guidelines presented in administrative regulations.~~

~~The Glendale Unified School District does not sanction the illegal use or unauthorized duplication of someone else's work in any form. Employees who willfully violate the District's copyright policy do so at their own risk and may be required to remunerate the District in the event of a loss resulting from litigation.~~

~~Employees are hereby notified that willful infringement of the law may result in disciplinary action.~~

Software Copyright

~~It is the intent of the Board of Education to adhere to the provisions of copyright laws in the area of microcomputer programs. In an effort to conform to various copyright laws, the following guidelines are presented:~~

- ~~A. Efforts will be made to monitor computer use to minimize opportunities for misuse or misappropriation of computer resources and proprietary interest.~~
- ~~B. Copies of computer programs may only be made when:
 - ~~1. a copy must be made to conform to the mechanical requirements of another computer, or~~
 - ~~2. the copy is made for archival purposes only. These copies will be destroyed in the event that continued possession of the computer program by the District should cease to be rightful.~~~~

Instruction

Use of Copyrighted Materials

- ~~C. The reproduction of copyrighted software will not be made without the written authorization of the copyright owner.~~
- ~~D. When software is to be used on a disk sharing system, efforts will be made to secure this software from copying.~~
- ~~E. Illegal copies of copyrighted programs will not be made or used on school equipment.~~
- ~~F. Unless required by law, the legal or insurance protection of the District will not be extended to employees who violate copyright laws.~~
- ~~G. Any employee making an unauthorized copy of a copyrighted computer program is acting beyond the scope of employment.~~
- ~~H. Any employee or student violating this regulation will be subject to disciplinary procedure.~~
- ~~I. Any person violating the exclusive rights of copyright owners is engaging in an infringement of copyright and is subject to civil damages and/or criminal punishment.~~
- ~~J. The Superintendent, or designee, is designated as the only individual who may sign license agreements for software for schools in the District.~~
- ~~K. The Superintendent, or designee, is responsible for establishing practices to aid in the enforcement of this regulation at the school level.~~

The Board of Education recognizes that district staff and students may use a variety of copyrighted materials in the educational program and other district operations. When such materials have not been purchased by the District for the intended use, the Board expects staff and students to respect the protections afforded by federal law to the copyright owners of those materials and respect any limitations by the copyright holder to the license of such materials.

Any literary, musical, dramatic, choreographic, pictorial, graphic, sculptural, audiovisual or motion picture, sound, architectural, or other original work shall be assumed to be a copyrighted work, regardless of whether the work appears in print, audio, video, electronic, or other fixed and tangible form.

Before reproducing a copyrighted material for instructional or other district purposes, a staff member shall determine if the material is in the public domain or if the intended use of the

Instruction

Use of Copyrighted Materials

material meets the criteria for fair use or another exception pursuant to 17 USC 107-122. If the material is not in the public domain or no recognized exception applies, the staff member shall seek permission of the copyright holder before using the material.

The Superintendent or designee shall inform staff that inclusion of an attribution citing the author and source of a copyrighted material does not absolve the staff member from the responsibility to either obtain permission or satisfy criteria for fair use or another exception.

If a staff member is uncertain as to whether the intended use of the material meets the criteria for fair use or another exception, he/she shall take the safest course and seek permission from the copyright holder to use the material or, if it is impracticable to obtain permission, shall contact the Superintendent or designee for clarification and assistance.

Students shall not copy or distribute copyrighted works to others. Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment.

Legal Reference: United States Code, Title 17, 117; Education Code Section: 35182
United States Code, Title 17, Sections: 101-122; 102; 106; 107; 110; 504
Court Decisions:
Cambridge University Press et al. v. Becker et al. (N.D. Ga. 2012) 863
F.Supp.2d 1190
Campbell v. Acuff-Rose Music, Inc., (1994) 510 U.S. 569
Marcus v. Rowley, (9th Cir., 1982) 695 F.2d 1171

Policy Adopted: 06/01/1976

Policy Amended: 07/02/1985; 12/06/1994; 10/15/2002; --/--/2018

(Formerly BP 3545; 6163)

Instruction

Parent Involvement

The Glendale Unified School District Board of Education recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall ~~work~~ consult with ~~staff and~~ parents/guardians and family members in the development of ~~to develop~~ meaningful opportunities at all grade levels for ~~parents/guardians~~ them to be involved in ~~d~~District and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The District's local control and accountability plan shall include goals and strategies for parent/guardian involvement, including District efforts to seek parent/guardian input in District and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the District's parent ~~involvement~~ and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of ~~parent~~ involvement opportunities and barriers that may inhibit ~~parent/guardian~~ participation.

Title I Schools

~~Each year the Superintendent or designee shall identify specific objectives of the District's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)~~

~~The Superintendent or designee shall ensure that the District's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318)~~

~~The Board must reserve at least one percent of the district's Title I funding to carry out parent involvement activities, including promotion of family literacy and parenting skills, provided that one percent of the allocation received by the district totals more than \$5,000. At least 95 percent of the reserved funds must be distributed to eligible schools. (20 USC 6318)~~

Instruction

Parent Involvement

~~The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in discussions regarding how the district's Title I funds will be allotted for parent involvement activities. (20 USC 6318)~~

~~The Superintendent or designee shall ensure that each school receiving Title I funds develop a written school level parent involvement policy with specified components. (20 USC 6318)~~

The Superintendent or designee shall involve parents/guardians and family members in establishing District expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the District will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

When the District's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities and shall ensure that priority is given to schools in high poverty areas in accordance with law. (20 USC 6318, 6631)

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for District and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members.
2. Support for programs that reach parents/guardians and family members at home, in the community, and at school.
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members.

Instruction

Parent Involvement

4. Collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy.

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the ~~the~~ District and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

Legal Reference: Education Code, § Sections 11500-11506; 48985; 51101; 52060-54444.2; 56190-56194; 64001
 Labor Code Section 230.8
 Code of Regulations, Title 5, Section 18275
 United States Code, Title 20-§Sections 6311; 6312; 6314; 6318; 6631
 ESEA, Title I, Part A; §1118
 Code of Federal Regulations, Title 28, Sections 35.104; 35.160

Policy Adopted: 03/91

Policy Amended: 6/96; 8/06; 7/15/08; 6/22/10; --/--/2018

Instruction

Transitional Kindergarten

The Board of Education desires to offer a high-quality Transitional Kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The program shall assist TK children in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The District's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among District preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in program development, implementation, and evaluation of the District's TK program.

A. Eligibility

1. The District's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)
2. Parents/guardians of eligible children shall be notified of the availability of the TK program and the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.
3. Upon request of a child's parents/guardians, the District may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the District's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.
4. The District may, at any time during the school year, but after a child turns five years of age, admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. Enrollment of children into TK whose fifth birthday is after December 2 will be on a case-by-case basis and only as space permits in the District's TK classrooms allowing for space for new TK-age student enrollment. (Education Code 48000)

Instruction

Transitional Kindergarten

B. Curriculum and Instruction

1. The District's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)
2. The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education. It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social sciences, English language development, and social-emotional development.
3. ~~The Board shall fix the length of the school day in the district's TK program to equal to the instructional minutes of kindergarten students as reflected in its annual audit.~~ The Board shall establish the length(s) of the school day in the district's TK program. TK programs may be maintained for different lengths of time either at the same or different school sites, as long as the school day is at least three hours but no more than four hours. The Superintendent or designee shall annually report to the California Department of Education as to whether the district's TK programs are offered full day, part day, or both. (Education Code 37202, 46111, 46117, 48003)
4. TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

C. Staffing

1. The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.
2. A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting and/or a child development teacher permit issued by the CTC. (Education Code 48000)

Instruction

Transitional Kindergarten

3. The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

D. Continuation to Kindergarten

1. Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.
2. However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian at the beginning of the TK year acknowledging consent for the child's enrollment in TK and enrollment in kindergarten the following school year.
3. A student shall not attend more than two years in a combination of TK and Kindergarten. (Education Code 46300)

E. Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

Legal References: Education Code, Sections 8973; 37202; 44258.9; 46111; 46114-46119; 46300; 48000; 48002; 48003; 48200

Policy Adopted: 05/24/2016

Policy Amended: --/--/2018

Students

Involuntary Student Transfers

The Board of Education desires to enroll students in the school of their choice, but recognizes that circumstances sometimes necessitate the involuntary transfer of some students to another school or program in the district. The Superintendent or designee shall develop procedures to facilitate the transition of such students into their new school of enrollment.

As applicable, when determining the best placement for a student who is subject to involuntary transfer, the Superintendent or designee shall review all educational options for which the student is eligible, the student's academic progress and needs, the enrollment capacity at district schools, and the availability of support services and other resources.

Whenever a student is involuntarily transferred, the Superintendent or designee shall provide timely written notification to the student and his/her parent/guardian and an opportunity for the student and parent/guardian to meet with the Superintendent or designee to discuss the transfer.

A. Students Convicted of Violent Felony or Misdemeanor

1. A student may be transferred to another district school if he/she is convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which he/she was convicted. (Education Code 48929)
2. Before transferring such a student, the Superintendent or designee shall attempt to resolve the conflict using restorative justice, counseling, or other such services. He/she shall also notify the student and his/her parents/guardians of the right to request a meeting with the principal or designee. (Education Code 48929)
3. Participation of the victim in any conflict resolution program shall be voluntary, and he/she shall not be subjected to any disciplinary action for his/her refusal to participate in conflict resolution.
4. The principal or designee shall submit to the Superintendent or designee a recommendation as to whether or not the student should be transferred. If the Superintendent or designee determines that a transfer would be in the best interest of the students involved, he/she shall submit such recommendation to the Board for approval.
5. The Board shall deliberate in closed session to maintain the confidentiality of student information, unless the parent/guardian or adult student submits a written request that the matter be addressed in open session and doing so would not violate the privacy rights of any other student. The Board's decision shall be final.

Students

Involuntary Student Transfers

6. The decision to transfer a student shall be subject to periodic review by the Superintendent or designee.
7. The Superintendent or designee shall annually notify parents/guardians of the District's policy authorizing the transfer of a student pursuant to Education Code 48929. (Education Code 48980)

B. Other Involuntary Transfers

Students may be involuntarily transferred under either of the following circumstances:

1. If a high school student commits an act enumerated in Education Code 48900 or is habitually truant or irregular in school attendance, he/she may be transferred to a continuation school. (Education Code 48432.5)
2. If a student is expelled from school for any reason, is probation-referred pursuant to Welfare and Institutions Code 300 or 602, or is referred by a school attendance review board or another formal District process, he/she may be transferred to a community day school. (Education Code 48662)

Legal Reference: Education Code, Sections 35146; 48430-48438; 48432.5; 48660-48666; 48662; 48900; 48929; 48980
Penal Code, Sections 667.5; 29805
Welfare and Institutions Code, Sections 300; 602

Policy Adopted: --/--/2018

Business and Noninstructional Operations

Tobacco-Free Schools and Work Locations

The Board of Education recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with District goals to provide a healthy environment for students and staff.

~~The Board of Education prohibits the use of tobacco and~~ smoking and/or the use of tobacco products at any time on in District-owned or leased property (indoors and outdoors) buildings, on District property, and in District vehicles. (Health and Safety Code, 104420, 104559).

~~This~~ These prohibitions shall apply to all employees, students, visitors, and other persons at any school or school-sponsored instructional program, activity or athletic event on or off District property.

Any written joint use agreement governing community use of District facilities or grounds shall include notice of the District's tobacco-free schools policy and consequences for violations of the policy.

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

~~The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products. Exceptions may be made for the use or possession of prescription nicotine products.~~

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff.
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah.
3. Any component, part, or accessory of a tobacco product, whether or not sold separately.

Business and Noninstructional Operations

Tobacco-Free Schools and Work Locations

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

Legal Reference: Education Code, Sections: 48900; 48901
 Business and Professions Code Section: 22950.5
 Health and Safety Code, Sections: 39002; 104350-1104495; 104495;
 104559; 119405
 Labor Code Sections: 3300; 6304; 6404.5
 United States Code, Title 20 Sections: 6083; 7111-7122
 Code of Federal Regulations, Title 21 Sections: 1140.1-1140.34

Policy Adopted: 06/30/1992

Policy Amended: 02/07/1995; 02/04/2003; 09/01/2015; --/--/2018

Formerly BP 4015, BP 5131.6

~~Business and Noninstructional Operations~~

~~Facilities Inspection~~

~~The Governing Board recognizes that the condition of school facilities may have an impact on safety, student achievement, and employee morale and desires to provide school facilities that are safe, clean, and function, as defined in Education Code 17002.~~

~~The Superintendent or designee shall develop a facilities inspection and maintenance program to ensure that school facilities are maintained in good repair in accordance with law. At a minimum, the program shall analyze those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including the following:~~

- ~~1. Gas Leaks: Gas systems and pipes appear safe, functional, and free of leaks.~~
- ~~2. Mechanical Systems: Heating, ventilation, and air conditioning systems as applicable are functional and unobstructed.~~
- ~~3. Windows/Doors/Gates/Fences (interior and exterior): Conditions that pose a safety and/or security risk are not evident.~~
- ~~4. Interior Surfaces (floors, ceilings, walls, and window casings): Interior surfaces appear to be clean, safe, and functional.~~
- ~~5. Hazardous Materials (interior and exterior): There does not appear to be evidence of hazardous materials that may pose a threat to students or staff.~~
- ~~6. Structural Damage: There does not appear to be structural damage that could create hazardous or uninhabitable conditions.~~
- ~~7. Fire Safety: The fire equipment and emergency systems appear to be functioning properly.~~
- ~~8. Electrical (interior and exterior): There is no evidence that any portion of the school has a power failure and electrical systems, components, and equipment appear to be working properly.~~
- ~~9. Pest/Vermin Infestation: Pest or vermin infestation is not evident.~~
- ~~10. Drinking Fountains (inside and outside): Drinking fountains appear to be accessible and functioning as intended.~~

~~Business and Noninstructional Operations~~

~~Facilities Inspection~~

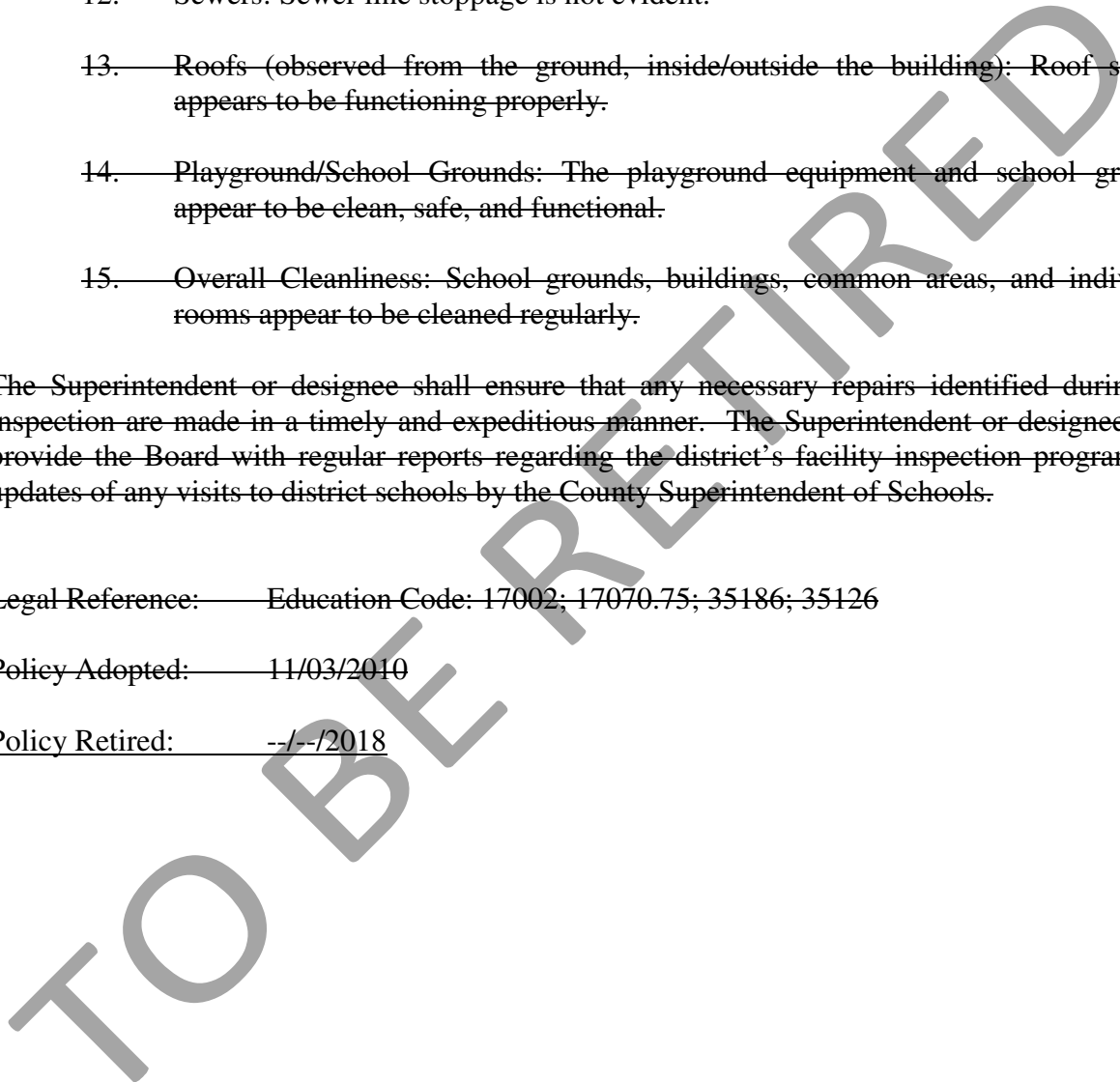
- ~~11. Restrooms: Restrooms appear to be accessible during school hours, are clean, functional, and in compliance with Education Code 35292.5 (operational and supplied).~~
- ~~12. Sewers: Sewer line stoppage is not evident.~~
- ~~13. Roofs (observed from the ground, inside/outside the building): Roof system appears to be functioning properly.~~
- ~~14. Playground/School Grounds: The playground equipment and school grounds appear to be clean, safe, and functional.~~
- ~~15. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to be cleaned regularly.~~

~~The Superintendent or designee shall ensure that any necessary repairs identified during the inspection are made in a timely and expeditious manner. The Superintendent or designee shall provide the Board with regular reports regarding the district's facility inspection program and updates of any visits to district schools by the County Superintendent of Schools.~~

~~Legal Reference: Education Code: 17002; 17070.75; 35186; 35126~~

~~Policy Adopted: 11/03/2010~~

~~Policy Retired: --/--/2018~~



GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 2018

INFORMATION REPORT NO. 5

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 Secondary Summer School Programs for 2018

Since 2010, the Glendale Unified School District Board of Education approved the use of General Fund monies to support remedial and intervention summer school classes. Planning is underway for the 2017 summer school program for middle and high school students. All three comprehensive high schools and four middle schools, as well as Daily High School, will offer summer school classes on their campuses.

Proposed Dates

June 11 – July 13, 2018

Five days each week for five weeks:

- Semester 1 June 11 – June 26, 2018
- Semester 2 June 27 – July 13, 2018

The Independence Day holiday (Wednesday, July 4, 2018) would be observed during the second semester.

Proposed Locations

High Schools:

- Crescenta Valley High School
- Daily High School
- Glendale High School
- Hoover High School

Middle Schools:

- Roosevelt Middle School
- Rosemont Middle School
- Toll Middle School
- Wilson Middle School

Middle School students will attend summer classes on their home campuses.

Proposed Course Offerings (see attached)

Middle School:

- Grade 7 & 8 only

High School:

- A-G Required Courses for Credit Recovery

In addition, Glendale Educational Foundation (GEF) will offer enrichment summer courses at Crescenta Valley High School and Glendale High School, concurrent with GUSD summer school.

**GLENDALE UNIFIED SCHOOL DISTRICT
Educational Services**

DRAFT #

SUMMER SCHOOL 2018

Course Offerings

The following middle/high school courses will be offered by GUSD.

GUSD High School Course Offerings	GUSD Middle School Course Offerings
ELD 1-5 A-B English 9-12 1/2 American Lit. 1-2 Intervention ELA Literacy Development 1-2 Algebra 2 Integrated I Geometry 1-2 Geometry Concepts 2 (tentative) Math Intervention 1-2 (tentative) Biology 1-2 Bio Tech PE APEX Graphic Arts Economics Government US History 1-2 World History 1-2 Health 1-2 Life Skills 1 Life Skills 2 SPED Math Strategies SPED English Strategies Environmental Issues	English Essentials 6 English Essentials 7 ELD Essentials 1-2 ELD Essentials 3-5 Math Essentials 6 Math Essentials 7 Math Essentials 8 SPED (mild/mod) SPED (mod/severe) TIDES (mod/severe) English Strategies (SpEd) Math Strategies (SpEd) Summer Bridge A (accelerated course specific criteria for entrance to Integrated I in 8 th grade)

In addition, Glendale Educational Foundation (GEF) will offer enrichment summer courses at Crescenta Valley High School and Glendale High School, concurrent with GUSD summer school.

GEF Course Offerings		
Biology 1-2	Geometry 1-2	U.S. History 1-2
Ceramics 1-2	Health	World History 1-2
Ceramics 3-4	Spanish 3-4	
Chemistry 1-2	Spanish 5-6	
Economics	Trigonometry	

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GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 2018

INFORMATION REPORT NO. 6

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

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

SUBJECT: **Instructional Minutes**

In accordance with Education Code 37202, "the governing board of a school district shall maintain all of the elementary day schools established by it for an equal length of time during the school year and all of the day high schools established by it for an equal length of time during the school year."

Staff is recommending the following total instructional minutes:

Elementary Schools (TK-Gr. 6)

Transitional Kindergarten/Kindergarten = 46,800 minutes

Gr. 1-3 = 51,300 minutes

Gr. 4-6 = 54,900 minutes

Middle Schools (Gr. 6-8)

Gr. 6-8 = 61,340 minutes

Roosevelt Middle School has a seven-period instructional day for students as such and will exceed the middle school instructional minutes (64,787 minutes).

High Schools (Gr. 9-12)

Gr. 9-12 = 65,340 minutes

The recommended District minutes exceed the State's minimum requirements, thereby providing a buffer in cases of lost instructional time due to circumstances beyond the schools' control, such as the decision to dismiss Dunsmore Elementary School early on December 5, 2017 due to the Creek Fire resulting in a loss of 92-112 instructional minutes for that school day. The minutes also ensure that students with disabilities enrolled in equivalent programs housed at different school sites have the same instructional minutes unless otherwise specified in the student's individualized education program or Section 504 plan.

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 2018

INFORMATION REPORT NO. 7

TO: Board of Education
FROM: Winfred B. Roberson, Jr., Superintendent
PREPARED IN: Office of the Superintendent
SUBJECT: **Board of Education Meeting Schedule 2018-2019**

Board of Education meetings are held at the Administration Center, 223 N. Jackson Street, on the first and third Tuesday of the month, unless otherwise specified. A proposed Board of Education meeting schedule for 2018-19 is presented for the Board to review and comment.

2018

July 17

August 14

September 4, 17 (Monday)

October 2, 16

November 5 (Monday), 27 (*1st and 4th week*)

December 11

(*Winter recess: December 24 – January 6*)

2019

January 15

February 5, 19

March 5

(*Spring recess: March 18-22, 2019*)

April 2, 16 (*reorganization meeting*) (to align closer to the 2020 reorg).

May 7, 21, and 28*

(**meeting is for recognitions only*)

June 4, 18

Note: Last day of school for students is June 11.

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 2018

INFORMATION 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: **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
 - Measure S Priority Project Update
 - Award of Change Order No. 1 with Chalmers Construction Services, Inc. for Bid No. 159-17/18 for Site Improvements at Franklin Elementary School
 - Approval of Change Order No. 1 with Oceanstate Development, Inc. for Bid No. 144-16/17 for the Portable Expansion Project at Dunsmore Elementary School and Notice of Completion
 - Approval of Change Order No. 1 with ARC Construction, Inc. for Bid No. 155-17/18 for Shade Structure Installation at Valley View Elementary School and Notice of Completion
 - Approval of Change Order No. 1 with ARC Construction, Inc. for Bid No. 156-17/18 for Shade Structure Installation at Glenoaks Elementary School and Notice of Completion
 - Approval of Change Order No. 1 with ARC Construction, Inc. for Bid No. 157-17/18 for Shade Structure Installation at Dunsmore Elementary School and Notice of Completion
 - Approval of Independent Consultant Agreement No. 453 with Dixon SmartSchoolHouse for the Recovery of State Funds from the Roosevelt Middle School Overcrowding Relief Grant (ORG) Project

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 2018

ACTION REPORT NO. 1

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

PREPARED IN: Office of the Superintendent

SUBJECT: **2018 California School Boards Association (CSBA) Delegate Assembly Election**

The Superintendent recommends that the Board of Education vote for no more than three candidates for the CSBA Delegate Assembly, Subregion 23-A.

The CSBA's Delegate Assembly is a vital link in the Association's governance structure. The CSBA's Delegate Assembly sets the general policy direction for the association. Working with local districts, county offices, the Board of Directors and Executive Committee, delegates ensure that the association reflects the interests of school districts and county offices of education throughout the State. Delegates serve two-year terms.

The Glendale Unified School District is part of Subregion 23-A of the CSBA. In the election for the delegate representatives for this region, there are four candidates running for three vacancies as listed below:

Kimberley Keene (Pasadena USD)
Gregory S. Krikorian (Glendale USD)
John Nunez (Garvey SD)
Gary Thomas Scott (San Gabriel USD)

The biographical sketch form and resume, if submitted, for each candidate running for the Delegate Assembly, Subregion 23-A, are attached.

The Board of Education has one vote for each vacancy within its constituency. However, the Board may cast no more than one vote for any one candidate. Voting must be by official action of the Board of Education. Ballots must be postmarked by Thursday, March 15, 2018, to be valid.

Election results will be posted on the CSBA's website on April 1, 2018.

REQUIRES BOARD ACTION

This completed **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the U.S. post office no later than **THURSDAY, MARCH 15, 2018**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box.

A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.

OFFICIAL 2018 DELEGATE ASSEMBLY BALLOT
SUBREGION 23-A
(Los Angeles County)

Number of vacancies: 3 (Vote for no more than 3 candidates)

Delegates will serve two-year terms beginning April 1, 2018 – March 31, 2020

**denotes incumbent*

- Kimberly Kenne (Pasadena USD)
- Gregory S. Krikorian (Glendale USD)*
- John Nunez (Garvey SD)
- Gary Thomas Scott (San Gabriel USD)*

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District

Date of Board Action

See reverse side for a current list of all Delegates in your Region.

REGION 23 – 15 Delegates (13 elected/2 Appointed◇)

Director: Helen Hall (Walnut Valley USD)

Below is a list of all the current Delegates with expired terms from this Region.

Los Angeles County: San Gabriel Valley & East Los Angeles

Subregion 23-A

Suzie Abajian (South Pasadena USD), term expires 2019
Adele Andrade-Stadler (Alhambra USD), term expires 2019
Gregory Krikorian (Glendale USD), term expires 2018
Gary Scott (San Gabriel USD), term expires 2018
Vacant, term expires 2018

Subregion 23-B

Jessica Ancona (El Monte City SD), term expires 2019
Anthony Duarte (Hacienda La Puente USD), term expires 2018
Gino (J.D.) Kwok (Hacienda La Puente USD)◇, appointed term expires 2018
Vacant, term expires 2019

Subregion 23-C

Steven Llanusa (Claremont USD), term expires 2018
Christina Lucero (Baldwin Park USD), term expires 2019
Eileen Miranda Jimenez (West Covina USD), term expires 2019
Roberta Perlman (Pomona USD)◇, appointed term expires 2019
Camie Poulos (West Covina USD), term expires 2018
Paul Solano (Bassett USD), term expires 2018

County

Los Angeles



2018 Delegate Assembly Candidate Biographical Sketch Form

DUE: Sunday, January 7, 2018

Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691 | fax: (916) 371-3407 | or email: nominations@csba.org.

Please complete, sign and date this required one-page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one-page candidate form will not be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office. Late submissions will not be accepted. If you have any questions, please contact the Executive Office at (800) 266-3382.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature:  Date: January 6, 2018

Name: <u>Kimberly Kenne</u>	CSBA Region-subregion #: <u>23-A</u>
District or COE: <u>Pasadena Unified</u>	Years on board: <u>Six</u>
Profession: <u>Retired</u>	Contact Number: (please check <input checked="" type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Bus.) <u>626-696-9516</u>
*Primary E-mail: <u>kenne.kimberly@pusd.us</u>	
(*Communications from CSBA will be sent to primary email)	
Are you a continuing Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how long have you served as a Delegate? _____	

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I'd like to become a CSBA delegate to continue my growth as a school board member. During one's first term as a board member there is much to learn about education in California and about one's own district. There comes a point when it is time to branch out and learn more about how other boards operate and to understand the larger picture of education in California. As a delegate for CSBA, I would be able to share my knowledge of being a board member. I've had the opportunity to spearhead the update to our Board Policy Manual over the course of four years allowing me to review all the policies in our system. I've also served as the chair to our board committees on Finance and Safety. I'm currently serving on our board Facilities Committee as we near completion of spending on a construction bond. My time on each of these committees has increased my knowledge of different parts of our district and the education system.

Please describe your activities and involvement on your local board, community, and/or CSBA.

My work background is in Information Technology and I am very interested in data and using data to help improve student achievement. Before being a school board member, I was an active member of School Site Councils at various schools in our district and believe in the importance of school plans and parent involvement in school committees. I've served on several community education groups, including the education committee of our local League of Women Voter's organization. Currently I am serving as the school board representative on the California Practitioners Advisory Group (CPAG) for the SBE where we have been discussing the state ESSA plan and the CA Dashboard. I am also participating in one of the CCEE's Professional Learning Networks (PLNs) with other board members and superintendents which is facilitated by CSBA. I regularly attend the CSBA conference and participated on a workshop panel this last December. I recently completed the Masters in Governance program.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

The move to Local Control and away from compliance has been an enormous change for education in California. Even though five years have passed since the implementation of LCFF, there is still much capacity building that needs to be done for both boards and district staff. The cycle of continuous improvement is not a new idea but one that takes time and training to implement well. CSBA can play a role in helping board members to understand the new practices that are needed in the change from compliance to local control. How to use data in a needs assessment, how to review plans and how to do program evaluations are some of the other areas for capacity building. CSBA can help clarify the role for board members in this new era of local control.

2018 Delegate Assembly Candidate Biographical Sketch Form

DUE: Sunday, January 7, 2018

Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691 | fax: (916) 371-3407 | or email: nominations@csba.org.

Please complete, sign and date this required one-page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one-page candidate form will **not** be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office. Late submissions will not be accepted. If you have any questions, please contact the Executive Office at (800) 266-3382.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature:  Date: 12/13/2017

Name: <u>Gregory S. Krikorian</u>	CSBA Region-subregion #: <u>23-A</u>
District or COE: <u>Glendale Unified School District</u>	Years on board: <u>17</u>
Profession: <u>Business Executive</u>	Contact Number: (please v <input checked="" type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Bus.) <u>(818) 480-1327</u>
*Primary E-mail: <u>gkrikorian@gusd.net</u>	
(*Communications from CSBA will be sent to primary email)	
Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? <u>2 years</u>	

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I would like an opportunity to again share my experience and continue my advocacy for students and public education. Advocating for our students' welfare and preparing them for their future is, indeed, worthwhile work. With a Master's Degree in organizational leadership and with more than 25 years of experience in strategic community outreach campaigns and governmental relations, I have built a foundation based on trust with local, state, and federal elected officials and community organizations. In addition, as an active and involved community leader and volunteer, my experience includes working with a diverse population, collaborating with our community college and local businesses, having a strong working relationship with our chamber of commerce, and enjoying the respect and trust of our parents and community members.

Please describe your activities and involvement on your local board, community, and/or CSBA.

As a school board member for 17 years in a school district with more than 26,000 students, I have served on many committees and organizations, including the Five Star Education Coalition, the California Suburban School Districts (CALSSD), LACSTA, Student Advisory Council, and the Glendale Educational Foundation. As a community member and father of five children, my activities include being a member of the Kiwanis Club, PTA/PTSA, AYSO Soccer, Jewel City Little League, the Boy Scouts Council, and the Salvation Army. In 2005, I completed the CSBA Masters in Governance program and previously served as a CSBA delegate assembly member from 2006-2010. I have been a CSBA conference presenter several times, and participated in many of the workshops that CSBA offers. I currently serve on the CSBA Charter Schools taskforce.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

The biggest challenge facing governing boards is ensuring adequate and consistent funding for our public school systems. The state should set a goal of funding each student at the median spent nationally. Additionally, we need to stabilize where school district funds come from to stop the wild swings we experience in state funding. CSBA needs to continue to advocate and lobby for adequate resources for our schools.

Gregory S. Krikorian
Vice President, Board of Education
Glendale Unified School District
818.480-1327 (C) • 818.240-7088 (O)
E-mail: GKrikorian@gusd.net

Greg Krikorian was first elected to the Glendale Unified School District Board of Education in 2001. Re-elected April 2017 to a four year term and he is serving his 17th year as a Board Member. As the father of five children and a small business owner in Glendale, Mr. Krikorian has been actively involved in various school district and community organizations and is a highly respected member of the community.

Born in Hartford, Connecticut, Mr. Krikorian received his Bachelor of Science degree in Business Administration from Central Connecticut State University, a Masters of Arts degree in Organizational Leadership from Woodbury University, and a Masters in Governance from CSBA 2004. Mr. Krikorian and his wife of 28 years, Christine, are the proud parents of five children, four of whom have graduated from GUSD schools. Their youngest is currently a sophomore at Hoover High School.

Mr. Krikorian is a Co-founder of Cal-Conn Enterprises, Inc., a multi-service marketing firm specializing in government relations, professional development, crisis management and community relations. In addition to his duties at Cal-Conn, Greg is also the President and CEO of *Business Life* Magazine, Senior Living Magazine and Businesslife.com.

Local Community Service (partial list)

- Board of Education, Glendale Unified School District 2001 to present
- Five Star Education Coalition (Serving the Burbank, Glendale, La Canada, Pasadena & South Pasadena Unified School Districts), 2004-2010
- California School Boards Association, Delegate Region 23A 2005-2011, 2016 – present
- California School Boards Association, Charter Task Force, 2016 - present
- California School Boards Association, Legislative Committee, 2009-2011
- Southern California Leadership Council, 2013 - present
- Glendale Educational Foundation, "GEF" 2003 to present
- Los Angeles County School Trustees Association
- Valley Industry Commerce Association (VICA), 2009 to present
- PTA & PTSA member, 1994 to present
- AYSO Soccer, Region 88 Coach & Referee since 1998
- Jewel City Little- J WV League President & Board member, 2002 to 2013
- Kiwanis Club of Glendale, 1990 to present
- Board of Directors, Verdugo Hills Boy Scouts Council Member, 1990 to present
- Salvation Army, Board of Directors, 2009-2013
- Board of Directors, Glendale Chamber of Commerce (1994-1996)
- San Gabriel Valley Economic Partnership 2002 to present

Recognition, Awards

- Honorary Service Award, Glendale PTSA Council
- Silver Beaver Award - Verdugo Hills Boy Scouts of America Council
- District Award of Merit - Verdugo Hills Boy Scouts of America Council
- Small Business Media Advocate of the Year/State of California US. SBA
- Advancing the Status of Women Award - Soroptimist International



2018 Delegate Assembly Candidate Biographical Sketch Form

DUE: Sunday, January 7, 2018

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Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: *John Nunez* Date: 1-5-2018

Name: <u>John Nunez</u>	CSBA Region-subregion #: <u>23-A</u>
District or COE: <u>Garvey School District</u>	Years on board: <u>newly appt</u> Prev. served <u>9</u> yrs
Profession: <u>Retired</u>	Contact Number: (please v <input type="checkbox"/> Cell <input type="checkbox"/> Home <input checked="" type="checkbox"/> Bus.) <u>626-307-3444</u>
*Primary E-mail: <u>johnnunez7@gmail.com</u> <u>jnunez@gesd.us</u>	
(*Communications from CSBA will be sent to primary email)	
Are you a continuing Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how long have you served as a Delegate? _____	

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I have served as a CSBA Delegate in the past, and am interested in working with CSBA to help districts benefit from improved and fair legislation. Also I have experience in serving as a former City Council Member for the City of Rosemead, which has brought me an expanded view on issues and concerns facing the interaction between Cities and school boards.

Please describe your activities and involvement on your local board, community, and/or CSBA.

Serving currently on the County Committee for Redistricting has brought me a wider understanding of districts needs, concerns and issues. I also serve on the Alhambra Education Foundation Board which has brought to our community an expanded summer school program and monies for music and college counseling. I am always looking for positives programs to benefit the children in our community.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

Fair and equal funding as well as more local control for school districts during these challenging fiscal times. The Delegate Assembly has the opportunity to communicate with local school boards CSBA's vision, objectives and policies to support our schools.

2018 Delegate Assembly Candidate Biographical Sketch Form

DUE: Sunday, January 7, 2018

Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691 | fax: (916) 371-3407 | or email: nominations@csba.org.

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Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature:  Date: 1/4/18

Name: <u>Dr. Gary Thomas Scott</u>	CSBA Region-subregion #: <u>23-A</u>
District or COE: <u>San Gabriel Unified School District</u>	Years on board: <u>12</u>
Profession: <u>Retired College Dean</u>	Contact Number: (please check <input checked="" type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Bus.) <u>(818) 439-2271</u>
*Primary E-mail: <u>greats@aol.com</u>	
(*Communications from CSBA will be sent to primary email)	
Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? <u>4 years</u>	

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

My lifetime career has been spent in public education that has included Elementary, Middle School, High School, Community College and University classroom teaching as well as multiple years of college and educational administration. As a current member of the Delegate Assembly I have become familiar with the intricacies of CSBA governance and the incredible value that our organization brings to public education in California.

I have a passion for student learning and student success and have spent a great deal of my career working to improve both. I am committed to developing stronger pathways for high school students to transfer to higher education or successful career opportunities. Closing the achievement gap is proving to be an illusive task. I, as well as all who serve in education, need to be thoughtful, creative and committed to ensuring that all of our students are well prepared to be successful regardless of their circumstances.

Please describe your activities and involvement on your local board, community, and/or CSBA.

With over 40 years in public education I am preparing for my fourth term as a Board member. I am a lifetime member of the community of San Gabriel and attended schools in the district, as did my brothers, wife and children. During that time I have been involved with local School Site Councils, District Advisory Councils, Bond Committees, Long Term Planning Committees, LCAP and LCFF Committees and Youth Sports Organizations. I have devoted countless hours of volunteer service to our schools and our Education Foundation. In addition, I am a member of Rotary, Chair of the Pastoral Council at our church and have served as a member of the CSBA Delegate Assembly for the past four years.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

One of the ongoing challenges is the successful implementation of technology as it continues to evolve as the primary platform for our instructional delivery. This includes funding, staff development, technical support and an effective "refresh" schedule to keep the technology up to date. Technology potentially has a significant impact on assessment of student progress as well. English language acquisition for our non-English speaking students is a primary task in all districts. Students can't be successful without English language mastery no matter how wonderful our curriculums are. ELA is also at the heart of closing the Achievement Gap. While public education currently enjoys relatively stable funding, there are huge challenges in the not so distant future. CSBA must continue to be a strong voice politically and intellectually to ensure that the California legislature provides sufficient support of public education in California. CSBA must also continue to be in the vanguard of promoting best instructional practices across all of our schools and districts.

Dr. Gary Thomas Scott

Dr. Gary Thomas Scott retired as Dean of the School of Creative Arts and Applied Sciences at Long Beach City College after 38 years in education. He previously served as the Director of Bands at the college for over 10 years and also continues as the Director of the college's Evening Wind Symphony for the past 29 years. He continues to direct the Band of the California Battalion, a fully reenacted Union Civil War Brass Band that is celebrating its 27th year as an ensemble. The Band has traveled all over the country providing concerts and living history performances including the National Civil War Brass Band Festival, the Grammy Museum, the Smithsonian in Washington D.C., the National Civil War Museum in Harrisburg, PA, Antietam, Harper's Ferry and two performances on the Battlefield at Gettysburg. In June of 2015 the Band performed as guests of the National Park Service at Fort Sumter in Charleston, S.C. Dr. Scott served two terms previously as an elected member and past President of the Board of Education for the San Gabriel Unified School District and was recently reelected to a third term. He is also a musical director and church cantor at St. Anthony Catholic Church in San Gabriel, CA. In addition, Dr. Scott has frequently served as a guest clinician and conductor for honor bands and festivals throughout the Southwestern United States.

Dr. Scott earned his BA and MA degrees in Music Education from California State University, Los Angeles and a Doctor of Education from UCLA. He has been married to his wife Mary for 43 years and has an adult son and daughter and identical twin grand daughters.

Dr. Scott began his musical career playing clarinet in 4th grade. Although he was a clarinet major in college, Dr. Scott claims, "I spent most of my time playing sax and made all of my money playing drums." In the past, Dr. Scott has also served as the Director of Bands at Bellflower Unified School District, Director of Bands at Cerritos Community College, Associate Director of Bands at California State University, Los Angeles and Instrumental Musical Specialist for the Rowland Unified School District. The position in Rowland required Dr. Scott to drive a modified school bus that served as a "mobile" band room. This award-winning program served multiple school sites in the district.

When not playing, conducting music or tackling the challenges of our educational systems, Dr. Scott loves traveling with his wife Mary in their motorhome and enjoys reading techno-thrillers.

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 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: Tony Barrios, Executive Director: Planning, Development and Facilities

SUBJECT: **Approval of Change Order No. 1 with Chalmers Construction Services, Inc. for Bid No. 159-17/18 for Site Improvements at Franklin Elementary School**

The Superintendent recommends that the Board of Education approve Change Order No. 1 with Chalmers Construction Services, Inc. for Bid No. 159-17/18 for Site Improvements at Franklin Elementary School in the amount of \$11,926.36.

On November 28, 2017, the Board of Education approved the award of Bid No. 159-17/18 to Chalmers Construction Services, Inc. (La Crescenta) for site improvements at Franklin Elementary School in the amount of \$119,500.

Change Order No. 1 in the amount of \$11,926.36 accounts for various items, including additional asphalt work and the installation of additional gates. This Change Order represents an increase of 9.98% to the original contract, which is included in the previously allocated 10% project contingency. This increases the original contract to \$131,426.36. Below is a list of the Proposed Change Orders (PCO's) that are accounted for in Change Order No. 1:

PCO Number	Responsibility Code	Change Amount
001, 002R, 003R	8	\$11,926.36
	Total:	\$11,926.36

Responsibility Codes are defined as follows:

- | | | |
|-------------------------|------------------------|-------------------------|
| 1. Differing Conditions | 4. Value Enhancement | 7. Required Extra Scope |
| 2. Design Error | 5. Settlement | 8. Optional Extra Scope |
| 3. Design Omission | 6. Resolution of Claim | 9. Other |

This project is funded by Measure S – Franklin Expansion funds. The Superintendent's Facility Advisory Committee voted to support this recommendation.



Planning, Development & Facilities
 349 Magnolia Avenue
 Glendale, California 91204
 Tel: 818.507.0201 Fax: 818.507.4911

Project Name: Franklin Site Improvements
DSA No: N/A

District PO No: 0001014951
District Contract No: Bid #159-17/18

CHANGE ORDER (CO)

To: Chalmers Construction Services, Inc.

CO No.: 1
Date: February 21, 2018

The following modifications have been made to your basic contract for the reasons listed below:

<u>Item</u>	<u>Responsibility Code</u>	<u>Days</u>	<u>Change Amount</u>
PCO #001	8	0	\$ 2,713.60
PCO #002R	8	0	\$ 4,814.29
PCO #003R	8	0	\$ 4,398.47

Contractor agrees to furnish all labor and materials and perform all of the above described work indicated in each item attached in compliance with the applicable sections of the Contract Documents. The amount of the charges under the Change Order is limited to the charges allowed under **Article 17** of the **General Conditions**. The adjustment in the contract sum, if any, and the adjustment in the contract time, if any, set out in the Change Order shall constitute the entire compensation and/or adjustment in the contract time and contract sum due to the Contractor arising out of the change in the work covered by this Change Order, unless otherwise provided in the Change Order. It is understood that this Change Order shall be effective when approved by the Governing Board of the District.

The Original Contract Sum and Calendar Days	\$	119,500.00	15 days
Net Change by Previously Authorized Requests and Changes	\$	0.00	0 days
The Contract Sum and Days prior to this Change Order were.....	\$	119,500.00	15 days
The Contract Sum and Days will be increased/(decreased) by	\$	11,926.36	0 days
The New Contract Sum and Days including this Change Order.....	\$	131,426.36	15 days
The Date of Contract Completion as of this Change Order is therefore		1/5/18	15 days
Cumulative Percentage of Original Contract	%		9.98%

Authorized	Signature	Date
Owner		
Contractor		02/13/18
Architect		
Project Manager	<i>Sam Halley</i>	2-14-18
Inspector of Record		

- Responsibility Code
- | | | |
|-------------------------|------------------------|-------------------------|
| 1. Differing Conditions | 4. Value Enhancement | 7. Required Extra Scope |
| 2. Design Error | 5. Settlement | 8. Optional Extra Scope |
| 3. Design Omission | 6. Resolution of Claim | 9. Other (explain) |

It is further understood and agreed that this adjustment constitutes compensation in full for all costs and markup directly or indirectly attributable to this change, or for all delays related thereto, including but not limited to all extended overhead and loss of productivity costs and for performance for this change within the time frame stated and Contractor expressly waives any claims for any additional compensations, damages or time extensions, in connection with the above referenced change(s). We the undersigned Contractor have given careful consideration to the change proposed and hereby agree if this proposal is approved that we will accept as full payment the price shown above. All other items and conditions of the Contract Documents shall remain in effect.

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 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

SUBJECT: **Approval of Change Order No. 1 with Oceanstate Development, Inc. for Bid No. 144-16/17 for the Portable Expansion Project at Dunsmore Elementary School and Notice of Completion**

The Superintendent recommends that the Board of Education approve Change Order No. 1 with Oceanstate Development, Inc. for Bid No. 144-16/17 for the Portable Expansion Project at Dunsmore Elementary School in the amount of \$86,001.86 and a Notice of Completion.

On May 23, 2017, the Board of Education approved the award of Bid No. 144-16/17 to Oceanstate Development, Inc. (Alhambra) for the Portable Expansion Project at Dunsmore Elementary School in the amount of \$979,060.00.

Change Order No. 1 in the amount of \$86,001.86 accounts for additional paving and grading, demolition, soil and rock removal, and other additional site work as required. It also includes credits for various reductions in the scope of work. This Change Order represents an increase of 8.80% to the original contract, which is included in the previously allocated 10% project contingency. This increases the original contract total to \$1,065,061.86. Below is a list of the Proposed Change Orders (PCO's) that are accounted for in Change Order No. 1:

PCO Number	Responsibility Code	Change Amount
1, 2, 3, 4, 6, 8, 9, 10, 11, 12, 13, 21	1	\$113,756.00
22	3	\$2,581.00
14	4	\$2,766.60
27	6	(\$18,000.00)
5, 26	7	(\$15,101.74)
	Total:	\$86,001.86

Responsibility Codes are defined as follows:

- | | | |
|-------------------------|------------------------|-------------------------|
| 1. Differing Conditions | 4. Value Enhancement | 7. Required Extra Scope |
| 2. Design Error | 5. Settlement | 8. Optional Extra Scope |
| 3. Design Omission | 6. Resolution of Claim | 9. Other |

The project was completed in a satisfactory manner as of August 13, 2017 for a total cost of \$1,065,061.86. This project is funded by Developer Fees – Dunsmore Portables Project funds. The Superintendent’s Facility Advisory Committee voted to support this recommendation.



Planning, Development & Facilities
 349 Magnolia Avenue
 Glendale, California 91204
 Tel: 818.507.0201 Fax: 818.507.4911

Project Name: *Dunsmore - 90093*
DSA No: *03-118062*

District PO No: **1008141**
District Contract No:

CHANGE ORDER (CO)

To: Oceanstate Development
 3034 W. Main Street, Alhambra CA 91801

CO No. 1
Date: *January 30, 2018*

The following modifications have been made to your basic contract for the reasons listed below:

<u>Item</u>	<u>Responsibility Code</u>	<u>Days</u>	<u>Change Amount</u>
PCO 1,2,3,4,6,8,9,10,11,12,13,21	1- Differing Conditions	0	\$ 113,756.00
PCO 22	3- Design Omission	0	\$ 2,581.00
PCO 14	4- Value Enhancement	0	\$ 2,766.60
PCO 27	6- Resolution of Claim	0	\$ (18,000.00)
PCO 5, 26	7- Required Extra Scope	0	\$ (15,101.74)

Contractor agrees to furnish all labor and materials and perform all of the above described work indicated in each item attached in compliance with the applicable sections of the Contract Documents. The amount of the charges under the Change Order is limited to the charges allowed under **Article 17** of the **General Conditions**. The adjustment in the contract sum, if any, and the adjustment in the contract time, if any, set out in the Change Order shall constitute the entire compensation and/or adjustment in the contract time and contract sum due to the Contractor arising out of the change in the work covered by this Change Order, unless otherwise provided in the Change Order. It is understood that this Change Order shall be effective when approved by the Governing Board of the District.

The Original Contract Sum and Calendar Days	\$	979,060.00	69
Net Change by Previously Authorized Requests and Changes	\$	0	0
The Contract Sum and Days prior to this Change Order were.....	\$	979,060.00	69
The Contract Sum and Days will be increased/(decreased) by	\$	86,001.86	0
The New Contract Sum and Days including this Change Order.....	\$	1,065,061.86	69
The Date of Contract Completion as of this Change Order is therefore		8/13/17	
Cumulative Percentage of Original Contract	%		8.8%

Authorized	Signature	Date
Owner		
Contractor	<i>Paul Mangione</i>	1/31/18
Architect	<i>Paul [unclear]</i>	1-31-18
Project Manager	<i>[unclear]</i>	2-2-18
Inspector of Record	<i>Byron [unclear]</i>	1-31-2018

- Responsibility Code
- | | | |
|-------------------------|------------------------|-------------------------|
| 1. Differing Conditions | 4. Value Enhancement | 7. Required Extra Scope |
| 2. Design Error | 5. Settlement | 8. Optional Extra Scope |
| 3. Design Omission | 6. Resolution of Claim | 9. Other (explain) |

It is further understood and agreed that this adjustment constitutes compensation in full for all costs and markup directly or indirectly attributable to this change, or for all delays related thereto, including but not limited to all extended overhead and loss of productivity costs and for performance for this change within the time frame stated and Contractor expressly waives any claims for any additional compensations, damages or time extensions, in connection with the above referenced change(s). We the undersigned Contractor have given careful consideration to the change proposed and hereby agree if this proposal is approved that we will accept as full payment the price shown above. All other items and conditions of the Contract Documents shall remain in effect.

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: Dunsmore Elementary School
ADDRESS: 4717 Dunsmore Ave.
La Crescenta, California 91214

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

IMPROVEMENT: Portable Expansion – Bid No. 144 -16/17
DATE of COMPLETION: August 13, 2017
CONTRACTOR: Oceanstate Development, Inc.
CONTRACT DATE: May 23, 2017
BOARD APPROVAL: May 26, 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 21, 2018 at Glendale, California

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

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 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 Change Order No. 1 with ARC Construction, Inc. for Bid No. 155-17/18 for Shade Structure Installation at Valley View Elementary School and Notice of Completion**

The Superintendent recommends that the Board of Education approve a Change Order No. 1 with ARC Construction, Inc. for Bid No. 155-17/18 for shade structure installation at Valley View Elementary School in the amount of \$7,107.83 and a Notice of Completion.

On July 18, 2017, the Board of Education approved the award of Bid No. 155-17/18 to ARC Construction, Inc. (La Crescenta) for the installation of a shade structure at Valley View Elementary School in the amount of \$74,000.

Change Order No. 1 in the amount of \$7,107.83 accounts for additional concrete and earth work per the inspector's request, and special machinery required for oversized rocks. This Change Order represents an increase of 9.61% to the original contract, which is included in the previously allocated 10% project contingency. This increases the original contract total to \$81,107.83. Below is a list of the Proposed Change Orders (PCO's) that are accounted for in Change Order No. 1:

PCO Number	Responsibility Code	Change Amount
1	7	\$2,254.40
2	1	\$4,853.43
	Total:	\$7,107.83

Responsibility Codes are defined as follows:

- | | | |
|-------------------------|------------------------|-------------------------|
| 1. Differing Conditions | 4. Value Enhancement | 7. Required Extra Scope |
| 2. Design Error | 5. Settlement | 8. Optional Extra Scope |
| 3. Design Omission | 6. Resolution of Claim | 9. Other |

The project was completed in a satisfactory manner as of December 27, 2017 for a total cost of \$81,107.83. This project is funded by Measure S – District-Wide Shade Structures Project funds. The Superintendent's Facility Advisory Committee voted to support this recommendation.



Planning, Development & Facilities
 349 Magnolia Avenue
 Glendale, California 91204
 Tel: 818.507.0201 Fax: 818.507.4911

Project Name: Valley View Shade Structure Installation
DSA No: 03-117045

District PO No: 0001011829
District Contract No: 155-17/18

CHANGE ORDER (CO)

To:	ARC Construction Inc.	CO No.:	#1
	3123 Harmony Place	Date:	11/22/2017
	La Crescenta, CA 91214		

The following modifications have been made to your basic contract for the reasons listed below:

Item	Responsibility Code	Days	Change Amount
1	7(per Inspectors request truncated dome had to be relocated therefore needing new concrete platform and earth work)	0	\$2,254.40
2	1 (needed special coring machine due to unexpected oversized rocks in ground preventing the installation of the shade structure)	0	\$4,853.43

Contractor agrees to furnish all labor and materials and perform all of the above described work indicated in each item attached in compliance with the applicable sections of the Contract Documents. The amount of the charges under the Change Order is limited to the charges allowed under Article 17 of the General Conditions. The adjustment in the contract sum, if any, and the adjustment in the contract time, if any, set out in the Change Order shall constitute the entire compensation and/or adjustment in the contract time and contract sum due to the Contractor arising out of the change in the work covered by this Change Order, unless otherwise provided in the Change Order. It is understood that this Change Order shall be effective when approved by the Governing Board of the District.

	Amount	Cal. Days
The Original Contract Sum and Calendar Days	\$ 74,000.00	163
Net Change by Previously Authorized Requests and Changes	\$ 0.00	0
The Contract Sum and Days prior to this Change Order were.....	\$ 74,000.00	163
The Contract Sum and Days will be increased/(decreased) by	\$ 7,107.83	0
The New Contract Sum and Days including this Change Order.....	\$ 81,107.83	163
The Date of Contract Completion as of this Change Order is therefore		12/31/2017
Cumulative Percentage of Original Contract	% 9.61	

Authorized	Signature	Date
Owner		
Contractor		7-7-18
Architect		2-7-18
Project Manager		2/8/18
Inspector of Record		2/8/18

- Responsibility Code
- | | | |
|-------------------------|------------------------|-------------------------|
| 1. Differing Conditions | 4. Value Enhancement | 7. Required Extra Scope |
| 2. Design Error | 5. Settlement | 8. Optional Extra Scope |
| 3. Design Omission | 6. Resolution of Claim | 9. Other (explain) |

It is further understood and agreed that this adjustment constitutes compensation in full for all costs and markup directly or indirectly attributable to this change, or for all delays related thereto, including but not limited to all extended overhead and loss of productivity costs and for performance for this change within the time frame stated and Contractor expressly waives any claims for any additional compensations, damages or time extensions, in connection with the above referenced change(s). We the undersigned Contractor have given careful consideration to the change proposed and hereby agree if this proposal is approved that we will accept as full payment the price shown above. All other items and conditions of the Contract Documents shall remain in effect.

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: Valley View Elementary School
ADDRESS: 4900 Maryland Avenue
La Crescenta, California 91214

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

IMPROVEMENT: Shade Structure Installation – Bid No. 155-16/17
DATE of COMPLETION: December 27, 2017
CONTRACTOR: ARC Construction, Inc.
CONTRACT DATE: July 21, 2017
BOARD APPROVAL: July 18, 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 21, 2018 at Glendale, California

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

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 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 Change Order No. 1 with ARC Construction, Inc. for Bid No. 156-17/18 for Shade Structure Installation at Glenoaks Elementary School and Notice of Completion**

The Superintendent recommends that the Board of Education approve a Change Order No. 1 with ARC Construction, Inc. for Bid No. 156-17/18 for shade structure installation at Glenoaks Elementary School in the amount of \$3,271.26 and a Notice of Completion.

On July 18, 2017, the Board of Education approved the award of Bid No. 156-17/18 to ARC Construction, Inc. (La Crescenta) for the installation of a shade structure at Glenoaks Elementary School in the amount of \$53,000.

Change Order No. 1 in the amount of \$3,271.26 accounts for required modifications to existing non-regulatory ambulatory stalls, and replacement of a potentially hazardous ADA door with a more adequate hinged door. This Change Order represents an increase of 6.17% to the original contract, which is included in the previously allocated 10% project contingency. This increases the original contract total to \$56,271.26. Below is a list of the Proposed Change Orders (PCO's) that are accounted for in Change Order No. 1:

PCO Number	Responsibility Code	Change Amount
1	1	\$2,414.56
2	4	\$856.70
	Total:	\$3,271.26

Responsibility Codes are defined as follows:

- | | | |
|-------------------------|------------------------|-------------------------|
| 1. Differing Conditions | 4. Value Enhancement | 7. Required Extra Scope |
| 2. Design Error | 5. Settlement | 8. Optional Extra Scope |
| 3. Design Omission | 6. Resolution of Claim | 9. Other |

The project was completed in a satisfactory manner as of December 27, 2017 for a total cost of \$56,271.26. This project is funded by Measure S – District-Wide Shade Structures Project funds. The Superintendent's Facility Advisory Committee voted to support this recommendation.



Planning, Development & Facilities
 349 Magnolia Avenue
 Glendale, California 91204
 Tel: 818.507.0201 Fax: 818.507.4911

Project Name: Glencaks Shade Structure Installation
DSA No: 03-118020

District PO No: 0001011830
District Contract No: 156-17/18

CHANGE ORDER (CO)

To:	ARC Construction Inc.	CO No.:	#1
	3123 Harmony Place	Date:	11/22/2017
	La Crescenta, CA 91214		

The following modifications have been made to your basic contract for the reasons listed below:

Item	Responsibility Code	Days	Change Amount
1	1 (Modification to existing non-regulatory width of ambulatory stall dimensions)	0	\$2,414.56
2	4 (Replacement of existing potentially hazardous ADA stall door with new 36 Inch Integral hinged door	0	\$856.70

Contractor agrees to furnish all labor and materials and perform all of the above described work indicated in each item attached in compliance with the applicable sections of the Contract Documents. The amount of the charges under the Change Order is limited to the charges allowed under Article 17 of the General Conditions. The adjustment in the contract sum, if any, and the adjustment in the contract time, if any, set out in the Change Order shall constitute the entire compensation and/or adjustment in the contract time and contract sum due to the Contractor arising out of the change in the work covered by this Change Order, unless otherwise provided in the Change Order. It is understood that this Change Order shall be effective when approved by the Governing Board of the District.

	Amount	Cal. Days
The Original Contract Sum and Calendar Days	\$ 53,000.00	163
Net Change by Previously Authorized Requests and Changes	\$ 0.00	0
The Contract Sum and Days prior to this Change Order were.....	\$ 53,000.00	163
The Contract Sum and Days will be increased/(decreased) by	\$ 3,271.26	0
The New Contract Sum and Days including this Change Order.....	\$ 56,271.26	163
The Date of Contract Completion as of this Change Order is therefore		12/31/2017
Cumulative Percentage of Original Contract	% 6.17	

Authorized	Signature	Date
Owner		
Contractor	<i>[Signature]</i>	2-7-18
Architect	<i>[Signature]</i>	2-7-18
Project Manager	<i>[Signature]</i>	2/8/18
Inspector of Record	<i>[Signature]</i>	2/8/18

- Responsibility Code
- | | | |
|-------------------------|------------------------|-------------------------|
| 1. Differing Conditions | 4. Value Enhancement | 7. Required Extra Scope |
| 2. Design Error | 5. Settlement | 8. Optional Extra Scope |
| 3. Design Omission | 6. Resolution of Claim | 9. Other (explain) |

It is further understood and agreed that this adjustment constitutes compensation in full for all costs and markup directly or indirectly attributable to this change, or for all delays related thereto, including but not limited to all extended overhead and loss of productivity costs and for performance for this change within the time frame stated and Contractor expressly waives any claims for any additional compensations, damages or time extensions, in connection with the above referenced change(s). We the undersigned Contractor have given careful consideration to the change proposed and hereby agree if this proposal is approved that we will accept as full payment the price shown above. All other items and conditions of the Contract Documents shall remain in effect.

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: Glenoaks Elementary School
ADDRESS: 2015 East Glenoaks Blvd.
Glendale, California 91206

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

IMPROVEMENT: Shade Structure Installation – Bid No. 156-16/17
DATE of COMPLETION: December 27, 2017
CONTRACTOR: ARC Construction, Inc.
CONTRACT DATE: July 21, 2017
BOARD APPROVAL: July 18, 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 21, 2018 at Glendale, California

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

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 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 Change Order No. 1 with ARC Construction, Inc. for Bid No. 157-17/18 for Shade Structure Installation at Dunsmore Elementary School and Notice of Completion**

The Superintendent recommends that the Board of Education approve a Change Order No. 1 with ARC Construction, Inc. for Bid No. 157-17/18 for shade structure installation at Dunsmore Elementary School in the amount of \$6,871.23 and a Notice of Completion.

On July 18, 2017, the Board of Education approved the award of Bid No. 157-17/18 to ARC Construction, Inc. (La Crescenta) for the installation of a shade structure at Dunsmore Elementary School in the amount of \$69,000.

Change Order No. 1 in the amount of \$6,871.23 accounts for additional slurry to backfill a hole as a result of unforeseen conditions, and special machinery required for oversized rocks. This Change Order represents an increase of 9.96% to the original contract, which is included in the previously allocated 10% project contingency. This increases the original contract total to \$75,871.23. Below is a list of the Proposed Change Orders (PCO's) that are accounted for in Change Order No. 1:

PCO Number	Responsibility Code	Change Amount
1	1	\$6,471.23
2	7	\$400.00
	Total:	\$6,871.23

Responsibility Codes are defined as follows:

- | | | |
|-------------------------|------------------------|-------------------------|
| 1. Differing Conditions | 4. Value Enhancement | 7. Required Extra Scope |
| 2. Design Error | 5. Settlement | 8. Optional Extra Scope |
| 3. Design Omission | 6. Resolution of Claim | 9. Other |

The project was completed in a satisfactory manner as of December 27, 2017 for a total cost of \$75,871.23. This project is funded by Measure S – District-Wide Shade Structures Project funds. The Superintendent's Facility Advisory Committee voted to support this recommendation.



Planning, Development & Facilities
 349 Magnolia Avenue
 Glendale, California 91204
 Tel: 818.507.0201 Fax: 818.507.4911

Project Name: Dunsmore Shade Structure Installation
DSA No: 03-117044

District PO No: 0001011831
District Contract No: 157-17/18

CHANGE ORDER (CO)

To:	ARC Construction Inc.	CO No.:	#1
	3123 Harmony Place	Date:	11/22/2017
	La Crescenta, CA 91214		

The following modifications have been made to your basic contract for the reasons listed below:

<u>Item</u>	<u>Responsibility Code</u>	<u>Days</u>	<u>Change Amount</u>
1	1 (needed special coring machine due to unexpected oversized rocks in ground preventing the installation of the shade structure)	0	\$6,471.23
2	7 (Needed slurry to backfill hole due to a unmarked main water line)	0	\$400.00

Contractor agrees to furnish all labor and materials and perform all of the above described work indicated in each item attached in compliance with the applicable sections of the Contract Documents. The amount of the charges under the Change Order is limited to the charges allowed under Article 17 of the General Conditions. The adjustment in the contract sum, if any, and the adjustment in the contract time, if any, set out in the Change Order shall constitute the entire compensation and/or adjustment in the contract time and contract sum due to the Contractor arising out of the change in the work covered by this Change Order, unless otherwise provided in the Change Order. It is understood that this Change Order shall be effective when approved by the Governing Board of the District.

	Amount	Cal. Days
The Original Contract Sum and Calendar Days	\$ 69,000.00	163
Net Change by Previously Authorized Requests and Changes	\$ 0.00	0
The Contract Sum and Days prior to this Change Order were.....	\$ 69,000.00	163
The Contract Sum and Days will be Increased/(decreased) by	\$ 6,871.23	0
The New Contract Sum and Days including this Change Order.....	\$ 75,871.23	163
The Date of Contract Completion as of this Change Order Is therefore		12/31/2017
Cumulative Percentage of Original Contract	% 9.96	

Authorized	Signature	Date
Owner		
Contractor	<i>[Signature]</i>	2-7-19
Architect	<i>[Signature]</i>	2-7-18
Project Manager	<i>[Signature]</i>	2/8/18
Inspector of Record	<i>[Signature]</i>	2/8/18

- Responsibility Code
- | | | |
|-------------------------|------------------------|-------------------------|
| 1. Differing Conditions | 4. Value Enhancement | 7. Required Extra Scope |
| 2. Design Error | 5. Settlement | 8. Optional Extra Scope |
| 3. Design Omission | 6. Resolution of Claim | 9. Other (explain) |

It is further understood and agreed that this adjustment constitutes compensation in full for all costs and markup directly or indirectly attributable to this change, or for all delays related thereto, including but not limited to all extended overhead and loss of productivity costs and for performance for this change within the time frame stated and Contractor expressly waives any claims for any additional compensations, damages or time extensions, in connection with the above referenced change(s). We the undersigned Contractor have given careful consideration to the change proposed and hereby agree if this proposal is approved that we will accept as full payment the price shown above. All other items and conditions of the Contract Documents shall remain in effect.

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: Dunsmore Elementary School
ADDRESS: 4717 Dunsmore Ave.
La Crescenta, California 91214

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

IMPROVEMENT: Shade Structure Installation – Bid No. 157-16/17
DATE of COMPLETION: December 27, 2017
CONTRACTOR: ARC Construction, Inc.
CONTRACT DATE: July 21, 2017
BOARD APPROVAL: July 18, 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 21, 2018 at Glendale, California

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

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 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 & Facilities

SUBJECT: **Approval of Independent Consultant Agreement No. 453 with Dixon SmartSchoolHouse for Recovery of State Funds from the Roosevelt Middle School Overcrowding Relief Grant (ORG) Project**

The Superintendent recommends that the Board of Education approve the Independent Consultant Agreement No. 453 with Dixon SmartSchoolHouse for the recovery of State funds from the Roosevelt Middle School Overcrowding Relief Grant (ORG) project in the amount of \$61,704.13.

The Roosevelt Middle School Overcrowding Relief Grant (ORG) Project was completed in February 2012 and was funded by the District's Capital Projects funds and matching State funds. Following the completion of this project, the District was required to return any unused State funds from the project to the Office of Public School Construction (OPSC) and the State Allocation Board (SAB). As a result, the District returned a total of \$2,468,165 in State funds.

Staff will now be aiming to recover the funds that were returned to the State in order to allow for more projects to be completed throughout the District. Planning and Development has sought out the services of Joe Dixon of Dixon SmartSchoolHouse (San Clemente), a consultant who specializes in school construction and facilities.

The fee for Dixon SmartSchoolHouse services is 2.5% of the total amount recovered, with a guaranteed maximum cost of \$61,704.13. This fee is only payable once the District receives funding, and will be paid by funds received. The funds will be returned to the District's Capital Projects fund to be used on future construction projects. The Superintendent's Facility Advisory Committee voted to support this recommendation.

INDEPENDENT CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES

Professional Service Number: 453

This Independent Consultant Agreement for Professional Services ("Agreement") is made and entered into as of the **21st day of February, 2018** by and between the Glendale Unified School District, ("District") and **Dixon SmartSchoolHouse** ("Consultant"), (together, "Parties").

NOW, THEREFORE, the Parties agree as follows:

- 1. **Services.** The Consultant shall provide services **to recover \$2,468,165 from the Office of Public School Construction (and State Allocation Board) for the Overcrowding Relief Grant (ORG) saving on Roosevelt Project with PN 56/64568-00-002** 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 February 21, 2018 and will diligently perform as required and complete performance by August 21, 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:

- Signed Agreement
- Workers' Compensation Certification
- Fingerprinting/Criminal Background Investigation Certification
- Insurance Certificates and Endorsements
- W-9 Form

- 4. **Compensation.** District agrees to pay the Consultant for services satisfactorily rendered pursuant to this Agreement (as needed, as requested) a total fee of **Sixty One Thousand Seven Hundred-Four Dollars and Thirteen Cents (\$61,704.13)** 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" as follows:

- 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 General Aggregate	 \$ 1,000,000 \$ 1,000,000
Automobile Liability Insurance - Hired, Non-Owned 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

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, 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:

DIXON SmartSchoolHouse
4 Via Cancion
San Clemente, California 92673
[FAX] (949) 481-0825
ATTN: Joe Dixon

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

Dixon SmartSchoolHouse

By: _____

By: _____

Print Name: Stephen Dickinson

Print Name: Joe Dixon

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: _____
____ 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.

EXHIBIT "A"
DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT

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

Dixon SmartSchoolHouse will provide the following services:

- To recover \$2,468,165 from the Office of Public School Construction (and State Allocation Board) for the Roosevelt Overcrowding Relief Grant Project, PN #56-64568-00-002

The fee would be 2.5% of the amount recovered payable when the district receives the funding.

Total Not-To-Exceed Fee (2.5% of \$2,468,165 = \$61,704.13) **\$61,704.13**

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 2018

ACTION REPORT NO. 8

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

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

PREPARED BY: Frank Schlueter, Director, Educational Technology & Information Services

SUBJECT: **Award of E-Rate RFP No. P-70-17/18 for Possible New Administration Building Data Cabling**

The Superintendent recommends that the Board of Education award E-Rate RFP No. P-70-17/18 to Paragon Systems, Inc., in order to secure potential E-Rate related discounts for data cabling should the building exchange take place.

In the event that the property exchange takes place, it will be necessary to install new data cabling to support the operations of the administration building in the new building location. It is the District's intent to apply E-Rate discounts towards the installation of the necessary data cabling. The E-Rate program is a federally funded program to help schools and libraries purchase technology services and products at discounted rates. GUSD has benefited from the E-Rate program for several years with discounted costs for telephone, data circuits, and Cisco equipment for the district-wide Measure S infrastructure upgrade.

The E-Rate program has specific application filing deadlines to position the District in order to be eligible for these discounts. On January 25, 2018, the Request For Proposal (RFP) No. P-70-17/18 closed and the process to select a suitable data cabling provider began to award the RFP to the winning provider and sign a contract to satisfy E-Rate requirements. Work would not commence until such a time that the property exchange has been finalized. Until such a time, there is no expense to the District for entering into this contractual agreement.

Six responses for the RFP were received. Paragon Systems, Inc. submitted the highest scoring bid based on the selection criteria specified in the RFP documents as shown:

Company Name	Selection Criteria Score
Paragon Systems, Inc.	330
FTSI	325
GA Technical Services	320
MJP Technologies, Inc.	280
X-Act	270
Easy Networks Cabling, Inc.	200

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

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 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. 20, February 6, 2018

GLENDALE UNIFIED SCHOOL DISTRICT
223 N. Jackson Street
Glendale, California 91206-4380

BOARD OF EDUCATION MEETING NO. 20
UNADOPTED MINUTES
REGULAR MEETING, February 6, 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, February 6, 2018, in the Board Room at the Administration Center, 223 N. Jackson Street, Glendale, California. The following members were present for roll call: Jennifer Freemon, 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 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)
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.

MINUTES: February 6, 2018 – Regular Board Meeting

CLOSED SESSION (Continued)

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 7 p.m.

REPORTING OUT OF CLOSED SESSION

None.

PLEDGE OF ALLEGIANCE

Marjan Navidpour, an 8th grade student from Rosemont Middle School, 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 amend the agenda as follows: Delete Consent Calendar #18 (Amendment to Contract with Synergistic Solutions) from the agenda. AYES—Freemon, Gharpetian, Krikorian, Sahakian, and Nahabedian. (Note: This motion to amend the agenda by deleting Consent Calendar #18 was later rescinded. Refer to Consent Calendar).

ACKNOWLEDGEMENTS

1. *PTA Reflections –Seventeen “Special Artists”* received awards from the Glendale Council PTA to commemorate their outstanding work in this annual District competition, which is part of the state and national Reflections Program. Tonight the “Special Artists” in the categories of Literature and Visual Arts were honored:

Category-Visual Arts

- From College View School: Akiva Pichenik, Michael Gonzalez, Soren Rogers, Lesley Valdez, Trynity Roberts, Sabrina Mombrun, Ariana Mattus, Paul Satamyan, Haik Keshishyan, Caleb Kim, Angel Casillas, Gavin Graves, Jonathan Morris, and Patrik Ardashian.
- From Glendale High: Dylan Puebla
- From Muir Elementary: Tony Sultanyan

Category-Literature

- From Roosevelt Middle School: Justice Reign Killebrew

ACKNOWLEDGEMENTS (Continued)

2. *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). The Board of Education recognized the following students for this honor: Sienna Greenlaw, Hiroki Luke Roberts, David Brown, Kevin Hwan, Ashley Park, Scott Schick, Seon-Jae Yoon, Diana Barseghyan, Cate Collard, Brad Davis, Katie Hayhurst, Matthew Kim, Andrew Lee, Nolan Stewart, and Johanna Linna.
3. *Six GUSD Students Earn a Place on the All State Honor Ensembles* – The Board of Education recognized the following students from Rosemont Middle School for earning a place on the All State Honor Ensembles sponsored by the California Band Director Association (CBDA) and the California Orchestra Director's Association (CODA): Ashley Park, Noah Cooper, Veronica Schlupe, David Brown, Kevin Hwang, and Emily Gai.

STUDENT BOARD MEMBER REPORT

Student Board Member Amira Chowdhury reported on activities at our schools, including the following: Students at Hoover, Crescenta Valley, Clark, and Glendale High schools are preparing to take the March SATs through the Princeton Review. Princeton Review is also presenting information on how to prepare for college at our high schools. Crescenta Valley High had its winter formal last Friday at La Cañada Country Club. Clark Magnet is hosting a blood drive on February 14. Hoover High will be hosting its winter sports rally this Thursday. For Valentines Day, the Hoover High choir offers singing valentines for \$5 or \$7 with a rose. Hoover High's open house is March 1, and they will be hosting the Special Olympics on March 15. Wilson Middle school drama class will be presenting "Cinderella in New York" this Friday. Rosemont will be hosting coffee with the principal on February 23. Cerritos Elementary is having a spirit assembly, and Muir Elementary will be hosting a Chuck E. Cheese's fundraiser on February 23.

PUBLIC COMMUNICATIONS

1. Harry Leon, president of the Crescenta Valley Town Council, introduced two Crescenta Valley Youth Town Council members: Sena Lim, a 12th grader at CV High, and Maneh Davityan, an 8th grader at Rosemont Middle School. Sena explained the purpose of the youth council and some of the issues affecting youth, such as stress, drug use, and job opportunities. Maneh shared upcoming events including the Young Entrepreneur for Tomorrows event on February 11. This event provides an opportunity for our students to sell products they make at the Farmers Market in Montrose. Other upcoming events focus on earth day and women's empowerment.

PUBLIC COMMUNICATIONS (Continued)

2. Arda Tchakian, representing Senator Anthony Portantino, announced they are proud to collaborate with Pasadena City College in the Cash for College Workshop. Students received free expert help on applying for financial aid and information on college resource. The workshop is this Saturday at Pasadena City College from 8:30 a.m. to 2 p.m. Students and families can register online at Pasadena.edu. Senator Portantino is hosting a mural contest, open to all high school students. The theme of the mural is “California Dreaming: Hopes, Dreams, and Diversity Across the 25th Senate District.” March 15 is the deadline to submit the design. The winner will be announced at the end of March, and the student can begin painting their Glendale conference room wall over the summer.
3. Sandra Martinez said she is here because on August 29, 2017, she wrote a letter to the district regarding an incident that occurred at CV High and has not received any response. She has followed up with phone calls so these issues can be addressed; she wants closure. All her child wanted was to participate in sports; however, that was taken away from him. She always worried about her child at CV High. No parent should have to go through what she had to endure for four years. She was her son’s only advocate; nobody cared about her son. All they saw was her complaining. That was not what she was doing; she just wanted to be heard. After addressing the Board in August 2016 about her concerns, the following week Children Services came knocking on her door saying she was an unfit parent. She believes it was because she spoke up. She wants to know who is responsible for this and who is accountable.

INFORMATION

1. Acknowledgements of Service
2. Update on First Student, Inc. Bus Driver Strike
3. Local Control Accountability Plan (LCAP) Update #10
4. ScholarShare 529 Pilot Program
5. Property Exchange Update
6. Update on Measure S and Facility Program
7. Governor’s 2018-19 January Budget Proposal
8. Proposed New, Revised, or Retired Board Policies Relating to Students Welfare, Instruction, Community Relations, and Bylaws of the Board
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)

MINUTES: February 6, 2018 – Regular Board Meeting

INFORMATION (Continued)

10. Proposed Revised Course Titles for Use in High Schools in the Areas of Career Technical Education
11. Proposed Revisions to the Early Education and Extended Learning Programs Preschool and School-Age Self-Supporting Program Policy Handbook for Parents

The above reports were presented for information and discussion only; no action was taken.

RETURN TO CLOSED SESSION

The Board recessed to closed session at 10:10 p.m.

RETURN TO REGULAR SESSION

The Board reconvened to regular session at 10:55 p.m.

REPORTING OUT OF CLOSED SESSION

- . President Nayiri Nahabedian read the following statement, “The Board, by a vote of 4 ayes and 1 abstention, took action to approve the recommendation to demote employee No. 2018-cl-38580.” (Refer to Consent Calendar No. 3 – Page 204).
AYES: Freemon, Krikorian, Sahakian, Nahabedian
ABSTENTION: Gharpetian

ACTION REPORTS

1. Change in Board Meeting Date

It was moved by Mr. Krikorian and seconded by Mr. Sahakian to approve Action Report No. 1, as recommended. Motion approved by the following vote: AYES— Freemon, Gharpetian, Krikorian, Sahakian, and Nahabedian.

2. Emergency Resolution No. 17 for Transportation Services

It was moved by Mr. Krikorian and seconded by Dr. Gharpetian to approve Action Report No. 2, as recommended. Motion approved by the following roll-call vote: AYES— Freemon, Gharpetian, Krikorian, Sahakian, and Nahabedian.

3. Award of Bid No. P-69-17/18 for CTE Manufacturing and Product Development Pathway

It was moved by Dr. Gharpetian and seconded by Mr. Krikorian to approve Action Report No. 3, as recommended. Motion approved by the following vote: AYES— Freemon, Gharpetian, Krikorian, Sahakian, and Nahabedian.

MINUTES: February 6, 2018 – Regular Board Meeting

ACTION REPORTS (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

It was moved by Mr. Sahakian and seconded by Dr. Gharpetian to approve Action Report No. 4, as recommended. Motion approved by the following vote: AYES—Freemon, Gharpetian, Krikorian, Sahakian, and Nahabedian.

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

It was moved by Dr. Gharpetian and seconded by Mr. Krikorian to approve Action Report No. 5, as recommended. Motion approved by the following vote: AYES—Freemon, Gharpetian, Krikorian, Sahakian, and Nahabedian.

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

It was moved by Mr. Krikorian and seconded by Dr. Gharpetian to approve Action Report No. 6, as recommended. Motion approved by the following vote: AYES—Freemon, Gharpetian, Krikorian, Sahakian, and Nahabedian.

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

It was moved by Mr. Sahakian and seconded by Mr. Krikorian to approve Action Report No. 7, as recommended. Motion approved by the following vote: AYES—Freemon, Gharpetian, Krikorian, Sahakian, and Nahabedian.

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

It was moved by Dr. Gharpetian and seconded by Mr. Sahakian to approve Action Report No. 8, as recommended. Motion approved by the following vote: AYES—Freemon, Gharpetian, Krikorian, Sahakian, and Nahabedian.

9. Approval of Counselor Attendance Calendars for 2018-2019 and 2019-2020

It was moved by Mr. Krikorian and seconded by Dr. Gharpetian to approve Action Report No. 9, as recommended. Motion approved by the following vote: AYES—Freemon, Gharpetian, Krikorian, Sahakian, and Nahabedian.

10. Approval of Agreement with Invo HealthCare Associates

It was moved by Mr. Krikorian and seconded by Mrs. Freemon to approve Action Report No. 10, as recommended. Motion approved by the following vote: AYES—Freemon, Gharpetian, Krikorian, Sahakian, and Nahabedian.

MINUTES: February 6, 2018 – Regular Board Meeting

CONSENT CALENDAR

Mrs. Freemon made a motion to amend the Consent Calendar by reinserting Consent Calendar #18 and to acknowledge that Consent Calendar #3, demotion of employee 2018-cl-38580 (page 204), was voted in closed session (4 ayes, 1 abstention) as reported out. Motion seconded by Mr. Krikorian. Motion approved as amended by the following vote: AYES—Freemon, Gharpetian, Krikorian, Sahakian, and Nahabedian.

1. Minutes
 - a) Regular Meeting No. 18, January 16, 2018
 - b) Special Meeting No. 19, January 22, 2018
2. Certificated Personnel Report No. 12
3. Classified Personnel Report No. 11
4. Warrants totaling \$1,190,585.43 for January 11, 2018 through January 26, 2018.
5. 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
7. Approval of Agreement with Meltwater
8. Renewal of Agreement with CONEXIS/WageWorks to Provide Full-Service Administration of Retiree Payment Function and COBRA Enrollees and Collection Process
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
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
11. Approval of 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
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
14. Reclassification of Student Records
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

MINUTES: February 6, 2018 – Regular Board Meeting

CONSENT CALENDAR (Continued)

16. Acceptance of the Refugee School Impact (RSI) Funding
17. Acceptance of a Japanese Business Association Grant Award for the Dunsmore and Verdugo Woodlands Japanese Dual Immersion Programs
18. Amendment to Contract with Synergistic Solutions
19. Approval of Consulting Agreement with Trusted Messenger Marketing
20. Acceptance of Gifts

It was moved by Mrs. Freemon and seconded by Mr. Krikorian to approve the Consent Calendar, as presented. Motion approved unanimously, except on Consent Calendar #3, demotion of Employee 2018-cl-38580, which was voted in Closed Session and reported out of Closed Session as AYES—Freemon, Krikorian, Sahakian, Nahabedian; Abstention—Gharpetian. All other items on the Consent Calendar were voted as follows: AYES—Freemon, Gharpetian, Krikorian, Sahakian, and Nahabedian.

REPORTS FROM THE BOARD

None.

REPORT FROM THE SUPERINTENDENT

None.

ADJOURNMENT

There being no further business, President Nahabedian adjourned the meeting at 11:10 p.m.

Nayiri Nahabedian
President, Board of Education

Jennifer Freemon
Clerk, Board of Education

Board of Education Minutes - Regular Meeting, February 6, 2018
Recorded by: Ms. Phyllis F. Ishisaka, Executive Assistant to the Superintendent
Approved by the Board of Education:

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 2018

CERTIFICATED PERSONNEL REPORT NO. 13

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. 13

It is recommended that the following report be approved as presented:

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Maternity Leave of Absence</u>		
1.	Keoroghlian, Melina Teacher, Regular Kindergarten Mann Elementary	5/27/18 through 7/08/18
2.	Sim, Soo Hyun Teacher, Regular FLAG – Korean Keppel Elementary	4/23/18 through 6/04/18
3.	Wick, Jennifer Teacher, Special Education SAI – Self Contained Marshall Elementary	3/26/18 through 5/17/18

Change of Maternity Leave of Absence

1.	Alaverdyan, Nune Teacher, Regular 1 st Grade Columbus Elementary	1/08/18 through 2/19/18
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Health Leave of Absence

1.	Brown, Allison Counselor Rosemont Middle School	12/15/17 through 2/18/18
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	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Health Leave of Absence (Cont.)</u>		
2.	Sajjadih, Stephanie Teacher, Regular English Clark Magnet High School	2/05/18 through 4/01/18
<u>Change of Health Leave of Absence</u>		
1.	Burkhart, Melinda Teacher, Regular 1 st Grade Lincoln Elementary	1/16/18 through 2/12/18
<u>Extension of Health Leave of Absence</u>		
1.	Savage, Suzanne Teacher, Regular 5 th Grade La Crescenta Elementary	12/20/17 through 2/28/18
2.	Sparks, Ashley Teacher, Regular Jewel City Daily High School	12/11/17 through 2/28/18
<u>Family & Medical Leave of Absence</u>		
1.	Brown, Allison Counselor Rosemont Middle School	12/15/17 through 2/18/18
2.	Keoroghlian, Melina Teacher, Regular Kindergarten Mann Elementary	5/27/18 through 7/08/18
3.	Sajjadih, Stephanie Teacher, Regular English Clark Magnet High School	2/05/18 through 4/01/18
4.	Wick, Jennifer Teacher, Special Education SAI – Self Contained Marshall Elementary	3/26/18 through 5/17/18

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Intermittent Family & Medical Leave of Absence</u>		
1.	Kully, Sherry Coordinator II Student Services	1/29/18 through 6/30/18
<u>Change of Family & Medical Leave of Absence</u>		
1.	Burkhart, Melinda Teacher, Regular 1 st Grade Lincoln Elementary	1/16/18 through 2/12/18
2.	Tenpas, Susan Teacher, Regular 2 nd Grade Dunsmore Elementary	1/08/18 through 1/23/18
<u>Extension of Family & Medical Leave of Absence</u>		
1.	Savage, Suzanne Teacher, Regular 5 th Grade La Crescenta Elementary	12/20/17 through 2/28/18
2.	Sparks, Ashley Teacher, Regular Jewel City Daily High School	11/16/17 through 2/28/18
<u>Additional Assignment</u>		
1.	Lecheminant, Kristine Teacher, as needed, to work with Special Education student at Fremont Elementary. Special Education.	12/12/17 through 6/06/18 Daily rate of pay Not to exceed 44 days total Special Education – SAI Core 01.0 65000.0 57707 11200 1130 0000600
2.	Markarian, Kathryn Teacher, as needed, to assist Special Education with German IEP. Special Education.	1/31/18 Hourly rate of pay Not to exceed one hour Special Education – SAI Core 01.0 65000.0 57707 11200 1130 0000600

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Change of Management Position</u>		
1. #11348	TO: Principal, Wilson Middle School	Effective 6/08/18 225 days
<u>Election</u>		
1. Calva-Despard, Michelle	Teacher, Temp Contract Edison Elementary	2/21/18 through 6/07/18
<u>Election Hourly/Daily</u>		
1. Arakelian, Talin Bailey, Robert Ciotti, Holly Eberhart, Alan Gebeshian, Peter Jahshan, Nabila Jarvis, Donald Keefer, Jonathan Keefer, Lisa Kelly, Darnell Kolodinski, Reiner Masouris, Nicoleta Morrison, Sarah Palmer, Kelly Ravitz, Cindy Sheldon-Williams, Grace Shiroyan, Hasmik Sinclair, Kimberley Snodgress, Steven	Teachers, as needed, to work in the Tutoring Program. Glendale High School.	2/01/18 through 6/06/18 \$30.00 per hour each Not to exceed \$6,600.00 total 10 hours for each teacher Title I 01.0 30100.0 11100 10000 1130 0200000
2. Holden, Christine Lau, Caroline West, Jennifer	Teachers, as needed, to provide after school intervention support. Glenoaks Elementary.	2/01/18 through 5/30/18 \$30.00 per hour Not to exceed \$2,000.00 total Supplemental 01.0 01000.0 11100 10000 1130 2900000

Effective Dates
 And Salary Rate

Position

Election Hourly/Daily (Cont.)

3. Extra-Curricular Assignments Winter 2017-2018

GLENDALE HIGH SCHOOL

Aquino, Victor	Soccer (Head) – Girls
Aghasyan, Artur	Soccer (Head) – Boys
Belou, Ibrahim	Basketball (Head) – Boys
Gale, Michael	Basketball (JV/Asst.) – Boys
Hovasapian, Nazeli	Water Polo (Soph/Asst.) – Girls
Kolodinski, Reiner	Basketball (JV/Asst.) – Girls
Mardirosian, Tadeh	Basketball (Head) – Girls
Navarro, Aurelio	Soccer (JV/Asst.) – Girls
Norton, Brendon	Basketball (Frosh./Soph.) – Boys
Sripamong, Casey	Water Polo – Girls
Tahmazyan, Edmond	Basketball (Frosh/Soph.) – Girls
Torres, Edward	Soccer (JV/Asst.) – Boys

HOOVER HIGH SCHOOL

Ardiano, Luis Fernando	Soccer (Head) – Girls
Barakat, Lauraine	Basketball (Frosh./Soph.) – Girls
Beard, David	Wrestling (Head) – Boys
Connell, Brittany	Water Polo – Girls
Dearn, Sarah	Soccer (JV/Asst.) – Girls
Didarlou, Naeiri	Water Polo (Soph./Asst.) – Girls
Fox, Troy	Basketball (Frosh/Soph.) – Boys
Martinez, Jessie	Wrestling (Assistant) – Boys
Metallinos, Anastasios	Soccer (Head) – Boys
Miggins, Jimmy	Basketball (JV/Asst.) – Boys
Pretzantzin, Yonatan	Soccer (JV/Asst.) – Boys
Rico Lopez, Stanley	Basketball (JV/Asst.) – Girls
Van Patten, John	Basketball (Head) – Boys
Watson, Stanley	Basketball (Head) – Girls

		<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>			
4.	Card, William	Retired Principal, as needed, to act as Interim Principal at R.D. White Elementary & Wilson Middle School.	3/01/18 through 6/18/18 Daily rate of pay R.D. White Elementary 01.0 00000.0 00000 27004 1311 4300000 Wilson Middle School 01.0 00000.0 00000 27004 1311 0800000
5.	Eberhart, Alan	Teacher, Regular Athletics 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 00000.0 11303 10000 1110 0200000
6.	Gould, Bonnie	Retired Administrator, as needed, to assist in preparations for assessment. Assessment & Accountability	2/20/18 through 6/15/18 \$561.75 daily rate of pay Not to exceed 10 days Administration – Ed. Services 01.0 00000.0 00000 71001 1334 0007616
7.	Mitropoulos, Daphane	Home/Hospital Teacher, as needed, for Special Education students.	2/01/18 through 6/06/18 \$30.00 per hour Home/Hospital Instruction 01.0 00000.0 19006 10000 1130 0000600
8.	Ovsepyan-Kmbikyan, Alis	Teacher, as needed, to supervise students for after school program. Daily High School.	2/01/18 through 6/06/18 \$30.00 per hour Not to exceed 4 hours per week. 01.0 00000.0 19028 10000 1130 0001682

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
9.	Piloyan, Ester	Substitute Teacher, as needed, for Early Education & Extended Learning Programs.
		12/01/17 through 6/30/18 \$165.00 per day Not to exceed 100 days Child Development Activities 12.0 50251.0 85000 10000 1160 0000671 Self-Supporting Combined 01.0 91500.0 85000 10000 1160 0000671 Child Development Activities 12.0 61051.0 85000 10000 1160 0000671 Self-Supporting Daycare 01.0 91400.0 85000 10000 1160 0000671 State Preschool 12.0 61050.0 85000 10000 1160 0000671 After School Education & Safety 01.0 60100.0 11100 10000 1160 0000671 Self-Support Preschool 01.0 91300.0 85000 10000 1160 0000671 California State Preschool 12.0 61052.0 85000 10000 1160 0000671
10.	Weissbard, William	Substitute Teacher, as needed.
		2/13/18 through 7/15/18 \$165.00 per day 01.0 00000.0 19004 10000 1160 0004615

Transportation Authorization

1.	Mitropoulos, Daphane	Home/Hospital Teacher, as needed, for Special Education students.
		2/01/18 through 6/06/18 54.50 cents per mile Mileage Reimbursement Special Education – Home Hospital Instruction 01.0 00000.0 19006 10000 5210 0000600

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Revision to Previous Personnel Report</u>		
1.	Revision to Board Report No. 4, September 5, 2017	
	<u>Page 9, Item 4</u>	
	Ames, Betsy Dube, Eileen Hakopian, Angel Hubanks, Darlene Kim, Karen Kim, Marianne Mahoney, Bridget Rosen, Susan	Substitute/Retired teachers, as needed, to provide intervention to at-risk students in grades K-5. Keppel VAPA Magnet & FLAG.
		8/16/17 through 6/06/18 \$30.00 per hour Not to exceed \$10,000.00 01.0 30100.0 11100 10000 1130 3100000
	Increase amount to read:	Not to exceed \$30,000.00
2.	Revision to Board Report No. 6, October 3, 2017	
	<u>Page 8, Item 8</u>	
	Ames, Betsy Dube, Eileen Hakopian, Angel Hubanks, Darlene Kim, Karen Kim, Marianne Mahoney, Bridget Rosen, Susan Steiman, Amanda Thomas, Carina	Substitute/Retired teachers, as needed, to provide intervention to at-risk students in grades K-5. Mark Keppel VAPA & FLAG.
		8/16/17 through 6/06/18 \$30.00 per hour Not to exceed \$19,285.00 01.0 42030.0 11100 10000 1130 3100673
	Add to read:	Teacher, Substitute Teacher, Retired Teacher, as needed, to provide intervention to at-risk students in grades K-5 at Mark Keppel VAPA & FLAG.
	Add the following name:	
	Ko, Kylie	

Position

Effective Dates
And Salary Rate

Revision to Previous Personnel Report (Cont.)

3. Revision to Board Report No. 10, December 12, 2017

Page 9, Item 10

Zobayan, Rita

Substitute teacher, as
needed, for intervention.
Fremont Elementary.

12/12/17 through 6/06/18
\$30.00 per hour
Not to exceed 120 hours/
\$3,600.00
Categorical – Title III EL
01.0 42030.0 11100 10000 1130
2800673

Add the following name:
Martin, Christine

Position

Effective Dates
 And Salary Rate

Revision to Previous Personnel Report (Cont.)

4. Revision to Board Report No. 12, February 6, 2018

Page 21, Item 30

<p>Maldonado, Rosamaria</p>	<p>Substitute Teacher, as needed, for Early Education & Extended Learning Programs.</p>	<p>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</p>
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Change to read: Teacher, as needed, for Early Education & Extended Learning Programs.

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Revision to Previous Personnel Report (Cont.)</u>		
5.	Revision to Board Report No. 12, February 6, 2018	
	<u>Page 6, Item 2</u>	
	Baird, Lynette	Teacher, Probationary, 2 nd year Balboa Elementary
		Effective 8/05/16
	Change to read:	Effective 8/14/17
6.	Revision to Board Report No. 12, February 6, 2018	
	<u>Page 6, Item 6</u>	
	Debel, Maya	Teacher, Probationary, 2 nd year Math Crescenta Valley High School
		Effective 8/04/16
	Change to read:	Effective 8/14/17
7.	Revision to Board Report No. 12, February 6, 2018	
	<u>Page 7, Item 12</u>	
	Gharibian, Lilia	Teacher, Probationary, 2 nd year Wilson Middle School
		Effective 8/04/16
	Change to read:	Effective 8/14/17
8.	Revision to Board Report No. 12, February 6, 2018	
	<u>Page 7, Item 16</u>	
	Hayrikian, Lilit	Teacher, Probationary, 2 nd year Glendale High School
		Effective 8/04/16
	Change to read:	Effective 8/14/17

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Revision to Previous Personnel Report (Cont.)</u>		
9.	Revision to Board Report No. 12, February 6, 2018	
	<u>Page 8, Item 21</u>	
	Huggins, Raquel	Psychologist, Probationary, 2 nd year Special Education
		Effective 7/05/16
	Change to read:	Effective 7/01/17
10.	Revision to Board Report No. 12, February 6, 2018	
	<u>Page 8, Item 24</u>	
	Khodagulyan, Armond	Teacher, Probationary, 2 nd year Math Clark Magnet High School
		Effective 8/04/16
	Change to read:	Effective 8/14/17
11.	Revision to Board Report No. 12, February 6, 2018	
	<u>Page 8, Item 27</u>	
	Maiale, Joseph	Teacher, Probationary, 1 st year Special Education Glendale High School
		Effective 8/31/16
	Change to read:	Effective 8/14/17
12.	Revision to Board Report No. 12, February 6, 2018	
	<u>Page 9, Item 28</u>	
	Melikian, Melany	Teacher, Probationary, 2 nd year English Hoover High School
		Effective 8/09/16
	Change to read:	Effective 8/14/17

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Revision to Previous Personnel Report (Cont.)</u>		
13.	Revision to Board Report No. 12, February 6, 2018	
	<u>Page 9, Item 29</u>	
	Miller, Corinna	Psychologist, Probationary, 2 nd year Special Education
		Effective 8/08/16
	Change to read:	Effective 7/01/17
14.	Revision to Board Report No. 12, February 6, 2018	
	<u>Page 9, Item 30</u>	
	Mirmojarabian, Sadat	Nurse, Probationary, 1 st year Health Services
		Effective 8/05/16
	Change to read:	Effective 8/14/17
15.	Revision to Board Report No. 12, February 6, 2018	
	<u>Page 9, Item 32</u>	
	Oh, Junnie E.	Teacher, Probationary, 2 nd year Science Rosemont Middle School
		Effective 8/08/16
	Change to read:	Effective 8/14/17
16.	Revision to Board Report No. 12, February 6, 2018	
	<u>Page 10, Item 39</u>	
	Phillips, Jamie J.	Teacher, Probationary, 2 nd year English Rosemont Middle School
		Effective 8/04/16
	Change to read:	Effective 8/14/17

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Revision to Previous Personnel Report (Cont.)</u>		
17.	Revision to Board Report No. 12, February 6, 2018	
	<u>Page 10, Item 40</u>	
	Quinn, Tanja	Teacher, Probationary FLAG – German Franklin Elementary
		Effective 12/14/16
	Change to read:	Effective 8/14/17
18.	Revision to Board Report No. 12, February 6, 2018	
	<u>Page 10, Item 46</u>	
	Silva, Francesca	Teacher, Probationary, 2 nd year Special Education Balboa Elementary
		Effective 8/04/16
	Change to read:	Effective 8/14/17
19.	Revision to Board Report No. 12, February 6, 2018	
	<u>Page 11, Item 48</u>	
	Sparling, Benjamin	Teacher, Probationary, 2 nd year English Hoover High School
		Effective 8/04/16
	Change to read:	Effective 8/14/17
20.	Revision to Board Report No. 12, February 6, 2018	
	<u>Page 11, Item 49</u>	
	Stupakis, Frances K.	Teacher, Probationary, 2 nd year R.D. White Elementary
		Effective 9/26/16
	Change to read:	Effective 8/14/17

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Personal Services Agreement</u>		
1.	Conway, Karen Consultant, as needed, to provide Independent Psycho Educational assessment for Special Education students.	2/07/18 through 6/30/18 Not to exceed \$5,500.00 Special Education 01.0 65120.0 50011 21000 5811 0000600
2.	Coy, David Bruce Consultant, as needed, to participate at ELPAC trainings and provide EL assessment at various school sites. Assessment & Evaluation.	1/01/17 through 6/30/18 Not to exceed \$3,000.00 total Assessment & Evaluation 01.0 00000.0 00000 31603 5811 0004616

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 2018

CLASSIFIED PERSONNEL REPORT NO. 12

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. 12

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>Groundsworker</u> Gomez, Carlos	FASO	02/13/18 through 03/25/18
2. <u>Typist Clerk III</u> Harmon, Betty Ann	Special Education	01/11/18 through 02/05/18
<u>Extension of Medical Leave of Absence</u>		
1. <u>Cafeteria Worker I</u> Mamoorani, Janet	Nutrition Services	08/16/17 through 04/25/18
2. <u>Clerk II</u> Herabidian, Karmen	Toll	11/15/17 through 02/02/18

	<u>Location</u>	<u>Effective Dates, Months/Hours, and Salary Rating</u>
<u>Family & Medical Leave of Absence</u>		
1. <u>Groundswoker</u> Gomez, Carlos	FASO	02/13/18 through 03/25/18
2. <u>Typist Clerk II</u> Harmon, Betty Ann	Special Education	01/11/18 through 02/05/18
<u>Extension of Family & Medical Leave of Absence</u>		
1. <u>Clerk II</u> Herabidian, Karmen	Toll	11/15/17 through 02/02/18
<u>Election from Eligibility List</u>		
1. <u>Cafeteria Worker II</u> Khachatryan, Hermine	Monte Vista	02/05/18; 9.25/3.5; 4-8 13.0 53100.0 00000 37000 2212 0100000
2. <u>Custodian I</u> Garcia, Joseph	Administration/ Daily	02/20/18; 12/8; 11-1 01.0 00000.0 00000 81006 2211 0000613 01.0 00000.0 00000 81006 2211 0400000
3. <u>Education Assistant ASES/RAP Site Leader</u> Alexanyan, Julieta	Muir ASES	01/08/18; 9.25/3.5; 6-2 01.0 60100.0 11100 10000 2110 4000000
Moreno, Gloria	Cerritos ASES	01/08/18; 9.25/3.5; 6-7 01.0 60100.0 11100 10000 2110 2200000

Effective Dates,
 Months/Hours, and
Salary Rating

Location

Election from Eligibility List - Continued

- | | | | |
|--|----------------|-----------------------|--|
| 4. <u>Health Assistant LVN/RN</u> | | | |
| Borja, Maria | Muir | 02/14/18; 10/8; 16-7 | 01.0 00000.0 00000 27004 2410 4000000 |
| Medina, Teresa | Jefferson | 02/14/18; 10/8; 16-4 | 01.0 00000.0 00000 27004 2410 3000000 |
| 5. <u>Physical Education Assistant</u> | | | |
| Kazimi, Mohamed | Fremont/Balboa | 02/15/18; 9.25/6; 6-1 | 01.0 00000.0 15001 10000 2110 00005616 |

Reinstatement

- | | | | |
|---|-------------------|------------------------|---------------------------------------|
| 1. <u>Behavior Intervention Assistant</u> | | | |
| Ilarde, Roseanne | Special Education | 02/07/18; 9.25/6; 26-8 | 01.0 65002.0 57708 11100 2110 0000600 |

Reclassification

- | | | | |
|-----------------------------|--|----------------------|--|
| 1. <u>Account Clerk III</u> | | | |
| Sanchez, Maria | Special Education/
Student Services | 02/14/18; 12/8; 21-8 | 01.0 05641.0 00000 21000 2410 0000617
01.0 56401.0 50011 21000 2410 0000600 |

	<u>Location</u>	<u>Effective Dates, Months/Hours, and Salary Rating</u>
<u>Additional Assignment Temporary - At Established Rate of Pay</u>		
1. <u>Education Assistant I</u>		
Esmaelan, Anik	EEELP	07/01/17 through 06/30/18
Muradyan, Syuzanna		Child Development Activities
Shams, Simin		12.0 61051.0 85000 10000 2160 0000671
		Child Development Activities
		12.0 61051.0 85000 10000 2130 0000671
		Self Supporting Combined
		01.0 91500.0 85000 10000 2130 0000671
Baba, Nora	EEELP	02/05/18 through 06/30/18
Boghosian, Havai		Child Development Activities
Contreras, Jackeline		12.0 61051.0 85000 10000 2160 0000671
Garabedian, Silva		Child Development Activities
Gharib, Sarineh		12.0 61051.0 85000 10000 2130 0000671
Kasparian, Anahid		Self Supporting Combined
Marquez, Cynthia		01.0 91500.0 85000 10000 2130 0000671
Mirzakhaniyan, Lia		
Piri, Talin		
Tadevosyan, Hasmik		
Torgomyan, Marina		
2. <u>Education Assistant - Intensive Support</u>		
Tellez, Pedro	Special Education	01/29/18 through 06/06/18
		Not to exceed 1 hour/day; 5 days/week
		S&C EAIS - General Fund
		01.0 05000.0 57707 11200 2130 0000600
3. <u>Typist Clerk II</u>		
Keshishyan, Marine	Special Education	01/29/18 through 02/18/18
		Not to exceed 2 hours per day
		Special Education-Support Services
		01.0 65000.0 50011 21000 2430 0000600

Effective Dates,
 Months/Hours, and
Salary Rating

Location

Change of Assignment

1. Change of Location/Increase in Months

a. Education Assistant I

Hakopian, Janet

College View
 From Glenoaks
 9.25/3.5

04/10/2017; 12/3.5
 01.0 91400.0 85000 10000 2110 0000671

2. Provisional Assignment

a. Administrative Secretary

Isadzhanyan, Aykanush

Teaching & Learning
 From Typist
 Clerk III,
 16-8

02/13/18 through 03/31/18
 8 hours a day
 21-7
 01.0 07405.0 00000 21000 2410 0000618

b. Lead Custodian

De La Resma, Joel

Wilson
 From Custodian I
 11-8

02/12/18 through 03/16/18
 8 hours a day
 20-5
 01.0 00000.0 00000 81006 2241 0800000

Effective Dates,
 Months/Hours, and
Salary Rating

Location

Revision to Previous Board Reports

1. Revision to Personnel Report # 10, January 16, 2018

Page 4, Item 4

Additional Assignment Temporary - At Established Rate of Pay

Education Assistant I

Aghasian, Valentin	Jefferson	12/13/17; 9.25/3; 3-1 01.0 60100.0 11100 10000 2110 3000000
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Change start date to read: 01/22/18

Election of Classified Hourly Substitutes through 06/30/18

Amirbekian, Syuzanna	07/01/17 through 06/30/18
Barsoumian, Tamara	
Martirosyan, Kristina	
Mirzoyan, Mariam	
Martinez, Ismael	

Effective Dates,
 Months/Hours, and
Salary Rating

Location

Election of Classified/Non-Classified/Hourly Substitutes through 6/30/18

1. Noon Duty Aides

Bedrosian, Maral	Franklin	02/18/18 through 06/06/18 \$11.00 per hour 01.0 00000.0 19021 10000 2930 2700000 Breakfast 13.0 53100.0 00000 37000 2235 0000662
------------------	----------	--

2. Student Assistant I

Alexander, Austin Anderson, Cody Boiajian, Paul Bracht, Kean Cabrera, Daisy Chung, Clara Cruz, Alejandro Flores, Lilith Ghoujournian, Aren Hernandez, Dulce Hernandez, Jorge Koteh, Nathan Luna-Mundo, Karla Mallory, Malik Martinez, Armando Moran, Jennifer Park, Andy Ratcliffe, Amber Rios-Quinones, Yanais Saavedra, Aileen Shahvaladian, Christopher Sherman, Nicolas Sindly, Daniel Tsatouryan, Andrey Vega, Giselle	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

Transportation Authorization – 2017-18

1. It is recommended that the individuals be authorized to receive transportation expenses at the rate of 54.50¢ per mile, effective July 1, 2018, through June 30, 2018:

Health Assistant LVN/RN

Karapetyan, Haykanush

Health Services

10/01/17 through 06/30/18: 54.50¢
(10/01/17 through 12/31/17: 53.50¢)

Health Services

01.0 00000.0 00000 31401 5210 0000681

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 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 February 1, 2018 – February 14, 2018 as shown below totaling \$9,087,229.51, and “B” Form (Other than Payroll Warrants) issued January 1 - 31, 2018, totaling \$12,519,227.32 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
C1G-C	5540654 - 5540728	Certificated	\$ 6,985,138.92
030-C	5541752 - 5541752	Certificated	4,305.94
030-N	5541753 - 5541756	Classified	1,925.24
C5G-C	5545337 - 5545419	Certificated	445,447.76
C5G-N	5545420 - 5545425	Classified	10,238.29
031-N	5541879 - 5541879	Classified	549.66
E4N-N	5549392 - 5549506	Classified	1,323,324.94
037-C	5554798 - 5554823	Certificated	21,260.89
037-N	5554824 - 5554825	Classified	376.81
C3G-N	5558761 - 5558912	Classified	294,982.70
038-C	5564149 - 5564150	Certificated	223.58
038-N	5564151 - 5564152	Classified	731.70
039-C	5545392 - 5564766	Certificated	(1,938.23)
039-N	5564767 - 5564767	Classified	414.58
040-C	5565513 - 5565513	Certificated	241.23
040-N	5565514 - 5565514	Classified	5.50
TOTAL			\$ 9,087,229.51

GLENDALE UNIFIED SCHOOL DISTRICT
 CONSENT CALENDAR NO. 4

SUMMARY OF COMMERCIAL WARRANTS ISSUED FROM
JANUARY 1 THRU JANUARY 31, 2018

OBJECT CODE	DESCRIPTION	NUMBER OF ENTRIES	AMOUNT
1.0 GENERAL FUND			
3932	OTHER DISTRICT PAID BENEFITS	4	\$ 3,513.97
4110	TEXTBOOKS	6	4,147.05
4210	BOOKS & OTHER REFERENCE MATERIAL	18	12,060.28
4220	LIBRARY BOOKS	4	154.07
4310	INST. MATERIALS & SUPPLIES	705	132,685.72
4312	INST. PERIODICALS & MAGAZINES	2	112.35
4350	OFFICE & OTHER SUPPLIES	167	41,887.68
4351	PRINTING & REPRODUCTION	12	4,989.81
4353	EDIBLE SUPPLIES	135	16,018.42
4360	TIRES, FUEL AND OIL	3	10,226.53
4370	CUSTODIAL/OPERATION SUPPLIES	50	6,399.61
4371	GROUNDS SUPPLIES	7	2,175.67
4372	POOL SUPPLIES	6	2,558.87
4380	MAINTENANCE SUPPLIES	13	9,845.40
4381	REPAIR SUPPLY & MATERIALS	102	61,479.22
4420	NON-CAP EQUIP -UNTAGGED	196	76,748.60
4430	NON-CAP EQUIP - TAGGED	27	62,618.10
5100	SUBAGREEMENT FOR SERVICES	5	38,380.07
5210	MILEAGE & CAR ALLOWANCES	110	12,180.72
5220	TRAVEL AND CONFERENCES	89	30,172.45
5310	DUES AND MEMEBERSHIPS	8	4,783.00
5510	NATURAL GAS SERVICES	5	25,626.09
5520	ELECTRICITY SERVICES	54	300,442.30
5530	WATER	52	56,449.31
5561	TRASH DISPOSAL	3	1,728.48
5562	SEWER CHARGES	53	15,892.25
5610	RENTALS, LEASES AND REPAIRS	49	12,639.80
5630	REPAIRS	119	117,033.88
5804	NON-PUBLIC SCHOOL	18	180,080.07
5811	PERSONAL SERVICES	43	95,559.29
5812	NON-PSA SERVICE AGREEMENT	34	539,141.96
5813	UNIFORM SERVICES	4	10,175.58
5814	TRANSPORTATION	1	990.00
5815	OPERATING SERVICES	97	773,713.76
5816	NON-PUBLIC SCHOOL SERVICES	116	435,744.43
5821	LEGAL FEES	16	64,721.57
5823	SPEC ED LEGAL SETTLEMENTS	3	2,694.00
5830	ADVERTISEMENT	2	1,175.59
5852	NON-INSTRUCTIONAL, CONSULTANTS	6	67,099.43
5853	CONTRACTUAL SERVICES	1	1,781.80
5862	PHYSICALS FOR EMPLOYEES	13	5,536.69
5911	POSTAGE/UPS/FEDEX	11	538.97
5912	TELEPHONE	8	17,512.62

GLENDALE UNIFIED SCHOOL DISTRICT
 CONSENT CALENDAR NO. 4

SUMMARY OF COMMERCIAL WARRANTS ISSUED FROM
JANUARY 1 THRU JANUARY 31, 2018

OBJECT CODE	DESCRIPTION	NUMBER OF ENTRIES	AMOUNT
5914	DATA LINE	1	32.59
5916	OTHER PHONES	10	13,721.30
6250	BUILDING CONSTRUCTION/IMPROV	17	28,921.46
6280	BUILDING INSPECTIONS	1	800.00
6490	CAPITALIZED EQUIPMENT	2	14,798.78
8290	ALL OTHER FEDERAL REVENUES	1	2,137.26
9320	STORES	1	1,798.42
9520	ACCTS. PAYABLE-MANUAL ACCRUAL	1	280.00
9530	FRINGE BENEFITS SUBS - H&W	4	2,727,516.95
9543	DIRECT DEPOSIT PAYABLE	2	445.09
9551	SALES TAX PAYABLE	1	155.21
9552	USE TAX PAYABLE	54	3,027.81
9601	EMPLOYEE FINAL PAY LIABILITY	1	503.91
		----- 2,473	----- 6,053,554.24
	10.0 SELPA PASS THROUGH FUND		
7211	TFR OF PMNTS-THRGH REV TO DIST	4	134,629.00
		----- 4	----- 134,629.00
	12.0 CHILD DEVELOPMENT FUND		
4310	INST. MATERIALS & SUPPLIES	23	998.16
4350	OFFICE & OTHER SUPPLIES	14	1,391.86
4353	EDIBLE SUPPLIES	12	2,393.11
4420	NON-CAP EQUIP -UNTAGGED	2	83.02
5210	MILEAGE & CAR ALLOWANCES	1	130.68
5220	TRAVEL AND CONFERENCES	2	1,076.00
5630	REPAIRS	2	316.78
5916	OTHER PHONES	2	53.45
6250	BUILDING CONSTRUCTION/IMPROV	3	927.60
		----- 61	----- 7,370.66
	13.0 CAFETERIA FUND		
4350	OFFICE & OTHER SUPPLIES	5	654.99
4360	TIRES, FUEL AND OIL	3	1,001.01
4380	MAINTENANCE SUPPLIES	10	2,102.88
4395	NON-FOOD SUPPLIES	5	21,589.17
4420	NON-CAP EQUIP -UNTAGGED	1	127.79
4430	NON-CAP EQUIP - TAGGED	4	4,943.22
4710	FOOD	73	277,309.35

GLENDALE UNIFIED SCHOOL DISTRICT
 CONSENT CALENDAR NO. 4

SUMMARY OF COMMERCIAL WARRANTS ISSUED FROM
JANUARY 1 THRU JANUARY 31, 2018

OBJECT CODE	DESCRIPTION	NUMBER OF ENTRIES	AMOUNT
5220	TRAVEL AND CONFERENCES	1	50.01
5310	DUES AND MEMEBERSHIPS	1	1,204.96
5563	PEST CONTROL	2	1,049.17
5610	RENTALS, LEASES AND REPAIRS	5	7,949.24
5815	OPERATING SERVICES	11	4,548.31
5817	MONEY PICK-UPS	1	1,242.00
5916	OTHER PHONES	2	287.71
8634	FOOD SERVICE SALES	8	1,043.96
9551	SALES TAX PAYABLE	1	437.33
9552	USE TAX PAYABLE	1	2.41
		----- 134	----- 325,543.51
 21.1 MEASURE S PROJECTS FUND			
4340	COMPUTER SOFTWARE & RELAT EXP	1	330.00
4350	OFFICE & OTHER SUPPLIES	6	298.56
4420	NON-CAP EQUIP -UNTAGGED	6	1,172.34
5210	MILEAGE & CAR ALLOWANCES	1	289.93
5220	TRAVEL AND CONFERENCES	1	6,250.00
5590	OPERATIONS & OTH HOUSEKEEPING	1	51.40
5610	RENTALS, LEASES AND REPAIRS	5	1,270.44
5630	REPAIRS	3	14,180.71
6210	ARCHITECT FEES ON BUILDINGS	8	94,617.05
6228	FEES-OTHER AGENCIES	2	2,814.44
6250	BUILDING CONSTRUCTION/IMPROV	11	3,417,898.92
6252	OTHER CONSTRUCTION	21	160,135.49
6258	CONSULTANT COSTS	1	5,620.00
6261	UTILITY SET-UP FEES-GAS	1	27.68
6275	CONST TSTNG ON BLDNGS & IMPROV	10	72,932.10
6280	BUILDING INSPECTIONS	11	84,008.10
6282	MOVING-STORAGE	2	5,937.63
6293	PRINTING & DISTRIBUTION	1	759.35
6455	DATA/CABLING	1	982.75
		----- 93	----- 3,869,576.89
 21.2 CLEAN RENEWABLE ENERGY BONDS			
6210	ARCHITECT FEES ON BUILDINGS	1	27,252.11
6275	CONST TSTNG ON BLDNGS & IMPROV	2	13,310.50
		----- 3	----- 40,562.61

GLENDALE UNIFIED SCHOOL DISTRICT
 CONSENT CALENDAR NO. 4

SUMMARY OF COMMERCIAL WARRANTS ISSUED FROM
 JANUARY 1 THRU JANUARY 31, 2018

OBJECT CODE	DESCRIPTION	NUMBER OF ENTRIES	AMOUNT
25.0 CAPITAL FACILITIES FUND			
5815	OPERATING SERVICES	1	6,048.24
8681	MITIGATION/DEVELOPERS FEES	1	45,020.76
		-----	-----
		2	51,069.00
40.1 SPEC RESERVE - CAPITAL PROJECTS			
4350	OFFICE & OTHER SUPPLIES	1	2,693.70
5520	ELECTRICITY SERVICES	2	419.58
5530	WATER	1	988.44
5562	SEWER CHARGES	2	378.87
5610	RENTALS, LEASES AND REPAIRS	2	4,703.69
5630	REPAIRS	7	2,640.10
5815	OPERATING SERVICES	1	132.02
5821	LEGAL FEES	1	291.50
5852	NON-INSTRUCTIONAL, CONSULTANTS	18	2,614.00
		-----	-----
		35	14,861.90
40.2 SPEC. RESERVE - FOOD CAP. PROJECTS			
6252	OTHER CONSTRUCTION	1	17,600.00
		-----	-----
		1	17,600.00
67.0 SELF-INSURANCE FUND			
5872	DELTA ADMINISTRATIVE FEES	2	11,625.69
5873	VSP CLAIMS	6	27,666.15
5874	VSP ADMINISTRATIVE FEES	7	4,126.52
5875	DELTA PAYMENTS	1	174,186.15
5877	MEDIMPACT CLAIMS	2	3,705.11
5878	MEDIMPACT PAYMENTS	2	474,127.51
		-----	-----
		20	695,437.13
67.1 WORKERS' COMPENSATION FUND			
5852	NON-INSTRUCTIONAL, CONSULTANTS	1	11,814.92
		-----	-----
		1	11,814.92
67.2 EARLY RETIREMENT BENEFITS FUND			
5815	OPERATING SERVICES	1	201,024.49
		-----	-----
		1	201,024.49

GLENDALE UNIFIED SCHOOL DISTRICT
 CONSENT CALENDAR NO. 4

SUMMARY OF COMMERCIAL WARRANTS ISSUED FROM
JANUARY 1 THRU JANUARY 31, 2018

OBJECT CODE	DESCRIPTION	NUMBER OF ENTRIES	AMOUNT
	76.0 WARRANT PASS-THROUGH FUND		
9517	VOLUNTARY DEDUCTIONS	20	759,357.97
9518	TAX SHELTER ANNUITY	1	334,969.00
9588	ROTH IRA-LACOE USED ONLY	1	1,856.00
		-----	-----
		22	1,096,182.97
	TOTALS	<u>2,850</u>	\$ <u>12,519,227.32</u>

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 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 \$1,018,988.24 for the period of January 22, 2018 through February 2, 2018 as listed on the attached.

SUMMARY OF PURCHASE ORDERS ISSUED FROM JANUARY 22, 2018 THROUGH FEBRUARY 2, 2018.

Funding Source	Number of Purchase Orders	Amount
UNRESTRICTED RESOURCES	143	493,432.65
FEDERAL RESTRICTED RESOURCES	38	87,039.41
STATE RESTRICTED RESOURCES	49	212,031.22
LOCAL RESTRICTED RESOURCES	62	57,935.31
CHILD DEVELOPMENT FUND	4	765.17
FOOD SERVICES FUND	4	5,349.60
MEASURE S PROJECTS FUND	13	56,460.35
CLEAN RENEWABLE ENERGY BONDS	7	39,000.00
DEVELOPER FEE FUND	1	49,470.00
CAPITAL PROJECTS & IMPROVEMENT FUND	2	5,004.53
TOTAL	324	\$1,018,988.24

PO NUMBER	UNRESTRICTED RESOURCES VENDOR	AMOUNT
0001010085	HARCOURT INC BOOKS - SECONDARY SERVICES	2,221.16
0001010086	CITY OF GLENDALE	445.00
0001010087	AMAZON CAPITAL SERVICES, INC. OFFICE EQUIPMENT - PROCUREMENT & CONTRACT SERVICES	186.06
0001010090	CA ASSOCIATION OF SCHOOL BUSINESS	305.00
0001010091	M COACH BLANKET PURCHASE ORDER FOR TRANSPORTATION SERVICES - BUSINESS SERVICES	20,000.00
0001010094	FRED PRYOR SEMINARS	198.00
0001010095	CA ASSOCIATION OF SCHOOL BUSINESS	305.00
0001014958	COMPLETE BUSINESS SYSTEMS OFFICE SUPPLIES - COLUMBUS ELEMENTARY SCHOOL	2,297.35
0001014959	ULINE SHIPPING SUPPLY	540.93
0001014961	AMAZON CAPITAL SERVICES, INC. CLASSROOM EQUIPMENT - MONTE VISTA ELEMENTARY SCHOOL	172.75
0001014964	AMAZON CAPITAL SERVICES, INC. OFFICE SUPPLIES - SECONDARY SERVICES	10.94
0001014967	GALE SUPPLY COMPANY	309.89
0001014968	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA BEST BUY - COMPUTER SUPPLIES - PROCUREMENT & CONTRACT SERVICES	120.43
0001014971	CHAMPION CHEMICAL COMPANY	176.07
0001014972	BUCKEYE CLEANING CENTERS	373.70
0001014974	APPERSON	55.06
0001014975	AMAZON CAPITAL SERVICES, INC. COMPUTER SUPPLIES - DAILY HIGH SCHOOL	21.07
0001014977	AMAZON CAPITAL SERVICES, INC. CLASSROOM EQUIPMENT - ROOSEVELT MIDDLE SCHOOL	153.28
0001014978	COMPLETE BUSINESS SYSTEMS INSTRUCTIONAL SUPPLIES - MUIR ELEMENTARY SCHOOL	2,464.16
0001014979	GALE SUPPLY COMPANY	628.09
0001014980	CHAMPION CHEMICAL COMPANY	503.04
0001014981	AMAZON CAPITAL SERVICES, INC. COMPUTER SUPPLIES - EDUCATIONAL TECHNOLOGY & INFORMATION SERVICES	1,470.08
0001014989	AMAZON CAPITAL SERVICES, INC. INSTRUCTIONAL SUPPLIES - CERRITOS ELEMENTARY SCHOOL	534.42

PO NUMBER	UNRESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001014990	AMAZON CAPITAL SERVICES, INC. DUPLICATING SUPPLIES - BALBOA ELEMENTARY SCHOOL	183.94
0001014991	ULINE SHIPPING SUPPLY	140.36
0001014996	O.H. LYNN PRINTING OFFICE SUPPLIES - FINANCIAL SERVICES	2,349.43
0001014997	O.H. LYNN PRINTING	178.49
0001015009	KAPLAN EARLY LEARNING CO TRAINING SUPPLIES - SPECIAL EDUCATION	1,211.66
0001015015	NIPPON SHOSEKI HANBAI, INC.	15.53
0001015018	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA DR. DON'S BUTTONS.COM - INSTRUCTIONAL MATERIALS - MUIR ELEMENTARY SCHOOL	738.99
0001015023	U.S. TOY COMPANY CO	420.72
0001015025	GOLDSBURY, JENNIFER CONSULTANT TO FACILITATE TUTORIALS TO COLLEGE STUDENTS DURING PATHWAYS CLASSES - ROOSEVELT MIDDLE SCHOOL, BOARD APPROVED 1/16/2018	1,250.00
0001015028	SMART & FINAL IRIS COMPANY BLANKET PURCHASE ORDER FOR CULINARY ARTS SUPPLIES - SECONDARY SERVICES/HOOVER	1,500.00
0001015029	JON'S MARKET	300.00
0001015031	RICOH USA, INC BLANKET PURCHASE ORDER FOR PUPIL RECORD SCANNING SERVICES - BUSINESS SERVICES	5,000.00
0001015034	NOVA GRAPHIC SYSTEMS ANNUAL OFFICE EQUIPMENT SERVICE CONTRACT -STUDENT SUPPORT SERVICES	1,800.00
0001015035	AJAX SIGN GRAPHICS INC	131.55
0001015039	ULINE SHIPPING SUPPLY	363.55
0001015041	MELTWATER NEWS US INC. SERVICE AGREEMENT FOR DIGITAL TRACKING AND REPORTING - PUBLIC INFORMATION	3,000.00
0001015044	AMERICAN GTS	990.00
0001015047	O.H. LYNN PRINTING	37.23
0001015050	S.O.S. SURVIVAL PRODUCTS	46.00
0001015053	UNITED RENTALS (NORTH AMERICA), INC	135.00
0001015054	MAINTEX	450.17
0001015056	LAGUNA CLAY CO	325.76

PO NUMBER	UNRESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001015060	AMAZON CAPITAL SERVICES, INC. COMPUTER SUPPLIES - EDUCATIONAL TECHNOLOGY & INFORMATION SERVICES	196.88
0001015061	CULVER-NEWLIN, INC	58.04
0001015063	A TREE OF KNOWLEDGE EDUCATIONAL SERVICES SERVICE AGREEMENT FOR TUTORING SERVICES FOR HOMELESS STUDENTS - SECONDARY SERVICES	40,000.00
0001015066	SPINITAR	308.68
0001015068	MARIO'S IMPORTS	191.79
0001015070	SMART & FINAL IRIS COMPANY BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - TOLL MIDDLE SCHOOL	1,500.00
0001015071	WEST-LITE SUPPLY CO,INC LIGHTING SUPPLIES - GUSD WAREHOUSE STOCK	3,521.52
0001015075	CAG CONFERENCE	595.00
0001015076	CHAMPION CHEMICAL COMPANY	503.04
0001015077	COMPLETE BUSINESS SYSTEMS DUPLICATING SUPPLIES - JEFFERSON ELEMENTARY SCHOOL	1,979.19
0001015078	NELSON SOUND INC COMMUNICATION EQUIPMENT - FACILITY & SUPPORT OPERATIONS	4,427.08
0001015079	AMAZON CAPITAL SERVICES, INC. DUPLICATING SUPPLIES - LINCOLN ELEMENTARY SCHOOL	684.31
0001015080	GRAINGER	664.45
0001015086	O.H. LYNN PRINTING	112.35
0001015092	AMAZON CAPITAL SERVICES, INC. COMPUTER SUPPLIES - DUNSMORE ELEMENTARY SCHOOL	33.95
0001015093	DAY WIRELESS SYSTEMS (20)	543.60
0001015094	MAINTEX CUSTODIAL SUPPLIES - GUSD WAREHOUSE STOCK	9,841.31
0001015095	CITY OF GLENDALE TRANSPORTATION SERVICES - BUSINESS SERVICES	9,350.00
0001015096	SCHOOL HEALTH CORP.	68.47
0001015098	AMERICAN EXPRESS CPS NEWEGG.COM - COMPUTER SUPPLIES - HUMAN RESOURCES	426.04
0001015100	AMERICAN EXPRESS CPS NEWEGG.COM - COMPUTER EQUIPMENT - EDUCATIONAL SERVICES	1,134.77

PO NUMBER	UNRESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001015101	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA THE AULD DUBLINER - CONFERENCE EXPENSES - PROCUREMENT & CONTRACT SERVICES	125.88
0001015102	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA ECOMplete - INSTRUCTIONAL SUPPLIES - MONTE VISTA ELEMENTARY SCHOOL	61.03
0001015110	LAKESHORE	498.28
0001015111	OFFICE DEPOT	197.07
0001015113	TEACHER DIRECT OFFICE SUPPLIES - BUSINESS SERVICES	2,417.71
0001015114	OFFICE DEPOT OFFICE SUPPLIES - CRESCENTA VALLEY HIGH SCHOOL	2,208.60
0001015115	WEST-LITE SUPPLY CO,INC	441.50
0001015116	MAINTEX	207.09
0001015117	WILLIAM V. MACGILL & CO.	168.19
0001015119	AMAZON CAPITAL SERVICES, INC. OFFICE SUPPLIES - HEALTH SERVICES	91.95
0001015124	SCHOOL HEALTH CORP.	90.02
0001015126	KUTA SOFTWARE	250.19
0001015128	MONOPRICE INC.	227.75
0001015130	DOCUMENT TRACKING SERVICES,LLC LICENSE - CATEGORICAL PROGRAMS	7,095.00
0001015131	INSPECTOR PLAYGROUND	500.00
0001015136	BALL/FROST GROUP LLC	180.00
0001015143	AMAZON CAPITAL SERVICES, INC. OFFICE SUPPLIES - VALLEY VIEW ELEMENTARY SCHOOL	21.22
0001015145	AMERICAN TRANSPORTATION SYSTEMS BLANKET PURCHASE ORDER FOR TRANSPORTATION SERVICES - BUSINESS SERVICES	150,000.00
0001015146	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA FAST DEER BUS CHARTER - TRANSPORTATION SERVICES - BUSINESS SERVICES	1,300.00
0001015149	GLENOAKS URGENT CARE MEDICAL BLANKET PURCHASE ORDER FOR EMPLOYEE PHYSICALS - HUMAN RESOURCES	3,000.00
0001015150	SHARP BUSINESS SYSTEMS EQUIPMENT MAINTENANCE AGREEMENT - MUIR ELEMENTARY SCHOOL	4,728.21

PO NUMBER	UNRESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001015151	ACE MENTOR LOS ANGELES ADMISSION FEE - SECONDARY SERVICES	3,500.00
0001015152	PORTOS BAKERY	62.00
0001015153	AMERICAN GTS TRANSPORTATION SERVICES - BUSINESS SERVICES	1,750.00
0001015154	AMERICAN EXPRESS CPS PANERA BREAD - EDIBLE SUPPLIES FOR VARIOUS TRAININGS - EDUCATIONAL SERVICES	400.00
0001015167	CLEAN SWEEP SUPPLY CO INC	888.43
0001015168	CHAMPION CHEMICAL COMPANY	240.79
0001015169	PLS DIRECT	79.54
0001015171	GOLDEN STAR TECHNOLOGY INC.	815.78
0001015172	OFFICE DEPOT	259.97
0001015173	SHI INTERNATIONAL CORP.	831.63
0001015174	GOLDEN STAR TECHNOLOGY INC.	163.16
0001015176	COMPLETE BUSINESS SYSTEMS DUPLICATING SUPPLIES - MOUNTAIN AVENUE ELEMENTARY SCHOOL	4,183.68
0001015179	O.H. LYNN PRINTING	90.34
0001015184	AMAZON CAPITAL SERVICES, INC. OFFICE SUPPLIES - EDUCATIONAL TECHNOLOGY & INFORMATION SERVICES	57.43
0001015186	MAINTEX	108.78
0001015189	COUNTY SANITATION DISTRICTS	96.88
0001015191	SOUTHLAND DISPOSAL	471.84
0001015193	NATIONAL CONSTRUCTION RENTALS RENTALS - FACILITY AND SUPPORT OPERATIONS	1,518.75
0001015194	PHIL AND SONS TREE SERVICE	995.00
0001015196	COOPER, MICHAEL CONSULTANT TO PROVIDE PIANO ACCOMPANIMENT TO THE CHOIR - HOOVER HIGH SCHOOL, BOARD APPROVED 1/16/2018	1,260.00
0001015197	PRINTING BY HARVEY	306.60
0001015198	O.H. LYNN PRINTING	37.23
0001015199	KERKYASHARIAN, SALPI CONSULTANT TO PROVIDE MENTAL HEALTH COUNSELING SERVICES TO STUDENTS AND REIMBURSEMENT FOR CONFERENCES - HEALTHY START, BOARD APPROVED 1/16/2018	35,000.00
0001015200	STELLA PETROS CONSULTANT TO PROVIDE MENTAL HEALTH COUNSELING SERVICES TO STUDENTS AND SUPERVISION OF SOCIAL WORK INTERNS - HEALTHY START, BOARD APPROVED 1/16/2018	35,000.00

PO NUMBER	UNRESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001015201	ADVENTIST HEALTH	45.00
0001015203	R & R T-SHIRT PRINTING & EMBROIDERY CO.	434.48
0001015204	TEK TIME SYSTEMS, LLC	287.39
0001015206	FIREFLY DIGITAL, INC. SOFTWARE -STUDENT SUPPORT SERVICES	1,200.00
0001015207	POSITIVE PRESS	569.40
0001015213	WAXIE SANITARY SUPPLY	128.12
0001015214	CHAMPION CHEMICAL COMPANY	134.82
0001015215	CLEAN SWEEP SUPPLY CO INC	49.93
0001015219	OFFICE DEPOT	18.12
0001015220	AMERICAN EXPRESS CPS LOS ANGELES GENDER CENTER - CONFERENCE EXPENSES - EDUCATIONAL SERVICES	1,818.18
0001015233	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA START THROWER - TRAINING EQUIPMENT - EDUCATIONAL SERVICES	844.10
0001015234	FOLLETT SCHOOL SOLUTIONS, INC.	610.13
0001015235	AMAZON CAPITAL SERVICES, INC. BOOKS - CLARK MAGNET HIGH SCHOOL	2,183.48
0001015236	FLINN SCIENTIFIC INC	287.66
0001015237	AMAZON CAPITAL SERVICES, INC. BOOKS - MUIR ELEMENTARY SCHOOL	163.92
0001015238	AMAZON CAPITAL SERVICES, INC. OFFICE SUPPLIES - CATEGORICAL PROGRAMS	75.56
0001015239	LIBRE SCHOOL SERVICES BLANKET PURCHASE ORDER FOR TRANSPORTATION SERVICES - BUSINESS SERVICES	20,000.00
0001015240	AMERICAN GTS BLANKET PURCHASE ORDER FOR TRANSPORTATION SERVICES - BUSINESS SERVICES	20,000.00
0001015242	FIRST STUDENT	400.00
0001015245	NEW MANAGEMENT	197.18
0001015246	NATIONAL PEN COMPANY	64.61
0001015251	CHAMPION CHEMICAL COMPANY	238.11
0001015256	CLEAN SWEEP SUPPLY CO INC	388.73
0001015264	CHAMLIAN ARMENIAN SCHOOL	350.44
0001015265	CHAMLIAN ARMENIAN SCHOOL	54.76
0001015267	AMAZON CAPITAL SERVICES, INC. OFFICE SUPPLIES - EDUCATIONAL TECHNOLOGY & INFORMATION SERVICES	17.41

PO NUMBER	UNRESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001015268	AMERICAN EXPRESS CPS HYATT REGENCY LONG BEACH - CONFERENCE EXPENSES - PROCUREMENT & CONTRACT SERVICES	2,436.16
0001015269	ACCO BRANDS USA LLC.	508.48
0001015270	COMMUSA	936.52
0001015271	JOURNEYED.COM INC	162.00
0001015272	AMAZON CAPITAL SERVICES, INC. COMPUTER EQUIPMENT - MUIR ELEMENTARY SCHOOL	425.11
1012625	CITY OF GLENDALE / ADMIN. SERV./FINANCE SALARY AND BENEFITS OF TWO SCHOOL RESOURCE OFFICERS AT GLENDALE AND HOOVER HIGH SCHOOLS - STUDENT SUPPORT SERVICES	46,275.00
	TOTAL	493,432.65
	FEDERAL RESTRICTED RESOURCES	
0001010089	PRO-ED	207.78
0001014969	OFFICE DEPOT	378.96
0001014998	OFFICE DEPOT	376.57
0001015002	NCS PEARSON INSTRUCTIONAL SUPPLIES - SPECIAL EDUCATION	3,161.31
0001015003	NCS PEARSON	742.05
0001015004	NCS PEARSON INSTRUCTIONAL SUPPLIES - SPECIAL EDUCATION	2,190.28
0001015005	MHS, INC	229.44
0001015006	MHS, INC INSTRUCTIONAL SUPPLIES - SPECIAL EDUCATION	1,939.25
0001015007	PRO-ED	442.16
0001015032	SOUTHWEST SCHOOL & OFFICE BLANKET PURCHASE ORDER FOR OFFICE SUPPLIES - BALBOA ELEMENTARY SCHOOL	10,000.00
0001015043	LAKESHORE BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - COLUMBUS ELEMENTARY SCHOOL	2,000.00
0001015057	SCKC, INC.	264.00
0001015062	THE DISCOVERY SOURCE SERVICE AGREEMENT TO PROVIDE A ONE-DAY PROFESSIONAL DEVELOPMENT ON CO-TEACHING STRATEGIES - ROOSEVELT MIDDLE SCHOOL	3,000.00
0001015072	CABE 2018 REGISTRATION CONFERENCE EXPENSES - CATEGORICAL PROGRAMS	2,560.00

PO NUMBER	FEDERAL RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001015074	BRUSTEIN & MANASEVIT, PLLC CONFERENCE EXPENSES - CATEGORICAL PROGRAMS	2,200.00
0001015097	CHRIS WEBER EDUCATION SERVICE AGREEMENT TO PROVIDE 5 DAYS OF SUPPORT TO STAFF IN CURRICULAR AND COMMON FORMATIVE ASSESSMENT - GLENDALE HIGH SCHOOL	15,000.00
0001015099	AMAZON CAPITAL SERVICES, INC. COMPUTER EQUIPMENT - DAILY HIGH SCHOOL	105.08
0001015107	TEACHER CREATED RESOURCES	141.26
0001015109	SUPER DUPER PUBLICATIONS	140.89
0001015125	AMAZON CAPITAL SERVICES, INC. COMPUTER SUPPLIES - TOLL MIDDLE SCHOOL	10.94
0001015134	SYLVAN LEARNING CENTER SERVICE AGREEMENT FOR TUTORING SERVICES FOR LOWEST- PERFORMING IDENTIFIED STUDENTS - CATEGORICAL PROGRAMS	12,300.00
0001015138	THE COLLEGE BOARD, WRO	225.00
0001015139	CUE	718.00
0001015148	SOUTHWEST SCHOOL & OFFICE BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - BALBOA ELEMENTARY SCHOOL	10,000.00
0001015162	WESTERN PSYCHOLOGICAL SERVICES	361.35
0001015163	NCS PEARSON	492.60
0001015164	MHS, INC	375.00
0001015175	APPLE COMPUTER	871.62
0001015181	SCHOOL MATE	758.19
0001015185	CREATIVE MATHEMATICS	229.00
0001015187	INSTITUTE FOR BRAIN POTENTIAL	79.00
0001015222	AMERICAN EXPRESS CPS DELTA AIRLINES - CONFERENCE EXPENSES - CATEGORICAL PROGRAMS	1,139.08
0001015225	OFFICE DEPOT	391.83
0001015226	AMAZON CAPITAL SERVICES, INC. AUDIOVISUAL SUPPLIES - MARSHALL ELEMENTARY SCHOOL	314.81
0001015248	SYLVAN LEARNING CENTER SERVICE AGREEMENT FOR TUTORING SERVICES FOR 20 NEW LOWEST-PERFORMING IDENTIFIED STUDENTS - CATEGORICAL PROGRAMS	12,400.00
0001015255	TEACHER LEARNING CENTER	235.00

PO NUMBER	FEDERAL RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001015266	AMERICAN EXPRESS CPS DELTA AIRLINES - CONFERENCE EXPENSES - CATEGORICAL PROGRAMS	808.96
1014854	CAASFEP	250.00
	TOTAL	87,039.41
	STATE RESTRICTED RESOURCES	
0001014960	CLEAN SWEEP SUPPLY CO INC	701.90
0001014963	AMAZON CAPITAL SERVICES, INC. COMPUTER SUPPLIES - GLENDALE HIGH SCHOOL	38.27
0001014973	AMAZON CAPITAL SERVICES, INC. HEARING AID BATTERIES - FOOTHILL SELPA	36.82
0001014993	AMAZON CAPITAL SERVICES, INC. OFFICE SUPPLIES - FOOTHILL SELPA	32.82
0001014994	AMAZON CAPITAL SERVICES, INC. INSTRUCTIONAL MATERIALS - CRESCENTA VALLEY HIGH SCHOOL	344.76
0001014995	OFFICE DEPOT	107.18
0001015008	TOWNSEND PRESS BOOK CENTER	137.63
0001015010	PHONAK, LLC	833.58
0001015011	PHONAK, LLC	833.58
0001015012	PHONAK, LLC	833.58
0001015013	PHONAK, LLC INSTRUCTIONAL SUPPLIES - FOOTHILL SELPA	1,754.47
0001015014	PHONAK, LLC INSTRUCTIONAL SUPPLIES - FOOTHILL SELPA	2,649.09
0001015019	L S & S, LLC	38.46
0001015020	L S & S, LLC	38.46
0001015021	ABLENET	233.03
0001015022	ENABLING DEVICES, INC.	179.20
0001015040	OFFICE DEPOT	604.88
0001015045	LACOE TWO-YEAR ADMINISTRATIVE SERVICES CREDENTIALS FOR 15 STAFF MEMBERS - EDUCATIONAL SERVICES	142,100.00
0001015065	GOLDEN STAR TECHNOLOGY INC.	163.16
0001015084	MACHOLLYWOOD INC	208.05
0001015133	AMERICAN EXPRESS CPS HAMPTON SUITES SACRAMENTO - CONFERENCE EXPENSES - GLENDALE HIGH SCHOOL	277.76

PO NUMBER	STATE RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001015137	SONN & JENNIFER EIDEM	765.00
0001015144	SBCSS-EVSELPA	300.00
0001015147	AMAZON CAPITAL SERVICES, INC. INSTRUCTIONAL SUPPLIES - FOOTHILL SELPA	21.20
0001015156	WARREN FINN ATTORNEY PROFESSIONAL SERVICES - SPECIAL EDUCATION	1,050.00
0001015157	ASPRER, ESTHER PARENT REIMBURSEMENT - SPECIAL EDUCATION	27,500.00
0001015165	SCHOOL SPECIALTY	19.89
0001015166	OFFICE DEPOT	22.49
0001015178	AMAZON CAPITAL SERVICES, INC. INSTRUCTIONAL SUPPLIES - SPECIAL EDUCATION	113.97
0001015180	THE LISTENING ACADEMY, INC.	195.00
0001015202	SKILLS USA CALIFORNIA REGION 3 MEMBERSHIP FEE - SECONDARY SERVICES/CRESCENTA VALLEY HIGH SCHOOL	3,190.00
0001015211	MIRAVIA CONFERENCE EXPENSES - EDUCATIONAL SERVICES	5,850.00
0001015217	CHAMPION CHEMICAL COMPANY	67.41
0001015218	GALE SUPPLY COMPANY	54.75
0001015221	REGISTRATIONS FOR YOU CONFERENCE EXPENSES - GLENDALE HIGH SCHOOL	1,155.00
0001015232	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA MATHWINDOW.COM - LEARNING MATERIALS - FOOTHILL SELPA	87.07
0001015243	AMAZON CAPITAL SERVICES, INC. SCHOOL SUPPLIES - EEELP	166.88
0001015244	AMERICAN EXPRESS CPS EMBASSY SUITES SACRAMENTO - CONFERENCE EXPENSES - EDUCATIONAL SERVICES	5,250.00
0001015247	AMERICAN RED CROSS CPR TRAINING FOR 50 PE TEACHERS - EDUCATIONAL SERVICES	5,000.00
0001015250	CHAMPION CHEMICAL COMPANY	89.88
0001015252	OFFICE DEPOT INSTRUCTIONAL SUPPLIES - SECONDARY SERVICES	1,199.61
0001015253	AMAZON CAPITAL SERVICES, INC. COMPUTER SUPPLIES - CLARK MAGNET HIGH SCHOOL	31.58

PO NUMBER	STATE RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001015254	B & H PHOTO VIDEO	118.39
0001015257	AMERICAN EXPRESS CPS SOUTHWEST AIRLINES - CONFERENCE EXPENSES - EDUCATIONAL SERVICES	228.96
0001015258	AMERICAN EXPRESS CPS SOUTHWEST AIRLINES - CONFERENCE EXPENSES - EDUCATIONAL SERVICES	228.96
0001015259	AMERICAN EXPRESS CPS SOUTHWEST AIRLINES - CONFERENCE EXPENSES - EDUCATIONAL SERVICES	228.96
0001015260	AMERICAN EXPRESS CPS SOUTHWEST AIRLINES AND ENTERPRISE CAR RENTAL - CONFERENCE EXPENSES - EDUCATIONAL SERVICES	712.61
0001015261	AMERICAN EXPRESS CPS SOUTHWEST AIRLINES AND ENTERPRISE CAR RENTAL - CONFERENCE EXPENSES - EDUCATIONAL SERVICES	461.93
0001015262	AMERICAN EXPRESS CPS EDUCATING FOR CAREERS - CONFERENCE EXPENSES - SECONDARY SERVICES	5,775.00
	TOTAL	----- 212,031.22
	LOCAL RESTRICTED RESOURCES	
0001014962	AMAZON CAPITAL SERVICES, INC. OFFICE SUPPLIES - FREMONT ELEMENTARY SCHOOL	14.22
0001014965	AMAZON CAPITAL SERVICES, INC. AUDIOVISUAL SUPPLIES - DUNSMORE ELEMENTARY SCHOOL	86.37
0001014966	AMAZON CAPITAL SERVICES, INC. OFFICE FURNITURE - FREMONT ELEMENTARY SCHOOL	152.88
0001014970	AMAZON CAPITAL SERVICES, INC. OFFICE SUPPLIES - ROSEMONT MIDDLE SCHOOL	65.96
0001014976	AMAZON CAPITAL SERVICES, INC. COMPUTER SUPPLIES - FREMONT ELEMENTARY SCHOOL	153.08
0001014992	OFFICE DEPOT OFFICE SUPPLIES - CRESCENTA VALLEY HIGH SCHOOL	1,179.30
0001014999	REALLY GOOD STUFF	152.53

PO NUMBER	LOCAL RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001015000	VEX ROBOTICS, INC. INSTRUCTIONAL SUPPLIES - ROOSEVELT MIDDLE SCHOOL	1,116.40
0001015001	VEX ROBOTICS, INC.	371.77
0001015016	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA MAKEWONDER - INSTRUCTIONAL SUPPLIES - SECONDARY SERVICES	306.59
0001015017	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA STATUE.COM - LANDSCAPING EQUIPMENT - FREMONT ELEMENTARY SCHOOL	544.46
0001015024	TEQUIPMENT.NET CLASSROOM EQUIPMENT - ROSEMONT MIDDLE SCHOOL	1,665.10
0001015026	UNIVERSAL ATHLETIC SERVICES, INC	914.38
0001015030	AMAZON CAPITAL SERVICES, INC. BLANKET PURCHASE ORDER FOR ART SUPPLIES - CERRITOS ELEMENTARY SCHOOL	526.00
0001015046	SKILLS USA CONFERENCE EXPENSES - CLARK MAGNET HIGH SCHOOL	2,147.85
0001015048	AIRGAS USA, LLC	203.52
0001015049	CALIFORNIA QUALITY PLASTICS	926.59
0001015051	CERTIFIED WHOLESALE ELECTRIC	177.72
0001015052	KING'S CUSTOM SHEET METAL	219.00
0001015055	STUMBAUGH & ASSOCIATES, INC. MAINTENANCE SUPPLIES - FACILITY & SUPPORT OPERATIONS	1,517.67
0001015058	SOUTHWEST SCHOOL & OFFICE	167.58
0001015059	AMAZON CAPITAL SERVICES, INC. PHYSICAL EDUCATION EQUIPMENT - GLENOAKS ELEMENTARY SCHOOL	1,083.54
0001015064	GOLDEN STAR TECHNOLOGY INC.	163.16
0001015073	PACIFIC FLOOR COMPANY SERVICE CONTRACT TO INSTALL NEW VOLLEYBALL STANDARDS COURT AND REFINISH FLOOR AT ROSEMONT MIDDLE SCHOOL- FACILITY & SUPPORT OPERATIONS	4,999.00
0001015081	AMAZON CAPITAL SERVICES, INC. CLASSROOM FURNITURE - MUIR ELEMENTARY SCHOOL	214.09
0001015082	AMAZON CAPITAL SERVICES, INC. OFFICE FURNITURE - EEELP	87.59
0001015083	AMAZON CAPITAL SERVICES, INC. OFFICE FURNITURE - EEELP	87.59

PO NUMBER	LOCAL RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001015085	AMAZON CAPITAL SERVICES, INC. INSTRUCTIONAL SUPPLIES - EEELP/MUIR	146.62
0001015087	AMAZON CAPITAL SERVICES, INC. INSTRUCTIONAL SUPPLIES - EEELP/FRANKLIN	55.49
0001015088	AMAZON CAPITAL SERVICES, INC. BOOKS - EEELP	563.62
0001015089	AMAZON CAPITAL SERVICES, INC. INSTRUCTIONAL SUPPLIES - EEELP	718.68
0001015090	AMAZON CAPITAL SERVICES, INC. BLANKET PURCHASE ORDER FOR CLASSROOM SUPPLIES - MUIR ELEMENTARY SCHOOL	2,139.00
0001015103	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA ORIENTAL TRADING - INSTRUCTIONAL SUPPLIES - EEELP	350.00
0001015104	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA CONFETTI CANNON DIRECT - OFFICE SUPPLIES - FREMONT ELEMENTARY SCHOOL	52.92
0001015105	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA DISCOUNT SCHOOL SUPPLY - INSTRUCTIONAL SUPPLIES - EEELP	242.21
0001015106	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA FRY'S ELECTRONICS - INSTRUCTIONAL EQUIPMENT - SECONDARY SERVICES	700.76
0001015108	PREMIER AGENDAS, INC. INSTRUCTIONAL SUPPLIES - VERDUGO WOODLANDS ELEMENTARY SCHOOL	1,110.00
0001015112	S & S WORLDWIDE	108.52
0001015118	AMAZON CAPITAL SERVICES, INC. INSTRUCTIONAL SUPPLIES - COLLEGE VIEW	144.34
0001015121	SMART & FINAL IRIS COMPANY	70.00
0001015122	AMAZON CAPITAL SERVICES, INC. INSTRUCTIONAL MATERIALS - FREMONT ELEMENTARY SCHOOL	36.18
0001015123	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA FATBRAINTOYS - INSTRUCTIONAL MATERIALS - COLLEGE VIEW	150.08
0001015129	AMAZON CAPITAL SERVICES, INC. OFFICE FURNITURE - CRESCENTA VALLEY HIGH SCHOOL	262.75

PO NUMBER	LOCAL RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0001015132	GMS ELEVATOR SERVICES, INC REPAIR SERVICES - FACILITY & SUPPORT OPERATIONS	1,860.00
0001015155	DUDS BY DUDES, LLC	426.56
0001015160	LAKESHORE	78.00
0001015161	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA BACKDROPOUTLET.COM - INSTRUCTIONAL EQUIPMENT - FREMONT ELEMENTARY SCHOOL	98.51
0001015170	AMAZON CAPITAL SERVICES, INC. COMPUTER SUPPLIES - FREMONT ELEMENTARY SCHOOL	335.50
0001015182	SOUTHPAW ENTERPRISES OUTDOOR MARBLE PANEL - COLLEGE VIEW	1,320.38
0001015183	SCHOOL SPECIALTY	916.89
0001015190	CALIFORNIA SMOG & TEST ONLY	600.00
0001015192	HOME DEPOT CREDIT SERVICES MAINTENANCE SUPPLIES AND EQUIPMENT - FACILITY & SUPPORT OPERATIONS	1,300.58
0001015195	INTREPID SPORTSWEAR	120.00
0001015208	SHI INTERNATIONAL CORP.	276.49
0001015212	AMAZON CAPITAL SERVICES, INC. COMMUNICATION EQUIPMENT - EEELP/FREMONT	110.64
0001015216	MAINTEX	345.14
0001015227	AMAZON CAPITAL SERVICES, INC. COMMUNICATION EQUIPMENT - EDISON ELEMENTARY SCHOOL	315.20
0001015229	GOPHER	402.55
0001015263	INTERMOUNTAIN LOCK & SECURITY SUPPLY	80.00
1010881	CAMFIL USA INC BLANKET PURCHASE ORDER FOR REPAIR SUPPLIES & MATERIALS - FACILITY & SUPPORT OPERATIONS	18,455.91
1011297	KDDI AMERICA, INC SERVICE CONTRACT FOR VARIOUS ELECTRONIC REPAIRS - FACILITY & SUPPORT OPERATIONS	4,700.00
1015120	AMAZON CAPITAL SERVICES, INC. INSTRUCTIONAL SUPPLIES - GLENDALE HIGH SCHOOL	97.85
	TOTAL	57,935.31

PO NUMBER	CHILD DEVELOPMENT FUND VENDOR	AMOUNT
0001015158	LAKESHORE	272.00
0001015159	LAKESHORE	272.00
0001015228	AMAZON CAPITAL SERVICES, INC. AUDIVISUAL SUPPLIES - EEELP	29.54
0001015231	O.H. LYNN PRINTING	191.63
	TOTAL	765.17
	FOOD SERVICES FUND	
0001015027	BORGES USA INC FOOD SUPPLIES - FOOD SERVICES	3,198.16
0001015033	ARROW RESTAURANT EQUIPMENT	767.60
0001015177	AMAZON CAPITAL SERVICES, INC. OFFICE EQUIPMENT - FOOD SERVICES	69.80
0001015230	SHOES FOR CREWS OFFICE SUPPLIES - FOOD SERVICES	1,314.04
	TOTAL	5,349.60
	MEASURE S PROJECTS FUND	
0001015036	APPLE VALLEY COMMUNICATIONS FIRE PANEL REPLACEMENT AT TOLL AND WILSON MIDDLE SCHOOLS - PLANNING, DEVELOPMENT & FACILITIEES	9,004.99
0001015037	SUNBELT RENTALS, INC CONSTRUCTION EQUIPMENT RENTAL - PLANNING, DEVELOPMENT & FACILITIES	3,453.84
0001015038	MONTGOMERY HARDWARE COMPANY ELECTRONIC LOCK FOR JEFFERSON ELEMENTARY SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	1,294.85
0001015042	MONTGOMERY HARDWARE COMPANY ELECTRONIC LOCK FOR BALBOA ELEMENTARY SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	1,307.85
0001015091	MONTGOMERY HARDWARE COMPANY ELECTRONIC LOCK FOR FREMONT ELEMENTARY SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	5,003.65
0001015127	AMS.NET COMPUTER EQUIPMENT - LA CRESCENTA ELEMENTARY SCHOOL	7,792.59
0001015135	PARAGON SYSTEMS INC	522.00

PO NUMBER	MEASURE S PROJECTS FUND (CONTINUATION) VENDOR	AMOUNT
0001015141	KONE INC. SERVICE CONTRACT TO PROVIDE LABOR AND EQUIPMENT TO INSTALL KEYSWITCH IN THE HALL STATION - FREMONT ELEMENTARY SCHOOL	1,600.00
0001015142	PARAGON SYSTEMS INC	789.75
0001015205	HANGSAFE HOOKS BACKPACK HOOKS AND SUPPLIES - MUIR ELEMENTARY SCHOOL	2,126.25
0001015209	PARADISE CONSTRUCTION & CONTRACT MNGMT SERVICE CONTRACT TO RELOCATE ONE PORTABLE BUILDING FROM CLOUD PRESCHOOL TO GLENDALE HIGH SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	13,900.00
0001015210	CONTRACTORS CRANE SERVICE SERVICE CONTRACT TO RELOCATE ONE STORAGE BIN ONSITE AT VERDUGO WOODLANDS ELEMENTARY SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	1,650.00
0001015249	FULL COMPASS SYSTEMS AUDIOLOGIC EQUIPMENT - GLENDALE HIGH SCHOOL	8,014.58
	TOTAL	56,460.35
0001014982	CLEAN RENEWABLE ENERGY BONDS BPI INSPECTION SERVICES SERVICE AGREEMENT FOR SPECIALTY TESTING & INSPECTION OF SOLAR PHASE 5 AT GLENDALE HIGH SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	7,500.00
0001014983	BPI INSPECTION SERVICES SERVICE AGREEMENT FOR SPECIALTY TESTING & INSPECTION OF SOLAR PHASE 5 AT RD WHITE ELEMENTARY SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	6,500.00
0001014984	BPI INSPECTION SERVICES SERVICE AGREEMENT FOR SPECIALTY TESTING & INSPECTION OF SOLAR PHASE 5 AT TOLL MIDDLE SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	6,500.00
0001014985	BPI INSPECTION SERVICES SERVICE AGREEMENT FOR SPECIALTY TESTING & INSPECTION OF SOLAR PHASE 5 AT MUIR ELEMENTARY SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	4,500.00
0001014986	BPI INSPECTION SERVICES SERVICE AGREEMENT FOR SPECIALTY TESTING & INSPECTION OF SOLAR PHASE 5 AT HOOVER HIGH SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	4,500.00

CLEAN RENEWABLE ENERGY BONDS (CONTINUATION)		
PO NUMBER	VENDOR	AMOUNT
0001014987	BPI INSPECTION SERVICES SERVICE AGREEMENT FOR SPECIALTY TESTING & INSPECTION OF SOLAR PHASE 5 AT WILSON MIDDLE SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	5,000.00
0001014988	BPI INSPECTION SERVICES SERVICE AGREEMENT FOR SPECIALTY TESTING & INSPECTION OF SOLAR PHASE 5 AT MANN ELEMENTARY SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	4,500.00
	TOTAL	39,000.00
DEVELOPER FEE FUND		
PO NUMBER	VENDOR	AMOUNT
0001015140	NAC ARCHITECTURE ARCHITECTURAL SERVICES - BALBOA ELEMENTARY SCHOOL	49,470.00
	TOTAL	49,470.00
CAPITAL PROJECTS & IMPROVEMENT FUND		
0001015067	DEPARTMENT OF GENERAL SERVICES FEES FOR URBAN GREENING PROJECT AT FRANKLIN ELEMENTARY SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	2,754.53
0001015188	tBP/ARCHITECTURE DSA PLAN CHECK FEE FOR CLOUD PRESCHOOL - PLANNING, DEVELOPMENT & FACILITIES	2,250.00
	TOTAL	5,004.53
WORKERS' COMPENSATION FUND		
0001015069	YORK INSURANCE - FINANCIAL SERVICES	12,500.00
	TOTAL	12,500.00

**LIST OF PO CHANGE ORDER
DURING THE PERIOD OF 1/22/2018 THROUGH 2/2/2018
CONSENT CALENDAR NO, 5 - FEBRUARY 20, 2018**

Change Order Date	PO Number	Vendor	Reason of Change	Original Amount	Net Increase / Decrease	New Total
01/24/2018	0001012791	ABSOLUTE INTERNATIONAL SECURITY	Increased PO for additional services	\$4,000.00	\$606.00	\$4,606.00
01/24/2018	1001408	NATIONAL CONSTRUCTION RENTALS	Increased due to extended rental period	\$1,294.00	\$2,387.00	\$3,681.00
01/24/2018	906675	INTEGRAL GROUP	Increased PO by \$1,240.00	\$12,640.00	\$1,240.00	\$13,880.00
01/24/2018	906676	INTEGRAL GROUP	Decreased PO by \$1,240.00	\$18,033.75	(\$1,240.00)	\$16,793.75
01/25/2018	0001010944	AMAZON CAPITAL SERVICES, INC.	Increased PO for additional purchases	\$2,000.00	\$1,000.00	\$3,000.00
01/25/2018	0001011123	OFFICE DEPOT	Increased PO for additional purchases	\$2,500.00	\$2,000.00	\$4,500.00
01/25/2018	0001011132	OFFICE DEPOT	Increased PO for additional purchases	\$5,000.00	\$2,000.00	\$7,000.00
01/25/2018	0001011134	OFFICE DEPOT	Increased for additional purchases	\$3,500.00	\$4,000.00	\$7,500.00
01/25/2018	0001011310	AMAZON CAPITAL SERVICES, INC.	Increased PO for additional purchases	\$500.00	\$500.00	\$1,000.00
01/25/2018	0001012158	NEUMEIER, KEVIN	Increased PO for additional services	\$10,000.00	\$5,000.00	\$15,000.00
01/25/2018	0001012159	KLEINSASSER, ANN	Increased PO for additional services	\$5,000.00	\$5,000.00	\$10,000.00
01/25/2018	0001012160	BARNES, ERIN	Increased PO for additional services	\$3,000.00	\$1,500.00	\$4,500.00
01/25/2018	0001012161	MARRIOTT, LISA	Increased PO for additional services	\$3,000.00	\$1,500.00	\$4,500.00

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 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 20, 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	\$43
8910-8999	Transfers In/Contributions	\$0	\$0
TOTAL REVENUES		\$0	\$43

APPROPRIATION OBJECT		BUDGET TRANSFERS	BUDGET ADJUSTMENTS
1000	Certificated Salaries	\$0	\$0
2000	Classified Salaries	\$0	\$0
3000	Employee Benefits	\$0	\$0
4000	Instructional Supplies	\$345	\$0
5000	Contract Services	(\$345)	\$0
6000	Capital Outlay	\$0	\$0
7000	Other Outgo/Indirect/Transfers Out	\$0	\$0
TOTAL BUDGETED APPROPRIATIONS		\$0	\$0

NET INCREASE/DECREASE IN FUND BALANCE	\$0	\$43
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February 20, 2018
 BUDGET TRANSFER AND ADJUSTMENT REPORT
 CONSENT CALENDAR NO. 6
 BUDGET TRANSFER AND ADJUSTMENT DETAIL REPORT
 GENERAL FUND, UNRESTRICTED (01.0) Resource Codes 00000.0 thru 19999.0

BUDGET TRANSFERS

Dept./School	Program Description	1,000	2,000	3,000	4,000	5,000	6,000	7,000	9,000	Total	Transfer provides funds for:
Verdugo Academy	Indepent Study	0	0	0	(500)	500	0	0	0	\$0	Services
Marshall	Instructional	0	0	0	845	(845)	0	0	0	\$0	Supplies
White	Indepent Study	0	0	0	0	0	0	0	0	\$0	Supplies
		0	0	0	0	0	0	0	0	\$0	
		\$0	\$0	\$0	\$345	(\$345)	\$0	\$0	\$0	\$0	

Dept./School	Program Description	1,000	2,000	3,000	4,000	5,000	6,000	7,000	9,000	Total	Adjustment appropriates funds for:
District	General Fund	0	0	0	0	0	0	0	43	\$43	Recycling
		0	0	0	0	0	0	0	0	\$0	
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$43	\$43	

- Object Codes
- 1000 Certificated Salaries
 - 2000 Classified Salaries
 - 3000 Employee Benefits
 - 4000 Books & Supplies
 - 5000 Services & Other Operating Supplies
 - 6000 Capital Outlay
 - 7000 Other Outgo
 - 9000 Reserves

GLENDALE UNIFIED SCHOOL DISTRICT
 February 20, 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	\$0
8300-8599	Other State	\$0	\$0
8600-8799	Local	\$0	\$23,208
8910-8999	Transfers In/Contributions	\$0	\$0
TOTAL REVENUES		\$0	\$23,208

APPROPRIATION OBJECT		BUDGET TRANSFERS	BUDGET ADJUSTMENTS
1000	Certificated Salaries	\$0	\$1,386
2000	Classified Salaries	\$0	\$0
3000	Employee Benefits	\$0	\$272
4000	Instructional Supplies	(\$3,088)	\$4,072
5000	Contract Services	\$3,088	\$17,478
6000	Capital Outlay	\$0	\$0
7000	Other Outgo/Indirect/Transfers Out	\$0	\$0
TOTAL BUDGETED APPROPRIATIONS		\$0	\$23,208

NET INCREASE/DECREASE IN FUND BALANCE	\$0	\$0
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GLENDALE UNIFIED SCHOOL DISTRICT
 February 20, 2018
 CONSENT CALENDAR NO. 6
 BUDGET TRANSFER AND ADJUSTMENT REPORT
 GENERAL FUND, RESTRICTED (01.0) Resource Codes 20000.0 thru 99999.0

BUDGET TRANSFERS	Program Description	Resource	1000	2000	3000	4000	5000	6000	7000	9000	Total	Transfer provides funds for:
Total Budget Trsfers	xx											
College View	Donations	95100.0	0	0	0	(3,088)	3,088	0	0	0	\$0	Services
			0	0	0	0	0	0	0	0	\$0	
			\$0	\$0	\$0	(\$3,088)	\$3,088	\$0	\$0	\$0	\$0	

BUDGET ADJUSTMENTS			1000	2000	3000	4000	5000	6000	7000	9000	Total	Adjustment appropriates funds for:
Verdugo Woodlands	Donations	95100.0	0	0	0	0	174	0	0	0	\$174	To allocate income
Keppel (VAPA)	Donations	95100.0	0	0	0	0	610	0	0	0	\$610	To allocate income (Field Trip)
GHS	Cosmetology	92201.0	0	0	0	538	0	0	0	0	\$538	To allocate income
District	GEF-Teacher Grant Support adjustment	94302.2	0	0	0	(15,772)	0	0	0	0	(\$15,772)	To allocate income
Planning and Developme	Donation from Sandy Pringle Associates	94230.0	0	0	0	100	0	0	0	0	\$100	To allocate income
Planning and Developme	Donation from Chalmers Construction Servi	94230.0	0	0	0	100	0	0	0	0	\$100	To allocate income
Planning and Developme	Donation from MTGL INC	94230.0	0	0	0	100	0	0	0	0	\$100	To allocate income
Planning and Developme	Donation from Culver Newlin School and Of	94230.0	0	0	0	100	0	0	0	0	\$100	To allocate income
Planning and Developme	Donation from tBP Architecture	94230.0	0	0	0	100	0	0	0	0	\$100	To allocate income
Rosemont	Donations	95100.0	0	0	0	845	0	0	0	0	\$845	To allocate income
Rosemont	Donations	95100.0	0	0	0	0	3,270	0	0	0	\$3,270	To allocate income (Drumline program)
Rosemont	Donations	95100.0	0	0	0	500	0	0	0	0	\$500	To allocate income
Rosemont	Donation from YourCause Corporate	95100.0	0	0	0	250	0	0	0	0	\$250	To allocate income
Rosemont	Donations	95100.0	0	0	0	62	0	0	0	0	\$62	To allocate income
Mountain Avenue	Donation from Mountain Avenue Committe	95100.0	0	0	0	0	10,000	0	0	0	\$10,000	To allocate income (Drama Services contract
Monte Vista	Donations	95100.0	0	0	0	110	0	0	0	0	\$110	To allocate income
Monte Vista	Donations	95100.0	0	0	0	500	0	0	0	0	\$500	To allocate income
Verdugo Woodlands	Donations	95100.0	0	0	0	0	39	0	0	0	\$39	To allocate income (Field Trip)
Keppel (VAPA)	Donations	95100.0	0	0	0	0	401	0	0	0	\$401	To allocate income (Field Trip)
Keppel (VAPA)	Donations	95100.0	0	0	0	0	284	0	0	0	\$284	To allocate income (Field Trip)
Franklin	Donations	95100.0	0	0	0	55	0	0	0	0	\$55	To allocate income
Franklin	Donations	95100.0	0	0	0	985	0	0	0	0	\$985	To allocate income
Franklin	Donations	95100.0	0	0	0	135	0	0	0	0	\$135	To allocate income
Student Services	French language program - Franklin School	94379.0	0	0	0	0	2,700	0	0	0	\$2,700	To allocate income
Rosemont	Donations	95100.0	1,386	0	272	0	0	0	0	0	\$1,658	To allocate income
Rosemont	Donations	95100.0	0	0	0	145	0	0	0	0	\$145	To allocate income
Glenn Oaks	Donations	95100.0	0	0	0	100	0	0	0	0	\$100	To allocate income
HHS	Donations	95100.0	0	0	0	6,000	0	0	0	0	\$6,000	To allocate income (Textbooks)
Rosemont	Donations	95100.0	0	0	0	1,119	0	0	0	0	\$1,119	To allocate income
District	Donation from Special Olympics Southern C	95155.0	0	0	0	8,000	0	0	0	0	\$8,000	To allocate income
			0	0	0	0	0	0	0	0	\$0	
Total Budget Adjustments			\$1,386	\$0	\$272	\$4,072	\$17,478	\$0	\$0	\$0	\$23,208	

Object Codes
 1000 Certificated Salaries 4000 Books & Supplies 7000 Other Outgo
 2000 Classified Salaries 5000 Services & Other Operating Expenses 8000 Income
 3000 Employee Benefits 6000 Capital Outlay 9000 Designated Reserves

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 2018

CONSENT CALENDAR NO. 7

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 four student desks located at Dunsmore Elementary School and a typewriter located in the Business Office as obsolete and surplus, and authorize disposal in the most cost efficient and environmentally responsible manner.

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 2018

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

The Superintendent recommends that the Board of Education approve new, revised or retired 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

Board Policy (BP) 5141.4 is being 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 – Reciprocity of Academic Credit

CSBA Update July 2004
Last GUSD Update February 2006

Current Board Policy (BP) 6146.3 - Certificate of Completion is being 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), Board Policy and its accompanying Administrative Regulation 6162.52 is being 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.

Upon approval of the policies, updates to the accompanying Administrative Regulations will be made as needed following current District procedures.

Copies of the policies are included with this report.

Students - Welfare

Child Abuse Prevention and Reporting

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 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.

Students - Welfare

Child Abuse Prevention and Reporting

Legal Reference: Education Code, Sections: 32280-32288; 33195; 33308.1; 44252; 44691;
44807; 48906; 49001; 51220.5; 52900.6
Penal Code, Sections: 152.3; 273a; 288; 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; 02/20/2018

Formerly BP 5430

Instruction

Reciprocity of Academic Credit

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; 60605; 60640-60649; 64001

Policy Adopted: 02/21/2006

Policy Amended: 02/20/2018

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; 02/20/2018

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: 02/20/2018

Resignation

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)

Legal References: Education Code Sections 5090-5095; 35178
Government Code Sections 1770, 87300-87313, 87500

Policy Adopted: 03/20/2001

Policy Amended: 06/24/2003; 02/20/2018

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: 02/20/2018

Legal Protection

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 Reference: Education Code: Sections 17029.5; 35208; 35214
Government Code: Sections 815.3; 820-823; 825.6; 1090-1098; 54950-54963; 87100-89503
United States Code, Title 18, Section 16
United States Code, Title 20, Sections 6731-6738

Legal Protection

Policy Adopted: 06/24/2003

Policy Amended: 02/20/2018

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 2018

CONSENT CALENDAR NO. 9

TO: Board of Education

FROM: Winfred B. Roberson, Jr., Superintendent

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

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

The Superintendent recommends that the Board of Education approve basic and supplementary textbooks for use in elementary schools in the area of Foreign Language. The books will be used in the German FLAG and Italian FLAG programs at Franklin Elementary School.

The basic and supplementary textbooks are submitted for approval 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.

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 20, 2018

CONSENT CALENDAR 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: Approval of Revised Course Titles for Use in High Schools in the Area of Career Technical Education

The Superintendent recommends that the Board of Education approve the revisions to the following course of study titles for use in high schools in the area of Career Technical Education: 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 20, 2018

CONSENT CALENDAR 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: **Approval of Revisions to the Early Education and Extended Learning Programs Preschool and School-Age Self-Supporting Program Policy Handbook for Parents**

The Superintendent recommends that the Board of Education approve revisions to the Early Education and Extended Learning Programs Preschool and School-Age Self-Supporting Program Policy Handbook for Parents.

Parents receive this handbook (available in English, Armenian and Spanish) upon enrollment in the Early Education and Extended Learning Programs Preschool or School-Age Self-Supporting 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
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

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.*

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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 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, 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 improvement in the area of toilet training. As part of the IPTT, it 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 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 instance. If a second 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 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.

100.6 Parents/Guardians Opportunities

1. The Parent Advisory Council is made up of parents/guardians and staff representatives. 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 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. Information 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 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 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 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, 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, 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 child is learning. Parents are responsible for reviewing 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 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.
- 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.
- 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.
- 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.

5. Students will not be released to a person(s) who does not appear to be in a condition to drive safely. 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 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 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. 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.
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. There is no guarantee of space for a family 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. 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 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. 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.

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.

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. 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 field trip, 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 when 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 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 when child care services are terminated for cause.

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

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. This form is available at the Center.
3. Medication must be in the original container and will be secured by the Center staff.
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, gastronomy tube, and/or EpiPen.

500.5 Student Information Card

1. The Student Information Card is completed by parents/guardians upon enrolling a student in the Center. 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. 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. Center staff will comply with court-ordered custody and visitation agreements.
5. The staff will contact authorities in cases of attempted restraining order violations.

500.6 Injuries

1. 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. 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 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:

Education Code Sections 32210, 44014, 44810, 44811

California Penal Code Sections 243.5, 415.5, 626.8, 627.7

700 AGREEMENT

700.1 Admission Agreement

I have received, read, and agree to comply with all requirements in the Policy Handbook for Parents for the Self-Supporting program of the Glendale Unified School District Early Education and Extended Learning Programs.

I also understand that the State of California, Department of Social Services, Community Care Licensing Division, has the authority to interview students or staff, and to inspect and audit child care center records without prior consent. (Section 101200(b), Inspection Authority of the Department)

Date Parent/Guardian Signature

Date GUSD Authorized Agency Representative

Name of Site

Students Enrolled in the Self-Supporting Program:

Student's Name (Please Print) Grade

Student's Name (Please Print) Grade

Student's Name (Please Print) Grade

Board Approved: 02/20/18

GLENDALE UNIFIED SCHOOL DISTRICT

February 20, 2018

CONSENT CALENDAR NO. 12

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. Benjamin Franklin Elementary Foundation wish to donate to the District \$2,700.00 to be used to support the French language program at Franklin Elementary School.
- b. D. Rohan wishes to donate to the District \$100.00 to be used to purchase instructional materials and supplies for use in Ms. Nicoll's 4th grade class at Glenoaks Elementary School.
- c. Jimmy D. Jump Jr. & Jacklyn H. Jump wish to donate to the District \$500.00 to be used to purchase instructional materials and supplies for use in the RSP classroom at Monte Vista Elementary School.
- d. Ms. Srboohie Abajian wishes to donate to the District \$110.00 to be used to purchase instructional materials and supplies for use at Monte Vista Elementary School.
- e. Mountain Avenue Committed to Kids wish to donate to the District \$10,000.00 to be used to pay for the Drama Maniacs Service Contract for use at Mountain Avenue Elementary School.
- f. Lifetouch wishes to donate to the District \$500.00 to be used by the P.E. Department at Rosemont Middle School.
- g. YourCause Corporate Giving Programs wish to donate to the District \$250.00 to be used to purchase instructional materials and supplies for use at Rosemont Middle School.
- h. Sandy Pringle Associates Inspection Consultants, Inc. wish to donate to the District through the Planning & Development Department \$100.00 to be used to support the Ribbon Cutting Ceremony at Lincoln Elementary School.
- i. Chalmers Construction Services, Inc. wish to donate to the District through the Planning & Development Department \$100.00 to be used to support the Ribbon Cutting Ceremony at Lincoln Elementary School.

- j. MTGL, Inc. wish to donate to the District through the Planning & Development Department \$100.00 to be used to support the Ribbon Cutting Ceremony at Lincoln Elementary School.
- k. Culver Newlin School and Office Solutions, Inc. wish to donate to the District through the Planning & Development Department \$100.00 to be used to support the Ribbon Cutting Ceremony at Lincoln Elementary School.
- l. tBP Architecture wish to donate to the District through the Planning & Development Department \$100.00 to be used to support the Ribbon Cutting Ceremony at Lincoln Elementary School.