

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

**BOARD OF EDUCATION**  
**AGENDA**

October 6, 2020  
Meeting No. 7  
Regular Meeting

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

**BOARD OF EDUCATION MEETING NO. 7**  
Administration Center

**October 6, 2020**

*“Preparing our students for their future.”*

*“Excelling Together with Endless  
Pathways for Success.”*

	<b>Please Note Times</b>
<b>4:30 P.M. -</b>	<b>Opening, Acknowledgements &amp; Recognitions Presentation Student Board Member Report Public Communication</b>
	<b>Closed Session</b>
<b>6:30P.M. -</b>	<b>Regular Meeting Public Hearing Superintendent’s Updates, Information, Action, Consent Calendar, Reports</b>

**Pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020, Glendale Unified Board of Education meetings will be closed to the public until social distancing directives have been lifted.**

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 accommodation. 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**
- 2. Pledge of Allegiance led by Kylie Bacalso, a 10th grade student from Hoover High School**

**A. OPENING - continued**

**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 bulletin boards in the Administration Center and the Glendale Unified School District website 72 hours prior to this meeting.

**4. Approval of Agenda Order**

**B. ACKNOWLEDGEMENTS AND RECOGNITIONS**

- 1. National Blue Ribbon School** – The Board would like to recognize Mountain Avenue Elementary for earning a 2020 National Blue Ribbon School Award from the United States Department of Education.
- 2. Week of the School Administrator** – The second week in October is recognized as the “Week of the School Administrator.” The Board would like to recognize the important role our school administrators play in helping our students succeed.
- 3. GUSD Attendance Poster Contest** – The Board would like to recognize students from the GUSD Attendance Poster Contest.

**C. PRESENTATION**

- 1. Filipino American History Month** – Filipino American History Month is celebrated in the United States during the month of October to bring awareness to the significant role Filipinos have played in American History. In honor of Filipino American History Month staff from Hoover High School will join the Board of Education in recognizing Classified Employee, Malou Lingat, for her contributions to the Filipino Community in Glendale.

**D. STUDENT BOARD MEMBER REPORT**

- 1.** Student Board Member Kayla Rodriguez will report on activities and events happening at the schools around the District.

## **E. COMMUNICATIONS FROM THE PUBLIC**

### **1. Public Communications – NOTE MODIFIED PROCEDURES DURING COVID-19 (CORONAVIRUS) PANDEMIC**

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. Pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020, Glendale Unified Board of Education meetings will be closed to the public until social distancing directives have been lifted. In order to facilitate public participation at meetings, the Board will accept public communications via teleconference until further notice. If you wish to make a public comment at an upcoming meeting, please follow the instructions below. Not more than five minutes may be allotted to each speaker and no more than 20 minutes to each subject, except by unanimous consent of the Board of Education. A speaker's allotted time cannot be deferred to another speaker. 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. A student's parent/guardian, or a student if age 18 or older, may request that the minutes exclude the student's directory information, as defined in Education Code 49061, or a parent/guardians' personal information, as defined in Education Code 49073.2. The request to exclude such information shall be made in writing to the secretary or clerk of the Board. Glendale Unified School District will provide accommodations, with reasonable advanced notice, for any individual with a disability or any individual requiring translation needing to address the Board of Education during Public Communication. Please contact the Glendale Unified Public Information Office at (818) 241-3111 x1218 or [publicinfo@gusd.net](mailto:publicinfo@gusd.net) at least 24 hours before the start of the meeting to request accommodation.

Instructions for public communications:

1. A survey "sign up" will be posted at [www.gusd.net/communication](http://www.gusd.net/communication) for members of the public who wish to speak on items at 4:00 p.m. on the day of the meeting (30 minutes prior to the start of the public meeting).
2. Speakers should fill in their name and select which item they wish to address the board.
3. Speakers are asked to attend the board meeting virtually through the Zoom invitation link: <https://glendaleusd.zoom.us/j/87184962015> (Webinar ID: 871 8496 2015)
4. Only those who have completed the speaker sign up survey will be allowed to enter the Zoom meeting.
5. When it is time for a speaker to address the Board, their name will be called and the microphone on their Zoom account will be activated. Speakers must be present in the Zoom meeting when their name is called in order to be given an opportunity to address the Board.
6. Speakers should rename their Zoom profile to their real name to expedite this process.
7. Speakers are requested to state their name prior to addressing the Board.
8. After a speaker completes their public comment or if the five minute time limit has been reached, the microphone for the speaker's Zoom profile will be muted.
9. The speaker sign up survey and Zoom teleconference links will be closed following the Public Communications portion of the meeting.
10. If you wish to make a public comment and do not have access to the internet, please call the Glendale Unified Public Information Office at 818-241-3111 x1218 by 3:30 p.m. on the day of the meeting to make alternate arrangements.

## **F. CLOSED SESSION**

1. **Personnel matters relating to the appointment, employment or evaluation of school based and non-school based district management positions pursuant to Government Code §54957**
2. **Personnel matters relating to the discipline, dismissal and release of school-based employees pursuant to Government Code §54957**



**F. CLOSED SESSION - continued**

3. Conference with Labor Negotiators pursuant to Government Code § 54954.5

Agency designated representative: Dr. Darneika Watson and Mr. David Greco  
Employee organization: Glendale Teachers Association and California School Employees Association-Glendale Chapter No. 3

4. Conference with Legal Counsel-Existing litigations pursuant to Government Code Section §54956.9 (d)(1)  
Case No. LASC19STCV42371  
Case No. LASC# 19STCPO4704  
Case No. 20-CV-5878(CM)  
Case No BC651816  
Case No. 19STCV33016
5. Conference with Legal Counsel – Anticipated litigation – Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section §54956.9: One potential case

**G. RETURN TO REGULAR MEETING – 6:30**

**H. PUBLIC HEARING**

1. Public Hearing for the Determination of Sufficient Textbooks and Instructional Materials for Fiscal Year 2020-2021, Resolution No. 3. (Refer to Action Report No. 7)

**I. SUPERINTENDENT’S UPDATES**

1. School Year Update
2. Culturally Relevant and Responsive Education

**J. INFORMATION**

1. **Student Voice Panel** **13**

This report will provide the Board of Education with information on engaging Glendale Unified students and increasing student voice in Board of Education conversations.

2. **2020-2021 Board Priorities** **15**

Each year, as part of the overall planning process, the Board of Education establishes annual priorities that identify major focus areas for the District. This report is being presented for the Board of Education to determine its priorities for 2020-2021.

**J. INFORMATION - continued**

**3. Red Ribbon Week – October 26-30, 2020 17**

The National Red Ribbon Campaign theme for 2020 is “Be Happy. Be Brave. Be Drug Free™” In this spirit, the Glendale Unified School District is joining with the Glendale Parent Teacher Association (PTA) in promoting Red Ribbon Week activities during the week of October 26-30, 2020. This theme will be reinforced by school site and classroom activities and lessons asking students to engage in the 4C’s (Critical Thinking, Communication, Collaboration, and Creativity) of the 21<sup>st</sup> Century Teaching and Learning. Our campuses are safe and drug-free environments where students focus on their educational goals and build positive and life-long healthy habits. The Safe and Drug Free Schools (SDFS) and Tobacco Use Prevention Education (TUPE) Advisory Committee, recommends both prevention activities and intervention strategies appropriate to each age level.

**4. Intent to Administer 2020-2021 California Healthy Kids Survey and California School Staff Survey 19**

The California Healthy Kids Survey (CHKS) will be given to students in Grades 6, 7, 9, and 11 by November 30, 2020. The CHKS includes a range of questions to obtain student perceptions on health-related behaviors such as: alcohol, tobacco, drug use, and violence. The results of the survey benefit the District by providing information and data to secure grant funding; guide and evaluate school violence and substance abuse prevention programs; and update the School Safety Plans and the District annual Safe Schools Report.

**5. Proposed New Course of Study Outlines for Use in Middle Schools in the Area of Science 21**

The proposed course of study outlines (Integrated Science 6; Integrated Science 7; and Integrated Science 8) are submitted for review and discussion by the Board of Education. The course outlines have been reviewed for content and evaluated by the members of the Science Curriculum Study Committee. The Secondary Education Council has reviewed the information and made a recommendation of approval of the course outlines to the Board of Education.

**6. Proposed Revisions to Board Policies/New Exhibit Relating to Personnel, Students and Instruction 46**

This report provides the Board of Education with information on the need to revise existing Board Policies (BPs) or create a new Exhibit (E) as recommended by the California School Boards Association (CSBA) and to comply with Education Code and federal and state laws as follows: (BP) 4119.11/4219.11/4319.11 (Sexual Harassment/Personnel); BP 5131 (Student Conduct); BP 5141.22 (Infectious Diseases); BP/E 5145.6 (Parental Notifications); BP 5145.7 (Sexual Harassment/Students); and 6142.7 (Physical Education and Activity).

**7. Acknowledgements of Service 94**

The resignations and retirements of the employees listed have been accepted by the Chief Human Resources and Operations Officer/Director of Classified Personnel, as effective and final per Board Policy 4117.1/4217.1/4317.1 and 4117.2./4217.2/4317.2, and are being reported to the Board of Education for information only – no action required.

**J. INFORMATION - continued**

**8. Update on Measure S and Facility Programs 96**

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.

**K. ACTION**

**1. Approval to Renew Microsoft Software Licensing Subscription 100**

The Superintendent recommends that the Board of Education approve the renewal of the Microsoft software licensing subscription for one year in the total amount of \$94,743.25, paid from the Restricted General Fund.

**2. Approval of Change Order No. 1 to Bid No. 196-19/20 with Chalmers Construction Services, Inc. for Window Replacement at Keppel Elementary School and Notice of Completion 103**

The Superintendent recommends that the Board of Education approve Change Order No. 1 to Bid No. 196-19/20 with Chalmers Construction Services, Inc. for the window replacement project at Keppel Elementary School in the amount of \$40,516.19, and a Notice of Completion funded by Measure S funds.

**3. Approval of Change Order No. 1 to Bid No. 197-19/20 with Chalmers Construction Services, Inc. for Concrete Replacement at Wilson Middle School and Notice of Completion 106**

The Superintendent recommends that the Board of Education approve Change Order No. 1 to Bid No. 197-19/20 with Chalmers Construction Services, Inc. for the concrete replacement project at Wilson Middle School in the amount of \$35,440 and a Notice of Completion, funded by Measure S funds.

**4. Approval of Change Order No. 1 to Bid No. 198-19/20 with Golden Gate Construction for Site Improvements at Cloud Pre-School and Notice of Completion 109**

The Superintendent recommends that the Board of Education approve Change Order No. 1 to Bid No. 198-19/20 with Golden Gate Construction for site improvements at Cloud Pre-School in the amount of \$11,105.70 and a Notice of Completion funded by Developer Fees funds.

**5. Approval of Change Order No. 3 to Lease-Leaseback Contract with Balfour Beatty Construction for the Glendale High School Aquatic Center Project 112**

The Superintendent recommends that the Board of Education approve Change Order No. 3 to Lease-Leaseback Contract with Balfour Beatty Construction for the Glendale High School Aquatic Center project in the amount of \$273,227, funded by Measure S, Capital Outlay, Routine Restricted Maintenance, and Previous State funds.

**K. ACTION - continued**

- 6. Approval of Amendment No. 2 to Independent Consultant Agreement No. 534 with MTGL, Inc. for the Glendale High School Aquatic Center's Specialty Inspection Services 115**

The Superintendent recommends that the Board of Education approve Amendment No. 2 to Independent Consultant Agreement No. 534 with MTGL, Inc. for the Glendale High School Aquatic Center's Specialty Inspection Services in the amount of \$79,265, funded by Measure S, Capital Outlay, and Prior State funds.

- 7. Resolution No. 3 - Determination of Sufficient Textbooks and Instructional Materials for Fiscal Year 2020-2021 128**

The Superintendent recommends that the Board of Education adopt Resolution No. 3 which stipulates that each pupil in each school in the District will have sufficient textbooks or instructional materials consistent with the content and cycles of the curriculum frameworks adopted by the State Board of Education and in accordance with Education Code 60119 (as revised by Chapter 704, Statutes of 2006 and California code of Regulations, Title 5, Section 9531).

- 8. Agreement with the Los Angeles County Office of Education for the School-based Medi-Cal Administrative Activities Program 132**

The Superintendent recommends that the Board of Education approve the agreement with the Los Angeles County Office of Education (LACOE) to reimburse administrative costs related to the California School-based Medi-Cal Administrative Activities Program for 2020-2023.

- 9. Approval of Agreement Between University of California Los Angeles' Health Sound Body Sound Mind (SBSM) Program and Glendale Unified School District 143**

The Superintendent recommends that the Board of Education approve the Fitness Center Agreement with The University of California Los Angeles' (UCLA) Health Sound Body Sound Mind (SBSM) Program, to provide equipment, curriculum, and training, valued up to \$40,000 per school, to enhance the District's physical education program at secondary schools.

- 10. Board Priorities for 2020-2021 162**

The Superintendent recommends that the Board of Education approve its Board Priorities for 2020-2021.

**L. 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 164**

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

- a. Regular Meeting No. 6 September 15, 2020

**L. CONSENT - continued**

**2. Certificated Personnel Report No. 5 174**

The certificated report recommends approval of the following:

Maternity leaves of absence, an extension of maternity leave of absence, parental leave of absence, an extension of parental leave of absence, health leaves of absence, family & medical leaves of absence, extension of family & medical leaves of absence, additional assignments, elections hourly/daily, revision to previous personnel reports and personal services agreements.

**3. Classified Personnel Report No. 5 204**

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 leave of absence; maternity leave of absence; parental leave of absence; election from eligibility list; additional assignment temporary - at established rate of pay; change of assignments; election of classified hourly substitutes; personal services agreements; and transportation authorization.

**4. Warrants 229**

The Superintendent recommends that the Board of Education approve Warrants totaling \$11,505,098.97 for September 10, 2020 through October 1, 2020.

**5. Purchase Orders 230**

The Superintendent recommends that the Board of Education approve Purchase Orders totaling \$10,120,057.23 for the period of September 8, 2020 through September 25, 2020.

**6. Appropriation Transfer and Budget Revision Report 253**

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.

**7. Approve Revisions to Board Policy 3555 - Business and Noninstructional Operations – Nutrition Program Compliance 258**

The Superintendent recommends that the Board of Education approve revisions to Board Policy 3555 - Business and Noninstructional Operations – Nutrition Program Compliance as recommended by the California School Boards Association (CSBA) and to comply with Education Code and federal and state laws.

**8. Renewal of Agreement with CONEXIS/WageWorks to Provide Full-Service Administration of Retiree Payment Function and COBRA Enrollees and Collection Process 263**

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

**L. CONSENT - continued**

- 9. Approval of Notice of Completion for Bid No. 202-20/21 with A.J. Fistes Corporation for Renovation of Portable Buildings at Toll Middle School 266**
- The Superintendent recommends that the Board of Education approve a Notice of Completion for Bid No. 202-20/21 with A.J. Fistes Corporation for the renovation of portable buildings at Toll Middle School, funded by Developer Fees funds.
- 10. Consideration of Damage Claims 268**
- The Superintendent recommends that the Board of Education reject two Claims: 1) Claim No. 013-000266, and 2) Claim #013-000271, and refer these claims to the District's claims administrator for processing in accordance with applicable laws.
- 11. Authorization to Dispose of Surplus Property 269**
- The Superintendent recommends that the Board of Education declare obsolete textbooks located at Glendale High school as obsolete and surplus, and authorize disposal in the most cost efficient and environmentally responsible manner.
- 12. Acceptance of Tobacco Use Prevention Education (TUPE) Grant for Grades 6-12 for Fiscal Year 2020-2021 272**
- The Superintendent recommends that the Board of Education accept the first year funding in the amount of \$208,628.63 for the Tobacco Use Prevention Education (TUPE) Program to benefit the students and teachers at all Glendale Unified School District secondary schools.
- 13. Quarterly Uniform Complaint Report Summary, Williams Settlement Legislation 275**
- The Superintendent recommends that the Board of Education approve the submission of the Quarterly Uniform Complaint Report Summary, as mandated under the Williams Court Case Settlement, to the Superintendent of the Los Angeles County Office of Education.
- 14. Approval of Services Agreement between Glendale Unified School District and The Southern California Learning Corporation, dba Sylvan Learning Centers 277**
- The Superintendent recommends that the Board of Education approve a Services Agreement between Glendale Unified School District and The Southern California Learning Corporation, dba Sylvan Learning Centers, in the amount of \$39,960 for tutoring and instructional support services for students at Wilson Middle School.
- 15. Approval of Services Agreement with MESA Schools Program 293**
- The Superintendent recommends that the Board of Education approve a services agreement with MESA Schools Program-California State University, Los Angeles in the amount of \$13,750 for implementation of the MESA program at Toll Middle School, Glendale High School and Hoover High School.

**L. CONSENT - continued**

**16. Approval of Services Agreement with The Coding School for Elementary Schools 306**

The Superintendent recommends that the Board of Education approve a services agreement with The Coding School in the amount of \$24,000 for implementation of an after-school coding enrichment program once a week for elementary school students in fourth and fifth grades.

**17. Approval of Services Agreement with The Coding School for Middle Schools 323**

The Superintendent recommends that the Board of Education approve a services agreement with The Coding School in the amount of \$24,000 for implementation of an after-school coding enrichment program once a week for students at Roosevelt, Wilson, Toll and Rosemont Middle Schools.

**18. Approval of New and Revised Course of Study Outlines for Use in Middle and High Schools in the Area of Career Technical Education 340**

The Superintendent recommends that the Board of Education approve course of study outlines (Computer Science Discoveries; Honors Robotics 3-4: Engineering Technology, Computer Aided Design & Additive Manufacturing; and Honors Robotics 5-6: Engineering Graphics) for use in middle and high schools in the area of Career Technical Education.

**19. Approval of Agreement with the Flippen Group 364**

The Superintendent recommends that the Board of Education approve an agreement between Glendale Unified School District and The Flippen Group in the amount of \$21,500 to provide Capturing Kids Hearts/Leadership Blueprint professional development virtual trainings to GUSD site and District leadership to improve the five key indicators of school performance: fewer discipline referrals, improved attendance, higher student achievement, lower dropout rates, and higher teacher satisfaction.

**20. Approval of Contract with InnovateEd 372**

The Superintendent recommends that the Board of Education approve a contract between Glendale Unified School District and InnovateEd in the amount of \$16,000 to provide virtual training sessions for principals and District leadership to achieve District goals and improve agreed upon student learning priorities by developing the collective capacity of educators at all levels of the school district to make the instructional changes required for raising the bar and closing the gap for all students.

**21. Services Agreement Harmony Psychotherapy, Inc. for Tobacco Use Prevention Education (TUPE) Program for the 2020-2021 School Year 376**

The Superintendent recommends that the Board of Education approve the Services Agreement between the Glendale Unified School District and Harmony Psychotherapy, Inc. in the amount of \$24,300.00 to provide tobacco use prevention and cessation services to students at all nine secondary (middle and high) schools within the District.

**22. Agreement with California State University, Dominguez Hills 378**

The Superintendent recommends that the Board of Education approve the Clinical Affiliation Agreement – Nursing with California State University, Dominguez Hills.

**L. CONSENT - continued**

**23. Agreement with California State University, Bakersfield 381**

The Superintendent recommends that the Board of Education approve the Clinical Practice Agreement with California State University, Bakersfield.

**24. Agreement with California State University, Northridge 388**

The Superintendent recommends that the Board of Education approve the Memorandum of Understanding – Special Education Intern Program with California State University, Northridge.

**25. Acceptance of Gifts 395**

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

**M. REPORTS AND CORRESPONDENCE**

**1. Board**

**2. Superintendent**

**N. ADJOURNMENT**



# GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

## INFORMATION REPORT NO. 1

TO: Board of Education  
FROM: Dr. Vivian Ekchian, Superintendent  
SUBMITTED BY: Kristine Nam, Communications Director  
SUBJECT: Fall 2020 Student Voice Panel

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In order to continuously engage with Glendale Unified students and incorporate student voice in Board of Education conversations, the district will host two student-led Student Voice Panel events during the 2020-21 school year. These Student Voice Panels will be organized as special board meetings. Each panel will include representation from Clark Magnet, Crescenta Valley, Daily, Glendale, and Hoover High Schools. Panelists and panel questions are selected by Glendale Unified Student Advisory Council leaders.

The first Student Voice Panel will be held virtually via Zoom webinar on Tuesday, October 20, from 5:30-7:30 p.m. The panel will be moderated by a Hoover High School ASB leader. As with last year's Student Voice Panel events, there will be several pre-scripted questions aligned to four priorities, developed by Student Advisory Council leaders.

### Panel Format

- Priorities: Attendance, Communication, School Spirit, Belonging
- The moderator will ask questions aligned to a specific priority area and then Board Members will have an opportunity to ask follow-up questions before moving on to the next priority
- After the pre-scripted questions have been asked, the audience will have an opportunity to submit questions. Questions will be submitted via Zoom Q&A feature and must be aligned to the four priority areas

### Panel Questions

1. Attendance
  - How do we motivate students to log on and participate in distance learning every day?
  - Do you think students know how to access technical support to attend classes while distance learning? What additional supports would be helpful for students?
  - How can teachers be more supportive of distance learning challenges their students might be facing?

2. Communication

- How can we open the lines of communication between students and administration, teachers, parents, Board of Education, etc.?
- What could be done to make you feel more comfortable approaching adults at your school for support?
- How can we better communicate with and support students during distance learning?

3. School Spirit

- How do we improve school spirit at our schools and motivate students (and the community) to participate in school events?
- Are there any activities or initiatives being done at other schools that you would like to implement at your school?

4. Belonging

- What can be done to help students feel more connected to their school community?
- What makes you feel involved and connected at school?
- Is there a time when you have not felt welcome to share ideas?

The second Student Voice Panel of the year will be held on Tuesday, February 23, 2021. Location TBD, pending restrictions due to the COVID-19 pandemic.

# GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

## INFORMATION REPORT NO. 2

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

PREPARED IN: Superintendent's Office

SUBJECT: **2020-2021 Board Priorities**

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Each year, as part of the overall planning process, the Board of Education establishes annual priorities that identify major focus areas for the District. The Board of Education, at its meetings on August 11, September 1, and September 15, 2020, discussed possible priorities for the 2020-2021 school year. Based on the discussions, the following priorities are being presented for consideration:

### **Overview**

As a district, we are committed to an equity based instructional model that creates the conditions for every student in our district to meet their full potential, supports the incredible diversity of our GUSD community, and creates the conditions for student and staff success.

### **Maximize Student Achievement**

- Close the digital and equity gap
- Offer robust distance, hybrid, and in-person learning programs
- Address learning loss and improve attendance

### **Foster a Positive Culture of Learning**

- Ensure equitable teaching and learning opportunities led by excellence
- Support culturally relevant curriculum that emphasizes inclusion
- Increase parent and family engagement opportunities

### **Ensure the Health and Safety of GUSD Students and Employees**

- Strengthen mental health support and programs
- Develop proactive health and safety procedures
- Support physical, social, and emotional wellbeing

### **Maintain District Financial Responsibility**

- Ensure the fiscal health of the district
- Implement a fiscal plan to preserve the district resources
- Plan for the district's future educational and facility needs

Once the Board establishes its priorities for 2020-2021, these priorities, which are done in conjunction with the Local Control Accountability Plan goals, will guide districtwide and individual school improvement efforts.

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

INFORMATION REPORT NO. 3

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Dr. Darneika Watson, Chief Human Resources & Operations Officer

PREPARED BY: Hagop Eulmessekian, Director, Student Support Services

SUBJECT: **Red Ribbon Week – October 26-30, 2020**

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**BACKGROUND**

Since its beginning in 1985, the annual National Red Ribbon campaign has served as a catalyst to mobilize communities to educate youth and encourage participation in drug prevention activities. Red Ribbon Week continues to be recognized and celebrated by the Glendale Unified School District. The Red Ribbon Campaign was initiated as a result of an incident in 1985 when DEA Agent Enrique “Kiki” Camarena, a dedicated undercover officer in the U.S. Drug Enforcement Administration, was slain. Before joining the DEA, Camarena told his mother, “I’m only one person, but I want to make a difference.” In the true spirit of Camarena’s belief that one person can make a difference in the fight against drugs, the Glendale Unified School District supports this voluntary activity in our schools.

**THE RED RIBBON THEME FOR 2020**

The National Red Ribbon Campaign theme for 2020 is “Be Happy. Be Brave. Be Drug Free.™” In this spirit, the Glendale Unified School District is joining with the Glendale Parent Teacher Association (PTA) in promoting Red Ribbon Week activities during the week of October 26-30, 2020. This theme will be reinforced by school site and virtual activities and lessons, asking students to engage in the 4C’s (Critical Thinking, Communication, Collaboration, and Creativity) of 21<sup>st</sup> Century Teaching and Learning. Our campuses are safe and drug-free environments where students focus on their educational goals and build positive and life-long healthy habits. The Safe and Drug Free Schools (SDFS) and Tobacco Use Prevention Education (TUPE) Advisory Committee, recommends both prevention activities and intervention strategies appropriate to each age level.

The PTA assists with Red Ribbon Week activities and the purchase of Red Ribbon Week-themed materials such as bracelets, pencils, etc. for students and staff. Schools without a PTA are supported by Student Support Services and receive the Red Ribbon Week-themed materials as well.

Various PTA-sponsored virtual activities at the schools may include essay contests and daily themes for students to show school spirit.

GUSD further supports the goal of reducing student tobacco usage by offering tobacco-specific, research-validated educational instruction and activities to high school students that build knowledge, as well as social skills, through the TUPE program. In addition, the Office of Student Support Services has partnered with Impact Canine Solutions to conduct virtual presentations about the “Dangers of Vaping” for elementary students in grades 5 and 6, and for all grade levels in middle and high schools to further promote the District’s goal of reducing student tobacco usage.

***TO SUPPORT BOARD PRIORITY NO. 2: Create a Culture of Learning - Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.***

## GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

### INFORMATION REPORT NO. 4

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Dr. Darneika Watson, Chief Human Resources & Operations Officer

PREPARED BY: Hagop Eulmessekian, Director, Student Support Services

SUBJECT: **Intent to Administer 2020-2021 California Healthy Kids Survey and California School Staff Survey**

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The California Healthy Kids Survey (CHKS) will be given to students in Grades 6, 7, 9 and 11 between October 1, 2020 and November 30, 2020. In the past, this survey has been given to 5<sup>th</sup> students at the elementary level. However, due to updated guidelines, it is now optional to survey 5<sup>th</sup> grade students, but 6<sup>th</sup> grade students are to be included in the survey. Active Parent Consent will be required for Grade 6 students participating in this survey, meaning that parents must sign and indicate whether or not their child has their permission to take the survey. Passive Parent Consent will be used for students in Grades 7, 9, and 11. The California School Staff Survey (CSSS) will be administered to staff at all schools participating in the CHKS.

### **BACKGROUND**

The CHKS is the first of three surveys under the CalSCHLS system, created by the California Department of Education (CDE) to efficiently and cost-effectively provide school districts and their partner communities with quality local data which can be used to improve student academic performance and social-emotional, behavioral, and physical health of all youth. This year, the elementary student and secondary student Core Modules have been expanded to help districts better understand the impacts of COVID-19 and how best to support students' social, emotional, and academic needs. CalSCHLS participation is voluntary, except for districts that receive Tobacco Use and Prevention Education (TUPE) grants, of which Glendale Unified School District (GUSD) is one.

The CHKS has been administered in the District every two years to provide data on student health risks and resilience. The CHKS includes a range of questions to obtain student perceptions on health-related behaviors such as: alcohol, tobacco, drug use, and violence. Core module questionnaires under Module A will be administered to all students in grades 6, 7, 9, and 11. The CHKS is anonymous and will be administered online. The survey takes approximately one period to complete. The results of the survey benefit the District by providing information and data to secure grant funding; guide and evaluate school violence

and substance abuse prevention programs; update site School Safety Plans and the District annual Safe Schools Report; and serve as Local Control and Accountability Plan (LCAP) indicators. Translations and copies of the survey and parent consent will be made available at each school and on the District website for parent review before the survey is given.

The CSSS, the second survey under the CalSCHLS system, will be administered to staff at all schools participating in the CHKS. The CSSS is also anonymous and will be administered online. The survey is intended to assess the perceptions and experiences of K-12 teachers, administrators, and other staff at all grade levels in the learning and working environment at school, scope and nature of student involvement, and parent support. The results will help guide professional development and school improvement efforts and determine the degree to which staff perceptions align with the attitudes and experiences of students and parents and whether the school is meeting their needs.

***TO SUPPORT BOARD PRIORITY No. 2: Create a Culture of Learning***

*“Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.”*

***TO SUPPORT BOARD PRIORITY No. 3: Increase Engagement***

*“Utilize and increase district capacities to increase engagement, relationships, and support with parents and the community that build public trust and involvement in GUSD schools.”*



GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

INFORMATION REPORT NO. 5

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

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

SUBJECT: **Proposed New Course of Study Outlines for Use in Middle Schools in the Area of Science**

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The proposed course of study outlines (Integrated Science 6; Integrated Science 7; and Integrated Science 8) are submitted for review and discussion by the Board of Education. The course outlines have been reviewed for content and evaluated by the members of the Science Curriculum Study Committee. The Secondary Education Council has reviewed the information and made a recommendation of approval of the course outlines to the Board of Education.

**MIDDLE SCHOOLS**

**Department:** Science

Course Title: Integrated Science 6

Grade Level(s): 6

School(s)  
Course Offered: Roosevelt, Toll, Wilson

Course Credits: 10

Recommended  
Prerequisite: None

Recommended  
Textbook: Green Ninja

Course Overview: Integrated Science 6 is the first of three courses of the Preferred Integrated Course Model based on the California Next Generation Science Standards designed to build upon the scientific understanding developed in elementary grades to prepare students

for a rigorous high school science program. Students study the Earth's climate and solutions to climate change using life science, physical science, earth science, and engineering design. Students will strengthen their science and engineering practices, crosscutting concepts, and apply specific disciplinary core ideas to help them develop their own solutions to a variety of environmental problems.

**Department:** Science

Course Title: Integrated Science 7

Grade Level(s): 7

School(s)

Course Offered: Roosevelt, Rosemont, Toll, Wilson

Course Credits: 10

Recommended

Prerequisite: None

Recommended

Textbook: Green Ninja

Course Overview: Integrated Science 7 is the second of three courses of the Preferred Integrated Course Model based on the California Next Generation Science Standards designed to build upon the scientific understanding developed in elementary grades to prepare students for a rigorous high school science program. The overall theme for Integrated Science 7 is Resources: Investigative Methods and Conservation. Each unit focuses on one of the Earth's major resources and students investigate these resources by applying life science, physical science, earth science, and engineering design knowledge and skills towards developing a deeper and practical understanding of how to conserve these resources. As students realize the complexity associated with these resources, the culminating experience in each unit provides them with the

opportunity to design and implement strategies or techniques to conserve these precious resources.

**Department:** Science

Course Title: Integrated Science 8

Grade Level(s): 8

School(s)  
Course Offered: Roosevelt, Rosemont, Toll, Wilson

Course Credits: 10

Recommended  
Prerequisite: None

Recommended  
Textbook: Green Ninja

Course Overview: Integrated Science 8 is the third of three courses of the Preferred Integrated Course Model based on the California Next Generation Science Standards designed to build upon the scientific understanding developed in elementary grades to prepare students for a rigorous high school science program. The overall theme for the integrated Grade 8 curriculum is Living Systems: Computational Thinking and Design Solutions. In particular, the year focuses on how life came to be on Earth, what our current state is, and how we can design a more sustainable future for everyone. This curriculum year takes advantage of many of the physical science and life science standards to allow for an exciting journey from our planet's past and up to the future. One of the key elements of the Grade 8 curriculum is the use of the programming language, Scratch, to help build students' computational thinking skills and their ability to communicate more richly about life on Earth. The culminating experience in each unit gives students diverse opportunities to explore and communicate how humans have interacted and will interact with the evolution of the Earth. By combining the global scale of our universe with the local

challenges of sustainable living in our own city, the curriculum aims to help students understand the urgency of our challenges and realize the power of their own abilities to create the type of change they want to see in the world.

***TO SUPPORT BOARD PRIORITY No. 2: Create a Culture of Learning***

*“Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.”*

Glendale Unified School District School

Middle School

Date

*(Meeting date will be typed in after Board Approval)*

Department: Science

Course Title: Integrated Science 6

Course Code: *(Educational Services will assign course number after Board Approval)*

Grade Level(s): 6

School(s)

Course Offered: Roosevelt, Toll, Wilson

Course Credits: 10

Recommended

Prerequisite: None

Recommended

Textbook: Green Ninja

Course Overview: Integrated Science 6 is the first of three courses of the Preferred Integrated Course Model based on the California Next Generation Science Standards designed to build upon the scientific understanding developed in elementary grades to prepare students for a rigorous high school science program. Students study the Earth's climate and solutions to climate change using life science, physical science, earth science, and engineering design. Students will strengthen their science and engineering practices, crosscutting concepts, and apply specific disciplinary core ideas to help them develop their own solutions to a variety of environmental problems.

## First Semester-Course Content

### Unit 1: Title Energy and Climate

(5 weeks)

A. Throughout the unit, students develop skills in asking scientific questions to better understand the causes of our changing climate. In each lesson, students will be gaining knowledge on heat transfer to design a more energy-efficient home. Early on, students will play the game *Carbon Command* and use this game as a model for Earth's systems and the role of greenhouse gases on climate. Students study rising CO<sub>2</sub> levels both kinesthetically through a role-play and by investigating data. This ultimately gives students the knowledge and skills to successfully complete the unit's culminating activity to design a climate-friendly home.

- The learning experiences in this unit prepare students for mastery of the following Performance Expectations:
  - MS-ESS3-5
  - MS-PS3-3
  - MS-ETS1-1
  - MS-ETS1-2
  - MS-ETS1-3
  - MS-ETS1-4
- The learning experiences in this unit prepare students for mastery of the following Environmental Principles and Concepts:
  - Principle II - People Influence Natural Systems
  - Principle III - Natural Systems Change in Ways that People Benefit from and can Influence
  - Principle IV - There are no Permanent or Impermeable Boundaries that Prevent Matter from Flowing Between Systems

#### B. Lessons

- Lessons 1.1 - 1.10  
The *Carbon Command* game will be a focus of the unit, and this will be used as a model for Earth's systems and the influence of greenhouse gases on climate. Students will participate in experiments to learn about thermal energy transfer.
- Lessons 1.11 – 1.17  
Students will study rising carbon dioxide levels and the relationship with rising temperatures. Natural and anthropogenic factors causing climate change will be investigated. Students will develop skills in asking scientific questions to better understand the causes of a changing climate.
- Lessons 1.18 – 1.27  
Students will reflect on energy concepts to understand heat transfer in homes and on Earth. They will then have the knowledge and skills to design a climate-friendly home while considering engineering principles of design. A final discussion will consider the ethics of decision making.

**Unit 2: Home Energy**

*(7 weeks)*

A. This unit provides students with practical experience designing solutions to reduce energy use in their homes, using a zero-energy home as the enduring phenomenon. Students will employ engineering design approaches, combined with concepts of heat transfer, to design, test, and build models that represent elements of a zero-energy home. These experiences will inform students' recommendations for how to make their own homes more energy efficient.

- The learning experiences in this unit prepare students for mastery of the following Performance Expectations:
  - MS-ESS3-3
  - MS-PS3-4
  - MS-PS3-5
  - MS-ETS1-1
  - MS-ETS1-2
  - MS-ETS1-3
  - MS-ETS1-4
- The learning experiences in this unit prepare students for mastery of the following Environmental Principles and Concepts:
  - Principle I - People Depend on Natural Systems
  - Principle II - People Influence Natural Systems
  - Principle IV - There are no Permanent or Impermeable Boundaries that Prevent Matter from Flowing Between Systems
  - Principle V - Decisions Affecting Resources and Natural Systems are Complex and Involve Many Factors

B. Lessons

- Lessons 2.1 – 2.9  
The concept of zero energy will be introduced. The engineering design cycle will be used to create a wind turbine, which will be tested for its efficiency. A smart meter will be introduced to calculate home energy usage and to discuss methods of energy conservation.
- Lessons 2.10 – 2.25  
The Green Ninja Energy Tracker will be introduced. The concept of thermal mass will be studied to show how materials are important in designing solar passive homes. Students will design passive solar homes and share their finding.
- Lessons 2.26 – 2.35  
Students will apply the principles of home design to their school environment and suggest ways to conserve energy. The data from the Green Ninja Energy Tracker will be evaluated.

**Unit 3: Weather and Climate**

*(6 weeks)*

A. Unit 3 is focused on weather and climate around the world, and how future changes in the climate may affect life in certain cities. Students will adopt three cities that have a personal connection to their lives and will then study the weather and climate of those

cities in detail. As students study the processes responsible for weather and climate, they will also develop experience monitoring and analyzing real-time weather data from their adopted cities. The unit wraps up by having students write a “cli-fi” (climate-fiction) story about future weather and climate extremes in one of their adopted cities, to alert people in those cities about potential changes.

- The learning experiences in this unit prepare students for mastery of the following Performance Expectations:
  - MS-ESS2-5
  - MS-ESS2-6
- The learning experiences in this unit prepare students for mastery of the following Environmental Principles and Concepts:
  - Principle III - Natural Systems Change in Ways that People Benefit from and can Influence

#### B. Lessons

- Lessons 3.1 – 3.8  
Weather and climate will be introduced with discussion on how future changes in the climate may affect life in certain cities. Students will adopt three cities, which have a personal connection, to study the weather and climate in detail.
- Lessons 3.9 – 3.17  
Students will discover processes responsible for weather and climate, and they will also develop experience monitoring and analyzing weather data. They will study how migrating birds are affected by the Earth’s rotation. Cloud formation and different types of clouds will also be investigated.
- Lessons 3.18 – 3.31  
After studying the effects of ocean currents, ocean temperatures, latitude, altitude, terrain, and salinity, students will complete the culminating project by creating a science-based story warning friends or family members in one of their adopted cities about possible future weather and climate extremes.

## Second Semester-Course Content

### Unit 4: Protecting Plants and Animals

(5 weeks)

- A. Unit 4 focuses on plant structures and animal behavior, and how physical features and characteristic behaviors are essential for survival. As students investigate reproductive strategies in plants and animals, they also investigate how plants and animals respond to changes in environmental conditions. The culminating activity in this unit asks students to use what they’ve learned to design a method for protecting a plant or animal species from climate change. Students then give poster presentations to share their designs.
- The learning experiences in this unit prepare students for mastery of the following Performance Expectations:
    - MS-LS1-4



- MS-LS1-5
- MS-LS3-2
- The learning experiences in this unit prepare students for mastery of the following Environmental Principles and Concepts:
  - Principle II - People Influence Natural Systems

B. Lessons:

- Lessons 4.1 – 4.9  
A variety of organisms and reproductive strategies will be introduced. Students will use models to illustrate sexual and asexual reproduction. Students will then make CER statements linking behaviors of species with climate change.
- Lessons 4.10 – 4.15  
Students will learn about the response of animals and plants in relation to climate change. They will research plant structures and methods of seed dispersal and their roles in the reproduction of species.
- Lessons 4.16 – 4.23  
Environmental and genetic factors affecting an organism's growth will be investigated. Students will learn about honeybees and motivations to protect that species and then apply this knowledge to their chosen species.

**Unit 5: Reducing Pollution and Waste**

*(8 weeks)*

- A. In this unit, students study pollution and waste, as well as how pollution can move from large systems such as the Earth into very small systems such as a single cell. As students study both the Earth's water cycle and the characteristics of cells, they are investigating the movement of energy and materials within these systems. In the unit's culminating experience, students work in teams to develop proposals highlighting actions to reduce pollution and waste.
- The learning experiences in this unit prepare students for mastery of the following Performance Expectations:
    - MS-LS1-1
    - MS-LS1-2
    - MS-LS1-3
    - MS-ESS2-4
  - The learning experiences in this unit prepare students for mastery of the following Environmental Principles and Concepts:
    - Principle III – Natural Systems Change in Ways that People Benefit from and can Influence
    - Principle IV – There are no Permanent or Impermeable Boundaries that Prevent Matter from Flowing Between Systems
    - Principle V – Decisions Affecting Resources and Natural Systems are Complex and Involve Many Factors

B. Lessons:

- Lessons 5.1 – 5.12

The unit will begin with an introduction to types of waste and the pollution caused by this waste. A trash diary will help students analyze their own waste production, and they will build an awareness of the large amounts of waste produced by humans. Models of the water cycle will be developed.

- Lessons 5.13 – 5.23

Students will investigate organisms in pond water using a microscope and will develop their understanding of the theory of cells and the processes occurring in cells. Students will discover how pollution moves from large systems into very small systems.

- Lessons 5.24 – 5.37

Body systems and concepts such as organ and tissue donation, science in medicine, and careers in science will be studied. The culminating experience will highlight actions to reduce pollution and waste.

**Unit 6: Scientific Storytelling**

*(6 weeks)*

A. In Unit 6, students produce their own films about solutions to climate change. The art of scientific storytelling is supported by a study of human sensory response and human emotion. Students will apply A/B testing techniques to analyze data on sensory responses. They will then integrate components of climate science into a story, as they learn about a classic story structure, the story spine. Throughout the unit, students are guided through the story-writing process and are given practical filmmaking experience in preparation for the culminating activity, which is to produce short films on climate solutions.

- The learning experiences in this unit prepare students for mastery of the following Performance Expectations:
  - MS-LS1-8
- The learning experiences in this unit prepare students for mastery of the following Environmental Principles and Concepts:
  - Principle II – People Influence Natural Systems
  - Principle V – Decisions Affecting Resources and Natural Systems are Complex and Involve Many Factors

B. Lessons:

- Lessons 6.1 – 6.7

Human sensory response and emotions will be studied. Students will plan an investigation to elicit responses in humans. They will plan how to collect and record data.

- Lessons 6.8 – 6.18

Students will consider the validity of sources. Students will apply A/B testing techniques to analyze data on sensory responses. They will consider effects of

media on human responses. With guidance on the story-writing process, students will integrate components of climate science into a story.

- Lessons 6.19 – 6.27

Practical filmmaking techniques will be provided so students can produce their own films about solutions to climate change. Students will present and view films in the classroom film festival.

Glendale Unified School District School

Middle School

Date

*(Meeting date will be typed in after Board Approval)*

Department: Science

Course Title: Integrated Science 7

Course Code: *(Educational Services will assign course number after Board Approval)*

Grade Level(s): 7

School(s)

Course Offered: Roosevelt, Rosemont, Toll, Wilson

Course Credits: 10

Recommended

Prerequisite: None

Recommended

Textbook: Green Ninja

Course Overview: Integrated Science 6 is the first of three courses of the Preferred Integrated Course Model based on the California Next Generation Science Standards designed to build upon the scientific understanding developed in elementary grades to prepare students for a rigorous high school science program. The overall theme for Integrated Science 7 is Resources: Investigative Methods and Conservation. Each unit focuses on one of the Earth's major resources and students investigate these resources by applying life science, physical science, earth science, and engineering design knowledge and skills towards developing a deeper and practical understanding of how to conserve these resources. As students realize the complexity associated with these resources, the culminating experience in each unit provides them with the opportunity to design and implement strategies or techniques to conserve these precious resources.

## First Semester-Course Content

### Unit 1: Minerals

*(5 weeks)*

A. In this unit, students build an awareness of the increased use of Earth's material resources used in smartphones and other technology in order to meet the growing demand for these devices. They model how these material resources form and investigate explanations for their worldwide distribution patterns in fun ways such as skits and a seafloor model activity. Students are challenged in their culminating experience to design a smarter smartphone—one that is designed or used differently so that it is more sustainable.

- The learning experiences in this unit prepare students for mastery of the following Performance Expectations:
  - MS-ESS2-1
  - MS-ESS2-3
- The learning experiences in this unit prepare students for mastery of the following Environmental Principles and Concepts:
  - Principle I - People Depend on Natural Systems
  - Principle II - People Influence Natural Systems
  - Principle III - Natural Systems Change in Ways that People Benefit from and can Influence

#### B. Lessons

- Lessons 1.1 – 1.6  
Students will build an awareness of the use of Earth's material resources used in smartphones and other technology. They will discover which materials are used and investigate worldwide distribution patterns.
- Lessons 1.7 – 1.16  
Alfred Wegener and his theory of continental drift will be discussed, and students will uncover evidence to support Wegener's theory as an explanation for the distribution of minerals. Students will study the earth processes involved in rock formation.
- Lessons 1.17 – 1.26  
Students will learn that rocks are made of minerals, which provide clues to the history of the rock. Student teams will use this information to develop pamphlets outlining ideas for how to reduce the environmental impact of smartphones.

### Unit 2: Petroleum

*(7 weeks)*

A. In this unit, students develop an awareness of the connection between petroleum and their daily lives. They study how petroleum forms, where it comes from and they look at petroleum at the molecular level. Throughout the unit, students participate in activities involving modeling simple hydrocarbon chains with clay and toothpicks and, as well, how these chains are broken down by combustion, producing carbon

dioxide. Students learn how petroleum is distilled to form a variety of products, including plastics. For the culminating experience, students create public service announcements (PSAs) encouraging the audience to conserve petroleum resources.

- The learning experiences in this unit prepare students for mastery of the following Performance Expectations:
  - MS-ESS3-1
  - MS-PS1-1
  - MS-PS1-3
  - MS-ETS1-1
  - MS-ETS1-2
  - MS-ETS1-3
  - MS-ETS1-4
- The learning experiences in this unit prepare students for mastery of the following Environmental Principles and Concepts:
  - Principle IV - There are no Permanent or Impermeable Boundaries that Prevent Matter from Flowing Between System
  - Principle V - Decisions Affecting Resources and Natural Systems are Complex and Involve Many Factors

#### B. Lessons

- Lessons 2.1 – 2.10  
Students will learn how petroleum is formed and how it has been used over time. They will investigate where global petroleum resources are found and the reasons behind their unequal distribution. Students begin to think about the connection between transportation and carbon footprint, and they will document their family's transportation habits.
- Lessons 2.11 – 2.20  
Students will learn about the chemistry of hydrocarbons and how crude oil is distilled to create many by-products, including plastics. They will investigate why plastics are not readily recycled, and they will discover that some plastic material may be made from corn.
- Lessons 2.21 – 2.34  
Students will research factors related to air quality across the state of California. Students will design and use air quality monitoring devices. Students will synthesize their learning to develop solutions that will improve air quality.

### **Unit 3: Food**

*(7 weeks)*

- A. In this unit, students track energy as it moves from the sun to plants to the organisms that eat plants, either directly or indirectly. All organisms need food to provide the materials and energy to grow and function. However, food not only provides energy, it also requires energy to grow and manufacture, and the generation of this energy

produces greenhouse gas emissions. In the culminating experience, students use this information to create green recipes that are nutritious and environmentally friendly.

- The learning experiences in this unit prepare students for mastery of the following Performance Expectations:
  - MS-LS1-6
  - MS-LS1-7
  - MS-PS1-2
  - MS-PS1-6
  - MS-ETS1-1
  - MS-ETS1-2
  - MS-ETS1-3
  - MS-ETS1-4
- The learning experiences in this unit prepare students for mastery of the following Environmental Principles and Concepts:
  - Principle II - People Influence Natural Systems
  - Principle V - Decisions Affecting Resources and Natural Systems are Complex and Involve Many Factors

#### B. Lessons

- Lessons 3.1 – 3.7  
Students will expand on concepts of energy to estimate the environmental impact of different foods. A series of chemical reactions will show the temperature change after a reaction.
- Lessons 3.8 – 3.18  
The principles of engineering design will be required to complete a model of a device that releases or absorbs thermal energy. Students will study the processes of photosynthesis and cellular respiration and create a variety of models.
- Lessons 3.19 – 3.32  
Students will keep a food journal and then analyze their food choices. They will then use this information to create a classroom cookbook of recipes that are nutritious and environmental friendly.

### Second Semester-Course Content

#### Unit 4: Soil

*(5 weeks)*

- A. This unit focuses on healthy soils and their importance in providing vital ecosystem services. To better understand the importance of soil, students set up mini worm farms and plan investigations to determine how various factors affect soil quality. Students identify soil's role in the flow of matter and energy through ecosystems. In the culminating experience, students propose and evaluate competing design solutions to restore soil ecosystems. This storyline graphic includes the lesson numbers of the primary phenomena, teacher demonstrations, and the themes of the unit.

- The learning experiences in this unit prepare students for mastery of the following Performance Expectations:
  - MS-ETS1-1
  - MS-ETS1-2
  - MS-ETS1-3
  - MS-LS2-3
  - MS-LS2-5
  - MS-PS1-5
- The learning experiences in this unit prepare students for mastery of the following Environmental Principles and Concepts:
  - Principle I - People Depend on Natural Systems
  - Principle III - Natural Systems Change in Ways that People Benefit from and can Influence
  - Principle V - Decisions Affecting Resources and Natural Systems are Complex and Involve Many Factors

B. Lessons

- Lessons 4.1 – 4.8  
Soils, ecosystems, and decomposition will be discussed, and students will set up a mini worm farm. Population data will be analyzed to study the effects of soil depletion on food supply for the world’s population. Students will design an experiment to test factors affecting plant growth.
- Lessons 4.9 – 4.15  
The concept of biodiversity in ecosystems will be introduced, using an activity to model ecosystems. Students will consider the importance of biodiversity in providing and maintaining ecosystem services.
- Lessons 4.16 – 4.26  
In the culminating experience, students will propose their design solutions to restore soil ecosystems. They will also evaluate competing designs.

**Unit 5: Water: Life and Danger**

*(5 weeks)*

- A. This unit focuses on the importance of water as a human resource, how water changes states as part of the water cycle, and how water associated with natural hazards and climate change can impact humans and plants/animals. Students monitor what happens during the impact of river overflow and flooding on adjacent communities by working on physical models of a riverbed. Students take this knowledge to design solutions to flooding events in a multi-day disaster emergency simulation as the culminating experience.
- The learning experiences in this unit prepare students for mastery of the following Performance Expectations:
    - MS-ESS3-2
    - MS-PS1-4



- The learning experiences in this unit prepare students for mastery of the following Environmental Principles and Concepts:
  - Principle I - People Depend on Natural Systems
  - Principle III - Natural Systems Change in Ways that People Benefit from and can Influence
  - Principle V - Decisions Affecting Resources and Natural Systems are Complex and Involve Many Factors

B. Lessons

- Lessons 5.1 – 5.7

This unit will begin with a focus on the importance of water as a human resource, how water changes state as part of the water cycle, and how water associated with natural hazards and climate change can impact humans, animals, and plants.

- Lessons 5.8 – 5.16

Students will study climate data to predict the effects of flooding and will consider health effects and disaster management. A physical model of a riverbed will assess the impact of river overflow and flooding on adjacent communities.

- Lessons 5.17 – 5.26

Students will consider damage to infrastructure and access to food after a flood. They will then design solutions to flooding events and will participate in a multi-day disaster emergency simulation.

**Unit 6: Ecosystem**

*(8 weeks)*

A. This roadmap will serve as a visual to walk students through this unit on ecosystems. The central figure in this image is the student as an investigator of their own ecosystem study. Students will study the historic trade of natural resources between indigenous groups in California. The two people on the right side of the image are shown actively participating in trade. Students will investigate the historic trade of natural resources and the goal is to examine the value of natural resources produced in a healthy local ecosystem. Students will use their data collection experience and a fox/rabbit/plant simulation to develop insights into ecosystems. The roadmap also illustrates evidence for the effects of resource availability via the trees during different seasons. The section of the visual roadmap on the left (mountains, arrows, clouds) relates to the formation of landscapes that sustain these types of resources and their interactions. Each of these themes is highlighted in this image and as the unit unfolds, students explore ecosystems and will ultimately be writing a letter of thanks and support to local managers of their ecosystem locations.

- The learning experiences in this unit prepare students for mastery of the following Performance Expectations:
  - MS-ESS2-2, MS-LS2-1, MS-LS2-2, MS-LS2-4

- The learning experiences in this unit prepare students for mastery of the following Environmental Principles and Concepts:
  - Principle I - People Depend on Natural Systems
  - Principle II - People Influence Natural Systems
  - Principle V - Decisions Affecting Resources and Natural Systems are Complex and Involve Many Factors

B. Lessons

- Lessons 6.1 – 6.8  
Ecosystems will be introduced, and students will consider a suitable ecosystem to explore. Trade in natural resources will be discussed in the context of a local indigenous group. Students will practice observational and inference skills.
- Lessons 6.9 – 6.25  
Students will practice skills of systems thinking. The scales of different earth processes that shape the landscapes will be studied. Students will participate in a fox and rabbit simulation to show how ecosystems are interdependent. Data collection plans will be finalized.
- Lessons 6.26 – 6.37  
Students will explore ecosystems in a field study and will collect and analyze data. Reflection activities will connect classroom content to the real world and will include writing a letter of thanks.

Glendale Unified School District School

Middle School

Date

*(Meeting date will be typed in after Board Approval)*

Department: Science

Course Title: Integrated Science 8

Course Code: *(Educational Services will assign course number after Board Approval)*

Grade Level(s): 8

School(s)

Course Offered: Roosevelt, Rosemont, Toll, Wilson

Course Credits: 10

Recommended

Prerequisite: None

Recommended

Textbook: Green Ninja

Course Overview: Integrated Science 8 is the third of three courses of the Preferred Integrated Course Model based on the California Next Generation Science Standards designed to build upon the scientific understanding developed in elementary grades to prepare students for a rigorous high school science program. The overall theme for the integrated Grade 8 curriculum is Living Systems: Computational Thinking and Design Solutions. In particular, the year focuses on how life came to be on Earth, what our current state is, and how we can design a more sustainable future for everyone. This curriculum year takes advantage of many of the physical science and life science standards to allow for an exciting journey from our planet's past and up to the future. One of the key elements of the Grade 8 curriculum is the use of the programming language, Scratch, to help build students' computational thinking skills and their ability to communicate more richly about life on Earth. The culminating experience in each unit gives students diverse opportunities to explore and communicate how humans have interacted and will interact with the evolution of the Earth.

By combining the global scale of our universe with the local challenges of sustainable living in our own city, the curriculum aims to help students understand the urgency of our challenges and realize the power of their own abilities to create the type of change they want to see in the world.

## First Semester-Course Content

### Unit 1: Exploring Early Earth

*(6 weeks)*

- A. The focus of this unit is asteroid impacts on Earth, how they happened in the past, and what we could do today to protect the Earth in the future. Students will start by looking at the Earth from space to understand how an asteroid might actually hit the planet. They will then look at the rock history of our planet to see if they can find evidence of similar asteroid impacts. A special part of this unit is the introduction to computer programming and having students create their own simulations and models of how an asteroid might hit the planet. In the culminating project, students will use this knowledge to develop their own animation that describes an idea of how to protect our planet in the future.
- The learning experiences in this unit prepare students for mastery of the following Performance Expectations:
    - MS-ESS1-2
    - MS-ESS1-3
    - MS-ESS1-4
    - MS-PS2-1
  - The learning experiences in this unit prepare students for mastery of the following Environmental Principles and Concepts:
    - Principle II - People Influence Natural Systems
    - Principle V – Decisions Affecting Resources and Natural Systems are Complex and Involve Many Factors
- B. Lessons
- Lessons 1.1 – 1.9  
The focus of this unit is asteroid impacts on Earth, how they happened in the past, and what we could do today to protect the Earth. Students will start by looking at the Earth from space to understand how an asteroid might actually hit the planet. Students will analyze data to establish a geologic time scale.
  - Lessons 1.10 – 1.19  
Students will then look at fossils and rock layers for evidence of asteroid impacts. Gravity and Newton’s Laws of Motion will be used to explore how to avoid a collision. Students will be introduced to programming and will create their own simulations and models of how an asteroid might hit the Earth.
  - Lessons 1.20 – 1.29  
Students will develop coding skills in designing an interactive animation. The final lessons will feature presentation skills and giving feedback. To conclude

the unit, students will consider the qualities of an environmentally-minded scientist.

## **Unit 2: Evolving Life on Earth**

*(6 weeks)*

A. In this unit, students investigate the existence, diversity, extinction, and change of life forms throughout the history of life on Earth. They will study the fossil record, comparative anatomy of fossils and modern organisms, embryonic development, and the role of mass extinctions in evolution. In an exploratory activity, students will be using modeling clay to identify anatomical similarities and differences between modern organisms to infer evolutionary relationships. Students will use the knowledge from this unit to develop a visual story on solutions to the human causes of the next mass extinction.

- The learning experiences in this unit prepare students for mastery of the following Performance Expectations:
  - MS-LS4-1
  - MS-PS4-2
  - MS-PS4-3
- The learning experiences in this unit prepare students for mastery of the following Environmental Principles and Concepts:
  - Principle II – People Influence Natural Systems

### B. Lessons

- Lessons 2.1 – 2.9  
Students will be introduced to the history of Earth’s extinction events and methods that scientists use to describe how these extinctions happened. They will learn what life forms were present before and after the extinction events.
- Lessons 2.10 – 2.16  
Students will learn about the evolution of organisms by analyzing fossil records and vertebrate diagrams. They will examine skeletal features and embryo development of vertebrates. Students will research major events in Earth’s evolutionary history.
- Lessons 2.17 – 2.31  
Students will investigate the causes of mass extinction, create a visual story to share information, and suggest actions we can take to help prevent a sixth mass extinction.

## **Unit 3: Earth from Space**

*(6 weeks)*

A. In this unit, students analyze and interpret satellite data, especially to observe evidence of human consumption and influence on the landscape. First, they assess their own ecological footprints and compare the footprints of different countries. Then they investigate wave characteristics and behavior in order to understand how satellites transmit, receive and collect data. They will be using a variety of materials that can be easily found in their own homes or classrooms to explore, observe, and

simulate wave behavior throughout the unit. Finally, students create an infographic that includes satellite data to persuade people to reduce their ecological footprint.

- The learning experiences in this unit prepare students for mastery of the following Performance Expectations:
  - MS-ESS3-4
  - MS-PS4-1
  - MS-PS4-2
  - MS-PS4-3
- The learning experiences in this unit prepare students for mastery of the following Environmental Principles and Concepts:
  - Principle II - People Influence Natural Systems
  - Principle III – Natural Systems change in Ways that People Benefit from and can Influence
  - Principle V - Decisions Affecting Resources and Natural Systems are Complex and Involve Many Factors

#### B. Lessons

- Lessons 3.1 – 3.9  
Students will study the Earth from space using satellite technology and by developing an understanding of waves. An analysis of worldwide resource use will provide a global perspective on human consumption. Wave properties are introduced using ocean waves.
- Lessons 3.10 – 3.17  
Students will continue to explore wave properties and then make connections to how waves are used in satellite technology. An analysis of how satellites see the ‘unseen’ provides additional examples of the value of observing Earth from space.
- Lessons 3.18 – 3.31  
Students will explore how digital signals are used in satellite communication and then create code to simulate wave behavior. Students will conduct research to support arguments for how to reduce the human impact on Earth.

### Second Semester-Course Content

#### Unit 4: Humans and Life

*(7 weeks)*

- A. Students investigate genetic variations of traits and how these variations affect an organism’s chances of survival through natural selection. Students also explore how humans take advantage of natural variations of traits and select desirable traits to be passed on to the next generation of organisms in order to grow food or raise animals with these desirable traits. In the culminating experience, students use their understanding of the importance of genetic variation, to create a documentary promoting the benefits of increases in genetic diversity.

- The learning experiences in this unit prepare students for mastery of the following Performance Expectations:
  - MS-LS3-1
  - MS-LS4-4
  - MS-LS4-5
  - MS-LS4-6
- The learning experiences in this unit prepare students for mastery of the following Environmental Principles and Concepts:
  - Principle I - People Depend on Natural Systems
  - Principle II – People Influence Natural Systems
  - Principle III - Natural Systems Change in Ways that People Benefit from and can Influence
  - Principle V - Decisions Affecting Resources and Natural Systems are Complex and Involve Many Factors

#### B. Lessons

- Lessons 4.1 – 4.6  
Students will be introduced to the importance of genetic diversity and the variation of traits through the story of the Irish Potato Famine. They will investigate the genetic variation of traits within their own family and through a study of lima beans, and start exploring the role that DNA plays in the control of traits.
- Lessons 4.7 – 4.14  
Students will learn how genes control traits and will model how genes are passed from parent to offspring. They will explore natural selection through data from a population of desert mice and the connection to fur color. Students will also look at how humans select traits that are favorable or desirable in plants and animals.
- Lessons 4.15 – 4.35  
Students will research genetically modified organisms and explore the risks and rewards of such technology. They will also create a computation model of genetic mutations, and then create a documentary promoting the role that genetic diversity can have on health and wellbeing of the planet.

### **Unit 5: Transportation**

*(6 weeks)*

- A. Moving people from place to place is a practical application of physical science. In this unit, transportation provides an exciting, real-world context for investigations into forces, motion, and energy transfer. Students will study the efficiency of different modes of transportation by investigating forces, motion and energy transfer, and they will study in detail the bicycle, which is the most efficient way to move around. They will also participate in activities involving magnets to observe how magnetic forces can be used in transportation to power a maglev train or a hyperloop. For this unit's culminating experience, students will use their newly acquired knowledge to develop sustainable transportation proposals that they will share with community leaders.

- The learning experiences in this unit prepare students for mastery of the following Performance Expectations:
  - MS-PS2-2
  - MS-PS2-3
  - MS-PS2-5
  - MS-3-1
- The learning experiences in this unit prepare students for mastery of the following Environmental Principles and Concepts:
  - Principle I - People Depend on Natural Systems
  - Principle V - Decisions Affecting Resources and Natural Systems are Complex and Involve Many Factors

B. Lessons

- Lessons 5.1 – 5.9  
Students will explore transportation behaviors and then look at the relative efficiency of different forms of vehicles. A series of experiments will provide students with an understanding of how mass and velocity are related to energy use in a vehicle.
- Lessons 5.10 – 5.18  
Students will look at how friction plays a key role in improving transportation efficiency as they look at a hovercraft and a maglev train. The examination of a bicycle provides insights into efficient design.
- Lessons 5.18 – 5.28  
Research into the need for more effective transportation systems will be conducted students will research transportation solutions and present their work, focusing on the use of evidence to support their proposals.

**Unit 6: Future Energy**

*(6 weeks)*

- A. In this unit, students are challenged to design a sustainable community, one that minimizes the use of Earth's resources yet meets the needs of its inhabitants. The unit's focus is on sustainable forms of energy, specifically solar and water, as well as energy storage. As students learn how to utilize the Sun's energy, they build an understanding of Earth's relationship with the Sun through models. As students learn about hydropower and energy storage they investigate how energy is transformed from one form to another. Students will take this knowledge to wrap up the year by creating and presenting a design for a sustainable community in their culminating experience.
- The learning experiences in this unit prepare students for mastery of the following Performance Expectations:
    - MS-ESS1-1
    - MS-PS2-4
    - MS-PS3-2
  - The learning experiences in this unit prepare students for mastery of the following Environmental Principles and Concepts:



- Principle I - People Depend on Natural Systems
- Principle II - People Influence Natural Systems
- Principle V - Decisions Affecting Resources and Natural Systems are Complex and Involve Many Factors

B. Lessons

- Lessons 6.1 – 6.10

Students will find a definition of sustainability. They will learn about the potential energy of water and the Sun as sustainable forms of energy. Using models, they will build an understanding of Earth's relationship with the Sun.

- Lessons 6.11 – 6.17

Students will develop models of seasons on Earth to maximize solar energy production. The influence of the moon will be studied as well as the need to store energy.

- Lessons 6.18 – 6.26

Based on their studies so far, students will create a lexicon of sustainability and use this knowledge to wrap up the year by creating and presenting a design for a sustainable community, which minimizes the use of resources but fills the needs of inhabitants.

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

INFORMATION REPORT NO. 6

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Dr. Kelly King, Assistant Superintendent, Educational Services  
Dr. Darneika Watson, Chief Human Resources and Operations Officer

SUBJECT: **Proposed Revisions to Board Policies/New Exhibit Relating to Personnel, Students, and Instruction**

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This report provides the Board of Education with information on the need to revise existing Board Policies (BP) or create a new Exhibit (E), as recommended by the California School Boards Association (CSBA) and to comply with Education Code and federal and state laws, as follows: BP 4119.11/4219.11/4319.11 (Sexual Harassment/Personnel); BP 5131 (Student Conduct); BP 5141.22 (Infectious Diseases); BP/E 5145.6 (Parental Notifications); BP 5145.7 (Sexual Harassment/Students); and BP 6142.7 (Physical Education and Activity).

**BP 4119.11/4219.11/4319.11 – Sexual Harassment (Employees)**

CSBA Update: July 2020  
Last GUSD Update: January 2019

This policy is updated to reflect new federal regulations (85 Fed. Reg. 30026), which required that complaints of behavior that meets the federal definition of sexual harassment be addressed through new Title IX complaint procedures. The title of compliance officer changed to Title IX Coordinator pursuant to federal regulations, and responsibility assigned to Title IX Coordinator to receive complaints and determine the appropriate complaint procedure to use.

**BP 5131 - Conduct**

CSBA Update: October 2019  
Last GUSD Update: December 2019

Pursuant to the District's MOU with GTA for Distance Learning, under paragraph 24f, the District agreed to update Board Policy (BP) 5131 - Student Conduct to reflect Distance Learning. Because BP 5131 can easily be applied to the virtual classroom in Distance

Learning, the only changes reflected in the proposed revisions are to specify that the policy applies to Distance Learning and the virtual classroom.

**BP 5141.22 - Infectious Diseases**

CSBA Update                      July 2020  
Last GUSD Update:              September 2018

Staff recommends the Board update the BP to reflect a new law (AB 262, 2019), which requires local health officers to notify and update districts of an outbreak, or imminent outbreak, of a communicable disease and requires districts to comply with any orders issued by the health officers and all applicable privacy laws. The revised policy also clarifies that any allowable exclusions apply only to on-campus instruction and provides that the superintendent or designee will, when necessary, inform the local health official of any potential outbreak. Upon approval of the BP, staff will update the accompanying administrative regulation, which includes a section on "Prevention and Mitigation Plan" reflecting general best practices based on COVID-19 guidance.

**BP/E 5145.6 - Parental Notifications**

CSBA Update                      July 2020  
Last GUSD Update:              May 2018 (Board Policy)  
Last GUSD Update:              N/A (Exhibit)

Staff recommends the Board update the BP for gender neutrality and to update legal references based on new laws reflected in the accompanying Exhibit. This would be a new Exhibit for GUSD. The Exhibit reflects a new law (SB 74, 2020), which extends the suspension of certain mandated activities through the 2020-2021 school year; a new federal regulation (85 Fed. Reg. 30026), which requires notice of the contact information of the district's Title IX Coordinator; delete legal cites for the Open Enrollment Act, which is no longer operational; delete reference to BP 5141.33, which is no longer applicable to exclusions from school; a new law (SB 1109, 2018), which requires dissemination of an opioid fact sheet to parents/guardians of student athletes; a new law (AB 2370, 2018), which requires child care centers with buildings constructed before 2010 to test drinking water for lead and notify parents/guardians of the results of that test; add notice requirements for districts receiving Impact Aid for children residing on Indian lands; and a new federal regulation (85 Fed. Reg. 30026), which requires notifications to the parents/guardians of a student who complains of sexual harassment regarding rights, the complaint process, and the availability of supportive measures; and move the classroom notice requirement pertaining to complaints about health and safety in California State

Preschool Programs to AR/E 1312.3 - Uniform Complaint Procedures consistent with CDE's Federal Program Monitoring instrument.

**BP 5145.7 - Sexual Harassment (Students)**

CSBA Update                      July 2020  
Last GUSD Update:              October 2016

Staff recommends the Board of Education update Board Policy (BP) 5145.7 to include examples of actions to reinforce the District's sexual harassment policy, consistent with a new law (AB 34, 2019), which requires posting the sexual harassment policy on the District's web site and a new law (AB 543, 2019), which requires displaying a poster and providing the sexual harassment policy in student orientations. The revised policy also reflects new federal regulations (85 Fed. Reg. 30026), which require that complaints of behavior that meets the federal definition of sexual harassment be addressed through new Title IX complaint procedures. The title of the compliance officer changed to Title IX Coordinator throughout policy pursuant to federal regulations.

Upon approval of the revised BP, staff will update the accompanying Administrative Regulations (AR 5145.7) and submit a new AR (5145.71 - Title IX Sexual Harassment Complaint Procedures).

**BP 6142.7 - Physical Education and Activity**

CSBA Update                      July 2020  
Last GUSD Update:              November 2019

Staff recommends the Board update the BP to add a statement on equal access and equal opportunities for participation in physical education regardless of gender, gender expression, sexual orientation, and mental or physical disability, as included in CDE's Federal Program Monitoring instrument. The revised policy also reflects U.S. Department of Health and Human Services recommendations for moderate to vigorous physical activity in children, clarifies credential requirements for teachers of physical education, and reflects the requirement that students who have been granted a permanent exemption from physical education must still be offered physical education courses of at least 400 minutes each 10 school days.

The proposed new and revised policies/exhibits are presented for first reading. Should the consensus of the Board be to move forward, the policies/exhibits will be placed on the

agenda for approval at the November 2, 2020 Board meeting. Upon approval of the BPs/E, revisions will be made to the accompanying Administrative Regulations (ARs), as needed, following the normal District process.

Copies of the proposed new and revised policies/exhibits are attached to this report.

***TO SUPPORT BOARD PRIORITY No. 1: Maximize Student Achievement***

*“Analyze and assess student data to strengthen attendance and personalize learning that builds college, career, and life readiness pathways for success.”*

***TO SUPPORT BOARD PRIORITY No. 2: Create a Culture of Learning***

*“Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.”*

***TO SUPPORT BOARD PRIORITY No. 3: Increase Engagement***

*“Utilize and increase district capacities to increase engagement, relationships, and support with parents and the community that build public trust and involvement in GUSD schools.”*

Personnel

Sexual Harassment

The following policy shall apply to all District employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the District.

A. General Provisions

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against District employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the gender sex, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions. ~~This policy shall apply to all District employees and to other persons on District property or with some employment relationship with the District, such as interns, volunteers, contractors, and job applicants.~~

~~1. Sexual Harassment of and/or by Employees~~

~~It is the policy of the District that all employees, as well as job applicants, must be provided a workplace environment free from unsolicited and unwelcome sexual overtures or demands, and from other offensive conduct of a sexual nature. Further, it is the policy of the District that members of the community should be able to access District facilities and services without fear of such conduct.~~

~~2. Sexual or Inappropriate Social Conduct by Employees Toward Students~~

~~It is the policy of the District that employees shall not engage in sexual or inappropriate social conduct toward students, including those who are adults by age. "Sexual or inappropriate social conduct" includes, but is not limited to, dating, inappropriate sexual comments or innuendo, inappropriate physical contact and display or circulation of inappropriate visual or audio material. In the employee-student context, all such employee conduct is prohibited even if student initiated or consensual. Such conduct may also violate various federal and state statutes, and may require reporting to local child protective agencies under applicable child abuse statutes. Nothing in this policy shall prohibit employees from implementing the District's curriculum in the area of sex education. For further definition and examples of sexual harassment conduct prohibited by this policy, refer to Administrative Regulation 5145.7~~

## Personnel

### Sexual Harassment

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation.
2. Publicizing and disseminating the District's sexual harassment policy to employees and others to whom the policy may apply.
3. Ensuring prompt, thorough, ~~and~~ fair, and equitable investigation of complaints.
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments.

The Superintendent or designee shall periodically evaluate the effectiveness of the District's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the District's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

### Sexual Harassment Reports and Complaints

District employees who feel that they have been sexually harassed in the performance of their District responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a District administrator or the District's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint is addressed through either AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures for complaints meeting the Title IX definition of sexual harassment or AR 4030 - Nondiscrimination in Employment for complaints meeting the state definition, as applicable, and shall offer supportive measures to the complainant.

Upon investigation of a sexual harassment complaint, any District employee found to have

## Personnel

### Sexual Harassment

engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

~~All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)~~

#### ~~B. Employee's Responsibility~~

~~If any employee becomes aware of any sexual harassment of another employee or a job applicant, or sexual or inappropriate social conduct by an employee toward students, this information should be communicated, without fear of retaliation, immediately to the appropriate administrator or supervisor or, if the employee prefers, to the District Human Resources Office. In addition, if the situation warrants, the employee must make a suspected child abuse report as required by law. (See Board Policy and Administrative Regulation 5141.4)~~

~~Any District employee or job applicant who feels that he/she has been sexually harassed in the performance of his/her District responsibilities or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her direct supervisor, another supervisor, the District's coordinator for nondiscrimination, the Superintendent, or, if available, a complaint hotline or an ombudsman.~~

~~A supervisor, Principal or other District administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.~~

~~Complaints of sexual harassment shall be filed in accordance with AR 4030—Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.~~

#### ~~C. District Action~~

~~Prompt and necessary steps will be taken to investigate any complaint of sexual harassment of an employee or job applicant, or sexual or inappropriate social conduct toward students, and, if warranted, appropriate corrective or disciplinary action, up to and including termination will be taken. Appropriate records relating to such matters shall be~~



Personnel

Sexual Harassment

~~maintained.~~

~~Any District employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.~~

Legal Reference:      Education Code, Sections 200-262.4  
                                 Government Code, Sections 12900-12996; 12940; 12950; 12950.1  
                                 Labor Code, Sections 1101; 1102.1  
                                 Code of Regulations, Title 2, Sections 11009; 11021; 11023; 11024;  
                                 11034  
                                 Code of Regulations, Title 5, Sections 4900-4965  
                                 United States Code, Title 20, Sections 1681-1688 ~~Title IX~~  
                                 United States Code, Title 42, Sections 2000e-2000e-17 ~~Title VII, Civil~~  
                                 ~~Rights Act of 1964, as amended~~  
                                 Code of Federal Regulations, Title 34, Sections 106.1-106.9; 106.51-  
                                 ~~106.61 106.82~~  
~~\_\_\_\_\_ Court Decisions:~~  
~~\_\_\_\_\_ Department of Health Services v. Superior Court of California, (2003) 31-~~  
~~\_\_\_\_\_ Cal.4th 1026~~  
~~\_\_\_\_\_ Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275~~  
~~\_\_\_\_\_ Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257~~  
~~\_\_\_\_\_ Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989~~  
~~\_\_\_\_\_ Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998~~  
~~\_\_\_\_\_ Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57~~  
~~\_\_\_\_\_ Management Resources:~~  
~~\_\_\_\_\_ U.S. Equal Employment Opportunity Commission Publications~~  
~~\_\_\_\_\_ Promising Practices for Preventing Harassment, November 2017~~  
~~\_\_\_\_\_ Web Sites:~~  
~~\_\_\_\_\_ California Department of Fair Employment and Housing:~~  
~~\_\_\_\_\_ <http://www.dfeh.ca.gov>~~  
~~\_\_\_\_\_ Equal Employment Opportunity Commission: <http://www.eeoc.gov>~~  
~~\_\_\_\_\_ U.S. Department of Education, Office for Civil Rights:~~  
~~\_\_\_\_\_ <http://www.ed.gov/about/offices/list/ocr/index.html>~~

Policy Adopted:      07/17/1990

Policy Amended:      03/02/1993; 10/18/1994; 01/21/1997; 02/03/2004; 11/16/2010;  
09/01/2015; 01/17/2017; 01/15/2019; --/--/2020

Personnel

Sexual Harassment

Formerly BP 4012

Students - Activities

Conduct

The Board of Education believes that all students have the right to be educated in a safe and positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, in a Distance Learning platform or virtual classroom setting (i.e., Google Classroom, Google Hangouts, Google Meets, Zoom, etc.), going to or coming from school, at school activities, or using District transportation.

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with District policies and administrative regulations. Students and parents/guardians shall be notified of District and school rules related to conduct.

Prohibited student conduct includes but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats.
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption to the school program.
3. Conduct that disrupts the orderly classroom or school environment – physical or virtual.
4. Willful defiance of staff's authority.
5. Damage to or theft of property belonging to the District, staff, or students.
6. Obscene acts or use of profane, vulgar, or abusive language.
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs.
8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose with prior permission of the principal or designee. (Penal Code 417.27)
9. Use of a cell phone, smart watch, pager, or other mobile communication device during instructional time or in an unauthorized manner in violation of District policy.
10. Plagiarism or dishonesty on school work or tests.

Students - Activities

Conduct

11. Wearing of any attire that violates District or school dress codes, including gang-related apparel.
12. Tardiness or unexcused absence from school.
13. Failure to remain on school premises in accordance with school rules.

Employees are expected to enforce standards of conduct and, when they observe or receive a report of a violation of these standards, to appropriately intervene or seek assistance. As necessary, the employee shall refer the matter to a supervisor or the principal or designee.

When a school official suspects that a search of a student or student's belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses any prohibited device, or uses a permitted device in an unauthorized manner, a District employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

Students who violate District or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or co-curricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or District property, or substantially disrupts school activities.

Legal Reference: Education Code, Sections 200-262.4; 32280-32289; 35181; 35291-35291.5; 44807; 48900-48925; 51512  
Civil Code, Section 1714.1  
Code of Regulations, Title 5, Sections 300-307  
Penal Code, Sections 288.2; 313; 417.25-417.27; 647; 653.2  
Vehicle Code, Sections 23123-23124  
Code of Regulations, Title 5, Sections 300-307  
United States Code, Title 42, Section 20 USC 1681-1688 Title IX, 1972  
Court Decisions:  
J.C. v. Beverly Hills Unified School District (2010) 711 F.Supp.2d 1094

Students - Activities

Conduct

LaVine v. Blaine School District (2001, 9th Cir.) 257 F.3d 981  
Emmett v. Kent School District No. 415 (2000) 92 F.Supp. 1088  
Bethel School District No. 403 v. Fraser (1986) 478 U.S. 675  
New Jersey v. T.L.O. (1985) 469 U.S. 325  
Tinker v. Des Moines Independent Community School District (1969) 393  
U.S. 503

Policy Adopted: 11/04/1956

Policy Amended: 06/16/1959; 06/05/1985; 05/21/1996; 01/14/2003; 03/04/2003; 11/16/2010;  
11/20/2012; 09/15/2015; 12/17/2019; --/--/2020

## Students

### Infectious Diseases

~~The Board of Education desires to protect students from risks posed by exposure to infectious diseases while providing an appropriate education for all students. The Board recognizes that prevention and education are the most effective means of limiting the spread of infectious diseases. The Superintendent or designee shall collaborate with local and state health officials to develop and regularly update a comprehensive plan for disease prevention that promotes preventative measures, mitigation, education, communication, and training of students and staff. All measures to limit the spread of infectious diseases shall be nondiscriminatory and ensure that equity is promoted.~~

### Infectious Disease Prevention

~~The Superintendent or designee shall collaborate with parents/guardians and local health agencies and organizations to develop a comprehensive approach to disease prevention that promotes preventative measures and education of students and staff.~~

The Superintendent or designee shall regularly review resources available from health experts to ensure that District programs are based on the most up-to-date information.

~~The Superintendent or designee shall ensure that the District's comprehensive health education program provides information about the prevention of infectious diseases, including the nature of bloodborne pathogens and their transmission, as well as information to help prevent the spread of contagious diseases, such as a pandemic influenza. He/she shall also ensure that each school has sufficient infection prevention supplies that are easily accessible to staff.~~

The District's comprehensive health education program shall provide age-appropriate information about the nature and symptoms of communicable diseases, their transmission, and how to help prevent the spread of contagious diseases.

If the local health officer notifies the District of an outbreak of a communicable disease, or the imminent and proximate threat of a communicable disease outbreak or epidemic that threatens the public's health, the District shall take any action that the health officer deems necessary to control the spread of the disease. The District shall comply with all applicable state and federal privacy laws in regard to any such information received from the local health officer. (Health and Safety Code 120175.5)

### Universal Precautions

Students and staff shall observe universal precautions in order to prevent exposure to bloodborne pathogens and to prevent the spread of infectious diseases.

Students

Infectious Diseases

The Superintendent or designee shall inform students of the precautions to be used in cases of exposure to blood or other body fluids through injury, accident, or classroom instruction.

Students with Infectious Diseases

The Superintendent or designee shall exclude students from on-campus instruction only in accordance with law, Board policy, and administrative regulation. Because bloodborne pathogens such as hepatitis B virus, hepatitis C virus, and human immunodeficiency virus (HIV) are not casually transmitted, the presence of infectious conditions of this type is not, by itself, sufficient reason to exclude students from attending school.

Parents/guardians are encouraged to inform the Superintendent or designee if their child has an infectious disease so that school staff may work cooperatively with the student's parents/guardians to minimize the child's exposure to other diseases in the school setting. If necessary, the Superintendent or designee shall inform the local health official of any potential outbreak. The Superintendent or designee shall ensure that student confidentiality rights are strictly observed in accordance with law.

Legal Reference: Education Code, Sections 48210-48216; 49060-49069.7; 49073-49079; 49403; 49405; 49406; 49408; 49602; 51202  
~~California Constitution Article 1, Section 1, Right to Privacy~~  
Civil Code, Sections 56-56.37; ~~1798-1798.76~~ 1798.78  
Health and Safety Code, Sections 120175.5; 120230; 120325-120380; 120875-120895; ~~120975-121022~~ 121023; 121475-121520  
California Constitution, Article 1, Section 1, Right to Privacy  
Code of Regulations, Title 8, Section 5193  
Code of Regulations, Title 17, Sections 2500-2511  
United States Code, Title 20, Sections 1232g; 1400-1482  
United States Code, Title 29, Section 794  
Code of Federal Regulations, Title 45, Sections 164.500-164.534  
Court Decisions: Thomas v. Atascadero Unified School District, (1987) 662 F.Supp. 376

Policy Adopted: 09/17/2018

Policy Amended: --/--/2020

Students

Parental Notifications

The Board of Education desires to promote effective communication between the school and the home and to keep parents/guardians informed regarding educational programs, school operations, and the legal rights of students and their parents/guardians. The Superintendent or designee shall send parents/guardians and students all notifications required by law and any other notifications he/she believes will promote parental understanding and involvement.

Notice of the rights and responsibilities of parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used by the District for written communication with parents/guardians. (Education Code 48981)

No activity specified in Education Code 48980 shall be undertaken with respect to any particular student unless his/her parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Whenever a student enrolls in a District school during the school year, ~~his/her~~ the student's parents/guardians shall be given all required parental notifications at that time.

Notifications shall be presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand.

Whenever 15 percent or more of the students enrolled in a District school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the District's printed notifications for any reason, ~~he/she~~ the employee shall inform the principal or



Students

Parental Notifications

designee, who shall work with the parent/guardian to establish other appropriate means of communication.

Legal Reference: Education Code, Sections 221.5; 231.5; 234.7; 262.3; 310, 313; 313.2; 440; 8483; 17288; 17611.5-17612; 32221.5; 32255-32255.6; 32390; 33479.3; 35160.5; 35178.4; 35182.5; 35183; 35186; 35211; 35256; 35258; 35291; 37616; 39831.5; 44050; 44808.5; 46010.1; 46014; 46600-46611; 48000; 48070.5; 48204; 48205; 48206.3; 48207-48208; 48213; 48216; 48260.5; 48262; 48263; 48301; 48301; ~~48350-48361; 48354; 48357~~; 48412; 48432.3; 48432.5; 48850-48859; 48900.1; 48904; 48904.3; 48906; 48911; 48911.1; 48912; 48915.1; 48916; 48918; 48292; 48980; 48980.3; 48981; 48982; 48983; 48984; 48985; 48987; 49013; 49063; 49067; 49068; 49069; 49070; 49073; 49073.6; 49076; 49077; 49403; 49423; 49451; 49452.5; 49452.7; 49452.8; 49456; 49471-49472; 49475; 49476; 49480; 49510-49520; 49557.5; 51225.1; 51225.2; 51225.3; 51229; ~~51229~~; 51513; 51938; 52164; 52164.1; 52164.3; 54444.2; 56301; 56321; 56321.5-56321.6; 56329; 56341.1; 56341.5; 56343.5; 56521.1; 58501; 60615; 60641; 69432.9  
Civil Code, Section 1798.29  
Health and Safety Code, Sections 1596.857; 1597.16; 104420; 104855; 116277; 120365-120375; 120440; 124100-124105  
Penal Code, Sections 626.81; 627.5  
Code of Regulations, Title 5, Sections 852; 863; 3052; 4622; 4631; ~~4702~~; 4917; 11303; 11511.5; 11523; 18066; 18094-18095; 18114; 18118-18119  
Code of Regulations, Title 17, Sections 2951; 6040  
United States Code, Title 20, Sections 1232g; 1232h; 1415; 6311; 6312; 6318; ~~7704~~; 7908  
United States Code, Title 42, Sections 1758; 11431-11435  
Code of Federal Regulations, Title 7, Sections 245.5; 245.6a  
Code of Federal Regulations, Title 34, Sections 99.7; 99.30; 99.34; 99.37; 104.32; 104.36; 104.8; 106.8; 106.9; 200.48; 222.94; 300.300; 300.322; 300.502; 300.503; 300.504; 300.508; 300.530  
Code of Federal Regulations, Title 40, Sections 763.84; 763.93

Policy Adopted: 05/01/2018

Policy Amended: --/--/2020

Students

Parental Notifications

I. Annually

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 222.5  
Board Policy/Administrative Regulation #: See BP 5146  
Subject: Rights and Options for Pregnant and Parenting Students

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 234.7  
Board Policy/Administrative Regulation #: See BP 0410  
Subject: Right to a Free Public Year 234.7 Education Regardless of Immigration Status or Religious Beliefs

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 310  
Board Policy/Administrative Regulation #: See BP 6142.2, See AR 6174  
Subject: Information on the District's Language Acquisition Program

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 17611.5, 17612, 48980.3  
Board Policy/Administrative Regulation #: See AR 3514.2  
Subject: Use of Pesticide Product, Active Ingredients, Internet Address to Access Information, and, if District Uses Certain Pesticides, Integrated Pest Management Plan

When to Notify: Annually by February 1  
Education or Other Legal Code: Education Code 35256, 35258  
Board Policy/Administrative Regulation #: See BP 0510  
Subject: School Accountability Report Card Provided

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 35291, 48980  
Board Policy/Administrative Regulation #: See AR 5144, See AR 5144.1  
Subject: District and Site Discipline Rules

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 44050  
Board Policy/Administrative Regulation #: See BP 4119.21, See BP 4219.21, See BP 4319.21

Students

Parental Notifications

Subject: Code of Conduct Addressing Employee Interactions with Students

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 46010.1  
Board Policy/Administrative Regulation #: See AR 5113  
Subject: Absence for Confidential Medical Services

When to Notify: Beginning of Each School Year, if District has Adopted Policy on Involuntary Transfer of Students Convicted of Certain Crimes when Victim is Enrolled at Same School  
Education or Other Legal Code: Education Code 48929, 48980  
Board Policy/Administrative Regulation #: See BP 5116.2  
Subject: District Policy Authorizing Transfer

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 48980  
Board Policy/Administrative Regulation #: See BP 6111  
Subject: Schedule of Minimum Days and Student-Free Staff Development Days

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917; 34 CFR 106.8  
Board Policy/Administrative Regulation #: See AR 5145.7  
Subject: Copy of Sexual Harassment Policy as Related to Students; Contact Information for Title IX Coordinator

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 48980, 32255-32255.6  
Board Policy/Administrative Regulation #: See AR 5145.8  
Subject: Right to Refrain from Harmful or Destructive Use of Animals

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204, 48301  
Board Policy/Administrative Regulation #: See BP 5111.1, See AR 5116.1, See AR 5117  
Subject: All Statutory Attendance Options, Available Local Attendance Options, Options for Meeting Residency, Form for Changing Attendance, Appeals Process

Students

Parental Notifications

When to Notify: Beginning of Each School Year, if Board Allows Such Absence  
Education or Other Legal Code: Education Code 48980, 46014  
Board Policy/Administrative Regulation #: See AR 5113  
Subject: Absence for Religious Exercise or Purposes

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 48980, 48205  
Board Policy/Administrative Regulation #: See AR 5113, See BP 6154  
Subject: Excused Absences; Grade/Credit Cannot be Reduced Due to Excused Absence  
if Work or Test has been Completed; Full Text of Education Code 48205

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 48980, 48206.3, 48207, 48208  
Board Policy/Administrative Regulation #: See AR 6183  
Subject: Availability of Home/Hospital Instruction for Students with Temporary  
Disabilities

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 48980, 49403  
Board Policy/Administrative Regulation #: See BP 5141.31  
Subject: School Immunization Program

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 48980, 49423, 49480  
Board Policy/Administrative Regulation #: See AR 5141.21  
Subject: Administration of Prescribed Medication

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h  
Board Policy/Administrative Regulation #: See AR 5141.3  
Subject: Right to Refuse Consent to Physical Examination

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 48980, 49471, 49472  
Board Policy/Administrative Regulation #: See BP 5143  
Subject: Availability of Insurance

When to Notify: Annually

Students

Parental Notifications

Education or Other Legal Code: 49013; 5 CCR 4622  
Board Policy/Administrative Regulation #: See AR 1312.3  
Subject: Uniform Complaint Procedures, Available Appeals, Civil Law Remedies

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 49063  
Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3  
Subject: Challenge, Review and Expunging of Records

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7  
Board Policy/Administrative Regulation #: See AR 5125  
Subject: Student Records: Inspect and Review, Access, Types, Location, Persons Responsible, Location of Log, Access Criteria, Cost of Copies, Amendment Requests, Criteria to Determine Legitimate Educational Interest, Course Prospectus Availability

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37  
Board Policy/Administrative Regulation #: See AR 5125.1  
Subject: Release of Directory Information

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 49428  
Board Policy/Administrative Regulation #: See None  
Subject: How to Access Mental Health Services at School and/or in Community

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 49520, 48980; 42 USC 1758; 7 CFR 245.5  
Board Policy/Administrative Regulation #: See AR 3553  
Subject: Eligibility and Application Process for Free and Reduced Price Meals

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: Education Code 51513, 20 USC 1232h  
Board Policy/Administrative Regulation #: See AR 5022, See BP 6162.8

Students

Parental Notifications

Subject: Notice of Privacy Policy and Dates of Activities Re: Survey, Health Examination, or Collection of Personal Information for Marketing; Process to Opt Out of Such Activities; Inspection Rights and Procedures

When to Notify: Beginning of Each School Year

Education or Other Legal Code: Education Code 56301

Board Policy/Administrative Regulation #: See BP 6164.4

Subject: Parental Rights Re: Special Education Identification, Referral, Assessment, Instructional Planning, Implementation and Review, and Procedures for Initiating a Referral for Assessment

When to Notify: Beginning of Each School Year

Education or Other Legal Code: Education Code 58501, 48980

Board Policy/Administrative Regulation #: See AR 6181

Subject: Alternative Schools

When to Notify: Beginning of Each School Year

Education or Other Legal Code: Health and Safety Code 104855

Board Policy/Administrative Regulation #: See AR 5141.6

Subject: Availability of Dental Fluoride Treatment; Opportunity to Accept or Deny Treatment

When/Whom to Notify: Annually

Education or Other Legal Code: 5 CCR 852; Education Code 60615

Board Policy/Administrative Regulation #: See AR 6162.51

Subject: Student's Participation in State Assessments; Option to Request Exemption from Testing

When to Notify: Beginning of Each School Year, if District Receives Title I Funds

Education or Other Legal Code: 20 USC 6312; 34 CFR 200.48

Board Policy/Administrative Regulation #: See BP 4112.2, See AR 4222

Subject: Right to Request Information Re: Professional Qualifications of Child's Teacher and Paraprofessional

When to Notify: Beginning of Each School Year

Education or Other Legal Code: 34 CFR 104.8, 106.9

Board Policy/Administrative Regulation #: See BP 0410, See BP 6178

Subject: Nondiscrimination

Students

Parental Notifications

When to Notify: Beginning of Each School Year to Parent, Teacher, and Employee Organizations or, in their Absence, Individuals  
Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93  
Board Policy/Administrative Regulation #: See AR 3514  
Subject: Availability of Asbestos Management Plan; Any Inspections, Response Actions or Post-Response Actions Planned or in Progress

When to Notify: Beginning of Each School Year  
Education or Other Legal Code: USDA SP-23-2017  
Board Policy/Administrative Regulation #: See AR 3551  
Subject: District Policy on Meal Payments

II. At Specific Times During the Student's Academic Career

When to Notify: Beginning in Grade 7, at Least Once Prior to Course Selection and Career Counseling  
Education or Other Legal Code: Education Code 221.5; 48980  
Board Policy/Administrative Regulation #: See BP 6164.2  
Subject: Course Selection and Career Counseling

When to Notify: Upon a Student's Enrollment  
Education or Other Legal Code: Education Code 310  
Board Policy/Administrative Regulation #: See BP 6142.2, See AR 6174  
Subject: Information on the District's Language Acquisition Programs

When to Notify: When Child First Enrolls in a Public School, if the School Offers a Fingerprinting Program  
Education or Other Legal Code: Education Code 32390, 48980  
Board Policy/Administrative Regulation #: See AR 5142.1  
Subject: Fingerprinting Program

When/Whom to Notify: When Participating in Driver Training Courses Under the Jurisdiction of the District  
Education or Other Legal Code: Education Code 35211  
Board Policy/Administrative Regulation #: None  
Subject: Civil Liability, Insurance Coverage

When to Notify: Upon Registration in K-6, if Students have not Previously been Transported

Students

Parental Notifications

Education or Other Legal Code: Education Code 39831.5  
Board Policy/Administrative Regulation #: See AR 3543  
Subject: School Bus Safety Rules and Information, List of Stops, Rules of Conduct, Red Light Crossing Instructions, Bus Danger Zones, Walking to and From Stops

When to Notify: Beginning of Each School Year for High School Students, if High School is Open Campus  
Education or Other Legal Code: Education Code 44808.5, 48980  
Board Policy/Administrative Regulation #: See BP 5112.5  
Subject: Open Campus

When to Notify: Beginning of Each School Year in Grades 9-12, if District Allows Career Technical Education (CTE) Course to Satisfy Graduation Requirement  
Education or Other Legal Code: Education Code 48980, 51225.3  
Board Policy/Administrative Regulation #: See AR 6146.1  
Subject: How Each School Graduation Requirement Does or Does Not Satisfy College Entrance A-G Course Criteria; Districts CTE Courses that Satisfy A-G Course Criteria

When to Notify: Upon a Student's Enrollment  
Education or Other Legal Code: Education Code 49063  
Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3  
Subject: Specified Rights Related to Student Records

When to Notify: When Students Enter Grade 7  
Education or Other Legal Code: Education Code 49452.7  
Board Policy/Administrative Regulation #: See AR 5141.3  
Subject: Specified Information on Type 2 Diabetes

When to Notify: When in Kindergarten, or First Grade if not Previously Enrolled in Public School  
Education or Other Legal Code: Education Code 49452.8  
Board Policy/Administrative Regulation #: See AR 5141.32  
Subject: Requirement for Oral Health Assessment, Explanation of Law, Importance of Oral Health, Agency Contact, Privacy Rights

When to Notify: Beginning of Each School Year for Students in Grades 9-12  
Education or Other Legal Code: Education Code 51229, 48980  
Board Policy/Administrative Regulation #: See AR 6143



Students

Parental Notifications

Subject: College Admission Requirements, UC and CSU Web Sites that List Certified Courses, Description of CTE, CDE Internet Address, How Students May Meet with Counselors

When to Notify: Beginning of Each School Year for Students in Grades 7-12, or at Time of Enrollment if after Beginning of Year

Education or Other Legal Code: Education Code 51938, 48980

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Sexual Health and HIV Prevention Education; Right to View A/V Materials, Whether Taught by District Staff or Outside Consultants, Right to Request Specific Education Code Sections, Right to Excuse

When to Notify: Within 20 Working Days of Receiving Results of Standardized Achievement Tests or, if Results Not Available in School Year, Within 20 Working Days of Start of Next School Year

Education or Other Legal Code: Education Code 60641; 5 CCR 863

Board Policy/Administrative Regulation #: See AR 6162.51

Subject: Results of Tests; Test Purpose, Individual Score and Intended Use

When/Whom to Notify: By October 15 for Students in Grade 12

Education or Other Legal Code: Education Code 69432.9

Board Policy/Administrative Regulation #: See AR 5121, See AR 5125

Subject: Forwarding of Student's Grade Point Average to Cal Grant Program; Timeline to Opt Out

When to Notify: When Child is Enrolled or Reenrolled in a Licensed Child Care Center or Preschool

Education or Other Legal Code: Health and Safety Code 1596.7996

Board Policy/Administrative Regulation #: See AR 5148

Subject: Information on Risks and Effects of Lead Exposure, Blood Lead Testing

When to Notify: When Child is Enrolled in Kindergarten

Education or Other Legal Code: Health and Safety Code 124100, 124105

Board Policy/Administrative Regulation #: See AR 5141.32

Subject: Health Screening Examination

When to Notify: To Students in Grades 11-12, Early Enough to Enable Registration for Fall Test

Education or Other Legal Code: 5 CCR 11523

Students

Parental Notifications

Board Policy/Administrative Regulation #: See AR 6146.2  
Subject: Notice of Proficiency Examination Provided Under Education Code 48412

When to Notify: To Secondary Students, if District Receives Title I Funds  
Education or Other Legal Code: 20 USC 7908  
Board Policy/Administrative Regulation #: See AR 5125.1  
Subject: Request that District Not Release Student's Name, Address, and Phone Number  
to Military Recruiters without Prior Written Consent

III. When Special Circumstances Occur

When to Notify: In the Event of a Breach of Security of District Records, Security of  
District Records  
Education or Other Legal Code: Civil Code 1798.29  
Board Policy/Administrative Regulation #: See BP 3580  
Subject: Types of Records Affected, Date of Breach, Description of Incident, Contact  
Information for Credit Reporting Agencies

When to Notify: Upon Receipt of a Complaint Alleging Discrimination  
Education or Other Legal Code: Education Code 262.3  
Board Policy/Administrative Regulation #: See AR 1312.3  
Subject: Civil Law Remedies Available to Complainants

When to Notify: When Determining Whether an English Learner Should be Reclassified  
as Fluent English Proficient  
Education or Other Legal Code: Education Code 313; 5 CCR 11303  
Board Policy/Administrative Regulation #: See AR 6174  
Subject: Description of Reclassification Process, Opportunity for Parent/Guardian to  
Participate

When to Notify: When Student is Identified as English Learner and District Receives  
Title I or Title III Funds for English Learner Programs, Not Later than 30 Days After  
Beginning of School Year or Within Two Weeks of Placement if Identified During  
School Year  
Education or Other Legal Code: Education Code 313.2, 440; 20 USC 6312  
Board Policy/Administrative Regulation #: See AR 6174  
Subject: Reason for Classification, Level of English Proficiency, Identification as  
Long-Term English Learner, Description of Program(S), Option to Decline

Students

Parental Notifications

Program or Choose Alternate, Option to Remove Student from Program at any Time, Exit Requirements of Program

When to Notify: When Homeless or Foster Youth Applies for Enrollment in Before/After School Program

Education or Other Legal Code: Education Code 8483

Board Policy/Administrative Regulation #: See AR 5178.2

Subject: Right to Priority Enrollment How to Request Priority Enrollment

When to Notify: Before High School Student Attends Specialized Secondary Program on a University Campus

Education or Other Legal Code: Education Code 17288

Board Policy/Administrative Regulation #: None

Subject: University Campus Buildings May Not Meet Education Code Requirements for Structural Safety

When to Notify: At Least 72 Hours Before Use of Pesticide Product Not Included in Annual List

Education or Other Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Intended Use of Pesticide Product

When to Notify: To Members of Athletic Teams

Education or Other Legal Code: Education Code 32221.5

Board Policy/Administrative Regulation #: See AR 5143

Subject: Offer of Insurance; No-Cost and Low-Cost Program Options

When to Notify: Annually to Parents/Guardians of Student Athletes Before Participation in Competition

Education or Other Legal Code: Education Code 33479.3

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Information on Sudden Cardiac Arrest

When to Notify: If School has Lost its WASC Accreditation Status

Education or Other Legal Code: Education Code 35178.4

Board Policy/Administrative Regulation #: See BP 6190

Subject: Loss of Status, Potential Consequences

Students

Parental Notifications

When/Whom to Notify: When District has Contracted for Electronic Products or Services that Disseminate Advertising

Education or Other Legal Code: Education Code 35182.5

Board Policy/Administrative Regulation #: BP 3312

Subject: Advertising will be Used in the Classroom or Learning Center

When to Notify: At Least Six Months Before Implementing a Schoolwide Uniform Policy

Education or Other Legal Code: Education Code 35183

Board Policy/Administrative Regulation #: See AR 5132

Subject: Dress Code Policy Requiring Schoolwide Uniform

When to Notify: Before Implementing a Year-Round Schedule

Education or Other Legal Code: Education Code 37616

Board Policy/Administrative Regulation #: See BP 6117

Subject: Public Hearing on Year-Round Schedule

When to Notify: When Interdistrict Transfer is Requested and Not Approved or Denied Within 30 Days

Education or Other Legal Code: Education Code 46601

Board Policy/Administrative Regulation #: See AR 5117

Subject: Appeal Process

When to Notify: Before Early Entry to Kindergarten, if Offered

Education or Other Legal Code: Education Code 48000

Board Policy/Administrative Regulation #: See AR 5111

Subject: Effects, Advantages and Disadvantages of Early Entry

When to Notify: When Student Identified as Being At Risk of Retention

Education or Other Legal Code: Education Code 48070.5

Board Policy/Administrative Regulation #: See AR 5123

Subject: Student At Risk of Retention

When to Notify: When Student Excluded Due to Quarantine, Contagious or Infectious Disease, Danger to Safety or Health

Education or Other Legal Code: Education Code 48213

Board Policy/Administrative Regulation #: See AR 5112.2

Subject: Student has been Excluded from School

Students

Parental Notifications

When to Notify: Before Already Admitted Student is Excluded for Lack of Immunization

Education or Other Legal Code: Education Code 48216; 17 CCR 6040

Board Policy/Administrative Regulation #: See AR 5141.31

Subject: Need to Submit Evidence of Immunization or Exemption Within 10 School Days; Referral to Medical Care

When to Notify: When a Student is Classified as Truant

Education or Other Legal Code: Education Code 48260.5, 48262

Board Policy/Administrative Regulation #: See AR 5113.1

Subject: Truancy, Parental Obligation, Availability of Alternative Programs, Student Consequences, Need for Conference

When to Notify: When a Truant is Referred to a SARB or Probation Department

Education or Other Legal Code: Education Code 48263

Board Policy/Administrative Regulation #: See AR 5113.1

Subject: Name and Address of SARB or Probation Department and Reason for Referral

When/Whom to Notify: When Student Requests to Voluntarily Transfer to Continuation School

Education or Other Legal Code: Education Code 48432.3

Board Policy/Administrative Regulation #: See AR 6184

Subject: Copy of District Policy and Regulation on Continuation Education

When to Notify: Prior to Involuntary Transfer to Continuation School

Education or Other Legal Code: Education Code 48432.5

Board Policy/Administrative Regulation #: See AR 6184

Subject: Right to Require Meeting Prior to Involuntary Transfer to Continuation School

When/Whom to Notify: To Person Holding Educational Rights, Prior to Recommending Placement of Foster Youth Outside School of Origin

Education or Other Legal Code: Education Code 48853.5

Board Policy/Administrative Regulation #: See AR 6173.1

Subject: Basis for the Placement Recommendation

When to Notify: When Student is Removed from Class and Teacher Requires Parental Attendance at School

Education or Other Legal Code: Education Code 48900.1

Board Policy/Administrative Regulation #: See AR 5144.1

Students

Parental Notifications

Subject: Parental Attendance Required; Timeline for Attendance

When to Notify: Prior to Withholding Grades, Diplomas, or Transcripts

Education or Other Legal Code: Education Code 48904

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Damaged School Property

When to Notify: When Withholding Grades, Diplomas or Transcripts from Transferring Student

Education or Other Legal Code: Education Code 48904.3

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Next School will Continue Withholding Grades, Diplomas or Transcripts

When to Notify: When Student is Released to Peace Officer

Education or Other Legal Code: Education Code 48906

Board Policy/Administrative Regulation #: See BP 5145.11

Subject: Release of Student to Peace Officer for the Purpose of Removing Minor from School, Unless Taken into Custody as Victim of Suspected Child Abuse

When to Notify: At Time of Suspension

Education or Other Legal Code: Education Code 48911

Board Policy/Administrative Regulation #: See BP 5144.1, See AR 5144.1

Subject: Notice of Suspension

When to Notify: When Original Period of Suspension is Extended

Education or Other Legal Code: Education Code 48911

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Extension of Suspension

When to Notify: At the Time a Student is Assigned to a Supervised Suspension Classroom

Education or Other Legal Code: Education Code 48911.1

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: The Student's Assignment to a Supervised Suspension Classroom

When to Notify: Before Holding a Closed Session Re: Suspension

Education or Other Legal Code: Education Code 48912

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Intent to Hold a Closed Session Re: Suspension

Students

Parental Notifications

When to Notify: When Student Expelled from Another District for Certain Acts Seeks Admission

Education or Other Legal Code: Education Code 48915.1, 48918

Board Policy/Administrative Regulation #: See BP 5119

Subject: Hearing Re: Possible Danger Presented by Expelled Student

When to Notify: When Readmission is Denied

Education or Other Legal Code: Education Code 48916

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Reasons for Denial; Determination of Assigned Program

When to Notify: When Expulsion Occurs

Education or Other Legal Code: Education Code 48916

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Readmission Procedures

When to Notify: At Least 10 Calendar Days Before Expulsion Hearing

Education or Other Legal Code: Education Code 48918

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Notice of Expulsion Hearing

When to Notify: When Expulsion or Suspension of Expulsion Occurs

Education or Other Legal Code: Education Code 48918

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Decision to Expel; Right to Appeal to County Board; Obligation to Inform New District of Status

When to Notify: Before Involuntary Transfer of Student Convicted of Certain Crime When Victim is Enrolled at Same School

Education or Other Legal Code: Education Code 48929, 48980

Board Policy/Administrative Regulation #: See BP 5116.2

Subject: Right to Request a Meeting with Principal or Designee

When to Notify: One Month Before the Scheduled Minimum Day

Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: See BP 6111

Subject: When Minimum Days are Scheduled After the Beginning of the School Year

Students

Parental Notifications

When to Notify: When Parents/Guardians Request Guidelines for Filing Complaint of Child Abuse at a School Site

Education or Other Legal Code: Education Code 48987

Board Policy/Administrative Regulation #: See AR 5141.4

Subject: Guidelines for Filing Complaint of Child Abuse at a School Site with Local Child Protective Agencies

When to Notify: When Student in Danger of Failing a Course

Education or Other Legal Code: Education Code 49067

Board Policy/Administrative Regulation #: See AR 5121

Subject: Student in Danger of Failing a Course

When to Notify: When Student Transfers from Another District or Private School

Education or Other Legal Code: Education Code 49068

Board Policy/Administrative Regulation #: See AR 5125

Subject: Right to Receive Copy of Student's Record and to Challenge its Content

When/Whom to Notify: When Parent/Guardian's Challenge of Student Record is Denied and Parent/Guardian Appeals

Education or Other Legal Code: Education Code 49070

Board Policy/Administrative Regulation #: See AR 5125.3

Subject: If Board Sustains Allegations, the Correction or Destruction of Record; if Denied, Right to Submit Written Objection

When/Whom to Notify: When District is Considering Program to Gather Safety-Related Information from Students' Social Media Activity

Education or Other Legal Code: Education Code 49073.6

Board Policy/Administrative Regulation #: See BP 5125

Subject: Opportunity for Input on Proposed Program

When/Whom to Notify: When District Adopts Program to Gather Information from Students' Social Media Activity, and Annually Thereafter

Education or Other Legal Code: Education Code 49073.6

Board Policy/Administrative Regulation #: AR 5125

Subject: Information is Being Gathered, Access to Records, Process for Removal or Corrections, Destruction of Records

When to Notify: Within 24 Hours of Release of Information to a Judge or Probation Officer



Students

Parental Notifications

Education or Other Legal Code: Education Code 49076  
Board Policy/Administrative Regulation #: See AR 5125  
Subject: Release of Student Record to a Judge or Probation Officer for Conducting Truancy Mediation Program or for Presenting Evidence at a Truancy Petition

When to Notify: Before Release of Information Pursuant to Court Order or Subpoena  
Education or Other Legal Code: Education Code 49077  
Board Policy/Administrative Regulation #: See AR 5125  
Subject: Release of Information Pursuant to Court Order or Subpoena

When to Notify: When Screening Results in Suspicion that Student Has Scoliosis  
Education or Other Legal Code: Education Code 49452.5  
Board Policy/Administrative Regulation #: See AR 5141.3  
Subject: Scoliosis Screening

When to Notify: When Test Results in Discovery of Visual or Hearing Defects  
Education or Other Legal Code: Education Code 49456; 17 CCR 2951  
Board Policy/Administrative Regulation #: See AR 5141.3  
Subject: Vision or Hearing Test Results

When to Notify: Within 10 Days of Negative Balance in Meal Account  
Education or Other Legal Code: Education Code 49557.5  
Board Policy/Administrative Regulation #: See AR 3551  
Subject: Negative Balance in Meal Account; Encouragement to Apply for Free or Reduced Price Meals

When to Notify: Annually to Parents/Guardians of Student Athletes  
Education or Other Legal Code: Education Code 49475  
Board Policy/Administrative Regulation #: See AR 6145.2  
Subject: Information on Concussions and Head Injuries

When to Notify: Annually to Parents/Guardians of Student Athletes Before their First Practice or Competition  
Education or Other Legal Code: Education Code 49476  
Board Policy/Administrative Regulation #: See AR 6145.2  
Subject: Opioid Fact Sheet

When/Whom to Notify: Within 30 Days of Foster Youth, Homeless Youth, Former Juvenile Court School Student, Child of Military Family, or Migrant Student Being

Students

Parental Notifications

Transferred After Second Year of High School, or Immigrant Student Enrolled in Newcomer Program in Grades 11-12

Education or Other Legal Code: Educational Code 51225.1

Board Policy/Administrative Regulation #: See BP 6146.1, See AR 6173, See AR 6173.1, AR 6173.3, See AR 6175

Subject: Exemption from Local Graduation Requirements, Effect on College Admission, Option for Fifth Year of High School

When to Notify: Before Any Test/Survey Questioning Personal Beliefs

Education or Other Legal Code: Education Code 51513

Board Policy/Administrative Regulation #: See AR 5022

Subject: Permission for Test, Survey Questioning Personal Beliefs

When to Notify: At Least 14 Days Before HIV Prevention or Sexual Health Instruction, if Arrangement Made for Guest Speaker After Beginning of School Year

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Instruction in HIV Prevention or Sexual Health by Guest Speaker or Outside Consultant

When to Notify: Prior to Administering Survey Regarding Health Risks and Behaviors to Students in Grades 7-12

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 5022

Subject: Notice that the survey will be administered

When to Notify: Within 30 Calendar Days of Receipt of Results of Assessment or Reassessment of English Proficiency

Education or Other Legal Code: Education Code 52164.1, 52164.3; 5 CCR 11511.5

Board Policy/Administrative Regulation #: See AR 6174

Subject: Results of State Test of English Proficiency

When to Notify: When Migrant Education Program is Established

Education or Other Legal Code: Education Code 54444.2

Board Policy/Administrative Regulation #: See BP 6175, See AR 6175

Subject: Parent Advisory Council Membership Composition

When to Notify: When Child Participates in Licensed Child Care and Development Program

Students

Parental Notifications

Education or Other Legal Code: Health and Safety Code 1596.857  
Board Policy/Administrative Regulation #: See AR 5148  
Subject: Parent/Guardian Right to Enter Facility

When to Notify: When a Licensed Child Care Center has a Building Constructed Before January 1, 2010 and has Drinking Water Tested for Lead  
Education or Other Legal Code: Health and Safety Code 1597.16  
Board Policy/Administrative Regulation #: See AR 5148  
Subject: The Requirement to Test the Facility, and the Results of the Test

When/Whom to Notify: When District Receives Tobacco-Use Prevention Education Funds  
Education or Other Legal Code: Health and Safety Code 104420  
Board Policy/Administrative Regulation #: See AR 3513.3  
Subject: The District's Tobacco-Free Schools Policy and Enforcement Procedures

When to Notify: When Testing by Community Water System Finds Presence of Lead Exceeding Specified Level  
Education or Other Legal Code: Health and Safety Code 116277  
Board Policy/Administrative Regulation #: See AR 3514  
Subject: Elevated Lead Level at School

When to Notify: When Sharing Student Immunization Information with an Immunization System  
Education or Other Legal Code: Health and Safety Code 120440  
Board Policy/Administrative Regulation #: See AR 5125  
Subject: Types of Information to be Shared, Name and Address of Agency, Acceptable Use of the Information, Right to Examine, Right to Refuse to Share

When/Whom to Notify: At Least 14 Days Prior to Sex Offender Coming on Campus as Volunteer  
Education or Other Legal Code: Penal Code 626.81  
Board Policy/Administrative Regulation #: See AR 1240, See BP 1250  
Subject: Dates and Times Permission Granted; Obtaining Information from Law Enforcement

When to Notify: When Hearing is Requested by Person Asked to Leave School Premises  
Education or Other Legal Code: Penal Code 627.5  
Board Policy/Administrative Regulation #: See AR 3515.2

Students

Parental Notifications

Subject: Notice of Hearing

When/Whom to Notify: When Responding to Complaint Re: Discrimination, Special Education, or Noncompliance with Law

Education or Other Legal Code: 5 CCR 4631

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Findings, Disposition of Complaint, any Corrective Actions, Appeal Rights and Procedures

When to Notify: When Child Participates in Licensed Child Care and Development Program

Education or Other Legal Code: 5 CCR 18066

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policies Regarding Excused and Unexcused Absences

When to Notify: Within 30 Days of Application for Subsidized Child Care or Preschool Services

Education or Other Legal Code: 5 CCR 18094, 18118

Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3

Subject: Policies Re: Approval or Denial of Services

When to Notify: Upon Recertification or Update of Application for Child Care or Preschool Services

Education or Other Legal Code: 5 CCR 18095, 18119

Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3

Subject: Policies Re: Any Change in Service, Such as in Fees, Amount of Service, Termination of Service

When to Notify: Upon Child's Enrollment in Child Care Program

Education or Other Legal Code: 5 CCR 18114

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policies Re: Policy on Fee Collection

When to Notify: When Payment of Child Care Fees is Seven Days Late

Education or Other Legal Code: 5 CCR 18114

Board Policy/Administrative Regulation #: See AR 5148

Subject: Policies Re: Notice of Delinquent Fees

When to Notify: When District Substantively Changes Policy on Student Privacy Rights

Students

Parental Notifications

Education or Other Legal Code: 20 USC 1232h  
Board Policy/Administrative Regulation #: See AR 5022  
Subject: Notice of Any Substantive Change in Policy or Regulation

When to Notify: For Districts Receiving Title I Funds, When a Child has been Assigned or Taught for Four or More Consecutive Weeks by a Teacher Who Does Not Meet State Certification Requirements for the Grade Level/Subject Taught  
Education or Other Legal Code: 20 USC 6312  
Board Policy/Administrative Regulation #: See AR 4112.24  
Subject: Timely Notice to Parent/Guardian of Child's Assignment

When to Notify: For Districts Receiving Title I Funds, Not Later Than 30 Days After Beginning of School Year, to Parents/Guardians of English Learners  
Education or Other Legal Code: 20 USC 6312  
Board Policy/Administrative Regulation #: See AR 6174  
Subject: Reasons for Placement, Level of Proficiency, Instructional Methods, How Program Meets Child's Strengths and Teaches English, Exit Requirements, Right to Choose Another Program

When to Notify: For Schools Receiving Title I Funds, Upon Development of Parent Involvement Policy  
Education or Other Legal Code: 20 USC 6318  
Board Policy/Administrative Regulation #: See AR 6020  
Subject: Notice of Policy

When to Notify: When District Receives Impact Aid Funds for Students Residing on Indian Lands, to Parents/Guardians of Indian Children  
Education or Other Legal Code: 20 USC 7704; 34 CFR 222.94  
Board Policy/Administrative Regulation #: See AR 3231  
Subject: Relevant Applications, Evaluations, Program Plans, Information about District's General Educational Program; Opportunity to Submit Comments

When to Notify: When Household is Selected for Verification of Eligibility for Free or Reduced-Price Meals  
Education or Other Legal Code: 42 USC 1758; 7 CFR 245.6a  
Board Policy/Administrative Regulation #: See AR 3553  
Subject: Need to Submit Verification Information; Any Subsequent Change in Benefits; Appeals

Students

Parental Notifications

When/Whom to Notify: When Student is Homeless or Unaccompanied Minor  
Education or Other Legal Code: 42 USC 11432; Education Code 48852.5  
Board Policy/Administrative Regulation #: See AR 6173  
Subject: Educational and Related Opportunities; Transportation Services; Placement  
Decision and Right to Appeal

When to Notify: When Student Transfers Out of State and Records are Disclosed  
Without Consent Pursuant to 34 CFR 99.30  
Education or Other Legal Code: 34 CFR 99.34  
Board Policy/Administrative Regulation #: See AR 5125  
Subject: Right to Review Records

When to Notify: When Student Complains of Sexual Harassment  
Education or Other Legal Code: 34 CFR 106.44, 106.45  
Board Policy/Administrative Regulation #: See AR 5145.7  
Subject: Right to File Formal Complaint, Availability of Supportive Measures, Notice  
of Process, Reason for Dismissal of Complaint if Applicable

When to Notify: When District Receives Federal Funding Assistance for Nutrition  
Program  
Education or Other Legal Code: USDA FNS Instruction 113-1  
Board Policy/Administrative Regulation #: See BP 3555  
Subject: Rights and Responsibilities, Nondiscrimination Policy, Complaint Procedures

IV. Special Education Notices

When to Notify: Prior to Conducting Initial Evaluation  
Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6,  
56329; 20 USC 1415 (d); 34 CFR 300.502, 300.503  
Board Policy/Administrative Regulation #: See BP 6159.1, See AR 6159.1, See AR  
6164.4  
Subject: Proposed Evaluation Plan, Related Parental Rights, Prior Written Notice,  
Procedural Safeguards

When/Whom to Notify: Before Functional Behavioral Assessment Begins  
Education or Other Legal Code: Education Code 56321  
Board Policy/Administrative Regulation #: See AR 6159  
Subject: Notification and Consent

Students

Parental Notifications

When to Notify: 24 Hours Before IEP When District Intending to Record  
Education or Other Legal Code: Education Code 56341.1  
Board Policy/Administrative Regulation #: See AR 6159  
Subject: Intention to Audio-Record IEP Meeting

When to Notify: Early Enough to Ensure Opportunity for Parent to Attend IEP Meeting  
Education or Other Legal Code: Education Code 56341.5; 34 CFR 300.322  
Board Policy/Administrative Regulation #: See AR 6159  
Subject: Time, Purpose, Location, Who will Attend, Participation of Others with  
Special Knowledge, Transition Statements if Appropriate

When to Notify: When Parent/Guardian Orally Requests Review of IEP  
Education or Other Legal Code: Education Code 56343.5  
Board Policy/Administrative Regulation #: See AR 6159  
Subject: Need for Written Request

When to Notify: Within One School Day of Emergency Intervention or Serious Property  
Damage  
Education or Other Legal Code: Education Code 56521.1  
Board Policy/Administrative Regulation #: See AR 6159.4  
Subject: Emergency Intervention

When to Notify: Whenever There is a Proposal or Refusal to Initiate or Change the  
Identification, Evaluation, Placement, or FAPE, Including When Parent/Guardian  
Revokes Consent for Services  
Education or Other Legal Code: 20 USC 1415(c); 34 CFR 300.300, 300.503  
Board Policy/Administrative Regulation #: See AR 6159, See AR 6159.1  
Subject: Prior Written Notice

When/Whom to Notify: Upon Filing of State Complaint  
Education or Other Legal Code: 20 USC 1415(d), 34 CFR 300.504  
Board Policy/Administrative Regulation #: See AR 6159.1  
Subject: Procedural Safeguards Notice

When/Whom to Notify: When Disciplinary Measures are Taken or Change in Placement  
Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.530  
Board Policy/Administrative Regulation #: See AR 5144.2  
Subject: Decision and Procedural Safeguards Notice

Students

Parental Notifications

When to Notify: Upon Requesting a Due Process Hearing  
Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.508  
Board Policy/Administrative Regulation #: See AR 6159.1  
Subject: Child's Name, Address, School, Description of Problem, Proposed Resolution

When to Notify: Eligibility for Services Under Section 504  
Education or Other Legal Code: 34 CFR 104.32, 104.36  
Board Policy/Administrative Regulation #: See AR 6164.6  
Subject: District Responsibilities, District Actions, Procedural Safeguards

V. Classroom Notices

When to Notify: In Each Classroom Used for License Exempt California State Preschool Program  
Education or Other Legal Code: Education Code 8235.5  
Board Policy/Administrative Regulation #: See AR/E 1312.3  
Subject: Health and Safety Requirements for Preschool Programs; Where to Get Complaint Form

When to Notify: In Each Classroom in Each School  
Education or Other Legal Code: Education Code 35186  
Board Policy/Administrative Regulation #: See AR/E 1312.4  
Subject: Complaints Subject to Williams Uniform Complaint Procedures

Exhibit Adopted: --/--/2020



Students – Welfare

Sexual Harassment

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment of students at school or at school-sponsored or school-related activities targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The District strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the District's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint is addressed through Title IX complaint procedures or uniform complaint procedures, as applicable, and shall offer supportive measures to the complainant.

The Superintendent or designee shall inform students and parents/guardians of the District's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the District's web site, and including it in student and staff handbooks. All District staff shall be trained regarding the policy.

~~Regardless of whether a harassed student, his/her parent/guardian, or a third party files a complaint under the District procedures or otherwise requests action on the student's behalf, a school that knows, or reasonably should know, about possible harassment must promptly take action to determine what occurred and then take appropriate steps to resolve the situation.~~

- ~~• Even where a parent/guardian or student does not wish to disclose the student's identity, District staff will limit the effects of alleged harassment and prevent its recurrence without initiating formal action.~~
- ~~• Such steps may include limited investigative activities and actions to protect the complainant and the school community and prevent recurrence while keeping the identity of the complainant confidential.~~
- ~~• These actions may include providing services to the complainant, such as counseling services; providing increased monitoring, supervision, or security at locations or activities~~

Students – Welfare

Sexual Harassment

~~where the misconduct occurred; providing training and education materials for students and employees; or changing and publicizing the school's policies on sexual violence.~~

- ~~• This also applies to harassment based on race, color, national origin, disability, or age.~~

~~The District strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult or has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a District compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.~~

~~The Superintendent or designee shall take appropriate actions to reinforce the District's sexual harassment policy.~~

A. Instruction/Information

The Superintendent or designee shall ensure that all District students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that such harassment could occur between people of the same sex and could involve sexual violence.
2. A clear message that students do not have to endure sexual harassment under any circumstance.
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained.
4. A clear message that student safety is the District's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved.

Students – Welfare

Sexual Harassment

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students.
6. Information about the District's procedure for investigating complaints and the person(s) to whom a report of sex-based harassment should be made.
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the District investigation of a sexual harassment complaint continues.
8. A clear message that, when needed, the District will ~~take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment~~ implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

~~B. Complaint Process and Disciplinary Actions~~

- ~~1. Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and District procedures specified in AR 1312.3 – Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.~~
2. Upon completion of an investigation of a sexual harassment complaint, any student ~~who engages~~ found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.
3. Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject

Students – Welfare

Sexual Harassment

to ~~discipline~~ disciplinary action, up to and including dismissal, in accordance with ~~applicable policies, laws, and/or~~ the applicable collective bargaining agreements.

C. Record Keeping

The In accordance with law, the Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the District to monitor, address, and prevent repetitive harassing behavior in the schools.

Legal Reference: Education Code, Sections 200-262.4; 48900; 48900.2; 48904; 48980; 48985  
Civil Code, Sections 51.9; 1714.1  
Government Code, Section 12950.1  
California Code of Regulations, Title 5, Sections 4600- 4687; 4900-4965  
United States Code, Title 20, Sections 1092; 1221; 1232g; 1681-1688;  
United States Code, Title 34, Section 12291  
United States Code, Title 42, Sections 1983; 2000d-2000d-7; 2000e-2000e-17  
Code of Federal Regulations, Title 34, Sections 99.1-99.67; 106.1-106.71  
Court Decisions:  
Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567;  
Flores v. Morgan Hill Unified School District, (2003, 9<sup>th</sup> Cir.) 324 F.3d 1130;  
Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736;  
Davis v. Monroe County Board of Education, (1999) 526 U.S. 629;  
Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274;  
Oona by KateS. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473;  
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Policy Adopted: 05/21/1996

Policy Amended: 01/21/1997; 06/30/1998; 02/05/2002; 01/14/2003; 05/20/2008; 11/16/2010; 06/21/2011; 04/05/2016; 10/18/2016; --/--/2020

Formerly BP 5325

Instruction

Physical Education and Activity

The Board of Education recognizes the positive benefits of physical activity on student health, well-being, and academic achievement. The District shall provide all students the opportunity to be physically active on a regular basis through high-quality physical education instruction and may provide additional opportunities for physical activity throughout the school day. The District's physical education and activity programs shall support the District's coordinated student wellness program and encourage students' lifelong fitness.

Physical education classes shall be conducted in the coeducational, inclusive manner prescribed by law. The District shall provide instruction in physical education that provides equal access and equal opportunities for participation for all students in grades 1-12 regardless of gender, gender expression, sexual orientation, and mental or physical disability. (Education Code 220, 221.5, 33352; 5 CCR 4900, 4930, 4931, 4940, 4960; 34 CFR 106.33, 106.34, 300.108)

The District's physical education program shall provide a developmentally appropriate sequence of instruction aligned with the state's model content standards and curriculum framework.

The District's physical education program shall engage students in age-appropriate moderate to vigorous physical activity, as defined in the accompanying administrative regulation, including aerobic, muscle-strengthening, and bone-strengthening activities. The Superintendent or designee shall develop strategies to monitor the amount of moderate to vigorous physical activity that takes place in the physical education instructional program.

For grades 9-12, the overall course of study shall include the effects of physical activity upon dynamic health, the mechanics of body movement, aquatics, gymnastics and tumbling, individual and dual sports, rhythms and dance, team sports, and combatives. (Education Code 33352; 5 CCR 10060)

The Board shall approve the courses in grades 9-12 for which physical education credit may be granted.

~~The Board of Education elects to exempt pupils from required attendance in physical education courses pursuant to paragraph (1) or (2) or both of subdivision (b) of Section 51241 and shall offer those pupils so exempted a variety of elective physical education courses of not less than 400 minutes each 10 schooldays. The Board shall approve the courses in grades 9-12 for which physical education credit may be granted.~~

~~The District's physical education program shall engage students in moderate to vigorous physical activity, as defined in the accompanying administrative regulation, for at least 50 percent of class or session time. The Superintendent or designee shall develop strategies to monitor the amount~~

### Instruction

#### Physical Education and Activity

~~of moderate to vigorous physical activity that takes place in the physical education instructional program.~~

~~The Superintendent or designee shall ensure that all physical education classes shall be conducted in the coeducational, inclusive manner prescribed by law. Glendale Unified School District must provide instruction in physical education that provides equal access and equal opportunities for participation for all pupils in grades one through twelve, inclusive, regardless of gender, sexual orientation, and mental or physical disability. (EC sections 220, 221.5[f], 33352[b][8]; 5 CCR sections 4900, 4930, 4931, 4940, 4960; Title IX 106.33, 106.34; 34 CFR Section 300.108)~~

The Superintendent or designee may develop strategies to supplement physical education instruction with additional opportunities for students to be physically active before, during, and after the school day.

Students with disabilities shall be provided instruction in physical education in accordance with their individualized education program or Section 504 accommodation plan.

During air pollution episodes, extreme weather, or other inclement conditions, physical education staff shall make appropriate adjustments to the program or shall seek alternative indoor space to enable students to participate in active physical education.

~~The Superintendent or designee may develop strategies to supplement physical education instruction with additional opportunities for students to be physically active before, during, and after the school day.~~

### Staffing

Physical education instruction shall be delivered by appropriately credentialed teachers who may be assisted by instructional aides, paraprofessionals, and/or volunteers.

The District shall provide physical education teachers with continuing professional development, including classroom management and instructional strategies designed to keep students engaged and active and to enhance the quality of physical education instruction and assessment.

### Physical Fitness Testing

### Instruction

#### Physical Education and Activity

The Superintendent or designee shall annually administer the physical fitness test designated by the State Board of Education (FITNESSGRAM) to students in grades 5, 7, and 9. (Education Code 60800; 5 CCR 1041)

#### Temporary Exemptions

The Superintendent or designee may grant a student a temporary exemption from physical education under either of the following conditions: (Education Code 51241)

1. The student is ill or injured and a modified program to meet his/her needs cannot be provided.
2. The student is enrolled for one-half time or less.

#### Two-Year Exemptions

With the student's consent, the Superintendent or designee may exempt a student from physical education courses for any two years during grades 10-12 provided that the student has satisfactorily met at least five of the six standards of the FITNESSGRAM in grade 9. (Education Code 51241)

Upon request by students and/or their parents/guardians, the Superintendent or designee may administer the FITNESSGRAM to students in grades 10-12 who need to pass the test in order to qualify for a two-year exemption from physical education courses.

Students in grades 10-12 who have been granted a two-year exemption shall be offered a variety of elective physical education courses of not less than 400 minutes each 10 school days. (Education Code 51222)

Such students shall not be permitted to attend fewer total hours of courses and classes than they would have attended if enrolled in a physical education course. (Education Code 51241)

#### Permanent Exemptions

The Superintendent or designee may grant a student a permanent exemption from physical education under any of the following conditions: (Education Code 51241)

1. The student is age 16 years or older and has been enrolled in grade 10 for one or more academic years. However, such a student shall not be permitted to attend

### Instruction

#### Physical Education and Activity

fewer total hours of courses and classes than he/she would have attended if enrolled in a physical education course.

2. The student is enrolled as a postgraduate student.
3. The student is enrolled in a juvenile home, ranch, camp, or forestry camp school with scheduled recreation and exercise.

Students who have been granted a permanent exemption shall be offered a variety of elective physical education courses of not less than 400 minutes each 10 school days. (Education Code 33352)

#### Other Exemptions

The Superintendent or designee may grant a student an exemption from physical education under the following special circumstances:

1. When the student is in any of grades 10-12 and is excused for up to 24 clock hours in order to participate in automobile driver training. However, any such student shall attend a minimum of 7,000 minutes of physical education instruction during the school year. (Education Code 51222)
2. When the student is in any of grades 10-12, attends a regional occupational center or program, and, because of the travel time involved, would experience hardship to attend physical education courses. Any such student shall have a minimum school day of 180 minutes. (Education Code 52316)
3. When the student is in high school and is engaged in a regular school-sponsored interscholastic athletic program carried on wholly or partially after regular school hours. (Education Code 51242)

#### Program Evaluation

The Superintendent or designee shall annually report to the Board each school's FITNESSGRAM results for each applicable grade level. He/she shall also report to the Board regarding the number of instructional minutes offered in physical education for each grade level, the number of two-year and permanent exemptions granted pursuant to Education Code 51241, and any other data agreed upon by the Board and the Superintendent or designee to evaluate



Instruction

Physical Education and Activity

program quality and the effectiveness of the District's program in meeting goals for physical activity.

Legal Reference: Education Code, Sections 220; 221.5~~[f]~~; 33126; 33350-33354; 35256; 44250-44277; 49066; 51210; 51220; 51222; 51223; 51241; 51242; 52316; 60800  
Code of Regulations, Title 5, Sections 1040-~~1044~~; 1047-1048; 3051.5; 4600-4687; 4900-~~4965~~; ~~4930~~; ~~4931~~; ~~4940~~; 4960; 10060; 80020; 80037; 80046.1  
~~Code of Regulations, Title IX, Sections 106.33; 106.34~~  
United States Code, Title 29, 794 Rehabilitation Act of 1973, Section 504  
~~Code of Regulations, 34 CFR, Section 300.108~~  
United States Code, Title 42, Section 1758b  
Code of Federal Regulations, Title 34, Sections 106.33; 106.34; 300.108  
Attorney General Opinions: 53 Ops.Cal.Atty.Gen. 230 (1970)  
Court Decisions:  
Doe v. Albany Unified School District (2010) 190 Cal.App.4th 668  
Cal200 et al. v. San Francisco Unified School District et al. (2013), San Francisco Superior Court, Case No. CGC-13-534975  
Cal200 et al. v. Oakland Unified School District et al. (San Francisco Superior Court, Case No. CPF-14-513959

Policy Adopted: 11/05/2018

Policy Amended: 11/05/2019; --/--/2020

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

INFORMATION REPORT NO. 7

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

PREPARED BY: Dr. Darneika Watson, Chief Human Resources and Operations  
Officer/Director of Classified Personnel

SUBJECT: ACKNOWLEDGEMENTS OF SERVICE

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The resignations and retirements of the following employees have been accepted by the Chief Human Resources and Operations Officer/Director of Classified Personnel, as effective and final per Board Policies 4117.1/4217.1/4317.1 and 4117.2/4217.2/4317.2, and are being reported to the Board of Education as information only - no action required:

Resignations:

1. Carranza, Maria Effective 10/05/20  
Education Assistant I  
Horace Mann Elementary School
2. Der-Barseghian, Araksi Effective 9/28/20  
Administrative Secretary  
Cerritos Elementary School
3. Mkrtumyan, Kristine Effective 6/11/20  
Education Assistant-Intensive Support  
Special Education Department
4. Richter, Lena A. Effective 10/06/20  
Director, Categorical Prog. & Interv.  
Special Projects
5. Sarmiento, Steven Effective 9/25/20  
Cafeteria Worker I  
Clark Magnet High School
6. Youssefian, Leana Effective 9/22/20  
Speech-Language Pathologist Assistant  
Special Education Department

Retirements:

1. Bridges, Diana  
Typist Clerk II  
Dunsmore Elementary School  
Effective 10/12/20  
11 years of service
2. Gedzhekushyan, Margarit  
Clerk II  
Categorical Programs  
Effective 1/01/21  
19 years, 1 month of service
3. Green, Deborah  
Typist Clerk III  
Special Education Department  
Effective 12/01/20  
21 years, 11 months of service
4. Labinger, M Kimberly Dodgson  
1<sup>st</sup> Grade Teacher  
Edison Elementary  
Effective 6/12/20  
34 years of service
5. Learmonth, Nancy S.  
GSSA – Orientation & Mobility  
SELPA  
Effective 11/02/20  
25 years, 2 months of service
6. Marchan, Xavier A.  
Customer Support Technician  
ETIS  
Effective 10/01/20  
15 years, 7 months of service
7. Mooshagian, Gregory J.  
1<sup>st</sup>/2<sup>nd</sup> Grade Teacher  
Lincoln Elementary  
Effective 10/01/20  
13 years, 1 month of service
8. Parks, Rodney  
Lead Custodian  
Glendale High School  
Effective 10/02/20  
33 years, 10 months of service

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

INFORMATION REPORT NO. 8

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Hagop Kassabian, Administrator: Planning, Development and Facilities

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

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

1. Superintendent's Facility Advisory Committee (SFAC)
  - Review of Measure S Agenda Items via video conference.
2. Items on this Agenda
  - **Approval of Change Order No. 1 to Bid No. 196-19/20 with Chalmers Construction Services, Inc. for Window Replacement at Keppel Elementary School and Notice of Completion**

On April 7, 2020, the Board approved the award of Bid No. 196-19/20 to Chalmers Construction Services, Inc. for the window replacement project at Keppel Elementary School in the amount of \$425,900.

Following the start of the construction, District staff encountered changes to the project that resulted in an increase to the contract. These changes included the installation of two additional windows (as requested by District Administration), asbestos abatement that was previously encapsulated and undetected in the hazardous materials report, and additional concrete due to differences in sizes of window openings.

Change Order No. 1 in the amount of \$40,516.19 accounts for these changes to the contract. This Change Order represents a 9.51% increase to the original contract and is included in the previously allocated 10% project contingency. This increases the original contract total to \$466,416.19.

This project was completed in a satisfactory manner as of August 16, 2020, and was funded by Measure S – Summer Projects and Deferred Maintenance Project funds. The Superintendent's Facility Advisory Committee voted to support this recommendation.

- **Approval of Change Order No. 1 to Bid No. 197-19/20 with Chalmers Construction Services, Inc. for Concrete Replacement at Wilson Middle School and Notice of Completion**

On May 5, 2020, the Board approved the award of Bid No. 197-19/20 to Chalmers Construction Services, Inc. for the concrete replacement project at Wilson Middle School in the amount of \$367,400.

Following the start of the construction, additional concrete work would be required at the site to address water drainage concerns and to replace spalling concrete adjacent to new work areas.

Change Order No. 1 in the amount of \$35,440 accounts for these changes to the contract. This Change Order represents a 9.65% increase to the original contract and is included in the previously allocated 10% project contingency. This increases the original contract total to \$402,840.

This project was completed in a satisfactory manner as of September 15, 2020, and was funded by Measure S – Summer Projects funds. The Superintendent’s Facility Advisory Committee voted to support this recommendation.

- **Approval of Change Order No. 1 to Bid No. 198-19/20 with Golden Gate Construction for Site Improvements at Cloud Pre-School and Notice of Completion**

On May 5, 2020, the Board approved the award of Bid No. 198-19/20 to Golden Gate Construction for the site improvements project at Cloud Pre-School in the amount of \$198,123.

Following the start of construction, staff encountered several unforeseen items that had to be addressed in order for the project to move forward. This included raising of the site curbs to assist with site drainage, raising of a block wall, an added rolling gate for utility access, and additional handrail modifications to meet ADA compliance. In addition to unforeseen items, staff realized savings on the project due to the repurposing of District-provided panic hardware, as well as the removal of installation of synthetic turf from the scope of work.

Change Order No. 1 in the amount of \$11,105.70 accounts for these changes to the contract. This Change Order represents a 5.61% increase to the original contract and is included in the previously allocated 10% project contingency. This increases the original contract total to \$209,228.70.

This project was completed in a satisfactory manner as of September 17, 2020, and was funded by Developer Fees funds.

- **Approval of Change Order No. 3 to Lease-Leaseback Contract with Balfour Beatty Construction for the Glendale High School Aquatic Center Project**

On July 16, 2019, the Board approved the award of Lease-Leaseback contract to Balfour Beatty Construction for the Glendale High School Aquatic Center in the amount of \$13,348,345. This project budget allocation included the approval of a \$400,000 owner contingency for unforeseen conditions, and was not a part of the Contractor Guaranteed Maximum Price (GMP).

On August 11, 2020, the Board approved Change Order No. 1 in the amount of \$207,883.00, which accounted for unforeseen conditions, modifications, and regulatory requirements. On September 1, 2020, the Board approved an additional budget allocation of \$1,014,649 for the project to cover additional the project costs. On September 15, 2020, the Board approved Change Order No. 2 in the amount of \$179,102, which accounted for additional items on the project as approved by the Board.

Planning and Development staff has continued to negotiate final costs of additional portions of the approved items on the project. This included the relocation of the existing water tank and associated structural work, installation of a new 3Form sign, and the conversion of the Aquatic Center's mechanical building's storage room to a public restroom. The total cost for these items was negotiated to \$107,518.

In an effort to realize a cost savings on the Glendale High School Tennis Court Renovation and the Sports Field Lighting Projects, Balfour Beatty Construction will be completing various portions of the work concurrently with the Aquatic Center Project. Staff has finalized negotiations for the final costs of the Sports Field Lighting Project and portions of the Tennis Court Renovation Project. This includes the installation of lighting infrastructure for the baseball and softball fields in the amount of \$20,584 (funded by Capital Outlay funds), as well as grading, landscaping, and concrete work for the Tennis Court Renovation Project in the amount of \$145,125 (funded by Capital Outlay and Routine Restricted Maintenance funds). This portion of the added scope of work will be included as part of the contractual work being performed by Balfour Beatty Construction and is included in this Change Order, but will be paid for out of their respective project funding sources.

Change Order No. 3 in the amount of \$273,227 accounts for the changes on the Glendale High School Aquatic Center project, as well as work for the Tennis Court Renovation Project and the Sports Field Lighting Project. This Change Order represents a 4.94% cumulative increase to the original contract and is within approved project budgets, as well as the 10% project Change Order limit. This increases the total construction contract to \$14,008,557.

This project is funded by Measure S, Capital Outlay, Routine Restricted Maintenance, and Previous State funds.

- **Approval of Amendment No. 2 to Independent Consultant Agreement No. 534 with MTGL, Inc. for the Glendale High School Aquatic Center's Specialty Inspection Services**

On May 21, 2019, the Board approved the award of agreement with MTGL, Inc. for the Glendale High School Aquatic Center's Specialty Inspection Services in the amount of \$144,411. On July 14, 2020, the Board approved Amendment No. 1 in the amount of \$126,806.50, which accounted for the additional cost of testing and specialty inspections.

Staff has since worked with MTGL, Inc. to determine the final cost of specialty inspections that would be required to complete the project. Due to COVID 19 pandemic delays, the consultant estimates that a total of \$79,265 in additional inspection costs will be required through the end of the project.

Amendment No. 2 in the amount of \$79,265.00 accounts for additional cost of testing, specialty inspections and reporting activities required. This Amendment increases the total agreement to \$350,482.50 and is included in the approved project budget.

The total cost for specialty inspections is 2.63% of the original construction costs, and is within the standard industry amount of 3%. This project is funded by Measure S, Capital Outlay, and Prior State funds. The Superintendent's Facility Advisory Committee voted to support this recommendation.

- **Approval of Notice of Completion for Bid No. 202-20/21 with A.J. Fistes Corporation for Renovation of Portable Buildings at Toll Middle School**

On July 14, 2020, the Board approved the award of Bid No. 202-20/21 to A.J. Fistes Corporation for the renovation of portable buildings at Toll Middle School in the amount of \$76,400.

There were no Change Orders on this project and it was completed in a satisfactory manner as of September 11, 2020, for a total cost of \$76,400.

This project was funded by Developer Fees funds.

*In support of Board Priority No. 2 – Create a Culture of Learning - Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.*

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

ACTION REPORT NO. 1

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

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

SUBJECT: **Approval to Renew Microsoft Software Licensing Subscription**

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The Superintendent recommends that the Board of Education approve the renewal of the Microsoft software licensing subscription for one year in the total amount of \$94,743.25 paid from the Restricted General Fund.

GUSD uses several Microsoft software products, including the Windows operating system, MS Office, Windows Servers and network management. On October 20, 2015, the Board approved the subscription to Microsoft licensing through the California Educational Technology Professionals Association and Microsoft Strategic Alliance (CAMSA) program to benefit from cost savings, standardizing software versions, and addressing security concerns that would otherwise be cost prohibitive. It is recommended to renew this subscription to continue receiving these benefits.

This purchase is being made under the authority of California Public Contract Code Section 20118, which authorizes the District to order against other competitive bids. Softchoice was selected as the reseller for the Microsoft Academic Licensing Program issued by the King County Office of Education RFP #061119, awarded on July 31, 2019.

***TO SUPPORT BOARD PRIORITY No. 2: Create a Culture of Learning***

*“Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.”*

***TO SUPPORT BOARD PRIORITY No. 4: Maintain District Solvency & Financial Responsibility***

*“Manage district financial resources and facilities to support optimal learning, healthy working conditions, and strong enrollment to ensure long-term stability.”*





**Softchoice Corporation**  
 314 W Superior Street, Ste 400  
 Chicago, IL, 60654

**Sales/Order desk**  
 Phone: (800) 268-7638 Fax: (800) 268-7639

<b>Quote</b>	<b>9087178</b>
<b>Date</b>	19-Aug-2020
<b>Reference</b>	01334135

**QUOTE**

Ship To: 1057172

Bill To: 1057172

GLENDALE UNIFIED SCHOOL DISTRICT  
 223 N JACKSON ST  
 GSD-ETIS, ROOM B15  
 GLENDALE, CA 91206-4380

GLENDALE UNIFIED SCHOOL DISTRICT  
 223 N JACKSON ST  
 RM 303  
 GLENDALE, CA 91206-4380

Attn: SEAN ARORA

Attn: ACCOUNTS PAYABLE

All currency in this quote is in US dollars.

<b>Quote Prepared For</b>	Sean Arora Phone: (818) 241-3111 Fax:
<b>Quote Sent By</b>	Braeden Carr Braeden.Carr@softchoice.com Phone: (312) 260-9890 x323244 Fax: (800) 268-7639

Item #	Mfg Sku #	Description	Qty	Unit Price	Extended Price
MEMO		CAMSA - EES - ENR # 84961408 - Yr 3 - Ann Payment			
MEMO		*Kings COE PIGGYBACK RFP NO. 061119			
MEMO					
MEMO					
VB3536	AAA-73004 ES-FNM	MS ENROLLMENT FOR EDUCATION SOLUTIONS - M365 EDU A3 SHRDSVR ALNG SUBSVL MVL PERUSR ALL LANGUAGES SAAS MS EES FAC NSM	1914	\$48.22	\$92,293.08
MEMO		*M365 A3 based on knowledge worker count			
MEMO					
VB3499	AAA-73002 ES-SNM	MS ENROLLMENT FOR EDUCATION SOLUTIONS - M365 EDU A3 SHRDSVR ALNG SUBSVL MVL PERUSR STUUSEBNFT ALL LANGUAGES SAAS MS EES P2 CSN	30000	\$0.00	\$0.00
MEMO		*M365 A3 Student Use Benefit			
MEMO					
WA6599	54R-00098 ES-ANM	MS ENROLLMENT FOR EDUCATION SOLUTIONS - MSIMGNACDMY ALNG SUBSVL MVL SRVCS ALL LANGUAGES E-CERTIFICATE MS EES P2 CAM	1	\$1,280.46	\$1,280.46
MEMO		*Microsoft Imagine Academy			
MEMO					
UC6983	NK5-00001 ES-ANM	MS POWER BI PRO - PWRBIPROFOREDU SHRDSVR ALNG SUBSVL MVL PERUSR ALL LANGUAGES E-CERTIFICATE MS EES P2 CAM	1	\$22.58	\$22.58
MEMO		*Power BI Pro			
MEMO					
HJ3792	228-04437 ES-ANY	MS ENROLLMENT FOR EDUCATION SOLUTIONS - SQL SERVER STANDARD EDITION L/SA PACK ALL LANGUAGES E-CERTIFICATE MS EES P2 CAN	1	\$71.51	\$71.51
MEMO		*SQL Server Standard			
MEMO					
RB5528	7NQ-00302 ES-ANY	MS ENROLLMENT FOR EDUCATION SOLUTIONS - SQL SVR STANDARD CORE L/SA PACK ALL LANGUAGES E-CERTIFICATE MS EES P2 CAN	2	\$285.57	\$571.14



**Softchoice Corporation**  
 314 W Superior Street, Ste 400  
 Chicago, IL, 60654

**Sales/Order desk**  
 Phone: (800) 268-7638 Fax: (800) 268-7639

<b>Quote</b>	<b>9087178</b>
<b>Date</b>	19-Aug-2020
<b>Reference</b>	01334135

**QUOTE**

Item #	Mfg Sku #	Description	Qty	Unit Price	Extended Price
MEMO		*SQL Server Standard (2core)			
MEMO					
UQ5021	9EA-00039 ES-ANY	WINSVRDCCORE ALNG LICAPK MVL 2LIC CORELIC ALL LANGUAGES E-CERTIFICATE MS EES P2 CAN	8	\$36.76	\$294.08
MEMO		*Windows Server DataCenter (2core)			
MEMO					
UX3300	9EM-00265 ES-ANY	WINSVRSTDCORE ALNG LICAPK MVL 16LIC CORELIC ALL LANGUAGES E-DOWNLOAD MS EES P2 CAN	5	\$42.08	\$210.40
MEMO		*Windows Server Standard (16 core)			
MEMO					
VB8384	M6K-00001 ES-ANM	MS ENROLLMENT FOR EDUCATION SOLUTIONS - O365EDUA1 SHRDSVR ALNG SUBSVL MVL PERUSR ALL LANGUAGES SAAS MS EES P2 CAM	653	\$0.00	\$0.00
MEMO		*M365 A1 (Light users)			
				<b>SUB TOTAL</b>	<b>\$94,743.25</b>
				DELIVERY:Economy	NO CHARGE
All currency in this quote is in US dollars.				<b>TOTAL - USD</b>	<b>\$94,743.25</b>
				<b>Estimated Monthly Lease Payment \$2,917 per month*</b>	

\*Please note that the estimated monthly payment shown above is an option based on a 36 month term with a USD\$1.00 buyout at the end of the term. Fair market value buyout and monthly payments may vary depending on your creditworthiness as determined by Softchoice. 1 and 2 year Service Agreements, Subscriptions, License and Support contracts are not eligible for 36 month payment plans; 12 or 24 month payment options may be available upon request. Shipping and applicable taxes are not included in the above estimate. Payment options in the United States of America are in US Dollars and not billable in other currencies. All monthly lease payment options are subject to credit approval and execution of a lease contract.

Pricing, availability and special offers are subject to change at any time.

Softchoice Corporation is legally obligated to collect fees levied under the Electronic Waste Recycling Fee Program (California State Board of Equalization) associated with the transaction(s) listed on this document

This purchase is subject to Softchoice's online terms of sale, unless you have a separate purchase agreement signed by both your company and Softchoice, in which case, that separate agreement will govern. Softchoice's terms of sale can be found at:  
<http://m.softchoice.com/files/pdf/terms/TermsAndConditionsForProductPurchases.pdf>

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

ACTION REPORT NO. 2

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Hagop Kassabian, Administrator: Planning, Development, and Facilities

SUBJECT: **Approval of Change Order No. 1 to Bid No. 196-19/20 with Chalmers Construction Services, Inc. for Window Replacement at Keppel Elementary School and Notice of Completion**

---

The Superintendent recommends that the Board of Education approve Change Order No. 1 to Bid No. 196-19/20 with Chalmers Construction Services, Inc. for the window replacement project at Keppel Elementary School in the amount of \$40,516.19 and a Notice of Completion, funded by Measure S funds.

On April 7, 2020, the Board approved the award of Bid No. 196-19/20 to Chalmers Construction Services, Inc. for the window replacement project at Keppel Elementary School in the amount of \$425,900.

Following the start of the construction, District staff encountered changes to the project that resulted in an increase to the contract. These changes included the installation of two additional windows (as requested by District Administration), asbestos abatement that was previously encapsulated and undetected in the hazardous materials report, and additional concrete due to differences in sizes of window openings.

Change Order No. 1, in the amount of \$40,516.19, accounts for these changes to the contract. This Change Order represents a 9.51% increase to the original contract and is included in the previously allocated 10% project contingency. This increases the original contract total to \$466,416.19.

This project was completed in a satisfactory manner as of August 16, 2020, and was funded by Measure S – Summer Projects and Deferred Maintenance Project funds. The Superintendent’s Facility Advisory Committee voted to support this recommendation.

*In support of Board Priority No. 2 – Create a Culture of Learning - Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.*



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

**Project Name:** *Window Replacement at  
 Mark Keppel ES*

**District PO No:** 0020106698  
**District Contract No:** 196-19/20

**DSA No:**

**CHANGE ORDER (CO)**

**To:** Chalmers Construction Services, Inc.

**CO No.** 01  
**Date:** 10/07/2020

**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 No. 01	7	0	\$ 290.44
PCO No. 02	7	0	\$ 8,904.00
PCO No. 03	7	0	\$ 17,626.70
PCO No. 04R1	7	0	\$ 3,702.54
PCO No. 05R1	7	0	\$ 9,992.51

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 .....	\$	425,900.00	109 cal. days
Net Change by Previously Authorized Requests and Changes .....	\$	0.00	0 cal. days
The Contract Sum and Days prior to this Change Order were.....	\$	425,900.00	109 cal. days
The Contract Sum and Days will be increased/(decreased) by .....	\$	40,516.19	0 cal. days
The New Contract Sum and Days Including this Change Order.....	\$	466,416.19	109 cal. days
The Date of Contract Completion as of this Change Order is therefore .....		08/16/2020	109 cal. days
Cumulative Percentage of Original Contract .....	%	[9.51%]	

Authorized	Signature	Date
Owner		
Contractor	<i>Arac Bayraktar</i>	09/22/20
Architect	<i>Richard L. ...</i>	09/24/20
Project Manager	<i>[Signature]</i>	9/24/2020
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.

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:** Keppel Elementary School  
**ADDRESS:** 730 Glenwood Road  
Glendale, California 91202

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

**IMPROVEMENT:** Replacement Of Windows  
**DATE of COMPLETION:** August 16, 2020  
**CONTRACTOR:** Chalmers Construction Services, Inc.  
**CONTRACT DATE:** April 7, 2020  
**Bid Number:** 196-19/20  
**PURCHASE ORDER No.:** **0020106698**

### **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 October 7, 2020 at Glendale, California

Hagop Kassabian  
**Glendale Unified School District**  
Administrator, Planning, Development and Facilities

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

ACTION REPORT NO. 3

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Hagop Kassabian, Administrator: Planning, Development, and Facilities

SUBJECT: **Approval of Change Order No. 1 to Bid No. 197-19/20 with Chalmers Construction Services, Inc. for Concrete Replacement at Wilson Middle School and Notice of Completion**

---

The Superintendent recommends that the Board of Education approve Change Order No. 1 to Bid No. 197-19/20 with Chalmers Construction Services, Inc. for the concrete replacement project at Wilson Middle School in the amount of \$35,440 and a Notice of Completion, funded by Measure S funds.

On May 5, 2020, the Board approved the award of Bid No. 197-19/20 to Chalmers Construction Services, Inc. for the concrete replacement project at Wilson Middle School in the amount of \$367,400.

Following the start of the construction, additional concrete work would be required at the site to address water drainage concerns and to replace spalling concrete adjacent to new work areas.

Change Order No. 1 in the amount of \$35,440 accounts for these changes to the contract. This Change Order represents a 9.65% increase to the original contract and is included in the previously allocated 10% project contingency. This increases the original contract total to \$402,840.

This project was completed in a satisfactory manner as of September 15, 2020, and was funded by Measure S – Summer Projects funds. The Superintendent’s Facility Advisory Committee voted to support this recommendation.

*In support of Board Priority No. 2 – Create a Culture of Learning - Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.*



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

**Project Name:** Asphalt & Concrete  
 Replacement at Wilson MS

**District PO No:** 0020106782  
**District Contract No:** 197-19/20

**DSA No:**

**CHANGE ORDER (CO)**

**To:** Chalmers Construction Services Inc.

**CO No.** 01  
**Date:** 09/23/20

**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 #01	7	30	\$23,800.00
PCO #02	7	0	\$11,640.00

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.

The Original Contract Sum and Calendar Days .....	\$	367,400.00	90 cal. days
Net Change by Previously Authorized Requests and Changes .....	\$	0.00	0 cal. days
The Contract Sum and Days prior to this Change Order were.....	\$	367,400.00	90 cal. days
The Contract Sum and Days will be increased/(decreased) by .....	\$	35,440.00	30 cal. days
The New Contract Sum and Days including this Change Order.....	\$	402,840.00	120 cal. days
The Date of Contract Completion as of this Change Order is therefore .....		09/15/2020	120 cal. days
Cumulative Percentage of Original Contract .....	%	[9.65%]	

Authorized	Signature	Date
Owner		
Contractor		09/23/20
Architect		
Project Manager		9/24/20
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.

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:** Wilson Middle School  
**ADDRESS:** 1221 Monterey Road  
Glendale, California 91206

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

**IMPROVEMENT:** Asphalt And Concrete Replacement  
**DATE of COMPLETION:** September 15, 2020  
**CONTRACTOR:** Chalmers Construction Services, Inc.  
**CONTRACT DATE:** May 8, 2020  
**Bid Number:** 197-19/20  
**PURCHASE ORDER No.:** 0020106782

### **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 October 7, 2020 at Glendale, California

Hagop Kassabian  
**Glendale Unified School District**  
Administrator, Planning, Development and Facilities



GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

ACTION REPORT NO. 4

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Hagop Kassabian, Administrator: Planning, Development, and Facilities

SUBJECT: **Approval of Change Order No. 1 to Bid No. 198-19/20 with Golden Gate Construction for Site Improvements at Cloud Pre-School and Notice of Completion**

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The Superintendent recommends that the Board of Education approve Change Order No. 1 to Bid No. 198-19/20 with Golden Gate Construction for site improvements at Cloud Pre-School in the amount of \$11,105.70 and a Notice of Completion, funded by Developer Fees funds.

On May 5, 2020, the Board approved the award of Bid No. 198-19/20 to Golden Gate Construction for the site improvements project at Cloud Pre-School in the amount of \$198,123.

Following the start of construction, staff encountered several unforeseen items that had to be addressed in order for the project to move forward. This included raising of the site curbs to assist with site drainage, raising of a block wall, an added rolling gate for utility access, and additional handrail modifications to meet ADA compliance. In addition to unforeseen items, staff realized savings on the project due to the repurposing of District-provided panic hardware, as well as the removal of installation of synthetic turf from the scope of work.

Change Order No. 1 in the amount of \$11,105.70 accounts for these changes to the contract. This Change Order represents a 5.61% increase to the original contract and is included in the previously allocated 10% project contingency. This increases the original contract total to \$209,228.70.

This project was completed in a satisfactory manner as of September 17, 2020, and was funded by Developer Fees funds.

*In support of Board Priority No. 2 – Create a Culture of Learning - Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.*



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

**Project Name:** *Cloud Site Improvements*  
**DSA No:** *03-119149*

**District PO No:**  
**District Contract No:** *198-19/20*

**CHANGE ORDER (CO)**

**To:** Golden Gate Construction  
*14709 Carmenita Rd., Norwalk CA 90650*

**CO No. 1**  
**Date:** September 17, 2020

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	01	0	\$229.08
PCO #2	01	0	\$359.04
PCO #3	08	0	\$331.42
PCO #4	01	0	\$787.28
PCO #5	07	0	\$1,163.37
PCO #7	01	0	\$552.75
PCO #9	01	0	\$682.39
PCO #10R1	07	0	\$2,117.57
PCO #12	04	0	(\$4,768.00)
PCO #13	07	0	\$8,480.00
PCO #14	04	0	(\$1,234.20)
PCO #15	07	0	\$2,405.00

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.

The Original Contract Sum and Calendar Days .....	\$	198,123.00	
Net Change by Previously Authorized Requests and Changes .....	\$	0.00	0
The Contract Sum and Days prior to this Change Order were.....	\$	198,123.00	0
The Contract Sum and Days will be Increased/(decreased) by .....	\$	11,105.7	0
The New Contract Sum and Days Including this Change Order.....	\$	209,228.70	0
The Date of Contract Completion as of this Change Order is therefore .....		09/17/2020	
Cumulative Percentage of Original Contract .....	%	5.6%	

Authorized	Signature	Date
Owner		
Contractor	<i>[Signature]</i>	9/21/2020
Architect	<i>[Signature]</i>	9/22/2020
Project Manager	<i>[Signature]</i>	9-22-2020
Inspector of Record	<i>[Signature]</i>	9/22/20

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:** Cloud Pre-School  
**ADDRESS:** 4444 Cloud Ave  
LA Crescenta, California 91214

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

**IMPROVEMENT:** Site Improvement  
**DATE of COMPLETION:** September 17, 2020  
**CONTRACTOR:** Golden Gate Construction  
**CONTRACT DATE:** May 8, 2020  
**Bid Number:** 198-19/20  
**PURCHASE ORDER No.:** 0020106947

### **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 October 7, 2020 at Glendale, California

Hagop Kassabian  
**Glendale Unified School District**  
Administrator, Planning, Development and Facilities

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

ACTION REPORT NO. 5

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Hagop Kassabian, Administrator: Planning, Development, and Facilities

SUBJECT: **Approval of Change Order No. 3 to Lease-Leaseback Contract with Balfour Beatty Construction for the Glendale High School Aquatic Center Project**

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The Superintendent recommends that the Board of Education approve Change Order No. 3 to Lease-Leaseback Contract with Balfour Beatty Construction for the Glendale High School Aquatic Center project in the amount of \$273,227, funded by Measure S, Capital Outlay, Routine Restricted Maintenance, and Previous State funds.

On July 16, 2019, the Board approved the award of Lease-Leaseback contract to Balfour Beatty Construction for the Glendale High School Aquatic Center in the amount of \$13,348,345. This project budget allocation included the approval of a \$400,000 owner contingency for unforeseen conditions, and was not a part of the Contractor Guaranteed Maximum Price (GMP).

On August 11, 2020, the Board approved Change Order No. 1 in the amount of \$207,883.00, which accounted for unforeseen conditions, modifications, and regulatory requirements. On September 1, 2020, the Board approved an additional budget allocation of \$1,014,649 for the project to cover additional the project costs. On September 15, 2020, the Board approved Change Order No. 2 in the amount of \$179,102, which accounted for additional items on the project as approved by the Board.

Planning and Development staff has continued to negotiate final costs of additional portions of the approved items on the project. This included the relocation of the existing water tank and associated structural work, installation of a new 3Form sign, and the conversion of the Aquatic Center's mechanical building's storage room to a public restroom. The total cost for these items was negotiated to \$107,518.

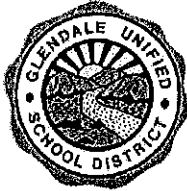
In an effort to realize a cost savings on the Glendale High School Tennis Court Renovation and the Sports Field Lighting Projects, Balfour Beatty Construction will be completing various portions of the work concurrently with the Aquatic Center Project. Staff has finalized negotiations for the final costs of the Sports Field Lighting Project and portions of the Tennis Court Renovation

Project. This includes the installation of lighting infrastructure for the baseball and softball fields in the amount of \$20,584 (funded by Capital Outlay funds), as well as grading, landscaping, and concrete work for the Tennis Court Renovation Project in the amount of \$145,125 (funded by Capital Outlay and Routine Restricted Maintenance funds). This portion of the added scope of work will be included as part of the contractual work being performed by Balfour Beatty Construction and is included in this Change Order, but will be paid for out of their respective project funding sources.

Change Order No. 3 in the amount of \$273,227 accounts for the changes on the Glendale High School Aquatic Center project, as well as work for the Tennis Court Renovation Project and the Sports Field Lighting Project. This Change Order represents a 4.94% cumulative increase to the original contract and is within approved project budgets, as well as the 10% project Change Order limit. This increases the total construction contract to \$14,008,557.

This project is funded by Measure S, Capital Outlay, Routine Restricted Maintenance, and Previous State funds.

*In support of Board Priority No. 2 – Create a Culture of Learning - Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.*



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

**Project Name:** Glendale HS Aquatic Center  
**DSA No:** 03-118726

**District PO No:** 0020103658  
**District Contract No:** LLB/RFP 1-18/19

**CHANGE ORDER (CO)**

**To:** Balfour Beatty

**CO No. 3**

**Date:** October 7, 2020

**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 No. 09	7	0	\$ 16,108.00
PCO No. 11R	8	0	\$ 54,001.00
PCO No. 13	8	0	\$ 37,409.00
PCO No. 14R	8	0	\$ 20,584.00
PCO No. 16	8	0	\$145,125.00

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.

The Original Contract Sum and Calendar Days .....	\$	13,348,345.00	365 cal. days
Net Change by Previously Authorized Requests and Changes .....	\$	386,985.00	57 cal. days
The Contract Sum and Days prior to this Change Order were.....	\$	13,735,330.00	422 cal. days
The Contract Sum and Days will be Increased/(decreased) by .....	\$	273,227.00	0 cal. days
The New Contract Sum and Days including this Change Order.....	\$	14,008,557.00	422 cal. days
The Date of Contract Completion as of this Change Order is therefore .....		12/4/20	422 cal. days
Cumulative Percentage of Original Contract .....	%		[4.94%]

Authorized	Signature	Date
Owner		
Contractor		
Architect		
Project Manager		
Inspector of Record		

**Responsibility Code**

- |                                    |                        |                         |
|------------------------------------|------------------------|-------------------------|
| 1. Unforeseen/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

October 6, 2020

ACTION REPORT NO. 6

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Hagop Kassabian, Administrator: Planning, Development, and Facilities

SUBJECT: **Approval of Amendment No. 2 to Independent Consultant Agreement No. 534 with MTGL, Inc. for the Glendale High School Aquatic Center's Specialty Inspection Services**

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The Superintendent recommends that the Board of Education approve Amendment No. 2 to Independent Consultant Agreement No. 534 with MTGL, Inc. for the Glendale High School Aquatic Center's Specialty Inspection Services in the amount of \$79,265, funded by Measure S, Capital Outlay, and Prior State funds.

On May 21, 2019, the Board approved the award of agreement with MTGL, Inc. for the Glendale High School Aquatic Center's Specialty Inspection Services in the amount of \$144,411. On July 14, 2020, the Board approved Amendment No. 1 in the amount of \$126,806.50, which accounted for the additional cost of testing and specialty inspections.

Staff has since worked with MTGL, Inc. to determine the final cost of specialty inspections that would be required to complete the project. Due to COVID 19 pandemic delays, the consultant estimates that a total of \$79,265 in additional inspection costs will be required through the end of the project.

Amendment No. 2 in the amount of \$79,265.00 accounts for additional cost of testing, specialty inspections and reporting activities required. This Amendment increases the total agreement to \$350,482.50 and is included in the approved project budget.

The total cost for specialty inspections is 2.63% of the original construction costs, and is within the standard industry amount of 3%. This project is funded by Measure S, Capital Outlay, and Prior State funds. The Superintendent's Facility Advisory Committee voted to support this recommendation.

*In support of Board Priority No. 2 – Create a Culture of Learning - Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.*

**INDEPENDENT CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES  
Specialty Tesing/Inspection Services at Glendale HS Aquatic**

Professional Service Number: 534  
Amendment No. 1 – July 15, 2020  
**Amendment No. 2 – October 7, 2020**

This Independent Consultant Agreement for Professional Services ("Agreement") is made and entered into as of the **22<sup>nd</sup>** day of **May 2019** by and between the Glendale Unified School District, ("District") and MTGL, Inc. ("Consultant"), (together, "Parties").

NOW, THEREFORE, the Parties agree as follows:

1. **Services.** The Consultant shall provide Project and Construction Management services as further described in **Exhibit "A,"** attached hereto and incorporated herein by this reference ("Services").
2. **Term.** Consultant shall commence providing services under this Agreement on **June 10, 2019** and will diligently perform as required and complete performance by **December 31, 2020** ~~September 14, 2020.~~
3. **Submittal of Documents.** The Consultant shall not commence the Services under this Agreement until the Consultant has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

<u>  X  </u>	Signed Agreement
<u>  X  </u>	Workers' Compensation Certification
<u>  X  </u>	Fingerprinting/Criminal Background/Tuberculosis Clearance Certifications
<u>  X  </u>	Insurance Certificates and Endorsements
<u>      </u>	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 not to exceed (NTE) **Three Hundred Fifty Thousand Four Hundred Eighty-Two Dollars and Fifty Cents** ~~Two Hundred Seventy One Thousand Two Hundred Seventeen Dollars and Fifty Cents One Hundred Forty Four Thousand Four Hundred Eleven~~ (**\$350,482.50** ~~\$271,217.50 \$144,411.00~~) which includes reimbursable cost listed in item 5.1. District shall pay Consultant according to the following terms and conditions:

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

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

5.1. Not Applicable

6. **Independent Contractor.** Consultant, in the performance of this Agreement, shall be and act as an independent contractor. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not



limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees. In the performance of the work herein contemplated, Consultant is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, District being interested only in the results obtained.

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

7.1. Not applicable.

8. **Performance of Services.**

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

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

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

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

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

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

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

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

12. **Termination.**

12.1. **Without Cause By District.** District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner.

12.2. **Without Cause by Consultant.** Consultant may, upon sixty (60) days notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of services to District. Consultant acknowledges that this sixty (60) day notice period is acceptable so that the District can attempt to procure the Services from another source.

12.3. **With Cause by District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

12.3.1. material violation of this Agreement by the Consultant; or

12.3.2. any act by Consultant exposing the District to liability to others for personal injury or property damage; or

12.3.3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant's insolvency.

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

13. **Indemnification.** To the furthest extent permitted by California law, Consultant shall defend, indemnify, and hold free and harmless the District, its Board of Education, agents, representatives, officers, consultants, employees, trustees, and volunteers ("the indemnified parties") from any and all claims, demands, causes of action, suits, actions, costs, expenses,

judgments, liability, loss, damage or injury of any kind, nature and description, in law or equity ("Claim"), to property or persons including, but not limited to, personal injury, bodily injury, death, property damage, and consultants' and/or attorneys' fees and costs, directly or indirectly arising out of, connected with, or resulting from the negligence, recklessness, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants, or agents, directly or indirectly arising out of, connected with, or resulting from the performance of the Services, the Project, or this Agreement, including without limitation the payment of all consequential damages; or from any activity, work, or thing done, permitted, or suffered by the Consultant in conjunction with this Agreement, unless the claims are caused wholly by the sole negligence or willful misconduct of the District. The District shall have the right to accept or reject any legal representation that Consultant proposes to defend the indemnified parties.

**14. Insurance.**

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

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

**Consultant:**

**MTGL, Inc.**  
2992 E. La Palma, Suite A  
Anaheim, CA 92806  
[FAX] 714-632-2974  
ATTN: Steven Koch

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: \_\_\_\_\_, 2020

Dated: \_\_\_\_\_, 2020

**Glendale Unified School District**

**MTGL, Inc.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: Stephen Dickinson

Print Name: \_\_\_\_\_

Print Title: Chief Business and Financial Officer

Print Title: \_\_\_\_\_

**Information regarding Consultant:**

License No.: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Type of Business Entity:

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

\_\_\_\_\_  
Employer Identification and/or  
Social Security Number

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

**WORKERS' COMPENSATION CERTIFICATION**

Labor Code Section 3700 in relevant part provides:

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

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

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

Date: \_\_\_\_\_

Name of Consultant: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

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



**FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION**

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

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

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

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

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

Name of Consultant or Company: \_\_\_\_\_

Representative's Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**TUBERCULOSIS CLEARANCE CERTIFICATION**

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

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

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

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

- The Contractor has complied with the Tuberculosis requirements of Education Code Section 49406.1 with respect to all Contractor's employees and all of its subcontractors' employees who may have contact with District students in the course of providing Services pursuant to the Agreement, and the California Department of Justice has determined that none of those employees has active Tuberculosis, as that term is defined in Education Code Section 451221.1. A complete and accurate list of Contractor's employees and of all of its subcontractor' employees who may come in contact with District students during the course and scope of the Agreement is attached hereto; and/or
  
- Contractor's Services under the Agreement are to be provided at an unoccupied school site only and/or will not be done on any District property and no employee and/or subcontractor or supplier of any tier of Agreement shall come in contact with District students.

Date: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

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

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

Consultant may provide the following general Services:

**Glendale High School - Aquatic**

**Provide Soil/Materials Testing & Inspection services on a Time and Material basis**

- Per MTGL Proposal, see "Attachment"

**Provide additional Soil/Material testing & inspection services \$126,806.50**

<b>Total Not-To-Exceed</b>	<del>-\$144,411.00</del>	<del>\$271,217.50</del>	<b>\$350,482.50</b>
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GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

ACTION REPORT NO. 7

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

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

SUBJECT: **Resolution No. 3 - Determination of Sufficient Textbooks and Instructional Materials for Fiscal Year 2020-2021**

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The Superintendent recommends that the Board of Education adopt Resolution No. 3, which stipulates that each pupil in each school in the District will have sufficient textbooks or instructional materials consistent with the content and cycles of the curriculum frameworks adopted by the State Board of Education and in accordance with Education Code 60119 (as revised by Chapter 704, Statutes of 2006 and California Code of Regulations, Title 5, Section 9531).

Education Code (EC) Section 60119 requires local governing boards to hold an annual public hearing and adopt a resolution stating whether each pupil in the district has sufficient textbooks or instructional materials in specified subjects. The instructional materials must be aligned to the academic content standards under EC 60605 and 60605.8, and consistent with the content and cycles of the curriculum framework adopted by the State Board of Education. The local educational agency's (LEA) adopted resolution shall certify compliance with EC 60119.

In order to be eligible to receive funds available for provisions of Education Code Section 60119, the governing board shall take the following actions:

- A. The Governing Board shall hold a public hearing or hearings at which the governing board shall encourage participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders, and shall make a determination, through a resolution, as to whether each pupil in each school in the district will have sufficient textbooks or instructional materials, or both, in each of the following subjects, as appropriate, that are consistent with the content and cycles of the curriculum framework adopted by the State Board:

1. Mathematics
  2. Science
  3. History-Social Science
  4. English/Language Arts, including the English Language Development component of an adopted program.
- B. The public hearing shall take place on or before the end of the eighth week from the first day pupils attend school for that year. A school district that operates schools on a multi-track, year-round calendar shall hold the hearing on or before the end of the eighth week from the first day pupils attend school for that year.
- C. As part of the hearing, the Governing Board shall also make a written determination as to whether each pupil enrolled in a foreign language or health course will have sufficient textbooks or instructional materials that are consistent with the content and cycles of the curriculum frameworks adopted by the State Board for those subjects. The Governing Board shall also determine the availability of laboratory science equipment as applicable to science laboratory courses offered in grades 9 to 12, inclusive. The provision of the textbooks, instructional materials or science equipment specified in the subparagraph is not a condition of receipt of funds provided by this subdivision.
- D. If the governing board determines that there are insufficient textbooks or instructional materials, or both, the governing board shall provide information to classroom teachers and to the public and to the public setting forth, for each school in which an insufficiency exists, the reasons that each pupil does not have sufficient textbooks or instructional materials, or both, and take any action, except an action that would require reimbursement by the Commission on State Mandates, to ensure that each pupil has sufficient textbooks or instructional materials, or both, within two months of the beginning of the school year in which the determination is made.
- E. In carrying out paragraph (D), the Governing Board may use money in any of the following funds:
1. Any funds available for textbooks, or instructional materials, or both, from categorical programs, including any funds allocated to school districts that have been appropriated in the annual Budget Act.

2. Any funds of the school district that are in excess of the amount available for each pupil during the prior fiscal year to purchase textbooks or instructional materials, or both.
3. Any other funds available to the school district for textbooks or instructional materials, or both.
  - (a) The Governing Board shall provide 10 days notice of the public hearing or hearings. The notice shall contain the time, place, and purpose of the hearing and shall be posted in three public places in the school district. The hearings shall be held at a time that will encourage the attendance of teachers and parents and guardians of pupils who attend the schools in the district and shall not take place during or immediately following school hours.
  - (b) For purposes of this section, “sufficient textbooks or instructional materials” means that each pupil, including English learners, will have a textbook or instructional materials, or both, to use in class and to take home. This paragraph does not require two sets of textbooks or instructional materials for each pupil.
  - (c) Sufficient textbooks or instructional materials does not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage.
  - (d) Except for purposes of Section 60252, governing boards of school districts that receive funds for instructional materials from any state source, are subject to the requirements of this section only in a fiscal year in which the Superintendent of Public Instruction determines that the base revenue limit for each school district will increase by at least one percent per unit of average daily attendance from the prior fiscal year.

***TO SUPPORT BOARD PRIORITY No. 4: Maintain District Solvency & Financial Responsibility***

*“Manage district financial resources and facilities to support optimal learning, healthy working conditions, and strong enrollment to ensure long-term stability.”*

### **Resolution No. 3**

#### **Determination of Sufficient Textbooks and Instructional Materials 2020-2021**

**WHEREAS**, the governing board of Glendale Unified School District, in order to comply with the requirements of Education Code 60119, held a public hearing on October 6, 2020 at 6:00 p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours.

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

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

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

**WHEREAS**, the definition of “sufficient textbooks or instructional materials” means that each pupil will have a textbook or instructional materials, or both, to use in class and to take home.

**WHEREAS**, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

**WHEREAS**, Glendale Unified School District has surveyed the schools and determined that there were sufficient textbooks, instructional materials and laboratory science equipment as applicable to high school science laboratory courses, for each student (including those enrolled in a foreign language or health course), for the 2020-2021 fiscal year.

**WHEREAS**, Glendale Unified School District has identified that there would be sufficient textbooks and/or instructional materials for each student, for the 2020-2021 school year.

**THEREFORE**, be it resolved that the Glendale Unified School District provides assurance to the Superintendent of Public Instruction that it has complied with the requirements of Education Code 60119 (c).

The foregoing resolution is adopted by the Governing Board of the Glendale Unified School District on the 6<sup>th</sup> of October, 2020.

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Dr. Armina Gharpetian, President

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

ACTION REPORT NO. 8

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

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

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

SUBJECT: **Agreement with the Los Angeles County Office of Education for the School-based Medi-Cal Administrative Activities Program**

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The Superintendent recommends that the Board of Education approve the agreement with the Los Angeles County Office of Education (LACOE) to reimburse administrative costs related to the California School-based Medi-Cal Administrative Activities Program for 2020-2023.

The School-based Medi-Cal Administrative Activities (SMAA) program operated in California by the Department of Health Care Services (DHCS) is implementing a Random Moment Time Survey (RMTS) methodology. It requires that school districts join a Local Educational Consortium (LEC) with other school districts under the administrative oversight of their county office (LACOE) of education in order to participate in the survey and receive payment from the DHCS.

Under the terms of the attached agreement, the compensation for the LACOE is a set amount per participant fluctuating each quarter. The reimbursement funds received are applied to the reserve in the General Fund.

***TO SUPPORT BOARD PRIORITY No. 4: Maintain District Solvency & Financial Responsibility***

*“Manage district financial resources and facilities to support optimal learning, healthy working conditions, and strong enrollment to ensure long-term stability.*”



## LOS ANGELES COUNTY OFFICE OF EDUCATION

CONTRACT TO REIMBURSE  
ADMINISTRATIVE COSTS RELATED TO  
CALIFORNIA SCHOOL-BASED MEDI-CAL ADMINISTRATIVE ACTIVITIES  
2020-2023

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public educational agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as "LACOE," and **Glendale Unified School District**, hereinafter referred to as "LEA".

### RECITALS

Medicaid is the nation's major publicly-financed health care program, jointly financed by the federal and State governments. Authorized in 1965 under Title XIX of the Social Security Act, Medicaid acts as a safety net for those unable to purchase health insurance. At the federal level, the Centers for Medicare and Medicaid Services (CMS), Department of Health and Human Services, oversee the Medicaid program. In California, the Medicaid program is known as Medi-Cal and is administered by the California Department of Health Care Services (Department). The Catalog of Federal Domestic Assistance (CFDA) number for the Medical Assistance Program is 93.778.

The Department is the single state agency responsible for administering the California Medical Assistance Program (Medi-Cal) and the School-based Medi-Cal Administrative Activities (SMAA) Program for Local Educational Consortia (LEC) Region 11 in accordance with California Welfare and Institutions Code Section 14132.47(c)(1).

In accordance with the California Welfare and Institutions Code Section 14132.47(q)(1) and the **Provider Participation Agreement**, attached hereto, incorporated herein and made a part hereof as **Appendix A**, LACOE is the agency responsible for the administration of the SMAA claims on behalf of the Department and the coordination of the SMAA Program for the California County Superintendents Educational Services Association LEC Region 11 and all participating LEAs within LEC Region 11.

On June 27, 2014, the Department has received approval from CMS on its revised SMAA plan including the implementation of the state-wide web based Random Moment Time Survey (RMTS) methodology and software system.

1. DEFINITIONS:

- a. As used herein, "RMTS" shall mean Random Moment Time Survey, a time survey methodology outlined in the Department-approved RMTS State-wide Manual.
- b. As used herein, "RMTS System" shall mean and refer to the web-based services hosted by Fairbanks LLC (Fairbanks).

- c. RMTS System Proprietary Information means all software, documentation, technical information, including patterns, plans, compilations, program devices, formulas, designs, prototypes, methods, techniques, processes, procedures, programs, or codes, whether tangible or intangible, and whether or not stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing.
- d. As used herein, “Authorized Contractor” shall mean any contractor or subcontractor of LACOE and/ or LEA that has been approved for RMTS System access and/or Support Services System access by LACOE.
- e. As used herein, “LEA Users” shall mean employees, agents, or contractors of the LEA approved by LACOE.
- f. As used herein, “Confidential Information” shall mean all information shared or uploaded by LACOE or the LEA into the RMTS System, the Support Services System, or transmitted to or from LACOE electronically or physically as defined in Appendix A.
- g. As herein used, “Purpose” shall mean participation in the California’s SMAA RMTS program, as outlined in the Department-approved SMAA State-wide plan.

2. RESPONSIBILITIES OF LACOE

- a. LACOE shall certify to the State Department of Health Care Services the amount of LEA general funds or other funds allowed under federal law and regulation expended on the allowable SMAA activities.
- b. LACOE shall be the exclusive service provider for all SMAA Claiming Activities within the Region 11 LEC Service Region, including, but not limited to, the administration of the State-approved time survey methodology, participant training, invoice preparation, program monitoring, and audit compliance, etc.
- c. LACOE shall delegate certain administrative activities to vendors to assist with the administration of the program.
- d. LACOE shall permit LEA Users to access and to use **the RMTS System and Support Services System** within the scope of work agreed upon by LACOE as specified in **Appendix B and C**, attached hereto, incorporated herein, and made a part hereof.
- e. LACOE shall certify to the Department:
  - (1) The availability and expenditure of funds for all nonfederal share costs of performing Program activities.
  - (2) The expenditures of LEA that represent costs eligible for federal financial participation in the fiscal year.
- f. LACOE shall provide the following services to LEA:

- (1) Administer the LEA's time survey process.
- (2) Provide technical assistance training to LEA staff.
- (3) Monitor the LEA's operational plan and ensure compliance with local, state, and federal SMAA guidelines.
- (4) Perform desk and or electronic site reviews to ensure compliance with all local, state, federal, and Department Program requirements.
- (5) Payment of LEA's portion of the annual participation fee to satisfy Department's claim for administrative services to the Service Region by the due date for such fee.
- (6) Act as liaison between the Department and LEA.
- (7) Submit detailed quarterly invoices to the Department on behalf of the LEA.
- (8) Provide reimbursement information through correspondence and on LACOE's website.
- (9) Issue quarterly reimbursement to LEA on claims approved by the Department via Journal Voucher transfer or by issuing a warrant to the LEA for funds received from the Department based on SMAA invoices submitted by the LEA and certified by LACOE.
- (10) Submit detailed annual summary report to the LEA reflecting invoices submitted and reimbursements received.
- (11) Maintain LEC SMAA Audit binder, pursuant to the State-approved SMAA claiming plan.
- (12) Conduct LEA data match student file transfer on behalf of LEA for purposes of calculating SMAA invoice claims, pursuant to the State- approved SMAA claiming plan.

### 3. LEA RESPONSIBILITIES

- a. LEA shall comply fully with all Title XIX Federal, State, and LACOE Program requirements.
- b. LEA shall adhere to all timelines established by LACOE and by the Department for completion of documentation and submission of invoices (e.g., participant universe, reports, maintenance of an LEA audit binder, financial data, etc.).
- c. For invoice preparation, LEA shall designate a fiscal contact to LACOE to assist with the compilation of the quarterly SMAA invoices.
- d. LEA shall ensure that invoice claims conform to the Department requirements at the time that such claims are submitted. LACOE reserves the right not to certify invoices that do not comply with LACOE, state and federal SMAA requirements.

- e. LEA shall designate a SMAA Program Coordinator. The SMAA Coordinator shall oversee the time survey process at the LEA level, review time survey responses to ensure the compliance requirements outlined in the Department-approved SMAA State-wide plan; compile LEA's Time Survey Universe pools, maintain duty statements; and review and certify the claiming function grid and invoice accuracy upon submission. The LEA must ensure compliance with all SMAA Coordinator requirements outlined in the state-wide plan.
- f. LEA shall maintain the operational plan and the audit file with supporting documentation for a period not less than five (5) years after payment is received.
- g. In the event a LEA reimbursement is disallowed after disbursement: (1) LACOE shall recoup from LEA, within six (6) months from the audit disallowance and through offsets, by direct billing and issuance of a warrant, or Journal Voucher transfer, amounts equal to the amount of the disallowance plus interest in that fiscal year. Should LACOE take action to collect disallowed costs not paid by the LEA, the LEA shall reimburse LACOE for all costs associated with such action, including, but not limited to attorney's fees; (2) LACOE shall hold in abeyance, with no payment made, subsequent claims submitted to the Department on behalf of the LEA, until the federal disallowance issue is resolved; (3) LEA shall develop a revised invoice for LACOE review and submittal to the Department. LACOE will submit the revised invoice and check to the Department.
- h. All SMAA correspondence and notices between LACOE and the LEA will be by email to the SMAA Coordinator, Fiscal Designee, and/or a designee of the LEA.
- i. For the purposes of SMAA invoicing, the basis of cost reporting will be the actual costs paid during the period of service by the LEA, in compliance with federal guidelines.

#### 4. TERM

- 4.1 Initial Term. This Contract shall begin on July 1, 2020 and continue in full force and effect through June 30, 2023 (expiration date) ("Initial Term") unless early termination occurs in accordance with the terms of this Contract or this Contract is extended by written amendment.
- 4.2 1st Option Term. LACOE, at its sole discretion, may elect to extend the term of this Contract for the period July 1, 2023 through June 30, 2024, ("1st Option Term") by giving written notice to the LEA prior to the expiration of the Initial Term.
- 4.3 2nd Option Term. LACOE, at its sole discretion, may elect to extend the term of this Contract for the period July 1, 2024 through June 30, 2025, ("2nd Option Term") by giving written notice to the LEA prior to the expiration of the 1st Option Term.

#### 5. COMPENSATION

- a. LACOE shall collect the following administrative fees once LEA receives reimbursement for the corresponding periods of service:

FY 2020/2021 Quarter 1, \$35.00 per participant per quarter

- FY 2020/2021 Quarters 2, 3, & 4, \$55.00 per participant per quarter
- FY 2021/2022 Quarter 1, \$35.00 per participant per quarter  
FY 2021/2022 Quarters 2, 3, & 4, \$55.00 per participant per quarter
- FY 2022/2023 Quarter 1, \$35.00 per participant per quarter  
FY 2022/2023 Quarters 2, 3, & 4, \$55.00 per participant per quarter

The administrative fee will be computed and collected quarterly via electronic journal voucher transfer, or if reimbursement is via warrant, a net payment of the reimbursement less the fee will be issued.

- The administrative fee, including the Region 11 obligation to DHCS, will be reviewed and adjusted on a yearly basis so that the fees collected cover both the LACOE and Department obligations.
- The administrative fee is assessed per time study participant certified to participate before the beginning of each quarter by the LEA. The administrative fee shall be adjusted in the fourth quarter to collect only the balance of LACOE's SMAA administrative costs and Department obligations for the related school fiscal year.
- The administrative fee shall be no more than \$35.00 per participant per quarter for each quarter where the LEA certifies 50 participants or less.

#### 6. INDEMNIFICATION RESPONSIBILITIES

The LEA agrees to defend, indemnify, save, and hold harmless LACOE from and against any and all demands, debts, liens, claims, losses, damages, liabilities, costs, expenses (including, but not by way of limitation, attorney fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, action, or causes of actions whatsoever, for or in conjunction to: (1) bodily injury or property damage (including, but not limited to, death) sustained or claimed to have been sustained by any persons, or corporation, or public or private entity (including LACOE) arising out of, or incidental to, or occurring as a result of any negligence of the LEA or the negligence of any subcontractor, agent, firm agency, organization, or business retained, engaged, selected, managed, or monitored by the LEA relating to services or operations performed in execution of the Contract; and (2) injury, damage, or loss sustained or claimed to have been sustained by any person or persons, or corporation, or public or private entity (including LACOE) arising out of, or incidental to, or occurring as a result of, any error, omission, or failure to perform, of the LEA, or any error, omission, or failure to perform, of any subcontractor, agent, firm, agency organization, or business retained, engaged, selected, managed, or monitored by the LEA relating to the performance or nonperformance of services or operations pertaining to the Contract, or relating to the enforcement of the Contract.

Without limiting the generality of the foregoing, the indemnification responsibilities of LEA apply to any claims filed by the Department against LACOE for failure to pay an invoice and/or any claims filed by the RMTS System vendor and/or Support Services System vendor against LACOE for LEA's failure to comply with Appendix A, B and C.

7. INSURANCE

Both parties shall maintain such general liability, property damage, workers' compensation, and auto insurance as is required to protect LEA and LACOE as their interests may appear.

8. INDEPENDENT CONTRACTOR

While performing its obligations under this Contract, the LEA is an independent contractor and not an officer, employee or agent of LACOE. The LEA shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of LACOE.

9. NON-DISCRIMINATION AND NON-SEGREGATION

During the performance of this Contract, the LEA agrees to comply with all Federal, state, and local laws respecting non-discrimination in employment and non-segregation of facilities including, but not limited to requirements set out in 41 CFR 60-1.4, 60-250.4 and 60-741.4, which equal opportunity clauses are hereby incorporated by reference.

10. NOTIFICATION

Any notice, request, demand or other communication to be given pursuant to this Contract shall be in writing and such notices, as well as any other document to be delivered, shall be delivered by personal service or by deposit in the U.S. Mail, certified or registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

LACOE:

Contracts Section  
Los Angeles County Office of Education  
9300 Imperial Highway, ECW Room 133,  
Downey, CA 90242-2890

For LEA: Mailing Address is LEA Office.

11. MODIFICATIONS

This document contains the entire Contract between the parties and may be modified only in writing signed by both parties.

12. COMPLIANCE WITH LAW

In the performance of this Contract, both parties shall observe and comply with all applicable local, county, state and federal laws, rules and regulations. Each and every provision of law and clause required by law to be inserted into this Contract shall be deemed to be inserted and this Contract shall read and be enforced as though it were included. If through mistake or otherwise any provision is not inserted, or is not correctly inserted, upon application of either party the Contract may be amended to make the insertion or correction. All references to statutes and regulations shall include all amendments, replacements and enactments on the subject which are in effect as of the date of this Contract, and any later changes which do not materially and substantially alter

the positions of the parties.

13. CHOICE OF LAW OR VENUE

The rights and obligations of the parties and the interpretation and performance of this Contract shall be governed by the laws of California, excluding any laws which direct the application of the laws of another jurisdiction. The parties agree that the venue of any action relating to this Contract shall be Los Angeles County.

14. ASSIGNMENT

Neither party shall assign this Contract without the written consent of the other.

15. SEVERABILITY/WAIVER

15.1 If any provision of this Contract is determined to be illegal, unenforceable, or invalid, such act shall in no way affect the validity of any other provision in this Contract.

15.2 No waiver of any provision of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

16. INTEGRATION

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written.

17. EMPLOYEE FINGERPRINTING

During the entire term of the Contract, the LEA, including all subcontractors, shall fully comply with the provisions of the Education Code Section 45125.1.

18. TOBACCO AND MARIJUANA-FREE WORKPLACE

When at LACOE-owned or LACOE-leased buildings, both parties hereby agree to comply with the Los Angeles County Board of Education's Policy 3513.3 which states: The County Board recognizes the health hazards associated with smoking and the use of tobacco and/or marijuana products including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco and/or marijuana products at any time in LACOE-owned or leased buildings, on LACOE property and in LACOE vehicles.

19. ALCOHOL AND DRUG-FREE SCHOOLS AND FACILITIES

The LEA hereby certifies under penalty of perjury under the laws of the State of California that LEA will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Los Angeles County Board of Education's Alcohol and Drug-

Free Workplace Policy 4020.

20. LACOE BUDGET/GRANT FUNDS CONTINGENCY

If any portion(s) of LACOE's financial budget affecting the contractual time period of this agreement does not appropriate sufficient funds for these contracted services and/or related programs, or if grant funds related to these contracted services and/or related programs are not available for any reason whatsoever, this agreement shall be of no further force and effect. In this event, LACOE shall have no liability to pay any funds to LEA under this agreement, and the LEA shall not be obligated to perform any provisions of this agreement.

In such instances, particularly when partial funding remains available, LACOE shall have the option to either terminate this agreement with no liability occurring to LACOE, or LACOE may offer an amendment to this agreement to reflect the reduced availability of funds.

21. 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 the contract shall be read and enforced as though it were so inserted and included.

22. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, LEA certifies to the best of its knowledge and belief that it and its principals:

- 22.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;
- 22.2 Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State, or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 22.3 Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State, or Local), with commission of any of the offenses enumerated in Section 22.2 above, of this certification; and,
- 22.4 Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State, or Local) terminated for cause of default.



23. TERMINATION

Either party may terminate this Contract by delivering written notice of termination to the other party at least 30 days prior to the effective date of termination.

24. DISPUTE RESOLUTION

In the event of a claim, controversy or dispute, the parties agree to use the procedure as stated herein. The party who claims there is a dispute shall first identify the issue in writing with specificity and with supporting facts. The other party shall provide a written response to the identification of the issue within 20 business days. Both parties will attempt to settle such dispute by meeting and conferring in a good faith attempt to resolve the dispute within 15 business days of the date of the written response. The complaining party shall provide the respondent with a written issue statement detailing the claim, controversy or dispute. If the matter is not resolved within a period of within 60 days from the date of the aforementioned meeting, the parties shall proceed to mediation with an agreed upon mediator. If the Parties cannot reach a resolution within a period of 60 days from the date of mediation, then either Party may, upon notice to the other Party, request that the unresolved dispute be settled by binding arbitration conducted in Los Angeles, California by the American Arbitration Association (“AAA”) in accordance with its Commercial Arbitration Rules (the “AAA Rules”). Notwithstanding any contrary provision within the AAA Rules, the arbitrator must determine the rights and obligations of the parties according to the substantive laws of the state of California. The Parties will mutually select an arbitrator. If the Parties are unable to agree on an arbitrator, the arbitrator will be selected according to AAA Rules. Each Party will bear its own expenses and will share equally the fees of the arbitrator. The arbitrator will have the discretion to award the prevailing Party all or part of its attorneys’ fees and costs when supported by law. The arbitrator will not have the power to add to, subtract from or modify any of the terms or conditions of this Agreement. The arbitrator rendering judgment upon disputes between the parties will deliver a written opinion within 15 business days following conclusion of the hearing, setting forth findings of fact, conclusions of law and the rationale for the decision. Any award, which may include legal and equitable relief, will be final and binding and judgment may be enforced by any court of competent jurisdiction.

25. SUBCONTRACT UNDER THE TERMS OF A PRIME CONTRACT

This contract is a subcontract under the terms of the LACOE Program Participation Agreement dated July 1, 2020 with the Department (Appendix A-Prime Contract). All representations and warranties shall inure to the benefit of the Department. LEA hereby certifies it has read, reviewed, understood and will comply with the Prime Contract.

26. PROGRAM NAME AND NUMBER FOR FEDERAL CLAIMING

Title 31- Money and Finance, Subtitle V- General Assistance Administration, Chapter 75- Requirements for Single Audits, section 7502 requires each pass- through entity to provide the sub-recipient program names and any identifying numbers from which such assistance is derived. The Catalog of Federal Domestic Assistance (CFDA) number for this federal program is 93.778, Medical Assistance Program (Medi-Cal).

27. EXECUTION REQUIREMENTS

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/signature; and/or other commonly accepted, widely used, commercially acceptable signature methods. This instrument may be executed in counter-parts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy.

28. EDUCATION CODE

In accordance with Education Code Section 17604, this contract is not valid or an enforceable obligation against LACOE until approved or ratified by the Superintendent or designee.

29. SIGNATURE AUTHORITY

Each person signing this Contract represents that he or she has been authorized and empowered to enter into this Contract by the party on whose behalf the signature is made.

LOS ANGELES COUNTY  
OFFICE OF EDUCATION

Glendale Unified  
School District

By \_\_\_\_\_  
Patricia Smith  
Chief Financial Officer

By \_\_\_\_\_  
\_\_\_\_\_  
Typed or Printed Name

Date \_\_\_\_\_  
Lm 7-15  
ROC 7/20/20

Title \_\_\_\_\_  
Indicate DUNS Number:

\_\_\_\_\_  
Indicate Federal Tax I.D. Number:

\_\_\_\_\_

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

ACTION REPORT NO. 9

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

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

PREPARED BY: Dr. Mary Mason, Executive Director, Educational Services

SUBJECT: **Approval of Agreement Between University of California Los Angeles' Health Sound Body Sound Mind (SBSM) Program and Glendale Unified School District**

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The Superintendent recommends that the Board of Education approve the Fitness Center Agreement with The University of California Los Angeles' (UCLA) Health Sound Body Sound Mind (SBSM) Program, to provide equipment, curriculum, and training, valued up to \$40,000 per school, to enhance the District's physical education program at secondary schools.

Upon acceptance of the agreement, the UCLA SBSM program will provide the necessary fitness equipment, innovating fitness education curriculum, comprehensive nutrition curriculum, and professional development for educators, to create state-of-the-art fitness centers at secondary schools, all at no cost to the District.

This past summer, UCLA SBSM staff visited all four District middle schools to discuss the start of the project with school administrators and determined that all four sites were a good fit to the scope of the program.

UCLA SBSM will launch the program as follows:

1. Pilot year during the 2020 - 2021 school year to introduce the enhancement project to the four District middle schools.
2. Continue expansion of the program to qualified high schools starting in the 2021-2022 school year and beyond, as appropriate.
3. Dedicated guidance from the SBSM team on all steps and procedures during the duration of the project.

After contract execution, UCLA SBSM staff will work with the District and each school to finalize a timeline for delivery of equipment and to schedule professional development for physical education teachers.

As part of the agreement, UCLA SBSM will also provide schools with anonymous before and after student surveys and FitnessGram score sheets to aid in tracking the progress, expectations and guidelines of the program.

Once a fitness center has been established, UCLA SBSM will request for each school to host a ribbon-cutting ceremony to include any Foundation or Donors; UCLA SBSM, District and school staff; local dignitaries; community members; parents; and students for a grand opening and demonstration of the new fitness center.

***TO SUPPORT BOARD PRIORITY No. 1: Maximize Student Achievement***

*“Analyze and assess student data to strengthen attendance and personalize learning that builds college, career, and life readiness pathways for success.”*

***TO SUPPORT BOARD PRIORITY No. 2: Create a Culture of Learning***

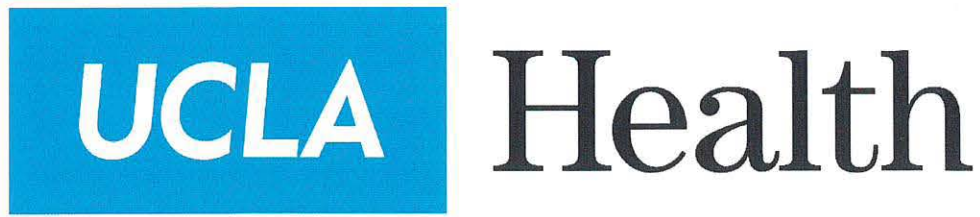
*“Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.”*

***TO SUPPORT BOARD PRIORITY No. 3: Increase Engagement***

*“Utilize and increase district capacities to increase engagement, relationships, and support with parents and the community that build public trust and involvement in GUSD schools.”*

***TO SUPPORT BOARD PRIORITY No. 4: Maintain District Solvency & Financial Responsibility***

*“Manage district financial resources and facilities to support optimal learning, healthy working conditions, and strong enrollment to ensure long-term stability.”*



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**Sound Body Sound Mind**

**Fitness Center Agreement**

**Glendale Unified School District**  
223 North Jackson Street  
Glendale, CA 91206

## FITNESS CENTER AGREEMENT

This Fitness Center Agreement (“Agreement”) is made by and between The Regents of the University of California, on behalf of its UCLA Health Sound Mind Sound Body program (hereafter referred to as “SBSM”), and the Glendale Unified School District (hereafter referred to as the “District”) at the school site locations listed on Exhibit A of this Agreement attached hereto (“School(s)"). SBSM, the District, and the School(s) may each be referred to as a “Party” and collectively as, the “Parties.”

### 1. SBSM Responsibilities

- a. SBSM provides a training program and curriculums (“Program”) for use by schools in furtherance of its purposes of the promotion of health in the community and the District’s fitness and wellness activities at its School(s).
- b. SBSM will transfer to the District, a mix of equipment (“Equipment”) selected from Exhibit B for use at Schools in connection with implementation of the Program, which will be documented pursuant to an Asset Transfer Agreement between SBSM and the District in substantially the form of that attached hereto as Exhibit C (“Asset Transfer Agreement”).
- c. SBSM will assist the District in identifying the appropriate Equipment needed by each School.
- d. SBSM staff will work with the District and Schools as to the time and place for delivery of the Equipment to each School. District will take possession, title, and ownership of the Equipment on the date it is delivered to each School in accordance with the terms of the Asset Transfer Agreement.
- e. SBSM will provide School staff with six (6) hours of professional development concerning the Program.
- f. SBSM will provide Schools with anonymous before and after student surveys that have been approved by the District and will aid SBSM in meeting the responsibilities and requirements outlined in Exhibit D of this Agreement.
- g. SBSM will provide Schools with anonymous before and after student FitnessGram score sheets that will aid SBSM in meeting the responsibilities and requirements outlined in Exhibit E of this Agreement.

### 2. District/School Responsibilities

- a. District and each School will designate and maintain a primary contact for SBSM for purposes of ensuring training on the Program.

Primary District Contact Name: \_\_\_\_\_

Primary District Contact Email: \_\_\_\_\_

Primary District Contact Phone: \_\_\_\_\_

Each Primary School Contact is listed on Exhibit A, identified by School site.



- b. District and Schools will be fully responsible for the maintenance, use, upkeep, and safe storage of the Equipment at all times.
- c. District and Schools can seek support from SBSM concerning maintenance and replacement of Equipment, but no such support is promised in connection with this Agreement.
- d. District and Schools understand SBSM does not provide funding for room modifications, and it is the responsibility of District to cover the cost of all applicable modifications. Site modifications identified in Exhibit F-1 and Exhibit F-2 must be completed in order for Equipment to be delivered to School.
- e. District agrees to have its Physical Education staff at each School attend six (6) hours of professional development on the Program, as set forth in Section 1.e above.
- f. District and Schools agree to have all individuals who will supervise the fitness center before, during or after school attend the professional development on the Program before the aforementioned individual performs any supervision of the fitness center or Equipment.
- g. District and Schools agree to conduct data collection as outlined in Exhibit D and Exhibit E.
- h. District and Schools agree to administer and submit anonymous before and after student surveys provided by SBSM (see Exhibit D). The testing teacher(s) agrees to report on the progress of the Program implementation procedures during and after the testing window.
- i. District and Schools agree to submit anonymous before and after Student FitnessGram score sheets provided by SBSM (see Exhibit E).
- j. Each School agrees to host a ribbon cutting ceremony that meets the requirements detailed by the SBSM in Exhibit G. The District and Schools understand SBSM does not provide funding for the ribbon cutting ceremony.

### **3. Amendments or Modifications to Agreement; Incorporation**

No modification or alteration of this Agreement will be valid or effective unless such modification is made in writing executed by all Parties. All exhibits to this Agreement are hereby incorporated into the Agreement by reference.

### **4. Indemnification**

All Parties shall defend, indemnify, and hold harmless the other Parties, their officers, employees, and agents from and against any and all liability, loss, expense, including attorneys' fees, or claims for injury or damages (including claims of third parties) arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying Party, its officers, employees or agents.

## **5. Insurance**

All Parties to this Agreement, at their sole cost and expense, will maintain insurance policies or programs of self-insurance to meet its obligations under the terms of this Agreement, with the following minimum levels of coverage:

- a. Comprehensive general liability insurance with bodily injury coverage, in amounts of not less than \$3,000,000 for each occurrence and \$5,000,000 in the aggregate. If such insurance is written on a claims-made form, it shall continue for three years following termination of this Agreement. The insurance shall have a retroactive date prior to or coinciding with the effective date of this Agreement.
- b. Workers' Compensation insurance or self-insurance, covering its full liability as required by law under the Workers' Compensation Insurance and Safety Act of the State of California as amended from time to time.
- c. Business Automobile Liability insurance with a combined single limit of not less than \$1,000,000 per occurrence, if such automobile insurance is not included as part of a Party's General Liability coverage.
- d. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of the Parties against other insurable risks relating to performance.

The Parties expressly understand and agree, however, that the coverages required under this Section 5 shall not in any way limit the liability of the Parties.

The coverage referred to under this Section 5 shall be endorsed to include the other Party as an additional insured. Such a provision, however, shall only apply in proportion to and to the extent of the negligent acts or omissions of each Party, its officers, agents, and/or employees. Each Party, upon the execution of this Agreement, shall furnish the other Party(ies) with Certificates of Insurance evidencing compliance with all requirements. Certificates shall further provide for thirty (30) days' advance written notice to each Party of any modification, change or cancellation of any of the above insurance coverages.

## **6. Term of Agreement**

The term of this Agreement shall be for a period of five (5) years, commencing on the date this Agreement is fully executed. The Parties intend to cooperate together in furtherance of the Program during this five year term. The terms set forth in Section 4 shall exist in perpetuity.

## **7. Termination**

Notwithstanding any other provision in the Agreement, this Agreement may be terminated by either Party with or without cause upon giving the other Party ninety (90) days' prior written notice of such termination.



**8. Failure to Complete Responsibilities and Requirements**

Failure by District and/or Schools to meet any of the aforementioned responsibilities and requirements may result in ineligibility for future support from SBSM.

**9. Applicable Law.**

This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of California, without regard to principles of conflicts of law.

**10. Signatures**

To accept this Agreement, please sign below. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one Agreement.

UCLA Health Legally Authorized Representative

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

District Legally Authorized Representative

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit A:**  
**School List**

1. Roosevelt Middle School  
222 East Acacia Avenue, Glendale, CA 91205

School Contact Name: \_\_\_\_\_  
School Contact Email: \_\_\_\_\_  
School Contact Phone Number: \_\_\_\_\_

2. Rosemont Middle School  
4725 Rosemont Avenue, La Crescenta, CA 91214

School Contact Name: \_\_\_\_\_  
School Contact Email: \_\_\_\_\_  
School Contact Phone Number: \_\_\_\_\_

3. Toll Middle School  
700 Glenwood Road, Glendale, CA 91202

School Contact Name: \_\_\_\_\_  
School Contact Email: \_\_\_\_\_  
School Contact Phone Number: \_\_\_\_\_

4. Wilson Middle School  
1221 Monterey Road, Glendale, CA 91206

School Contact Name: \_\_\_\_\_  
School Contact Email: \_\_\_\_\_  
School Contact Phone Number: \_\_\_\_\_

**Exhibit B:**  
**Equipment Overview**

SBSM will work with the Physical Education staff at each School to select a customized equipment mix for the School's fitness center within the project budget.

Below, please find the complete list of equipment options available:

Middle Schools (cardio machines only)

- Spin Cycle
- Hybrid Cycle
- Recumbent Cycle
- Hand Krankcylce
- Rower
- Stepper

High Schools (weight and cardio machines)

- Spin Cycle
- Hybrid Cycle
- Recumbent Cycle
- Hand Krankcylce
- Rower
- Stepper
- Elliptical
- Functional Trainer
- Chin/Dip Assist Machine
- Leg/Calf Press Machine
- Leg Extension/Curl Machine
- Glute Machine
- Hip Abductor/Adductor Machine
- Multi-Press Machine
- Bicep/Tricep Machine
- Lat Pulldown/Seated Row Machine
- Diverging Lat Pulldown Machine
- Diverging Seated Row Machine
- Pectoral Fly/Rear Delt Machine
- Converging Chest Press Machine
- Converging Shoulder Press Machine
- Ab/Low Back Machine
- Abdominal Machine
- Back Extension Machine
- Assorted Benches

All schools will receive the following accessories mix, used to implement the SBSM Program:

- Exercise Mats (25)
- Jump Ropes (25)
- Jump Rope Cart (1)
- Agility Ladder (4)
- Cones (80)
- Tennis Balls (72)
- Assorted Weight Sandbells (78 total:  
1.5lbs – 12lbs)
- Sandbell Storage Cart

**Exhibit C:**  
**Asset Transfer Agreement**

This ASSET TRANSFER AGREEMENT (the “Asset Transfer Agreement”) effective as of the date of execution below is by and between The Regents of the University of California, on behalf its UCLA Health Sound Mind Sound Body program (“UC” or “SBSM”) and Glendale Unified School District (the “Recipient”) (each, a “Party” and together, the “Parties”). Capitalized terms not otherwise defined herein shall have the meanings ascribed to them in the Fitness Center Agreement by and between SBSM and the Recipient dated \_\_\_\_\_ (the “Agreement”) (the terms of which are hereby incorporated by reference).

1. This Asset Transfer Agreement is for the sole purpose of SBSM transferring certain Equipment to the Recipient for the Program, which Program is more fully described in the Fitness Center Agreement.
2. UC hereby irrevocably assigns, transfers, and gives all its right, title and interest, to the Equipment set forth on Schedule 1 attached hereto to Recipient, which transfer is intended as donation to Recipient in connection with the Program.
3. Title to the Equipment shall pass to the Recipient upon delivery of the Equipment by Recipient.
4. The Parties acknowledge and agree that UC’s transfer of the Equipment to Recipient is made exclusively in furtherance of charitable purposes within the meaning of Sections 501(c)(3) and 170(c) of the Internal Revenue Code of 1986, as amended, including for the promotion of health for the benefit of the community through the Program (the “Purpose”).
5. The Parties acknowledge and agree that the Equipment is transferred to the Recipient solely for the Purpose and for no other purpose.
6. The Recipient represents and warrants that it shall use the Equipment exclusively for the Purpose.
7. Recipient waives its right to any claim against UC related to the Equipment or this Agreement, including but not limited to workers ‘compensation subrogation rights.
8. None of UC, its UCLA Medical Center, the SBSM nor any of its employees and agents shall be liable for any claims of loss, expense, or damage to Recipient or any of its Recipient Personnel relating to this Asset Transfer Agreement or the Equipment.
9. UC MAKES NO WARRANTY WITH RESPECT TO ANY GOODS, SERVICES, RIGHTS OR OTHER SUBJECT MATTER OF THIS AGREEMENT AND THE FITNESS CENTER AGREEMENT AND HEREBY DISCLAIMS WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT WITH RESPECT TO ANY AND ALL OF THE FOREGOING.
10. Recipient acknowledges that the sole and exclusive warranty for the Equipment is described on Schedule 2 attached hereto.
11. This Asset Transfer Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of California, without regard to principles of conflicts of law.
12. This Asset Transfer Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one agreement.



IN WITNESS WHEREOF, the Parties hereto have caused this Asset Transfer Agreement to be executed as of the day and year indicated below.

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, on behalf of its UCLA Health Sound Mind Sound Body program

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

GLENDALE UNIFIED SCHOOL DISTRICT

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

### **Schedule 1**

The final list of equipment will be determined at a later date by each school site and included here as an additional addendum.

## **Schedule 2:**

### **Matrix Fitness Equipment Specs, Warranty Information, and Preventative Maintenance**

#### Matrix Fitness Service Request Procedure

Your equipment is under warranty for the first 5 years on parts and the first 3 years on labor. It is the responsibility of the District and School to take advantage of the warranty. When service is needed on any Matrix Fitness product, the following procedure should be followed to assure quick solutions to the problems:

Call: 866-693-4863. Select Option 2 for Technical Support.

Email: [westsupport@matrixfitness.com](mailto:westsupport@matrixfitness.com)

When reporting problems, ALWAYS report the serial number of the unit and the nature of the problem.

#### Matrix Fitness Technical Support hours of operation:

Monday-Thursday 7AM - 7PM CST

Friday 8AM - 5PM CST



Matrix Fitness Systems | 1610 Landmark Drive Cottage Grove WI 53527

Toll Free 866.693.4863 | Phone 608.839.8686 | Fax 608.839.8687

#### **Preventative Maintenance Provider: So Cal Fitness Service**

Our maintenance vendor, So Cal Fitness Service, provides our schools with \$155 preventative maintenance visits. We recommend at least two visits per year. Please contact So Cal Fitness Service to schedule your preventative maintenance.

Jess Hallford

[jess@socalfitnessservice.com](mailto:jess@socalfitnessservice.com)

714-893-5427 Ext. 2

**Exhibit D:**  
**Teacher Implementation Logs and Student Behavioral Surveys**

Data collection expectations and guidelines will be determined at a future date and included in this agreement as an additional addendum.



**Exhibit E:**  
**Student FitnessGram Score Sheets**

Data collection expectations and guidelines will be determined at a future date and included in this agreement as an additional addendum.

**Exhibit F-1:**  
**Standard District Site Room Modification Requirements**

*Note: District is responsible for completing the following preparation measures, in advance of its receipt of any equipment:*

- 1) Remove any unnecessary furniture, equipment, and items from the room.
- 2) Repair any cracks/holes in walls and repaint any marked or scuffed areas.
- 3) Repair/replace any worn or damaged cove base.
- 4) Clean and buff/polish all floor surfaces.
- 5) Replace/repair any broken or missing ceiling tiles.
- 6) Repair/replace any broken light bulbs or light covers.
- 7) Clean/repair any broken windows and/or blinds.
- 8) Clean any and all interior mirrors.
- 9) Perform deep clean on all additional surfaces, cabinetry, sinks, bathrooms, etc.
- 10) Paint all walls and cabinets in room.

Additional Notes:

SBSM Initial: \_\_\_\_\_

District Initial: \_\_\_\_\_

**Exhibit F-2:**  
**School Specific District Site Room Modification Requirements**

*Note: School specific room modification requirements are determined by the SBSM staff at the onsite observation meeting.*

*Note: District is responsible for completing the following preparation measures, in advance of its receipt of any equipment.*

*Note: District may decline to accept the donated equipment if it deems modification requirements unreasonable or otherwise unacceptable.*

Additional Notes:

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SBSM Initial: \_\_\_\_\_

District Initial: \_\_\_\_\_

**Exhibit G:**  
**District Ribbon Cutting Overview**

*Note: SBSM does not provide funding for ribbon cuttings.*

District/School Ribbon Cutting Responsibilities:

- Hosting a ribbon cutting ceremony at the school, including student participation to create excitement around the new fitness center.
- Send invitations to appropriate parties as agreed upon by all parties. For example: local representatives, city council members, assembly persons, community members, parents and alumni.
- Providing light refreshments after the ceremony.
- Hanging official signs (seven, provided by SBSM) in the fitness center before the ceremony.
- Providing a plaque to thank the Foundation or donor(s) for their contributions towards the Fitness Center if applicable. SBSM will notify School if this is a requirement.
- Setting up a podium and a microphone.
- Providing and appropriately placing a ceremonial ribbon to be cut by key attendees. SBSM has ribbon cutting scissors and will bring them to the ceremony.
- Subject to District policy and appropriate consent, coordinating a photographer and making the photos available to SBSM. SBSM uses pictures from ribbon cuttings on promotional materials.
- Provide all student participants with photo releases in a form that is approved in advance by the District.
- Instruct a group of P.E. students on how to correctly demonstrate the equipment and Program during the ribbon cutting/viewing of the fitness center.
- Hang student made signs throughout the ceremony, along the walk to the fitness center, and in the fitness center
- Ensure the walking path from the ribbon cutting ceremony to the fitness center is cleaned

## Ribbon Cutting Ceremony Sample Timeline

### 10:00AM-10:30AM | ASSEMBLY AND RECOGNITION

- Principal speaks about the importance of physical fitness, thanks the funding foundation or donor(s), and presents them with a plaque if applicable.
- Involve students in this portion of the ceremony. For example, the student body president may say a thank you on behalf of the student body.
- Invite a Sound Body Sound Mind representative to say a few words.
- Invite key attendees to speak as appropriate
- Have a band, choir, cheerleaders, ROTC, dance team, or other student performance groups perform for a fun way to start and end assembly.

### 10:30AM-10:40AM | RIBBON CUTTING

Walk to the fitness center to cut the ribbon and officially open the center. The donor or funding foundation staff usually cut the ribbon with the principal alongside other key attendees.

### 10:40AM-11:00AM | VIEWING OF THE FITNESS CENTER

Students should be using the new machines and fitness accessories in a modified SBSM lesson. Guests will mingle, talk to students, and take photos.

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

ACTION REPORT NO. 10

TO: Board of Education  
FROM: Dr. Vivian Ekchian, Superintendent  
PREPARED IN: Office of the Superintendent  
**SUBJECT: Board Priorities for 2020-21**

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The Superintendent recommends that the Board of Education approve its Board Priorities for 2020-2021.

As part of the overall planning process, the Board of Education establishes annual priorities that identify major focus areas for the District. On August 11, September 1, and September 15, 2020, Board members shared their individual priorities and together began identifying the common interests that will support the vision of “preparing our students for their future” and “excelling together with endless pathways for success.” The following Board priorities are being presented for final Board approval.

**Overview**

As a district, we are committed to an equity based instructional model that creates the conditions for every student in our district to meet their full potential, supports the incredible diversity of our GUSD community, and creates the conditions for student and staff success.

**Maximize Student Achievement**

- Close the digital and equity gap
- Offer robust distance, hybrid, and in-person learning programs
- Address learning loss and improve attendance

**Foster a Positive Culture of Learning**

- Ensure equitable teaching and learning opportunities led by excellence
- Support culturally relevant curriculum that emphasizes inclusion
- Increase parent and family engagement opportunities

**Ensure the Health and Safety of GUSD Students and Employees**

- Strengthen mental health support and programs
- Develop proactive health and safety procedures
- Support physical, social, and emotional wellbeing

Glendale Unified School District

October 6, 2020

Action Report No. 10

Page 2 of 2

**Maintain District Financial Responsibility**

- Ensure the fiscal health of the district
- Implement a fiscal plan to preserve the district resources
- Plan for the district's future educational and facility needs

Once approved, these priorities, which are prepared in conjunction with the Local Control Accountability Plan goals, will guide districtwide and individual school improvement efforts.

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 1

TO: Board of Education  
FROM: Dr. Vivian Ekchian, Superintendent  
PREPARED IN: Office of the Superintendent  
SUBJECT: **Minutes**

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

- a) Regular Meeting No. 6, September 15, 2020



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

**BOARD OF EDUCATION MEETING NO. 6**  
**UNADOPTED MINUTES**  
**REGULAR MEETING, September 15, 2020**

**CALL TO ORDER AND ROLL CALL**

The regular meeting of the Glendale Unified School District Board of Education was called to order by Dr. Armina Gharpetian, president of the Board of Education, at 4:35 p.m., on Tuesday, September 1, 2020, in the Board Room at the Administration Center, 223 N. Jackson Street, Glendale, California. The following members were present for roll call: Mrs. Jennifer Freemon, Mr. Greg Krikorian, Ms. Nayiri Nahabedian, Mr. Shant Sahakian, and Dr. Armina Gharpetian.

The following administrators were present: Dr. Vivian Ekchian, Dr. Kelly King, Mr. Stephen Dickinson, Mr. David Greco, Dr. Mary Mason, Dr. Deb Rinder, and Dr. Darneika Watson.

**PLEDGE OF ALLEGIANCE**

Aram Arzumanyan, a 9th grade student from Clark Magnet High School, led the Pledge of Allegiance.

**CERTIFICATE OF COMPLIANCE**

Dr. Gharpetian 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 Ms. Nahabedian to approve the agenda, as presented. Motion approved unanimously: AYES — Freemon, Krikorian, Nahabedian, Sahakian, and Gharpetian.

**RECOGNITION**

Teacher of the Year – The Board of Education recognized Jozet Petrosian, teacher from Roosevelt Middle School, for being selected as the Glendale Unified School District Teacher of the Year.

MINUTES: September 15, 2020– Regular Board Meeting

PRESENTATIONS

1. *Senator Anthony Portantino* - Senator Anthony Portantino presented information including educational and legislative updates for the 2020 educational year.
2. *Glendale Educational Foundation* - Jennifer Cano, new Executive Director, presented an overview of the Glendale Educational Foundation and upcoming activities.
3. *Hispanic Heritage Month* - Each year, we observe Hispanic Heritage Month, sometimes referred to as Latinx Heritage Month from September 15 to October 15. It celebrates the histories, cultures, and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean, and Central and South America. Representatives from Glendale Unified Adelante Latinos shared an update on activities, including an upcoming webinar series with renowned Latinx professionals who serve their communities in wonderful and different ways.
4. *National Suicide Prevention Month* - September is National Suicide Prevention Month. Dr. Ilin Magran discussed the efforts GUSD is doing to increase awareness and support our youth and our families
5. *Seating of Student Board Member* - Kayla Rodriguez of Glendale High School was elected by the Student Advisory Council to serve as the Student Member of the Board of Education for the 2020-2021 School year. Dr. Gharpetian administered the Oath of Office to Kayla.
5. *Introduction of the Student Advisory Council* - The following members of the 2020-2021 Student Advisory Council were introduced virtually to the Board of Education:

Clark Magnet High	Luszi Alekszanjan, Martun Gevorgyan, Norayr Ghazaryan, Ani Sahakyan.
Crescenta Valley High	Anna Allahverdian, Leo Bentivenga, Jihoo Chung, Josh Ok, Zach Roh, Hannah Roth
Daily High	Victor Baro, Jacob Zesati, Artine Daniali
Glendale High	Arline Daniali, Brandon Doronila, Naira Ghazarian, Christopher Hanzal, Sarine Kaloghlian, Kayla Rodriguez
Hoover High	Maria Akhverdyan, Kiana Avedisian, Amanda Bystrom, Melia Movseisan, Monet Nadimyan, Lucas Omori, Jessica Vaskanian

PUBLIC COMMUNICATIONS

1. Mitsuko Roberts, Verdugo Woodlands parent, spoke about the Japanese language collection of books she shares freely with the public. Due to COVID-19, those wishing to come to her home library are asked to register online at Okanouelibrary@gmail.com. She also expressed her support for revisiting the FLAG Japanese pathway in the middle school.
2. Alicia Harris, CVHS teacher, spoke on behalf of the GTA membership. She highlighted some of the ordeals teachers are going through. She hopes teachers will be compensated for additional expenses they incur due to distance learning. As for the LA County Health directives, we are doing exactly as we should. Additionally, we have already closed a number of pods at Glendale. The incident happened weeks ago and GTA is still waiting to hear about the notification process. No GUSD employee should become a statistic. She asked the Board to ratify the MOU with GTA regarding issues related to COVID 19 and update BP 5131 by October 6.
3. Michael Tuggle, Dunsmore FLAG Japanese parent, thanked the Board for supporting the FLAG Japanese program. He and others at Dunsmore want to keep the students together and go to Rosemont instead of Wilson Middle School.
6. Susan Fukushima, Dunsmore FLAG Japanese parent, she thanked the Board for making it possible for the FLAG program. She asked the Board to have this program continue at Rosemont Middle School. They feel it is vital to the success of the program. They conducted a survey during the 2018-19 school year; 80% of those who responded said they would continue with the program at Rosemont and only 15% said they would continue if the program were offered at Wilson.
7. Terry Schneider, Dunsmore FLAG Japanese parent, spoke about the continuation of the program to Rosemont Middle School. Her child is a 7-year participant in the Dunsmore JDL program. It is an excellent program. Offering JDL at Rosemont will ensure the program's long-term success. She requested that we agendaize this matter at a future Board meeting.
8. Kyuung Lah, FLAG parent at Dunsmore, thanked administrators and the Board for the Dunsmore Japanese program. She spoke about the sense of community created by the program. She fears this will end if this program does not go to Rosemont Middle School. She asked that we discuss this matter at a future Board meeting and asked that we do not break up the families.
9. Emma Khodaverdian, Gianni Higginbotham and Asante Guzik spoke about the GUSD Student Coalition Advocating for Black Lives. They submitted a letter and spoke about the demands they are advocating: 1) hire more black teachers, counselors, administrators, and staff; 2) mandate anti-bias and culturally competent training for GUSD staff; 3) adopt an intentional curriculum for Black Lives Matter at School Week of Action that accurately reflects Black American history; 4) rename the John Wayne Performing Arts Center at Glendale High; 5) re-examine police on campus and expand restorative justice alternatives; 6) incorporate

MINUTES: September 15, 2020– Regular Board Meeting

PUBLIC COMMUNICATIONS (Continued)

anti-racist books and materials into the overall curriculum; and 7) establish a Black Student Advisory Council at the district. The district needs to take action.

10. Justin King, Glenoaks parent, spoke about his concerns regarding the city power plant proposal at Scholl Canyon landfill. The project may affect the students at Glenoaks Elementary School. He urged the Board to review the Draft EIR and provide feedback by September 30, 2020.

CLOSED SESSION

The Board recessed to Closed Session at 6:17 p.m. to discuss the following:

1. Personnel matters relating to the appointment, employment or evaluation of school based and non-school based district management positions pursuant to Government Code §54957
2. Personnel matters relating to the discipline, dismissal, and release of school-based employees pursuant to Government Code §54957
3. Conference with GUSD Labor Negotiators pursuant to Government Code Section 54957.6:  
Agency designated representatives: Dr. Darneika Watson and Mr. David Greco  
Employee organization: Glendale Teachers Association and California School Employees Association-Glendale Chapter No. 3.

CALL TO ORDER/RETURN TO REGULAR MEETING

The meeting reconvened at 7:35 p.m.

REPORTING OUT OF CLOSED SESSION

No action was taken during Closed Session.

SUPERINTENDENT'S UPDATE

1. School Year Update  
The Superintendent presented an update on the school year.

INFORMATION

1. 2020-2021 Board Priorities
2. Enrollment and Attendance
3. Virtual College & Career Fair

MINUTES: September 15, 2020– Regular Board Meeting

INFORMATION (Continued)

4. Proposed New and Revised Course of Study Outlines for Use in Middle and High Schools in the Area of Career Technical Education
5. Summary of Revenue and Expenditures for 2019-20 and 2020-21 Budget to Reflect the Related Technical Corrections (Refer to Action Report No. 3)
6. Proposed Revision to Board Policy 3555 - Business and Noninstructional Operations – Nutrition Program Compliance
7. Acknowledgements of Service
8. Update on Measure S and Facility Programs

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

ACTION REPORTS

1. Approval of Learning Continuity and Attendance Plan

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

2. Approval of Memorandum of Understanding with Glendale Teachers Association Regarding the Issues Related to COVID19/Coronavirus

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

3. Summary of Revenue and Expenditures for 2019-20 (Unaudited) and Technical Corrections to the 2020-21 Adopted Budget

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

4. Resolution No. 2 Authorizing the Issuance and Sale of General Obligation Bonds, Election of 2011, Series E, in the Aggregate Principal Amount of Not to Exceed \$38,000,000 and Approving the Execution and Delivery of Related Documents and Actions

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

ACTION REPORTS (Continued)

5. Approval for GUSD to Become a Member of the Education Technology Joint Powers Authority

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

6. Approval of Change Order No. 1 to the Sourcewell Contract for the Purchase and Installation of Playground Equipment and Fall Zone Material from PlayPower LT Farmington, Inc. at Jefferson Elementary School and Notice of Completion

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

7. Approval of Change Order No. 1 to the Sourcewell Contract for the Purchase and Installation of Playground Equipment and Fall Zone Material from PlayPower LT Farmington, Inc. at College View School and Notice of Completion

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

8. Approval of Change Order No. 1 to the Sourcewell Contract for the Purchase and Installation of Playground Equipment and Fall Zone Material from PlayPower LT Farmington, Inc. at Columbus Elementary School

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

9. Approval of Change Order No. 2 to Lease-Leaseback Contract with Balfour Beatty Construction for the Glendale High School Aquatic Center

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

10. Award of Bid No. 203-20/21 for Tennis Court Fencing and Rails Project at Glendale High School

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

MINUTES: September 15, 2020– Regular Board Meeting

ACTION REPORTS (Continued)

11. Rejection of Bids for Bid No. 204-20/21 for Tennis Court Refurbishment at Glendale High School

It was moved by Mrs. Freemon and seconded by Ms. Nahabedian to approve Action Report No. 11, as recommended. Motion approved by the following vote: AYES—Freemon, Krikorian, Nahabedian, Sahakian, and Gharpetian.

12. Approval of Services Agreement Between Glendale Unified School District and A-Line to Success, LLC

It was moved by Mr. Krikorian and seconded by Mr. Sahakian to approve Action Report No. 12, as recommended. Motion approved by the following vote: AYES—Freemon, Krikorian, Nahabedian, Sahakian, and Gharpetian.

13. Approval of Agreement with Bayha Group

It was moved by Mrs. Freemon and seconded by Mr. Krikorian to approve Action Report No. 13, as recommended. Motion approved by the following vote: AYES—Freemon, Krikorian, Nahabedian, Sahakian, and Gharpetian.

CONSENT CALENDAR

1. Minutes
  - a. Regular Meeting No. 5, September 1, 2020
2. Certificated Personnel Report No. 4
3. Classified Personnel Report No. 4
4. Warrants totaling \$20,483,150.30 for August 1, 2020 through September 10, 2020
5. Purchase Orders totaling \$2,966,806.52 for the period of August 24, 2020 through September 4, 2020
6. Appropriation Transfer and Budget Revision Report
7. Extension of Bid Number P-13 18/19 for Apple Computer Products, Services, and Related Items to Apple Inc.
8. Amendment to Lease Agreement with Two Hundred Maryland, LLC for Use of Office Space for the EEELP Program
9. Services Agreement with Opportunities to Assets
10. Approval of the Glendale Unified School District Reclassification Criteria for English Learners

MINUTES: September 15, 2020– Regular Board Meeting

CONSENT CALENDAR (Continued)

11. Approval of Services Agreement between Glendale Unified School District and Hi-Tech Services (HTS)
12. Approval of Basic Textbook for Use in High Schools in the Area of World Languages and Cultures
13. Approval of Revisions to Board Policy 7310 - Naming of Facilities
14. Acceptance of DonorsChoose Awards
15. Approval of Contract with KickUp
16. Agreement with Kansas State University
17. Acceptance of Gifts

It was moved by Mr. Krikorian and seconded by Mrs. Freemon to approve the Consent Calendar, as presented. Motion approved unanimously, except on Consent Calendar #2, in which Mrs. Freemon abstained. AYES—Freemon, Krikorian, Nahabedian, Sahakian, and Gharpetian.

REPORTS FROM THE BOARD

1. Mr. Krikorian thanked Dr. Ekchian and her team for all of the work they are doing during these challenging times.
2. Mrs. Freemon participated in the Crescenta Valley 9/11 Motorcade with Dr. Ekchian. She thanked the students (GUSD Student Coalition Advocating for Black Lives) who spoke during public communication. Their requests do align with our resolution we did in February. A study by John Hopkins University specifically for black students indicated that a higher percentage of black students will go to college if they have black teachers. The teachers help ensure a more inclusive teaching curriculum and also raise expectations for our underserved student population. There are reasons why we are doing this. We will continue to make opportunities for our students.
3. Ms. Nahabedian spoke about the Adelante Latinos webinars in celebration of Hispanic Heritage Month. The list of speakers can be found on the Adelante Latinos Facebook page. She congratulated Kayla Rodriguez, our new Student Board member. She attended the Glendale Latinos Association virtual mixer. She thanked all of our employees for stepping up for our students and each other. We are moving forward calmly, making the best of the circumstances, and working on the things we can change. She thanked Dr. Ekchian for keeping the ship going.



MINUTES: September 15, 2020– Regular Board Meeting

REPORTS FROM THE BOARD (Continued)

4. Mr. Sahakian dedicated his report to our Teacher of the Year, Jozet Petrosian from Roosevelt Middle School and to our Student Board member, Kayla Rodriguez. He is looking forward to working with Kayla as we elevate student voice during distance learning.
5. Dr. Gharpetian said SFAC had a walk-through of the Glendale High pool. It will be a beautiful facility. This was the first year she could not participate in the 9/11 motorcade. The Student Advisory Council is actively organizing our next Student Voice Panel. Several Board meetings ago, we ended our program at 12:10 a.m. and she promised the first person who emailed her she will give a certificate of recognition. There were two people who emailed her and will recognize them at next meeting. She congratulated our Teacher of the Year, Ms. Jozet Petrosian, and our new Student Board member, Kayla Rodriguez. She reminded our families to become a member of their PTA.

REPORT FROM THE SUPERINTENDENT

Dr. Ekchian enjoyed participating for the second time in the 9/11 motorcade. Her message to everyone is shift expectations and extend kindness inward and outward. Act courageously now so we can come back differently. She asked, “Are we willing to use this opportunity to create the kind of educational system we want?”

ADJOURNMENT

There being no further business, President Gharpetian adjourned the meeting at 10:33 p.m.

\_\_\_\_\_  
Dr. Armina Gharpetian  
President, Board of Education

\_\_\_\_\_  
Nayiri Nahabedian  
Clerk, Board of Education

Board of Education Minutes - Regular Meeting, September 15, 2020

Recorded by: Ms. Phyllis F. Ishisaka, Executive Assistant to the Superintendent

Approved by the Board of Education:

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 2

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

PREPARED BY: Dr. Darneika Watson, Chief Human Resources and Operations Officer/Director of Classified Personnel

SUBJECT: CERTIFICATED PERSONNEL REPORT NO. 5

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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.	Katzer, Whitney Teacher, Regular Math Crescenta Valley High School	10/21/20 through 2/10/21
2.	Yahiayan, Natalie Teacher, Regular 3 <sup>rd</sup> Grade Balboa Elementary	11/16/20 through 1/19/21
3.	Yamashita, Kazusa Teacher, Temp Contract 4 <sup>th</sup> Grade Dunsmore Elementary	11/17/20 through 1/26/21
<u>Extension of Maternity Leave of Absence</u>		
1.	Goulas, Evangeline Teacher, Special Education Rosemont Middle School	3/30/20 through 1/02/21
<u>Parental Leave of Absence</u>		
1.	Ricasa, Christine Teacher, Temp Contract 3 <sup>rd</sup> Grade Keppel Elementary	10/13/20 through 12/18/20

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Parental Leave of Absence (Cont.)</u>		
2.	Soghomoniantz, Yeghisabet Teacher, Special Education SAI – Core Edison Elementary	9/08/20 through 10/30/20

Extension of Parental Leave of Absence

1.	Foss, Jennifer Earl Principal Hoover High School	9/04/20 through 10/29/20
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Health Leave of Absence

1.	Arsenian, Taline Teacher, Regular President, GTA GTA Office	9/09/20 through 10/07/20
2.	Kramer, Mieke Teacher Specialist Special Education	10/02/20 through 11/27/20
3.	Pieprzyca, Gyzela Teacher, Regular Transitional Kindergarten Glenoaks Elementary	9/09/20 through 10/14/20

Family & Medical Leave of Absence

1.	Arsenian, Taline Teacher, Regular President, GTA GTA Office	9/09/20 through 10/07/20
2.	Katzer, Whitney Teacher, Regular Math Crescenta Valley High School	10/21/20 through 2/10/21
3.	Kramer, Mieke Teacher Specialist Special Education	10/02/20 through 11/27/20
4.	Pieprzyca, Gyzela Teacher, Regular Transitional Kindergarten Glenoaks Elementary	9/09/20 through 10/14/20

		<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Family &amp; Medical Leave of Absence (Cont.)</u>			
5.	Yahiayan, Natalie	Teacher, Regular 3 <sup>rd</sup> Grade Balboa Elementary	11/16/20 through 1/19/21
6.	Yamashita, Kazusa	Teacher, Temp Contract 4 <sup>th</sup> Grade Dunsmore Elementary	11/17/20 through 1/26/21
<u>Extension of Family &amp; Medical Leave of Absence</u>			
1.	Foss, Jennifer Earl	Principal Hoover High School	9/04/20 through 10/29/20
2.	Ricasa, Christine	Teacher, Temp Contract 3 <sup>rd</sup> Grade Keppel Elementary	8/17/20 through 11/09/20
3.	Soghomoniantz, Yeghisabet	Teacher, Special Education SAI – Core Edison Elementary	6/09/20 through 10/30/20
<u>Additional Assignment</u>			
1.	Gregorian, Arin Trinidad, Ryan	Teachers to work outside of their contractual dates for the Math Placement Data Review Teaching & Learning	7/01/20 through 11/01/20 \$31.00 per hour for planning Not to exceed 8 hours each 01.0 07405.0 11100 10000 1130 0000618
2.	Huleis, Lana Vardani, Agnessa	Teachers, as needed, to be advisors for John Muir’s student council	9/28/20 through 6/10/20 \$34.00 per hour to teach \$31.00 per hour to plan Not to exceed \$5,000.00 total Supplemental account 01.0 01000.0 11100 10000 1130 4000000

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Additional Assignment (Cont.)</u>		
3.	Hall, Gavin Teacher, as needed, for Comedy Sportz Club Crescenta Valley HS	8/17/20 through 6/30/21 Hourly rate of pay Not to exceed \$2,500 01.0 95100.0 11100 10000 1130 0100000
4.	Hall, Gavin Teacher, as needed, for Comedy Sportz Club Crescenta Valley HS	1/01/20 through 6/30/20 Hourly rate of pay Not to exceed \$900 01.0 95100.0 11100 10000 1130 0100000
5.	Machado, Claudette M. Teacher, as needed, to work as Assistant to the Principal, Cloud Pre-School Special Education	8/01/20 through 6/30/21 \$73.89 per month Not to exceed 11 months Special Education – Cloud 01.0 65000.0 57301 11100 1170 0000600
6.	Valdez, Iris Teacher, as needed, to update school’s website and provide additional tech support to teachers outside of her contractual hours Balboa Elementary	8/17/20 through 6/11/21 \$31.00 per hour Not to exceed \$3,000.00 01.0 0000.0 11301 10000 1130 2000000

Election Hourly/Daily

1.	Avagyan, Anush Banda, Estevan Barcena, Alissa Manoukian, Madlen Manukyan, Tatevik Ortiz, Wilbert Yoho, Patricia Zakaryan, Ruzanna	Substitute teachers, as needed	8/10/20 through 7/15/21 \$165.00 per day 01.0 00000.0 19004 10000 1160 0004615
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	<u>Position</u>	<u>Effective Dates And Salary Rate</u>	
<u>Election Hourly/Daily (Cont.)</u>			
2.	Alamazan, Seth Avanes-Aghcheghalen, Polien Barcena-Gallegos, Rosalinda Batista, Ileana Beghouzian, Katharine Bergman, Anya Calva-Despard, Michelle Camacho, Jennifer Chaney, Sandra Collaso, Margarita Gureghian, Sarine Hagopian, Ashken Huleis, Rana Luna, Mariana Mancilla, Susana Matevosian, Arpine McCabe, Rosemarie McTear, Brady Medina, Rocio Meza, Emily Montes, Karen Navarro, Nancy Ojeda Colindres, Marisol Ortega, Claudia Prado, Iracema Reuter, Andrea Salazar, Vittorio Sanchez, Savannah Schultz, Margarita Switzer, Ann Tiscareno, Araceli Turdjian, Lusine Valdez, Cynthia Varela, Miriam Williams, Caitlin Wisinski, Robyn Yang, Juyoung	Teachers, as needed, to provide after school intervention to students and or attend after school P.D. Meeting at Edison Elementary School	8/19/20 through 6/30/21 \$34.00 per hour for working with students \$31.00 per hour for planning Not to exceed \$10,000.00 total Title I 01.0 30100.0 11100 10000 1130 2500000

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>	
<u>Election Hourly/Daily (Cont.)</u>			
3.	Abovian, Polet Aguilar, Alejandro Armbruster, Penny Arora, Surinder Austin, Annette Batres, Lorena Birtle, Kent M. Chaldaris, Tanya Contreras, Teresa Echeverria, Diana Eleftheriadou, Mary Escobar, Marylou Flamenco, Lorena Garza, Nancy Gentile, Amy Peroomian, Caroline Huleis, Lana Kianian, Hilda Manalo, Michelle Martin Del Campo, Valentina Nushi, Rachelle Ortiz, Rafael Palmieri, Angela Petrossians, Arthur Petrossians, Taleen Ramos, Luz Reyes, Paola Rodriguez, Analilia Schwarzmann, Dana Sercomb, Marc Soto, Melissa Tatevosian, Mary Vardani, Agnessa	Teachers, as needed, to provide after school intervention (ELA & Math) at Muir Elementary School	9/01/20 through 6/11/21 \$34.00 per hour to teach Not to exceed \$5,000 total Title I 01.0 30100.0 11100 10000 1130 4000000

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
4.	Aldaco, Ruby Arenson, Paula Bell-Bottomley, Denise Becker, Brian Cicarelli, Julie Coram, Donella De Felice, Kendra Dziok, Nancy Frakes, Kristin Garrubba, Jennifer Gunnoe, Ronnie Hall, Amber Harlan, Leslie Hernandez, Marta Hickman, Beverly Haydt, Christina Lee, Michelle Lescher, Whitney Martinez Matheu, Mary Lou Ou, Melinda Schroeder, Kelly Smith, Katherine Stephan, Melissa Stout, Rachel Tamez, Elizabeth Young, Wendy	Teachers, as needed, to provide after school Student Enrichment/ Intervention at Mountain Avenue Elementary
		9/01/20 through 6/30/21 \$31.00 per hour for preparation Not to exceed \$1,000 \$34.00 per hour for teaching Not to exceed \$1,000 Supplemental 01.0 01000.0 11100 10000 1130 3900000



	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
5.	Pascale-Parra, Jean-Marie (Roosevelt) DeLuna, Violet (Toll) Dolittle, Jason (Toll) Weckerly, Ellen (Wilson) Inglish, Mary (Rosemont) Hutchinson, Breanna (Rosemont)	Teachers, as needed, to work with students on various TUPE activities including the production and dissemination of materials for Project ABCD at all middle schools Student Support Services
		8/19/20 through 6/30/21 \$34.00 per hour Not to exceed 150 hours each TUPE Grades 6-12, Tier 2 01.0 66904.0 11100 10000 1130 0002682 Violence Prevention 01.0 00000.0 11309 10000 1130 0002682

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>	
<u>Election Hourly/Daily (Cont.)</u>			
6.	Aldaco, Ruby Arenson, Paula Bell-Bottomley, Denise Becker, Brian Ciccarelli, Julie Coram, Donella De Felice, Kendra Dziok, Nancy Frakes, Kristin Garrubba, Jennifer Gunnoe, Ronnie Hall, Amber Harlan, Leslie Hernandez, Marta Hickman, Beverly Haydt, Christina Lee, Michelle Lescher, Whitney Martinez Matheu, Mary Lou Ou, Melinda Schroeder, Kelly Smith, Katherine Stephan, Melissa Stout, Rachel Tamez, Elizabeth Young, Wendy	Teachers, as needed, to provide after school Student Enrichment/ Intervention at Mountain Avenue Elementary	9/01/20 through 6/30/21 \$31.00 per hour for preparation Not to exceed \$700 \$34.00 per hour for teaching Not to exceed \$700 Donations 01.0 95100.0 11100 10000 1130 3900000
7.	Mortensen, Linda Oiwake, Susan Wada, Koji	Substitute/Retired teachers, as needed, to provide intervention to at-risk students in grades K-5 at Dunsmore Elementary	8/19/20 through 6/09/21 \$31.00 per hour for planning \$34.00 per hour for teaching Not to exceed \$4,871 01.0 02000.0 11304 10000 1130 2400000

		<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>			
8.	Mortensen, Linda Oiwake, Susan Wada, Koji	Substitute/Retired teachers, as needed, to provide intervention to at-risk students in grades K-5 at Dunsmore Elementary	8/19/20 through 6/09/21 \$31.00 per hour for planning \$34.00 per hour for teaching Not to exceed \$12,233 01.0 42030.0 11100 10000 1130 2400673
9.	Ames, Betsy Hakopian, Angel Humphreys, Julien You, Carolina	Substitute/Retired teachers, as needed, to provide intervention to at-risk students in grades K-5 at Mark Keppel VAPA & FLAG	8/19/20 through 6/09/21 \$34.00 per hour Not to exceed \$20,625 01.0 30100.0 11100 10000 1130 3100865
10.	Akiyama, Elizabeth Akopian, Varoujan Barchan, Lane Bond, Emily Bozoyan, Vahe Browne, Nicole Bryan, Marie Capdevila Gutierrez, Maria Cassels, Brian De La Garza, Brad De Luna, Violet Dearn, Sarah Doolittle, Jason Estep, Amy Fabanish, Katherine Hall, Fonda Harmandayan, Roupem Hernandez, Lizette Herrera, Andrea Hoppe, Julie Kho, Carminda Lee, Allison Lee, Ken Lisiewicz, Danica	Teachers and Teacher Specialist, as needed, to attend/participate in Professional development and individualized coaching as part of the Leader in Me Grant at Toll Middle School	7/01/20 through 6/30/21 \$31.00 per hour to plan Not to exceed 8 hours each Title I 01.0 30100.0 11100 10000 1130 0700000

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
10.	Lissebeck, Debra Lopez, Joel Mandjikian, Houry Manin, Jerome Mathevosian, Anzhik McMillon, Sharon Minasyan, Nina Pakradouni, Aghavni Panikowski, Michael Perez, Rebecca Pittman, Isabel Poladian, Sarkis Ponziano, Domenico Rain III, Michael Shih, Curtis Solsona Puig, Jordi Tashchian, Ani Tashjian, Ishac Tavener, Jennifer Tcharkhoutian, Vahe Trinidad, Ryan Veloz, Torrey Wenn, Jonathan Witt, Kevin  <u>Teacher Specialist</u> Johnson, Tamara	
11.	Barrientos, Melvin Widaman, Jennifer  Counselors, as needed, for required professional development and individualized coaching as part of the Leader In In Me Grant/Partnership Roosevelt Middle School	10/07/20 through 6/10/21 Daily rate of pay \$256.00 Not to exceed 1 day each Title I 01.0 30100.0 00000 31100 1232 0500000

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>	
<u>Election Hourly/Daily (Cont.)</u>			
12.	Alvarado, Paul Arjoyan, Anita Arlington, Alicia Asadourian, Mirna Beard, David Carroll, John Cerda, Humberto Dall, Jennifer Doody, Melanie Dreyfus, Martha Elzanaty, Mohammed Galdamez, Henry Ganevsky, Kent Gang, Mark Garcia, Sandra Glyptis, Helen Goldsbury, Janet Gonzalez, Elena Gonzalez, Elwing Guzman, Javier Hamdan, Joyce Hartooni, Armineh Kamiya, Randall Lester, Keith Malakyan, Tagui Marmie, Kenneth Mercado, Geraldine Monaco, Elizabeth Pascale, Jean-Marie Petrosian, Jozet Reyes, Sandra Rodriguez, Corina Sheldon-Williams, Grace Sirota, Michelle Slatius, David Suhr, Ashley Ventresca, Dianne Villegas, Elvia Wolcott, Kenneth	Teachers and Teacher Specialist, as needed, for required professional development and individualized coaching as part of the Leader In Me Grant/Partnership Roosevelt Middle School	10/07/20 through 6/10/21 \$31.00 per hour Not to exceed 8 hours each Title I 01.0 30100.0 11100 10000 1130 0500000

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
13.	Odell, Heather Sasse, Collin	Teachers, as needed, to work extra hours to plan, supervise and analyze intervention for the 20-21 school year at Columbus Elementary
		8/01/20 through 6/30/21 Hourly rate of pay \$31.00 per hour Not to exceed \$5,580 Title I – Alternative Support 01.0 30100.0 11100 100000 1130 2300865
14.	Arjoyan, Anita Arlington, Alicia Asadourian-Eleyjian, Mirna Hamdan, Joyce Ventresca, Dianne	Teacher, as needed, to work with students in the production and dissemination of TUPE materials for Roosevelt Middle School’s TUPE Project ABCD Roosevelt Middle School
		8/19/20 through 6/30/21 \$34.00 per hour No to exceed 30 hours each TUPE Grades 6-12, Tier 2 01.0 66904.0 11100 10000 1130 0000682 Violence Prevention 01.0 00000.0 11309 10000 1130 0002682
15.	Akopyan, Armine Andranian, Armena Antonian, Armineh Avakyan, Armine Aviles, Gilbert Barocio, Danny Barsegyan, Nana Briggs, Jessica Casillas, Marie Chambers, Veronica Chaolertyotin, Pearl Curry, Julie De Bruijn, Rens De La Rosa, Anthony Dunham, Gail Elaryan, Anoush Faieta, April Fink, Sandra Galfayan, Gagik Gharabighi, Aylin Gharibian, Lilia	Teachers and Teacher Specialist, as needed, to participate in the required professional development and individualized coaching as part of the Leader In Me grant at Wilson Middle School
		9/01/20 through 6/11/21 \$31.00 per hour Not to exceed 8 hours each Supplemental 01.0 01000.0 11100 10000 1130 0800000

Position

Election Hourly/Daily (Cont.)

15. Giatti, Susan
- Graziani, Daniel
- Grigori, Virginia
- Herington, Christina
- Jackson, Paula
- Lamoreaux, Robin
- Lapacka, Heather
- Lombardi, John
- Ludwig, Hans
- Markos, Chris
- Minnig, Timothy
- Nam, Joan
- Nersisyan, Karine
- Okuda, Tae
- Orris, Christina
- Ortiz, Gerald
- Panosyan, Tamara
- Penglase, Ellen
- Peterson, Scott
- Regli, Peter
- Rizzo, Christopher
- Roberts Berger, Nancy
- Simonyan, Hasmik
- O'Neal, Rebecca
- Stanczak, Bozena
- Stuffel, Linda
- Sutphin, Valerie
- Taylor, Gina
- Thomas, Christina
- Thompson, Elizabeth
- Wilson, Morgan
- Yesayan, Sona

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>	
<u>Election Hourly/Daily (Cont.)</u>			
16.	Arias, Melissa (VW) Almazan, Seth (EDI) Aroyan, Christine (DUN) Buensuceso, Elena (BAL) Fariss, Barbara (LIN) Galvez-Grado, Sylvia (CER) Henry Nicoll, Carol (GLK) LaFee, Cassidy (RDW) Lee, Michelle (MTA) Manalo, Michelle (MUR) Mazza, Cristina (FRK) McKovich, Kelsey (VV) Naka, Kimberli (LCR) Ramirez, Christine (CER) Sasse, Collin (COL) Suh, Christopher (MAN) Tam, Anamarie (MAN) Velasquez, Arturo (FRE) Yi, Judy (KEP) Zakharian, Lianna (MAR)	Teachers, Substitute Teachers, Teacher Specialists, as needed, to attend a two hour SAMR spring workshops focusing on tech integration and differentiation of instruction using tech tools that are readily available to every teacher, such as Chromebooks and Google Apps for Education Categorical Programs	10/08/20 through 6/30/21 \$31.00 per hour Not to exceed 12 hours each for attending six 2-hour modules \$31.00 per hour Not to exceed 16 hours each for Google certification Not to exceed \$30,600.00 total Title IV 01.0 41270.0 11100 10000 1130 0000673
	Alarcon, Jaime (Daily) Arjoyan, Anita (RV) Caban, Crystal (GHS) Clark-Reed, Shannon (GHS) Ghaman, Krista (SPED) Hernandez, Lizette (TL) Khachatryan, Narine (Clark) Knight, Jacqueline (SPED) Korte, Kirsten (Pacific Ave.) Lim, Jessie (HHS) Oh, Junnie (RM) Petrosian, Jozet (RV) Saw, Win (CV) Wilson, Morgan (WW)		



	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
17.	Arjoyan, Anita Asadourian, Mirna Gibson, Ebonie Ventresca, Dianne	Teachers and substitute teacher, as needed, for tutoring after school and extra reading support Roosevelt Middle School
		10/07/20 through 5/28/21 \$34.00 per hour Not to exceed 88 hours Title I – Alternative Support 01.0 30100.0 11100 10000 1130 0500865
18.	Abramian, Laura Ayala, Diana Boceta, Chelsea Campbell, Shellie Dodd, Priscilla Garza, Marissa Gipson, Ebonie Gyadayan, Arpen Keenan, Michael Kim, Emily Lindly, Brittany Mardirosian, Vahe Mopia, Rosenie Sergeeva, Anna Vink, Kayla	Substitute Teachers, as needed
		9/14/20 through 7/15/21 \$165.00 per day 01.0 00000.0 19004 10000 1160 0004615
19.	All GUSD Teachers and Teacher Specialists	Teachers and Teacher Specialists, as needed, to attend after school professional development training Teaching & Learning
		9/01/20 through 6/30/21 \$31.00 per hour Not to exceed 100 hours per teacher 01.0 07405.0 11100 10000 1130 0000618
20.	Alarcon, Jamie	Teacher, Regular Comprehensive Support & Improvement Daily High School
		8/19/20 through 6/10/21 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 31820.0 11100 10000 1110 04 00000

		<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>			
21.	Asatryan, Anna	Substitute teacher, as needed, to provide after school intervention for students in Program 1 who are working below grade level in reading, math and ELD Jefferson Elementary	9/17/20 through 5/14/21 \$34.00 per hour Not to exceed \$4,000 per year Title III – EL 01.0 42030.0 11100 10000 1130 3000673
22.	Batra, Monika	Teacher, Temp Contract Physics Clark Magnet HS	8/19/20 through 12/17/20 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 0900000
23.	Belou, Ibrahim	Teacher, Regular Physical Education Glendale High School	8/19/20 through 12/18/20 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
24.	Bishop, Joshua	Teacher, Temp Contract Cinematography Clark Magnet HS	8/19/20 through 12/17/20 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 0900000
25.	Black, David	Teacher, Regular Engineering Clark Magnet HS	8/19/20 through 12/17/20 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 0900000

		<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>			
26.	Blattner, Charles	Teacher, Regular Tech Lit Clark Magnet HS	8/19/20 through 12/17/20 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 0900000
27.	Brownstein, Gina	Teacher, Regular TUPE Coordinator Hoover High School	8/19/20 through 12/18/20 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 66904.0 11100 10000 1110 0000682
28.	Buyer, James	Teacher, Regular Wood Shop Rosemont Middle School	8/19/20 through 6/10/21 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 11300 10000 1110 0600000
29.	Curtiss, Alison	Teacher, Regular Verdugo Academy	8/19/20 through 6/10/21 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 00000.0 33000 10000 1100 0410000
30.	Day-Blattner, Alex	Teacher, Regular Math Clark Magnet HS	8/19/20 through 12/17/20 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 0900000

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
31.	Daylami, Tahereh Retired/Substitute Teacher, as needed, to provide ELA intervention for ELL students Roosevelt Middle School	10/07/20 through 5/28/20 \$34.00 per hour Not to exceed 137 hours Title III EL 01.0 42030.0 11100 10000 1130 0500673
32.	Der Gevorkian, Narbeh Teacher, Regular TUPE Clark Magnet HS	8/19/20 through 12/17/20 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 66904.0 11100 10000 1110 0000682
33.	Dunham, Gail Teacher, Regular English 6 Wilson Middle School	8/19/20 through 12/17/20 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 0800000
34.	Evans-Bye, Dominique Teacher, Regular Science Clark Magnet HS	8/19/20 through 12/17/20 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 0900000
35.	Galfayan, Gagik Teacher, Regular History 6 Wilson Middle School	8/19/20 through 12/17/20 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 0800000

		<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>			
36.	Gharabighi, Aylin	Teacher, Regular English 6 Wilson Middle School	8/19/20 through 12/17/20 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 0800000
37.	Ghavam, Amir	Teacher, Regular Math Clark Magnet HS	8/19/20 through 12/17/20 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 0900000
38.	Gruss, Gerald	Teacher, Regular Physics Clark Magnet HS	8/19/20 through 12/17/20 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 0900000
39.	Hernandez, Lizette	Teacher, Temp Contract ELD Bridging Toll Middle School	8/19/20 through 6/10/21 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 0700000
40.	Khodagulyan, Armond	Teacher, Regular Math Clark Magnet HS	8/19/20 through 12/17/20 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 0900000

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
41.	Kursinski, Eric Teacher, Regular Tech Lit Clark Magnet HS	8/19/20 through 12/17/20 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 0900000
42.	Lyons-Heberger, Shannon Substitute teacher, as needed, to provide Intervention at Mountain Avenue Elementary	9/01/20 through 6/30/21 Daily rate of pay Not to exceed \$3,000.00 total Supplemental 01.0 01000.0 11100 10000 1130 3900000
43.	Mangahis, Carmela Substitute teacher, as needed, to support and provide reading intervention for students at La Crescenta Elementary	9/15/20 through 6/10/21 \$34.00 per hour 01.0 02000.0 11304 10000 1130 3200000 Not to exceed 158.25 hours/ \$5,380.50 01.0 42030.0 11100 10000 1130 3200673 Not to exceed 126.50 hours/ \$4,301.00
44.	Mesropyan, Armenuhi Substitute teacher, as needed, to provide after school intervention for students in Program 1 who are working below grade level in reading, math and ELD Jefferson Elementary	9/17/20 through 5/14/21 \$34.00 per hour Not to exceed \$4,000 per year Title III – EL 01.0 42030.0 11100 10000 1130 3000673

		<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>			
45.	Mikaelian, Ani	Teacher, Regular Math Clark Magnet HS	8/19/20 through 12/17/20 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 0900000
46.	Mikaelian, Armineh	Teacher, Regular Math Clark Magnet HS	8/19/20 through 12/17/20 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 0900000
47.	Minassian, Zovig	Teacher, Regular Biology Clark Magnet HS	8/19/20 through 12/17/20 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 0900000
48.	Minasyan, Nvard	Teacher, as needed, to supervise students for Alternative for Suspension (ATS) Daily High School	9/01/20 through 6/10/21 \$34.00 per hour Not to exceed 3 hours per week Student Support Services 01.0 00000.0 19028 10000 1130 0001682
49.	Ophoven, Barbara	Retired teacher, as needed, to conduct FLOSEM assessments to incoming students for the FLAG German Program at Franklin Elementary	9/10/20 through 5/31/21 \$34.00 per hour Not to exceed 5 hours total FLAG Support Program 01.0 000000.0 00000 21004 1130 0008682

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
50.	Pruitt, Conrad Teacher, Regular English Clark Magnet HS	8/19/20 through 12/17/20 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 0900000
51.	Extra-Curricular Assignments	Winter Semester 2019-2020

CRESCENTA VALLEY HIGH SCHOOL

	Rossi, Marissa	Volleyball (off-season)	
52.	Teems, Lynda	Retired Administrator, as needed, to support the technology learning pods at elementary school sites Educational Services	9/21/20 through 3/12/21 Daily/Hourly rate of pay Not to exceed 44 days or 352 hours 01.0 00000.0 00000 71001 1130 0007616
53.	Van, Michelle	Teachers, as needed, to work with students on various TUPE activities at Daily High School Student Support Services	8/19/20 through 6/30/21 \$34.00 per hour Not to exceed 150 hours TUPE Grades 6-12, Tier 2 01.0 66904.0 11100 10000 1130 0000682 Violence Prevention 01.0 00000.0 11309 10000 1130 0002682
54.	Vardanyan, Armine	Teacher, Regular World History Clark Magnet HS	9/28/20 through 12/17/20 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 0900000



		<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>			
55.	Williams, Stephen	Retired Administrator, as needed, to provide administrative support for Fremont Elementary School	8/17//20 through 10/30/20 Daily rate of pay Not to exceed 30 days or 240 hours total 01.0 00000.0 00000 71001 1331 0007616
56.	Wilson, Morgan	Teacher, Temp Contract History 6 Wilson Middle School	8/19/20 through 12/17/20 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 0800000
57.	Woods, Geoffrey	Teacher, Regular Math Clark Magnet HS	8/19/20 through 12/17/20 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 0900000
58.	Yahiayan, Hrant Avik	Teacher, Regular Chemistry Clark Magnet HS	8/19/20 through 12/17/20 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 0900000
59.	Zamlich, Gregory	Teacher, Regular Art Clark Magnet HS	8/19/20 through 12/17/20 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 0900000

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Revision to Previous Personnel Report</u>		
1.	Revision to Board Report No. 1, July 14, 2020	
	<u>Page 14, Item 4</u>	
	Various names	Teachers, as needed, to plan for and to provide intervention and extended learning as needed, to support instruction and student learning at Toll Middle School
		7/01/20 through 6/30/21 \$27.00 per hour to plan \$30.00 per hour to teach Not to exceed \$10,000.00 Supplemental 01.0 01000.0 11100 10000 1130 0700000
	Remove the following names: Elaryan, Anush Grigorian, Grant Huber, David	
	Add the following names: Akiyama, Elizabeth Barchan, Lane Bozoyan, Vahe Manin, Jerome	
2.	Revision to Board Report No. 4, September 15, 2020	
	<u>Page 4, Item 6</u>	
	Alarcon, Jamie	Teacher, to work on Model School Application for Daily High School
		8/01/20 through 8/19/21 \$35.00 per hour Not to exceed 20 hours 01.0 01000.0 11100 10000 1130 0400000
	Change dates to read:	8/01/20 through 8/19/20
	Change pay rate to read:	\$31.00 per hour for planning
	Change account number to:	Supplemental

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Revision to Previous Personnel Report (Cont.)</u>		
3.	Revision to Board Report No. 1, July 14, 2020	
	<u>Page 13, Item 3</u>	
	Various names	7/01/20 through 6/30/21 \$27.00 per hour to plan \$30.00 per hour to teach Not to exceed \$15,000.00 Title I 01.0 30100.0 11100 10000 1130 0700000
	Teachers, as needed, to plan for and or to provide intervention, extended learning and or enrichment, as needed, to support instruction for targeted students Toll Middle School	
	Increase the total amount to read:	Not to exceed \$25,000.00 total
	Remove the following names: Elaryan, Anush Grigorian, Grant Huber, David	
	Add the following names: Akiyama, Elizabeth Barchan, Lane Bozoyan, Vahe Manin, Jerome	

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Revision to Previous Personnel Report (Cont.)</u>		
4.	Revision to Board Report No. 1, July 14, 2020	
	<u>Page 41, Item 34</u> Ignagni, Deborah	
	Retired administrator, as needed, to serve as Interim Director for the Early Education & Extended Learning Programs Department	7/01/20 through 9/30/20 Daily rate of pay ASES 01.0 60100.0 00000 21000 1314 0000671 (10%) Self-Supporting Combined 01.0 91500.0 00000 21000 1314 0000671 (50%) FCTR 12.0 50251.0 00000 21000 1314 0000671 (20%) CSPP 12.0 61052.0 00000 21000 1314 0000671 (20%)
	Change dates to read:	7/01/20 through 12/11/20
	Add pay limit to read:	Not to exceed \$47,000 total

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Revision to Previous Personnel Report (Cont.)</u>		
5.	Revision to Board Report No. 1, July 14, 2020	
	<u>Page 29, Item 21</u>	
	Various names	Teacher, as needed, to support the instructional program at La Crescenta Elementary
		8/20/20 through 6/10/21 \$34.00 per hour Not to exceed 22 hours each total Supplemental Program 01.0 01000.0 11100 10000 1130 3200000
	Remove the following names: Salazar, Rita Williams, Teresa	
	Add the following names: Ishoo, Sabrina Zuniga, Desirae	
	Change name to read: From Tsimanis, Daniella to Shabun, Daniella	
6.	Revision to Board Report No. 1, July 14, 2020	
	<u>Page 42, Item 38</u>	
	Sarkissian, Adrineh	Teacher Specialist, as needed, to handle the ASB account for La Crescenta Elementary
		8/18/20 through 6/11/21 \$27.00 per hour Not to exceed 2 hours per week School Site Donations 01.0 95100.0 11100 10000 1130 3200000
	Change pay rate to read:	\$31.00 per hour

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Revision to Previous Personnel Report (Cont.)</u>		
7.	Revision to Board Report No. 1, July 14, 2020	
	<u>Page 28, Item 20</u>	
	Chia, Janet	8/19/20 through 6/11/21
	Lapostol, Diane	\$30.00 per hour
	Quinonez, Yvonne	Not to exceed \$820.00 total
	Sarkisyan, Mery	01.0 02000.0 11304 10000 1130
	Tsimanis, Daniella	3200000
	Meza, Cynthia	
	Teachers, as needed, for data meetings to analyze students' assessment scores and to discuss next steps for students meeting and not meeting proficiency La Crescenta Elementary	
	Change pay rate to read:	\$34.00 per hour
	Change name to read: From Tsimanis, Daniella to Shabun, Daniella	
8.	Revision to Board Report No. 1, July 14, 2020	
	<u>Page 13, Item 3</u>	
	Various names	7/01/20 through 6/30/21
	Teachers, as needed, to plan for and or to provide intervention, extended learning and or enrichment, as needed, to support instruction for targeted students Toll Middle School	\$27.00 per hour to plan \$30.00 per hour to teach Not to exceed \$15,000.00 Title I 01.0 30100.0 11100 10000 1130 0700000
	Add the following name: Tashchian, Ani	
	Change pay rates to read:	\$31.00 per hour to plan \$34.00 per hour to teach

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Personal Services Agreement</u>		
1.	Holland, Tracy Consultant, as needed, to conduct professional development sessions for teachers to integrate Bitmoji and Seesaw for distance learning Teaching & Learning	8/01/20 through 9/30/20 Not to exceed \$250.00 total 01.0 07405.0 11100 10000 5811 0000618
2.	Morhar, Stacy Lynn Consultant, as needed, to provide counseling services based on student's IEP or 504 plan; consultation and collaboration with District staff; complete case disposition; participate in IEP meetings and submit LEA Medi-Cal billing via Paradigm on a monthly basis Special Education	7/01/20 through 6/30/21 \$60.00 per hour Not to exceed \$25,000.00 01.0 65120.0 50011 21000 5811 0000600
3.	Van Rooyen, Dr. Andre Psychologist, as needed, to provide Psycho-Educational evaluation and IEP services to Special Education students	7/01/20 through 6/30/21 \$200 per hour Not to exceed \$20,000.00 01.0 65120.0 50011 21000 5811 0000600

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CLASSIFIED PERSONNEL REPORT NO. 5

CONSENT CALENDAR NO. 3

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

PREPARED BY: Dr. Darneika Watson, Chief Human Resources and Operations Officer/  
Director of Classified Personnel

SUBJECT: CLASSIFIED PERSONNEL REPORT NO. 5

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>Cafeteria Worker I</u> Almendra, Milagro	Roosevelt	08/07/20 through 10/31/20
2. <u>Cafeteria Worker II</u> Ayvazyan, Azatui	Verdugo Woodlands	08/31/20 through 10/30/20
3. <u>Custodian I</u> Cruz, Margarita	Toll	10/12/20 through 01/11/21
4. <u>Groundsworker</u> Gomez, Carlos	FASO	08/31/20 through 09/27/20
5. <u>Senior Administrative Secretary</u> Toy, Stacy	Hoover	08/21/20 through 09/20/20
6. <u>Typist Clerk II</u> Aguas, Jennifer	Student Services	09/08/20 through 09/23/20
Vasiliou, Gregoria	Glendale	09/04/20 through 10/04/20



Effective Dates,  
 Months/Hours, and  
 Salary Rating\_\_\_\_

Location

Extension of Medical Leave of Absence

- |   |        |                           |
|---|--------|---------------------------|
| 1. <u>Custodian I</u><br>Johnson, Matasha     | Hoover | 05/26/20 through 10/23/20 |
| 2. <u>Typist Clerk III</u><br>Campos, Ricardo | EEELP  | 05/18/20 through 09/21/20 |

Family & Medical Leave of Absence

- |   |                  |                           |
|---|------------------|---------------------------|
| 1. <u>Cook/Baker</u><br>Ibarra, Digna                   | Crescenta Valley | 08/25/20 through 11/18/20 |
| 2. <u>Groundsworker</u><br>Gomez, Carlos                | FASO             | 08/31/20 through 09/27/20 |
| 3. <u>Senior Administrative Secretary</u><br>Toy, Stacy | Hoover           | 08/21/20 through 09/20/20 |
| 4. <u>Typist Clerk II</u><br>Aguas, Jennifer            | Student Services | 09/08/20 through 09/23/20 |
| Vasiliou, Gregoria                                      | Glendale         | 09/04/20 through 10/04/20 |

Extension of Family & Medical Leave of Absence

- |   |       |                           |
|---|-------|---------------------------|
| 1. <u>Typist Clerk III</u><br>Campos, Ricardo | EEELP | 05/18/20 through 08/11/20 |
|---|-------|---------------------------|

Maternity Leave of Absence

- |  |                   |                           |
|--|-------------------|---------------------------|
| 1. <u>Cook/Baker</u><br>Ibarra, Digna                              | Crescenta Valley  | 08/25/20 through 11/30/20 |
| 2. <u>Education Assistant-Intensive Support</u><br>Sargsyan, Naira | Special Education | 06/26/20 through 08/21/20 |

Parental Leave of Absence

- |  |                   |                           |
|--|-------------------|---------------------------|
| 1. <u>Education Assistant-Intensive Support</u><br>Sargsyan, Naira | Special Education | 08/24/20 through 10/19/20 |
|--|-------------------|---------------------------|

	Location	Effective Dates, Months/Hours, and Salary Rating_____
<u>Election from Eligibility List</u>		
1. <u>Psychological Services Provider</u>		
Gulyan, Armine	Student Wellness	09/29/20; 10/8; M64-1 01.0 41270.0 00000 21000 2910 0000673
Loussinian, Tanya	Student Wellness	09/28/20; 10/8; M64-1 01.0 41270.0 00000 21000 2910 0000673
Oundjian, Ofelia	Student Wellness	09/25/20; 10/8; M64-1 01.0 32200.0 00000 21000 2910 0000617
Parada, Andrea	Student Wellness	09/25/20; 10/8; M64-1 01.0 32200.0 00000 21000 2910 0000617
Roberts, Casey	Student Wellness	09/29/20; 10/8; M64-1 01.0 41270.0 00000 21000 2910 0000673

Additional Assignment Temporary - At Established Rate of Pay

1. <u>Account Clerk II</u>		
Kang, Daniel	Clark	09/01/20 through 06/30/21 Peak Load Funds 01.0 00000.0 00000 31101 2430 0004682
2. <u>Clerk II</u>		
Gonzalez, Susana	Cerritos	08/06/20 through 08/07/20 Not to exceed 2 days, 8 hrs/day Administration 01.0 00000.0 00000 71001 2430 0007616
3. <u>Clerk III</u>		
Rangel, Jennifer Varuzhanyan, Karine	Clark	09/01/20 through 06/30/21 Peak Load Funds 01.0 00000.0 00000 31101 2430 0004682

	Location	Effective Dates, Months/Hours, and Salary Rating_____
<u>Additional Assignment Temporary - At Established Rate of Pay - Continued</u>		
4. <u>Education Assistant II</u>		
Olmedo, Norma	Edison	08/19/20 through 06/12/21 Not to exceed \$5,000.00 total Supplemental 01.0 01000.0 11100 10000 2130 2500000
Kim, Donna Moreira, Amy	Special Education	08/21/20 through 09/23/20 Not to exceed 3 hours a day, each Special Education-SAI-Core 01.0 65000.0 57608 11000 2130 0000600
Lopez, Wanda	Cerritos	08/12/20 through 08/14/20 Not to exceed 5 hours total 01.0 32200.0 11100 10000 2960 0001615
Lopez, Glenda	Cerritos	08/12/20 through 08/14/20 Not to exceed 5 hours, total 01.0 32200.0 11100 10000 2960 0001615
5. <u>Elementary Yard Duty Leader</u>		
Tejada, Luisa	Cerritos	08/12/20 through 08/14/20 Not to exceed 5 hours, total 01.0 32200.0 11100 10000 2960 0001615
Trudell, Kimberly	Glenoaks	08/17/20 through 06/19/21 Not to exceed 10 hours a week 01.0 00000.0 19021 10000 2930 2900000
6. <u>Library Assistant</u>		
Amranyan, Gissell	Cerritos	10/01/20 through 06/10/21 Not to exceed \$284.00 total Supplemental 01.0 01000.0 11100 10000 2930 2200000
Amranyan, Gissell	Cerritos	08/12/20 through 08/14/20 Not to exceed 5 hours, total 01.0 32200.0 11100 10000 2960 0001615
Amirkhanian, Ani	Edison	08/01/20 through 08/31/20 01.0 32200.0 11100 10000 2960 0001615

	Location	Effective Dates, Months/Hours, and Salary Rating_____
<u>Additional Assignment Temporary - At Established Rate of Pay - Continued</u>		
7. <u>Library Technician</u> Tsaturyan, Kristine	Clark	09/01/20 through 06/30/21 Peak Load Funds 01.0 00000.0 00000 31101 2430 0004682
8. <u>Multimedia Technology Assistant</u> Jermakyan, Armine	Cerritos	08/12/20 through 08/14/20 Not to exceed 5 hours, total 01.0 32200.0 11100 10000 2960 0001615
9. <u>Senior Administrative Secretary</u> Lockhart, Susan	Clark	09/01/20 through 06/30/21 Peak Load Funds 01.0 00000.0 00000 31101 2430 0004682
10. <u>Typist Clerk II</u> Juarez, Maria	Clark	09/01/20 through 06/30/21 Peak Load Funds 01.0 00000.0 00000 31101 2430 0004682
11. <u>Typist Clerk III</u> Bondy, Rebecca	Clark	09/01/20 through 06/30/21 Peak Load Funds 01.0 00000.0 00000 31101 2430 0004682

Effective Dates,  
 Months/Hours, and  
 Salary Rating\_\_\_\_\_

Location

Change of Assignment

1. Change of Location

a. Assistant Physically Handicapped

Chung, Yean Joon      Lincoln      08/17/20  
    From Roosevelt      01.0 32200.0 11100 10000 2110 0001615

Galustians, Herachik      Keppel      08/17/20  
    From Hoover      01.0 32200.0 11100 10000 2110 0001615

Hall, Charlene      Edison      08/17/20  
    From Special Ed      01.0 32200.0 11100 10000 2110 0001615

b. Education Assistant ASES/RAP Site Leader

Darabidian, Ailin      Mountain Avenue      08/17/20  
    From Rosemont      01.0 91100.0 85000 10000 2110 000671

De La Resma, Patrick      Verdugo      08/17/20  
    From Columbus      01.0 32200.0 11100 10000 2110 0001615

Kalayjian, Marlene      Monte Vista      09/21/20  
    From Marshall      01.0 91100.0 85000 10000 2110 0000671

c. Education Assistant I

Doyle, Paula      Lincoln      08/17/20  
    From Pacific      01.0 32200.0 11100 10000 2110 0001615

Matteossian, Violet      Verdugo      08/17/20  
    From Fremont      01.0 91100.0 85000 10000 2110 0000671

Pulido, Paula      Fremont      08/17/20  
    From Pacific      01.0 32200.0 11100 10000 2110 0001615

Quintanilla, Dolores      Marshall      08/17/20  
    From Mt Avenue      01.0 32200.0 11100 10000 2110 0001615

Sarkissian, Verjouhi      Valley View      08/17/20  
    From Cloud      01.0 32200.0 11100 10000 2110 0001615

Effective Dates,  
 Months/Hours, and  
 Salary Rating\_\_\_\_

Location

Change of Assignment - Continued

2. Change of Location/Increase in Hours

a. Assistant Physically Handicapped

Davityan, Adrine	Monte Vista From Cloud 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
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b. Education Assistant I

Aghasian, Valentin	Franklin from Keppel 9.25/3.5	08/17/20; 9.25/5.5 01.0 60100.0 11100 10000 2110 2700000
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Aghazaryan, Adrine	Balboa From Jefferson 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
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Aguirre, Wendy	Muir From College View 12/3	08/17/20; 12/3 01.0 32200.0 11100 10000 2110 0001615
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Alagala, Sunitha	Keppel From Jefferson 9.25/3	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
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Allahverdi, Remik	Franklin From Cerritos 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
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Arnold, Alexandria	Muir From Cerritos 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
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Babajanyan, Liana	R.D. White From Cloud 12/3	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
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Effective Dates,  
 Months/Hours, and  
 Salary Rating\_\_\_\_\_

Location

Change of Assignment - Continued

2. Change of Location/Increase in Hours - Continued

b. Education Assistant I - Continued

Bagoyan, Lilit	Verdugo From Mann 12/3	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Barcena, Alissa	Balboa From Cerritos 12/3	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Barsegian, Vardouhi	Marshall From Muir 9.25/3.5	08/17/20; 9.25/5.5 01.0 60100.0 11100 10000 2110 3600000
Basheer Salem, Tamara	R.D. White From Verdugo Woodlands, 9.25/3	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Boghosian Havai, Tina	Fremont From Rosemont 9.25/3.5	08/17/20; 9/25/5.5 01.0 91100.0 85000 10000 2110 0000671
Fontanilla, Louise	Franklin From Cerritos 12/3	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Galvan, Aristeo	Muir From Cerritos 9.25/3	08/17/20; 9.25/6 01.0 60100.0 11100 10000 2110 4000000
Galvan, Nathan	Mann From Roosevelt 9.25/3	08/17/20; 9.25/3.5 01.0 32200.0 11100 10000 2110 0001615
Hakopian, Janet	Jefferson From College View 12/3.5	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615

Effective Dates,  
 Months/Hours, and  
 Salary Rating\_\_\_\_

Location

Change of Assignment - Continued

2. Change of Location/Increase in Hours - Continued

b. Education Assistant I - Continued

Hovhannisyan, Hayarpi	Mann From Cerritos 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Hovsepyan, Marine	R.D. White From Glenoaks 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Kegeyan, Ermine	Columbus From Mann 12/3.5	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Khachatorians, Alina	Valley View From Cloud 12/3	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Khaloian, Araxia	Valley View From Cerritos 12/3	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Khechoumian, Annette	Verdugo From College View 12/3.5	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Khomichian, Ani	Mt. Avenue From Fremont 12/3.5	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Markarian, Frone	Muir From Columbus 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Mirzabeyg, Anita	R.D. White From Marshall 12/3.5	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615



Effective Dates,  
 Months/Hours, and  
 Salary Rating\_\_\_\_\_

Location

Change of Assignment - Continued

2. Change of Location/Increase in Hours - Continued

b. Education Assistant I - Continued

Murillo, Lorena	Fremont From Pacific Avenue 12/3	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Navarsatian, Karine	Verdugo From Cloud 12/3.5	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Nazari, Valentina	Muir From College View 12/3.5	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Nersesyan, Nelli	Jefferson From Pacific 12/3	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Palour, Alina	Fremont From Franklin 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Pogosian, Elena	Edison From Pacific 12/3.5	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615 01.0 60100.0 11100 10000 2110 2500000
Ramirez, Ulysses	Edison From Roosevelt 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Reynaga, Marissa	Verdugo From Columbus 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Roman, Ibon	Edison From Pacific Avenue 12/3.5	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615

Effective Dates,  
 Months/Hours, and  
 Salary Rating\_\_\_\_\_

Location

Change of Assignment - Continued

2. Change of Location/Increase in Hours - Continued

b. Education Assistant I - Continued

Romero, Melissa	Edison From Pacific 12/3	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Sargsyan, Karine	Glenoaks From Mann 12/3.5	08/17/20; 12/6 01.0 91100.0 85000 10000 2110 0000671
Sargsyan, Margarit	Mann From Cerritos 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Sarkesian, Preni	Muir From Cerritos 12/3.5	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Sarkisian, Araks	Fremont From Franklin 12/3.5	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Shaboba, Yazi	Edison From Cerritos 12/3	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Sinani, Narineh	Verdugo From Cerritos 12/3	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Tahmasian, Anahid	Jefferson From Columbus 9.25/3	08/17/20; 9.25/3.5 01.0 60100.0 11100 10000 2110 3000000
Ter-Barseghyan, Valentina	Edison from Cerritos 12/3	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615

Effective Dates,  
 Months/Hours, and  
 Salary Rating\_\_\_\_\_

Location

Change of Assignment - Continued

2. Change of Location/Increase in Hours - Continued

b. Education Assistant I - Continued

Toma, Andrei	Glenoaks From Cerritos 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Vartanos Badalbo, Diana	Dunsmore From Lincoln 9.25/3	08/17/20; 9.25/6 01.0 91100.0 85000 10000 2110 0000671
Wartanyan, Sary	R.D. White From Columbus 9.25/3	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Yang, Anthony	R.D. White From Wilson 9.25/3.5	08/17/20; 9.25/4.5 01.0 91100.0 85000 10000 2110 0000671
Yu, Johnny	Fremont From Toll 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Zakaryan, Mariam	Muir From Cerritos 12/3.5	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Zaroukian, Geri	Fremont From Mt. Avenue 9.25/3	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
c. <u>Multimedia Technology Assistant</u>		
Chang, Yuan	Fremont From R.D. White 9.25/3	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615

Effective Dates,  
 Months/Hours, and  
 Salary Rating\_\_\_\_\_

Location

Change of Assignment - Continued

3. Increase in Hours

a. Assistant Physically Handicapped

Arsenyan, Kristine	Edison	08/17/20; 9.25/6
	From 9.25/5	01.0 32200.0 11100 10000 2110 0001615

b. Education Assistant I

Abrahamyan, Kristine	Monte Vista	08/17/20; 9.25/5
	from 9.25/3.5	01.0 91100.0 85000 10000 2110 0000671

Akopian, Sousanna	Balboa	08/17/20; 9.25/6
	From 9.25/3.5	01.0 60100.0 11100 10000 2110 2000000

Akopyan, Zhenik	Franklin	08/17/20; 9.25/6
	From 9.25/3.5	01.0 32200.0 11100 10000 2110 0001615

Avedian, Karineh	Glenoaks	08/17/20; 9.25/6
	From 9.25/3.5	01.0 32200.0 11100 10000 2110 0001615

Boghdeserian, Jenik	Jefferson	08/17/20; 12/6
	From 12/3	01.0 32200.0 11100 10000 2110 0001615

Cholakian, Rita	La Crescenta	08/17/20; 12/6
	From 12/3	01.0 32200.0 11100 10000 2110 0001615

Davis, Mark	Franklin	08/17/20; 9.25/6
	From 9.25/3.5	01.0 32200.0 11100 10000 2110 0001615

Davoodian, Yevgineh	Jefferson	08/17/20; 9.25/6
	From 9.25/3	01.0 32200.0 11100 10000 2110 0001615

Keshishyan, Narine	La Crescenta	08/17/20; 9.25/5.5
	From 9.25/3.5	01.0 91100.0 85000 10000 2110 0000671

Hakobyan, Arpik	Balboa	08/17/20; 9.25/6
	From 9.25/3.5	01.0 32200.0 11100 10000 2110 0001615

Effective Dates,  
 Months/Hours, and  
 Salary Rating\_\_\_\_\_

Location

Change of Assignment - Continued

3. Increase in Hours - Continued

b. Education Assistant I - Continued

Hasserjian, Rita	Edison From 9.25/3	08/17/20; 9.25/3.5 01.0 60100.0 11100 10000 2110 2500000
Igounnova, Viktoria	R.D. White From 9.25/3	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Khazhakyan, Roza	Lincoln From 12/3.5	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Kiljian, Carla	Monte Vista From 9.25/3	08/17/20; 9.25/4.25 01.0 32200.0 11100 10000 2110 0001615
Lim, Carmela	Muir From 9.25/3	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Mandani, Rejina	Columbus From 12/3.5	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Manoukian, Madlen	Muir From 9.25/3	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Nazarian, Armineh	Cerritos From 12/3	08/17/20; 12/5.5 01.0 60100.0 11100 10000 2110 2200000
Nazarian, Carmen	Fremont From 12/3	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Nazeri, Ana	Monte Vista From 9.25/3	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Nipiossian, Iskuhi	Fremont From 9.25/3	08/17/20; 9.25/3.5 01.0 32200.0 11100 10000 2110 0001615

Effective Dates,  
 Months/Hours, and  
 Salary Rating\_\_\_\_\_

Location  
Change of Assignment - Continued

3. Increase in Hours - Continued

b. Education Assistant I - Continued

Noshadi, Markarit	Keppel From 9.25/3.5	08/17/20; 9.25/5.5 01.0 91100.0 85000 10000 2110 0000671
Pang, Mui	Verdugo From 12/3	08/17/20; 12/6 01.0 32200.0 11100 10000 2110 0001615
Pionk, Megan	Balboa From 9.25/3	08/17/20; 9.25/3.5 01.0 32200.0 11100 10000 2110 0001615
Quintanilla-Garcia, Leny	Marshall From 9.25/3.5	08/17/20; 9.25/5.5 01.0 60100.0 11100 10000 2110 3600000
Sarkis, Sita	La Crescenta From 9.25/3	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Sukiasyan, Armine	Muir From 9.25/3	08/17/20; 9.25/3.5 01.0 60100.0 11100 10000 2110 4000000
Tahmasian, Volga	Fremont From 9.25/3	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Vega, Louella	Mann From 9.25/3	08/17/20; 9.25/5.5 01.0 60100.0 11100 10000 2110 3600000
Yaplee, Robin	Franklin From 9.25/3	08/17/20; 9.25/3.5 01.0 60100.0 11100 10000 2110 2700000
Zohrabian, Alvirt	Cerritos From 9.25/3	08/17/20; 9.25/3.5 01.0 60100.0 11100 10000 2110 2200000

c. Education Assistant II

Lopez, Wanda	Cerritos From 9.25/3	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Vargas, Carol	Mann From 9.25/3	08/17/20; 9.25/3.5 01.0 32200.0 11100 10000 2110 0001615

Effective Dates,  
 Months/Hours, and  
 Salary Rating\_\_\_\_\_

Location

Change of Assignment - Continued

3. Increase in Hours - Continued

d. Elementary Yard Duty Leader

Argueta, Catherine	Edison From 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Camarena, Robert	Mann From 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Sinani, Karineh	Dunsmore From 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Gaither, Doris	Lincoln From 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Galvan, Cheryl	Valley View From 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Keshishi, Lidoush	Jefferson From 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Keshishyan, Narine	La Crescenta From 9.25/3.5	08/17/20; 9.25/5.5 01.0 32200.0 11100 10000 2110 0001615
Khalil, Alhan	Keppel From 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Tejada, Luisa	Cerritos From 9.25/3.5	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615

e. Library Assistant

Boghossian, Linda	Muir From 9.25/3	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
Robinson, Jamie	Franklin From 9.25/3	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615

	Location	Effective Dates, Months/Hours, and Salary Rating_____
<u>Change of Assignment</u> - Continued		
3. <u>Increase in Hours</u> - Continued		
f. <u>Multimedia Technology Assistant</u>		
Chwierut, Crystal	Glenoaks From 9.25/3	08/17/20; 9.25/6 01.0 01000.0 00000 24203 2910 2900000 01.0 01000.0 11100 10000 2910 2900000
Murphy, Kevin	Valley View From 9.25/3	08/17/20; 9.25/6 01.0 32200.0 11100 10000 2110 0001615
<u>Election of Classified Hourly Substitutes (Custodian I) through 06/30/21</u>		
Hernandez Torres, Saul		09/23/20 through 06/30/21
Jonathan, Lawrence		
Ortega, Alejandro		
<u>Election of Classified Hourly Substitutes through 06/30/21</u>		
Arevalo, Maura		07/01/20 through 06/30/21
<u>Yard Duty Assistant</u>		
Shehranian, Kayana	Balboa	08/12/20 \$13.00 per hour 01.0 32200.0 11100 10000 2960 0001615
Baghdasarian, Alis	Cerritos	08/12/20 through 08/14/20
Cano, Iliana		\$13.00 per hour
Harutyunyan, Alina		Not to exceed 6 hours, each
Hernandez, Ana		01.0 33200.0 11100 10000 2960 0001615
Fernandez, Yamilka	Columbus	08/17/20 through 06/11/21 \$13.00 per hour Not to exceed 6 hours a day General 01.0 00000.0 19021 10000 2930 2300000
Fernandez, Yamilka	Columbus	08/01/20 through 08/31/20 \$13.00 per hour 01.0 32200.0 11100 10000 2960 0001615



	Location	Effective Dates, Months/Hours, and Salary Rating_____
<u>Election of Classified Hourly Substitutes through 06/30/21 - Continued</u>		
<u>Yard Duty Assistant - Continued</u>		
Almanza, Gabriella	Edison	08/01/20 through 08/31/20
Arabajyan, Marine		\$13.00 per hour
Argueta, Catherine		01.0 32200.0 11100 10000 2960 0001615
Luna, Martha		
Shams, Smith		
Luna, Martha	Edison	08/10/20 through 08/14/20
		\$13.00 per hour
		01.0 32200.0 11100 10000 2960 0001615
Dzhavakyan, Stella	Fremont	08/14/20
		\$13.00 per hour
		01.0 32200.0 11100 10000 2960 0001615
Moradyan, Marine	Jefferson	08/12/20 through 08/14/20
		01.0 32200.0 11100 10000 2960 0001615
Megerdichian, Greta	Keppel	08/17/20 through 06/30/21
Oganesyan, Violeta		\$13.00 per hour
Vartan, Rita		01.0 32200.0 11100 10000 2960 0001615
<u>Yard Duty Assistant - Continued</u>		
Afshin, Azita	Keppel	08/01/20 through 08/31/20
Aghakhani, Anjel		\$13.00 per hour
Arakelyan, Tanya		01.0 32200.0 11100 10000 2960 0001615
Karapetyan, Siranoush		
Khalil, Alhan		
Megerdichian, Greta		
Oganesyan, Violeta		
Preciado, Karen		
Shehranian, Kayana		
Vartan, Rita		
Woubshet, Yewbdar		

	Location	Effective Dates, Months/Hours, and Salary Rating_____
<u>Election of Classified Hourly Substitutes through 06/30/21 - Continued</u>		
<u>Yard Duty Assistant - Continued</u>		
Buss, Becky Teymouri, Johanna	La Crescenta	08/13/20 through 08/14/20 \$13.00 per hour Not to exceed 6 hours each, total Supplemental 01.0 01000.0 11100 10000 2930 3200000
Buss, Becky Teymouri, Johanna	La Crescenta	08/01/20 through 08/31/20 \$13.00 per hour 01.0 32200.0 11100 10000 2960 0001615
Shepherd-Nelson, Deborah Tokatlian, Celine	Lincoln	08/01/20 through 08/31/20 \$13.00 per hour 01.0 32200.0 11100 10000 2960 0001615
Gonzalez, Laura Nolasco, Christine	Mann	08/01/20 through 08/31/20 \$13.00 per hour 01.0 32200.0 11100 10000 2960 0001615
Babakhanians, Armineh Moradkhanian, Gayaneh Nahabeet, Anette Pierson, Deborah	Monte Vista	08/10/20 through 08/14/20 \$13.00 per hour 01.0 32200.0 11100 10000 2960 0001615
Sarkissian, Siran	Valley View	08/12/20; 08/13/20; 08/14/20 \$13.00 per hour 01.0 32200.0 11100 10000 2960 0001615

<u>Personal Services Agreement</u>	Location	Effective Dates, Months/Hours, and Salary Rating____
1. Armenta, Alyssa	Consultant, as needed to provide mental health counseling services to students at Balboa Elementary School	10/01/20 through 06/30/21 Not to exceed \$18,000.00 total \$60.00 per hour Title I 01.0 30100.0 11100 10000 5811 2000000
2. Djelloul-Ledru, Stephanie	Consultant, as needed to provide virtual assistance and language support for the French Dual Language Program at Franklin Elementary School during the 2020-2021 school year.	08/31/20 through 12/18/20 Not to exceed \$3,375.00 total Educational Services 01.0 00000.0 00000 71001 5811 0007616

Personal Services Agreement - Continued

Effective Dates,  
Months/Hours, and  
Salary Rating\_\_\_\_\_

3. Garabedian, Anie	Consultant, as needed to provide outreach to refugee families on a weekly basis. The consultant will provide check-ins, wellness checks to families and students . They will refer families and students to services if needed. This service will be provided through Zoom or telephone during distance learning and might change to in person when we return back to regular instruction.
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10/01/20 through 06/30/21  
Not to exceed \$8,000.00 total  
\$22.00 per hour  
CalNEW Grant  
01.0 78102.0 11100 10000 5811 0000673

<u>Personal Services Agreement</u> - Continued	Location	Effective Dates, Months/Hours, and Salary Rating____
4. Gravante, Agata	Consultant, as needed to provide virtual assistance and language support for the Italian Dual Language Program at Franklin Elementary School during the 2020-2021 school year.	08/31/20 through 12/18/20 Not to exceed \$3,375.00 total Educational Services 01.0 00000.0 00000 71001 5811 0007616
5. Junker, Karen	Consultant, as needed to conduct restorative practices training and consultation for parents of the Glendale Unified School District.	09/01/20 through 09/30/20 Not to exceed \$3,600.00 total 01.0 07405.0 11100 10000 5811 0000618
6. Marriott, Elizabeth	Consultant, as needed at Monte Vista Elementary School	09/21/20 through 06/10/21 Not to exceed \$2,500.00, total 01.0 95100.0 11100 10000 5811 3700000

		Location	Effective Dates, Months/Hours, and Salary Rating____
<u>Personal Services Agreement</u> - Continued			
7.	McCleese, Ariel	Consultant, as needed to provide virtual Art lessons to students in the FLAG program at Franklin Magnet Elementary School during the 2020-2021 school year.	08/31/20 through 06/09/21 Not to exceed \$14,250.00 total General Fund Donation 01.0 95100.0 11100 10000 5811 2700000
8.	Nicholls, Sheila	Consultant, as needed to provide virtual music to students in the FLAG program at Franklin Magnet Elementary School during the 2020-2021 school year.	08/31/20 through 06/09/21 Not to exceed \$15,000.00 total General Fund Donation 01.0 95100.0 11100 10000 5811 2700000

Effective Dates,  
 Months/Hours, and  
 Salary Rating\_\_\_\_\_

Location  
Personal Services Agreement - Continued

- |                                      |   |  |
|--------------------------------------|---|--|
| 9. Olivares lida, Maria<br>Christina | Consultant,<br>as needed<br>to provide<br>virtual<br>assistance<br>and language<br>support for<br>the Spanish<br>Dual Language<br>Program at<br>Franklin<br>Elementary<br>School<br>during the<br>2020-2021<br>school year.               | 08/31/20 through 12/18/20<br>Not to exceed \$3,375.00 total<br>Educational Services<br>01.0 00000.0 00000 71001 5811 0007616                 |
| 10. Petros, Stella                   | Consultant,<br>as needed<br>to supervise<br>Social Work<br>Interns<br>assigned to<br>perform<br>individual<br>and group<br>counseling<br>services to<br>students at<br>various<br>elementary and<br>secondary<br>schools<br>district-wide | 08/26/20 through 05/31/21<br>Not to exceed \$87,000.00 total<br>Attend/Fster/Homeless/Mental Health<br>01.0 05641.0 11100 10000 5811 0000617 |

	Location	Effective Dates, Months/Hours, and Salary Rating_____
<u>Transportation Authorization – 2020-21</u>		
1.	It is recommended that the individuals be authorized to receive transportation expenses at the rate of 57.5¢ per mile, effective July 1, 2020, through June 30, 2021:	

Cafeteria Worker I

Chilgevorgian, Manik Nutrition Services

08/17/20 through 06/12/21: 57.5¢  
13.0 53100.0 00000 37000 5210 0000662



GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 4

TO: Board of Education  
 FROM: Dr. Vivian Ekchian, 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 September 10, 2020 – October 1, 2020 as shown below totaling \$11,505,098.97, 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
252-C	6735225 - 6735301	Certificated	\$ 9,603.80
252-N	6735302 - 6735310	Classified	5,473.42
253-C	6735636 - 6735646	Certificated	1,974.35
253-N	6735647 - 6735647	Classified	863.19
254-C	6736185 - 6736199	Certificated	2,060.93
254-N	6736200 - 6736220	Classified	14,855.16
255-C	6736932 - 6736933	Certificated	124.91
255-N	6736934 - 6736940	Classified	7,041.43
258-C	6737206 - 6737206	Certificated	212.41
258-N	6737207 - 6737210	Classified	3,075.70
259-C	6737704 - 6737705	Certificated	493.57
259-N	6737706 - 6737713	Classified	3,718.94
260-N	6738488 - 6738488	Classified	294.18
261-N	6738670 - 6738670	Classified	554.92
265-C	6739141 - 6739141	Certificated	179.21
E4E-N	6739965 - 6740049	Classified	1,320,522.32
266-N	6741260 - 6741260	Classified	294.60
R11-C	6745335 - 6746875	Certificated	2,669,662.71
R11-N	6746876 - 6746961	Classified	136,620.21
268-N		Classified	(1,722.02)
C1C-C	6748031 - 6748076	Certificated	7,329,195.03
<b>TOTAL</b>			<b>\$ <u>11,505,098.97</u></b>

*To Support Board Priority No. 4 - Maintain District Solvency & Financial Responsibility - Manage district financial resources and facilities to support optimal learning, healthy working conditions, and strong enrollment to ensure long-term stability.*

GLENDALE UNIFIED SCHOOL DISTRICT

OCTOBER 6, 2020

CONSENT CALENDAR NO. 5

TO: Board of Education  
FROM: Dr. Vivian Ekehian, Superintendent  
SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer  
PREPARED BY: Christine J. Ward, Director, Procurement & Contract Services  
SUBJECT: **PURCHASE ORDER LISTING**

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The Superintendent recommends that the Board of Education approve Purchase Orders totaling \$10,120,057.23 for the period of September 8, 2020 through September 25, 2020 as listed on the attached.

SUMMARY OF PURCHASE ORDERS ISSUED FROM SEPTEMBER 8, 2020 THROUGH SEPTEMBER 25, 2020.

<b>Funding Source</b>	<b>Number of Purchase Orders</b>	<b>Amount</b>
UNRESTRICTED RESOURCES	141	1,517,696.50
FEDERAL RESTRICTED RESOURCES	65	1,270,657.95
STATE RESTRICTED RESOURCES	99	5,136,100.85
LOCAL RESTRICTED RESOURCES	85	552,864.72
CHILD DEVELOPMENT FUND	2	6,600.59
FOOD SERVICES FUND	3	252.89
MEASURE S PROJECTS FUND	6	535,593.90
DEVELOPER FEE FUND	3	105,345.50
CAPITAL PROJECTS & IMPROVEMENT FUND	1	224,502.33
WORKERS' COMPENSATION FUND	1	770,442.00
<b>TOTAL</b>	<b>406</b>	<b>\$10,120,057.23</b>

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*In support of Board Priority #4 – Maintain District Solvency & Financial Responsibility – Manage district financial resources and facilities to support optimal learning, healthy working conditions, and strong enrollment to ensure long-term stability.*

PO NUMBER	UNRESTRICTED RESOURCES VENDOR	AMOUNT
0021000016	OFFICE DEPOT BLANKET PURCHASE ORDER FOR SUPPLIES RELATED TO COVID 19 - FACILITY & SUPPORT OPERATIONS	3,000.00
0021000017	AMAZON CAPITAL SERVICES, INC. BLANKET PURCHASE ORDER FOR SUPPLIES RELATED TO COVID 19 RETURN TO SCHOOL - FACILITY & SUPPORT OPERATIONS	3,000.00
0021001796	AMAZON CAPITAL SERVICES, INC. KIDS LOCKER - EDISON ELEMENTARY SCHOOL	264.56
0021001797	THE HOME DEPOT PRO (SUPPLYWORKS)	522.88
0021001800	AMAZON CAPITAL SERVICES, INC. OFFICE SUPPLIES - FRANKLIN ELEMENTARY SCHOOL	61.52
0021001801	5-STAR STUDENTS ONLINE SERVICES - CRESCENTA VALLEY HIGH SCHOOL	2,300.00
0021001802	AMAZON CAPITAL SERVICES, INC. BOOKS - MUIR ELEMENTARY SCHOOL	255.91
0021001811	AUDIOMETRICS	149.22
0021001814	ASSOCIATION OF CA SCHOOL ADMINISTRATORS MEMBERSHIPS - BUSINESS SERVICES	1,857.40
0021001816	THE HOME DEPOT PRO (SUPPLYWORKS)	398.28
0021001817	SAVVAS LEARNING CO(FORMERLY PEARSON K12) BOOKS - MUIR ELEMENTARY SCHOOL	1,699.40
0021001820	THE HOME DEPOT PRO (SUPPLYWORKS)	223.24
0021001821	AMAZON CAPITAL SERVICES, INC. TRAFFIC SAFETY SUPPLIES - FRANKLIN ELEMENTARY SCHOOL	283.56
0021001823	BLACKBOARD INC. WEB HOSTING SERVICES - EDUCATIONAL TECHNOLOGY & INFORMATION SERVICES	149,549.51
0021001825	DADDY-OS BMX UNIFORMS - WILSON MIDDLE SCHOOL	1,560.00
0021001831	AUDIOMETRICS CALIBRATION OF AUDIOMETERS - HEALTH SERVICES	2,285.00
0021001832	PALOS SPORTS INC	69.94
0021001837	SCHOOL SPECIALTY	500.00
0021001838	COMPLETE BUSINESS SYSTEMS OFFICE EQUIPMENT MAINTENANCE AGREEMENT - FRANKLIN ELEMENTARY SCHOOL	1,900.00
0021001839	O.H. LYNN PRINTING BLANKET PURCHASE ORDER FOR PRINTING SERVICES - MUIR ELEMENTARY SCHOOL	1,000.00

## UNRESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
0021001841	PREMIER VIRTUAL SERVICE AGREEMENT TO PROVIDE A VIRTUAL COLLEGE AND CAREER FAIR - SECONDARY SERVICES	4,750.00
0021001842	UC REGENTS SERVICE AGREEMENT FOR PROFESSIONAL DEVELOPMENT SESSIONS - EDUCATIONAL SERVICES	7,365.00
0021001845	AMERICAN EXPRESS CPS PORTO'S BAKERY - BLANKET PURCHASE ORDER FOR EDIBLE SUPPLIES - HUMAN RESOURCES	500.00
0021001859	SCHOOL SPECIALTY BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - VERDUGO WOODLANDS ELEMENTARY SCHOOL	3,000.00
0021001861	TEACHER DIRECT	124.88
0021001864	ULINE SHIPPING SUPPLY	396.86
0021001866	AMAZON CAPITAL SERVICES, INC. OFFICE SUPPLIES - BALBOA ELEMENTARY SCHOOL	18.72
0021001874	JOURNEYED.COM INC	115.00
0021001876	AMERICAN EXPRESS CPS CONFERENCE CALL FORWARDING - BLANKET PURCHASE ORDER FOR CONFERENCE CALL SERVICES - BUSINESS SERVICES	500.00
0021001877	AMERICAN EXPRESS CPS USPS - BLANKET PURCHASE ORDER FOR POSTAGE - FACILITY & SUPPORT OPERATIONS	2,000.00
0021001878	VETERAN BUILDING MAINTENANCE, LLC	730.41
0021001879	KUTA SOFTWARE	642.00
0021001888	PLANET BRAVO, LLC SERVICE AGREEMENT TO PROVIDE COMPUTER SCIENCE IMMERSION CURRICULUM - CERRITOS ELEMENTARY SCHOOL	24,000.00
0021001893	A TREE OF KNOWLEDGE EDUCATIONAL SERVICES TUTORING SERVICES - STUDENT WELLNESS SERVICES	3,657.50
0021001896	PC & MAC EXCHANGE OFFICE EQUIPMENT - RD WHITE ELEMENTARY SCHOOL	2,754.05
0021001898	THE HOME DEPOT PRO (SUPPLYWORKS) CUSTODIAL SUPPLIES - FACILITY & SUPPORT OPERATIONS	1,268.84
0021001907	STATE OF CA DEPT OF INDUSTRIAL RELATIONS	125.00
0021001911	VHPS BOOKS - EDUCATIONAL SERVICES	8,434.13
0021001913	AMS.NET	673.75
0021001914	PI TECHNOLOGIES ANNUAL PRODUCTION MAINTENANCE RENEWAL - EDUCATIONAL TECHNOLOGY & INFORMATION SERVICES	11,178.00

PO NUMBER	UNRESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0021001915	GOLDEN STAR TECHNOLOGY INC. COMPUTER EQUIPMENT - EDUCATIONAL TECHNOLOGY & INFORMATION SERVICES	51,320.10
0021001920	PADLET SOFTWARE LICENSE - CRESCENTA VALLEY HIGH SCHOOL	1,499.00
0021001921	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA P.L. HAWN COMPANY, INC. - COVID RELATED HEALTH SUPPLIES - FACILITY & SUPPORT OPERATIONS	2,189.37
0021001923	VETERAN BUILDING MAINTENANCE, LLC	383.67
0021001929	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA FIVE STAR DATA RECOVERY - DATA RECOVERY SERVICES - PUBLIC INFORMATION	370.00
0021001931	ASCD	59.00
0021001932	KIKANZA NURI-ROBINS SERVICE AGREEMENT TO PROVIDE A THREE DAY CULTURALLY PROFICIENT APPROACH TO IMPLICIT BIAS TRAINING - EDUCATIONAL SERVICES	5,500.00
0021001933	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA MIMEO.COM - OFFICE SUPPLIES - CRESCENTA VALLEY HIGH SCHOOL	73.27
0021001934	PLANET BRAVO, LLC SERVICE AGREEMENT TO PROVIDE ADVANCED TECHNOLOGY CURRICULUM - EDISON ELEMENTARY SCHOOL	24,000.00
0021001938	PATON GROUP ANNUAL LICENSE RENEWAL - CLARK MAGNET HIGH SCHOOL	1,750.00
0021001943	OFFICE DEPOT BLANKET PURCHASE ORDER FOR OFFICE SUPPLIES - TOLL MIDDLE SCHOOL	3,000.00
0021001945	COMPLETE BUSINESS SYSTEMS	500.00
0021001948	WILLIAM V. MACGILL & CO.	487.44
0021001949	SCHOOL HEALTH CORP.	854.68
0021001950	O.H. LYNN PRINTING	97.03
0021001951	O.H. LYNN PRINTING BLANKET PURCHASE ORDER FOR PRINTING SERVICES - EDISON ELEMENTARY SCHOOL	1,000.00
0021001952	TIME FOR KIDS	148.50
0021001955	AMAZON CAPITAL SERVICES, INC. OFFICE FURNITURE - BALBOA ELEMENTARY SCHOOL	1,249.46
0021001956	AMAZON CAPITAL SERVICES, INC. COMPUTER SUPPLIES - BALBOA ELEMENTARY SCHOOL	799.20
0021001957	DEMCO	634.70
0021001961	CDW GOVERNMENT	196.25
0021001962	AMAZON CAPITAL SERVICES, INC. AUDIOVISUAL EQUIPMENT - GLENDALE HIGH SCHOOL	153.25

UNRESTRICTED RESOURCES (CONTINUATION)		AMOUNT
PO NUMBER	VENDOR	
0021001963	TEK TIME SYSTEMS, INC	66.15
0021001964	IPEVO INC. AUDIOVISUAL EQUIPMENT - CRESCENTA VALLEY HIGH SCHOOL	5,622.75
0021001969	BELLA PRINTING SERVICES PRINTING SERVICES - MONTE VISTA ELEMENTARY SCHOOL	4,089.45
0021001970	LEADERSHIP ASSOCIATES CONFERENCE EXPENSES - EDUCATIONAL SERVICES	2,000.00
0021001971	ANIXTER INC.	23.98
0021001974	AMAZON CAPITAL SERVICES, INC. OFFICE FURNITURE - CATEGORICAL PROGRAMS	143.31
0021001981	AMERICAN EXPRESS CPS 2COCOM*SLIDETEAM - LICENSES - EDUCATIONAL SERVICES	299.99
0021001984	ASSOCIATION OF CA SCHOOL ADMINISTRATORS MEMBERSHIPS - BUSINESS SERVICES	1,553.00
0021001985	JPT AMERICA, INC BOOKS - VERDUGO WOODLANDS ELEMENTARY SCHOOL	1,099.82
0021001986	OUTLOOK NEWSPAPER	315.90
0021001987	O.H. LYNN PRINTING	121.28
0021001988	DR. JULIA NYBERG CONSULTANT TO PROVIDE PROFESSIONAL DEVELOPMENT ON INSTRUCTIONAL STRATEGIES THAT ALIGN TO THE PEDAGOGICAL SHIFT IN DISTANCE LEARNING INITIATIVES, BOARD APPROVED 9/1/2020 - CATEGORICAL PROGRAMS	5,000.00
0021001989	OFFICE DEPOT BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - FRANKLIN ELEMENTARY SCHOOL	3,000.00
0021001994	COMPLETE BUSINESS SYSTEMS EQUIPMENT MAINTENANCE AGREEMENT - MONTE VISTA ELEMENTARY SCHOOL	1,900.00
0021001996	BORREGO SOLAR SYSTEMS, INC. MAINTENANCE SERVICES AT COLLEGE VIEW SCHOOL - FACILITY & SUPPORT OPERATIONS	1,202.04
0021001997	HOME DEPOT CREDIT SERVICES	562.61
0021001998	COMPLETE BUSINESS SYSTEMS	950.00
0021001999	CLAREMONT USD - REGIONAL SUPPORT	75.00
0021002001	VISTA HIGHER LEARNING LICENSES - EDUCATIONAL SERVICES	2,558.95
0021002006	TIAA COMMERCIAL FINANCE INC BLANKET PURCHASE ORDER FOR COPIER LEASE AGREEMENT - VALLEY VIEW ELEMENTARY SCHOOL	2,100.00
0021002010	ECOMIGHT, LLC GARDENING SUPPLIES - FACILITY & SUPPORT OPERATIONS	3,090.99

PO NUMBER	UNRESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0021002011	THE HOME DEPOT PRO (SUPPLYWORKS)	38.46
0021002012	JOURNEYED.COM INC	115.00
0021002013	CDW GOVERNMENT COMPUTER SUPPLIES - CERRITOS ELEMENTARY SCHOOL	1,319.69
0021002020	STATE OF CA DEPT OF INDUSTRIAL RELATIONS	675.00
0021002025	SCHOOLMINT, INC BLANKET PURCHASE ORDER FOR WEB HOSTING SERVICES - STUDENT SUPPORT SERVICES	10,000.00
0021002044	O.H. LYNN PRINTING	37.49
0021002049	SCHOOL SPECIALTY	158.93
0021002055	CDW GOVERNMENT	174.17
0021002057	THE HOME DEPOT PRO (SUPPLYWORKS)	27.74
0021002058	THE HOME DEPOT PRO (SUPPLYWORKS)	166.57
0021002059	AMAZON CAPITAL SERVICES, INC. COMPUTER SUPPLIES - ROSEMONT MIDDLE SCHOOL	34.17
0021002066	O.H. LYNN PRINTING	37.49
0021002067	SCHOLASTIC INC SUBSCRIPTIONS - KEPPEL ELEMENTARY SCHOOL	5,812.69
0021002069	O.H. LYNN PRINTING	357.21
0021002070	OFFICE DEPOT BLANKET PURCHASE ORDER FOR INSTRUCTIONAL MATERIALS AND SUPPLIES - MONTE VISTA ELEMENTARY SCHOOL	5,000.00
0021002071	OFFICE DEPOT	500.00
0021002073	BARNES & NOBLE BOOKS - BALBOA ELEMENTARY SCHOOL	1,005.54
0021002082	THE HOME DEPOT PRO (SUPPLYWORKS)	508.38
0021002085	THE HOME DEPOT PRO (SUPPLYWORKS)	172.21
0021002088	THE AMGRAPH GROUP REMOVAL, CLEANING AND STORAGE OF GRADUATION BANNERS DISTRICTWIDE - PUBLIC INFORMATION	3,550.00
0021002089	OFFICE DEPOT BLANKET PURCHASE ORDER FOR OFFICE SUPPLIES - RD WHITE ELEMENTARY SCHOOL	3,000.00
0021002090	CLIFTON LARSON ALLEN LLP AUDIT SERVICES - FINANCIAL SERVICES	8,500.00
0021002098	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA REV.COM - LICENSES - CATEGORICAL PROGRAMS	60.00
0021002108	THE HITT COMPANIES	39.72
0021002109	FIRST STUDENT BLANKET PURCHASE ORDER FOR TRANSPORTATION SERVICES FOR CLARK MAGNET HIGH SCHOOL STUDENTS - BUSINESS SERVICES	1,000,000.00
0021002115	COUNTY SANITATION DISTRICTS	48.49
0021002121	NORTHERN SAFETY CO., INC	485.43

PO NUMBER	UNRESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0021002130	AMAZON CAPITAL SERVICES, INC. INSTRUCTIONAL SUPPLIES - BALBOA ELEMENTARY SCHOOL	85.86
0021002131	AMAZON CAPITAL SERVICES, INC. HEALTH SUPPLIES - DUNSMORE ELEMENTARY SCHOOL	109.73
0021002132	AMAZON CAPITAL SERVICES, INC. SCHOOL SUPPLIES - EDISON ELEMENTARY SCHOOL	50.69
0021002133	AMAZON CAPITAL SERVICES, INC. MAINTENANCE SUPPLIES - FACILITY & SUPPORT OPERATIONS	969.98
0021002134	THE HOME DEPOT PRO (SUPPLYWORKS)	215.65
0021002135	THE HOME DEPOT PRO (SUPPLYWORKS)	264.24
0021002139	LHP MUSIC, INC MUSICAL INSTRUMENTS - ROOSEVELT MIDDLE SCHOOL	16,191.34
0021002141	SCHOOL DATEBOOKS, INC INSTRUCTIONAL SUPPLIES - MONTE VISTA ELEMENTARY SCHOOL	2,201.57
0021002142	ANDERSON'S IT'S ELEMENTARY	387.85
0021002146	JPT AMERICA, INC BOOKS - DUNSMORE ELEMENTARY SCHOOL	1,099.82
0021002147	SCHOOL SPECIALTY BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - EDISON ELEMENTARY SCHOOL	1,000.00
0021002154	CLEAN SWEEP SUPPLY CO INC	316.26
0021002156	STATE OF CA DEPT OF INDUSTRIAL RELATIONS ELEVATOR MAINTENANCE AT VARIOUS SCHOOL SITES - FACILITY & SUPPORT OPERATIONS	3,025.00
0021002162	CLEAN SWEEP SUPPLY CO INC COVID RELATED SUPPLIES - FACILITY & SUPPORT OPERATIONS	9,487.89
0021002163	NEEL, LINDA	400.00
0021002164	ZIERHUT, JOAN	800.00
0021002165	NEEL, CRISTINA	400.00
0021002166	ACITELLI, LUCIA	800.00
0021002169	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA SCHOOL SERVICES OF CALIFORNIA - CONFERENCE EXPENSES - BUSINESS SERVICES	275.00
0021002170	CLEAN SWEEP SUPPLY CO INC	784.99
0021002180	OFFICE DEPOT BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - KEPPEL ELEMENTARY SCHOOL	5,000.00
0021002181	AMAZON CAPITAL SERVICES, INC. BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - KEPPEL ELEMENTARY SCHOOL	5,000.00



UNRESTRICTED RESOURCES (CONTINUATION)		
PO NUMBER	VENDOR	AMOUNT
0021002182	OFFICE DEPOT BLANKET PURCHASE ORDER FOR OFFICE SUPPLIES - KEPPEL ELEMENTARY SCHOOL	3,000.00
0021002183	O.H. LYNN PRINTING	300.00
0021002184	OFFICE DEPOT BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - MANN ELEMENTARY SCHOOL	5,000.00
0021002187	COMPLETE BUSINESS SYSTEMS	950.00
0021002189	WELLNESS TOGETHER	472.47
0021002190	GOLDEN RULE BINDERY	630.08
0021002191	HESS AND ASSOCIATES MAINTENANCE AND SUPPORT FOR CENTRALIZED ELECTRONIC TIME AND ATTENDANCE (ETA) AND PART-TIME TRACKING SERVICES THROUGH 6/30/2021 - FINANCIAL SERVICES	15,000.00
0021002194	BIRCHER, CHRISTINA CONSULTANT TO ASSIST STUDENTS AT EXTRACURRICULAR ACTIVITIES AND SPORTING EVENTS, BOARD APPROVED 9/15/2020 - CRESCENTA VALLEY HIGH SCHOOL	25,000.00
021001920A	PADLET SOFTWARE - CRESCENTA VALLEY HIGH SCHOOL	1,499.00
	TOTAL	1,517,696.50
	FEDERAL RESTRICTED RESOURCES	
0021001795	AMAZON CAPITAL SERVICES, INC. COMPUTER SUPPLIES - CLARK MAGNET HIGH SCHOOL	42.97
0021001805	CDW GOVERNMENT COMPUTER EQUIPMENT - TOLL MIDDLE SCHOOL	1,212.75
0021001806	CDW GOVERNMENT	917.67
0021001810	ZANER-BLOSER	487.91
0021001815	OFFICE DEPOT	817.94
0021001856	CAMCOR, INC. AUDIOVISUAL EQUIPMENT - BALBOA ELEMENTARY SCHOOL	6,309.61
0021001857	CAMCOR, INC. AUDIOVISUAL EQUIPMENT - RD WHITE ELEMENTARY SCHOOL	6,309.61
0021001858	OFFICE DEPOT	651.56
0021001865	PRO-ED	341.52
0021001869	DICK BLICK ART MATERIALS INSTRUCTIONAL SUPPLIES - GLENDALE HIGH SCHOOL	1,895.86
0021001870	AMAZON CAPITAL SERVICES, INC. INSTRUCTIONAL SUPPLIES - GLENDALE HIGH SCHOOL	953.22
0021001880	PROQUEST LICENSES - CLARK MAGNET HIGH SCHOOL	1,635.72

PO NUMBER	FEDERAL RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0021001917	GOLDEN STAR TECHNOLOGY INC. COMPUTER EQUIPMENT - EDUCATIONAL TECHNOLOGY & INFORMATION SERVICES	237,463.70
0021001918	GOLDEN STAR TECHNOLOGY INC. COMPUTER EQUIPMENT - EDUCATIONAL TECHNOLOGY & INFORMATION SERVICES	821,121.60
0021001919	OFFICE DEPOT COMPUTER EQUIPMENT - TOLL MIDDLE SCHOOL	6,146.88
0021001922	OFFICE DEPOT COMPUTER EQUIPMENT - GLENDALE HIGH SCHOOL	1,168.31
0021001936	LEARNING A-Z LICENSES - EDISON ELEMENTARY SCHOOL	5,727.25
0021001940	LEARNING WITHOUT TEARS	975.00
0021001942	CDW GOVERNMENT AUDIOVISUAL EQUIPMENT - VALLEY VIEW ELEMENTARY SCHOOL	1,023.27
0021001944	OFFICE DEPOT BLANKET PURCHASE ORDER FOR OFFICE SUPPLIES - TOLL MIDDLE SCHOOL	2,000.00
0021001947	KAREN JUNKER	950.00
0021001953	CAMCOR, INC. AUDIOVISUAL SUPPLIES - EDISON ELEMENTARY SCHOOL	2,067.14
0021001960	AMAZON CAPITAL SERVICES, INC. COMPUTER SUPPLIES - FRANKLIN ELEMENTARY SCHOOL	85.33
0021001977	ADORAMA	58.43
0021001979	WESTERN PSYCHOLOGICAL SERVICES	600.00
0021001983	AREY JONES EDUCATIONAL SOLUTIONS COMPUTER EQUIPMENT - CLARK MAGNET HIGH SCHOOL	52,786.24
0021002005	PEAR DECK, INC.	449.97
0021002021	SCHOLASTIC MAGAZINES	130.98
0021002024	OFFICE DEPOT CLASSROOM EQUIPMENT - ROOSEVELT MIDDLE SCHOOL	2,539.55
0021002026	CUE	79.00
0021002029	WEVIDEO INC	599.00
0021002031	BRAIN POP SUBSCRIPTIONS - JEFFERSON ELEMENTARY SCHOOL	3,745.00
0021002032	IXL LEARNING LICENSES - LINCOLN ELEMENTARY SCHOOL	1,400.00
0021002033	BRAIN POP SUBSCRIPTIONS - MONTE VISTA ELEMENTARY SCHOOL	1,795.00
0021002034	GOSTRENGHTS INC.	197.00

## FEDERAL RESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
0021002036	BERTRAND MUSIC ENTERPRISES INC REPAIR AND SANITIZATION OF ALL WIND INSTRUMENTS - WILSON MIDDLE SCHOOL	2,056.83
0021002037	JIM'S MUSICAL INSTRUMENT REPAIR REPAIR AND SANITIZATION OF ALL WIND INSTRUMENTS - WILSON MIDDLE SCHOOL	1,428.16
0021002048	ADRIAN STARK PARENT REIMBURSEMENT - SPECIAL EDUCATION	1,200.98
0021002051	WESTERN PSYCHOLOGICAL SERVICES	807.69
0021002052	AMAZON CAPITAL SERVICES, INC. AUDIOVISUAL EQUIPMENT - EDISON ELEMENTARY SCHOOL	732.88
0021002068	SCHOOL MATE INSTRUCTIONAL SUPPLIES - KEPPEL ELEMENTARY SCHOOL	1,760.00
0021002075	YABLA INC SUBSCRIPTIONS - CLARK MAGNET HIGH SCHOOL	4,842.00
0021002076	IMAGINE LEARNING INC. LICENSES - BALBOA ELEMENTARY SCHOOL	3,300.00
0021002077	LABSTER INC. SOFTWARE - GLENDALE HIGH SCHOOL	14,000.00
0021002078	BRAIN POP SUBSCRIPTIONS - KEPPEL ELEMENTARY SCHOOL	3,745.00
0021002079	NEWSELA, INC LICENSES - JEFFERSON ELEMENTARY SCHOOL	2,500.00
0021002080	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA QUIZZZ - SUBSCRIPTIONS - MONTE VISTA ELEMENTARY SCHOOL	605.00
0021002086	PRO-ED	536.80
0021002091	BRAIN POP SUBSCRIPTIONS - TOLL MIDDLE SCHOOL	2,195.00
0021002092	JOHN FERGUSON	593.68
0021002094	PADLET SOFTWARE - TOLL MIDDLE SCHOOL	3,000.00
0021002097	STACY STONEROOK	221.94
0021002100	CDW GOVERNMENT	268.50
0021002101	CDW GOVERNMENT	507.15
0021002102	CDW GOVERNMENT	183.53
0021002106	THE MARKERBOARD PEOPLE INSTRUCTIONAL SUPPLIES - GLENDALE HIGH SCHOOL	2,010.00
0021002107	LIMINEX, INC SOFTWARE - TOLL MIDDLE SCHOOL	7,800.00

PO NUMBER	FEDERAL RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0021002127	HIGH-TECH SERVICES SERVICE AGREEMENT TO PROVIDE ASSISTANCE TO STUDENTS STRUGGLING WITH SUBSTANCE ABUSE ISSUES TO ENGAGE IN A SUBSTANCE ABUSE TREATMENT PROGRAM - DAILY HIGH SCHOOL	35,000.00
0021002128	BRIGHT MARKET, LLC	200.00
0021002136	CDW GOVERNMENT COMPUTER EQUIPMENT - EDISON ELEMENTARY SCHOOL	12,820.75
0021002138	LIMINEX, INC SOFTWARE - KEPPEL ELEMENTARY SCHOOL	2,362.50
0021002160	ORIENTAL TRADING INC.	160.91
0021002161	QUIZLET, INC.	459.64
0021002167	TOSHIBA FINANCIAL SERVICES	329.02
0021002171	JOURNEYED.COM INC	345.00
	TOTAL	1,270,657.95
	STATE RESTRICTED RESOURCES	
0021001798	AMAZON CAPITAL SERVICES, INC. OFFICE COMPUTER SUPPLIES - FOOTHILL SELPA	234.80
0021001799	AVID TECHNOLOGY INC.	850.60
0021001803	AMAZON CAPITAL SERVICES, INC. COMPUTER SUPPLIES - FOOTHILL SELPA	29.52
0021001804	THERAPRO, INC.	202.93
0021001807	OFFICE DEPOT	467.42
0021001808	GOODHEART-WILLCOX CO., INC.	96.00
0021001809	GOODHEART-WILLCOX CO., INC. BOOKS - HOOVER HIGH SCHOOL	3,600.00
0021001812	SUCCESS FOR KIDS WITH HEARING LOSS	134.19
0021001822	LILIT MAKSOUDIAN CONSULTANT TO LEAD & SUPPORT WTH COORDINATION & DELIVERY OF PROGRAMS & SERVICES TO IMPLEMENT THE COLLEGE & CAREER AMBASSADOR PROGRAM CAREER AND OTHER CAREER & TECHNICAL PROGRAM NEEDS AT MIDDLE & HIGH SCHOOLS, BOARD APPROVED 9/1/2020 - SECONDARY SERVICES	30,000.00
0021001824	EFOODHANDLERS, INC	209.48
0021001834	NEPRIS, INC SITE LICENSE RENEWAL DISTRICTWIDE - SECONDARY SERVICES	40,500.00
0021001835	CDW GOVERNMENT	621.18
0021001840	THE CHILDREN'S CENTER AT CALTECH SERVICE AGREEMENT TO PROVIDE CONSULTATION, TRAINING, LESSON PLANNING AND IN-CLASS PRESENTATIONS TO THE LEAD TEACHER AND STUDENTS FOR THE CAREERS IN EDUCATION PATHWAY PROGRAM - SECONDARY SERVICES	10,000.00

PO NUMBER	STATE RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0021001843	EARLY CHILDHOOD INTERVENTION CENTER INC SERVICE AGREEMENT TO PROVIDE OT SERVICES FOR CHILDREN ON HOME HEALTH - SPECIAL EDUCATION	14,000.00
0021001844	AGNESA PAPAZYAN PSYD, PSYCHOLOGY CORP. SERVICE AGREEMENT TO PROVIDE INDEPENDENT PSYCHO- EDUCATIONAL ASSESSMENTS - SPECIAL EDUCATION	12,000.00
0021001846	PIONEER HEALTHCARE SERVICES, LLC SERVICE AGREEMENT TO PROVIDE SPEECH, COUNSELING, PSYCHOLOGICAL SERVICES, ASSESSMENTS AND IEP SERVICES - SPECIAL EDUCATION	150,000.00
0021001854	FUEL EDUCATION LLC LICENSES - SECONDARY SERVICES	10,200.00
0021001862	CDW GOVERNMENT	138.58
0021001863	CENGAGE LEARNING EBOOKS - GLENDALE HIGH SCHOOL	3,539.25
0021001867	COMMUSA	177.38
0021001868	DICK BLICK ART MATERIALS INSTRUCTIONAL SUPPLIES - HOOVER HIGH SCHOOL	3,896.48
0021001881	PEDIATRIC THERAPY SERVICES, LLC SERVICE AGREEMENT TO PROVIDE NURSING, SPEECH, DIAGNOSTIC SERVICES, OT, PT, STUDENT SUPPORT, INDIVIDUAL PSYCHOLOGICAL ASSESSMENTS AND IEP SERVICES - SPECIAL EDUCATION	200,000.00
0021001882	THE GENESIS GROUP INC. SERVICE AGREEMENT TO PROVIDE PSYCHOLOGICAL SERVICES, SPEECH, OT, PT ASSESSMENTS AND IEP SERVICES - SPECIAL EDUCATION	160,000.00
0021001883	TA-TANEISHA THAMES SERVICE AGREEMENT TO PROVIDE PSYCHO-EDUCATIONAL EVALUATION AND IEP SERVICES - SPECIAL EDUCATION	12,000.00
0021001884	VOCES BILINGUAL SPEECH PATHOLOGY, LLC SERVICE AGREEMENT TO PROVIDE SPEECH LANGUAGE ASSESSMENTS AND IEP SERVICES - SPECIAL EDUCATION	180,000.00
0021001885	EDUCATION SPECTRUM INC SERVICES AGREEMENT TO PROVIDE FUNCTIONAL BEHAVIOR ASSESSMENTS, BEHAVIOR SUPPORT PLANS, STAFF TRAINING, SITE SUPPORT TO STUDENTS AND IEP SERVICES - SPECIAL EDUCATION	80,000.00
0021001886	THERAPY TRAVELERS, LLC SERVICE AGREEMENT TO PROVIDE SPEECH, OT, PT AND PSYCHOLOGICAL SERVICES - SPECIAL EDUCATION	400,000.00
0021001887	PLANET BRAVO, LLC ONLINE CURRICULUM SERVICES - ROOSEVELT MIDDLE SCHOOL	48,000.00

PO NUMBER	STATE RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0021001895	EFOODHANDLERS, INC	150.00
0021001906	EFOODHANDLERS, INC	550.00
0021001908	BURBANK UNIFIED SCHOOL DISTRICT SALARY REIMBURSEMENT - FOOTHILL SELPA	11,126.18
0021001912	GOODHEART-WILLCOX CO., INC. BOOKS - CRESCENTA VALLEY HIGH SCHOOL	4,583.90
0021001916	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA CONTAINERS.COM - INSTRUCTIONAL SUPPLIES - HOOVER HIGH SCHOOL	267.51
0021001925	STUDICA INC LICENSES - SECONDARY SERVICES	4,200.00
0021001930	WOODSMALL LAW GROUP CLIENT TRUST ACCOUNT PROFESSIONAL SERVICES - SPECIAL EDUCATION	5,000.00
0021001935	AMAZON CAPITAL SERVICES, INC. AUDIOVISUAL SUPPLIES - CRESCENTA VALLEY HIGH SCHOOL	84.77
0021001937	AMAZON CAPITAL SERVICES, INC. COMPUTER SUPPLIES - CRESCENTA VALLEY HIGH SCHOOL	220.39
0021001959	B & H PHOTO VIDEO AUDIOVISUAL EQUIPMENT - HOOVER HIGH SCHOOL	34,265.70
0021001965	JOYCE & MONTI OLSON PARENT REIMBURSEMENT - SPECIAL EDUCATION	48,759.00
0021001966	LA CANADA UNIFIED SCHOOL DISTRICT EXCESS COST BILLING - SPECIAL EDUCATION	103,642.00
0021001967	BURBANK UNIFIED SCHOOL DISTRICT SALARY REIMBURSEMENT - SPECIAL EDUCATION	109,563.62
0021001968	BURBANK UNIFIED SCHOOL DISTRICT TUITION REIMBURSEMENT - SPECIAL EDUCATION	356,205.27
0021001972	BURBANK UNIFIED SCHOOL DISTRICT	669.84
0021001973	BURBANK UNIFIED SCHOOL DISTRICT SALARY REIMBURSEMENT - FOOTHILL SELPA	15,153.88
0021001975	SUCCESS FOR KIDS WITH HEARING LOSS	138.12
0021001976	AMAZON CAPITAL SERVICES, INC. AUDIOVISUAL SUPPLIES - FOOTHILL SELPA	33.06
0021001982	US INSTITUTE FOR THEATRE TECHNOLOGY	120.00
0021001995	AA1 GRAPHICS & SIGNS	66.15
0021002000	EFOODHANDLERS, INC	650.00
0021002002	NUCLEUS ROBOTICS, LLC LICENSES - SECONDARY SERVICES	1,500.00
0021002003	HOLLAR SPEECH & LANGUAGE SERVICES SERVICE AGREEMENT TO PROVIDE SPEECH-LANGUAGE ASSESSMENTS AND IEP SERVICES - SPECIAL EDUCATION	30,000.00

PO NUMBER	STATE RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0021002004	PROTOCOL AGENCY SERVICE AGREEMENT TO PROVIDE PSYCHOLOGICAL SERVICES, SPEECH, OT & PT THERAPY, ASSESSMENTS AND IEP SERVICES - SPECIAL EDUCATION	150,000.00
0021002007	B & H PHOTO VIDEO CLASSROOM EQUIPMENT - CLARK MAGNET HIGH SCHOOL	1,070.74
0021002008	DICK BLICK ART MATERIALS	744.57
0021002022	GRAINGER CLASSROOM EQUIPMENT - CLARK MAGNET HIGH SCHOOL	2,867.13
0021002023	AMAZON CAPITAL SERVICES, INC. INSTRUCTIONAL SUPPLIES - CLARK MAGNET HIGH SCHOOL	94.26
0021002027	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA PACIFIC NORTHWEST INSTITUTE ON SPECIAL EDUCATION - CONFERENCE EXPENSES - FOOTHILL SELPA	600.00
0021002030	STUDICA INC LICENSES - SECONDARY SERVICES	4,750.00
0021002035	TOSHIBA FINANCIAL SERVICES BLANKET PURCHASE ORDER FOR LEASE OF COPIER - COLLEGE VIEW SCHOOL	2,000.00
0021002041	RICOH USA, INC OFFICE EQUIPMENT LEASING AGREEMENT - SPECIAL EDUCATION	15,000.00
0021002043	CHILDCARE CAREERS LLC BLANKET PURCHASE ORDER FOR CHILDCARE SERVICES - EEELP	20,000.00
0021002045	BURBANK UNIFIED SCHOOL DISTRICT SALARY REIMBURSEMENT - FOOTHILL SELPA	3,724.72
0021002046	OFFICE DEPOT	313.72
0021002047	SAVVAS LEARNING CO(FORMERLY PEARSON K12) BOOKS - CRESCENTA VALLEY HIGH SCHOOL	22,609.99
0021002050	AMAZON CAPITAL SERVICES, INC. COMPUTER SUPPLIES - FOOTHILL SELPA	18.72
0021002053	CDW GOVERNMENT	119.75
0021002054	AMAZON CAPITAL SERVICES, INC. AUDIOVISUAL SUPPLIES - FOOTHILL SELPA	52.90
0021002060	TINA ALEXANDRIAN CONSULTANT TO PROVIDE INDIVIDUAL COUNSELING AND ASSESSMENTS, BOARD APPROVED 9/15/2020 - SPECIAL EDUCATION	25,000.00
0021002061	PRISMA MARTINEZ CONSULTANT TO PROVIDE INDIVIDUAL COUNSELING AND ASSESSMENTS, BOARD APPROVED 9/15/2020 - SPECIAL EDUCATION	25,000.00

## STATE RESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
0021002062	POORE, MARIE R. CONSULTANT TO PROVIDE INDIVIDUAL COUNSELING AND ASSESSMENTS, BOARD APPROVED 9/15/2020 - SPECIAL EDUCATION	25,000.00
0021002063	LILIT ROSENBERG CONSULTANT TO PROVIDE INDIVIDUAL COUNSELING AND ASSESSMENTS, BOARD APPROVED 9/15/2020 - SPECIAL EDUCATION	60,000.00
0021002064	STEPANIAN, ANNA CONSULTANT TO PROVIDE INDIVIDUAL COUNSELING AND ASSESSMENTS, BOARD APPROVED 9/15/2020 - SPECIAL EDUCATION	25,000.00
0021002065	NEUHOFF, DEBORAH CONTRACT CONSULTANT TO PROVIDE CONSULTATION TO GUSD STAFF AND ASSISTIVE TECHNOLOGY ASSESSMENTS, BOARD APPROVED 9/15/2020 - SPECIAL EDUCATION	10,000.00
0021002074	APH FOR THE BLIND	90.00
0021002081	AMAZON CAPITAL SERVICES, INC. INSTRUCTIONAL SUPPLIES - TOLL MIDDLE SCHOOL	1,220.90
0021002083	AMAZON CAPITAL SERVICES, INC. COMPUTER SUPPLIES - FOOTHILL SELPA	117.93
0021002084	AMAZON CAPITAL SERVICES, INC. OFFICE SUPPLIES - FOOTHILL SELPA	28.64
0021002087	TIAA COMMERCIAL FINANCE INC BLANKET PURCHASE ORDER FOR LEASE OF COPIER - SPECIAL EDUCATION	2,500.00
0021002095	COALITION FOR ADEQUATE FUNDING FOR SPECIAL EDUCATION MEMBERSHIPS - FOOTHILL SELPA	1,400.00
0021002096	LAURA GODLEY PARENT REIMBURSEMENT - SPECIAL EDUCATION	1,903.07
0021002099	CDW GOVERNMENT	303.28
0021002103	C-CAP PARTICIPATION FEE FOR LA CAREER CULINARY ARTS - TOLL MIDDLE SCHOOL	1,500.00
0021002104	C-CAP PARTICIPATION FEE FOR LA CAREER CULINARY ARTS - ROOSEVELT MIDDLE SCHOOL	1,500.00
0021002105	C-CAP PARTICIPATION FEE FOR LA CAREER CULINARY ARTS - WILSON MIDDLE SCHOOL	1,500.00
0021002123	SPEECH, LANGUAGE & EDUCATIONAL ASSOCIATES SERVICE AGREEMENT TO PROVIDE SPEECH, ASSESSMENTS AND IEP SERVICES - SPECIAL EDUCATION	2,000,000.00



PO NUMBER	STATE RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0021002124	EDUCATIONAL AUDIOLOGY RESOURCE, LLC SERVICE AGREEMENT TO PROVIDE AUDIOLOGICAL SERVICES WITH DISTRICT EQUIPMENT AND MATERIALS, CONSULTATION ON CLASSROOM EQUIPMENT, ATTEND IEP MEETING AND CONDUCT AUDIOLOGICAL IN-SERVICE FOR TEACHERS. - SPECIAL EDUCATION	50,000.00
0021002125	FAMILY, CAREER AND COMMUNITY LEADERS	50.00
0021002129	MACHOLLYWOOD INC CLASSROOM SUPPLIES - CLARK MAGNET HIGH SCHOOL	1,389.15
0021002137	VISPERO COMPUTER EQUIPMENT - FOOTHILL SELPA	3,316.99
0021002140	APPLE COMPUTER	600.00
0021002143	FAMILY, CAREER AND COMMUNITY LEADERS	50.00
0021002144	FAMILY, CAREER AND COMMUNITY LEADERS	50.00
0021002145	FAMILY, CAREER AND COMMUNITY LEADERS	50.00
0021002158	S.A.N.E.	247.30
0021002159	MAXI AIDS	152.21
0021002176	RINER CONSTANTINO ASSOCIATES SERVICES AGREEMENT TO PROVIDE SPEECH, ASSESSMENTS AND IEP SERVICES - SPECIAL EDUCATION	65,000.00
0021002177	TOTAL RECALL CAPTIONING SERVICE AGREEMENT TO PROVIDE VOICE-TO-TEXT CAPTIONING SERVICES - SPECIAL EDUCATION	170,000.00
0021002178	COMPREHENSIVE THERAPY ASSOCIATES, INC SERVICE AGREEMENT TO PROVIDE SPEECH, ASSESSMENTS AND IEP SERVICES - SPECIAL EDUCATION	350,000.00
0021002179	AREY JONES EDUCATIONAL SOLUTIONS COMPUTER EQUIPMENT - FOOTHILL SELPA	1,317.68
	TOTAL	5,136,100.85
	LOCAL RESTRICTED RESOURCES	
0021001794	AMAZON CAPITAL SERVICES, INC. INSTRUCTIONAL EQUIPMENT - COLLEGE VIEW SCHOOL	552.46
0021001818	AA1 GRAPHICS & SIGNS	22.05
0021001819	AMAZON CAPITAL SERVICES, INC. MAINTENANCE SUPPLIES - FACILITY AND SUPPORT OPERATIONS	54.01
0021001826	BELDERIAN ENTERPRISES, LLC SERVICE CONTRACT FOR FABRICATION AND INSTALLATION OF PLEXI- GLASS AT VARIOUS ELEMENTARY SCHOOLS - FACILITY & SUPPORT OPERATIONS	11,304.00
0021001828	FEDERAL EXPRESS CORP.	98.56
0021001829	JIM'S MUSIC CENTER, INC.	220.50
0021001833	ADVANCED CHEMICAL TECHNOLOGY, INC	825.00
0021001836	RUBBER STAMPS UNLIMITED, INC	186.75

PO NUMBER	LOCAL RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0021001847	GMS ELEVATOR SERVICES, INC ELEVATOR REPAIR SERVICES AT ROSEMONT MIDDLE SCHOOL - FACILITY & SUPPORT OPERATIONS	4,022.00
0021001849	NJP SPORTS INC COVID RELATED PARTS AND LABOR TO INSTALL BLACK MESH TO COVER PLAYGROUND EQUIPMENT AT VARIOUS ELEMENTARY SCHOOLS - PLANNING, DEVELOPMENT & FACILITIES	9,491.00
0021001851	NJP SPORTS INC COVID RELATED PARTS AND LABOR TO INSTALL BLACK MESH TO COVER PLAYGROUND EQUIPMENT AT VARIOUS ELEMENTARY SCHOOLS - PLANNING, DEVELOPMENT & FACILITIES	11,242.00
0021001853	NJP SPORTS INC COVID RELATED PARTS AND LABOR TO INSTALL BLACK MESH TO COVER PLAYGROUND EQUIPMENT AT VARIOUS ELEMENTARY SCHOOLS - PLANNING, DEVELOPMENT & FACILITIES	11,073.00
0021001860	TOSHIBA FINANCIAL SERVICES BLANKET PURCHASE ORDER FOR LEASE OF COPIER - LINCOLN ELEMENTARY SCHOOL	2,700.00
0021001875	THE HOME DEPOT PRO (SUPPLYWORKS) TUFF STORAGE SHED FOR HOOVER HIGH SCHOOL - FACILITY & SUPPORT OPERATIONS	2,747.43
0021001889	NJP SPORTS INC COVID19 - PROVIDE PARTS AND LABOR TO INSTALL BLACK MESH TO COVER PLAYGROUND EQUIPMENT AT VARIOUS ELEM SCHOOLS	6,328.00
0021001891	BELDERIAN ENTERPRISES, LLC COVID RELATED PURCHASE OF PLEXIGLASS - FACILITY & SUPPORT OPERATIONS	21,609.00
0021001892	BELDERIAN ENTERPRISES, LLC COVID RELATED PURCHASE OF FREESTANDING BARRIERS - PLANNING, DEVELOPMENT & FACILITIES	26,959.98
0021001894	APPLE VALLEY COMMUNICATIONS REPAIR MATERIALS - FACILITY & SUPPORT OPERATIONS	2,627.83
0021001897	AA1 GRAPHICS & SIGNS	47.41
0021001899	SUNBELT RENTALS, INC	18.64
0021001900	BIG O TIRES GLENDALE	408.34
0021001901	RPW SERVICES, INC	305.00
0021001902	CASTERS & INDUSTRIAL SUPPLIES	937.32
0021001903	ENKO SYSTEMS	325.25
0021001904	NORTHERN SAFETY & INDUSTRIAL SIGNAGE - FACILITY & SUPPORT OPERATIONS	1,450.01
0021001905	GMS AUTOGLASS	456.72
0021001909	BELDERIAN ENTERPRISES, LLC SERVICE AGREEMENT TO EXTEND DUGOUT AREA AT HOOVER HIGH SCHOOL- FACILITY & SUPPORT OPERATIONS	17,901.74

## LOCAL RESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
0021001910	SURFACE FITNESS, INC CONSULTANT TO MODEL PRIMARY PHYSICAL EDUCATION LESSONS - FREMONT ELEMENTARY SCHOOL	9,000.00
0021001926	LIBERTY AIR SERVICE AGREEMENT TO PERFORM ANNUAL QUARTERLY SERVICES ON TWO ABSORPTION CHILLERS AT GLENDALE HIGH SCHOOL - FACILITY & SUPPORT OPERATIONS	10,812.04
0021001927	LIBERTY AIR SERVICE AGREEMENT TO PERFORM QUARTERLY CHILLER CENTRIFUGAL SERVICES AT HOOVER HIGH SCHOOL - FACILITY & SUPPORT OPERATIONS	6,072.21
0021001928	CALIFORNIA PAVING & GRADING CO INC. SERVICE AGREEMENT FOR ASPHALT REPLACEMENT AT FREMONT ELEMENTARY SCHOOL - FACILITY & SUPPORT OPERATIONS	3,100.00
0021001934	PLANET BRAVO, LLC SERVICE AGREEMENT TO PROVIDE ONLINE INSTRUCTION - EDISON ELEMENTARY SCHOOL	19,000.00
0021001939	SCHOOLSFIRST FEDERAL CREDIT UNION - VISA SHELTER LOGIC - PLAYGROUND EQUIPMENT - KEPPEL ELEMENTARY SCHOOL	953.34
0021001941	BRIAN KENYON ART STUDIO MURAL ART SERVICES - COLUMBUS ELEMENTARY SCHOOL	4,995.00
0021001954	AMAZON CAPITAL SERVICES, INC. AUDIOVISUAL EQUIPMENT - BALBOA ELEMENTARY SCHOOL	330.75
0021001958	SURFACE FITNESS, INC SERVICE AGREEMENT TO PROVIDE PRIMARY PHYSICAL EDUCATION - DUNSMORE ELEMENTARY SCHOOL	6,000.00
0021001990	AA1 GRAPHICS & SIGNS	66.15
0021001991	BIG O TIRES GLENDALE	408.34
0021001992	CASTERS & INDUSTRIAL SUPPLIES	63.07
0021001993	MONOPRICE INC.	56.90
0021002009	AMAZON CAPITAL SERVICES, INC. MAINTENANCE SUPPLIES - FACILITY & SUPPORT OPERATIONS	61.68
0021002014	VISTASHARE LLC	985.00
0021002015	CITY OF GLENDALE	851.50
0021002017	BUCHANAN GLASS	66.15
0021002018	LIBERTY AIR MAINTENANCE SERVICES ON CHILLER AT GLENDALE HIGH SCHOOL - FACILITY & SUPPORT OPERATIONS	1,121.80
0021002019	LOS ANGELES COUNTY DEPARTMENT	689.00
0021002028	OPPORTUNITY TO ASSETS CONSULTANT TO PROVIDE THE SECOND PHASE OF IMPLEMENTATION FOR GUSD'S COLLEGE SUCCESS FUND PROGRAM - STUDENT SUPPORT SERVICES	31,000.00

PO NUMBER	LOCAL RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0021002038	MILES, CATHY CONSULTANT TO PROVIDE COUNSELING AND INTERVENTION SERVICES, BOARD APPROVED 9/15/2020 - MOUNTAIN AVENUE ELEMENTARY SCHOOL	8,000.00
0021002039	NELLI A. MATSKO CONSULTANT TO DEVELOP AND COORDINATE MUSIC LESSONS, BOARD APPROVED 9/15/2020 - FREMONT ELEMENTARY SCHOOL	8,000.00
0021002040	ANA EUNICE MOREL CONSULTANT TO DEVELOP AND COORDINATE ART LESSONS, BOARD APPROVED 9/15/2020 - FREMONT ELEMENTARY SCHOOL	11,000.00
0021002042	CHILDCARE CAREERS LLC BLANKET PURCHASE ORDER FOR CHILDCARE SERVICES - EEELP	25,000.00
0021002053	CDW GOVERNMENT	258.60
0021002056	BELDERIAN ENTERPRISES, LLC SERVICE AGREEMENT TO PROVIDE PIPING TO RE-ROUTE THE WATER SUPPLY AT VERDUGO WOODLANDS ELEMENTARY SCHOOL - FACILITY & SUPPORT OPERATIONS	5,000.00
0021002093	WRIGHT'S MEDIA, LLC	645.00
0021002110	SOUTH COAST AIR QUALITY MANAGEMENT DIST.	557.42
0021002111	SOUTH COAST AIR QUALITY MANAGEMENT DIST.	557.42
0021002112	JB MECHANICAL & PLUMBING SUPPLIES PLUMBING SUPPLIES - FACILITY & SUPPORT OPERATIONS	4,799.90
0021002113	WRIGHT'S SUPPLY INC	458.05
0021002114	ADI	954.42
0021002116	PLASTIC DEPOT MAINTENANCE SUPPLIES - FACILITY & SUPPORT OPERATIONS	1,230.39
0021002117	BUILDERS FENCE CO INC REPAIR SUPPLIES - FACILITY & SUPPORT OPERATIONS	1,513.77
0021002118	UNITED REFRIGERATION, INC.	24.71
0021002119	STAR FORD	87.16
0021002120	DECKER EQUIPMENT/SCHOOL FIX REPAIR SUPPLIES - FACILITY & SUPPORT OPERATIONS	1,415.58
0021002122	KDDI AMERICA, INC	754.42
0021002148	EVA SIPPEL CONSULTANT TO PROVIDE VIRTUAL ASSISTANCE AND LANGUAGE SUPPORT IN THE FLAG LANGUAGE PROGRAMS, BOARD APPROVED 9/15/2020 - FRANKLIN ELEMENTARY SCHOOL	3,375.00
0021002149	ARIANNA MENON CONSULTANT TO PROVIDE VIRTUAL ASSISTANCE AND LANGUAGE SUPPORT IN THE FLAG LANGUAGE PROGRAMS, BOARD APPROVED 9/15/2020 - FRANKLIN ELEMENTARY SCHOOL	3,375.00

PO NUMBER	LOCAL RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0021002150	DELPHINE GENACHTE-LE BAIL CONSULTANT TO PROVIDE VIRTUAL ASSISTANCE AND LANGUAGE SUPPORT IN THE FLAG LANGUAGE PROGRAMS, BOARD APPROVED 9/15/2020 - FRANKLIN ELEMENTARY SCHOOL	10,125.00
0021002151	KARIM ALEXANDER GONZALEZ BRAVO CONSULTANT TO PROVIDE VIRTUAL ASSISTANCE AND LANGUAGE SUPPORT FOR THE SPANISH DUAL LANGUAGE PROGRAM - FRANKLIN ELEMENTARY SCHOOL	6,750.00
0021002152	MONICA CAMPAGNA CONSULTANT TO UPKEEP AND MAINTAIN THE LANDSCAPING PROVIDED BY THE URBAN GREENING GRANT, BOARD APPROVED 9/15/2020 - FRANKLIN ELEMENTARY SCHOOL	5,375.00
0021002153	EDUCATOR RESOURCES, INC.(ERI) CONFERENCE EXPENSES - CRESCENTA VALLEY HIGH SCHOOL	1,794.00
0021002155	FOUNDATION BUILDING MATERIALS HOLDING CO LOCKS AND KEYS - FACILITY & SUPPORT OPERATIONS	1,363.79
0021002172	KDDI AMERICA, INC SERVICE AGREEMENT TO INSTALL PHONES AT GLENDALE HIGH SCHOOL - FACILITY & SUPPORT OPERATIONS	5,000.00
0021002173	KDDI AMERICA, INC SERVICE AGREEMENT TO INSTALL PHONES AT GLENDALE HIGH SCHOOL - FACILITY & SUPPORT OPERATIONS	9,250.00
0021002175	BELDERIAN ENTERPRISES, LLC SERVICE AGREEMENT TO INSTALL AND FABRICATE ALUMINUM AND CLEAR PLEXIGLASS AT ADMINISTRATION BUILDING - PLANNING, DEVELOPMENT AND FACILITIES	104,352.50
0021002186	SUNBELT RENTALS, INC	850.72
0021002188	AA1 GRAPHICS & SIGNS SIGNAGE - TOLL MIDDLE SCHOOL	2,489.44
0021002192	SHARP BUSINESS SYSTEMS BLANKET PURCHASE ORDER FOR COPIER MAINTENANCE AT VARIOUS SITES - EEELP	3,500.00
0021002193	CARDEA, PAOLA CONSULTANT TO PROVIDE VIRTUAL ASSISTANCE TO STUDENTS IN THE ITALIAN DUAL LANGUAGE PROGRAM, BOARD APPROVED 9/15/2020 - FRANKLIN ELEMENTARY SCHOOL	21,600.00
0021002195	ZIERHUT, JOAN CONSULTANT TO PROVIDE VISUAL ART CLASSES, BOARD APPROVED 9/1/2020 - KEPPEL ELEMENTARY SCHOOL	16,240.00
0021002196	NEEL, CRISTINA CONSULTANT TO PROVIDE DANCE LESSONS, BOARD APPROVED 9/1/2020 - KEPPEL ELEMENTARY SCHOOL	14,300.00

PO NUMBER	LOCAL RESTRICTED RESOURCES (CONTINUATION) VENDOR	AMOUNT
0021002197	NEEL, LINDA CONSULTANT TO PROVIDE DANCE LESSONS, BOARD APPROVED 9/1/2020 - KEPPEL ELEMENTARY SCHOOL	10,000.00
0021002198	GILBERT, CATHERINE C. CONSULTANT TO PROVIDE DRAMA LESSONS, BOARD APPROVED 9/1/2020 - KEPPEL ELEMENTARY SCHOOL	15,400.00
0021002199	ACITELLI, LUCIA CONSULTANT TO PROVIDE MUSIC LESSONS, BOARD APPROVED 9/1/2020 - KEPPEL ELEMENTARY SCHOOL	17,700.00
021001829A	JIM'S MUSICAL INSTRUMENT REPAIR	220.50
	TOTAL	552,864.72
	CHILD DEVELOPMENT FUND	
0021002053	CDW GOVERNMENT	100.59
0021002192	SHARP BUSINESS SYSTEMS BLANKET PURCHASE ORDER FOR COPIER MAINTENANCE AT VARIOUS SITES - EEELP	6,500.00
	TOTAL	6,600.59
	FOOD SERVICES FUND	
0021001830	JOHNSTONE SUPPLY	208.44
0021002016	HARRIS SCHOOL SOLUTIONS	7.50
0021002118	UNITED REFRIGERATION, INC.	36.95
	TOTAL	252.89
	MEASURE S PROJECTS FUND	
0020106699	PLAYPOWER LT FARMINGTON, INC SERVICE AGREEMENT FOR EQUIPMENT AND INSTALLATION OF PLAYGROUND WITH SHADE AREA AT COLUMBUS ELEMENETARY SCHOOL, PERSUANT TO SOURCEWELL CONTRACT #030117-LTS - PLANNING & DEVELOPMENT OPERATIONS	493,337.90
0021001852	NJP SPORTS INC	785.00
0021001890	PARAGON SYSTEMS INC DATA CABLING SERVICES AT BALBOA ELEMENTARY SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	14,581.00
0021001946	ARC (AMERICAN REPROGRAPHICS COMPANY,LLC)	500.00
0021002072	OFFICE DEPOT BLANKET PURCHASE ORDER FOR OFFICE SUPPLIES - PLANNING & DEVELOPMENT	1,500.00
0021002174	BELDERIAN ENTERPRISES, LLC SERVICE AGREEMENT TO INSTALL BASKETBALL BACKBOARDS AT VERDUGO WOODLANDS ELEMENTARY SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	24,890.00
	TOTAL	535,593.90

PO NUMBER	DEVELOPER FEE FUND VENDOR	AMOUNT
0021001827	MSI MOVER SERVICES, INC. RELOCATION SERVICES - PLANNING, DEVELOPMENT & FACILITIES	4,630.50
0021001848	PARADISE CONSTRUCTION & CONTRACT MNGMT SERVICE AGREEMENT TO CRANE AND SET PORTABLES ON THE CONCRETE FOUNDATION AT BALBOA ELEMENTARY SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	24,315.00
0021001850	A.J. FISTES CORPORATION SERVICE AGREEMENT TO RENOVATE PORTABLES AT TOLL MIDDLE SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	76,400.00
	TOTAL CAPITAL PROJECTS & IMPROVEMENT FUND	----- 105,345.50
0021002185	BANC OF AMERICA LEASING CLEAN RENEWABLE ENERGY BOARDS (CREB) PRINCIPAL PAYMENT - BUSINESS SERVICES	224,502.33
	TOTAL WORKERS' COMPENSATION FUND	----- 224,502.33
0021001813	ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE PROGRAMS INSURANCE - FINANCIAL SERVICES	770,442.00
	TOTAL	----- 770,442.00

**LIST OF PO CHANGE ORDERS  
DURING THE PERIOD OF 9/8/2020 THROUGH 9/25/2020  
CONSENT CALENDAR NO. 5 - OCTOBER 6, 2020**

Change Order Date	PO#	Vendor	Reason of Change	Original Amount	Net Increase / Decrease	New Total
9/10/2020	0021000916	T-MOBILE USA	INCREASED PO FOR ADDITIONAL 850 HOTSTOPS	\$336,000.00	\$204,000.00	\$540,000.00
9/10/2020	0021000917	2A CONSTRUCTION CORPORATION	INCREASED PO FOR REQUIRED MODIFICATION TO THE PROJECT	\$68,998.00	\$6,850.00	\$75,848.00
9/9/2020	0020103658	BALFOUR BEATTY CONSTRUCTION	INCREASED PO DUE TO UNFORSEEN CONDITIONS/ MODIFICATIONS	\$13,348,345.00	\$207,883.00	\$13,556,228.00
9/10/2020	001027939	MTGL, INC.	INCREASED PO DUE TO ADDITIONAL COSTS OF TESTING AND INSPECTION	\$144,411.00	\$126,806.50	\$271,217.50
9/11/2020	0021000737	REFRIGERATION SUPPLIES	INCREASE PO FOR ADDITIONAL EXPENSES	\$15,000.00	\$60,000.00	\$75,000.00
9/16/2020	0021001257	AMEX- DON JOHNSTON	INCREASED PO FOR ADDITIONAL PURCHASES	\$263.40	\$99.80	\$363.20
9/17/2020	0021001055	ADDINK TURF FARMS, INC.	INCREASED PO DUE TO CHANGE IN QUANTITY AND PRODUCT	\$2,287.85	\$118.25	\$2,406.10
9/18/2020	0021001257	BLICK ART MATERIALS	MODIFY PO TO SUBSTITUTE ITEM ON LINE 23 - ORIGINAL ITEM IS OUT OF STOCK	\$3,012.78	\$14.65	\$3,027.43
9/21/2020	0021001771	COMMUSA	ADD SHIPPING FEES	\$209.48	\$14.10	\$223.58
9/23/2020	0021000441	O.H LYNN PRINTING	INCREASED PO FOR ADDITIONAL PURCHASES	\$500.00	\$200.00	\$700.00
9/23/2020	0021001238	OFFICE DEPOT	INCREASED PO FOR ADDITIONAL PURCHASES	\$3,000.00	\$500.00	\$3,500.00
9/25/2020	0021001083	PATRICK LANDSCAPING, INC.	INCREASED PO FOR ADDITIONAL GRADING AND INSTALLATION OF DECOMPOSED GRANITE	\$19,475.00	\$1,599.31	\$21,074.31
9/25/2020	0020106529	PLAYPOWER LT FARMINGTON, INC.	INCREASED PO FOR REMOVAL AND REPLACEMENT OF CONCRETE	\$395,630.50	\$19,703.00	\$415,333.50
9/25/2020	0020106699	PLAYPOWER LT FARMINGTON, INC.	INCREASED PO FOR THE INSTALLATION OF A NEW DECK	\$449,267.90	\$44,070.00	\$493,337.90
9/25/2020	0020106702	PLAYPOWER LT FARMINGTON, INC.	INCREASED PO FOR EXTRA SERVICES RENDERED	\$196,751.98	\$9,682.00	\$206,433.98
9/25/2020	0021000898	IMPERIAL SPRINKLER SUPPLY	INCREASED PO DUE TO CHANGE OF QUANTITY AND PRODUCT	\$4,307.72	\$574.05	\$4,881.77



GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 6

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Craig Larimer, Financial Analyst

SUBJECT: **Appropriation Transfer and Budget Revision Report**

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The Superintendent recommends that the Board of Education approve Appropriation Transfers and Budget Revisions for Fund 01.0 Unrestricted and Restricted.

*In support of Board Priority #4 – Maintain District Solvency & Financial Responsibility – Manage district financial resources and facilities to support optimal learning, healthy working conditions, and strong enrollment to ensure long-term stability.*

GLENDALE UNIFIED SCHOOL DISTRICT  
 October 6, 2020  
 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	\$560
8600-8799	Local	\$0	(\$4,966)
8910-8999	Transfers In/Contributions	\$0	\$1,979
<b>TOTAL REVENUES</b>		<b>\$0</b>	<b>(\$2,427)</b>

APPROPRIATION OBJECT		BUDGET TRANSFERS	BUDGET ADJUSTMENTS
1000	Certificated Salaries	\$0	\$154,269
2000	Classified Salaries	\$0	\$725,966
3000	Employee Benefits	\$0	\$694,417
4000	Instructional Supplies	\$0	\$6,431,201
5000	Contract Services	\$0	\$1,293,635
6000	Capital Outlay	\$0	\$8,726
7000	Other Outgo/Indirect/Transfers Out	\$0	\$0
<b>TOTAL BUDGETED APPROPRIATIONS</b>		<b>\$0</b>	<b>\$9,308,214</b>

<b>NET INCREASE/DECREASE IN FUND BALANCE</b>	<b>\$0</b>	<b>(\$9,310,641)</b>
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October 6, 2020  
 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:
		\$0	\$0	\$0	\$0	\$0	\$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:
HHS	Unrestricted General Fund	0	0	0	0	0	0	0	(5,000)	(\$5,000)	Adjustment entry (accrued income 19-20)
Educational Services	Instrumental Music program	0	0	0	0	0	0	0	(2,670)	(\$2,670)	Adjustment entry (accrued income 19-20)
District-Misc. Income	Unrestricted General Fund	0	0	0	0	0	0	0	(414)	(\$414)	Adjustment entry (accrued income 19-20)
HHS	Unrestricted General Fund	0	0	0	0	0	0	0	(1,640)	(\$1,640)	Adjustment entry (accrued income 19-20)
Educational Services	Instrumental Music program	0	0	0	3,508	0	0	0	0	\$3,508	Supplies
District	Unrestricted General Fund	2,670	47,708	138	6,034,613	1,156,056	0	0	(7,382,260)	(\$141,075)	Carry-over 19-20 school year
District	Lottery	0	0	0	560	0	0	0	0	\$560	Carry-over 19-20 school year
District	DHS/CALSAFE/Jewel	36,001	0	10,775	30,927	55,076	0	0	0	\$132,779	Carry-over 19-20 school year
District	CTE program	0	0	0	0	0	8,726	0	0	\$8,726	Carry-over 19-20 school year
District	Unrestricted General Fund	0	0	0	0	0	0	0	(1,920,311)	(\$1,920,311)	Adjustment GF Offset to LCAP Targeted carry-over
District	S & C Miscellaneous for resource 0	115,598	0	2,933	342,614	0	0	0	0	\$461,145	Carry-over 19-20 school year
District	BIA program for resource 04000.0	0	259,632	253,177	0	0	0	0	0	\$512,809	Carry-over 19-20 school year
District	EAIS program - Resource 05000.0	0	361,200	403,621	0	0	0	0	0	\$764,821	Carry-over 19-20 school year
District	Attend/Foster/Hmless/MentalHealth	0	56,281	23,773	18,979	82,503	0	0	0	\$181,536	Carry-over 19-20 school year
District	Unrestricted General Fund	0	0	0	0	0	0	0	1,549	\$1,549	Adjustment unrestricted GF Contribution Offset
District	Athletics Support Program	0	1,145	0	0	0	0	0	0	\$1,145	Coaching stipend
District	General Fund	0	0	0	0	0	0	0	105	\$105	Recycling
		0	0	0	0	0	0	0	0	\$0	
		\$154,269	\$725,966	\$694,417	\$6,431,201	\$1,293,635	\$8,726	\$0	(\$9,310,641)	(\$2,427)	

- 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  
 October 6, 2020  
 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	(\$82,873)
8600-8799	Local	\$0	(\$943,121)
8910-8999	Transfers In/Contributions	\$0	(\$1,979)
<b>TOTAL REVENUES</b>		<b>\$0</b>	<b>(\$1,027,973)</b>

APPROPRIATION OBJECT		BUDGET TRANSFERS	BUDGET ADJUSTMENTS
1000	Certificated Salaries	\$0	(\$56,417)
2000	Classified Salaries	\$0	\$0
3000	Employee Benefits	\$0	(\$25,556)
4000	Instructional Supplies	\$1,619	\$46,443
5000	Contract Services	(\$1,200)	\$40,149
6000	Capital Outlay	\$0	\$0
7000	Other Outgo/Indirect/Transfers Out	(\$419)	\$0
<b>TOTAL BUDGETED APPROPRIATIONS</b>		<b>\$0</b>	<b>\$4,619</b>

<b>NET INCREASE/DECREASE IN FUND BALANCE</b>	<b>\$0</b>	<b>(\$1,032,592)</b>
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GLENDALE UNIFIED SCHOOL DISTRICT  
 October 6, 2020  
 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 Trsfirs	xx												
0	0	32200.0		0	0	0	0	0	0	0	0	\$0	Supplies
0	0	73709.0		0	0	0	1,619	(1,200)	0	(419)	0	\$0	Supplies
				0	0	0	0	0	0	0	0	\$0	
				\$0	\$0	\$0	\$1,619	(\$1,200)	\$0	(\$419)	\$0	\$0	

BUDGET ADJUSTMENTS			Resource	1000	2000	3000	4000	5000	6000	7000	9000	Total	Adjustment appropriates funds for:
Dept/Site	Program Description	Code											
CVHS	School Donation	95100.0		746	0	154	0	0	0	0	0	\$900	To allocate income
Cemtos	School Donation	95100.0		0	0	0	800	0	0	0	0	\$800	To allocate income
District	TUPE program	66950.0		(16,865)	0	(6,552)	0	0	0	0	0	(\$23,417)	Adjustment (program terminated June 30, 2020)
District	TUPE program	66950.1		(40,298)	0	(19,158)	0	0	0	0	0	(\$59,456)	Adjustment (program terminated June 30, 2020)
Monte Vista	School Donation	95100.0		0	0	0	894	0	0	0	0	\$894	To allocate income
Public Information	PEGS fess	94236.0		0	0	0	0	0	0	0	(28,829)	(\$28,829)	Adjustment (accrued income form 19-20)
Public Information	PEGS fess	94236.0		0	0	0	0	0	0	0	(30,583)	(\$30,583)	Adjustment (accrued income form 19-20)
Nutrition Services	Donation from School Nutrition Foundation	94230.0		0	0	0	1,500	0	0	0	0	\$1,500	To allocate income
Franklin	School Donation	95100.0		0	0	0	0	31,951	0	0	0	\$31,951	To allocate income (services)
Mountain Avenue	School Donation	95100.0		0	0	0	0	8,000	0	0	0	\$8,000	To allocate income
Mountain Avenue	School Donation	95100.0		0	0	0	4,800	0	0	0	0	\$4,800	To allocate income
Mountain Avenue	School Donation	95100.0		0	0	0	2,500	0	0	0	0	\$2,500	To allocate income
White	School Donation	95100.0		0	0	0	430	0	0	0	0	\$430	To allocate income
District	District	95100.0		0	0	0	0	0	0	0	(963,910)	(\$963,910)	Adjustment to correct ending balance
District	GEF Arts Grant	94302.1		0	0	0	(40,013)	0	0	0	0	(\$40,013)	Adjustment to clear entry
District	GEF Teacher Grants Support	94302.2		0	0	0	(5,561)	(19)	0	0	0	(\$5,580)	Adjustment to clear entry
District	GEF Helath Grant Site	94302.3		0	0	0	(18,101)	(357)	0	0	0	(\$18,458)	Adjustment to clear entry
District	GEF Science & Tech -Site	94302.4		0	0	0	(19,560)	0	0	0	0	(\$19,560)	Adjustment to clear entry
District	GEF Bentry New Teachers	94302.6		0	0	0	(560)	0	0	0	0	(\$560)	Adjustment to clear entry
Educational Services	Donation from Korean Consulate General	94376.0		0	0	0	8,453	0	0	0	(3,453)	\$5,000	To allocate income ( Korean Flag Program at Keppel)
Educational Services	Donation from Korean Consulate General	94374.0		0	0	0	8,722	0	0	0	(3,722)	\$5,000	To allocate income ( Korean Flag Program at Monte Vista)
Educational Services	Donation from Korean Consulate General	94382.0		0	0	0	5,095	0	0	0	(2,095)	\$3,000	To allocate income ( Korean Flag Program at Toll)
District	School Donations contirbution to College View	95100.0		0	0	0	(430)	0	0	0	0	(\$430)	Adjustment to contribution to College View LCAP Shorfall
District	GEF Art Grant	94302.1		0	0	0	40,012	0	0	0	0	\$40,012	Carry-over 19-20 school year
District	GEF Teacher Grants Support	94302.2		0	0	0	8,383	17	0	0	0	\$8,400	Carry-over 19-20 school year
District	GEF Health Grant	94302.3		0	0	0	15,510	357	0	0	0	\$15,867	Carry-over 19-20 school year
District	GEF Science & Tech -Site	94302.4		0	0	0	19,311	0	0	0	0	\$19,311	Carry-over 19-20 school year
District	Scholar Share 529 matching program	94302.5		0	0	0	0	200	0	0	0	\$200	Carry-over 19-20 school year
District	GEF Bently New Teachers	94302.6		0	0	0	776	0	0	0	0	\$776	Carry-over 19-20 school year
District	School donations contribution to GEF College	95100.0		0	0	0	(199)	0	0	0	0	(\$199)	Adjustment to contribution to College View LCAP Shorfall
District	Donation from Studio 1 Distinctive Portraiture	95100.0		0	0	0	1,457	0	0	0	0	\$1,457	To allocate income
Monte Vista	School Donation	95100.0		0	0	0	224	0	0	0	0	\$224	To allocate income
Nutrition Services	Donation from GENYOUth	94008.0		0	0	0	12,000	0	0	0	0	\$12,000	To allocate income (equipment)
				0	0	0	0	0	0	0	0	\$0	

**Total Budget Adjustments** (\$56,417) \$0 (\$25,556) \$46,443 \$40,149 \$0 \$0 (\$1,032,592) (\$1,027,973)

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

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 7

TO: Board of Education

FROM: Dr. Vivian Ekhian, Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

SUBJECT: **Approval of Revisions to BP 3555 – Business and Noninstructional Operations – Nutrition Program Compliance**

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The Superintendent recommends that the Board of Education approve revisions to Board Policy 3555 – Business and Noninstructional Operations – Nutrition Program Compliance as recommended by the California School Boards Association (CSBA) and to comply with Education Code and federal and state laws.

**BP 3555 – Business and Noninstructional Operations – Nutrition Program Compliance**

**CSBA Update: July 2020**

**Last GUSD Update: April 2017**

BP 3555 is updated to reflect the revised Non-Discrimination Statement and revised complaint submission locations: complaints regarding meal counting, claiming, reimbursable meals, and eligibility to be submitted to the CDE and complaints regarding discrimination to be submitted to USDA.

A copy of the revised Board Policy 3555 is attached to this report.

*In support of Board Priority #4 – Maintain District Solvency & Financial Responsibility – Manage district financial resources and facilities to support optimal learning, healthy working conditions, and strong enrollment to ensure long-term stability.*

Business and Noninstructional Operations

Nutrition Program Compliance

The Governing Board recognizes the district's responsibility to comply with state and federal nondiscrimination laws as they apply to the district's nutrition programs. The district shall not deny any individual the benefits or service of any nutrition program or discriminate against him/her on any basis prohibited by law.

Coordinator

The Board designates the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the district's civil rights coordinator to ensure compliance with the laws governing its nutrition programs and to investigate any related complaints.

The responsibilities of the compliance officer/coordinator include, but are not limited to:

1. Providing the name of the civil rights coordinator, Section 504 coordinator, and Title IX coordinator, if different from the civil rights coordinator, to the California Department of Education and other interested parties.
2. Annually providing mandatory civil rights training to all frontline staff who interact with program applicants or participants and to those who supervise frontline staff.

The subject matter of such training shall include, but not be limited to, collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

3. Establishing admission and enrollment procedures that do not restrict enrollment of students on the basis of race, ethnicity, national origin, or disability, including preventing staff from incorrectly denying applications and ensuring that such persons have equal access to all programs.
4. Sending a public release announcing the availability of the child nutrition programs and/or changes in the programs to public media and to community and grassroots organizations that interact directly with eligible or potentially eligible participants.
5. Communicating the program's nondiscrimination policy and applicable complaint procedures, as provided in the section "Notifications" below.

Business and Noninstructional Operations

Nutrition Program Compliance

Coordinator (continued)

6. Providing appropriate translation services when a significant number of persons in the surrounding population have limited English proficiency.
7. Ensuring that every part of a facility is accessible to and usable by persons with disabilities and that participant with disabilities are not excluded from the benefits or services due to inaccessibility of facilities.
8. Ensuring that special meals are made available to participants with disabilities who have a medical statement on file documenting that their disability restricts their diet.
9. Implementing procedures to process and resolve civil rights (discrimination) complaints and program-related complaints, including maintaining a complaint log and working with the appropriate person to resolve any complaint.
10. Developing a method, which preferably uses self-identification or self-reporting, to collect racial and ethnic data for potentially eligible populations, applicants, and participants.

Notifications

The U.S. Department of Agriculture's (USDA) "And Justice for All" civil rights poster or a substitute poster approved by the USDA's Food and Nutrition Service shall be displayed in areas visible to the district's nutrition program participants, such as food service areas and school offices.

The coordinator shall notify the public, all program applicants, participants, and potentially eligible persons of their program rights and responsibilities and steps necessary for participation. Applicants, participants, and the public also shall be advised of their right to file a complaint, how to file a complaint, the complaint procedures, and that a complaint may be file anonymously or by a third party.

In addition, all forms of communication available to the public regarding program availability shall contain, in a prominent location, the following statement:

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)



Business and Noninstructional Operations

Nutrition Program Compliance

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at USDA Discrimination Complaint Form , from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

Fax: (833) 256-1665 or (202) 690-7442;

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Forms of communication requiring this nondiscrimination statement include, but are not limited to, web sites, public information releases, publications, and posters, but exclude menus. The nondiscrimination statement need not be included on every page of program information on the district's or school's web site, but the statement or a link to the statement shall be included on the home page of the program information.

A short version of the nondiscrimination statement, stating, "This institution is an equal opportunity provider," may be used on pamphlets, brochures, and flyers in the same print size as the rest of the text.

Business and Noninstructional Operations

Nutrition Program Compliance

Complaints

Any complaints regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses should be submitted directly to the California Department of Education (CDE).

When a complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability is unresolved at the district level, the coordinator shall submit the complaint to the U.S. Department of Agriculture (USDA).

1. Child Nutrition Program Civil Rights and Program Complaint Coordinator, California Department of Education (CDE), Nutrition Services Division, 1430 N Street, Room 4503, Sacramento, CA 95814-2342 or call (916) 323-8531 or (800) 952-5609.
2. U.S. Department of Agriculture (USDA), Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, (866) 632-9992, (800) 877-8339 (Federal Relay Service - English), (800) 845-6136 (Federal Relay Service - Spanish), fax (202) 690-7442, or email [program.intake.usda.gov](mailto:program.intake.usda.gov).

Any complaint concerning the district's nutrition programs shall be investigated using the process identified in AR 1312.3 - Uniform Complaint Procedures.

Legal Reference: Education Code 200-262.4; 48985; 49060-49079; 49490-49590  
Penal Code 422.6  
Code of Regulations, Title 5, 3080; 4600-4687; 4900-4965  
United States Code, Title 20, 1400-1482; 1681-1688, Title IX  
United States Code, Title 29, 794, Section 504  
United States Code, Title 42, 2000d-2000d-7 Title VI; 2000e-2000e-17  
Title VII; 2000h-2000h-6 Title IX; 12101-12213  
Code of Federal Regulations, Title 7, 210.23; 215.7; 215.14; 220.7; 225.3;  
225.7  
Code of Federal Regulations, Title 28, 35.101-35.190; 36.303  
Code of Federal Regulations, Title 34, 100.1-100.13; 104.1-104.39  
Section 504; 106.1-106.61 (especially 106.9)

Policy Adopted: 04/11/2017  
Policy Revised: 10/06/2020

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 8

TO: Board of Education  
FROM: Dr. Vivian Ekchian, Superintendent  
SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer  
PREPARED BY: Karineh Savarani, Director, Financial Services  
SUBJECT: **Renewal of Agreement with CONEXIS/WageWorks to Provide Full-Service Administration of Retiree Payment Function and COBRA Enrollees and Collection Process**

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

An agreement with CONEXIS for full-service administration of retiree payment function and COBRA enrollees and collection process was approved by the Board of Education on January 8, 2008. The District has renewed the original agreement with CONEXIS every two (2) years since the contract commenced in March 2008.

The current renewal agreement is for the period February 1, 2020 through January 31, 2023. The cost for this service is projected to be \$23,500. Funding for these services will be paid from the Early Retirement Benefits Fund (67.2).

We are recommending that the Board of Education approve the renewal agreement with CONEXIS/WageWorks for the (3) year period February 1, 2020 through January 31, 2023.

*To Support Board Priority No. 4 - Maintain District Solvency & Financial Responsibility -  
Manage district financial resources and facilities to support optimal learning, healthy  
working conditions, and strong enrollment to ensure long-term stability.*

# HealthEquity®

## Order Form

### Employer:

Glendale Unified School District  
 223 N Jackson Street  
 Glendale, CA 91206

Effective Date\*: 2/1/2020  
 Initial Term End Date: 1/31/2023

Payment Method: Check  
 Payment Terms: Within 30 days of receipt of invoice  
 Service Charge on Overdue Amounts: 2% Per Month

### Services:

Service Name	Fee Type	Fee	Description
COBRA Open Enrollment	Additional Service Fee	\$15.00	Standard Service Open Enrollment: WageWorks will produce and mail Participant Open Enrollment Notice & Election Form packages, up to 7 sheets of paper (double-sided). WageWorks will manage carrier and billing updates. Fee billed per packet. Postage and additional printing fees may apply in some situations and will be disclosed to the Employer.
COBRA Open Enrollment	Minimum	\$150.00	A per-plan year service fee minimum will be assessed.
Direct Bill	Admin Fee	\$4.80 PPPM	Per Participant Per Month
Direct Bill	Monthly Minimum	\$0.00	
Takeover of Existing COBRA Participants	Additional Service Fee	\$10.00	Acquisition and integration of existing COBRA participant information including the production of new monthly payment invoices, tracking the remainder of the eligibility period, and providing 24/7 access to participant information via IVR, Internet, and toll-free participant services support. One-time fee per takeover processed.
Takeover of existing Direct Bill participants	Additional Service Fee	\$4.80	Acquisition and integration of existing Direct Bill participant information including the production of new monthly payment invoices, tracking the remainder of the eligibility period, and providing 24/7 access to participant information via IVR, Internet, and toll-free participant services support. One-time fee per takeover processed.
Monthly Carrier Eligibility Reporting Fee	Additional Service Fee	\$25.00	Provide reports via automated electronic updates to each identified carrier. Fee per Employer designee per month.
Direct Bill Invoice	Additional Service Fee	\$0.00	Fee billed per invoice sent.
COBRA	Admin Fee	\$0.00 PCPM	Per Continuant Per Month
COBRA	Monthly Minimum	\$50.00	
COBRA	QE Notice Fee	\$33.60	
COBRA	General Notice Fee	\$0.00	
COBRA	Implementation Fee	\$0.00	

# HealthEquity®

*Terms and Conditions:*

- This Order Form is subject to HQY's General Terms and Conditions of Service that may be viewed at [https://resources.healthequity.com/Documents/Employer/General\\_Terms\\_and\\_Conditions\\_All\\_Accounts.pdf](https://resources.healthequity.com/Documents/Employer/General_Terms_and_Conditions_All_Accounts.pdf), and all terms defined therein shall have the same meaning in this Order Form unless otherwise specified herein.
- \*This Order Form shall be effective as of 2/1/2020 (unless this Order Form is incomplete or does not match our records). Billing shall commence upon start of Service(s) or next billing period following the effective date, whichever is later.

Signature:

Name (print):

Title:

Employer:

Date:

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 9

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer

PREPARED BY: Hagop Kassabian, Administrator: Planning, Development, and Facilities

SUBJECT: **Approval of Notice of Completion for Bid No. 202-20/21 with A.J. Fistes Corporation for Renovation of Portable Buildings at Toll Middle School**

---

The Superintendent recommends that the Board of Education approve a Notice of Completion for Bid No. 202-20/21 with A.J. Fistes Corporation for the renovation of portable buildings at Toll Middle School, funded by Developer Fees funds.

On July 14, 2020, the Board approved the award of Bid No. 202-20/21 to A.J. Fistes Corporation for the renovation of portable buildings at Toll Middle School in the amount of \$76,400.

There were no Change Orders on this project and it was completed in a satisfactory manner as of September 11, 2020, for a total cost of \$76,400.

This project was funded by Developer Fees funds.

*In support of Board Priority No. 2 – Create a Culture of Learning - Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.*

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:** Toll Middle School  
**ADDRESS:** 700 Glenwood Road  
Glendale, California 91202

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

**IMPROVEMENT:** Renovation of Portable Buildings  
**DATE of COMPLETION:** September 11, 2020  
**CONTRACTOR:** A.J. Fistes Corp.  
**CONTRACT DATE:** July 16, 2020  
**Bid Number:** 202-20/21  
**PURCHASE ORDER No.:** 0021001850

### **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 October 7, 2020 at Glendale, California

Hagop Kassabian  
**Glendale Unified School District**  
Administrator, Planning, Development and Facilities

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 10

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

PREPARED BY: Stephen Dickinson, Chief Business and Financial Officer

SUBJECT: **Consideration of Damage Claims**

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The Superintendent recommends that the Board of Education reject two Claims: 1) Claim No. 013-000266, and 2) Claim #013-000271, and refer these claims to the District's claims administrator for processing in accordance with applicable laws.

***In support of Board Priority #4 – Maintain District Solvency & Financial Responsibility – Manage district financial resources and facilities to support optimal learning, healthy working conditions, and strong enrollment to ensure long-term stability.***



GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 11

TO: Board of Education  
FROM: Dr. Vivian Ekchian, Superintendent  
SUBMITTED BY: Stephen Dickinson, Chief Business and Financial Officer  
SUBJECT: **Authorization to Dispose of Surplus Property**

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The Superintendent recommends that the Board of Education declare the attached list of textbooks located at Glendale High school as obsolete and surplus, and authorize disposal in the most cost efficient and environmentally responsible manner.

*In support of Board Priority #4 – Maintain District Solvency & Financial Responsibility – Manage district financial resources and facilities to support optimal learning, healthy working conditions, and strong enrollment to ensure long-term stability.*



# Glendale High School

## LIST OF OBSOLETE TEXTBOOKS

Item	Title	ISBN-13	ISBN-10	Quantity
1	Pride and Prejudice	978-0-0309-5766-6	0-03-095766-4	41
2	The Black Pearl (Laurel-Leaf/Newbery)	-----	0-440-90803-5	112
3	The Black Pearl (Laurel-Leaf Historical Fiction)	-----	0-440-90803-5	169
4	Pygmalion (Bernard Shaw)	978-0-3957-7555-4	0-395-77555-8	102
5	No easy answers – Short Story About Teenagers (Donald R. Gallo.)	071009005990	0-440-41305-2	59
6	Sir Gawain and The Green Knight (Burton Raffel)	071136002954	0-451-62624-9	25
7	The Elizabethan World Picture (E. M. W. Tillyard)	078-0-3947-0162-2	0-394-70162-3	12
8	ISHI, Last of His Tribe (Theodora Kroeber)	076783005990	0-553-24898-7	38
9	<b>The School for Scandal (Richard Brinsley Sheridan)</b>	<b>978-0-4862-6687-9</b>	<b>0-486-26687-7</b>	<b>44</b>
10	The Bean Trees (Barbara Kingsolver)	978-0-0601-7579-5	0-06-017579-6	74
11	<b>That Was Then, This Is Now (S.E. Hinton)</b>	-----	<b>0-14-038966-0</b>	<b>123</b>
12	Waiting for Godot (Samuel Beckett)	-----	0-394-17204-3	17
13	Julius Caesar (William Shakespeare)	-----	0-671-72271-9	126
14	Romeo And Juliet (William Shakespeare)	978-0-4515-2686-1	0-451-52686-4	214
15	To Kill A Mockingbird (Harper Lee)	978-0-8810-3052-5	0-88103-052-x	154
<b>TOTAL:</b>				<b>1,310</b>



# Glendale High School

## *LIST OF OBSOLETE TEXTBOOKS*

Item	Title	ISBN-13	ISBN-10	Quantity
1	Biology (Joseph S. Levine and Kenneth R. Miller)	978-0-1320-1352-9	0-13-201352-5	745
2	California Chemistry: Matter & Change (Dingrando, Tallman, Hainen & Wistrom)	978-0-07-877237-5	0-07-877237-0	538
3	Precalculus – Eight Edition (Michael Sullivan)		0-13-225688-6	59
<b>TOTAL:</b>				1342

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 12

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

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

PREPARED BY: Hagop Eulmessekian, Director, Student Support Services

**SUBJECT: Acceptance of Tobacco Use Prevention Education (TUPE)  
Grant for Grades 6-12 for Fiscal Year 2020-2021**

---

The Superintendent recommends that the Board of Education accept the first year funding in the amount of \$208,828.63 for the Tobacco Use Prevention Education (TUPE) Program to benefit the students and teachers at all Glendale Unified School District secondary schools.

On March 18, 2020, the Office of Student Support Services submitted an application to the California Department of Education (CDE) for the 2020 Tobacco Use Prevention Education (TUPE) Program, Tier 2 Grant in the total amount of \$625,644 to cover the period July 1, 2020 through June 30, 2023.

On September 3, 2020, the Glendale Unified School District was notified that it has been awarded the amount of \$208,828.63 to cover the first year of the grant implementation for the period of July 1, 2020 through June 30, 2021. The CDE will send separate notifications for the funding of the remaining two (2) years of the grant (July 1, 2021-June 30, 2023) at the beginning of each fiscal year.

The goal of the TUPE Program is to prevent and/or reduce student tobacco use and nicotine addiction by funding local educational agency (LEA) programs to provide education for young people to make healthful decisions through tobacco-specific, evidence-informed educational instruction and activities that build knowledge, social skills, and youth development assets.

Youth tobacco education and prevention is important because initiation of tobacco use, including vaping and e-cigarettes, generally starts in one's youth. More alarmingly, the use of electronic smoking devices among California high school students increased significantly between 2015 and 2018, from 8.6 percent to 10.9 percent (California Tobacco Facts and Figures 2018, CDPH).

These TUPE funds are intended for tobacco use prevention (including use of vaping devices), youth development, intervention, and cessation programs only. The use of funds for any other purpose is inappropriate. When positions are multi-funded, there should be personnel activity reports that verify the duties performed and the proportion of time spent for those duties that are appropriate to the funding sources used. Products or services that deal with tobacco use prevention issues may be supported by TUPE funds to the percentage that the product or service effectively prevents tobacco use behaviors.

***TO SUPPORT BOARD PRIORITY No. 2: Create a Culture of Learning***

*Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.*

***TO SUPPORT BOARD PRIORITY No. 3: Increase Engagement***

*“Utilize and increase district capacities to increase engagement, relationships, and support with parents and the community that build public trust and involvement in GUSD schools.”*

# Grant Award Notification

<b>GRANTEE NAME AND ADDRESS</b> Dr. Vivian Ekchian, Superintendent Glendale Unified School District 223 North Jackson Street Glendale, CA 91206	<b>CDE GRANT NUMBER</b>			
	<b>FY</b>	<b>PCA</b>	<b>Vendor Number</b>	<b>Suffix</b>
	2020	23297	64568	07
<b>Attention</b> Hagop Eulmessekian, Director	<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>		<b>COUNTY</b>	
<b>Program Office</b> Student Support Services	<b>Resource Code</b>	<b>Revenue Object Code</b>	19	
<b>Telephone</b> 818-241-3111	6690	8590	<b>INDEX</b>	

<b>Name of Grant Program</b> Tobacco-Use Prevention Education for Grades Six through Twelve, Tier 2	0590
--	------


GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date
	\$208,828.63		\$208,828.63		07/01/2020	06/30/2021
CFDA Number	Federal Grant Number	Federal Grant Name		Federal Agency		

I am pleased to inform you that you have been funded for the fiscal year 2020-21 Tobacco-Use Prevention Education for Grades Six through Twelve, Tier 2 Grant.

This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.

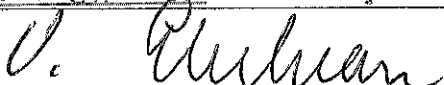
Please return the original, signed Grant Award Notification (AO-400) within 10 days of receipt to:

Teresha Chan-Walters, AGPA  
 Educator Excellence and Equity Division/Tobacco-Use Prevention Office  
 California Department of Education  
 1430 N Street, Suite 6408  
 Sacramento, CA 95814-5901

<b>California Department of Education Contact</b> Teresha Chan-Walters	<b>Job Title</b> Associate Governmental Program Analyst
<b>E-mail Address</b> Tchanwalters@cde.ca.gov	<b>Telephone</b> 916-319-0195
<b>Signature of the State Superintendent of Public Instruction or Designee</b> 	<b>Date</b> August 25, 2020

**CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS**

*On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.*

<b>Printed Name of Authorized Agent</b> Vivian Ekchian, Ed.D.	<b>Title</b> Superintendent
<b>E-mail Address</b> vekchian@gusd.net	<b>Telephone</b> 818-241-3111
<b>Signature</b> 	<b>Date</b> 9-3-2020

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 13

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

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

PREPARED BY: Dr. Lena Richter, Director, Categorical Programs & Intervention

SUBJECT: **Quarterly Uniform Complaint Report Summary, Williams Settlement Legislation**

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The Superintendent recommends that the Board of Education approve the submission of the Quarterly Uniform Complaint Report Summary, as mandated under the Williams Court Case Settlement, to the Superintendent of the Los Angeles County Office of Education.

Recent legislation regarding the settlement of the Williams Lawsuit requires Local Educational Agencies to file Quarterly Uniform Complaint Report Summaries to the school district Governing Board and to the County Office of Education. The Quarterly Report documents information regarding complaints about instructional materials, facilities, teacher vacancies and mis-assignments.

The Quarterly Uniform Complaint Report Summary for the period of July 1, 2020 through September 30, 2020 is attached and will be sent to the Los Angeles County Office of Education (LACOE).

***TO SUPPORT BOARD PRIORITY No. 2: Create a Culture of Learning***

*“Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.”*

***TO SUPPORT BOARD PRIORITY No. 4: Maintain District Solvency & Financial Responsibility***

*“Manage district financial resources and facilities to support optimal learning, healthy working conditions, and strong enrollment to ensure long-term stability.”*



**Los Angeles County  
Office of Education**  
Serving Students • Supporting Communities  
Leading Educators

## Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2020-2021

District Name: Glendale Unified School District Date: October 5, 2020

Person completing this form: Carol Corbo Title: Sr. Administrative Secretary

Quarter covered by this report (Check One Below):

- |   |                          |                  |
|---|--------------------------|------------------|
| <input checked="" type="checkbox"/> 1st QTR | July 1 to September 30   | Due 16-Oct 2020  |
| <input type="checkbox"/> 2nd QTR            | October 1 to December 31 | Due 15- Jan 2021 |
| <input type="checkbox"/> 3rd QTR            | January 1 to March 31    | Due 16-Apr 2021  |
| <input type="checkbox"/> 4th QTR            | April 1 to June 30       | Due 16-Jul 2021  |

Date for information to be reported publicly at governing board meeting: October 6, 2020

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials			
Facilities			
Teacher Vacancy and Misassignment			
TOTAL			

Print Name of District Superintendent Dr. Vivian Ekchian

Signature of District Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Return the **Quarterly Summary** to:  
Williams Legislation Implementation Project  
Los Angeles County Office of Education  
c/o Kirit Chauhan, Williams Settlement Legislation  
9300 Imperial Highway, ASM/Williams ECW 284  
Downey, CA 90242

Telephone: (562) 803-8382  
FAX: (562) 803-8325  
E-Mail: [Chauhan\\_Kirit@lacoed.edu](mailto:Chauhan_Kirit@lacoed.edu)



GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 14

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

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

PREPARED BY: Dr. Lena Richter, Director, Categorical Programs & Intervention

SUBJECT: **Approval of Services Agreement between Glendale Unified School District and The Southern California Learning Corporation, dba Sylvan Learning Centers**

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The Superintendent recommends that the Board of Education approve a Services Agreement between Glendale Unified School District and The Southern California Learning Corporation, dba Sylvan Learning Centers, in the amount of \$39,960 for tutoring and instructional support services for students at Wilson Middle School.

Glendale Unified School District, in partnership with The Southern California Learning Corporation, dba Sylvan Learning Centers, will provide tutoring and instructional support services for students at Wilson Middle School. Tutoring services will be provided in English and mathematics. In addition, the provider will offer homework help as needed.

The contract period runs from October 1, 2020 - June 11, 2021. The cost for the tutoring services is \$39,960, which will be covered by Wilson Middle School Title I Alternative Support funds.

***TO SUPPORT BOARD PRIORITY No. 1: Maximize Student Achievement***

*“Analyze and assess student data to strengthen attendance and personalize learning that builds college, career, and life readiness pathways for success.”*

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

**SERVICES AGREEMENT**

This **Agreement** for Professional Services (“Agreement”) is made and entered into as of the 18<sup>th</sup> day of September, 2020 by and between the Glendale Unified School District, (“District”) and The Southern California Learning Corporation DBA Sylvan Learning Centers a corporation, whose place of business is San Marino [City], herein referring to as (“Contractor”), (together, “Parties”).

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

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

NOW, THEREFORE, the Parties agree as follows:

1. **Term.** Contractor shall commence providing services under this Agreement on October 1, 2020 and will diligently perform as required and complete performance by June 11, 2021
2. **Submittal of Documents.** The Contractor shall not commence the Services under this Agreement until the Contractor has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

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

3. **Compensation.** District agrees to pay the Contractor for services satisfactorily rendered pursuant to this Agreement (as needed, as requested) a total fee not to exceed (NTE) thirty-nine thousand nine hundred sixty dollars (\$ 39,960.00 ) which includes reimbursable cost listed in item 4.1. District shall pay Contractor according to the following terms and conditions:

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

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

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

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

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

10. **Insurance.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**District:**

**Glendale Unified School District**  
223 N. Jackson Street  
Glendale, California 91206  
ATTN: Dr. Kelly King

**Contractor:**

The Southern California Learning Corporation  
P.O. Box 8132  
Mission Hills, CA 91346-8132  
ATTN: Todd Crabtree

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

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



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

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

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

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

SIGNATURE PAGE

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

Company Name The Southern California Learning Corporation DBA Sylvan Learning Centers

By: \_\_\_\_\_ President and CEO  
Signature \_\_\_\_\_ Title: \_\_\_\_\_  
Todd W. Crabtree \_\_\_\_\_ Dated: September 18, 2020  
Print Name \_\_\_\_\_

By: \_\_\_\_\_  
Signature \_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_ Dated: \_\_\_\_\_, 20\_\_  
Print Name \_\_\_\_\_

\*If the Contractor is a corporation, signatures of two specific corporate officers are required as further set forth. The first corporate officer signature must be one of the following: 1) Chairman of the Board; 2) the President; 3) any Vice President. The second corporate officer signature must be one of the following: 1) Secretary; 2) Assistant Secretary; 3) Chief Financial Officer; 4) Assistant Treasurer. Alternatively, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company. (California Corporations Code Section 313)

Information regarding Contractor:

License No.: 22018  
Address: P.O. Box 8132  
Mission Hills, CA 91346  
Telephone: (818) 639-9692  
Facsimile: N/A  
E-Mail: toddcrabtree@sylvansocal.com

20-4020272;  
Employer Identification and/or  
Social Security Number

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

Type of Business Entity:  
 Individual  
 Sole Proprietorship  
 Partnership  
 Limited Partnership  
 Corporation, State: California  
 Limited Liability Company  
 Other: \_\_\_\_\_

Glendale Unified School District

By: \_\_\_\_\_ Date: September 18, 2020  
Print Name: Dr. Kelly King  
Print Title: Assistant Superintendent, Educational Services

**ATTACHMENT A**

**DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR**

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

Contractor may provide the following General Services:

**FUNDING AND RELATED COSTS**

- Approximate # of students: based on referral from Wilson MS to provider
- Grades: 6-8
- Hourly Rate: \$54.00 (Contract \$39,960.00)
- Total Hours: number of hours will be determined by Wilson MS by referral to provider
- Testing: Pre-Test/Post-Test
- Frequency: 2 hrs/week
- Availability: Monday-Saturday
- Location: Distance tutoring

**PROVIDER SERVICES**

- Provider will conduct a pre-test to determine student's academic area of need in Language Arts and/or Math.
- Provider will develop an individual student learning plan (SLP) for each student based on pre-test, information from parents, and GUSD teacher input.
- Progress reports will be distributed to parents and school site.
- Tutoring and instructional support services will be delivered via iPad, workbooks, worksheets, books and/or manipulatives directly aligned to the goals on the SLP.
- Provider will conduct a post-test at the end of the program and distribute results to parents and school site.
- In addition to tutoring, provider will also offer homework help.

**EXHIBIT "A"**

**WORKERS' COMPENSATION CERTIFICATION**

Labor Code Section 3700 in relevant part provides:

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

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

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

Date: September 18, 2020

Name of Contractor: The Southern California Learning Corporation

Signature: \_\_\_\_\_

Print Name and Title: Todd W. Crabtree, President

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

**EXHIBIT "B"**

**FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION**

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

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

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

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

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

Name: Todd W. Crabtree

Title: President and CEO

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

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

Date: September 18, 2020

Name of Contractor or Company: The Southern California Learning Corporation

Representative's Name and Title: Todd W. Crabtree, President and CEO

Signature: \_\_\_\_\_

**EXHIBIT "C"**

**NONCOLLUSION DECLARATION TO BE EXECUTED BY  
BIDDER AND SUBMITTED WITH BID**  
(Public Contract Code section 7106)

The undersigned declares:

I am the President and CEO of The Southern California Learning Corporation DBA Sylvan Learning Cent., the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on September 18, 2020 [date], at Los Angeles [city], California [state].

\_\_\_\_\_  
Signature

Todd W. Crabtree

\_\_\_\_\_  
Print Name

**EXHIBIT "D"**

**TUBERCULOSIS CLEARANCE**

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

I am a representative of the The Southern California Learning Corporation DBA Sky ("Contractor") currently entering into this Agreement with the District and I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Contractor.

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

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

- The Contractor has complied with the tuberculosis requirements of Education Code Section 49406.1 with respect to all Contractor's employees and all of its subcontractors' employees who may have contact with District students in the course of providing Services pursuant to the Agreement, and the California Department of Justice has determined that none of those employees has active tuberculosis, as that term is defined in Education Code Section 45122.1. A complete and accurate list of Contractor's employees and of all of its subcontractors' employees who may come in contact with District students during the course and scope of the Agreement is attached hereto; and/or
- Contractor's Services under the Agreement are to be provided at an unoccupied school site only and/or will not be done on any District property and no employee and/or subcontractor or supplier of any tier of Agreement shall come in contact with District students.

Date: September 18, 2020

Name of Contractor: Todd W. Crabtree

Signature: \_\_\_\_\_

Print Name and Title: President and CEO

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



GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 15

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

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

PREPARED BY: Dr. Narineh Makijan, Coordinator III, Career & Technical Education

**SUBJECT: Approval of Services Agreement with MESA Schools Program**

The Superintendent recommends that the Board of Education approve a services agreement with MESA Schools Program-California State University, Los Angeles in the amount of \$13,750 for implementation of the MESA Program at Toll Middle School, Glendale High School and Hoover High School.

The California State University, Los Angeles College (CSULA) of Engineering, Computer Science and Technology is the MESA (Math, Engineering, and Science Achievement) Center sponsor for Glendale High School. The MESA School Program is a pre-college program that serves educationally disadvantaged students to prepare them for a career in math, science, engineering, computer science, and technology. The mission of MESA is to enable educationally disadvantaged students to prepare for and graduate from a four-year university in careers based in science, technology, engineering, and math (STEM).

MESA provides a unique combination of enrichment activities, hands-on competitions, academic support, industry involvement and a supportive community environment. MESA is nationally recognized for its innovative and effective academic development program for science, technology, engineering and math (STEM) fields.

There will be no programming on the campus during the fall semester, including for teachers and students. The current plan is to resume in-person activities in the spring semester if the CSULA campus is open and MESA programming is allowed by campus authorities to resume on campus. All parties agree to work together to provide flexibility and discretion to programming to adjust to the differing circumstances which may be faced during these unprecedented times. In fulfilling the agreement, CSULA MESA will continue to ensure safe and healthy conditions for all participants by enforcing federal,

state, county, educational and local government standards during this health crisis heightened by the risks posed by the COVID-19 pandemic.

The District contribution to program services to support MESA School Program for the 2020-2021 operations for Toll Middle School, Glendale High School and Hoover High School is \$13,750. This contribution will cover advisor stipends, salary, transportation (if applicable in the spring), educational materials and administrative cost. The Career and Technical Education K12 Strong Workforce Program will fund the total cost of \$13,750.

***TO SUPPORT BOARD PRIORITY No. 1: Maximize Student Achievement***

*“Analyze and assess student data to strengthen attendance and personalize learning that builds college, career, and life readiness pathways for success.”*

***TO SUPPORT BOARD PRIORITY No. 2: Create a Culture of Learning***

*“Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.”*

***TO SUPPORT BOARD PRIORITY No. 3: Increase Engagement***

*“Utilize and increase district capacities to increase engagement, relationships, and support with parents and the community that build public trust and involvement in GUSD schools.”*

**MESA Schools Program – Cal State University Los Angeles  
&  
Toll Middle School**

Cal State LA MESA plans to use their resources to fulfill MESA's mission and provide the essential services to MESA teachers, students, and parents. This Scope of work outlines the deliverables that we plan to continue to fulfill for 2020-2021 Academic year.

There will be no programming on the campus during the fall semester, including for teachers and students. The current plan is to resume in-person activities in the Spring semester if Cal State LA campus is open and MESA programming is allowed by campus authorities to resume on campus. All parties agree to work together to provide flexibility and discretion to programming to adjust to the differing circumstances we may face during these unprecedented times.

In fulfilling this agreement, Cal State LA MESA will continue to ensure safe and healthy conditions for all participants by enforcing federal, state, county, educational and local government standards during this health crisis heightened by the risks posed by SARS-CoV-2.

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**SCOPE OF WORK DESCRIPTION**

**SECTION I: MESA SCHOOLS PROGRAM - CSULA CENTER**

**A. MESA Schools Program (MSP), California State University Los Angeles, Program Contact Information**

COLLEGE:	College of Engineering, Computer Science and Technology
ADDRESS:	5151 State University Drive Los Angeles CA. 90032-8150
TELEPHONE:	323-343-4565
FAX:	323-343-6314
STAFF:	Dr. Emily Allen, Dean Dr. Jianyu Dong, Associate Dean & MESA Principal Investigator Dr. Daniel Galvan, Director, Acceleration Initiatives & Student Engagement Thelma Federico, Director, ECST Outreach

**B. MESA Schools Program (MSP) commitments to the school sites:**

CSULA, MESA Schools Program staff will provide the following:

1. Virtual MESA program introduction for students, parents, and MESA Advisors.
2. When applicable, facilities, parking, meal costs, and materials for campus monthly MESA advisors meetings at Cal State LA, otherwise monthly virtual meetings will occur.
3. Annual professional development opportunity for MESA Advisors (math and science educators) during the Virtual Southern MESA Advisor Regional Training (SMART).
4. Access to MESA Intranet for online learning and resource material for math, science, and engineering MESA competitions and engagement for MESA advisors and students.
5. Provide some core MESA Day competition supplies to MESA Advisors to implement the MESA Day curriculum hands-on math, science, and engineering projects.



6. Virtual or in-person Awards & Recognition Ceremony for students, parents, teachers, and partners at the end of the academic year.
7. The CSULA, MESA Schools Program will provide a report summarizing MESA sponsored activities and an evaluation based on an analysis of the following: student academic performance during the 2020-21 in math and science, end of the year student and advisor evaluations, and student participation in the 2020-21 MESA Program.

**SECTION II – SCHOOL SITES INFORMATION:**

**MESA Partner School Toll Middle School:**

**Table 1: MESA Partner School during 2020-2021 AY**

School Name	Address	Principal	School Phone	Projected # of Students
Toll MS	700 Glenwood Road Glendale, CA 91202	Jennifer DeLadurantey	(818) 244-8414	40
			<b>TOTAL</b>	<b>40</b>

**Allocation of Resources for MESA – TMS will:**

1. Ensure school site listed above identifies 1-2 mathematics, science, technology, or computer science teacher to serve as MESA Advisors who believes in MESA's mission and desires to work with MESA's targeted population. This MESA Team will perform MESA Advisor duties as listed in the MESA Advisor job description.
2. Provide instructional space for weekly MESA activities, which may take place after school, before school, or during a combination of after school and lunch time. Please note that a lunch program alone is not ideal to run MESA activities at each school site.

**Optional** (if possible at any of the school sites or preferred by a school site): Provide direct support for the MESA Advisor(s) by allotting a prep period or release time for advisors to work with students, or offer a MESA class period for credit.

3. Ensure each school site recruits and works with a minimum of 40 students per middle school site. Students must meet the criteria as specified on the MESA Student Disadvantage Form.
4. Provide MESA staff/MESA Advisors with administrative support for obtaining student records such as transcripts.  
**Note:** MESA requires from all MESA parents as part of the MESA enrollment process a signed Parent Authorization Form which grants the MESA Program permission for obtaining student transcripts. MESA needs the school administration support for obtaining such records. MESA will provide proof of parent permission to the school administration.
5. Provide an annual prorated MESA Advisor Stipend of \$2000 for each MESA Advisor based on full year of participation student enrollment and completion of MESA Schools Program deliverables. Less participation will warrant a prorated share of stipend. A total of \$4000 will be set aside per school site to cover annual MESA Advisor Stipend.
6. In Spring if applicable, provide transportation to attend the MESA Day Competitions. A total of \$1000 will be allocated for transportation.

7. Allocate \$1500 per school site for educational resource material and miscellaneous supplies in support of math, science, and engineering learning and engagement.
8. Allocate the amount of \$550 for administrative costs associated with MESA Schools Program at each school site.
9. Will provide the College of Engineering, Computer Science, and Technology at Cal State LA the amount of \*\$6,050 (refer to Table 2 below for budget summary in support of the MESA Schools Program operations in the schools listed in Table 1 above.) for allocations #5 & #7 (plus 10% administrative cost). Allocation #6 will be paid internally by Toll MS.

**Table 2 – \*Budget Summary: TMS Contribution**

Description	Description	Total
Advisor Stipends	\$2,000 x 2 advisors	\$4,000
Transportation, if applicable in Spring	\$1,000 per school site	\$1,000(TMS)
Educational Resource Materials	\$1500 per school site	\$1,500
	Sub-Total	\$ 5,500
Administrative Costs (10%)	(00 x .10)	\$ 550
	Total	\$6,050

\*Budget is subject to change as programing deliverables may change due programming adjustments.

**SECTION IV – SUMMARY OF MESA DELIVERABLES:**

**\*Deliverables 2020-2021 for MESA Advisors/school sites:**

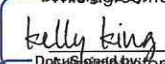
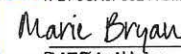
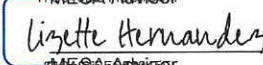
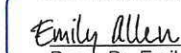
- |                        |   |
|------------------------|---|
| 1. Monthly             | Virtual and if applicable in-person MESA Advisor Meetings October |
| 2. October 20-22, 2020 | Virtual SMART Teacher training for MESA advisors                  |
| 3. October 17, 2020    | Virtual MESA Kick-Off (for students, teachers, and parents)       |
| 4. October 24, 2020    | Virtual MESA College Day in Partnership with USC(HS Only)         |
| 5. November 19, 2020   | Online Student Application/Enrollment Forms Due                   |
| 6. January 30, 2021    | **Middle School Cal State LA Regional Science Bowl                |
| 7. February 1, 2021    | **MESA Prelims Registration Due                                   |
| 8. March 6, 2021       | MESA Day Preliminary Competitions (Virtual and In-Person)         |
| 9. April 3, 2021       | **So Cal MESA Championship (Virtual and In-Person)                |
| 10. April 16, 2021     | MESA Student Awards List Due                                      |
| 11. May 12, 2021       | **MESA Recognition Award Banquet (In-Person)                      |
| 12. June 4, 2021       | End-of-Year Report Deliverable                                    |

\*Dates are preliminary and may change due to conflicts in overall school schedules

\*\* Spring events scheduled to be virtual and in-person but are subject to change to entire virtual events.

**Approval Signatures**

This agreement is acknowledged by all parties with signatures below, and expires on June 30, 2021.

	9/8/2020   13:46 PM PDT
_____ Date	9/8/2020   14:21 PM PDT
	9/8/2020   16:19 PM PDT
_____ Date	8/27/2020   09:26 AM PDT
	
_____ Date	
	
_____ Date	

DocuSigned by:  
  
Tariq Marji  
Executive Director, Tariq Marji

8/27/2020 | 09:27 AM PDT

Date



**MESA Schools Program – Cal State University Los Angeles  
&  
Glendale High School**

Cal State LA MESA plans to use their resources to fulfill MESA's mission and provide the essential services to MESA teachers, students, and parents. This Scope of work outlines the deliverables that we plan to continue to fulfill for 2020-2021 Academic year.

There will be no programming on the campus during the fall semester, including for teachers and students. The current plan is to resume in-person activities in the Spring semester if Cal State LA campus is open and MESA programming is allowed by campus authorities to resume on campus. All parties agree to work together to provide flexibility and discretion to programming to adjust to the differing circumstances we may face during these unprecedented times.

In fulfilling this agreement, Cal State LA MESA will continue to ensure safe and healthy conditions for all participants by enforcing federal, state, county, educational and local government standards during this health crisis heightened by the risks posed by SARS-CoV-2.

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**SCOPE OF WORK DESCRIPTION**

**SECTION I: MESA SCHOOLS PROGRAM - CSULA CENTER**

**A. MESA Schools Program (MSP), California State University Los Angeles, Program Contact Information**

COLLEGE:	College of Engineering, Computer Science and Technology
ADDRESS:	5151 State University Drive Los Angeles CA. 90032-8150
TELEPHONE:	323-343-4565
FAX:	323-343-6314
STAFF:	Dr. Emily Allen, Dean Dr. Jianyu Dong, Associate Dean & MESA Principal Investigator Dr. Daniel Galvan, Director, Acceleration Initiatives & Student Engagement Thelma Federico, Director, ECST Outreach

**B. MESA Schools Program (MSP) commitments to the school sites:**

CSULA, MESA Schools Program staff will provide the following:

1. Virtual MESA program introduction for students, parents, and MESA Advisors.
2. When applicable, facilities, parking, meal costs, and materials for campus monthly MESA advisors meetings at Cal State LA, otherwise monthly virtual meetings will occur.
3. Annual professional development opportunity for MESA Advisors (math and science educators) during the Virtual Southern MESA Advisor Regional Training (SMART) .
4. Access to MESA Intranet for online learning and resource material for math, science, and engineering MESA competitions and engagement for MESA advisors and students.
5. Provide some core MESA Day competition supplies to MESA Advisors to implement the MESA Day curriculum hands-on math, science, and engineering projects.

6. Virtual or in-person Awards & Recognition Ceremony for students, parents, teachers, and partners at the end of the academic year.
7. The CSULA, MESA Schools Program will provide a report summarizing MESA sponsored activities and an evaluation based on an analysis of the following: student academic performance during the 2020-21 in math and science, end of the year student and advisor evaluations, and student participation in the 2020-21 MESA Program.

**SECTION II – SCHOOL SITES INFORMATION:**

**MESA Partner School Glendale High School:**

**Table 1: MESA Partner School during 2020-2021 AY**

School Name	Address	Principal	School Phone	Projected # of Students
Glendale HS	1440 E. Broadway Glendale, CA 91205	Dr. Benjamin Wolf	(818) 242-3163 Ext. 1110	40
			<b>TOTAL</b>	<b>40</b>

**Allocation of Resources for MESA – GHS will:**

1. Ensure school site listed above identifies 1-2 mathematics, science, technology, or computer science teacher to serve as MESA Advisors who believes in MESA’s mission and desires to work with MESA’s targeted population. This MESA Team will perform MESA Advisor duties as listed in the MESA Advisor job description.
2. Provide instructional space for weekly MESA activities, which may take place after school, before school, or during a combination of after school and lunch time. Please note that a lunch program alone is not ideal to run MESA activities at each school site.

**Optional** (if possible at any of the school sites or preferred by a school site): Provide direct support for the MESA Advisor(s) by allotting a prep period or release time for advisors to work with students, or offer a MESA class period for credit.

3. Ensure each school site recruits and works with a minimum of 40 students per middle school site. Students must meet the criteria as specified on the MESA Student Disadvantage Form.
4. Provide MESA staff/MESA Advisors with administrative support for obtaining student records such as transcripts.  
**Note:** MESA requires from all MESA parents as part of the MESA enrollment process a signed Parent Authorization Form which grants the MESA Program permission for obtaining student transcripts. MESA needs the school administration support for obtaining such records. MESA will provide proof of parent permission to the school administration.

Provide access to students, student data, and student academic records, including transcripts and test scores. Student data and academic records, including transcripts, shall be provided to both the University of California’s Transcript Evaluation Service (TES) and separately to MESA staff. The transcript data transmitted to (TES) shall be contained in the file format provided by the (TES) and shall contain all 9-12 graders enrolled at the participating



school(s). Either the district or the participating MESA school(s) must sign a separate data sharing agreement with the University of California for the provision of (TES).

5. Provide an annual prorated MESA Advisor Stipend of \$2000 for each MESA Advisor based on full year of participation student enrollment and completion of MESA Schools Program deliverables. Less participation will warrant a prorated share of stipend. A total of \$2000 will be set aside per school site to cover annual MESA Advisor Stipend.
6. In Spring if applicable, provide transportation to attend the MESA Day Competitions. A total of \$1000 will be allocated for transportation.
7. Allocate \$1500 per school site for educational resource material and miscellaneous supplies in support of math, science, and engineering learning and engagement.
8. Allocate the amount of \$350 for administrative costs associated with MESA Schools Program at each school site.
9. Will provide the College of Engineering, Computer Science, and Technology at Cal State LA the amount of \*\$3,850 (refer to Table 2 below for budget summary in support of the MESA Schools Program operations in the schools listed in Table 1 above.) for allocations #5 & #7 (plus 10% administrative cost). Allocation #6 will be paid internally by Glendale HS.

**Table 2 – \*Budget Summary: GHS Contribution**

Description	Description	Total
Advisor Stipends	\$2,000 x 1 advisors	\$2,000
Transportation, if applicable in Spring	\$1,000 per school site	\$1000 (GHS)
Educational Resource Materials	\$1500 per school site	\$1,500
	Sub-Total	\$3500
Administrative Costs (10%)	(00 x .10)	\$ 350
	Total	\$3,850

\*Budget is subject to change as programming deliverables may change due programming adjustments.

**SECTION IV – SUMMARY OF MESA DELIVERABLES:**

**\*Deliverables 2020-2021 for MESA Advisors/school sites:**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Monthly<br/>September 19, 2020</li> <li>2. October 10, 2020</li> <li>3. October 17, 2020</li> <li>4. November 19, 2020</li> <li>5. January 30, 2021</li> <li>6. February 1, 2021</li> <li>7. March 6, 2021</li> <li>8. April 3, 2021</li> <li>9. April 16, 2021</li> <li>10. May 12, 2021</li> <li>11. June 4, 2021</li> </ol> | Virtual and if applicable in-person MESA Advisor Meetings<br>Virtual SMART Teacher training for MESA advisors<br>Virtual MESA Kick-Off (for students, teachers, and parents)<br>Virtual MESA College Day in Partnership with USC<br>Online Student Application/Enrollment Forms Due<br>**Middle School Cal State LA Regional Science Bowl<br>**MESA Prelims Registration Due<br>MESA Day Preliminary Competitions (Virtual and In-Person)<br>**So Cal MESA Championship (Virtual and In-Person)<br>MESA Student Awards List Due<br>**MESA Recognition Award Banquet (In-Person)<br>End-of-Year Report Deliverable |
|--|---|

\*Dates are preliminary and may change due to conflicts in overall school schedules

\*\* Spring events scheduled to be virtual and in-person but are subject to change to entire virtual events.

<b>Approval Signatures</b>
----------------------------

This agreement is acknowledged by all parties with signatures below, and expires on June 30, 2021.

DocuSigned by:  
*Kelly King*  
District Administrator  
DocuSigned by:  
*[Signature]*  
DocuSigned by:  
*Dr. Emily Allen*  
ECST Dean  
DocuSigned by:  
*Tariq Marji*  
UAS Executive Director, Tariq Marji

9/2/2020 | 08:13 AM PDT

Date  
9/1/2020 | 19:17 PM PDT

Date  
7/21/2020 | 17:05 PM PDT

Date  
7/22/2020 | 16:27 PM PDT

Date

**MESA Schools Program – Cal State University Los Angeles  
&  
Herbert Hoover High School**

Cal State LA MESA plans to use their resources to fulfill MESA's mission and provide the essential services to MESA teachers, students, and parents. This Scope of work outlines the deliverables that we plan to continue to fulfill for 2020-2021 Academic year.

There will be no programming on the campus during the fall semester, including for teachers and students. The current plan is to resume in-person activities in the Spring semester if Cal State LA campus is open and MESA programming is allowed by campus authorities to resume on campus. All parties agree to work together to provide flexibility and discretion to programming to adjust to the differing circumstances we may face during these unprecedented times.

In fulfilling this agreement, Cal State LA MESA will continue to ensure safe and healthy conditions for all participants by enforcing federal, state, county, educational and local government standards during this health crisis heightened by the risks posed by SARS-CoV-2.

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**SCOPE OF WORK DESCRIPTION**

**SECTION I: MESA SCHOOLS PROGRAM - CSULA CENTER**

**A. MESA Schools Program (MSP), California State University Los Angeles, Program Contact Information**

COLLEGE:	College of Engineering, Computer Science and Technology
ADDRESS:	5151 State University Drive Los Angeles CA. 90032-8150
TELEPHONE:	323-343-4565
FAX:	323-343-6314
STAFF:	Dr. Emily Allen, Dean Dr. Jianyu Dong, Associate Dean & MESA Principal Investigator Dr. Daniel Galvan, Director, Acceleration Initiatives & Student Engagement Thelma Federico, Director, ECST Outreach

**B. MESA Schools Program (MSP) commitments to the school sites:**

CSULA, MESA Schools Program staff will provide the following:

1. Virtual MESA program introduction for students, parents, and MESA Advisors.
2. When applicable, facilities, parking, meal costs, and materials for campus monthly MESA advisors meetings at Cal State LA, otherwise monthly virtual meetings will occur.
3. Annual professional development opportunity for MESA Advisors (math and science educators) during the Virtual Southern MESA Advisor Regional Training (SMART) .
4. Access to MESA Intranet for online learning and resource material for math, science, and engineering MESA competitions and engagement for MESA advisors and students.
5. Provide some core MESA Day competition supplies to MESA Advisors to implement the MESA Day curriculum hands-on math, science, and engineering projects.



6. Virtual or in-person Awards & Recognition Ceremony for students, parents, teachers, and partners at the end of the academic year.
7. The CSULA, MESA Schools Program will provide a report summarizing MESA sponsored activities and an evaluation based on an analysis of the following: student academic performance during the 2020-21 in math and science, end of the year student and advisor evaluations, and student participation in the 2020-21 MESA Program.

**SECTION II – SCHOOL SITES INFORMATION:**

**MESA Partner School Hoover High School:**

**Table 1: MESA Partner School during 2020-2021 AY**

School Name	Address	Principal	School Phone	Projected # of Students
Herbert Hoover	651 Glenwood Road Glendale, CA 91202	Dr. Jennifer Earl	(818) 242-6801	40
			<b>TOTAL</b>	<b>40</b>

**Allocation of Resources for MESA – HHS will:**

1. Ensure school site listed above identifies 1-2 mathematics, science, technology, or computer science teacher to serve as MESA Advisors who believes in MESA’s mission and desires to work with MESA’s targeted population. This MESA Team will perform MESA Advisor duties as listed in the MESA Advisor job description.
2. Provide instructional space for weekly MESA activities, which may take place after school, before school, or during a combination of after school and lunch time. Please note that a lunch program alone is not ideal to run MESA activities at each school site.

**Optional** (if possible at any of the school sites or preferred by a school site): Provide direct support for the MESA Advisor(s) by allotting a prep period or release time for advisors to work with students, or offer a MESA class period for credit.

3. Ensure each school site recruits and works with a minimum of 40 students per middle school site. Students must meet the criteria as specified on the MESA Student Disadvantage Form.
4. Provide MESA staff/MESA Advisors with administrative support for obtaining student records such as transcripts.  
**Note:** MESA requires from all MESA parents as part of the MESA enrollment process a signed Parent Authorization Form which grants the MESA Program permission for obtaining student transcripts. MESA needs the school administration support for obtaining such records. MESA will provide proof of parent permission to the school administration.
5. Provide an annual prorated MESA Advisor Stipend of \$2000 for each MESA Advisor based on full year of participation student enrollment and completion of MESA Schools Program deliverables. Less participation will warrant a prorated share of stipend. A total of \$2000 will be set aside per school site to cover annual MESA Advisor Stipend.
6. In Spring if applicable, provide transportation to attend the MESA Day Competitions. A total of \$1000 will be allocated for transportation.

7. Allocate \$1500 per school site for educational resource material and miscellaneous supplies in support of math, science, and engineering learning and engagement.
8. Allocate the amount of \$350 for administrative costs associated with MESA Schools Program at each school site.
9. Will provide the College of Engineering, Computer Science, and Technology at Cal State LA the amount of \*\$3,850 (refer to Table 2 below for budget summary in support of the MESA Schools Program operations in the schools listed in Table 1 above.) for allocations #5 & #7 (plus 10% administrative cost). Allocation #6 will be paid internally by Hoover HS.

**Table 2 – \*Budget Summary: HHS Contribution**

Description	Description	Total
Advisor Stipends	\$2,000 x 1 advisors	\$2,000
Transportation, if applicable in Spring	\$1,000 per school site	\$1,000(HHS)
Educational Resource Materials	\$1500 per school site	\$1,500
	Sub-Total	\$ 3,500
Administrative Costs (10%)	(00 x .10)	\$ 350
	Total	\$3,850.00

\*Budget is subject to change as programing deliverables may change due programming adjustments.

**SECTION IV – SUMMARY OF MESA DELIVERABLES:**

**\*Deliverables 2020-2021 for MESA Advisors/school sites:**

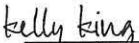

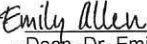
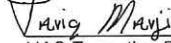
- |                        |   |
|------------------------|---|
| 1. Monthly             | Virtual and if applicable in-person MESA Advisor Meetings   |
| 2. October 20-22, 2020 | Virtual SMART Teacher training for MESA advisors            |
| 3. October 17, 2020    | Virtual MESA Kick-Off (for students, teachers, and parents) |
| 4. October 23, 2020    | Virtual MESA College Day in Partnership with USC            |
| 5. November 19, 2020   | Online Student Application/Enrollment Forms Due             |
| 6. January 30, 2021    | **Middle School Cal State LA Regional Science Bowl          |
| 7. February 1, 2021    | **MESA Prelims Registration Due                             |
| 8. March 6, 2021       | MESA Day Preliminary Competitions (Virtual and In-Person)   |
| 9. April 3, 2021       | **So Cal MESA Championship (Virtual and In-Person)          |
| 10. April 16, 2021     | MESA Student Awards List Due                                |
| 11. May 12, 2021       | **MESA Recognition Award Banquet (In-Person)                |
| 12. June 4, 2021       | End-of-Year Report Deliverable                              |

\*Dates are preliminary and may change due to conflicts in overall school schedules

\*\* Spring events scheduled to be virtual and in-person but are subject to change to entire virtual events.

**Approval Signatures**

This agreement is acknowledged by all parties with signatures below, and expires on June 30, 2021.

	9/8/2020   13:45 PM PDT
_____ Date	_____ Date
	9/15/2020   08:37 AM PDT
_____ Date	_____ Date
	8/27/2020   09:26 AM PDT
_____ Date	_____ Date
	8/27/2020   09:27 AM PDT
_____ Date	_____ Date

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 16

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

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

PREPARED BY: Dr. Narineh Makijan, Coordinator III, Career & Technical Education

**SUBJECT: Approval of Services Agreement with The Coding School for Elementary Schools**

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The Superintendent recommends that the Board of Education approve a services agreement with The Coding School in the amount of \$24,000 for implementation of an after-school coding enrichment program once a week for elementary school students in fourth and fifth grades.

The Career and Technical Education (CTE) Department is contracting with The Coding School to implement an after-school coding enrichment program once a week for elementary school students in fourth and fifth grades. This is the first year that the CTE department is funding the code academy for students in fourth and fifth grades. Approximately 400 students will have an opportunity to begin their coding journey with the code academy in partnership with The Coding School.

The Coding School is a 501c3 non-profit educational enrichment program that teaches computers programming to elementary, middle and high school students.

The Coding School will offer the following online course for the 2020-2021 school year:

**Intro to Coding: Drawing and Animation**

This course is designed with multiple levels for K-12 students to begin their coding journey and learn the fundamentals of coding in a visually engaging way. Students will learn coding via a real programming language (not block or drag and drop coding). Through one of the world's most popular programming languages, Python, students will learn to draw and animate, create self-portraits, the Olympic rings, draw turtles and make them race, all by writing lines of code. In the process, students will begin to learn how to use logic to solve problems. In addition, students will learn the coding concepts

fundamental to all programming languages including variables, booleans, loops, conditionals, functions and more. Beginners in coding are encouraged to join.

The total cost of \$24,000 will be paid by the Career Technical Education Incentive Grant.

***TO SUPPORT BOARD PRIORITY No. 1: Maximize Student Achievement***

*“Analyze and assess student data to strengthen attendance and personalize learning that builds college, career, and life readiness pathways for success.”*

***TO SUPPORT BOARD PRIORITY No. 2: Create a Culture of Learning***

*“Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.”*

***TO SUPPORT BOARD PRIORITY No. 3: Increase Engagement***

*“Utilize and increase district capacities to increase engagement, relationships, and support with parents and the community that build public trust and involvement in GUSD schools.”*

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

**SERVICES AGREEMENT**

This Agreement for Professional Services ("Agreement") is made and entered into as of the 16th day of September, 2020 by and between the Glendale Unified School District, ("District") and The Coding School a corporation, whose place of business is Los Angeles [City], herein referring to as ("Contractor"), (together, "Parties").

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

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

NOW, THEREFORE, the Parties agree as follows:

1. **Term.** Contractor shall commence providing services under this Agreement on October 11, 2020 and will diligently perform as required and complete performance by May 1, 2021
2. **Submittal of Documents.** The Contractor shall not commence the Services under this Agreement until the Contractor has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

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

3. **Compensation.** District agrees to pay the Contractor for services satisfactorily rendered pursuant to this Agreement (as needed, as requested) a total fee not to exceed (NTE) Twenty-four thousand dollars (\$ 24,000.00) which includes reimbursable cost listed in item 4.1. District shall pay Contractor according to the following terms and conditions:

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

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



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

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

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

10. **Insurance.**

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

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

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

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

- 10.1.2. **Workers' Compensation and Employers' Liability Insurance.** Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Contractor shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.
- 10.1.3. **Professional Liability (Errors and Omissions).** Professional Liability Insurance as appropriate to the Contractor's profession.
- 10.2. **Proof of Carriage of Insurance.** The Contractor shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:
  - 10.2.1. A clause stating: "SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISION."
  - 10.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to which cancellation and reduction notice will be sent, and length of notice period.
  - 10.2.3. An endorsement stating that the District and its Board of Education, agents, representatives, employees, trustees, officers, Contractors, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Contractor's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.
  - 10.2.4. All policies except the Professional Liability, Workers' Compensation Insurance, and Employers' Liability Insurance Policies shall be written on an occurrence form.
- 10.3. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.
11. **Assignment.** The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor.

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

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

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

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

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

**District:**

**Glendale Unified School District**  
223 N. Jackson Street  
Glendale, California 91206  
ATTN: Dr. Kelly King

**Contractor:**

The Coding School  
3940 Laurel Canyon Blvd. Ste. 153  
Los Angeles, CA 91604

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

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

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

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

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

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



SIGNATURE PAGE

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

Company Name The Coding School

By: *Lisa Peltz*  
Signature  
Lisa Peltz  
Print Name

Program Director  
Title:  
Dated: September 16, 2020

By: *Kiera Peltz*  
Signature  
Kiera Peltz  
Print Name

President  
Title:  
Dated: September 16, 2020

\*If the Contractor is a corporation, signatures of two specific corporate officers are required as further set forth. The first corporate officer signature must be one of the following: 1) Chairman of the Board; 2) the President; 3) any Vice President. The second corporate officer signature must be one of the following: 1) Secretary; ) Assistant Secretary; 3) Chief Financial Officer; 4) Assistant Treasurer. Alternatively, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company. (California Corporations Code Section 313)

Information regarding Contractor:

License No.: C3643229  
Address: 3940 Laurel Canyon Blvd Ste 153  
Los Angeles, CA 91606  
Telephone: 323-790-9992  
Facsimile: \_\_\_\_\_  
E-Mail: info@the-cs.org

46-5097610  
Employer Identification and/or  
Social Security Number

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

Type of Business Entity:  
 Individual  
 Sole Proprietorship  
 Partnership  
 Limited Partnership  
 Corporation, State: CA  
 Limited Liability Company  
 Other: \_\_\_\_\_

Glendale Unified School District

By: \_\_\_\_\_  
Print Name: Dr. Kelly King  
Print Title: Assistant Superintendent

Date: 9-16-20

**ATTACHMENT A**

**DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR**

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

Contractor may provide the following General Services:

Educational Enrichment - Computer Science Course Instruction for GUSD Elementary School Students grades 3-5

**EXHIBIT "A"**

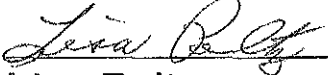
**WORKERS' COMPENSATION CERTIFICATION**

Labor Code Section 3700 in relevant part provides:

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

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

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

Date: 9-16-20  
Name of Contractor: The Coding School  
Signature:   
Print Name and Title: Lisa Peltz, program director

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

**EXHIBIT "B"**

**FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION**

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

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

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

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

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

Name: Lisa Peltz

Title: program director

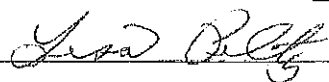
Contractor's responsibility for background clearance extends to all of its employees, Subcontractors, and employees of Subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of the Contractor.

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

Date: 9/16/20

Name of Contractor or Company: The Coding School

Representative's Name and Title: Lisa Peltz, program director

Signature: 

**EXHIBIT "C"**

**NONCOLLUSION DECLARATION TO BE EXECUTED BY  
BIDDER AND SUBMITTED WITH BID**  
(Public Contract Code section 7106)

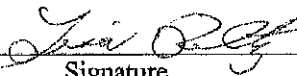
The undersigned declares:

I am the Program Director of The Coding School, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 9-16-20 [date], at Studio City [city], CA [state].

  
\_\_\_\_\_  
Signature

Lisa Peltz  
\_\_\_\_\_  
Print Name

**EXHIBIT "D"**

**TUBERCULOSIS CLEARANCE**

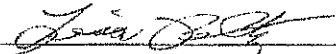
The undersigned does hereby certify to the Governing Board of the District as follows:

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

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

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

- The Contractor has complied with the tuberculosis requirements of Education Code Section 49406.1 with respect to all Contractor's employees and all of its subcontractors' employees who may have contact with District students in the course of providing Services pursuant to the Agreement, and the California Department of Justice has determined that none of those employees has active tuberculosis, as that term is defined in Education Code Section 45122.1. A complete and accurate list of Contractor's employees and of all of its subcontractors' employees who may come in contact with District students during the course and scope of the Agreement is attached hereto; and/or
- Contractor's Services under the Agreement are to be provided at an unoccupied school site only and/or will not be done on any District property and no employee and/or subcontractor or supplier of any tier of Agreement shall come in contact with District students.

Date: 9-16-20  
Name of Contractor: Lisa Peltz  
Signature:   
Print Name and Title: Lisa Peltz, program director

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

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 17

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

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

PREPARED BY: Dr. Narineh Makijan, Coordinator III, Career & Technical Education

**SUBJECT: Approval of Services Agreement with The Coding School for Middle Schools**

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The Superintendent recommends that the Board of Education approve a services agreement with The Coding School in the amount of \$24,000 for implementation of an after-school coding enrichment program once a week at Roosevelt, Wilson, Toll and Rosemont Middle Schools.

The Career Technical Education Department is contracting with The Coding School to implement after-school coding enrichment programs once a week at Roosevelt, Wilson, Toll and Rosemont Middle Schools.

The Coding School is a 501c3 non-profit educational enrichment program that teaches computers programming to elementary, middle and high school students.

The Coding School will offer the following online course for the 2020-2021 school year:

**Intro to Coding: Drawing and Animation**

This course is designed with multiple levels for K-12 students to begin their coding journey and learn the fundamentals of coding in a visually engaging way. Students will learn coding via a real programming language (not block or drag and drop coding). Through one of the world's most popular programming languages, Python, students will learn to draw and animate, create self-portraits, the Olympic rings, draw turtles and make them race, all by writing lines of code. In the process, students will begin to learn how to use logic to solve problems. In addition, students will learn the coding concepts fundamental to all programming languages including variables, booleans, loops, conditionals, functions and more. Beginners in coding are encouraged to join.

The total cost of \$24,000 will be paid by the Career Technical Education Incentive Grant.

***TO SUPPORT BOARD PRIORITY No. 1: Maximize Student Achievement***

*“Analyze and assess student data to strengthen attendance and personalize learning that builds college, career, and life readiness pathways for success.”*

***TO SUPPORT BOARD PRIORITY No. 2: Create a Culture of Learning***

*“Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.”*

***TO SUPPORT BOARD PRIORITY No. 3: Increase Engagement***

*“Utilize and increase district capacities to increase engagement, relationships, and support with parents and the community that build public trust and involvement in GUSD schools.”*



**GLENDALE UNIFIED SCHOOL DISTRICT**

223 North Jackson Street  
Glendale, CA 91206  
(818) 241-3111

**SERVICES AGREEMENT**

This Agreement for Professional Services ("Agreement") is made and entered into as of the 8th day of September, 2020 by and between the Glendale Unified School District, ("District") and The Coding School a corporation, whose place of business is Los Angeles [City], herein referring to as ("Contractor"), (together, "Parties").

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

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

NOW, THEREFORE, the Parties agree as follows:

- 1. **Term.** Contractor shall commence providing services under this Agreement on October 11, 2020 and will diligently perform as required and complete performance by May 1, 2021
- 2. **Submittal of Documents.** The Contractor shall not commence the Services under this Agreement until the Contractor has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

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

- 3. **Compensation.** District agrees to pay the Contractor for services satisfactorily rendered pursuant to this Agreement (as needed, as requested) a total fee not to exceed (NTE) Twenty-four thousand dollars (\$ 24,000.00 ) which includes reimbursable cost listed in item 4.1. District shall pay Contractor according to the following terms and conditions:

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

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

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

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

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

10. **Insurance.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**District:**

**Glendale Unified School District**  
223 N. Jackson Street  
Glendale, California 91206  
ATTN: Dr. Kelly King

**Contractor:**

The Coding School  
3940 Laurel Canyon Blvd. Ste. 153  
Los Angeles, CA 91604

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

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

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

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



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

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

SIGNATURE PAGE

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

Company Name The Coding School

By: *Lisa Peltz*  
Signature  
Lisa Peltz  
Print Name

Program Director  
Title:  
Dated: September 8, 2020

By: *Kiera Peltz*  
Signature  
Kiera Peltz  
Print Name

President  
Title:  
Dated: September 8, 2020

\*If the Contractor is a corporation, signatures of two specific corporate officers are required as further set forth. The first corporate officer signature must be one of the following: 1) Chairman of the Board; 2) the President; 3) any Vice President. The second corporate officer signature must be one of the following: 1) Secretary; ) Assistant Secretary; 3) Chief Financial Officer; 4) Assistant Treasurer. Alternatively, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company. (California Corporations Code Section 313)

Information regarding Contractor:

License No.: C3643229

46-5097610

Address: 3940 Laurel Canyon Blvd. Ste 153  
Los Angeles, CA 91604

Employer Identification and/or Social Security Number

Telephone: 323.790.9992

**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.**

Facsimile: \_\_\_\_\_

E-Mail: info@the-cs.org

Type of Business Entity:

- Individual
- Sole Proprietorship
- Partnership
- Limited Partnership
- Corporation, State: CA
- Limited Liability Company
- Other: \_\_\_\_\_

Glendale Unified School District

By: \_\_\_\_\_

Date: 9-8-20

Print Name: Dr. Kelly King

Print Title: Assistant Superintendent

**ATTACHMENT A**

**DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR**

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

Contractor may provide the following General Services:  
Educational Enrichment - Computer Science Courses

**EXHIBIT "A"**

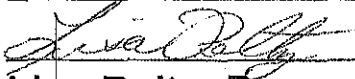
**WORKERS' COMPENSATION CERTIFICATION**

Labor Code Section 3700 in relevant part provides:

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

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

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

Date: 9-8-20  
Name of Contractor: The Coding School  
Signature:   
Print Name and Title: Lisa Peltz, Program Director

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

**EXHIBIT "B"**

**FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION**

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

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

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

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

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

Name: Lisa Peltz

Title: Program Director

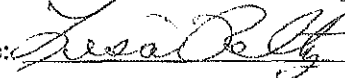
Contractor's responsibility for background clearance extends to all of its employees, Subcontractors, and employees of Subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of the Contractor.

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

Date: 9-8-20

Name of Contractor or Company: The Coding School

Representative's Name and Title: Lisa Peltz, Program Director

Signature: 

**EXHIBIT "C"**

**NONCOLLUSION DECLARATION TO BE EXECUTED BY  
BIDDER AND SUBMITTED WITH BID**

(Public Contract Code section 7106)


The undersigned declares:

I am the Program Director of The Coding School, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 9-8-20 [date], at Studio City [city], CA [state].

  
Signature

Lisa Peltz  
Print Name

**EXHIBIT "D"**

**TUBERCULOSIS CLEARANCE**

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


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

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

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

The Contractor has complied with the tuberculosis requirements of Education Code Section 49406.1 with respect to all Contractor's employees and all of its subcontractors' employees who may have contact with District students in the course of providing Services pursuant to the Agreement, and the California Department of Justice has determined that none of those employees has active tuberculosis, as that term is defined in Education Code Section 45122.1. A complete and accurate list of Contractor's employees and of all of its subcontractors' employees who may come in contact with District students during the course and scope of the Agreement is attached hereto; and/or

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

Date: 9-8-20  
Name of Contractor: Lisa Peltz  
Signature:   
Print Name and Title: Lisa Peltz, Program Director

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

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 18

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

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

SUBJECT: **Approval of New and Revised Course of Study Outlines for Use in Middle and High Schools in the Area of Career Technical Education**

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The Superintendent recommends that the Board of Education approve course of study outlines (Computer Science Discoveries; Honors Robotics 3-4: Engineering Technology, Computer Aided Design & Additive Manufacturing; and Honors Robotics 5-6: Engineering Graphics) for use in middle and high schools in the area of Career Technical Education.

The course of study outlines are submitted for approval by the Board of Education. The course outlines have been reviewed for content and evaluated by members of the Career Technical Education Curriculum Study Committee. The Secondary Education Council has reviewed the information and made a recommendation of approval of the course outlines to the Board of Education.

**MIDDLE SCHOOLS**

**Department:** Career Technical Education

Course Title: Computer Science Discoveries

Grade Level(s): 7-8

School(s)  
Course Offered: Rosemont Middle School

UC/CSU Approved  
(Y/N, Subject): N/A

Course Credits: 5



Recommended  
Prerequisite: N/A

Recommended  
Textbook: <https://curriculum.code.org/csd-20/>

Course Overview: Computer Science Discoveries (CS Discoveries) is an introductory computer science course that empowers students to create authentic artifacts and engage with computer science as a medium for creativity, communication, problem solving, and fun.

## **HIGH SCHOOLS**

**Department:** Career Technical Education

Course Title: Honors Robotics 3-4: Engineering Technology, Computer Aided Design & Additive Manufacturing (Revision)

Course Code: 5469V/5470V

Grade Level(s): 10-12

School(s)  
Course Offered: Glendale High School

UC/CSU Approved  
(Y/N, Subject): Yes, “g” General Elective credits, honors designation

Course Credits: 10

Recommended  
Prerequisite: Robotics 1-2: Introduction to Engineering and Manufacturing

Recommended  
Textbook(s): Additive Manufacturing Technologies, Rapid Prototyping to Direct Digital Mfg. Author: Gibson, I., Rosen, D., and Stucker, B.

Publisher: New York: Springer, 2010. Print. ISBN: 978-1441911193

**Course Overview:** Honors Robotics 3-4: Engineering Technology, Computer Aided Design & Additive Manufacturing is the concentrator course (2nd year) in a three-course sequence for the Engineering Technology Industry Sector. The course deepens the skills and knowledge of an engineering student within the context of efficiently creating the products all around us. Students use Computer Aided Design (CAD) experience through the use of Computer Aided Manufacturing (CAM) software. CAM transforms a digital design into a program that Computer Numerical Controlled (CNC) mills, 3D Printers, and laser cutting machines use to transform raw material into a product designed by a student.

**Department:** Career Technical Education

**Course Title:** Honors Robotics 5-6: Engineering Graphics

**Course Code:** 5469V/5470V

**Grade Level(s):** 10-12

**School(s)  
Course Offered:** Glendale High School

**UC/CSU Approved  
(Y/N, Subject):** Yes, "g" General Elective credits, honors designation

**Course Credits:** 10

**Recommended  
Prerequisite:** Robotics 3-4: Engineering Technology, Computer Aided Design & Additive Manufacturing Honors

**Recommended  
Textbook(s):** Engineering Graphics Essentials: Text and Digital Learning 5<sup>th</sup> Edition

Kristie Plantenberg, SDC Publications, ISBN-13: 978-1-63057-052-1

SOLIDWORKS 2019 and Engineering Graphics: An Integrated Approach, Randy H. Shih, SDC Publications, ISBN: 978-1-63057-240-2

Course Overview: Honors Robotics 5-6: Engineering Graphics is the advanced course (3rd year) in a three-course sequence for the Engineering Technology and Product Development Industry Sector. The course deepens the skills and knowledge of an engineering student within the context of Computer Aided Drafting (CAD), modeling and design. Students use Computer Aided Design software to create engineering design packages consisting of detail, sub-assembly, assembly and installation models and drawings. These skills are applied in the context of understanding the essence of being an engineer: solving real world problems with creative and ethical solutions in teams.

***TO SUPPORT BOARD PRIORITY No. 2: Create a Culture of Learning***

*“Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.”*

Glendale Unified School District

Middle School

Date

(Meeting date will be typed in **after** Board Approval)

Department: Career Technical Education

Course Title: Computer Science Discoveries

Course Code: (Educational Services will assign course number after Board Approval)

Grade Level(s): 7-8

School(s)  
Course Offered: Rosemont Middle School

UC/CSU Approved  
(Y/N, Subject): N/A

Course Credits: 5

Recommended  
Prerequisite: N/A

Recommended  
Textbook: <https://curriculum.code.org/csd-20/>

Course Overview: Computer Science Discoveries (CS Discoveries) is an introductory computer science course that empowers students to create authentic artifacts and engage with computer science as a medium for creativity, communication, problem solving, and fun.

Unit 1: **Problem Solving and Computing**

(4 weeks)

- A.
  - 1B-AP-08 - Compare and refine multiple algorithms for the same task and determine which is the most appropriate.
  - 1B-AP-11 - Decompose (break down) problems into smaller, manageable subproblems to facilitate the program development process.
  - 1B-AP-16 - Take on varying roles, with teacher guidance, when collaborating with peers during the design, implementation and review stages of program development.
  - 2-AP-10 - Use flowcharts and/or pseudocode to address complex problems as algorithms.
  - 2-AP-15 - Seek and incorporate feedback from team members and users to refine a solution that meets user needs.
  - 2-AP-17 - Systematically test and refine programs using a range of test cases.
  - 2-AP-18 - Distribute tasks and maintain a project timeline when collaboratively developing computational artifacts.
  - 1B-CS-01 - Describe how internal and external parts of computing devices function to form a system.
  - 1B-CS-02 - Model how computer hardware and software work together as a system to accomplish tasks.
  - 2-CS-02 - Design projects that combine hardware and software components to collect and exchange data.
  
- B. Unit 1 introduces core practices and frameworks that students will use throughout the course. By the end of the unit, students should be able to identify the defining characteristics of a computer and how it is used to solve information problems. They should be able to use a structured problem solving process to address problems and design solutions that use computing technology. Students learn how computers input, output, store, and process information to help humans solve problems within the context of apps.
  
- C. The Problem Solving and Computing unit is a highly interactive and collaborative introduction to the field of computer science, as framed within the broader pursuit of solving problems. Through a series of puzzles, challenges, and real world scenarios, students are introduced to a problem solving process that they will return to repeatedly throughout the course. The unit concludes with students designing an app that helps solve a problem of their choosing.

- A.
- 1B-IC-20 - Seek diverse perspectives for the purpose of improving computational artifacts.
  - 1B-IC-21 - Use public domain or creative commons media and refrain from copying or using material created by others without permission.
  - 2-IC-20 - Compare tradeoffs associated with computing technologies that affect people's everyday activities and career options.
  - 2-IC-22 - Collaborate with many contributors through strategies such as crowdsourcing or surveys when creating a computational artifact.
  - 2-IC-23 - Describe tradeoffs between allowing information to be public and keeping information private and secure.
  - 1B-NI-05 - Discuss real-world cybersecurity problems and how personal information can be protected.
  - 1B-AP-11 - Decompose (break down) problems into smaller, manageable subproblems to facilitate the program development process.
  - 1B-AP-12 - Modify, remix or incorporate portions of an existing program into one's own work, to develop something new or add more advanced features.
  - 1B-AP-14 - Observe intellectual property rights and give appropriate attribution when creating or remixing programs.
  - 1B-AP-15 - Test and debug (identify and fix errors) a program or algorithm to ensure it runs as intended.
  - 1B-AP-16 - Take on varying roles, with teacher guidance, when collaborating with peers during the design, implementation and review stages of program development.
  - 2-AP-13 - Decompose problems and subproblems into parts to facilitate the design, implementation, and review of programs.
  - 2-AP-15 - Seek and incorporate feedback from team members and users to refine a solution that meets user needs.
  - 2-AP-16 - Incorporate existing code, media, and libraries into original programs, and give attribution.
  - 2-AP-17 - Systematically test and refine programs using a range of test cases.
  - 2-AP-18 - Distribute tasks and maintain a project timeline when collaboratively developing computational artifacts.
  - 2-AP-19 - Document programs in order to make them easier to follow, test, and debug.
  - 3A-AP-20 - Evaluate licenses that limit or restrict use of computational artifacts when using resources such as libraries.
- B.
- Unit 2 introduces computer languages and how students can use these languages to create digital artifacts. By the end of the unit, students should be able to create a digital artifact that uses multiple computer languages to control the structure and style of their content. They should understand that different languages allow them to solve different problems, and that these solutions can be generalized

across similar problems. They are also introduced to problem solving as it relates to programming, as they learn valuable skills such as debugging, using resources, and teamwork. Lastly, they should understand their responsibilities as both creators and consumers of digital media.

- C. In the Web Development unit, students are empowered to create and share the content on their own web pages. They begin by thinking about the role of the web, and how it can be used as a medium for creative expression before creating their own personal web pages. As students develop their pages and begin to see themselves as programmers, they are encouraged think critically about the impact of sharing information online and how to be more critical content consumers. At the conclusion of the unit, students work together to create a website to address a problem.

### Unit 3: **Interactive Animations and Games**

*(6 weeks)*

- A. 2-IC-21 - Discuss issues of bias and accessibility in the design of existing technologies.  
2-AP-10 - Use flowcharts and/or pseudocode to address complex problems as algorithms.  
2-AP-11 - Create clearly named variables that represent different data types and perform operations on their values.  
2-AP-12 - Design and iteratively develop programs that combine control structures, including nested loops and compound conditionals.  
2-AP-13 - Decompose problems and subproblems into parts to facilitate the design, implementation, and review of programs.  
2-AP-16 - Incorporate existing code, media, and libraries into original programs, and give attribution.  
2-AP-17 - Systematically test and refine programs using a range of test cases.  
2-AP-18 - Distribute tasks and maintain a project timeline when collaboratively developing computational artifacts.  
2-AP-19 - Document programs in order to make them easier to follow, test, and debug.
- B. Unit 3 focuses on algorithms and programming. By the end of the unit, students should be able to create an interactive animation or game that includes basic programming concepts such as control structures, variables, user input, and randomness. They should manage this task by working with others to break it down using objects (sprites) and functions. Throughout the process, they should give and respond constructively to peer feedback and work with their teammates to complete a project. Along the way, they practice design, testing, and iteration,

as they come to see that failure and debugging are an expected and valuable part of the programming process.

- C. In the Animations and Games unit, students build on their coding experience as they create programmatic images, animations, interactive art, and games. Starting off with simple, primitive shapes and building up to more sophisticated sprite-based games, students become familiar with the programming concepts and the design process computer scientists use daily. They then learn how these simpler constructs can be combined to create more complex programs. In the final project, students develop a personalized, interactive program.

#### Unit 4: The Design Process

*(6 weeks)*

- A. 2-CS-01 - Recommend improvements to the design of computing devices, based on an analysis of how users interact with the devices.  
2-CS-02 - Design projects that combine hardware and software components to collect and exchange data.  
2-IC-20 - Compare tradeoffs associated with computing technologies that affect people's everyday activities and career options.  
2-IC-21 - Discuss issues of bias and accessibility in the design of existing technologies.  
2-IC-22 - Collaborate with many contributors through strategies such as crowdsourcing or surveys when creating a computational artifact.  
2-AP-10 - Use flowcharts and/or pseudocode to address complex problems as algorithms.  
2-AP-13 - Decompose problems and subproblems into parts to facilitate the design, implementation, and review of programs.  
2-AP-14 - Create procedures with parameters to organize code and make it easier to reuse.  
2-AP-15 - Seek and incorporate feedback from team members and users to refine a solution that meets user needs.  
2-AP-16 - Incorporate existing code, media, and libraries into original programs, and give attribution.  
2-AP-17 - Systematically test and refine programs using a range of test cases.  
2-AP-18 - Distribute tasks and maintain a project timeline when collaboratively developing computational artifacts.  
2-AP-19 - Document programs in order to make them easier to follow, test, and debug.  
2-DA-08 - Collect data using computational tools and transform the data to make it more useful and reliable.  
2-DA-09 - Refine computational models based on the data they have generated.



- B. Unit 4 extends the problem solving process to incorporate user centered design and software development. By the end of the unit, students should see the design process as a form of problem solving that prioritizes the needs of a user. They should be able to identify user needs and assess how well different designs address them. In particular they know how to develop a paper and digital prototypes, gather and respond to feedback about a prototype, and consider ways different user interfaces do or do not affect the usability of their apps. Students should leave the unit with a basic understand of other roles in software development, such as product management, marketing, design, and testing, and to use what they have learned as a tool for social impact.
  
- C. The Design Process unit transitions students from thinking about computer science as a tool to solve their own problems towards considering the broader social impacts of computing. Through a series of design challenges, students are asked to consider and understand the needs of others while developing a solution to a problem. The second half of the unit consists of an iterative team project, during which students have the opportunity to identify a need that they care about, prototype solutions both on paper and in App Lab, and test their solutions with real users to get feedback and drive further iteration.

Glendale Unified School District School

High School

Date

*(Meeting date will be typed in after Board Approval)*

Department: Career Technical Education

Course Title: Honors Robotics 3-4: Engineering Technology, Computer Aided Design & Additive Manufacturing (Revision)

Course Code: 5469V/5470V

Grade Level(s): 10-12

School(s)  
Course Offered: Glendale High School

UC/CSU Approved  
(Y/N, Subject): Yes, "g" General Elective credits, honors designation

Course Credits: 10

Recommended  
Prerequisite: Robotics 1-2: Introduction to Engineering and Manufacturing

Recommended  
Textbook(s): Additive Manufacturing Technologies, Rapid Prototyping to Direct Digital Mfg. Author: Gibson, I., Rosen, D., and Stucker, B. Publisher: New York: Springer, 2010. Print. ISBN: 978-1441911193

Course Overview: Honors Robotics 3-4: Engineering Technology, Computer Aided Design & Additive Manufacturing is the concentrator course (2nd year) in a three-course sequence for the Engineering Technology Industry Sector. The course deepens the skills and knowledge of an engineering student within the context of efficiently creating the products all around us. Students use Computer Aided Design (CAD) experience through the use of Computer Aided Manufacturing (CAM) software. CAM transforms a digital design into a program that Computer Numerical Controlled (CNC) mills, 3D Printers, and laser cutting machines use to transform raw material into a product designed by a student.

## **First Semester-Course Content**

### **Unit 1: Introduction and Overview**

*(3 weeks)*

#### **STANDARDS**

Anchor Standards: 6.2, 6.3, 6.4, 6.7

Pathway Standard: B7.1, B10.1

Common Core Standards: S-ID-1, S-IC-6

- A. In this unit, students are introduced to the definition of engineering design intent and prototyping in the context of product development, and further in the context of a product lifecycle from it's inception until it is ready to be mass manufactured. In previous course, students are introduced to the engineering design process as a whole; however, in this course they focus on the prototyping stage, namely creating the prototype, testing and improving it until it is ready for final manufacturing. Additive manufacturing is introduced as the technology used to prototype ideas, bringing them to life for the first time, allowing them to be tested and improved upon. This unit will also contain the details of processes and materials in additive manufacturing, such as using Polylactic Acid (PLA), which is the safest material to prototype with as it is plant based and produces the least by-products.
- B. Students are frequently presented with quizzes and test questions. The questions are typically true/false, multiple choice, or multiple selection in nature and often include written questions, visual diagrams and interactive web-based activities.

### **Unit 2: Foundational Mathematics**

*(1 week)*

#### **STANDARDS**

Anchor Standard: 5.1, 5.2,

Pathway Standard: B3.3, B7.4

Common Core Standards: 11-12.10, F-IF-4

- A. The foundational mathematics unit includes numerous lessons and exercises on mathematical concepts and techniques necessary for performing measurements and estimations and for performing calculations in a production environment in general. For that reason, the unit begins with instruction on the basic skills of rounding decimal numbers and arithmetic order of operations. Although students have already learned these low level skills in prior math classes, the review reinforces a strong understanding and builds student confidence to a point where these simple mathematical operations can be applied quickly and mentally in a manufacturing environment, without the need to refer to a textbook or notes.

- B. Students are frequently presented with quizzes and test questions. The questions are typically true/false, multiple choice, or multiple selection in nature and often include written questions, visual diagrams and interactive web-based activities.

Unit 3: Applied Geometry and Trigonometry

(2 weeks)

STANDARDS

Anchor Standard: 5.1, 5.2,

Pathway Standard: B3.3, B7.4

Common Core Standards: C-14, RSTL-11-12.3

- A. The applied geometry and trigonometry unit provides students a solid foundation of mathematical knowledge necessary for understanding engineering drawings. The unit begins with instruction on geometric concepts of parallel, perpendicular, and bisecting lines, and then moves to defining polygons and calculating perimeter, and then defining circles and calculating circumference, diameter, and radius. Finally, students learn about the unit circle, and how to recognize standard position angles, and how to find the coordinates of points along the unit circle which occur at standard position angles. By building knowledge and skills in geometry and trigonometry, students are better prepared to interpret engineering drawings and perform calculations needed to find unknown dimensions, locations, or measurements.
- B. Students are frequently presented with quizzes and test questions. The questions are typically true/false, multiple choice, or multiple selection in nature and often include written questions visual diagrams and interactive web-based activities.

Unit 4: Measuring Tools

(4 weeks)

STANDARDS

Anchor Standard: 8.1, 8.7, 10.1, 10.2, 11.1

Pathway Standard: B1.0, B1.2, B2.4, B3.3, B7.4, B11.0, B11.5

Common Core Standards: S-ID-1, WS-11.12.8

- A. In the Measuring Tools Unit students learn every workpiece must be designed and manufactured accurately to size within close limits. The student gains insight on how careful measuring of the workpiece is necessary to ensure proper fit and satisfactory operation of each part when it is assembled with other parts. Inaccurate and careless measurements are costly. A good design engineer and technologist must be responsible for accurate and precise work. Students must be able to use measuring tools with speed and accuracy as discussed in this unit.
- B. Students are each given 3d printed components and are asked to perform various measurements such as length, thickness, and diameter on different geometric features of the component. Students record their measurements to a page. Each student then exchanges their component with one given to a different student, and

performs the activity again, independently taking measurements of a different component. The students compare notes with each other and clear up any points of discrepancy or confusion by demonstrating the technique used to measure and to read the measurement, and validating their procedure with the instructor.

Unit 5: Engineering Drawing Interpretation

(2 weeks)

STANDARDS

Anchor Standard: 2.1, 2.2, 2.5, 3.6, 5.3,

Pathway Standard: B1.0, B1.1, B1.4

Common Core Standards: N-Q-2, N-Q-3

- A. In this unit, students learn how to interpret engineering drawings and the role they play in manufacturing both in conjunction with and aside from digital solid model data. The unit begins with an overview of ANSI and ISO as two different standards organizations, each with fundamentally different standards for presenting model data views in an engineering drawing. Students also learn how to read and interpret other drawing attributes such as the title block, notes, callouts, and line styles. The unit then teaches different methods of dimensioning including location and datum dimensioning and where each is applicable. Finally, tolerancing is discussed in concept, style, and interpretation. Students learn classical unilateral, bilateral, and block tolerancing styles and learn a basic introduction to geometric dimensioning and tolerancing as defined by the ASME Y14.5-2009 standard. Finally, students learn how tolerance can affect the fitment of mating pieces and why tolerance must be considered to prevent ambiguous fitment when either a clearance fit or interference fit is desired.
- B. Students are provided a tangible three-dimensional model of an object featuring multiple surfaces, edges, steps, and holes. The students then determine which orientation to classify as the front view, and proceed to sketch it by hand along with the other five orthographic projections. Students sketch the projected views following both ANSI third-angle and ISO first-angle standards. The drawings are checked for accuracy in relative scale and for proper representation of the part using geometry lines and hidden lines. The forward approach to drawing creation beginning with the 3D model assists students in developing the spatial skills needed to visualize a 3D component from its representation as 2D views when following the reverse approach of interpreting provided engineering drawings in later coursework.

Unit 6: Computer Aided Modeling and Design

(6 weeks)

STANDARDS

Anchor Standard: 3.1, 4.5, 7.4, 10.1

Pathway Standard: B2.5, B3.3, B7.4, B10.1

Common Core Standards: S-ID-1, RSL 11-12.4, RSIT 11-12.7.

- A. This unit begins with an overview of the modeling software to be used, such as SOLIDWORKS, Fusion360 or equivalent 3D modeling software. Students will learn all the tools in the modeling software to create parametrically designed and fully constrained sketches, extrusions, holes, construction features and many other part design features. This unit will also cover the differences between “blobs”, undefined solid models, compared to fully defined and constrained models that encompass the requirements of Model Based Design (MBD’s) according to current industry standards. Discussions will include introductory information about 3D laser scanning. Students are frequently presented with quizzes and test questions. The questions are typically true/false, multiple choice, or multiple selection in nature and often include written questions as well as visual diagrams.
- B. Unit Assignment: Students will be assigned a few different industry parts to model and finally given a project to model an object such as a toy car of their own creation to practice 3D modeling skills and techniques. High marks will result from projects that show understanding of parametrically designed, fully defined and constrained sketches and models.

**Unit 7: Additive Manufacturing Preparation; Model Slicing**

*(5 weeks)*

**STANDARDS**

Anchor Standard: 1.0, 2.1, 2.3, 4.1, 4.4, 5.1, 5.2, 9.2, 9.7, 10.3

Pathway Standard: B2.0, B2.1, B2.2, B5.9, B6.1, B10.0, B10.1, B10.4

Common Core Standards: SEP-5, A-CED-2, G-CO-2

- A. In this unit, students will learn the essence of slicing software that is based on the 3D printers to be used. Students will learn the details of size parameters and limitations of the machines, techniques to work around the limitations, and skills to print with the best outcomes based on the customer/stakeholder needs for the prototype. This unit will cover how to export the 3D modeled part files into stereolithographu (STL) files, load the STL files to the slicing software, which will then prepare the g-code telling the 3D printer how to build the part.
- B. Students are frequently presented with quizzes and test questions. The questions are typically true/false, multiple choice, or multiple selection in nature and often include written questions as well as visual diagrams. Students are presented with different prototype print request scenarios, including physical parts, sketches, models and drawings; students must choose the appropriate settings and orientation for the model to be printed in.

**Second Semester-Course Content**

**Unit 8: Engineering Design Lab Safety**

*(2 weeks)*

**STANDARDS**

Anchor Standards: 6.2, 6.3, 6.4, 6.7

Pathway Standard: B7.1, B10.1

Common Core Standards: S-ID-1, S-IC-6

- A. In this unit, general lab safety is covered as well as personal protective equipment and safety precautions before, during, and after the machining process. General lab safety instruction includes lessons about evacuation routes and procedures, maintaining a clean and orderly workspace, use of compressed air, and locations of first-aid kits and fire extinguishers. The lesson on personal protective equipment discusses eye and ear protection, proper work attire, respiratory protection, and entanglement hazards. After the general safety and personal protective equipment lessons, students are taught safety practices used before machining. Students then learn about safety precautions during machining such as avoiding distractions, maintaining one operator in control, and keeping hands away from machines that are powered on. All students must pass a safety test before being allowed to work in the lab.
- B. Students are frequently presented with quizzes and test questions. The questions are typically true/false, multiple choice, or multiple selection in nature and often include written questions, visual diagrams and interactive web-based activities.

**Unit 9: FDM System; 3D Printing**

*(3 weeks)*

**STANDARDS**

Anchor Standard: 1.0, 2.1, 2.3, 4.1, 4.4, 5.1, 5.2, 9.2, 9.7, 10.3

Pathway Standard: B5.9, B6.1, B10.0, B10.1, B10.4

Common Core Standards: SEP-6, A-CED-2, G-CO-2

- A. In this unit, students review the safety and operating procedures of the FDM System, the 3D printers. This unit covers maintenance of the 3D printers, including routine checks prior to and immediately following 3D printing, including the necessity to keep constant monitoring of print progress each 15 minutes according to printer manufacturer requirements. Students will learn how to calibrate build plates, load and unload filament, and troubleshoot frequently encountered issues such as jammed extruder heads while maintaining safety and awareness of extremely hot temperatures nozzle and build plates are at during operational times. Students will learn proper techniques of removing and waste management of support material and build plate debris.
- B. Students will watch demonstrations of techniques and be presented with quizzes and test questions. The questions are typically true/false, multiple choice, or multiple selection in nature and often include written questions, visual diagrams and interactive web-based activities. The students will then take turns performing

procedures discussed above while monitored by instructor until they are ready as demonstrated to operate 3D printers without guidance. Instructor will always monitor prints while printers are running.

Unit 10: Product Development Cycling

(4 weeks)

STANDARDS

Anchor Standard: 1.0, 2.1, 2.3, 4.1, 4.4, 5.1, 5.2, 9.2, 9.7, 10.3

Pathway Standard: B5.9, B6.1, B10.0, B10.1, B10.4

Common Core Standards: ETS1.A, ETS1.B, ETS1.C

- A. Students will review the overall context of skills they've learned in units above and now perform product development cycling, going through the procedure of creating 3D models, converting their files to STL and gcode, and finally printing out the models then improving them. They will also now learn how to test the parts and the skills for finding how and what is needed to improve the part, including involving other students to test their products and conduct surveys for how they can improve their products. Students will learn how to assess a customer's request for prototype model and to the price point of the product.
- B. In this assignment, students are given customer product development scenarios from vague concepts to exact models, and they practice by writing and presenting about how they would assess the customer's product development needs such as how they would proceed with modeling, 3D printing, testing, and improving the product.

Unit 11: CNC Machine Overview

(3 weeks)

STANDARDS

Anchor Standard: 1.0, 2.1, 2.3, 4.1, 4.4, 5.1, 5.2, 9.2, 9.7, 10.3

Pathway Standard: B5.9, B6.1, B10.0, B10.1, B10.3, B10.4

Common Core Standards: ETS1.A, ETS1.B, ETS1.C

- A. This unit expands the scope of engineering and engineering technology by enriching students with Machine shop skills that their machining counterparts will be working with. Engineers and Engineering Technologists with enriched manufacturing knowledge have the downstream perspective of what machinists need in their line of work from the engineers to properly create mass manufacturing parts such as molds or unique parts that are created with subtractive manufacturing with CNC Machines. This unit will also introduce how to safely and effectively setup and operate a Haas CNC mill. This unit begins with an overview of the various types of commonly-used tools found in CNC machining such as end mills, drills, taps, and corner rounding tools. Types of tool materials such as carbide and high speed steel are discussed as well as tool geometry including the number of cutting flutes. The theory of chip formation in the cutting process is briefly discussed, to the extent necessary to understand how chip load is affected by other cutting parameters such as feed and



speed. Common cutting speeds measured in units of surface feet per minute for various materials are presented, and students build an understanding of how and why cutting speeds are driven by material properties. Students learn and practice using the mathematical equations for calculating speed and feed rate in both milling and turning operations. Finally, students learn how to calculate tapping operation feed rates based upon spindle speed and thread pitch. Students are frequently presented with quizzes and test questions. The questions are typically true/false, multiple choice, or multiple selection in nature and often include written questions as well as visual diagrams.

- B. Students are frequently presented with quizzes and test questions. The questions are typically true/false, multiple choice, or multiple selection in nature and often include written questions visual diagrams and interactive web-based activities.

**Unit 12: Engineering Technology as a Career**

*(4 weeks)*

**STANDARDS**

Anchor Standard: 11.1, 11.2, 11.4

Pathway Standard: B1.4, B3.3, D1.0, D1.1, D10.0, D10.2

Common Core Standards: ETS2, ETS2.A, ETS2.B

- A. In this unit, students come to learn the various industries and sectors that offer a career in Engineering or Engineering Technology. Students learn that this trade involves highly skilled occupations that take place in very clean, high-tech environments and require a great variety of knowledge and skills to perform successfully. Students conduct research on various types of Engineering and Engineering technology employers and occupations and report back with their findings. Additionally, students develop a personal resume indicating their skills and certifications gained through the class. Students gain valuable insight into Engineering and Engineering Technology as a career either through a field trip to an Engineering field facility such as Boeing or JPL or by a professional in the industry visiting the class as a guest speaker.
- B. Professional Resume and Career Goals Presentation: In this assignment, students use word processing software to write and format a professional resume that can later be used to assist in gaining entry level employment in the manufacturing industry sector. The resume lists the student's occupational objective, educational experience, software skills, hands-on skills, and certifications. The resumes are checked for proper spelling, grammar, diction, and formatting. In the Career Goals Poster, students create slides that outline the outcomes of their research of Engineering or Engineering Technology fields and functions they are interested in and have found. Students will present slides, reaffirming what they've learned and enriching the research of other students.

**Final Project/Exam:**

1. Students will each create a report and presentation for a unique Product Development Scenario that they are presented with, including a series of 3D printed prototypes. Report will explain in detail the context of product development within the engineering design process, specifically explaining prototyping, testing and improving the product within the different stages of the prototype evolution. Presentation will outline key points of report and include data-driven diagrams explaining reasons for product issues from testing and improvement strategies. Students exhibit their work and reflect on their learning before a panel of industry partners.
2. Assignments: Update Professional Resume and Cover Letter- Each student updates their professional resume and cover letter for inclusion in their Product Development portfolios.
3. Professional Interview- At the conclusion of the course, students engage in a formal interview with an Engineering partner and receive feedback on their skills and abilities.
4. Exhibition of Learning -Each student prepares and delivers an exhibit of their learning and accomplishments to a panel of industry partners. The exhibition of learning features evidence of growth in college and career readiness, student reflections on learning, as well as the final project and samples of work featured in the student's course notebook and portfolio.

Additional Course Materials:

Title: Haas VF / HS Series CNC Machine Programming Workbook,

Author: Haas Automation

Publisher: Haas Automation, Edition: 2006

Title: Machining Fundamentals

Author: John R. Walker and Bob Dixon

Publisher: The Goodheart Willcox Company, Inc., Edition: 10th Edition, 2019

Title: Immerse2Learn

Author/Editor/Compiler: i2L

Affiliated Institution or Organization: US Dept of Labor

URL: <http://web.immerse2learn.com/web/my-login/>

Title: OSHA

Author/Editor/Compiler: Various Contributors - US Department of Labor

Affiliated Institution or Organization: US Dept of Labor

URL: <https://www.osha.gov/>

Glendale Unified School District School

High School

Date

(Meeting date will be typed in after Board Approval)

Department: Career Technical Education

Course Title: Honors Robotics 5-6: Engineering Graphics

Course Code: 5469V/5470V

Grade Level(s): 10-12

School(s)  
Course Offered: Glendale High School

UC/CSU Approved  
(Y/N, Subject): Yes, "g" General Elective credits, honors designation

Course Credits: 10

Recommended  
Prerequisite: Robotics 3-4: Engineering Technology, Computer Aided Design & Additive Manufacturing Honors

Recommended  
Textbook(s): Engineering Graphics Essentials: Text and Digital Learning 5<sup>th</sup> Edition  
Kristie Plantenberg, SDC Publications, ISBN-13: 978-1-63057-052-1

SOLIDWORKS 2019 and Engineering Graphics: An Integrated Approach,  
Randy H. Shih, SDC Publications, ISBN: 978-1-63057-240-2

Course Overview: Honors Robotics 5-6: Engineering Graphics is the advanced course (3rd year) in a three-course sequence for the Engineering Technology and Product Development Industry Sector. The course deepens the skills and knowledge of an engineering student within the context of Computer Aided Drafting (CAD), modeling and design. Students use Computer Aided Design software to create engineering design packages consisting of detail, sub-assembly, assembly and installation models and drawings. These skills are applied in the context of understanding the essence of being an engineer: solving real world problems with creative and ethical solutions in teams.

**First Semester-Course Content**

**Unit 1: Introduction and Overview**

*(5 weeks)*

**STANDARDS**

Anchor Standards: 1.0 , 2.1, 2.3, 2.3, 8.0, 8.1, 9.0, 9.1

CTE Engineering and Architecture - Engineering Design & Technology

Pathway Standards: A1.0, A1.2, A2.0, B.6.0 , B6.1, C1.0, C1.1, C1.2

- A. In this unit, students are introduced to elements of engineering that all engineering professions have in common: working in a team to problem solve with creative and ethical solutions. Students will learn background information about engineering professions and the critical importance of engineering ethics by studying examples of engineering design disasters that could have been avoided if engineering decisions had been made ethically rather than based on cost savings (e.g. the Challenger O-ring catastrophe). Students will practice scenarios in which they are given challenges that they can solve by working through the steps of the Engineering Design Process with their teammates.
- B. Students are frequently presented with assignments, quizzes and test questions. The questions are typically true/false, multiple choice, or multiple selection in nature and often include written questions, visual diagrams and interactive web-based activities.

**Unit 2: Spatial Visualizations**

*(3 weeks)*

**STANDARDS**

Anchor Standards: 2.6, 3.0, 4.0, 4.1, 4.4, 5.1

CTE Engineering and Architecture - Engineering Design & Technology

Pathway Standards: A2.2, A2.3, A2.4, A4.0, C2.0, C3.2, C.5.0 , C5.1

- A. Students study and practice spatial visualization skills to understand views in 2D and 3D definitions of parts in the real world. They practice by looking at real objects such as a picture frame or remote control and sketch different views of the objects to learn about the essence of orthographic projections.
- B. Students are presented with practice assignments and interactive web-based activities.

**Unit 3: Engineering Graphics Fundamentals**

*(11 weeks)*

**STANDARDS**

Anchor Standards: 2.1, 4.0, 4.1, 4.2

CTE Engineering and Architecture - Engineering Design & Technology

Pathway Standards: A3.3, A4.1, A5.0, A6.0, C1.0, C1.1, C1.2, C6.0, C7.1

- A. The basics of engineering graphics are studied and developed including understanding line types, auxiliary and section views, dimensioning and annotations and basic tolerancing. The ideas of assemblies and installation models is broadly discussed. Students learn about fasteners, standard parts, screw threads and the basics through complexities of holes (definition, placement, tolerance, and fit).
- B. Students are presented with practice assignments and interactive web-based activities.

### Second Semester-Course Content

#### Unit 4: Computer Aided Design: Sketches, Extrusions, Part Features and Advanced Modeling Features (14 weeks)

##### STANDARDS

Anchor Standards: 4.0, 4.3, 4.4, 4.6, 5.2, 5.3

CTE Engineering and Architecture - Engineering Design & Technology

Pathway Standards: A3.3, A4.0, A4.1, A4.2, C3.0, C3.1, C3.2, C3.3

- A. In this unit students learn the foundational skills of modeling in Computer Aided Drafting (CAD) software starting from creating sketches, which includes dimensioning and fully constraining the sketches. The students will then learn to extrude sketches into solid models and edit the models with cutting features such as holes and other extruded sketch cuts. This unit will explain the several options of holes including tapping, counterbore, countersink, hole depth etc. Students will also learn other basic features such as filleting, chamfering, patterning, mirroring, etc. For advanced features, students learn how to assemble parts together with mating to save assembly files, perform more advanced features such as creating Model Based Definition models (MBD's), setting material properties, measuring volume/mass, animations, etc.
- B. Students will be presented with a series of practice exercises for each of the functions listed above. As a completion of the unit, students will be given simple parts with measurements that they will model according to the skills and tools learned above.

#### Unit 5: Computer Aided Drafting: Detail, Assemblies, and Installations

*(7 weeks)*

##### STANDARDS

Anchor Standards: 4.0, 4.3, 4.4, 4.5, 4.6, 5.2, 5.3, 5.4,

CTE Engineering and Architecture - Engineering Design & Technology

Pathway Standards: A3.3, A4.0, 4.1, 4.2, A5.0, A6.0, A6.1 A8.0, C2.0, C2.1, C2.2, C2.3, C5.0

- A. This unit will cover all the details of Drawing Packages, which consist of Detail Part Drawings, and Assembly Drawings. Students will learn the requirements, details, and tools for creating drawings with projected views based on fully constrained models. Drawing details include industry standards for title blocks, revision blocks, parts lists, bill of materials, notes lists, etc.
- B. Students will be given an assembly that they will need to disassemble and measure in order to create 3D models of each piece part, assemble the 3D models, then create detail and assembly drawings of the piece parts and assembly respectively. They will then create an installation drawing explaining the steps of installation for the assembly into its location (for example modeling an engine assembly and installing into a car).

Unit 6: Design Engineering as a Career

(3 weeks)

STANDARDS

Anchor Standards: 4.0, 4.3, 4.4, 4.5, 4.6, 5.2, 5.3, 5.4, 6.0, 7.0, 8.0, 8.1, 9.7, 10.0

CTE Engineering and Architecture - Engineering Design & Technology

Pathway Standards: A3.3, A4.0, 4.1, 4.2, A5.0, A6.0, A6.1 A8.0, C2.0, C2.1, C2.2, C2.3, C5.0

- A. In this unit, students come to learn the various industries and sectors that offer a career in Design Engineering. Students conduct research on various types of Design Engineering employers and occupations. They document their findings in a report. Additionally, students develop a personal resume indicating their skills and qualifications gained through the class. Students gain valuable insight into Design Engineering as a career either through a field trip to an Engineering field facility such as Boeing or JPL or by a professional in the industry visiting the class as a guest speaker.
- B. Professional Resume and Career Goals Presentation: In this assignment, students use word processing software to write and format a professional resume that can later be used to assist in gaining entry level employment in the design engineering industry sector. The resume lists the student's occupational objective, educational experience, software skills, hands-on skills, and certifications. The resumes are checked for proper spelling, grammar, diction, and formatting. In the Career Goals Presentation, students create slides that outline the outcomes of their research of Design Engineering fields and functions they are interested in and have found. Students will present slides, reaffirming what they have learned and enriching the research of other students.

Final Project/Exam:

1. Students will each create a Model and Drawing package for a unique Assembly Design that they will create. Design Package will include detail drawings of each detail part, assembly drawings of all assembly and sub-assemblies, and installation MBD's for

assembly installations. All drawings will be created using projected views from fully defined and constrained models. Package will contain two example parts using Model Based Definition. Students exhibit their work and reflect on their learning before a panel of industry partners.

2. Exhibition of Learning -Each student prepares and delivers an exhibit of their learning and accomplishments to a panel of industry partners. The exhibition of learning features evidence of growth in college and career readiness, student reflections on learning, as well as the final project and samples of work featured in the student's course notebook and portfolio.

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 19

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

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

SUBJECT: **Approval of Agreement with The Flippen Group**

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The Superintendent recommends that the Board of Education approve an agreement between Glendale Unified School District and The Flippen Group in the amount of \$21,500 to provide Capturing Kids' Hearts/Leadership Blueprint professional development virtual trainings to GUSD site and District leadership to improve the five key indicators of school performance: fewer discipline referrals, improved attendance, higher student achievement, lower dropout rates, and higher teacher satisfaction.

Staff is contracting with the Flippen Group to provide two trainings to principals and District leadership. All principals will participate in a one-day virtual training, Capturing Kids Hearts, presented by Vern Hazard, on October 8, 2020. The research-based process improves five key indicators of school performance:

- Fewer discipline referrals
- Improved attendance
- Higher student achievement
- Lower dropout rates
- Higher teacher satisfaction

School administrators that implement this process at their schools report:

- Strengthened student connectedness to others by enhancing healthy bonds with teachers.
- Consistent rules of conduct with reduced disciplinary escalations and referrals.
- Dramatic reduction in truancy and dropouts.
- Reduction of negative behaviors such as isolation, violence, early sexuality, and substance use.
- Significant improvement in student academic performance.
- District-wide improvements in test scores.



- Higher rate of job satisfaction among teachers.
- Increased teacher retention and improvement in teacher recruiting.

Principals will be trained on:

- How to build meaningful, productive relationships with every student and every colleague.
- How to use the *EXCEL Model* of teaching to create a safe, effective environment for learning.
- How to develop self-managing, high-performing classrooms using team-building skills and a Social Contract.
- High payoff techniques for dealing with conflict, negative behavior, and disrespect issues.

A small team that consisted of Dr. Vivian Ekchian, Board Member Jennifer Freemon, Dr. Kelly King, Dr. Mary Mason, Dan DiMundo (then GSMA President) and Stacy Toy (CSEA President) participated in this training in February 2020 and were very enthusiastic to bring the training to GUSD to assist in the work of building students' social-emotional well-being and resilience..

In addition to the Capturing Kids Hearts training for principals, District leadership will participate in the Leadership Blueprint. This training will help the GUSD organization cultivate true leadership potential to meet ambitious goals and create positive relationships and productive cultures that lead to strong results. Participants will be composed of department leadership who will create peer connections and build relationships that are at the core of performance. These leaders will learn and practice specific skills that make clear, candid communication possible and use these skills in their professional relationships in order to model and apply them on the job. Each participant will be trained and receive:

- Open lines of communication to give and receive feedback effectively.
- Use the *EXCEL Model* during interpersonal interactions and meetings.
- Build high-performing, self-managing teams.
- Develop specific skills and techniques for conflict resolution.
- Uncover and overcome personal constraints.
- Identify self-limiting behavior patterns and tendencies.
- Receive a Flippen Profile report and individual plan of action.

The date of the Leadership Blueprint has yet to be scheduled.

The Flippen Group has awarded the Glendale Unified School District a grant of \$21,500 towards the expense of these workshops. GUSD will match the grant award and will pay for this out of Title II funds, which are dedicated to professional development.

***TO SUPPORT BOARD PRIORITY No. 2: Create a Culture of Learning***

*“Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.”*

***TO SUPPORT BOARD PRIORITY No. 3: Increase Engagement***

*“Utilize and increase district capacities to increase engagement, relationships, and support with parents and the community that build public trust and involvement in GUSD schools.”*



# Training Confirmation Agreement

Prepared for  
Glendale Unified School District

September 16, 2020



Glendale Unified School District  
 223 North Jackson Street  
 Glendale, CA 91206

Thank you for selecting The Flippen Group to provide your staff development needs. We look forward to serving you. Our goal is to provide you with a training that will both motivate and empower the participants to a new level of success.

This agreement is between The Flippen Group, L.L.C. and Glendale Unified School District ("CUSTOMER"). Please take a moment to review the information that follows and then sign and return this form to us promptly in order to confirm your training reservation.

**SECTION 1: PRODUCTS**

Product	Timeline	Pricing
<p><b>Capturing Kids' Hearts 1™: A Custom Virtual Experience</b>            One, eight-hour virtual training for up to 50 participants.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>Two, 4-hour live virtual sessions. Each virtual session can occur on the same day, or on consecutive days.</li> <li>Each participant will receive 8 Continuing Education Units (CEU) for attending.</li> <li>Participants have access to <i>IHeartCKH™</i>, an online community and resource center designed to support <i>Capturing Kids' Hearts 1</i> implementation and the associated processes.</li> </ul>	<p>October 8, 2020</p>	<p>\$21,500</p> <p>(Discount made possible by generous donors and the Capturing Kids' Hearts Foundation)</p>
<p><b>Leadership Insights™</b>            Two, nine-hour virtual training cohort(s) for up to 25 participants per cohort. Each cohort includes six instructional hours (split into two sessions). Plus, three hours of pre-and-post instruction.</p> <p>Included in each cohort:</p> <ul style="list-style-type: none"> <li>Two, 3-hour live virtual sessions. Each virtual session can occur on the same day, or on consecutive days.</li> <li>Digital copy of a <i>Flippen Profile™ Report</i> (a 360° behavioral assessment) via <i>I Heart CKH™</i> to build a data-driven <i>Traction Plan™</i> for ongoing personal and professional development.</li> <li>Each participant is offered a 40-minute one-on-one ZOOM virtual coaching experience with a Senior Strategist.</li> <li>Each participant will receive 9 Continuing Education Units (CEU) for attending.</li> <li>Participants have access to <i>IHeartCKH™</i>, an online community and resource center designed to support <i>Leadership Insights</i> and the associated processes. Including key resources on communication, feedback and building actionable plans.</li> </ul>	<p>TBD</p>	<p>\$21,500</p>

**TOTAL PACKAGE COST**

**\$21,500**

Authorized Signer Initials \_\_\_\_\_  
 Glendale Unified School District





## SECTION 2: INVESTMENT

### Agreement:

- Both parties will consider this program confirmed upon the signing of this agreement prior to September 30, 2020. Upon execution of this Agreement, The Flippen Group will make every effort to reserve your functions at the exclusion of all other business opportunities.

### Payment Terms:

- Purchase order is required prior to each scheduled event.
- The fee for each service will be billed when services are rendered.
- Invoices are due upon receipt. Please make all checks payable to Flippen Group.

### Additional Charges (if applicable):

- A \$200.00 fee will be charged for each person over 25 not to exceed 30 total per Cohort for *Leadership Insights*.
- A \$400.00 fee will be charged for each person over 25 not to exceed 30 total per Cohort for *Capturing Kids' Hearts 1: A Custom Virtual Experience*.

## SECTION 3: POLICIES

### Considerations:

- Video and/or audio taping is strictly prohibited without prior written approval by The Flippen Group.
- Media representatives are not allowed to attend training without prior written approval by The Flippen Group.
- The Flippen Group has permission to contact company members via e-mail addresses.

### Intellectual Property

- The Flippen Group's intellectual property is a crucial part of providing training materials and consulting services to its clients, and the Flippen Group could not continue its work if its clients did not honor and respect the Flippen Group's intellectual property rights. None of our work or work product is done on a "work for hire" basis, and all of our material and work product is owned exclusively by the Flippen Group and is subject to one or more of the following: copyright, trademark, patent, license or trade secret. Intellectual property and learning/know-how that may be developed while working with any client shall remain the property of the Flippen Group. By entering into this agreement you are expressly acknowledging and agreeing to the matters set forth in this paragraph and you are agreeing that none of the training materials, notebooks, videos, presentations, processes or concepts may be used by you, for any purpose, without the express advance written consent of the Flippen Group. In addition, you are agreeing to have any of your engaged contractors or subcontractors sign an agreement to protect The Flippen Group's intellectual property.

### Setup:

- Upon the signing of this agreement, The Flippen Group's Event Planning Team will provide CUSTOMER with virtual meeting setup instructions and training needs for participants. It is understood that CUSTOMER will make arrangements and cover expenses for needed equipment for participants.

Authorized Signer Initials \_\_\_\_\_  
Glendale Unified School District





#### SECTION 4: RESCHEDULING/CANCELLATION POLICY

- The Flippen Group can honor rescheduling requests 30 days or more before the first day of the event at no penalty and can be rescheduled for another time based on availability.
- Should CUSTOMER notify The Flippen Group less than 30 days before the first day of the event, then both parties understand this event has been cancelled and the full contract fee will be assessed.
- Force Majeure: Neither party shall be liable for any failure to perform its obligations where such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or failure of electricity [or telephone service], and no other Party will have a right to terminate this Agreement in such circumstances.
- Any Party asserting Force Majeure as an excuse shall have the burden of proving that reasonable steps were taken (under the circumstances) to minimize delay or damages caused by foreseeable events, that all non-excused obligations were substantially fulfilled, and that the other Party was timely notified of the likelihood or actual occurrence which would justify such an assertion, so that other prudent precautions could be contemplated.

#### SECTION 5: DISCLAIMERS

- CUSTOMER accepts the Products "AS IS" with all faults and errors. THE FLIPPEN GROUP HEREBY DISCLAIMS ANY AND ALL WARRANTIES RELATING TO THE PRODUCTS EXCEPT FOR ANY SPECIFIC WARRANTIES THAT ARE EXPRESSLY PROVIDED IN THE TERMS OF THIS AGREEMENT. THE FLIPPEN GROUP DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. The entire risk as to the functionality, operation, and results is with CUSTOMER and The Flippen Group assumes no risk or obligation in connection therewith.
- The Flippen Group hereby disclaims any and all liability, risk, obligation, or responsibility for decisions made or actions taken by CUSTOMER after use of the Products. The Flippen Group shall in no way be responsible or liable for CUSTOMER's use of (1) the Products, (2) the information and data provided by third-parties in order to use the Products; or (3) the information or results obtained through the Products. The Flippen Group does not guarantee or warranty any particular result or success as a result of use of the Products. The Products should be considered tools to assist CUSTOMER, but should not be treated as a singular solution.
- In no event shall The Flippen Group be liable for or responsible for any incidental or consequential damages or injuries related to CUSTOMER's use of (1) the Products, (2) the information and data provided by third-parties in order to use the Products; or (3) the information or results obtained through the Products. The maximum possible liability of the Flippen Group shall not exceed the lesser of the full retail cost of the Products or the amount that CUSTOMER paid for the Products.
- No information shared by The Flippen Group verbally or in writing can be constituted to be professional advice, such as medical, legal, financial, psychological, business, or counseling advice. Diagnosing medical or psychological conditions cannot be done through a coaching process and should only be done by licensed professionals.

Authorized Signer Initials \_\_\_\_\_  
Glendale Unified School District



## SECTION 6: CONFIRMATION

I have read and understand the policies of The Flippen Group as printed in this agreement, and, as the contact person for this training, I will endeavor to see that all policies and related details are understood and completed by all involved parties in the planning of this event.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(CUSTOMER's Authorized representative)

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

## SECTION 7: CONTACT US

If you have any questions or need additional assistance, please do not hesitate to contact us.

The Flippen Group  
Attn: Angie Shoffner  
Angie.Shoffner@flippengroup.com  
1199 Haywood Drive  
College Station, TX 77845  
Phone: 800-316-4311  
Fax: 877-941-4700

Authorized Signer Initials \_\_\_\_\_  
Glendale Unified School District

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 20

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

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

SUBJECT: **Approval of Agreement with InnovateEd**

---

The Superintendent recommends that the Board of Education approve an agreement between Glendale Unified School District and InnovateEd in the amount of \$16,000 to provide virtual training sessions for principals and District leadership to achieve District goals and improve agreed upon student learning priorities by developing the collective capacity of educators at all levels of the school district to make the instructional changes required for raising the bar and closing the gap for all students.

During the 2019-2020 school year, Dr. Ekchian and staff participated in a series of strategy sessions to build District capacity to meet Board Priorities and specifically student achievement goals. These strategy sessions were facilitated by Jay Westover, the Chief Learning Officer and co-founder of InnovateEd. InnovateEd partners with school districts to create coherent systems of continuous improvement. Their team assists district leadership to develop exceptional leaders and expert teachers that are equipped to sustain the long-term improvement of student equity and performance.

For the 2020-2021 school year, the District will continue the work from last school year with sessions to include District administrators and site principals. The purpose is to achieve district goals and improve agreed upon student learning priorities by developing the collective capacity of educators at all levels of the school district to make the instructional changes required for raising the bar and closing the gap for all students.

InnovateEd will provide eight half-day virtual strategy sessions (four billable days) at Principal Meetings, scheduled on the following dates:

October 13, 2020	November 19, 2020	December 10, 2020	January 21, 2021
February 23, 2021	March 30, 2021	April 28, 2021	May 26, 2021



The cost of the sessions is \$16,000 and includes preparation, facilitation and follow-up. This will be paid out of Title II funds, which are dedicated to professional development.

***TO SUPPORT BOARD PRIORITY No. 2: Create a Culture of Learning***

*“Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.”*

***TO SUPPORT BOARD PRIORITY No. 3: Increase Engagement***

*“Utilize and increase district capacities to increase engagement, relationships, and support with parents and the community that build public trust and involvement in GUSD schools.”*



# Glendale USD

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PROFESSIONAL SERVICES CONTRACT

Presented by



---

SEPTEMBER 22, 2020



FOCUS

# Building Capacity

Creating a Coherent System of Continuous Improvement

*The purpose of a coherent system of continuous improvement is developing the collective capacity of educators at all levels of the school district to make the instructional changes required for raising the bar and closing the gap for all students. The approach for every level of the district is to create communities of learners through horizontal and vertical learning opportunities that promote systemic collaboration and inquiry-driven improvement cycles.*

## THE PLAN

### Leadership Team - District Leaders & Principals

Provides opportunities for district staff and principals to form a learning partnership focused on developing the capacity of schools to achieve districts goals and improve agreed upon student learning priorities. This team serves as the guiding coalition that engages in cycles of inquiry aimed at creating the key conditions for a coherent system of continuous improvement.

- .
- .



111 Bank St #231 - Grass Valley 95945  
 949 280-6490  
 lynn@innovateed.com

## FEE SCHEDULE & TIMELINE

### Leadership Team

8, 2.5 hour sessions (4 billable days) @  
 \$4,000/day

*The total value of this SOS will not exceed \$16,000 unless otherwise agreed to by both parties. This figure is based on the services described above.*

*Client will be invoiced quarterly (in advance) for consulting services. For this school year, services will either be virtual or in person and may flex back and forth. Invoices are due upon receipt. Please note that cancellations less than 30 days in advance will be billed at the full daily rate.*

*In WITNESS WHEREOF, the parties hereto have caused this contract to be effective as of the day, month, and year written below.*

\_\_\_\_\_  
 Glendale USD  
 Authorized Signatory

\_\_\_\_\_  
 Title & Date

\_\_\_\_\_  
 Lynn Hodson, COO InnovateEd

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 21

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Dr. Darneika Watson, Chief Human Resources and Operations Officer

PREPARED BY: Hagop Eulmessekian, Director, Student Support Services

SUBJECT: **Services Agreement Harmony Psychotherapy, Inc. for Tobacco Use Prevention Education (TUPE) Program for the 2020-2021 School Year**

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The Superintendent recommends that the Board of Education approve the Services Agreement between the Glendale Unified School District and Harmony Psychotherapy, Inc. to provide tobacco use prevention and cessation services to students at all nine secondary schools within the District.

Violet Mesrkhani, Ph.D., a licensed clinical psychologist and Chief Executive Officer (CEO) of Harmony Psychotherapy, Inc., has been providing tobacco intervention and cessation classes to students who are “at-risk” and smokers, at Roosevelt, Rosemont, Toll, and Wilson Middle Schools, as well as Clark Magnet, Crescenta Valley, Daily, Glendale, and Hoover High Schools since 2010. In addition, Dr. Mesrkhani provides anti-tobacco information to students, parents, and staff by conducting special anti-tobacco use presentations and parent outreach through meetings and attendance during Back-to-School Nights and Open House events at any of these schools upon request. Dr. Mesrkhani works directly with school administrators and the designated TUPE site coordinator at each of the respective secondary schools.

Student Support Services will once again contract with Harmony Psychotherapy, Inc. for the 2020-2021 school year. Until such time that the students will be allowed to physically return to their respective school sites, Harmony Psychotherapy will provide tobacco intervention and cessation classes with secondary students via Zoom. Services provided will be paid by the Tobacco Use Prevention Education (TUPE) Grant, in the total amount of \$24,300.

***TO SUPPORT BOARD PRIORITY No. 1: Maximize Student Achievement Analyze and assess student data to strengthen attendance and personalize learning that builds college, career, and life readiness pathways for success.***

Glendale Unified School District  
Consent Calendar No.  
October 6, 2020  
Page 2

***TO SUPPORT BOARD PRIORITY No. 3: Increase Engagement*** “Utilize and increase district capacities to increase engagement, relationships, and support with parents and the community that build public trust and involvement in GUSD schools.”

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 22

TO: Board of Education  
FROM: Dr. Vivian Ekchian, Superintendent  
PREPARED BY: Dr. Darneika Watson, Chief Human Resources & Operations Officer  
SUBJECT: **Agreement with California State University, Dominguez Hills**

---

The Superintendent recommends that the Board of Education approve the Clinical Affiliation Agreement – Nursing with California State University, Dominguez Hills.

This agreement is between the Glendale Unified School District and California State University, Dominguez Hills to provide clinical experiences to university students in the BSN, MSN, and Nurse Practitioner Programs in nursing. The term of the Agreement will commence upon full execution. There is no fiscal impact to the District.

In accordance with the provisions of Sections 44225 and 44227 of the California Education Code, the Governing Board of any school district is authorized to enter into agreements with the California State Universities and Colleges, the University of California, or any other university or college approved by the Commission on Teacher Credentialing as a teacher education institution to provide teaching experience through practice teaching to students enrolled in teacher education curriculum of such institutions.

***TO SUPPORT BOARD PRIORITY NO. 2: Create a Culture of Learning - Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.***





CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Procurement, Contracts, Logistical and Support Services
1000 E. Victoria Street, WH B-485, Carson, CA 90747 PHONE: (310) 243-3799

CLINICAL AFFILIATION AGREEMENT - NURSING

Contract # \_\_\_\_\_

THIS AGREEMENT, is made and entered into on 9/2/2020, pursuant to Education Code 89036, by and between
Glendale Unified School District

hereinafter referred to as the "FACILITY" and the Trustees of the California State University, an agency of the State of California, on behalf of the School of Nursing, CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS, hereinafter referred to as "UNIVERSITY".

WITNESSETH:

WHEREAS, the UNIVERSITY'S BSN, MSN, and Nurse Practitioner Programs in nursing requires its students to have clinical experience and the use of clinical facilities; and

WHEREAS, the FACILITY is willing to permit the use of its clinical facilities and services for the education of said students, under the circumstances herein defined; and

WHEREAS, it is to the mutual benefit of the parties hereto that students of the University's Nursing Program use the clinical facilities of the Facility for their clinical nursing experience,

NOW, THEREFORE, in consideration of the covenants, conditions, and stipulations hereinafter expressed and in consideration of the mutual benefits to be derived there from, the parties hereto agree as follows:

I. FACILITY SHALL:

A. Provide clinical facilities for learning experiences for nursing students designated by the UNIVERSITY. The clinical experience for each student shall cover such period of time as will be specified by the UNIVERSITY.

B. Maintain clinical facilities in conformance with standards of the State Board of Nurse Examiners and permit inspection of its clinical facilities upon request by the Council of Baccalaureate and Higher Degree Programs of the National League for Nursing and by authorized representatives of the UNIVERSITY.

C. Permit designated students and staff of UNIVERSITY to use all services of the FACILITY herein contracted for. The level of services and the number of students involved shall be determined by mutual agreement between the parties.

D. Nominate staff members to serve as clinical preceptors. The final selection of the preceptors shall be made by mutual consent between the FACILITY and the Faculty Coordinator.

The preceptors shall serve on a volunteer basis in accordance with the Preceptor Policy Handbook found in the following links:

- https://www.csudh.edu/Assets/csudh-sites/son/docs/job-postings/forms/bsn/RN-BSN%20Clinical%20Handbook\_2019.pdf
https://www.csudh.edu/Assets/csudh-sites/son/docs/job-postings/forms/msn/msn-clinical-handbook%20Aug%202018.pdf
https://www.csudh.edu/son/forms/

E. Permit members of the medical and nursing staffs of the FACILITY to participate as their time may permit in the clinical learning experience of the students.

F. Upon request, provide insurance for general liability insurance coverage.

II. TRUSTEES, THROUGH THE UNIVERSITY, SHALL:

A. Designate the students who are enrolled in the Nursing Program of the University to be assigned for clinical nursing experience at the Facility.

B. Be responsible for all instruction and evaluation of student performance required to meet the course

objectives given at the FACILITY to the students so designated.

C. Be responsible for keeping all attendance and academic records of the students.

D. Provide guidance to students in their clinical activities, through an individualized Learning Contract which specifies learning activities to take place within the patient care framework of the FACILITY.

E. Agree that the students and instructors shall be subject to the requirements and restrictions specified jointly by representatives of the UNIVERSITY and FACILITY, and subject to the FACILITY's rules and regulations governing conduct.

G. UNIVERSITY does not discriminate on the basis of race, color, ethnicity, national origin, age, genetic information, religion or veteran status in its programs and activities, including admission and access.

F. Upon request, provide insurance for general liability insurance coverage.

**III. General Conditions**

A. THIS AGREEMENT shall become effective upon execution, and shall continue until the expiration date noted below or until cancelled by either party with sixty (60) days advance written notice.

B. UNIVERSITY shall defend, indemnify and hold FACILITY, its officers, employees and agents harmless from and against any and all liability, loss expense (including reasonable attorneys fees and court costs), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys fees, or claims for injury or damages are caused by or result from the negligent acts or omissions of UNIVERSITY, its officers, agents, or employees.

FACILITY shall defend, indemnify and hold UNIVERSITY, its officers, employees and agents harmless from and against any and all liability, loss expense (including reasonable attorneys fees and court costs), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys fees, or claims for injury or damages are caused by or result from the negligent acts or omissions of FACILITY, its officers, agents, or employees.

C. While in the performance of this agreement, students serve as volunteers at the Facility without compensation and are not to be considered officers, agents or employees of the University for Worker's Compensation purposes.

D. Students shall provide and maintain in force a One Million Dollar (\$1,000,000) policy of professional liability insurance during the course of their activities under this agreement.

E. UNIVERSITY and FACILITY, at its sole cost and expense, shall insure its activities in connection with this agreement, shall obtain, keep in force, and maintain insurance as follows:

Comprehensive or General Liability Insurance with a limit of One Million Dollars (\$1,000,000), and Three Million Dollars (\$3,000,000) in aggregate, per occurrence.

F. This AGREEMENT may at any time be altered, changed or amended by mutual agreement of the parties in writing.

G. Upon full execution of the agreement, any written notice given under this agreement shall be sent by registered mail to the following: CSUDH, 1000 E. Victoria Street, WH B-485, Carson, CA 90747, Procurement & Contracts Department, Attn: Director of Procurement & Contracts.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be effective: \_\_\_\_\_ to \_\_\_\_\_  
By executing the Agreement, the parties hereto accept and agree to all of the stipulations set forth herein and agree that he/she is authorized to sign this Agreement on behalf of the parties.

**CALIFORNIA STATE UNIVERSITY,  
DOMINGUEZ HILLS**

\_\_\_\_\_  
Designee Date

Procurement, Contracts, Logistical & Support Services  
1000 E. Victoria Street  
Carson, CA 90747  
310-243-3799

SI: \_\_\_\_\_

**FACILITY Glendale Unified School District**

NAME: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: Dr. Darnelka Watson

Title: Chief Human Resources & Operations Officer

Address: 223 N. Jackson St.

Glendale, CA 91206

Date: 9/2/2020

Phone: 818-241-3111

Email: dwatson@gusd.net



GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 23

TO: Board of Education  
FROM: Dr. Vivian Ekchian, Superintendent  
PREPARED BY: Dr. Darneika Watson, Chief Human Resources & Operations Officer  
SUBJECT: **Agreement with California State University, Bakersfield**

---

The Superintendent recommends that the Board of Education approve the Clinical Practice Agreement with California State University, Bakersfield.

This agreement is between the Glendale Unified School District and California State University, Bakersfield to provide teaching experiences through clinical practice teaching to teacher candidates enrolled in the University's teacher training curricula. The term of the Agreement shall be effective July 1, 2020 and remain in effect until termination on June 30, 2024. There is no fiscal impact to the District.

In accordance with the provisions of Sections 44225 and 44227 of the California Education Code, the Governing Board of any school district is authorized to enter into agreements with the California State Universities and Colleges, the University of California, or any other university or college approved by the Commission on Teacher Credentialing as a teacher education institution to provide teaching experience through practice teaching to students enrolled in teacher education curriculum of such institutions.

***TO SUPPORT BOARD PRIORITY NO. 2: Create a Culture of Learning - Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.***

**CLINICAL PRACTICE AGREEMENT  
BETWEEN CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
AND GLENDALE UNIFIED SCHOOL DISTRICT**

This Agreement is entered into between the Trustees of the California State University on behalf of California State University, Bakersfield (CSUB), hereinafter called University, and GLENDALE UNIFIED SCHOOL DISTRICT, hereinafter called District. The University and District are referred to collectively as the Parties.

**SECTION 1            PURPOSE OF AGREEMENT**

1.1     **Purpose.** The District will provide teaching experience through Clinical Practice teaching to teacher candidates enrolled in the University’s teacher training curricula.

1.2     **Definition of Clinical Practice.** Clinical Practice means active participation in the duties and functions of classroom practice teaching within the District, under the direct supervision and instruction of employees of the District who hold valid Life or Clear California teaching credentials that authorize those District employees to serve as classroom teachers in the school(s) or class(es) in which practice teaching is provided.

**SECTION 2            GENERAL CLINICAL PRACTICE PROGRAM REQUIREMENTS**

2.1     **Term of Agreement.** This Agreement shall be effective July 1, 2020 and remain in effect until termination on June 30, 2024.

2.2     **Termination of a Teacher Candidate’s Clinical Practice Assignment.** The District may, for good cause, refuse to accept the assignment of any University teacher candidate assigned to a Clinical Practice assignment in the District and, upon the request of the District and a showing of good cause, the University shall terminate the assignment of that teacher candidate in the District.

**SECTION 3            RESPONSIBILITIES OF SCHOOL DISTRICT**

3.1     **Clinical Practice Assignments.** The District shall provide to University teacher candidates the opportunity for practice teaching in schools and classes within the District. Such practice teaching shall be provided in schools or classes of the District and under the direct supervision and instruction of such employees of the District as the District and the University (through their authorized representatives) may mutually determine. The matching of candidate and district-employed supervisor will be a collaborative process between the school district and the program. For Multiple Subject, Single Subject, and Special Education programs, Clinical

Practice is guided by the California Commission on Teacher Credentialing requirements and the University program requirements. The district agrees to allow the Teacher Candidate to complete clinical practice in line with these requirements.

3.2 **Length of Clinical Practice Assignments.** The District shall make available to each University teacher candidate presented to it a Clinical Practice assignment of approximately 16 weeks, except that a Clinical Practice assignment in an early childhood special education setting shall be for approximately sixty (60) hours per term. The minimum amount of District support and guidance will be 5 hours per week.

3.3 **Effect of Absence From Assigned Practice Teaching.** An absence by a teacher candidate from assigned practice teaching shall not be counted as absences in computing the semester units of Clinical Practice provided to the teacher candidate by the District.

3.4 **Acknowledgement of Videotaping.** The District acknowledges that one or more teacher candidates may be evaluated through the use of videotape or other recording of a portion of the Clinical Practice assignment, and agrees that such recording may take place in each such class in accordance with this Agreement and all applicable laws, including the completion of Student Release Forms. The District, or any school or class within it, will not hinder the teacher candidate in obtaining fully executed Student Release Forms as required.

3.5 **Maintenance of Student Release Forms.** To the extent that the District, or any school within it, has parents or guardians of students in classes subject to Clinical Practice assignments complete the California Teaching Performance Assessment Student Release Form (Attachment 2) or other similar form at the beginning of a school term and maintains them at the school or District, then the District shall complete the Administrator Release Form and provide a fully-executed copy of it to the University for maintenance in the University's files for the required length of time.

3.6 **Site-based Personnel.** The District acknowledges that the site will have a fully qualified administrator and the site supervisor will have a Life or Clear California credential and will have a record of a minimum of three years of exemplary teaching. Site supervisors will verify or participate in 10 hours of University provided orientation.

#### **SECTION 4 RESPONSIBILITIES OF THE UNIVERSITY**

4.1 **Qualified Teacher Candidates.** The University shall ensure that each teacher candidate assigned to the District will have, by the effective date of the Clinical Practice assignment, satisfactorily completed the prerequisites for Clinical Practice assignments as set forth in the University's teacher training curricula.

4.2 **Assignments of Teacher Candidates to District.** The University shall, in its sole discretion, assign one or more teacher candidates to the District for Clinical Practice assignments. Such teacher candidate assignment will be effective as of the date on which the teacher candidate is presented by a representative of the University to the designated proper

authority of the District. The University may assign a teacher candidate to more than one Clinical Practice assignment.

**4.3 Teacher Candidate Record Maintenance.** The University shall maintain records relating to each Clinical Practice teacher candidate for the period required for retention of such records (but at a minimum, through the term of this Agreement), including records of (1) a negative TB test; (2) CBEST scores; (3) the Certificate of Clearance issued by the State of California (which includes fingerprint clearance from the Department of Justice) (4) the Teacher Candidate Acknowledgement, Release of Liability, and Promise Not to Sue; and (5) Mandated Reporter Training.

**4.4 Evaluation of Teacher Candidates.** The University will be responsible for evaluating each teacher candidate who is assigned to the District in accordance with the University teacher training curricula.

**4.5 Training for Site-based Supervisors.** The University will provide District employed site supervisors (cooperating teachers) a minimum of 10 hours of initial orientation to the program curriculum, about effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices. The program will document and ensure district employed supervisors remain current in the knowledge and skills for candidate supervision and program expectations.

## **SECTION 5 INSURANCE AND INDEMNIFICATION**

**5.1 Insurance.** Each Party shall maintain in effect for the term of this Agreement the following policies of insurance (or provide evidence upon request of self-insurance sufficient to cover the following): (1) commercial general liability insurance with single combined limits of no less than \$1,000,000 per occurrence; (2) professional liability insurance; and (3) worker's compensation insurance as required under state law; except that the teacher candidates are not considered employees of the District and thus the District is not responsible for worker's compensation insurance for the teacher candidates.

**5.2 Indemnification.** The State of California, the Trustees of the California State University, CSU Bakersfield, their officers, agents and employees shall be responsible for the damages caused by the negligence of their officers, agents and employees occurring in the performance of this Agreement, except as otherwise provided in the Teaching Candidate Acknowledgment, Release of Liability and Promise Not to Sue (which will be executed by each teacher candidate prior to the start of that teacher candidate's Clinical Practice Assignment) as set forth in Attachment 1. The District, their officers, agents and employees shall be responsible for damages caused by the negligence of its officers, agents, and employees occurring in the performance of this Agreement. It is the intention of the Parties that the provisions of this paragraph be interpreted to impose on each Party the responsibility for the negligence (active or passive) of their respective officers, agents and employees.

**5.3 COVID-19.** District and university are aware of and informed about the

hazards currently known to be associated with the novel coronavirus referred to as “COVID-19”. District and University are familiar with and informed about the Centers for Disease Control and Prevention (CDC) current guidelines regarding COVID-19 as well as applicable federal, state and local governmental directives regarding COVID-19. District and University are, to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable government directives are modified, changed or updated, the District and University will take steps to comply with the modified, changed or updated guidelines or directives. If at any time District or University becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify the District or University of that fact.

**SECTION 6                   GENERAL TERMS**

6.1     **Independent Status.** This Agreement is between two independent entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association.

6.2     **Non-Discrimination.** The District shall not engage in any discriminatory practices in its performance under this Agreement, including its employment practices, on the basis of sex, race, color, religion, national origin, ethnic group, marital or parental status, ancestry, age, sexual orientation, or physical or mental disability or perception of one or more of such characteristics.

6.3     **Notices.** Any notices under this Agreement must be in writing and sent by U.S. mail and email as follows:

To the University:     California State University, Bakersfield, 9001 Stockdale Hwy,  
Bakersfield CA 93311; cjenkins@csub.edu

To the District:        GLENDALE UNIFIED SCHOOL DISTRICT 223 North Jackson  
Street, Glendale CA 91206

6.4     **Construction of Agreement.** This Agreement, together with its attachments, contains the entire agreement between the parties and shall not be modified, amended, or supplemented, or any rights waived, unless such amendment or modification is in writing, refers to this Agreement, and is executed by an authorized representative of each party. This Agreement shall be construed in accordance with and governed by the laws of the State of California. This Agreement supersedes any and all previous agreements, whether written or oral, between the Parties. If any section of provision of this Agreement is held illegal, unenforceable, or in conflict with any law by a court of competent jurisdiction, such section or provision shall be deemed severed and the validity of the remainder of this Agreement shall not be affected.

**TCH0890**

By signature below, each Party acknowledges its agreement with the terms and conditions of this Agreement and each signatory represents and warrants that she/he is authorized to sign on behalf of and to bind her/his Party to all of the terms and conditions of this Agreement.

California State University, Bakersfield

GLENDALE UNIFIED SCHOOL  
DISTRICT

\_\_\_\_\_  
By: Marina Manzano

\_\_\_\_\_  
By:

\_\_\_\_\_  
Title: Director of Procurement & Contract  
Services

\_\_\_\_\_  
Title:

Date:

Date:

**CERTIFICATION**

I, the duly appointed and acting Clerk or Secretary of the Governing Board of the School District listed below, do hereby certify that the following is a true and exact copy of a portion of the Minutes of the regular meeting of the Governing Board held on \_\_\_\_\_.

It was moved, seconded and carried that the attached contract with the Trustees of the California State University, under which the University may assign teacher candidates in the District for practice teaching, be approved; and that TCH0890 is hereby authorized to execute the contract.

District: GLENDALE UNIFIED SCHOOL DISTRICT

County: LOS ANGELES

By: \_\_\_\_\_

Clerk / Secretary of the Governing Board of the School District

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 24

TO: Board of Education  
FROM: Dr. Vivian Ekchian, Superintendent  
PREPARED BY: Dr. Darneika Watson, Chief Human Resources & Operations Officer  
SUBJECT: **Agreement with California State University, Northridge**

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The Superintendent recommends that the Board of Education approve the Memorandum of Understanding – Special Education Intern Program with California State University, Northridge.

This agreement is between the Glendale Unified School District and California State University, Northridge to help meet shortages of qualified teachers, and to attract persons into teaching who would not normally enroll in a traditional preparation program. Internships provide an alternative route to certification that allows candidates to obtain credentials while teaching in classrooms. This arrangement requires cooperative agreements between participating Local Education Agency (LEAs) and Institute of Higher Learning (IHEs) to address the employment shortages in the specified LEA. The term of the Agreement will commence upon full execution. There is no fiscal impact to the District.

In accordance with the provisions of Sections 44225 and 44227 of the California Education Code, the Governing Board of any school district is authorized to enter into agreements with the California State Universities and Colleges, the University of California, or any other university or college approved by the Commission on Teacher Credentialing as a teacher education institution to provide teaching experience through practice teaching to students enrolled in teacher education curriculum of such institutions.

***TO SUPPORT BOARD PRIORITY NO. 2: Create a Culture of Learning - Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities for life-long success.***





**MEMORANDUM OF UNDERSTANDING**

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
MICHAEL D. EISNER COLLEGE OF EDUCATION**

**SPECIAL EDUCATION INTERN PROGRAM**

This is a MEMORANDUM OF UNDERSTANDING (“MOU”) by and between **California State University, Northridge** (“University”) and **Glendale Unified School District**, (“LEA”), hereinafter each called the “Party” and collectively, the “Parties”.

Teaching Internship Programs are designed to help districts meet shortages of qualified teachers, and to attract persons into teaching who would not normally enroll in a traditional preparation program. Internships provide an alternative route to certification that allows candidates to obtain credentials while teaching in classrooms. This arrangement requires cooperative agreements between participating Local Education Agency (LEAs) and Institute of Higher Education (IHEs) to address the employment shortages in the specified LEA.

As the **Lead Sponsor** in the California State University, Northridge Special Education Intern Program, the University will provide:

- A. A teacher education program that consists of sequenced coursework leading to a special education credential with individual intern advisement and mentoring;
- B. Classroom support and on-site supervision by University Supervisors, either full or part-time faculty, who have the following qualifications:
  - An understanding of current knowledge in the content taught
  - An understanding of the context of public schooling
  - Ability to model best professional practices in teaching and learning, scholarship, and service
  - Knowledgeable about diverse abilities, cultural language, ethnic and gender diversity
  - A thorough grasp of the academic standards, frameworks, and accountability systems that drive the curriculum of public schools
- C. Monitoring of university-provided University Supervisor and employer-provided Support Provider mentoring;
- D. Documentation of specific responsibilities of the program coordinator including contact/communication with the Support Provider throughout the 2-year program;
- E. A minimum of 2 supervisory observations each semester of the 2-year program and a total of 8 observations over all semesters.

- F. A seminar twice a month at CSUN to support Interns and address issues arising in the Interns' classrooms;
- G. In-classroom coaching specific to the needs of English learners;
- H. For new Interns, a minimum of 120 clock hours of pre-service, foundational preparation in general pedagogy, including classroom management and planning, reading/language arts, subject specific pedagogy, human development, and specific content regarding the teaching English Learners. New Interns may satisfy this requirement via credential coursework and/or the completion of a set of pre-service requirements.

As a **Co-sponsor** in the California State University, Northridge Special Education Intern Program, the LEA will:

- A. Assign each intern a Support Provider who meets the following qualifications:
  - Holds a valid corresponding clear or life credential
  - Has 3 years of successful teaching experience
  - Has an English Learner authorization (if responsible for providing specified English Learner support)
- B. Ensure that the Support Provider provides support to the Intern—in the form of assistance with lesson planning, teaching observations, providing feedback, offering suggestions and resources, modeling teaching practices, and informally assessing the Intern's growth for a minimum of two (2) hours each week;
- C. Provide protected time for the support provider to work with the intern within the school day including clearly defined expectations for type/frequency of support;
- D. Assign a support provider to Interns who have not yet earned an English Learner Authorization (ELA) to assist the intern with planning lessons that are appropriately designed and differentiated for English Learners, for assessing language needs and progress, and to support language accessible instruction, through in-classroom modeling and coaching as needed;
- E. Attest that LEA within its jurisdiction that hosts an intern for CSUN meets the following criteria, as per the Education Specialist Credential Program Standards of the Commission on Teacher Credentialing:
  - Has a fully qualified site administrator
  - Demonstrates commitment to collaborative evidence-based practices and continuous program improvement
  - Has partnerships with appropriate other educational, social, and community entities that support teaching and learning
  - Places students with disabilities in the Least Restrictive Environment (LRE)
  - Provides robust programs and support for English learners
  - Reflects, to the extent possible, socioeconomic and cultural diversity
  - Permits video capture for candidate reflection and TPA completion

- F. Will collaborate with CSUN to select Support Providers at the LEA placement school who:
- Hold a Clear Credential in the content area for which they are providing supervision
  - Have a minimum of three years of content area K-12 teaching experience
  - Have demonstrated exemplary teaching practices
- G. Understand that Support Providers at the LEA placement school are expected to:
- Commit to participating in all required training and professional development activities, in a variety of delivery modes (e.g., face to face, online asynchronous)
  - Agrees to observe, provide feedback, and conference with interns a minimum of three times each semester.

#### Indemnification

Each Party to this agreement agrees to indemnify and hold each of the other Parties harmless against any and all liability, claims and damages arising out of or caused by that Party's negligent or intentional acts.

#### Insurance

Each Party agrees to hold prior to the commencement of work a certificate of insurance stating that there is General Liability insurance presently in effect for each other with a combined single limit of not less than \$2,000,000 per occurrence, and \$4,000,000 aggregate; and that vehicle insurance (where applicable) is in effect with a minimum coverage of \$2,000,000 per occurrence. Additionally, each Parties' employees, volunteers, officers, and agents of each of them, are included as additional insureds, but only insofar as the operations under this contract are concerned. Evidence of Workers' Compensation insurance coverage will also be required (where applicable).

As collaborative Parties, the University and the LEA will provide teacher education and on-the-job support and supervision to beginning teachers.

#### Term/Termination

This Agreement shall be effective as of the date executed by the last Party and shall remain in effect in perpetuity. This Agreement may be terminated at any time by the written agreement or upon 30 days' advance written notice by one Party to the other, PROVIDED, HOWEVER, that in no event shall termination take effect with respect to currently enrolled students, who shall be permitted to complete their training for any cohort in which termination would otherwise occur.

#### Independent Contractor

In performing any services herein specified, each Party shall be acting as an independent contractor to the other. Nothing contained in this MOU shall be construed to create a partnership or a joint venture between the Parties, or to authorize either Party to act as a general or special agent of the other Party in any respect, except as otherwise specifically set forth in this MOU.

#### Equal Employment Opportunity

It is the policy of University that, in connection with all work performed under University's MOUs, there shall be no discrimination against any employee or applicant for employment because of

race, color, religious creed, national origin, ancestry, marital status, sex, sexual orientation, age, disability or medical condition and therefore the University agrees to comply with applicable federal and state laws. In addition, the University agrees to the like compliance for all those employed on the work.

#### Governing Law

The validity, interpretation and performance of this MOU shall be determined according to the laws of the State of California.

#### Assignment

Neither Party shall voluntarily or by operation of law, assign or otherwise transfer this MOU without the other Party's prior written consent. Any purported assignment in violation of this paragraph shall be void.

#### Severability

If any provision of this Agreement is held to be unconscionable or invalid under any applicable statute or rule of law, it is deemed to that extent to be omitted. However, the balance of the Agreement shall remain in full force and effect.

#### Attorney Fees

In the event that any action is brought by either Party to enforce or interpret the terms of this MOU, each Party shall be responsible for their respective fees to recover its costs and reasonable attorney's fees, in addition to such other relief as the court may deem appropriate.

#### Captions

Captions and headings in this MOU are solely for the convenience of the Parties, are not a part of this MOU, and shall not be used to interpret or determine the validity of this MOU or any of its provisions.

#### Counterparts

This MOU may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.

#### Contract Alterations

No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the Parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the Parties hereto.

Waiver

A waiver of any breach of any provision of this MOU shall not be deemed a waiver of such rights, nor shall the same be deemed to be a waiver of any subsequent breach, either of the same provision or otherwise.

Nonprofit Status

No Party shall do anything that would jeopardize any other Party's federal, state, or local tax exemptions (including, without limitation, federal tax-exempt status as an organization described under Section 501(c)(3) of the Internal Revenue Code). Notwithstanding the other provisions of this MOU, if any Party is in jeopardy of the loss of any tax exemption as a result of this MOU, such Party shall have the right to terminate this MOU.

Notices

Notices required under this MOU shall be sent to the Parties by certified or registered mail, return receipt requested, postage prepaid, at the addresses set forth below:

IF TO UNIVERSITY:

California State University, Northridge  
Director, CSUN Purchasing & Contract Administration  
18111 Nordhoff Street, UN 180  
Northridge, CA 91330  
(818) 677-2301  
(818) 677-6544 (fax)

IF TO District

Glendale Unified School District  
223 N. Jackson Street  
Glendale, CA 91206  
(818) 241-3111

No Incentive Benefits

Both Parties certify that each has not given any incentive benefit directly or indirectly (monetary or in kind) to any employee of either Party, for the purpose of obtaining, or in connection with, this or any other agreement.

No Third Party Beneficiaries

Nothing in this Agreement shall be construed to create a legal right in any third party to enforce its terms or to subject either Party to liability for any failure to comply with its terms.

Force Majeure

Neither Party shall be liable for any delays in the performance of any of its obligations hereunder due to causes beyond its reasonable control, including but not limited to fire, strike, war, riots, acts of any civil or military authority, acts of God, judicial action, unavailability or shortages of labor, materials or equipment, impaction or enrollment restrictions ordered by the California State University, or failure or delay in delivery by suppliers or delays in transportation.

Conflict of Interest

Except as set forth herein, both Parties certify that no officer, employee, student or agent of either Party has been employed, retained, or paid a fee, or has otherwise received or will receive during the term of this Agreement any personal compensation or consideration by or from either Party or any of Parties' directors, officers, employees, or agents in connection with the obtaining, arranging, or negotiating of this Agreement without advance, written notification to either Party.

Entire Agreement

This MOU is the entire Agreement between the Parties. No other agreements, oral or written, have been entered into with respect to the subject matter of the MOU.

Execution

By signing below, each of the following Parties indicate agreement to the stipulations in this MOU, verifies that interns do not displace certificated employees in participating districts, and that the Parties have authority to execute this MOU and to bind the Party on whose behalf their signature is made.

**California State University, Northridge**

Name: Deborah Flugum, Director, Purchasing & Contract Adm. Date \_\_\_\_\_  
Signature: \_\_\_\_\_

**Glendale USD Representative**

Name: \_\_\_\_\_ Date \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date \_\_\_\_\_  
Signature: \_\_\_\_\_

GLENDALE UNIFIED SCHOOL DISTRICT

October 6, 2020

CONSENT CALENDAR NO. 25

TO: Board of Education  
FROM: Dr. Vivian Ekchian, Superintendent  
SUBJECT: **Acceptance of Gifts**

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

- a. Peter Ayala wishes to donate to the District \$800.00 to purchase instructional materials and supplies for use at Cerritos Elementary School.
- b. Benjamin Franklin Elementary Foundation wish to donate to the district \$31,951.00 to provide programs for use at Keppel Elementary School.
- c. Mountain Avenue Committed to Kids wish to donate to the District \$2,500.00 to purchase office supplies to be used at Mountain Avenue Elementary School.
- d. Mountain Avenue Committed to Kids wish to donate to the District \$8,000.00 to provide Care Counselor services to be used at Mountain Avenue Elementary School.
- e. Mountain Avenue Committed to Kids wish to donate to the District \$4,800.00 to purchase online curriculum to be used at Mountain Avenue Elementary School.
- f. Ms. Frida Ebrahimi wishes to donate to the District through the Nutrition Services Department \$48.80 to be used for a student's negative account balance.
- g. GENYouth wish to donate to the District through the Nutrition Services Department \$3,000.00 to be used by the Nutrition Services Department.