

Colton Joint Unified School District

Student Services Center, Board Room, 851 South Mt. Vernon Ave., Colton, CA 92324



Board of Education Regular Meeting Agenda

Thursday, February 17, 2011
at 5:30 p.m.

Strategic Plan – Mission Statement

The Mission of the Colton Joint Unified School District, a team of caring employees dedicated to the education of children, is to ensure each student learns the academic knowledge and skills necessary to thrive in college or in the workforce and be responsible, productive citizens by providing engaging, challenging, and enriching opportunities and specialized programs in a safe environment in partnership with students, families and our diverse communities.

1.0 OPENING

1.1 Call to Order

- Mrs. Patt Haro, President
- Mr. Robert D. Armenta Jr., Vice President
- Mr. Frank Ibarra, Clerk
- Mr. Randall Cenicerros
- Mr. Roger Kowalski
- Mr. Pilar Tabera
- Mr. Kent Taylor

- | | |
|----------------------------|------------------------|
| Mr. Jerry Almendarez | Mr. Brian Butler |
| Mr. Jaime R. Ayala | Mrs. Jennifer Jaime |
| Mr. James A. Downs | Ms. Helen Rodriguez |
| Mrs. Mollie Gainey-Stanley | Ms. Sosan Schaller |
| Mrs. Ingrid Munsterman | Mr. Darryl Taylor |
| Mr. Mike Snellings | Ms. Katie Orloff |
| Mrs. Bertha Arreguin | Ms. Jennifer Rodriguez |
| Mr. Todd Beal | |

1.2 Renewal of the Pledge of Allegiance.

An interpreter is available for Spanish-speaking persons wanting assistance.

2.0 SPECIAL PRESENTATIONS

- 2.1 Employee and Education Partner Recognition
 - December/January

3.0 SCHOOL SHOWCASE

- 3.1 Bloomington High School

4.0 ADMINISTRATIVE PRESENTATIONS ~None

5.0 PUBLIC HEARING ~None

6.0 PUBLIC COMMENT

- 6.1 Announcement Regarding Public Comment for Items on the Agenda and Items Not on the Agenda (Gov. Code 54954.3[a])

The Board President clarifies the process regarding public comment and requests that the appropriate "Public Comment Card" be filled out. At the appropriate time during the Hearing Session, each speaker will be invited to the podium and should begin by stating his or her name and residing city. Board Bylaw 9323 states that "Individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 15 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add."

Blue card—Specific Consent, Action, Study & Information or Closed Session Item: Please list the specific agenda item number and subject
White card—Items/Topics Not on the Agenda: Please list topic / subject

7.0 ACTION SESSION

A. Consent Items

The following Consent Items are expected to be routine and non-controversial. They will be acted upon by the Board of Education at one time unless a Board Member, a staff member, or a member of the public requests that an item be held for discussion or deferred for separate action.

On motion of Board Member _____ and _____, the Board approved Consent Items #A – 1 through #A – 11, as presented.

- Page 23 A-2 Approval of Amended Meeting Minutes for January 13, 2011
- The Board meeting reconvened at ~~9:27~~ 10:27 p.m. Board President Haro reported on action taken in closed session.
 - At ~~9:28~~ 10:28 p.m., the meeting was adjourned until the ~~Special~~ Board of Education Meeting on Thursday, February 3, 2011, at the Colton JUSD Student Services Center, 851 South Mt. Vernon Avenue, Colton, California.
- Page 25 A-3 Approval of Association of California School Administrators' Membership (ACSA, 2010-11)
- Page 27 A-4 Approval of Student Field Trips
- Page 31 A-5 Approval of Consultants for Staff Development
- Page 35 A-6 Approval of Consultants for Assembly Presentations
- Page 37 A-7 Approval of First Apportionment Notice for the Agricultural Career Technical Educational Incentive Grant for Fiscal Year 2010 – 2011
- Page 39 A-8 Approval of Agreement with University of California, Riverside Extension for Teaching the Gifted and Talented: *Approaches to Curriculum and Design* (March/April 2011)
- Page 41 A-9 Acceptance of Gifts
- Page 45 A-10 Approval of Parent and/or Booster Clubs and Organizations (2010-11)
- Page 61 A-11 Approval to Open an Escrow Account for the Deposit of Earned Retentions for DJM Construction Company, Inc. on the Colton High School New Math and Science Building Project

B. Action Items

- Page 65 B-1 Approval of Personnel Employment and Resignations
- Page 67 B-2 Approval of Conference Attendance
- Page 69 B-3 Approval of Resolution No. 11-38 to Non-Reelect Temporary Certificated Employees
- Page 73 B-4 Approval of Tentative Agreement on the Collective Bargaining Agreement Between Association of Colton Educators (ACE) and the Colton Joint Unified School District (2009-10)
- Page 75 B-5 Approval to Implement the Decrease of Teacher Substitute Daily Rate; Effective February 11, 2011
- Substitute Teacher Rate – \$100 per day
 - Retiree Substitute Rate – \$110 per day
- Page 77 B-6 Approval of Purchase Orders
- Page 79 B-7 Approval of Disbursements
- Page 81 B-8 Authorization for the District to Piggyback the Los Alamitos Union School District Bid #2010-0002 for Department of State Architect (DSA) Approved Portable Classrooms/Restrooms and Department of Housing Portable Buildings (DOH) District-Wide
- Page 97 B-9 Approval of Two-Year Lease Extension/Addendum with Williams Scotsman, Inc. Utilizing Los Alamitos Unified School District Piggyback Bid #2010-0002 for Portable Classrooms and Restroom Buildings throughout the District (Various Sites)
- Page 101 B-10 Approval of Agreement with Kiley Company to Provide Appraisals for Vacant/Unused Properties Owned by Colton JUSD
- Page 105 B-11 Adoption of Resolution No. 11-37 Implementing Prequalification of Construction Contractors for High School #3 (Grand Terrace High School) Increment No. 2 Bid Package No. 18
- Page 155 B-12 Approval of Agreement with Garcia & Associates Architects for Planning, Design, and Construction Administration Services for Parking Lot Expansion at Terrace View Elementary School and the Addition of Shade Shelters at Lincoln and Terrace View Elementary Schools and Washington High School

Colton Joint Unified School District

Board Meeting Agenda February 17, 2010

- Page 163 B-13 Approval of Amendment with Vista Environmental Consulting for Additional Abatement and Remediation Monitoring Services for the Colton High School Math and Science Building Project
- Page 167 B-14 Adoption of Resolution No. 11-39 to Authorize Temporary Borrowing Between Funds of the District (2011-12)
- Page 171 B-15 Approval of 2011-12 Fiscal Recovery Plan, Part I – Program Reduction, *Phase-Out Cal-Safe Program*
- Page 173 B-16 Approval of 2011-12 Fiscal Recovery Plan, Part I – Program Reduction, *Eliminate School Resource Officer (SRO)*
- Page 175 B-17 Approval of 2011-12 Fiscal Recovery Plan, Part I – Program Reduction, *Reduce Athletics Program*
- Page 177 B-18 Approval of 2011-12 Fiscal Recovery Plan, Part I – Program Reduction, *Eliminate Adult Education Program*
- Page 179 B-19 Approval of Proposal to Perform the Three-Year Re-Inspection of Asbestos-Containing Materials from Environmental Consulting Solutions
- Page 183 B-20 Adoption of Resolution No. 11-41 Implementing Prequalification of Swimming Pool Construction Contractors for High School #3 (Grand Terrace High School) Increment No. 2 Bid Package No. 18
- Page 201 B-21 Approval of Memorandum of Understanding with the San Bernardino County Department of Public Health for the Use of Ruth O. Harris Middle School as an H1N1 Vaccination Clinic
- Page 205 B-22 Approval of Memorandum of Understanding for the California Safe and Supportive Schools (S3) Grant Survey for the Administration of the 2010-11 California Healthy Kids Survey, California School Climate Survey and the California School Parent Survey

C. Action Items – Board Policy ~ None

D. Action Items – Resolutions

- Page 219 D-1 Adoption of Resolution No. 11-34, *Week of the School Administrator*, (March 6 – 12, 2011)
- Page 221 D-2 Adoption of Resolution No. 11-35, *Read Across America Day* (March 2, 2011)
- Page 223 D-3 Adoption of Resolution No. 11-36, *Women’s History Month* (March 2011)
- Page 225 D-4 Adoption of Resolution No. 11-40, *Support of Placing a Revenue Extension Measure on the Ballot*

8.0 ADMINISTRATIVE REPORTS

- AR-8.1 Budget Update – Jaime R. Ayala
- AR-8.2 Facilities Update – Darryl Taylor
- AR-8.3 Budget Subcommittee Update
- AR-8.4 Curriculum Subcommittee Update
- AR-8.5 Facilities Subcommittee Update
- AR-8.6 ACE Representative
- AR-8.7 CSEA Representative
- AR-8.8 MAC Representative
- AR-8.9 ROP Update

9.0 SUPERINTENDENT’S COMMUNIQUE

10.0 BOARD MEMBER COMMENTS

11.0 CLOSED SESSION

Following action items: Board Room, Student Services Center, 851 So. Mt. Vernon Ave., Colton, California
(Government Code 54950 et seq.)

11.1 **Student Discipline, Revocation, and Re-entry**
Page 227

11.2 **Personnel**
Page 239 ♦ Public Employee: Discipline/Dismissal/Employment/Release/Assignment/Reassignment (Gov. Code 54957)

11.3 **Conference with Legal Counsel—Anticipated Litigation**
Significant exposure to litigation pursuant to Government Code Section 54956.9(b)
Potential Case: *None*

11.4 **Conference with Legal Counsel—Existing Litigation**
Pursuant to Government Code Section 54956.9(a)
Case Number: *None*

11.5 **Conference with Labor Negotiator**
Agency:
Ingrid Munsterman, Assistant Superintendent, Human Resources Division
Employee Organizations:
Association of Colton Educators (ACE)
California School Employees' Assoc. (CSEA)
Management Association of Colton (MAC)

11.6 **Conference with Real Property Negotiator** (Gov. Code 54956.8)
Property: *~None~*
District Negotiators: Jaime R. Ayala, Darryl Taylor
Counsel, Best, Best & Krieger

12.0 PUBLIC SESSION – ACTION REPORTED FROM CLOSED SESSION

13.0 ADJOURNMENT

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

CONSENT ITEM

TO: Board of Education

PRESENTED BY: Jerry Almendarez, Superintendent

SUBJECT: Approval of Meeting Minutes for February 3, 2011

GOAL: Student Performance, Personnel Development, Facilities/Support Services, Budget Planning, School Safety & Attendance, Community Relations, & Parent Involvement

STRATEGIC PLAN: Strategy #1 – Communication Strategy #4 – Facilities
Strategy #2 – Curriculum Strategy #5 – College Career
Strategy #3 – Decision Making Strategy #6 – Character

RECOMMENDATION: That the Board approve Meeting Minutes for February 3, 2011.

Colton Joint Unified School District

Student Services Center, Board Room, 851 South Mt. Vernon Ave., Colton, CA 92324



Minutes February 3, 2011

The Board of Education of the Colton Joint Unified School District met for a Regular Meeting on Thursday, February 3, 2011 at 5:30 p.m. in the Board Room at the CJUSD Student Services Center, 851 So. Mt. Vernon Avenue, Colton, California.

Trustees Present

Mrs. Patt Haro, President
Mr. Robert D. Armenta Jr., Vice President (Absent)
Mr. Frank A. Ibarra, Clerk
Mr. Randall Ceniceros
Mr. Roger Kowalski
Mr. Pilar Tabera
Mr. Kent Taylor

Staff Members Present (*excused)

Mr. Jerry Almendarez	Mr. Brian Butler
Mr. Jaime R. Ayala	Mrs. Jennifer Jaime
Mr. James A. Downs	Mrs. Helen Rodriguez *
Mrs. Mollie Gainey-Stanley	Ms. Sosan Schaller
Mrs. Ingrid Munsterman	Mr. Darryl Taylor
Mr. Mike Snellings	Ms. Katie Orloff
Mrs. Bertha Arreguín	Ms. Jennifer Rodriguez
Mr. Todd Beal *	

Strategic Plan -- Mission Statement

The Mission of the Colton Joint Unified School District, a team of caring employees dedicated to the education of children, is to ensure each student learns the academic knowledge and skills necessary to thrive in college or in the workforce and be responsible, productive citizens by providing engaging, challenging, and enriching opportunities and specialized programs in a safe environment in partnership with students, families and our diverse communities

1.0 OPENING Call to Order/Renewal of the Pledge of Allegiance

Board President Haro called the meeting to order at 5:30 p.m. Board Member Ibarra led in the renewal of the Pledge of Allegiance.

2.0 SPECIAL PRESENTATIONS

2.1 Employee and Education Partner Recognition

November 2010

Michael Delgadillo, Information Technology, was awarded the Classified Employee of the Month honor by IT Director, David Thurston. Mr. Delgadillo was selected because of his positive attitude, impeccable work ethic, and skill. Working at several school sites, he is known for his attention to detail, rewarding smile and willingness to go above and beyond.

Jennifer Morehead, Smith Elementary School, was recognized by Principal Mortensen as the Certificated Employee of the Month. Her honesty, experience and professionalism are key as she holds students to high standards. Every student in Ms. Morehead's class scored proficient or higher. She is also an active member in the SSC, PTA, BTSA training and the Pen, Pencil and Brush committee.

Catherine Valenti, Pathway Church was honored as the Education Partner by Mrs. Demele, CHS. Ms. Valenti, and members of Pathways Church, hold weekly Bible Study at the CHS infant center. They have donated car seats, diapers, supplies and toys for the children and held a fundraiser to provide Christmas gifts to each child.

December 2010/January 2011

Stan Janek, Washington High School was selected as the Certificated Employee of the Month. Principal Tasaka presented the award and commented that caring comes natural for Mr. Janek. He is responsible, punctual and committed to each student, their family and the staff at Washington HS. Every day he motivates his students to learn and encourages their success. Mr. Janek has taught in the CJUSD for 19 years.

Jackie Lambert, on behalf of the *Grant Elementary School Parent Boosters*, received the Education Partner recognition. Principal Jackson and Assistant Principal Malatesta praised the boosters for their commitment to community service. The boosters are responsible for holding several fundraisers and organizing staff appreciation luncheons, snacks for all students on test days, hosting the Annual Fall Festival and continually meeting the needs of the students, staff and parents through community outreach.

3.0 SCHOOL SHOWCASE

Washington High School's Ten Boys Club announced that they are prepared for their upcoming WASC Spring Visit, February 28 through March 2, 2011. Washington HS hopes to earn their third successive six year accreditation following the visit. Washington's Career Program allows students to explore their career paths and begin to plan for life after high school while providing an opportunity for students to work on their individualized four-year high school plan. This year, Washington students partnered with the Colton Kiwanis Club to make Valentine's Day cards for Army personnel overseas. The Read 180 program continues to improve students' skills in English language arts. To date, two students have exited the program and are in grade level English classes, while three others are up for recommendation. The Ten Boys Club continues to serve students as a behavioral and academic support group and has successfully aided three of ten students return to comprehensive high schools.

4.0 ADMINISTRATIVE PRESENTATIONS ~None~

5.0 PUBLIC HEARING

Board President Haro opened the Public Hearing at 5:59 p.m.

5.1 District Sunshine Proposal for the Association of Colton Educators (ACE)

Assistant Superintendent Munsterman, Human Resources Division, announced three articles the district plans to Sunshine:

- Article 7 – *Wages, Health and Welfare Benefits*
- Article 8 – *Hours of Employment*
- Article 9 – *Class Size*

5.2 California School Employees Association (CSEA) Sunshine Proposals

Nick Ramirez, CSEA Colton Chapter #244, President, announced the following appendix and article numbers they plan to Sunshine:

- Appendix I – *Salary*
- Article 8 – *Health and Welfare*
- Article 10 – *Assignments*
- Article 13 – *Vacations*

Board President Haro closed the Public Hearing at 6:02 p.m.

Prior to Public Comment, Superintendent Almendarez announced that Action Item, B-10 has been withdrawn.

6.0 PUBLIC COMMENT

6.1 Blue card—Specific Consent, Action, Study & Information or Closed Session Item

- *None*

White card—Items/Topics Not on the Agenda:

- *Darrell Rosenbrock*, CJUSD employee, presented Principal Scates, Mary B. Lewis Elementary School, with \$600 for the purchase of library books. Mr. Rosenbrock raises money for library books by running marathons.
- *Sherri Villanueva*, parent, spoke in support of keeping athletic programs intact and safe from budget reductions.

- *Gil Navarro*, county board member, commented on the recent mock trial awards ceremony and the upcoming Academic Decathlon Banquet. He also invited the board to participate in the charter school, expulsion and inter-district attendance/appeals workshop hosted by the county.

The following spoke in support of keeping the Cal-Safe program intact.

- *Nick Ramirez*, president, CSEA
- *Mary Izaguirre*, CJUSD employee
- *Jennifer Yates*, former Cal-Safe student
- *Elizabeth Martinez*, CHS student
- *Dee Dee Arrona*, former Cal-Safe student
- *Mark Valenzuela*, CHS student

- *Karen Houck*, *Jon Yeyna* and *Kim Castanon*, ACE members, commented on the 2008-09 Class Size Arbitration for three Grant Elementary School teachers

- Hortensia Hernandez, parent, spoke of the need for a computer lab at Zimmerman Elementary School.

- Angel Castro, BHS baseball coach, announced Bloomington High School's alumni game on Thursday, February 17th. He also invited the board and executive cabinet to place an ad in the program; proceeds will benefit the baseball team.

- Johnny Vazquez, CHS basketball coach, spoke in support of keeping athletic programs. He also suggested scheduling games on the weekend and eliminating transportation.

- Lola Hornbeck, CHS volleyball coach, also spoke in support of keeping athletic programs safe from budget cuts.

7.0 ACTION SESSION

A. Consent Items

#327 On motion of Board Member Taylor and Board Member Cenicerros, and carried on a 6-0-1 (Board Member Armenta absent) vote, the Board approved Consent Items A-1 through A-9, as presented.

- #327.1 A-1 Approved Meeting Minutes for January 13, 2011
- #327.2 A-2 Approved Student Field Trips (**Exhibit A**)
- #327.3 A-3 Approved Consultants for Assembly Presentations (**Exhibit B**)
- #327.4 A-4 Approved the Secondary Summer School Program for 2011 (Grades 9-12)
- #327.5 A-5 Approved the Colton High School Junior/Senior Prom (May 5, 2012)
- #327.6 A-6 Approved WASC Self-Study Visit for Washington Independent Study High School (February 28 through March 2, 2011)
- #327.7 A-7 Accepted of Gifts (**Exhibit C**)
- #327.8 A-8 Approved to File Notice of Completion: Bid #10-06 – District Office Phone System Upgrade and Failover Installation Project (*NIC Partners, Inc.*)
- #327.9 A-9 Authorized Establishment of Sub-funds 9748 through 9751 in School Facilities Fund 35 for the District's Construction Projects Newly Approved by the Office of Public Construction

B. Action Items

#328 On motion of Board Member Taylor and Board Member Kowalski, and carried on a 6-0-1 (Board Member Armenta absent) vote, the Board approved Action Items B-1 through B-9 as presented.

- #328.1 B-1 Approved Personnel Employment and Resignations (**Exhibit D**)
- #328.2 B-2 Approved Conference Attendance (**Exhibit E**)
- #328.3 B-3 Approved Purchase Orders
- #328.4 B-4 Approval of Disbursements
- #328.5 B-5 Approved Architectural Services Agreement with NTD Architects (dba NTD Architecture) for Design and Construction of the New Cafeteria and Multipurpose Building at Bloomington High School

- #328.6 B-6 Approved Architectural Services Agreement with Steinberg Architects for Design and Construction of the New Cafeteria and Multipurpose Building at Colton High School
- #328.7 B-7 Approved an Additional Subcontractor for Queen City Glass Company (Category 12) for the Grand Terrace High School Project, Bid #08-14
- #328.8 B-8 Approved to Extend the Dave Bang Associates Bid #09-01 for One Year Effective February 18, 2011 through February 17, 2012
- #328.9 B-9 Authorized Utilization of Competitive Negotiations to Purchase Textbook/Library Book Management Software and Hardware (Public Contract Code 20118.2)
- ~~B-10 Approval to Reimburse Former Board Member for a Non-refundable Flight Ticket~~

Withdrawn

C. Action Items – Board Policy ~ None

D. Action Items – Resolutions

#329 On motion of Board Member Ibarra and Board Member Tabera, and carried on a 6-0-1 (Board Member Armenta absent) vote, the Board approved Action Items D-1 through D-3 as presented.

- #329.1 D-1 Adopted Resolution No. 11-31, National African American History Month, February 2011
- #329.2 D-2 Adopted Resolution No. 11-32, Career and Technical Education Month, February 2011
- #329.3 D-3 Adopted Resolution No. 11-33, National School Counseling Week, February 7 – 11, 2011

8.0 ADMINISTRATIVE REPORTS

AR-8.1 Results of San Bernardino County Superintendent of Schools (SBCSS) Williams Settlement Visit for the Second Quarter 2010-11

AR-8.2 Budget Update (Exhibit F)

AR-8.3 Facilities Update (Exhibit G)

Following the Facilities Update by Director Darryl Taylor, Mike De Vries, Vanir Construction Management, provided an update of the Grand Terrace High School Project. Mr. De Vries discussed the details of on-going and completed projects, including the level of completion for each building on campus. He informed the board of masonry delay and the attempts to get the project back on schedule.

AR-8.4 Budget Subcommittee Update

Board Member Ceniceros announced that the subcommittee continues to evaluate the proposed reductions for the Adult Education, athletic and Cal-Safe programs. Board Member Kowalski spoke of cost saving programs, such as the textbook management system and cautioned that the board is faced with difficult financial decisions.

AR-8.5 Curriculum Subcommittee Update

Mrs. Gainey-Stanley commented on the last subcommittee meeting which focused on curriculum at GTHS. She announced that Director Brian Butler has been working to ensure that Grand Terrace High School is prepared for UC, NCAA and WASC approval. She further announced that she will provide, through Board Correspondence, the timeline and progress for these approvals. She will also provide an update on the district's ELL action plan with regard to the report from the Department of Justice.

AR-8.6 Facilities Subcommittee Update ~ No Report

AR-8.7 ACE Representative

Karen Houck, ACE president, announced that ACE's 2009-10 contract has been ratified. Once the contract is approved by the board, ACE is prepared to present their Sunshine Proposal for the next school year. Mrs. Houck announced that ACE is prepared to donate \$200 to several elementary schools and encouraged all elementary principals to contact their ACE representative for additional information.

AR-8.8 CSEA Representative

Nick Ramirez, CSEA president, recognized Darrell Rosenbrock for his commitment to elementary schools and for his generosity. He also announced that the district, ACE and CSEA have agreed on the calendar for the 2011-12 school year. Lastly, Mr. Ramirez inquired about the district's practices as it relates to contracting with local/union labor for district construction projects.

AR-8.9 MAC Representative ~ No Report

AR-8.10 ROP Update

Board Member Ibarra shared some of the results of ROP's Positive Impact Survey. The recent survey concluded that more than half of ROP students plan to enroll in community college, roughly 25% will enroll in a four year university and less than 10% will attend a technical trade school. Survey results also indicate that approximately 80% of ROP students have 3.0 GPA or higher. The Colton-Redlands-Yucaipa ROP was recently approved to be an official GED testing site.

9.0 SUPERINTENDENT’S COMMUNICATION

Superintendent Almendarez announced several upcoming school and district-wide events including the CHS Varsity and JV football banquet, District Science Fair at BHS, San Bernardino County Honor Band Concert – featuring 22 CJUSD students and the APPLE Scholarship fundraiser on Saturday, February 12th at the Ontario Reign hockey game. He congratulated Dolores Curry, Slover Mtn. HS counselor as she will be honored by the LA County Office for her contributions to the CA Counselor Leadership Network. Mr. Almendarez thanked Slover Mtn. HS counselors and staff for hosting Free Application for Federal Student Aid (FAFSA) workshop and assisting 50 students in setting up their on-line application accounts. Other announcements include the Academic Decathlon (February 5th), BMS Science Street Night (February 8th) McKinley Career Day (February 17th) and Congressman Baca’s Black History Celebration at BHS (February 24th). Mr. Almendarez also praised the BHS Choir for their performance at Congressman Joe Baca’s birthday celebration and the two NJROTC Cadets from CHS who will compete in the National Precision Drill competition in Daytona Beach, Florida.

Lastly, Superintendent Almendarez commented on the ACSA conference he attended last week. He asked for board consensus to schedule a workshop which will focus on the protocols, goals and objectives of the board. The board, by consensus, agreed to the workshop.

10.0 BOARD MEMBER COMMENTS

Board Member Kowalski commented on the assemblies he attended at Sycamore Hills and Terrace View Elementary Schools. He expressed appreciation for the administration and staff for planning such impressive events. He praised the BHS wrestling team on their successful season and commended the coaching staff for their dedication to BHS athletes. Mr. Kowalski thanked the architects, construction companies and all involved with the GTHS project and commented on the state of the art campus. He congratulated Devon Hussey and Coach Rick Bray for receiving *The Sun’s* Athlete and Coach of the Year awards, respectively. Mr. Kowalski also commented on the National Signing Day event at CHS. In closing, he urged all CJUSD stakeholders to be patient as the board/district work through the budget hardships. Mr. Kowalski stated that although there are legitimate reasons to keep programs, cuts are necessary and must be made.

Board Member Taylor spoke of the sporting events he recently attended at both Bloomington and Colton High Schools and the CST awards celebration at Terrace View Elementary School. He announced his excitement about the upcoming District Science Fair at Bloomington High School. Mr. Taylor praised Superintendent Almendarez and his executive cabinet for doing a commendable job. He asked for board consensus to offer a two year contract in June 2011 when their current contracts expire.

The board did not consent to offering two year contracts, however they did request additional information be sent via Board Correspondence.

Board Member Cenicerros reported on the BHS wrestling match and his participation in CHS’s Alumni Band Concert. He thanked Principal Verdi and CSEA for supporting the band program. Mr. Cenicerros also attended Alice Birney’s McTeacher’s night, and looks forward to attending the District Science Fair at BHS.

Board Member Tabera expressed concern for the sport and other local organizations using district facilities without a Facilities Use Agreement. He commented on recent events and site visits, such as, school science fairs, CHS’s Cal-Safe classroom, BMS’s carnival, and BHS’s last wrestling match. Mr. Tabera also attended Congressman Baca’s birthday celebration and congratulated the BHS choir on a wonderful performance. In closing, he spoke of his latest tour of GTHS and commented on the progress.

Board Member Ibarra requested information on rekeying the locks at CHS and a status update on the district’s grant writer. He thanked Nina Torres for inviting him to Washington HS and asked that a letter of appreciation be sent to Darrel Rosenbrock. Mr. Ibarra also commented on the junior versus senior volleyball game at CHS.

Board Member Haro commented on the activities she recently attended at Alice Birney, Cooley Ranch, Grand Terrace, Grant and Smith Elementary Schools. She also spoke of National Signing Day at CHS and congratulated the BHS wrestling who clinched the Sunkist League Championship for the second year in a row. Mrs. Haro acknowledged Mr. Duckworth and the BHS choir for the performance at Congressman Baca’s birthday celebration. She announced upcoming events she plans to attend, such as, San Bernardino County Honor Band Concert – featuring 22 CJUSD students and the District Science Fair. Lastly, Mrs. Haro thanked Assistant Superintendent Ayala and his staff for providing thorough budget updates.

11.0 CLOSED SESSION

Following action items: Board Room, Student Services Center, 851 So. Mt. Vernon Ave., Colton, CA (Government Code 54950 et seq.)

At 8: 29 p.m., Board President Haro announced that the board would recess to closed session to discuss the following items on the closed session agenda:

- 11.1 • Student Discipline, Revocation and Re-entry
- 11.2 • Personnel
- 11.3 • Conference with Legal Counsel—Anticipated Litigation
- 11.4 • Conference with Legal Counsel—Existing Litigation
- 11.5 • Conference with Real Property Negotiator

12.0 PUBLIC SESSION – ACTION REPORTED FROM CLOSED SESSION

The Board meeting reconvened at 10:05 p.m. Board President Haro reported on action taken in closed session.

#330 12.1 Student Discipline, Revocation, and Re-entry

#330.1 On motion of Board Member Taylor and Board Member Kowalski, and carried on a 5-0-2 (Board Members Armenta and Tabera absent) vote, the board approved staff's recommendation for student discipline items #1- 8 as presented.

- | | |
|------------|------------|
| 1. 95127 | 5. 1032667 |
| 2. 1035203 | 6. 128094 |
| 3. 121413 | 7. 134766 |
| 4. 141031 | 8. 79495 |

12.2 Personnel ~No Report~

♦ Public Employee: Discipline/Dismissal/Employment/Release/Reassignment (Gov. Code 54957)

12.3 Conference with Legal Counsel—Anticipated Litigation

Significant exposure to litigation pursuant to Government Code Section 54956.9(b)
Potential Case: *None*

12.4 Conference with Legal Counsel—Existing Litigation

Pursuant to Government Code Section 54956.9(a)
Case Number: *None*

12.5 Conference with Labor Negotiator

Agency:

Ingrid Munsterman, Assistant Superintendent, Human Resources Division

Employee Organizations:

Association of Colton Educators (ACE)

California School Employees' Assoc. (CSEA)

Management Association of Colton (MAC)

12.6 Conference with Real Property Negotiator (Gov. Code 54956.8)

Property: *~None~*

District Negotiators: Jaime R. Ayala, Darryl Taylor

Counsel, Best, Best & Krieger

13.0 ADJOURNMENT

At 10:06 p.m., the meeting was adjourned until the Board of Education Meeting on Thursday, February 17, 2011, at the Colton JUSD Student Services Center, 851 South Mt. Vernon Avenue, Colton, California.

EXHIBIT A, FIELD TRIPS:

<u>Site</u>	<u>Date</u>	<u>Depart</u>	<u>Return</u>	<u>Destination</u>	<u>Activity/Background</u>	<u>Grade</u>	<u>Teacher</u>	<u>Cost</u>	<u>Funding</u>	<u>Strategic Plan*</u>
BHS	3/3/11 to 3/6/11 (Th/F/S/S)	9 a.m.	12 pm	Rabobank Arena Bakersfield, CA (District Transportation)	<i>CIF State Wrestling Competition</i> Wrestling team will compete in the State championship	11-12	Gabriel Schaefer Erwin Schaefer Steven Padilla (6)	\$2,334.06	Lottery	Strategy #1
BHS	3/4/11 to 3/5/11 (F/S)	12 pm	4 pm	Marine Corps Recruit Depot & Coronado High School San Diego, CA (District Transportation)	<i>Orientation Visit to Area Military Bases</i> Students will tour bases and participate in a NJROTC competition at Coronado High School	9-12	Calvin Kelso (6)	\$280	ASB	Strategy #1
BMS	3/14/11 (Mon.) Spring Break	8 am	9 pm	Disneyland Anaheim, CA (District Transportation)	<i>Reward Trip</i> Students in Leadership, AVID, Knowledge Bowl and Builders Club will participate in a field trip in recognition of academic leadership	7/8	Ginger Witt Deborah Cattano Mike Delgado Marisa Lopez-Sevilla Jennifer Phaller Paul Lucero Patricia Peterson (120) + 5 chaperones	\$8,400	ASB	Strategy #1
District Wide	5/2/11 to 5/3/11 (M/T)	6 am	11 pm	CA Science Center Los Angeles, CA (Parents will transport their students to the event)	<i>California State Science Fair</i> Students will present science projects for judging in the State competition	6-12	Daniel Morse (6) + Parent Chaperones	\$945.80	Donation	Strategy #1

EXHIBIT B, CONSULTANTS FOR ASSEMBLY PRESENTATION

<u>Site</u>	<u>Date</u>	<u>Time</u>	<u>Program/Purpose</u>	<u>Location</u>	<u>Consultant(s)</u>	<u>Cost</u>	<u>Funds</u>	<u>Strategic Plan*</u>
BMS	2/16/11	8:50 am to 10:15 am	<i>Disney Imagineering</i> GATE students will learn the art of animation and how it translates to the characters in a variety of Disney movies.	BMS	Dr. Stuart Sumida Disney Imaginers Cal State San Bernardino San Bernardino, CA	No cost	N/A	Strategy #1
Grand Terrace	2/16/11	9:30 am & 10:30 am	<i>The Fabulous Chinese Acrobats</i> <i>A multicultural; music and dance performance for K-6 students.</i>	Grand Terrace	The Bureau of Lectures & Concert Artists, Inc. Lawrence, KS	\$1,000	Donation	Strategy #1
Jurupa Vista	3/1/11	8:45 a.m. to 3 p.m.	<i>Pioneer Living</i> Students in grades K-6 will learn the history and use the traditional tools of the American pioneer.	Jurupa Vista	Pioneer Living Lyle, WA	\$800	Donation	Strategy #1
Birney	3/28/11	8:15 a.m. to 10:10 a.m.	<i>Safe Routes to School Program</i> Students in grade K-3 will learn to be safe around railroad tracks that may have to be crossed on the way to school.	Birney	San Bernardino County Dept. of Public Health San Bernardino, CA	No cost	N/A	Strategy #1
Birney	3/30/11	8:15 a.m. to 10:10 a.m.	<i>Safe Routes to School Program</i> Students in grades 4-6 will learn to be safe around railroad tracks that may have to be crossed on the way to school.	Birney	San Bernardino County Dept. of Public Health San Bernardino, CA	No cost	N/A	Strategy #1

EXHIBIT C, GIFTS

Site	Donor	Donation/Purpose	Amount
Alice Birney	TerraCycle Inc. 121 New York Avenue Trenton, NJ 08638-5201	Check #36405	\$49.50
Enrollment Center	Rocky Caldera GM Business Interiors 1099 West La Cadena Drive Riverside, CA 92501	Toys for Needy Students	\$500
Grant	Cops 4 Kids & Communities Inc. 1280 South Buena Vista Street Suite B San Jacinto, CA 92583	Check #1314	\$1,500
McKinley	Horace Mann 1 Horace Mann Plaza Springfield IL, 62715-0001	Check #7700294373 Instructional Materials	\$250
McKinley	Target P.O. Box 59214 Minneapolis, MN 55459-0214	Check #2155769 Instructional Materials	\$85.48
Reche Canyon	Box Top Education P.O. Box 200 Young America, MN 55553-0200	Check #000758067	\$308.60
Reche Canyon	T.E.A.M. Coyote 3101 Canyon Vista Drive Colton, CA 92324	Check #1083	\$5,000
Ruth O Harris	Coca-Cola Refreshments One Penn's Way New Castle, DE 19720	Check #05410490	\$94.78
Terrace Hills	Kristen S. Atkinson 22760 La Paix Street Grand Terrace, CA 92313	Six boxes of Books & Videos for Library	\$275
Terrace Hills	Nancy Eads 23053 Peacock Street Grand Terrace, CA 92313	Instructional Supplies to use in the Enrichment Classroom	\$300
Wilson	Mr. & Mrs. Rene Y. Cabrera 1507 Powell Lane Redlands, CA 92374	Check #1696	\$25
Wilson	Renaldo Gonzales 560 West 25 th Street Apt. #26 San Bernardino, CA 92404	200 Tickets for a Wrestling Event at the Fox Theater in San Bernardino	\$4,000
Wilson	Laura Morales Colton Chamber of Commerce 620 North La Cadena Drive Colton, CA 92324	40 Toys	\$400
Wilson	Wayne E. Sergeant P.O. Box 674 San Jacinto, CA 92581-0674	Check #6206	\$106
Wilson	Wildcats P.T.A. 750 South 8 th Street Colton, CA 92324	Check #1154	\$1,000
Zimmerman	Walter Zimmerman P.T.A. 11050 Linden Bloomington, CA 92316	Check #2247	\$72
Zimmerman	Taylor Publishing Company P.O. Box 911514 Dallas, TX 75391-1514	Check #2072408	\$135.77

EXHIBIT D, PERSONNEL:

<u>I-A</u>	<u>Certificated – Regular Staff</u>	<u>Subject</u>	<u>Site</u>
1.	Guerrero de Alvarado, Lorena	SDC/LH Teacher (temp) -	BMS
<u>I-B</u>	<u>Certificated – Activity/Coaching Assignments</u>	<u>Position</u>	<u>Site</u>
1.	None		
<u>I-C</u>	<u>Certificated – Hourly</u>	<u>Position</u>	<u>Site</u>
	None		
<u>I-D</u>	<u>Certificated – Substitute Teacher</u>		
1.	Adeniji, Olupeju		
2.	Carchedi, Charles		
3.	Collazo, Gabriel		
4.	Oswalt, Kyle		
5.	Tekin, Lidia		
6.	Zamojski, Linda (retired teacher)		
<u>II-A</u>	<u>Classified – Regular Staff</u>	<u>Position</u>	<u>Site</u>
1.	Contreras, Hugo	State Preschool Inst. Asst.	McKinley
2.	Sanchez, Blanca	Nutrition Svcs. Wrkr. I	CHS
3.	Thacker, Monica	Nutrition Svcs. Wrkr. I	Terrace View

<u>II-B</u>	<u>Classified – Activity/Coaching Assignments</u>	<u>Position</u>	<u>Site</u>
1.	Vasquez, Johnny	HD Frosh/Soph (walk-on) returning	CHS
<u>II-C</u>	<u>Classified – Classified Hourly</u>	<u>Position</u>	
1.	Gomez, Carmen	Noon Aide - McKinley	
2.	Navarro, Sugeily	Sub Bus Driver	
3.	Samuel, Darla	Sub Bus Driver	
4.	Vavra, Susannah	Sub Special Ed. Inst. Asst.	
5.	Youssef, Marlyne	Sub Special Ed. Inst. Asst.	
<u>II-D</u>	<u>Classified Substitute</u>	<u>Position</u>	<u>Site</u>
1.	Witte, Alice	Sub Child Develop. Inst. Asst.	San Salvador

RESIGNATIONS:

<u>Certificated Employee</u>	<u>Position</u>	<u>Site</u>	<u>Employment Date</u>	<u>Resignation Effective</u>	<u>Reason</u>
None					
<u>Classified Employee</u>	<u>Position</u>	<u>Site</u>	<u>Employment Date</u>	<u>Resignation Effective</u>	<u>Reason</u>
None					

EXHIBIT E, CONFERENCES:

<u>Employee</u>	<u>Title</u>	<u>Site</u>	<u>Conference</u>	<u>Date/Location</u>	<u>Funds</u>
Joel Eddins Bill Schomaker	Tech Support Specialists II	SSC/Info. Tech	Administering Cisco Unified Communications Manager	March 6-9, 2011 Irvine, CA	I.T. funds: \$1,508.16

DRAFT

EXHIBIT F: BUDGET UPDATE

CJUSD Budget Update


Presented by:
Jaime R. Ayala
Assistant Superintendent
Business Services Division
February 3, 2011

Characteristics of a Quartile 1, 2, 3 or 4 District

- Joel Montero, CEO for FCMAT recently gave a presentation to San Bernardino County Chief Business Officials (CBO's) entitled "Unclear As Mud"
- The presentation focused on the challenges that lie ahead for CBO's given the uncertainty of the California economy and State Budget
- Much of the presentation focused on how critical it is that districts be well positioned to deal with fiscal issues over the next five year
- Districts can see how well they can survive the next five years by determining if they are a Quartile 1, 2, 3 or 4 District


Figuring Out Your Quartile Characteristics of a Q1 District

- Low wealth/low revenue limit
- Assessed valuations is below average or decreasing
- Property taxes as a percent of RL is low
- Have not made sufficient budget reductions
- Spent the \$270/ADA RL increase in 2010-11
- Low reserve position or below minimum
- Fund balances trending down
- Problems with borrowing
- Cash balances low




Figuring Out Your Quartile Characteristics of a Q2 District

- Moderate wealth/moderate revenue limit
- Assessed valuations are recovering
- Property taxes as a percent of RL is low or moderate
- Were able to make some cuts but might have deficit spent. Poor management of one-time money
- Have minimum reserve but that's it
- Fund balances are flat
- Some borrowing ability but limited
- Cash balances low




Figuring Out Your Quartile Characteristics of a Q3 District

- Above average revenue limit
- Assessed valuations are stable
- Property taxes as a percent of RL is above average
- Have been making program reductions from beginning
- Have strong reserve position
- Fund balances continue to trend positive
- Can still afford to get a TRAN and have some inter-fund capacity
- Cash balances are reasonable




Figuring Out Your Quartile Characteristics of a Q4 District

- Well above average revenue limit or basic aid
- Assessed valuations are stable or growing
- Property taxes as a percent of RL is above average
- Might have made program reductions from beginning or didn't have to
- Very strong reserve position
- Fund balances continue to trend positive
- Can borrow but probably don't need to
- Cash position is very strong




Figuring Out Your Quartile
What is the Result if You Are.....

- Q1-You are at least qualified and may be negative. Insolvency is very likely as regardless of budget issues you will not survive the cash deferrals for much longer.
- Q2-You will be maximally impacted by the state's budget and cash deferrals. If you are not qualified you probably should be. If/when you lose your ability to borrow you will be insolvent



Figuring Out Your Quartile
What is the Result if You Are.....

- Q3-You are in reasonable shape financially and are probably positive. You have made and will continue to make the hard decisions to keep you in the game. The next couple of years will be very tough but you can make it.
- Q4-Unless something dramatically changes, and it can, you should survive the next five years. You eventually will have to make budget reductions but your strong fiscal health will carry you through.



Conclusion

- CJUSD is a Q1 District because:
- Property taxes as a percent of Revenue Limit is low
- Have not made sufficient budget reductions
- Low reserve position
- Fund balances trending down
- Problems with borrowing
- Cash balances are low



FACILITIES

program update

FEB
2011



PLANNING AND DESIGN

Architect and Engineering Services for BHS and CHS Multipurpose Rooms and Cafeterias

After an extensive proposal review and interview process, ranking and recommendations were presented to the Board of Education Sub-Committee for Facilities. The Program Management Team has finalized contract negotiations for design services with Steinberg Architects and NTD Architecture. Design of these projects is planned to start immediately following contract approval and award by the Board on February 3, 2011.

Districtwide Master Plan - NTD Architecture

Over the past six months, NTD Architecture has collected school site data, feedback from community and District meetings to develop a Districtwide Master Plan and Educational Specifications. Opportunities and challenges were evaluated and used to develop recommendations for project scope and budget estimates of proposed transformations. All of this information is contained in the final draft that was delivered on January 31 to the District. Meetings over the next several months are being scheduled with the Board, Cabinet and staff to present the Master Plan for review and approval.

PROCUREMENTS

Capital Program Procurements Stimulate Local Economy

Since 2002, the District has spent \$154 million in state and local funds. Over \$102 million, or 66% of the \$154 million spent, was pumped back into the local economy. On average, in 2009 and 2010, the District paid about \$25 million to local Inland Empire contractors who are helping to build new schools and modernize existing ones. According to the Office of Public School Construction, based on state funds spent, they calculate that 20 jobs are created for every \$1 million spent. This translates to 3,000 jobs as a result of CJUSD's capital improvement program.

FUNDING

Qualified School Construction Bonds (QSCB)

Recently, additional potential federal bridge financing has become available under the QSCB program authorized by the Federal ARRA Program of 2009. CJUSD submitted applications on November 5, 2010 to the California Department of Education. An analysis is being conducted to determine if bond funds can be accessed via the QSCB program.

Priorities in Funding

At its December 2010 meeting, the State Allocation Board (SAB) released \$35 million from its Priorities in Funding Program to CJUSD. These state match funds will help fund the construction of three major projects: Math and Science Buildings at Colton and Bloomington HS, and Joe Baca Middle School. Receipt of these funds is anticipated later this month, February 2011. Staff continues to explore other funding opportunities to advance the program.

CALENDAR OF EVENTS

February 2011

- Feb 3** CJUSD Board Meeting @ 5:30 p.m.
- Feb 12** APPLE Scholarship—Chuck-A-Puck Fund-raiser @ 7:00 p.m.
- Feb 17** CJUSD Board Meeting @ 5:30 p.m.

March 2011

- Mar 3** CJUSD Board Meeting @ 5:30 p.m.
- Mar 17** CJUSD Board Meeting @ 5:30 p.m.
- TBD** Measure G Citizens' Oversight Committee

April 2011

- Apr 7** CJUSD Board Meeting @ 5:30 p.m.
- Apr 21** CJUSD Board Meeting @ 5:30 p.m.
- Apr 30** APPLE Scholarship—Golf Tournament @ Shandin Hills Golf Course

February 17, 2010 Board Meeting

Date Approved: March 3, 2010

Frank Ibarra, Clerk

Jerry Almendarez, Superintendent

DRAFT

BOARD AGENDA

REGULAR MEETING
February 17, 2011

CONSENT ITEM

- TO:** Board of Education
- PRESENTED BY:** Jerry Almendarez, Superintendent
- SUBJECT:** Approval of Amended Meeting Minutes for January 13, 2011
- The Board meeting reconvened at ~~9:27~~ 10:27 p.m. Board President Haro reported on action taken in closed session.
 - At ~~9:28~~ 10:28 p.m., the meeting was adjourned until the ~~Special~~ Board of Education Meeting on Thursday, February 3, 2011, at the Colton JUSD Student Services Center, 851 South Mt. Vernon Avenue, Colton, California.
- GOAL:** Student Performance, Personnel Development, Facilities/Support Services, Budget Planning, School Safety & Attendance, Community Relations, & Parent Involvement
- STRATEGIC PLAN:** Strategy #1 – Communication Strategy #4 – Facilities
Strategy #2 – Curriculum Strategy #5 – College Career
Strategy #3 – Decision Making Strategy #6 – Character
- RECOMMENDATION:** That the Board approve the amended meeting minutes as presented.

BOARD AGENDA

**REGULAR MEETING
February 17, 2010**

CONSENT ITEM

TO: **Board of Education**

PRESENTED BY: Jerry Almendarez, Superintendent

SUBJECT: **Approval of Association of California School Administrators' Membership (ACSA, 2010-11)**

GOALS: Student Performance, Personnel Development, Facilities/Support Services, Budget Planning, School Safety & Attendance, Community Relations, & Parent Involvement

STRATEGIC PLAN: Strategy #1 – Communication Strategy #4 – Facilities
Strategy #2 – Curriculum Strategy #5 – College/Career
Strategy #3 – Decision Making Strategy #6 – Character

BACKGROUND: Renewal of Association of California School Administrators' Membership (ACSA, 2010-11) is submitted for consideration.

**BUDGET
IMPLICATIONS:** General Fund Expenditure: \$521.70

RECOMMENDATION: That the Board approve Association of California School Administrators' Membership (ACSA, 2010-11) as presented.

BOARD AGENDA

***Revised added additional field trip**

**REGULAR MEETING
February 17, 2011**

CONSENT ITEM

TO: Board of Education

PRESENTED BY: Mollie Gainey-Stanley, Assistant Superintendent
Educational Services Division

SUBJECT: Approval of Student Field Trips

GOAL: Improved Student Performance

STRATEGIC PLAN: Strategy #1 – Communication

BACKGROUND: See attached grid.

BUDGET

IMPLICATIONS: General Fund Expenditure: \$44,811.72

RECOMMENDATION: That the Board approve the student field trips as listed and expend the appropriate funds.

FIELD TRIPS: Regular Meeting February 17, 2011

<u>Site</u>	<u>Date</u>	<u>Depart</u>	<u>Return</u>	<u>Destination</u>	<u>Activity/Background</u>	<u>Grade</u>	<u>Teacher</u>	<u>Cost</u>	<u>Funding</u>	<u>Strategic Plan*</u>
* BHS	2/24/11 to 2/26/11 (Th/F/S)	7 am	10 pm	Lemoore High School Lemoore, CA (District transportation)	<i>2011 CIF State Girls Wrestling Invitational Tournament</i> Students have qualified to compete in the <i>new event</i> offered by the CIF Regional and State Championship master plan.	9-12	Erwin Schaefer (2) +2	\$752.04	Discretionary \$502.04 SLI \$250.00	Strategy #1
BHS	3/4/11 to 3/6/11 (F/S/S)	7 am	9 pm	UC Davis Davis, CA (District transportation)	<i>2011 U.C. Davis Agricultural & Environmental Sciences Field Day</i> Students in FFA will participate in events and presentations.	9-12	Desiree Trapp Richard Montgomery (12)	\$1,368.70	Perkins \$922.48 FFA \$446.22	Strategy #1
BHS	3/11/11 to 3/13/11 (F/S/S)	7 am	9 pm	Cal State Chico Chico, CA (District transportation)	<i>2011 Chico State & Butte College Field Day</i> Students in FFA will participate in events and presentations.	9-12	Desiree Trapp Richard Montgomery (12)	\$1,390.90	Perkins \$915.76 FFA \$475.14	Strategy #1
BHS	3/14/11 to 3/17/11 (M/T/W/Th) Spring break	6 am	8:15 pm	College Tour: CA State-Northridge, UC Santa Barbara, UC Santa Cruz, Stanford University, San Francisco State University, UC Berkeley, UC Davis, CA State Sacramento, UC Merced, Fresno State (District transportation)	<i>College Tour</i> To acquaint AVID juniors with a variety of public and private colleges.	11	Ray Brown Stacy Ziegler Leilani Bautista Ramona Martinez (48)	\$10,862.00	AVID	Strategy #1

*Strategy #1: We will establish an effective internal and external communications system to keep all partners informed about our mission, objectives, strategies, policies, successes, and strengths.

District wide	4/5/11 & 4/6/11 (T/W)	6 am	11 pm	Orangeshow Fairgrounds (Damas Blding) San Bernardino, CA (Parents will provide transportation)	<i>28th Annual RIMS Inland Regional Science & Engineering Fair</i> Students will compete in the regional competition.	4-12	Daniel Morse (30) + Parent chaperones	\$750.00	Discretionary	Strategy #1
CHS	4/9/11 to 4/12/11 (S/S/M/T)	7 am	7 pm	Fresno Convention Center Fresno, CA (District transportation)	<i>California Association FHA-HERO 2011 State Leadership Meeting</i> Students will compete in events and presentations.	9-12	Kathleen Dickerson (8)	\$4,828.08	Perkins \$4,149.36 ASB \$678.72	Strategy #1
Terrace View	5/31/11 to 6/3/11 (T/W/Th/F)	9 am	10:30 am	Pincrest Conference Center Lake Arrowhead, CA (District transportation)	<i>Arrowhead Ranch Outdoor Science Camp</i> Students will learn botany, geology, astronomy, water cycle ecology, habitats, energy and conservancy.	6	Tom Fletcher Kelly Gordon Rebecca Hastings Holli Herrera (113) + camp chaperones	\$24,860.00	ASB	Strategy #1

*Strategy #1: We will establish an effective internal and external communications system to keep all partners informed about our mission, objectives, strategies, policies, successes, and strengths.

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

CONSENT ITEM

TO: Board of Education

PRESENTED BY: Mollie Gainey-Stanley, Assistant Superintendent
Educational Services Division

SUBJECT: Approval of Consultants for Staff Development

GOAL: Improved Student Performance

STRATEGIC PLAN: Strategy #1 – Communication

BACKGROUND: See attached grid.

**BUDGET
IMPLICATIONS:** General Fund Expenditure: \$3,840.00

RECOMMENDATION: That the Board approve the consultants for staff development as listed and expend the appropriate funds.

CONSULTANTS: Regular Meeting: February 17, 2011

Site	Date(s)	Time	Program/Purpose	Location	Consultant(s)	Cost	Funds	Strategic Plan*
District	3/5/11 & 4/9/11	8 am to 6 pm	<i>Teaching the Gifted and Talented: Approaches to Curriculum and Design</i> Teachers in grades 3-6 will participate in the GATE Certificate Program necessary to teach gifted students in a differentiated environment.	District/ SDC	Patrick McKee Redlands, CA	\$2,800	GATE	Strategy #2 #5
Crestmore	4/6,8,13, 15, 20, 22, 27, 29, & 5/4,6,11, 13, 2011	7:45 a.m. to 9:45 a.m.	<i>Learning is Magic!</i> English and Spanish parent workshop series to provide essential strategies to motivate, communicate with, and support their children.	Crestmore	Learning is Magic! Glendale, CA	\$3,840	Title I \$1,920 EIA/ LEP \$1,920	Strategy #2 #5

*Strategy #1: Communication Strategy #2: Curriculum Strategy #5: College, Career

Colton Joint Unified School District



Consultant Request Proposal

School: Crestmore Elementary
Approval Date: February 17, 2011
Name of Consultant: Learning is M.A.G.I.C.
Billing Address: 1141 N. Columbus Avenue, suite #207, Glendale, CA 91202
Contact Number: (818) 549-9101
Email address: tonyom@att.net

- M Making an example
- A Asking questions
- G Giving unconditionally
- I Involving yourself
- C Communicating your love each day

Consultant Qualifications and Background:

With a combined 45 years of teaching, Tonyo Melendez & Ruben Padilla have vast experience and unique ways of capturing attention and engaging students and parents. Parenting is M.A.G.I.C. is based on principles utilized to great effect in their popular Learning is M.A.G.I.C. program. As parents themselves, they know firsthand the challenges of keeping children trouble-free.

List Districts serviced and accompanying API Scores for 3 years:

	<u>2007-08:</u>	<u>2008-09</u>	<u>2009-10</u>
Colton Joint Unified:	673	701	710
Los Angeles Unified	683	694	709
Rialto Unified	680	713	732

Purpose:

To conduct a six week 24 hour program for parents of Crestmore School students designed to give parents strategies to cope with the demands of being a parent today. These strategies place an emphasis on understanding children and providing tips to better communicate with children.

Needs:

The Parenting is M.A.G.I.C. classes will address the following:

- Importance of School/Education
- How to help the child with reading, writing, motivation and homework
- Motivation for students
- Parenting classes

Strategies:

The M.A.G.I.C. acronym inculcates the value of a set of principles that foster closeness and encourages communication between parent and child. To this effect, Parenting is M.A.G.I.C. will introduce, discuss and teach the following: role of the parent, role of the child, modeling behavior, habits, family histories, effective communication, positive reinforcement, stress coping strategies and more...

Evaluation and Monitoring:

- Monitor benchmark and semester scores
- Monitor AYP results

Budget:

\$3,840 – Total cost to be paid from Title I and EIA/LEP funding..

Colton Joint Unified School District



Consultant Request Proposal

School: Colton Joint Unified School District
Board Approval Date: February 17, 2011
Name of Consultant: Patrick McKee
Billing Address: 1588 Lisa Lane, Redlands, CA, 92374
Contact Number: 909-748-6408 / 909-876-4206
Email address: patrick_mckee@cjUSD.net; patrick_mckee@redlands.edu

Consultant Qualifications and Background:

Mr. McKee has over 15 years of experience in education, serving as a classroom teacher for eight years, an Assistant Principal for two years, and he is now in his fifth year as an elementary school Principal. As a teacher, Mr. McKee has experience in teaching a GATE cluster class in both 4th and 5th grade, and his dedication to education was acknowledged in 2002 when he was the recipient of the San Bernardino County Education Medal of Honor. Mr. McKee received his Master's Degree in Educational Administration (Phi Kappa Phi), and he holds a GATE Certificate through U.C. Riverside. In addition, Mr. McKee has served as an Instructor in the GATE Certificate Program for U.C. Riverside-Extension for the past four years, and he also has served as an Adjunct Faculty member for the University of Redlands for four years.

List Districts serviced and accompanying API Scores for 3 years:

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>
1. Colton Joint Unified School District:	673	701	710
2. Corona-Norco Unified School District	773	791	801
3. Beaumont Unified School District	752	764	786
4. Val Verde Unified School District	740	763	780

Purpose:

As the first curricular course in the GATE Certificate Program, this course outlines the base skills necessary to teach gifted students in a differentiated environment. Classroom approaches for applying current research on the education of gifted and talented students are explored. The course includes the development and evaluation of curricular projects and selecting, preparing and evaluating materials. There is an emphasis on the cultivation of high-level cognitive and affective skills.

Needs: This course is required as the second course for participants earning their GATE Certificate through U.C. Riverside.

Strategies:

Lecture; Group discussion; Small and large group activities; Media presentations

Evaluation and Monitoring:

Educational Services will work in conjunction with U.C. Riverside to offer University Credit for the course. Course will be either Credit/No Credit or Graded, pending approval from U.C. Riverside.

Budget: GATE Funding

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

CONSENT ITEM

TO: **Board of Education**

PRESENTED BY: Mollie Gainey-Stanley, Assistant Superintendent
Educational Services Division

SUBJECT: **Approval of Consultants for Assembly Presentations**

GOAL: Improved Student Performance

STRATEGIC PLAN: Strategy #1 – Communication

BACKGROUND: See attached grid.

**BUDGET
IMPLICATIONS:** General Fund Expenditure: \$3,962.24

RECOMMENDATION: That the Board approve the consultants for assembly presentations as listed and expend the appropriate funds.

ASSEMBLIES/PROGRAMS: Regular Meeting February 17, 2011

Site	Date	Time	Program/Purpose	Location	Consultant(s)	Cost	Funds	Strategic Plan*
Jurupa Vista	2/22/11	10 am 11 am	<i>Imagination Machine</i> Through theater improvisation, students will be inspired to develop their imaginations through creative writing.	Jurupa Vista	Imagination Machine Costa Mesa, CA	\$925.00	PTA	Strategy #1
CMS	3/3/11	7 pm to 8 pm	<i>Project Upbeat</i> To expose students to college-going behaviors and motivate them to pursue post-secondary options	California State University, San Bernardino	Dr. David F. Maynard CSUSB San Bernardino, CA	\$50.00	QEIA	Strategy #1
Smith	3/4/11	8:45 am 9:45 am	Dance Touring Ensemble To introduce K-6 students to various dance genres.	Smith	Riverside Community College Dance Touring Ensemble Denise Donovan Rita Chenoweth Riverside, CA	No cost	N/A	Strategy #1
CMS	4/6/11	7 pm to 8 pm	<i>Project Upbeat</i> To expose students to college-going behaviors and motivate them to pursue post-secondary options	California State University, San Bernardino	Dr. Robert Blackey CSUSB San Bernardino, CA	\$50.00	QEIA	Strategy #1
Grand Terrace	4/21/11	2 pm 2:20 pm 2:40 pm 3 pm	<i>Inflatamaniacs</i> To provide K-6 students with test taking strategies and positive reinforcement prior to testing.	Grand Terrace	Inflatamaniacs Louisville, KY	\$1,000.00	Donations	Strategy #1
Rogers	3/11/11	8 am 9 am 10 am	<i>Math & Music</i> Students in grades K-6 will learn mathematic skills by incorporating repetitive auditory memorization using notes & scales.	Rogers	Arthur Thompson Enterprises Tulsa, OK	\$1,500.00	PTA	Strategy #1
CMS	5/11/11 & 5/12/11	9:50 am & 11:10 am	<i>Someone Like Me</i> Students in grades 7 & 8 will be informed about social and emotional changes associated with their age group.	CMS	Kaiser Permanente Educational Theatre Programs Glendale, CA	No cost	N/A	Strategy #1
Crestmore	5/17/11	8 am to 12 pm	<i>Journey into the Serrano Culture</i> Third grade students will be introduced to traditional Serrano culture and history in line with the California Content Standards.	Crestmore	Museum on the Road San Bernardino County Museum Redlands, CA	\$437.24	Title I	Strategy #1

*Strategy #1: We will establish an effective internal and external communications system to keep all partners informed about our mission, objectives, strategies, policies, successes, and strengths.

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

CONSENT ITEM

TO: Board of Education

PRESENTED BY: Mollie Gainey-Stanley, Assistant Superintendent
Educational Services Division

SUBJECT: Approval of First Apportionment Notice for the Agricultural Career Technical Educational Incentive Grant for Fiscal Year 2010 – 2011

GOAL: Improved Student Performance

STRATEGIC PLAN: Strategy #1 – Communication
Strategy #2 – Curriculum

BACKGROUND: The first apportionment of the Agricultural Career Technical Education Incentive Grant for fiscal year 2010-11, has been received by the district. Bloomington High School will match the \$5,438 grant total. The funding allocation will be used to support the Future Farmers of America Program and support students in their competitions and state convention.

BUDGET IMPLICATIONS: General Fund Revenue: \$5,438

RECOMMENDATION: That the board approve the First Apportionment Notice for the Agricultural Career Technical Educational Incentive Grant for Fiscal Year 2010-2011.

BOARD AGENDA

REGULAR MEETING
February 17, 2011

CONSENT ITEM

- TO:** Board of Education
- PRESENTED BY:** Mollie Gainey-Stanley, Assistant Superintendent
Educational Services Division
- SUBJECT:** Approval of Agreement with University of California, Riverside Extension for Teaching the Gifted and Talented: *Approaches to Curriculum and Design* (March/April 2011)
- GOAL:** Improve Student Performance
- STRATEGIC PLAN:** Strategy #2 – Curriculum
- BACKGROUND:** The Curriculum and Instruction Department would like to offer *Teaching the Gifted and Talented: Approaches to Curriculum and Design* to District teachers. The Recommended Standards for Programs for Gifted and Talented Students state that, in order to receive a three year approval (exemplary standards), teachers assigned to teach gifted students are certified through a variety of formal and informal certificate programs.
- Per the 2008-09 GATE application, we would like to offer the classes necessary for the GATE certificate for our District teachers. This class is the second in a series of four courses provided by University of California, Riverside Extension. Upon completion of the four courses, enrollees would be eligible for a Certificate in Education for the Gifted and Talented.
- BUDGET IMPLICATIONS:** GATE Fund expenditure: \$6,160.00
- RECOMMENDATION:** That the Board approve the agreement with University of California, Riverside Extension for *Teaching the Gifted and Talented: Approaches to Curriculum and Design* (March/April 2011).



Feb. 8, 2010

Jennifer Jaime, Director K-6
 Colton Joint Unified School District
 Educational Services
 1212 Valencia Drive
 Colton, Calif. 92324-1798

Dear Ms. Jaime:

University of California, Riverside Extension will provide the course, EDU X 428.08 Teaching the Gifted and Talented: Approaches to Curriculum, instructor, Patrick McKee, to be scheduled as a hybrid class meeting Saturday from 8:30 am-6:30 pm on March 5 and April 9, 2010 with additional on-line course work completed between the two Saturday meetings. A maximum of 19 students may attend this inservice. The class will take place at Colton Unified School District. Extension credit is required at a charge of \$240 for each participant for this 3 qtr. unit class and will be paid by the district as part of the total for this contract (19 x \$240 = \$4,560).

1200 University Avenue
 Riverside, CA 92507
 Tel 1-951.827.4105
 Fax 1.951.827.7273
 www.extension.ucr.edu

It is agreed that Colton Unified School District will be responsible for and will pay the cost of the instructors' compensation and expenses. It is agreed that Colton Unified School District will provide the facility, any audio-visual equipment and duplicate handouts as needed by the instructor. Hybrid classes require the district to send in the enrollment forms to register students no later than Feb. 28, 2011.

Colton Unified School District will receive one invoice from the University of California, Riverside. The total is \$6,160 (which includes cost of contract \$1600 plus \$4,560 credit fee for 19 participants). District guarantees 15 students will take the course for credit or amount due will be increased proportionately. Payment is due upon receipt of invoice. Please make your check payable to Regents U.C. and mail per instructions on the invoice. The name of the University is not to be used by you in any publication, advertisement or news release without prior written approval of the University. Any copyrights or publication rights arising from or relating to materials developed by the University in connection with this program shall belong to the University.

University Extension must be notified in writing a minimum of seven days prior to the first class meeting if event is to be cancelled. A \$500 cancellation penalty will be assessed if the name of the contractor chooses to cancel this event after the receipt of this agreement. If you accept these arrangements and terms, please sign and return the original copy of the agreement to Eileen Johnson, Education Extension, University of California, Riverside Extension Center, 1200 University Ave., Suite 342, Riverside, CA 92507-4596.

If you accept these arrangements and terms, please sign and return the original copy of the agreement to Eileen Johnson, Education Extension, University of California, Riverside Extension Center, 1200 University Ave., Suite 342, Riverside, CA 92507-4596.

Sincerely,

A handwritten signature in cursive script that reads "Sue Teele".

Dr. Sue Teele, Associate Dean
 Director, Education Extension

ACCEPTED:

 Signature, Title

 Date

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

CONSENT ITEM

TO: Board of Education

PRESENTED BY: Jaime R. Ayala, Assistant Superintendent, Business Services Division

SUBJECT: Acceptance of Gifts

GOAL: Community Relations

STRATEGIC PLAN: Strategy #6 – Character

BACKGROUND: The Board may accept gifts of money or property on behalf of the district in accordance with Board Policy #3290: Gifts, Grants and Bequests.

RECOMMENDATION: That the Board accept the gifts as listed on the attached matrix.

Site	Donor	Donation/Purpose	Amount
Colton High School	Target P.O. Box 59214 Minneapolis, MN 55459-0214	Check #2198684	\$529.22
Colton High School	Chase WaMoola For Schools Program 1301 2 nd Avenue Seattle, WA 98101	Check #2416168068	\$132.46
Colton High School	Aram G. Sogomonian c/o Edison International-Employee Contributions Campaign P.O. Box 3288 Princeton, NJ 08543-3288	Check #125950 CHS Sogomonian Family Scholarship	\$25.00
Colton High School	Edison International-Edison Gifts P.O. Box 3288 Princeton, NJ 08543-3288	Check #155380 CHS Sogomonian Family Scholarship Company Match	\$25.00
Colton High School	Aram G. Sogomonian c/o Edison International-Employee Contributions Campaign P.O. Box 3288 Princeton, NJ 08543-3288	Check #129281 CHS Sogomonian Family Scholarship	\$81.76
Colton High School	Edison International-Edison Gifts P.O. Box 3288 Princeton, NJ 08543-3288	Check #156763 CHS Sogomonian Family Scholarship Company Match	\$81.76
Cooley Ranch	Kiwanis Kids Club 1000 South Cooley Drive Colton, CA 92324	Cash for Emergency Bag	\$64.73
Enrollment Center	Lindy Lucero Gonzalez Casa De Flores Florist & Bridal Services 342 Mt. Vernon Avenue San Bernardino, CA 92410	24 Formal Gowns for BHS Dress Exchange Program	\$3,400.00
Grand Terrace	Grand Terrace Elementary P.T.A. 12066 Vivienda Avenue Grand Terrace, CA 92313	Check #1443 For Assembly	\$890.00
Grand Terrace	Grand Terrace Elementary P.T.A. 12066 Vivienda Avenue Grand Terrace, CA 92313	Check #1442 For CST Motivational Assembly	\$1,000.00
Grand Terrace	Grand Terrace Elementary P.T.A. 12066 Vivienda Avenue Grand Terrace, CA 92313	Check #1441 Field Trips	\$14,000.00
Grant	Coca-Cola One Penns Way New Castle, DE 19720	Check #05425617	\$75.00

Jurupa Vista	Association of Colton Educators 190 West H Street #101 Colton, CA 92324	Check # 7388 Student Incentives	\$200.00
Lincoln	Frank & Sadie Corona 405 East A Court Colton, CA 92324	Snack time table top snack machine	\$50.00
Ruth O Harris	Cardenas Markets, Inc. 1040 South Vintage Avenue Suite A Ontario, CA 91761	Check #206683 8 th Grade GATE Program	\$100.00
Wilson	Wildcats P.T.A. 750 South 8 th Street Colton, CA 92324	Check #1155	\$147.25

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

CONSENT ITEM

TO: Board of Education

PRESENTED BY: Jaime R. Ayala, Assistant Superintendent, Business Services Division

SUBJECT: Approval of Parent and/or Booster Clubs and Organizations (2010-11)

GOAL: Student Performance / Community Relations & Parent Involvement

STRATEGIC PLAN: Strategy #1 – Communication
Strategy #6 – Character

BACKGROUND: In accordance with Board Policy 1230 any person or group desiring to raise money to benefit a student or students at one or more schools within the District shall request authorization to so operate in accordance with Education Code 51521, by making application to the Governing Board.

The following Parent and/or Booster Club and Organization has submitted an application:

Grant Elementary – U.S. Grant School Booster Club

BUDGET IMPLICATIONS: No impact to the General Fund.

RECOMMENDATION: That the Board approve Parent and/or Booster Clubs and Organizations (2010-11).

Colton Joint Unified School District

U. S. Grant Elementary School Booster

Principal, Kathy Jackson

Grant Booster President, Jackie Lambert



2011

RECEIVED
BUSINESS OFFICE
2011 FEB -4 PM 2:59

U.S. GRANT BOOSTER CLUB

BYLAWS

ARTICLE 1

NAME

THE NAME OF THIS ORGANIZATION SHALL BE:

U.S. GRANT SCHOOL BOOSTER CLUB

ARTICLE 2

PURPOSE

TO ENHANCE THE EDUCATION AND TO BOOST THE MORALE OF OUR STUDENTS THROUGH COOPERATION BETWEEN PARENTS/GUARDIANS AND SCHOOL STAFF PERSONNEL.

ARTICLE 3

MEMBERSHIP

1. THE GRANT SCHOOL BOOSTER MEMBERS SHALL CONSIST OF PARENTS/GUARDIANS AND OTHER FAMILY MEMBERS OF U.S. GRANT SCHOOL STUDENTS. MEMBERSHIP IS ALSO OPEN TO TEACHERS, STAFF, SCHOOL PERSONNEL, AND ANY FAMILY FRIENDS OVER THE AGE OF 18.
2. THERE WILL BE AN ANNUAL MEMBERSHIP DRIVE, WHICH RUNS FOR ONE WEEK BEGINNING THE EVENING OF OPEN HOUSE. MEMBERSHIP WILL COST \$2.00 PER SINGLE MEMBER, \$5 FOR A FAMILY OF FOUR, AND \$1 FOR EACH ADDITIONAL MEMBER.
3. ALL BOARD MEMBERS MUST HAVE PAID MEMBERSHIP BY THE END OF THE DRIVE TO CONTINUE TO HOLD OFFICE.
4. ALL NEW MEMBERS DURING WEEK OF DRIVE HAVE IMMEDIATE VOTING RIGHTS.
5. BOOSTER MEMBERSHIP IS OPEN AT ALL TIMES. AFTER THE INITIAL MEMBERSHIP DRIVE IS OVER, ANY NEW MEMBERS MUST ATTEND TWO (2) GENERAL MEMBERSHIP MEETINGS PRIOR TO HAVING VOTING RIGHTS.
6. TO RUN FOR AN ELECTED POSITION, YOU MUST HAVE ATTENDED TWO (2) GENERAL MEMBERSHIP MEETINGS PRIOR TO NOMINATIONS TAKING PLACE.
7. YOU MUST BE A PAID MEMBER TO RUN FOR AN ELECTED OFFICE.

ARTICLE 4

OFFICERS AND ELECTIONS

1. OFFICERS SHALL CONSIST OF PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER, THREE PARENT/GUARDIANS AT LARGE, AND THREE TEACHERS AT LARGE AND SCHOOL PRINCIPAL.
2. NOMINATIONS WILL TAKE PLACE AT MAY GENERAL MEMBERSHIP MEETING, NEW OFFICERS WILL BE ANNOUNCED IN JUNE. NEW OFFICERS WILL MEET DURING THE SECOND WEEK OF SCHOOL.

3. TERM OF BOARD MEMEBERS SHALL CONTINUE ONE WEEK AFTER SCHOOL ENDS. NEW BOARD MEMBERS TERM SHALL BEGIN AT THAT TIME.
4. NEW AND OLD BOARD MEMBERS SHALL MEET THE LAST WEEK OF SCHOOL TO HAND OVER DUTIES AND GO OVER PROCEDURES AND ALL BOARD INFORMATION.
5. NOMINEES FOR THE OFFICES OF PRESIDENT, TREASURER, FINANCIAL SECRETARY AND AUDITOR SHALL NOT BE RELATED BY BLOOD OR MARRIAGE OR RESIDE IN THE SAME HOUSEHOLD.

ARTICLE 5
DUTIES

1. THE PRESIDENT SHALL PRESIDE AT ALL BOARD AND GENERAL MEMBERSHIP MEETINGS. THE PRESIDENT SHALL PERFORM ALL DUTIES ASSIGNED TO THE PRESIDENT. THE PRESIDENT SHALL PRESIDE OVER ALL BOOSTER SPONSORED EVENTS. THE PRESIDENT MAY DESIGNATE DUTIES TO OTHER BOARD MEMBERS WHEN NEEDED. THE PRESIDENT SHALL CHECK BOOSTER MAIL DAILY. RETURN PHONE CALLS AND MESSAGES.
2. THE VICE-PRESIDENT SHALL PRESIDE IN THE EVENT THE PRESIDENT IS ABSENT. THE VICE-PRESIDENT SHALL BE IN CHARGE OF ORGANIZING VOLUNTEERS FOR ALL BOOSTER SPONSORED EVENTS.
3. THE SECRETARY SHALL PERFORM ALL DUTIES AS ASSIGNED. THE SECRETARY SHALL PRIMARILY KEEP MINUTES OF ALL BOARD AND GENERAL MEMBERSHIP MEETINGS. THE SECRETARY SHALL ALSO KEEP AN ACCURATE RECORD OF ALL ACTIVITIES FOR THE YEAR.
4. THE TREASURER SHALL KEEP ACCURATE RECORDS OF ALL MONETARY TRANSACTIONS. MUST PREPARE A TREASURERS REPORT FOR BOARD AND GENERAL MEMBERSHIP MEETINGS. ALL MAJOR TRANSACTIONS MUST BE APPROVED BY VOTE WITH A MAJORITY RULE. ALL CHECKS WRITTEN MUST HAVE A RECEIPT STAPLED TO THE BACK OF THE CHECK COPY.
5. ANY PEOPLE OR GROUPS OPERATING UNDER THIS POLICY AUTOMATICALLY GRANT TO THE GOVERNING BOARD THE RIGHT TO AUDIT THEIR FINANCIAL RECORDS AT ANY TIME EITHER BY DISTRICT PERSONNEL OR BY A CERTIFIED PUBLIC ACCOUNTANT.
6. THE PARENT/GUARDIANS AT LARGE WILL BE THE MAIN VOLUNTEERS AT ALL BOOSTER SPONSORED EVENTS.
7. THE TEACHERS ATLARGE WILL BE THE MAIN VOLUNTEERS FOR THE TEACHERS AT ALL BOOSTER SPONSORED EVENTS.
8. ANY BOARD MEMBER WHO IS ABSENT OR UNEXCUSED FROM TWO (2) BOARD OR GENERAL MEMBERSHIP MEETINGS WILL NO LONGER HOLD OFFICE.
9. EXCUSED ABSENCE OF BOARD MEMBERS UNABLE TO ATTEND BOARD OR GENERAL MEMBERSHIP MEETINGS MUST BE APPROVED BY PRESIDENT OR PRINCIPAL.

ARTICLE 6
PROCEDURES

1. MEETING DATES AND TIMES ARE TO BE DETERMINED BY THE BOARD AND THE PRINCIPAL. ALL MEETINGS NEED TO BE CONDUCTED ON THE SCHOOL PREMISES. MEETINGS TO TAKE PLACE ONCE A MONTH UNLESS OTHERWISE DETERMINED BY MAJORITY.
2. ALL MEMOS, ETC. MUST BE APPROVED BY PRINCIPAL, PRIOR TO PRINTING AND SENDING HOME TO PARENTS/GUARDIANS. ALL MEMOS, NOTES AND CORRESPONDENCE TO PARENT/GUARDIANS MUST BE IN ENGLISH AND SPANISH.
3. ALL BUSINESS MUST BE APPROVED BY A MAJORITY VOTE AT THE BOARD AND/OR GENERAL MEMBERSHIP MEETINGS. APPROVAL FROM ADMINISTRATOR OR BOARD PRESIDENT FOR APPROVAL. EXAMPLES: FALL/SPRING FUNDRAISER, BOOK FAIR COMPANY, CHRISTMAS SPONSORED EVENT ETC.
4. ALL BOARD MEMBERS MUST ACTIVELY PARTICIPATE AT THE MAJORITY OF THE BOOSTER SPONSORED EVENTS.
5. ALL BOARD MEMBERS MUST FOLLOW THE ADDITIONAL GUIDELINES AND INSTRUCTIONS OF THE BOOSTER BOARD OF U.S. GRANT SCHOOL.
6. BOOSTER MONEY IS RAISED FOR THE BENEFIT AND/OR NEEDS OF THE U.S. GRANT SCHOOL AND STUDENTS. ALL MONETARY REQUESTS MUST BE PROCESSED AND APPROVED BY THE PRINCIPAL AND/OR HIS/HER DESIGNEE. AFTER APPROVAL THE REQUEST WILL THEN BE PRESENTED TO THE U.S. GRANT BOOSTER BOARD FOR THEIR CONSIDERATION.
7. PRE-APPROVAL OF MONEY SHALL BE REQUIRED IN ORDER FOR BOOSTERS TO PAY FOR ANY EXPENSE.
8. US GRANT BOOSTER CLUB HAS SOLE AUTHORITY OF CHOICE AND SELECTION AND PROCEDURES OF SCHOOL WIDE FUNDRAISERS.
9. ORDER OF BUSINESS AT ALL MEETINGS SHALL BE AS FOLLOWS:
MEETING CALLED TO ORDER
FLAG SALUTE
BOARD MEMBER ROLL CALL
READING AND/OR APPROVAL OF THE MINUTES
TREASURERS REPORT
OLD BUSINESS
NEW BUSINESS
NOMINATIONS, ELECTION RESULTS
BOARD RECOMMENDATIONS
ADJOURNMENT
10. AT LEAST TWENTY-FOUR HOURS NOTICE, IN WRITING, MUST BE GIVEN TO THE PRESIDENT IN ORDER TO HAVE AN ITEM OF BUSINESS OR AN ANNOUNCEMENT PLACED ON THE EXECUTIVE BOARD OR ASSOCIATION AGENDA.
11. AN AUDITING COMMITTEE SHALL BE APPOINTED BY THE PRINCIPAL. THE COMMITTEE SHOULD NOT INCLUDE ANY CURRENT BOOSTER BOARD MEMBER. THE COMMITTEE SHALL GIVE A REPORT TWICE A YEAR.
12. IF ORGANIZATION IS NOT CONTINUED OR AUTHORIZED TO CONTINUE DOLLAR AMOUNT WILL BE ROLLED INTO THE SITES DONATION ACCOUNT. THE PLAN TO SPEND THE DOLLAR AMOUNT WILL BE APPROVED BY SITES ADMINISTRATION AND SCHOOL SITE COUNCIL.

ARTICLE 7
AMENDMENTS

1. THESE BYLAWS MAY BE AMENDED BY A TWO-THIRDS (2/3) VOTE AT ANY OF THE REGULAR MEETINGS PROVIDED NOTICE WAS GIVEN AT THE PREVIOUS MEETING.
2. THESE BYLAWS MAY BE AMENDED AT ANY REGULAR MEETING BY A UNANIMOUS VOTE WITHOUT VOTE WITHOUT NOTICE.

AMMENDMENT TO ARTICLE 3-PARAGRAPH 5 ADDENDUM

PROVIDE YOU WAIT THE 30 DAY GRACE PERIOD FOR VOTING PRIVILEGES

AMENDMENT TO ARTICLE 4-

NEW OFFICERS TERM WILL TAKE EFFECT 30 DAYS AFTER ELECTIONS.

AMENDMENT TO ARTICLE 5-

ALL BOARD MEMBERS MUST MAKE THEMSELVES AVAILABLE TO ALL PARENTS OF GRANT SCHOOL. THEY SHOULD BE WILLING TO FIELD ALL COMPLAINTS, GRIPES, AND SUGGESTIONS, AND PRESENT THEM THE FULL BOARD TO BE PLACED ON THE NEXT MONTH'S MEETING AGENDA.

DATE: NOVEMBER, 1989

AMENDMENTS TO ARTICLE1
AMENDMENTS TO ARTICLE2
AMENDMENTS TO ARTICLE3
AMENDMENTS TO ARTICLE 4
AMENDMENTS TO ARTICLE 5
AMENDMENTS TO ARTICLE6
AMENDMENTS TO ARTICLE7

DATE: DECEMBER, 1999

AMENDMENTS TO ARTICLE 3

DATE: JUNE, 2003

ATTACHMENT I

1/19/11
Date

(B.P. #3190)
U.S. Grant Elementary
School

PARENT AND/OR BOOSTER CLUB/ORGANIZATION APPLICATION FOR AUTHORIZATION

FOR SCHOOL YEAR -- 10-11

1. Name of Parent and/or Booster Club/Organization: Grant Elementary Boosters.

2. Qualifications/quotas for membership: Child attending Grant

3. Names, home addresses and phone number of all officers:
(List President, Vice President, Secretary, Treasurer, etc.)

President - Jackie Lambert

Treasurer - Matthew Horton

Isabel Salazar

4. Briefly describe the purpose of your Parent and/or Booster Club/ Organization:
(You may attach your constitution and/or bylaws)

To Enhance the Education and boost the morale of our students through cooperation between Parents/Guardian and school staff personnel.

5. What are your specific annual objectives? Briefly itemize estimated amount of money to be raised.

Field trips, Fall Festival, 2 major fundraisers, staff luncheon, Buses, Student books, Book fairs, Yearbook, Snacks drinks for testing student incentives, Com. Donations

6. Federal and State Tax exempt number.

7. Proof of Liability Insurance attached.

8. Statement of indemnification and reimbursement to the District for property tax assessment.

ATTACHMENT II

(B.P. #3190)

(Page 1 of 2)

PARENT AND/OR BOOSTER CLUB/ORGANIZATION DONATION PROCEDURES

Purchasing Supplies

When a Parent and/or Booster Club/Organization desires to give a department a sum of money to be used for supplies, the department chair or teacher who is designated to spend the funds should purchase the supplies through the regular purchase order system or open order system of the District, with the approval of the principal. The purchase should be charged to a school account code and then marked boldly on the purchase requisition:

TO BE PAID BY: U.S. Grant Booster Club
Jackie Lambert
[Redacted]

The purchase will be charged to the school account code on the requisition at the time of payment. The District office will bill the Parent and/or Booster Club/Organization and when the funds are received the charge will be repaid.

Purchasing Equipment

When a Parent and/or Booster Club/Organization desires to donate equipment to a school, the preferred method for the purchase would be the same as purchasing supplies. A purchase requisition should be completed, approved by the principal and charged to a school account code and sent to the District office. The requisition should be marked boldly:

TO BE PAID BY: U.S. Grant Booster Club
Jackie Lambert
[Redacted]

The purchase will be charged to the school account code on the requisition at the time of payment. The District office will bill the Parent and/or Booster Club/Organization and when the funds are received the charge will be repaid.

The Parent and/or Booster Club/Organization has the option of designating certain items to be purchased from certain vendors and the District will work with the Parent and/or Booster Club/Organization so long as the purchase does not exceed the District's bid limit of \$21,000.

The only time a Parent and/or Booster Club/Organization can purchase equipment outright and donate it to a school is when the principal approves the purchase first. The equipment then must be accepted by the Governing Board at a regular Board meeting as a donation to the District.

Payment of Salaries

Stipends/Salaries - Parent and/or Booster Club/Organization may not pay any employee of the District an additional stipend without prior approval of the Colton Joint Unified School District - Personnel office.

Policy to be replaced by adoption of BP 1230

BUSINESS

3000

ATTACHMENT II

(B.P. #3190)
(Page 2 of 2)

Transportation

The Parent and/or Booster Club/Organization may donate funds to the District for payment of transportation of students to events. A Field Trip request form must be completed and sent to the District Transportation Department. The request form must be marked boldly.

TO BE PAID BY:

U.S. Grant Booster Club
Jackie Lambert
[REDACTED]

If funds are not received, the principal's account will be charged.

Kathleen Holtef



CERTIFICATE OF LIABILITY INSURANCE


OP ID 23

DATE (MM/DD/YYYY)

01/25/11


THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Raintree Insurance Agency License #0557773 P.O. Box 2488 San Bernardino CA 92406 Phone: 909-881-2654	CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ PRODUCER CUSTOMER ID #: USGRA-1	
	INSURER(S) AFFORDING COVERAGE	
INSURED Grant School Booster Club Jackie Lambert 	INSURER A: Nautilus Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 1 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			01/25/11	01/25/12	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
GENL. AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE \$ 2,000,000		
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ Included
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO					BODILY INJURY (Per person) \$
	ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	HIRED AUTOS					\$
	NON-OWNED AUTOS					\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DEDUCTIBLE					\$
	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> N/A				E.L. DISEASE - EA EMPLOYEE \$
	30 DAYS NOTICE OF 10 DAYS FOR NON		CANCELLATION EXCEPT PAYMENT OF PREMIUM			E.L. DISEASE - POLICY LIMIT \$


DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Re: Various events during the school year.
Colton Unified School District is named as Additional Insured.

Certificates do not address coverage limitation/exclusions. Raintree does not warrant that coverage may exist for any specific purpose or situation

CERTIFICATE HOLDER

CANCELLATION

COLTON Colton Unified School District 1212 Valencia Dr. Colton CA 92324	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---

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DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
FRESNO CA 93888

DATE OF THIS NOTICE: 10-23-95
NUMBER OF THIS NOTICE: CP 575 L
EMPLOYER IDENTIFICATION NUMBER: [REDACTED]
FORM: SS-4 (TELE-TIN)
8917305194 0

PARENT TEACHERS BOOSTER CLUB OF
% OPAL THOMPSON
550 W OLIVE
COLTON CA 92324

FOR ASSISTANCE CALL US AT:
1-800-829-1040

OR WRITE TO THE ADDRESS
SHOWN AT THE TOP LEFT.

IF YOU WRITE, ATTACH THE
STUB OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER (EIN)

Thank you for your Tele-TIN phone call. We assigned you employer identification number (EIN) [REDACTED]. This EIN will identify your business account, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Use your complete name and EIN shown above on all federal tax forms, payments, and related correspondence. If you use any variation in your name or EIN, it may cause a delay in processing, incorrect information in your account, or cause you to be assigned more than one EIN.

If you want to receive a ruling or a determination letter recognizing your organization as tax exempt, you should file Form 1023/1024, Application for Recognition of Exemption, with your IRS Key District office. Publication 557, Tax Exempt Status for Your Organization, is available at most IRS offices and has details on how you can apply.

Please use the label IRS provided when filing tax documents. If that isn't possible, you should use your EIN and complete name and address as shown below to identify your account and to avoid delays in processing.

PARENT TEACHERS BOOSTER CLUB OF
US GRANT SCHOOL
% OPAL THOMPSON
550 W OLIVE
COLTON CA 92324

If this information isn't correct, please correct it using page 2 of this notice. Return it to us at the address shown so we can correct your account.

If you haven't already completed Form SS-4, Application for Employer Identification Number, we need you to do it now so your account record will be complete. You can get Form SS-4 at your local IRS office or by calling 1-800-TAX-FORM (1-800-829-3676). After you complete the Form SS-4, sign and date it and write your new EIN [REDACTED], in the upper right hand corner. Please return it to us with page 2 of this notice by 11-07-95. We've enclosed an envelope for your convenience.

Thank you for your cooperation.

Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, certain individuals, and others. See instructions.)

EIN [REDACTED]
 OMB No. 1545-0003
 Expires 12-31-96

Please type or print clearly.

1	Name of applicant (Legal name) (See instructions.) Parent Teachers Booster Club of US Grant School		
2	Trade name of business, if different from name in line 1 same	3	Executor, trustee "care of" name Opal Thompson Principal
4a	Mailing address (street address) (room, apt., or suite no.) 550 W. Olive	5a	Business address, if different from address in lines 4a and 4b same
4b	City, state, and ZIP code Colton Ca 92324	5b	City, state, and ZIP code
6	County and state where principal business is located San Bernardino, Calif.		
7	Name of principal officer, general partner, grantor, owner, or trustor—SSN required (See instructions.) ▶ N/A		

8a Type of entity (Check only one box.) (See instructions.)

<input type="checkbox"/> Sole Proprietor (SSN)	<input type="checkbox"/> Estate (SSN of decedent)	<input type="checkbox"/> Trust
<input type="checkbox"/> REMIC	<input type="checkbox"/> Plan administrator-SSN	<input type="checkbox"/> Partnership
<input type="checkbox"/> State/local government	<input type="checkbox"/> Other corporation (specify)	<input type="checkbox"/> Farmers' cooperative
<input type="checkbox"/> National guard	<input type="checkbox"/> Federal government/military	<input type="checkbox"/> Church or church controlled organization
<input type="checkbox"/> Other nonprofit organization (specify)	(enter GEN if applicable)	
<input checked="" type="checkbox"/> Other (specify) ▶ Fundraising for student trophies, ribbons, awards and plaques.		

8b If a corporation, name the state or foreign country (if applicable) where incorporated ▶

State N/A	Foreign country
---------------------	-----------------

9 Reason for applying (Check only one box.)

<input type="checkbox"/> Started new business (specify) ▶	<input type="checkbox"/> Changed type of organization (specify) ▶
<input type="checkbox"/> Hired employees	<input type="checkbox"/> Purchased going business
<input type="checkbox"/> Created a pension plan (specify type) ▶	<input type="checkbox"/> Created a trust (specify) ▶
<input type="checkbox"/> Banking purpose (specify) ▶	<input checked="" type="checkbox"/> Other (specify) ▶ required by school

10 Date business started or acquired (Mo., day, year) (See instructions.)
7-1-89

11 Enter closing month of accounting year. (See instructions.)
December

12 First date wages or annuities were paid or will be paid (Mo., day, year). Note: If applicant is a withholding agent, enter date income will first be paid to nonresident alien. (Mo., day, year) ▶ **N/A**

13 Enter highest number of employees expected in the next 12 months. Note: If the applicant does not expect to have any employees during the period, enter "0." ▶ **N/A**

Nonagricultural	Agricultural	Household
-----------------	--------------	-----------

14 Principal activity (See instructions.) ▶ **Fundraising for student awards**

15 Is the principal business activity manufacturing? If "Yes," principal product and raw material used ▶

Yes No

16 To whom are most of the products or services sold? Please check the appropriate box.

<input type="checkbox"/> Public (retail)	<input checked="" type="checkbox"/> Other (specify) ▶ Parents, Teachers, Students	<input type="checkbox"/> Business (wholesale)	<input type="checkbox"/> N/A
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17a Has the applicant ever applied for an identification number for this or any other business? Note: If "Yes," please complete lines 17b and 17c.

Yes No

17b If you checked the "Yes" box in line 17a, give applicant's legal name and trade name, if different than name shown on prior application.

Legal name ▶ **US GRANT SCHOOL BOOSTER CLUB** Trade name ▶ **N/A**

17c Enter approximate date, city, and state where the application was filed and the previous employer identification number if known.

Approximate date when filed (Mo., day, year) 10-16-95	City and state where filed Colton Ca	Previous EIN
---	--	--------------

Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Name and title (Please type or print clearly.) ▶ **909-876-4126**

Signature ▶ _____ Date ▶ **10-16-95**

Note: Do not write below this line. For official use only.

Please leave blank ▶	Geo.	Ind.	Class	Size	Reason for applying
----------------------	------	------	-------	------	---------------------

Indiana, Kentucky,
Michigan, Ohio, West
Virginia
Attn: Entity Control
Cincinnati, OH 45999
(606) 292-5467

Kansas, New Mexico,
Oklahoma, Texas
Attn: Entity Control
Austin, TX 73301
(512) 462-7843

Alaska, Arizona, California
(counties of Alpine, Amador,
Butte, Calaveras, Colusa, Contra
Costa, Del Norte, El Dorado,
Glenn, Humboldt, Lake, Lassen,
Marin, Mendocino, Modoc,
Napa, Nevada, Placer, Plumas,
Sacramento, San Joaquin,
Shasta, Sierra, Siskiyou, Solano,
Sonoma, Sutter, Tehama, Trinity,
Yolo, and Yuba), Colorado,
Idaho, Montana, Nebraska,
Nevada, North Dakota, Oregon,
South Dakota, Utah,
Washington, Wyoming
Attn: Entity Control
Mail Stop 6271-T
P.O. Box 9950
Ogden, UT 84409
(801) 620-7645

California (all other
counties), Hawaii
Attn: Entity Control
Fresno, CA 93888
(209) 452-4010

Alabama, Arkansas,
Louisiana, Mississippi,
North Carolina, Tennessee
Attn: Entity Control
Memphis, TN 37501
(901) 365-5970

If you have no legal residence, principal place of business, or principal office or agency in any state, file your form with the Internal Revenue Service Center, Philadelphia, PA 19255 or call (215) 574-2400.

Specific Instructions

The instructions that follow are for those items that are not self-explanatory. Enter N/A (nonapplicable) on the lines that do not apply.

Line 1.—Enter the legal name of the entity applying for the EIN exactly as it appears on the social security card, charter, or other applicable legal document.

Individuals.—Enter the first name, middle initial, and last name.

Trusts.—Enter the name of the trust.

Estate of a decedent.—Enter the name of the estate.

Partnerships.—Enter the legal name of the partnership as it appears in the partnership agreement.

Corporations.—Enter the corporate name as set forth in the corporation charter or other legal document creating it.

Plan administrators.—Enter the name of the plan administrator. A plan administrator who already has an EIN should use that number.

Line 2.—Enter the trade name of the business if different from the legal name. The trade name is the "doing business as" name.

Note: Use the full legal name on line 1 on all tax returns filed for the entity. However, if you enter a trade name on line 2 and choose to use the trade name instead of the legal name, enter the trade name on all returns you file. To prevent processing delays and errors, **always** use either the legal name only or the trade name only on all tax returns.

Line 3.—Trusts enter the name of the trustee. Estates enter the name of the executor, administrator, or other fiduciary. If the entity applying has a designated person to receive tax information, enter that person's name as the "care of" person. Print or type the first name, middle initial, and last name.

Line 7.—Enter the first name, middle initial, last name, and social security number (SSN) of a principal officer if the business is a corporation; of a general partner if a partnership; and of a grantor owner, or trustee if a trust.

Line 8a.—Check the box that best describes the type of entity applying for the EIN. If not specifically mentioned, check the "other" box and enter the type of entity. Do not enter N/A.

Sole proprietor.—Check this box if you file Schedule C or F (Form 1040) and have a Keogh plan, or are required to file excise, employment, or alcohol, tobacco, or firearms returns. Enter your SSN (social security number) in the space provided.

Plan administrator.—If the plan administrator is an individual, enter the plan administrator's SSN in the space provided.

Withholding agent.—If you are a withholding agent required to file Form 1042, check the "other" box and enter "withholding agent."

REMICs.—Check this box if the entity has elected to be treated as a real estate mortgage investment conduit (REMIC). See the Instructions for Form 1066 for more information.

Personal service corporations.—Check this box if the entity is a personal service corporation. An entity is a personal service corporation for a tax year only if:

- The principal activity of the entity during the testing period (prior tax year) for the tax year is the performance of personal services substantially by employee-owners.
- The employee-owners own 10 percent of the fair market value of the outstanding stock in the entity on the last day of the testing period.

Personal services include performance of services in such fields as health, law, accounting, consulting, etc. For more information about personal service corporations, see the instructions to **Form 1120**, U.S. Corporation Income Tax Return, and **Pub. 542**, Tax Information on Corporations.

Other corporations.—This box is for any corporation other than a personal service corporation. If you check this box, enter the type of corporation (such as insurance company) in the space provided.

Other nonprofit organizations.—Check this box if the nonprofit organization is

other than a church or church-controlled organization and specify the type of nonprofit organization (for example, an educational organization.)

If the organization also seeks tax-exempt status, you must file either **Package 1023** or **Package 1024**, Application for Recognition of Exemption. Get **Pub. 557**, Tax-Exempt Status for Your Organization, for more information.

Group exemption number (GEN).—If the organization is covered by a group exemption letter, enter the four-digit GEN. (Do not confuse the GEN with the nine-digit EIN.) If you do not know the GEN, contact the parent organization. Get Pub. 557 for more information about group exemption numbers.

Line 9.—Check only **one** box. Do not enter N/A.

Started new business.—Check this box if you are starting a new business that requires an EIN. If you check this box, enter the type of business being started. **DO NOT** apply if you already have an EIN and are only adding another place of business.

Changed type of organization.—Check this box if the business is changing its type of organization, for example, if the business was a sole proprietorship and has been incorporated or has become a partnership. If you check this box, specify in the space provided the type of change made, for example, "from sole proprietorship to partnership."

Purchased going business.—Check this box if you purchased an existing business. **DO NOT** use the former owner's EIN. Use your own EIN if you already have one.

Hired employees.—Check this box if the existing business is requesting an EIN because it has hired or is hiring employees and is therefore required to file employment tax returns. **DO NOT** apply if you already have an EIN and are only hiring employees. If you are hiring household employees, see **Note** under **Who Must File** on page 2.

Created a trust.—Check this box if you created a trust, and enter the type of trust created.

Note: **DO NOT** file this form if you are the individual-grantor/owner of a revocable trust. You must use your SSN for the trust. See the instructions for Form 1040.

Created a pension plan.—Check this box if you have created a pension plan and need this number for reporting purposes. Also, enter the type of plan created.

Banking purpose.—Check this box if you are requesting an EIN for banking purposes only and enter the banking purpose (for example, a bowling league for depositing dues, an investment club for dividend and interest reporting, etc.).

Keep this part for your records.

CP 575 L (Rev. 1-95)

Return this part with any correspondence so we may identify your account. Please correct any errors in your name or address.

CP 575 L

8917305194

Your Telephone Number () Best Time to Call

DATE OF THIS NOTICE: 10-23-95
EMPLOYER IDENTIFICATION NUMBER: 
FORM: SS-4 (TELE-TIN)

INTERNAL REVENUE SERVICE
FRESNO CA 93888

PARENT TEACHERS BOOSTER CLUB OF
US GRANT SCHOOL
% OPAL THOMPSON
550 W OLIVE
COLTON CA 92324

Bank of America

395 N. La Cadena Dr.

Colton, CA 92324

Phone: 909 381-2494

President /Person Authorized:

Clairsse Jackie Lambert

Treasurer/Person Authorized :

Matthew C. Horton

Members at Large/Person Authorized :

Gary Hastings

Members at Large/Person Authorized:

Daniel Edwards

BOARD AGENDA

REGULAR MEETING
February 17, 2011

CONSENT ITEM

TO: Board of Education

PRESENTED BY: Jaime R. Ayala, Assistant Superintendent, Business Services Division

SUBJECT: Approval to Open an Escrow Account for the Deposit of Earned Retentions for DJM Construction Company, Inc. on the Colton High School New Math and Science Building Project

GOAL: Facilities / Support Services

STRATEGIC PLAN: Strategy #4 – Facilities

BACKGROUND: It is necessary that the Board approve the opening of the individual escrow/bank account.

Public Contract Code 22300 requires that the District offer contractors performing public works projects the opportunity to deposit their earned retentions into an interest bearing escrow account. The retention is withheld from the individual contractor's progress billings at the rate of 10%. At the time the individual progress billing (90% of that bill) warrant is mailed to the contractor, another warrant representing 10% of that bill is mailed to the escrow account. There it will earn interest and the contractor can draw on that interest as the project proceeds. Once the Notice of Completion has been recorded and 35 days have passed, the District notifies the escrow agent to release the total retention due to the contractor.

The DJM Construction Company, Inc. contract was approved at the December 9, 2010 Board meeting. The original contract amount is \$12,123,719.

BUDGET IMPLICATIONS: No impact to the General Fund.

RECOMMENDATION: That the Board approve opening an escrow account for the deposit of earned retentions for DJM Construction Company, Inc. on the Colton High School New Math and Science Building Project.

ESCROW AGREEMENT FOR SECURITY DEPOSITS IN LIEU OF RETENTION

This escrow Agreement is made and entered into by and between the Colton Unified School District, whose address is 8515 Mt. Vernon, Colton, CA 92324 , hereinafter referred to as "Owner", D J M Construction Company Inc. whose address is 1540 S. Lewis St., Anaheim, CA 92805 hereinafter referred to as "Contractor", and Union Bank, N.A., whose address is 1980 SATURN STREET, MONTEREY PARK, CA 91755 hereinafter referred to as "Escrow Agent".

For the consideration hereinafter set forth, the Owner, Contractor and Escrow Agent agree as follows:

1. Pursuant to section 22300 of the Public Contract Code of the State of California, Contractor has the option to deposit securities with Escrow Agent as a substitute for retention earnings required to be withheld by Owner pursuant to the Construction Contract entered into between Owner and Contractor for **Project: Colton High School New Math And Science Bldg** in the amount of **\$12,603,719.00** , dated December 09, 2010 (hereinafter, referred to as the ("Contract")). Alternatively, on written request of the Contractor, the Owner shall make payments of the retention earnings directly to the Escrow Agent. When Contractor deposits the securities as a substitute for Contract earnings, the Escrow Agent shall notify the Owner within ten days of the deposit. The market value of the securities at the time of the substitution shall be at least equal to the cash amount then required to be withheld as retention under the terms of the Contract between the Owner and Contractor. Securities shall be held in the name of **Colton Unified School District**, and shall designate the Contractor as the beneficial owner.
2. The Owner shall make progress payments to the Contractor for those funds which otherwise would be withheld from progress payments pursuant to the Contract provisions, provided that the Escrow Agent hold securities in the form and amount specified above.
3. When the Owner makes payment of retention'earned directly to the Escrow Agent, the Escrow Agent shall hold them for the benefit of the Contractor until the time that the escrow created under this contract is terminated. The Contractor may direct the investment of the payments into securities. All terms and conditions of this agreement and the rights and responsibilities of the parties shall be equally applicable and binding when the Owner pays the Escrow Agent directly.
4. Contractor shall be responsible for paying all fees for the expenses incurred by Escrow Agent in administering the Escrow Account and all expenses of the Owner. These expenses and payment terms shall be determined by the Owner, Contractor and Escrow Agent.
5. The interest earned on the securities or the money market accounts held in escrow and all interest earned on that interest shall be for the sole account of Contractor and shall be subject to withdrawal by Contractor at any time and from time to time without notice to Owner.
6. Contractor shall have the right to withdraw all or any part of the principal in the Escrow Account only by written notice to Escrow Agent accompanied by written authorization from the Owner to the Escrow Agent that Owner consents to the withdrawal of the amount sought to be withdrawn by Contractor.
7. The Owner shall have a right to draw upon the securities in the event of default by Contractor. Upon seven days' written notice to the Escrow Agent from the Owner of the default, the Escrow Agent shall immediately convert the securities to cash and shall distribute the cash as instructed by the Owner.
8. Upon receipt of written notification from the Owner certifying that the Contract is final and complete, and that the Contractor has complied with all requirements and procedures applicable to the Contract, Escrow Agent shall release to Contractor all securities and interest on deposit less escrow fees and charges of the Escrow Account. The escrow shall be closed immediately upon disbursement of all moneys and securities on deposit and payments of fees and charges.

9. Escrow Agent shall rely on the written notifications from the Owner and the Contractor pursuant to Sections (5) to (8), inclusive, of this Agreement and the Owner and Contractor shall hold Escrow Agent harmless from Escrow Agent's release and disbursement of the securities and interest as set forth above.
10. The names of the persons who are authorized to give written notice or to receive written notice on behalf of the Owner and on behalf of the Contractor in connection with the foregoing, and exemplars of their respective signatures are as follows:

On behalf of Owner:
Colton Unified School District

On behalf of Contractor:
D J M Construction Company Inc.

Name

David J. Morales

Name

Title

President

Title

Signature



Signature

Address:
8515 Mt. Vernon
Colton, CA 92324


Address:
1540 S. Lewis St.
Anaheim, CA 92805

Telephone: _____

Telephone: 714-399-3640

On behalf of Escrow Agent:
UNION BANK, N.A.

Katrina McLean
Assistant Vice President



Signature

1-26-2011

Address:
UNION BANK, N.A.
1980 SATURN STREET, V03-012
MONTEREY PARK, CA 91755

Telephone: (800) 669-8661

At the time the Escrow Account is opened, the Owner and Contractor shall deliver to the Escrow Agent a fully executed counterpart of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement by their proper officers on the date first set forth above.

OWNER:
By: _____

CONTRACTOR:
By: 

By: _____

By: _____

FUNDS TRANSFER ORDER INFORMATION

Owner: Colton Unified School District
Contractor: D J M Construction Company Inc.
Escrow No.: 23698
Project: Colton High School New Math And Science Bldg

An account has been opened in connection with the above referenced escrow. Funds may be remitted by either cashier's check or wire transfer per the following information:

MAILING ADDRESS:

Union Bank, N.A.
1980 Saturn St., V03-012
Monterey Park, CA 91755
Escrow No: 23698

WIRE INSTRUCTIONS:

Union Bank, N.A.
1980 Saturn St., V03-012
Monterey Park, CA 91755
ABA #122000496
Account # 9140063603
Escrow No. 23698

Please ensure that the escrow number is included when remitting funds.

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

ACTION ITEM

TO: Board of Education

PRESENTED BY: Ingrid Munsterman, Assistant Superintendent, Human Resources Division

SUBJECT: Approval of Personnel Employment and Resignations

GOAL: Human Resources Development

STRATEGIC PLAN: Strategy #1 – Communication

BACKGROUND: Administrative Regulations AR 4112 and 4212 *Appointment and Conditions of Employment* states: *Upon recommendation of the Superintendent, the Governing Board shall approve the appointment of all certificated (AR 4112) and classified (AR 4212) employees.*

Listed below are the recommendations for personnel employment along with their respective positions and sites.

Employment

- I-A Certificated – Regular Staff - None**
- I-B Certificated – Activity/Coaching Assignments – Spring 2011**
- | | |
|----------------------|----------------------------|
| 1. Butscher, William | HD Varsity Swimming – BHS |
| 2. Isaac, Reid | HD Varsity Golf – CHS |
| 3. Kirkland, Elissa | HD Varsity Swimming – CHS |
| 4. Matanga, Edmond | HD Varsity Badminton – CHS |
| 5. Reh, Michael | HD Varsity Baseball – CHS |
| 6. Romero, David | HD Frosh Baseball – BHS |
| 7. Schaefer, Gabriel | HD Varsity Track – BHS |
| 8. Urban, Richard | HD Varsity Tennis – CHS |
| 9. Vasquez, Marlene | HD Varsity Golf – BHS |
| 10. Wierenga, Jean | HD Varsity Track – BHS |
| 11. Wilkinson, Cari | HD Varsity Swimming – BHS |

- I-C Certificated – Hourly – None**
- I-D Certificated – Substitute Teachers**
- | | |
|----------------------|-----------------------|
| 1. Berk, Claire | 3. Ocegueda, Mayra |
| 2. Morrison, Brandie | 4. Quintero, Angelica |

- II-A Classified – Regular Staff - None**
- II-B Classified – Activity/Coaching Assignments – Spring 2011**
- | | |
|----------------------|---|
| 1. Aguilera, Julie | HD JV Track – BHS |
| 2. Bray Sr., Richard | HD Spring Football – CHS |
| 3. Bray Jr., Richard | Asst. Spring Football (walk-on) returning - CHS |
| 4. Castro, Angel | HD Varsity Baseball – BHS |
| 5. Dudley, Jason | Wrestling Assistant (walk-on) returning - CHS |
| 6. Mailo, Chris | Asst. Spring Football – CHS |
| 7. Montes, Joseph | HD Varsity Softball – CHS |
| 8. Morales, Ruben | Asst. Spring Football (walk-on) returning – CHS |
| 9. Ov, Renee | HD Varsity Tennis (walk-on) returning – BHS |

- II-C Classified – Hourly - None**
- II-D Classified – Substitute**
- | | |
|-----------------------------|---------------------------|
| 1. Gomez-Sanchez, Elizabeth | Sub Noon Aide – Zimmerman |
| 2. Quevedo, Olga | Noon Aide – Cooley Ranch |

Resignations

- I Certificated** *None*
- II Classified**
- | | |
|---------------------|---|
| 1. Burgos, Veronica | Head Start Inst. Asst. – San Salvador
Employed August 29, 2007; resignation effective
December 7, 2010. Personal reasons. |
|---------------------|---|

RECOMMENDATION: That the Board approve personnel employment and resignations as presented.

ACTION: On motion of Board Member _____ and _____, the Board approved the above recommendation as presented.

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

ACTION ITEM

TO: **Board of Education**

PRESENTED BY: Ingrid Munsterman, Assistant Superintendent, Human Resources Division

SUBJECT: **Approval of Conference Attendance**

GOAL: Human Resources Development

STRATEGIC PLAN: Strategy #1 – Communication

Jaime Ayala – D.O./Business Services Assistant Superintendent	<i>C.A.S.H. 32nd Annual Conference on School Facilities February 21-23, 2011 Sacramento, CA Bus. Svcs. funds: \$1,816.92</i>
Lisa Lennox – PPS Curriculum Program Specialist	<i>WorkAbility I Region 5 Business Mtng. March 9-11, 2011 San Diego, CA WorkAbility funds: \$780.89</i>
Manuel Olivarez - PPS WorkAbility Technician	<i>WorkAbility I Region 5 Business Mtng. March 10-11, 2011 San Diego, CA WorkAbility funds: \$522.44</i>
Russell Levine – CHS Teacher	<i>AP Exam Reader/Scorer June 1-9, 2011 Fort Collins, CO SLI funds (sub only): \$500.00</i>

BUDGET IMPLICATIONS: General Fund Expenditure: \$3,620.25

RECOMMENDATION: That the Board approve conference attendance as presented.

ACTION: On motion of Board Member _____ and _____, the Board approved the above recommendation as presented.

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

ACTION ITEM

TO: **Board of Education**

PRESENTED BY: Ingrid Munsterman, Assistant Superintendent, Human Resources Division

SUBJECT: **Approval of Resolution No. 11-38 to Non-Reelect Temporary Certificated Employees**

GOAL: Personnel Development

STRATEGIC PLAN: Strategy #1 – Communication

BACKGROUND: Pursuant to Education Code 44954(b), the Board may release a substitute and/or temporary certificated employee if the employee is notified before the end of the school year of the District's decision not to reelect the employee for the next succeeding school year (2011-12).

BUDGET IMPLICATIONS: No impact to the General Fund

RECOMMENDATION: That the Board approve and adopt Resolution No. 11-38 to non-reelect temporary certificated employees.

ACTION: On motion of Board Member _____ and _____, the Board approved the resolution as presented.

**BEFORE THE GOVERNING BOARD OF THE
COLTON JOINT UNIFIED SCHOOL DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA**

RESOLUTION NO. 11-38

RESOLUTION TO NON-REELECT TEMPORARY CERTIFICATED EMPLOYEES

WHEREAS, pursuant to Education Code section 44954(b), the Board may release a substitute and/or temporary certificated employee if the employee is notified before the end of the school year of the District's decision not to reelect the employee for the next succeeding school year; and

WHEREAS, the following employees have been employed by this District in positions requiring certification qualifications:

<i>EMPLOYEE NUMBER</i>	<i>POSITION</i>
8137	Elementary Teacher
8409	Elementary Teacher
8819	Elementary Teacher
7913	Elementary Teacher
6648	Elementary Teacher
2806	Elementary Teacher
8091	Elementary Teacher
1810	Business Education Teacher
1701	Elementary Teacher
8299	Elementary Teacher
9055	English Teacher
8297	Elementary Teacher
8804	English Teacher
5938	Elementary Teacher
9047	Science Teacher
6472	Elementary Teacher
9241	Special Education Teacher
7133	Elementary Teacher
9054	English Teacher
8174	Elementary Teacher
9049	Music Teacher
9058	Elementary Teacher
8095	Elementary Teacher
8472	Elementary Teacher
5849	Elementary Teacher
9066	English Teacher
8794	Science Teacher
7469	Elementary Teacher
9174	Math Teacher
8213	Elementary Teacher
7252	Elementary Teacher
5516	Elementary Teacher
177	Elementary Teacher
7945	Elementary Teacher
8148	Elementary Teacher
3874	Elementary Teacher
9185	Elementary Teacher
4025	Elementary Teacher
1118	Elementary Teacher
7999	Elementary Teacher
7475	Elementary Teacher
7630	Elementary Teacher
7713	Elementary Teacher

WHEREAS, it is this Board’s intent to release and not reelect the above-referenced employees for the subsequent school year, 2011-2012, pursuant to Education Code section 44954(b); and

WHEREAS, the decision to non-reelect the above-named employees is made on an individualized basis.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. That the Board has determined that it is necessary at this time to send notice to each of the individual employees indicated above that he/she/they will not be reelected for the subsequent school year for the reason set forth above, and as further supported by documents possessed by the District; and

2. That the Superintendent, or designee, is directed to issue to each individual employee above the notices described in Section 44954(b) that he/she/they will not be reemployed for the 2011-2012 school year; and

3. That the Superintendent, or designee, is authorized to take such further and additional actions as are necessary and appropriate to accomplish the purposes of this Resolution.

The foregoing Resolution was adopted by the Governing Board of the Colton Joint Unified School District on the 17 day of February, 2011 by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTENTION: _____

Patricia Haro, President, Governing Board
of the Colton Joint Unified School District

I, Frank A. Ibarra, Clerk of the Governing Board of the Colton Joint Unified School District, do certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Governing Board at its meeting held on February 17, 2011.

Clerk, Governing Board of the Colton Joint
Unified School District

BOARD AGENDA

REGULAR MEETING
February 17, 2011

ACTION ITEM

- TO:** Board of Education
- PRESENTED BY:** Ingrid Munsterman, Assistant Superintendent, Human Resources
- SUBJECT:** **Approval of Tentative Agreement on the Collective Bargaining Agreement Between Association of Colton Educators (ACE) and the Colton Joint Unified School District (2009-10)**
- GOAL:** Personnel Development
- STRATEGIC PLAN:** Strategy #1 – Communication
- BACKGROUND:** The Association of Colton Educators (ACE) and Colton Joint Unified School District reached a tentative agreement as of January 14, 2011, regarding several sections of the Collective Bargaining Agreement. The following is a synopsis of the articles with specific revisions:
- Article 7: - Wages and Health and Welfare Benefits (TA 1/14/11)**
- 7.1 Total compensation – take out the table of percentages.
 - 7.2 Wages – update with 08/09 and 09/10. Take out old data.
 - 7.3 Fringe Benefits – Add “any medical or dental” “will be implemented” July 1 “of each year” and take out 2005 (year specific).
 - 7.5 Benefits Advisory committee – take out 2008 and replace with 2010.
 - 7.6 Twelve Pay Option – add eleven (11) so it reads “ten, eleven or twelve months”.
- Article 8: Hours of Employment (TA 6/4/10) - No change**
- Article 9: Class Size (TA 1/14/11)**
- Added LH and SH to Special Day Class
- Article 10: Evaluation (TA 11/17/10) - No change**
- Article 13: Leave Policies (TA 11/17/10) - No change**
- Article 18: Medical Coverage for Retirees (TA 3/12/10)**
- 18.6 Add: If the unit member’s spouse becomes Medicare eligible, they must pledge both parts a. and b. of their Medicare to the District’s medical plan.
- Article 19: Per Assistance & Peer Review (PAR) (TA 11/17/10) - No change**
- Article 22: Year-round Education (TA 3/12/10) - No change**
This tentative agreement was ratified by the Association of Colton Educators (ACE) unit members as of February 2, 2011.
- BUDGET IMPLICATIONS:** No impact to the General Fund
- RECOMMENDATION:** That the Board approve the tentative agreement for the Collective Bargaining Agreement as stated above between the Association of Colton Educators unit members and Colton Joint Unified School District (2009-10).
- ACTION:** On motion of Board Member _____ and _____, the Board approved the above recommendation.

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

ACTION ITEM

- TO:** Board of Education
- PRESENTED BY:** Ingrid Munsterman, Assistant Superintendent, Human Resources Division
- SUBJECT:** **Approval to Implement the Decrease of Teacher Substitute Daily Rate; Effective February 11, 2011**
- **Substitute Teacher Rate – \$100 per day**
 - **Retiree Substitute Rate – \$110 per day**
- GOAL:** Budget Planning
- STRATEGIC PLAN:** Strategy #1 – Communication
- BACKGROUND:** California’s faltering economy and dwindling tax revenues are adding to a growing state budget deficit that is projected at \$28 billion through 2011-12. The state’s budget crisis has a direct impact on K-12 education funding, which represents 42% of the state’s general fund budget.
- The Colton Joint Unified School District, like all school districts in California, continues to receive state funding cuts and revenue deferrals. Based on the latest information, presented to the Board at the 1st Interim Financial Reporting Period, the District must reduce on-going expenditures by approximately \$10.5 million in 2011-12 plus \$11 million in 2012-13 to meet minimum reserve requirements and stay fiscally solvent.
- At the January 13th Board of Education Meeting, the Board approved the District’s Fiscal Recovery Plan, which included reducing the Teacher Substitute Rate by 20%, effective July 1, 2011, for an approximate savings of \$567,034.
- On February 7, 2011, the District issued letters to all substitute teachers, giving notice that the decrease would become effective on February 11, 2011.
- BUDGET IMPLICATIONS:** Estimated \$567,034 savings to District’s General Fund through 2011-12
- RECOMMENDATION:** That the Board approve the approve to implement the decrease of teacher substitute daily rate; effective February 11, 2011.
- Substitute Teacher Rate – \$100 per day
 - Retiree Substitute Rate – \$110 per day
- ACTION:** On motion of Board Member _____ and _____, the Board approved to Implement the Decrease of Teacher Substitute Daily Rate; Effective February 11, 2011
- Substitute Teacher Rate – \$100 per day
 - Retiree Substitute Rate – \$110 per day

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

ACTION ITEM

TO: Board of Education

PRESENTED BY: Jaime R. Ayala, Assistant Superintendent, Business Services Division

SUBJECT: Approval of Purchase Orders

GOAL: Student Performance / Personnel Development

STRATEGIC PLAN: Strategy #1 – Communication

BACKGROUND: Purchase orders in excess of \$10,000 are presented to the Board of Education for approval.

BUDGET IMPLICATIONS: General Fund Expenditures: \$75,860.35

RECOMMENDATION: That the Board approve Purchase Orders in excess of \$10,000 for a total of \$75,860.35

ACTION: On motion of Board Member _____ and _____, the Board approved purchase orders as recommended.

<u>P.O.</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>RESOURCE CODE*</u>	<u>RESOURCE</u>	<u>AMOUNT</u>
112963	Dell Inc.	Tech.Equip.	5640	Medi-Cal Billing Option	\$19,507.77
112971	Hour Glass & Mirror Inc.	Site Mod	9120	GO BOND:MEAS G 2008 SERIES A	\$12,195.00
112991	Inland Lighting Supplies	Maint.Supp.	8150	RMA-Ongoing Major Maint.	\$12,000.00
112996	Maintex	Cust.Supp.	0000	Revenue Limit/Unrestricted	\$17,157.58
113061	Margaret A. Chidester & Assoc.	Legal Svcs.	0000	Revenue Limit/Unrestricted	\$15,000.00
TOTAL					\$75,860.35

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

ACTION ITEM

TO: **Board of Education**

PRESENTED BY: Jaime R. Ayala, Assistant Superintendent, Business Services Division

SUBJECT: **Approval of Disbursements**

GOAL: Budget Planning

STRATEGIC PLAN: Strategy #1 – Communication Strategy #4 – Facilities
Strategy #2 – Curriculum Strategy #5 – College Career
Strategy #3 – Decision Making Strategy #6 – Character

BACKGROUND: The Board of Trustees payment report is available at the Board of Education meeting for review.

RECOMMENDATION: That the Board approve disbursements paid as listed, from batch #944 through batch #1013 for the sum of **\$3,101,900.67**

ACTION: On motion of Board Member _____ and _____ the Board approved the disbursements as listed.

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

ACTION ITEM

TO: Board of Education

PRESENTED BY: Jaime R. Ayala, Assistant Superintendent, Business Services Division

SUBJECT: Authorization for the District to Piggyback the Los Alamitos Union School District Bid #2010-0002 for Department of State Architect (DSA) Approved Portable Classrooms/Restrooms and Department of Housing Portable Buildings (DOH) District-Wide

GOAL: Facilities / Support Services

STRATEGIC PLAN: Strategy #4 – Facilities

BACKGROUND: The Los Alamitos Union School District has awarded a bid for DSA approved classrooms/restrooms and facilities buildings. This bid will be used to purchase or lease DSA approved relocatable classroom buildings and restroom facilities throughout the District as needs arise. The prices and terms of this contract are favorable and it would be in the District’s best interest to “piggyback” this bid in accordance with Public Contract Code 20118.

Additional lease/purchases will be made from Facilities funds as needs in the District arise. The Facilities Department brings Board items with specific budget implications to the Board for approval when additional classrooms are needed.

This new and reduced pricing will be available to the existing leases with Williams Scotsman, Inc. throughout the District.

BUDGET IMPLICATIONS: Leases/Purchases made as needed from various Facilities Funds 21, 25, and 35. Individual items will be brought before the Board with specific budget implications.

RECOMMENDATION: That the Board authorize the District to piggyback the Los Alamitos Union School District Bid #2010-0002 for DSA approved portable classrooms/restrooms and DOH portable buildings district-wide.

ACTION: On motion of Board Member _____ and _____, the Board authorized the piggyback, as presented.

ATTACHMENT A
LOS ALAMITOS UNIFIED SCHOOL DISTRICT BID NO. 2010-0002

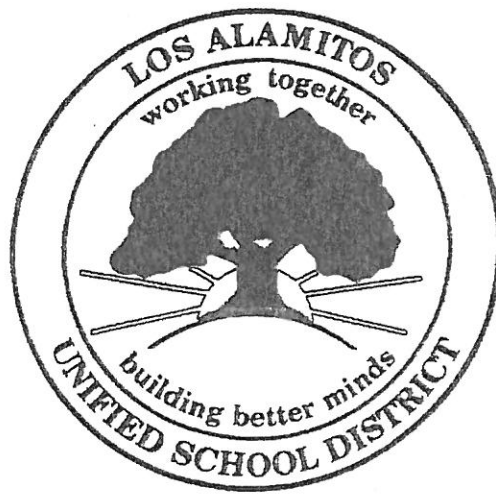
ITEM	DESCRIPTION	24 X 40 DSA	12 X 40 DOH	12 X 60 DOH	12 X 40 TOILET DSA	24 X 60 DOH	36 X 40 DSA	36 X 60 DSA	48 X 40 DSA	48 X 60 DSA
1	Leased Unit Delivery	\$ 1,000.00	\$ 732.00	\$ 732.00	\$ 1,100.00	\$ 1,463.00	\$ 2,400.00	\$ 2,600.00	\$ 3,300.00	\$ 3,500.00
2	Leased Unit Set	\$ 1,800.00	\$ 238.00	\$ 263.00	\$ 2,500.00	\$ 1,800.00	\$ 3,400.00	\$ 4,300.00	\$ 4,650.00	\$ 33,000.00
3	Leased Unit Dismantle	\$ 1,200.00	\$ 238.00	\$ 263.00	\$ 1,100.00	\$ 1,800.00	\$ 3,000.00	\$ 4,000.00	\$ 4,200.00	\$ 33,000.00
4	Leased Unit Return	\$ 900.00	\$ 732.00	\$ 732.00	\$ 1,000.00	\$ 1,463.00	\$ 2,000.00	\$ 2,200.00	\$ 3,060.00	\$ 3,500.00
5	Lease Rate 3 to 6 months (per month)	\$ 750.00	\$ 620.00	\$ 827.00	\$ 1,100.00	\$ 1,100.00	\$ 3,000.00	\$ 5,000.00	\$ 5,000.00	\$ 8,000.00
6	Lease Rate 7 to 12 months (per month)	\$ 400.00	\$ 472.00	\$ 630.00	\$ 750.00	\$ 850.00	\$ 1,800.00	\$ 3,800.00	\$ 2,500.00	\$ 5,000.00
7	Lease Rate 13 to 18 months (per month)	\$ 225.00	\$ 413.00	\$ 554.00	\$ 500.00	\$ 750.00	\$ 1,422.00	\$ 2,700.00	\$ 1,900.00	\$ 4,000.00
8	Lease Rate 19 to 24 months (per month)	\$ 225.00	\$ 396.00	\$ 529.00	\$ 500.00	\$ 700.00	\$ 1,185.00	\$ 2,203.00	\$ 1,578.00	\$ 3,000.00
9	Lease Rate 25 to 30 months (per month)	\$ 225.00	\$ 381.00	\$ 509.00	\$ 500.00	\$ 675.00	\$ 1,066.00	\$ 1,980.00	\$ 1,420.00	\$ 2,800.00
10	Lease Rate 31 to 36 months (per month)	\$ 225.00	\$ 342.00	\$ 456.00	\$ 500.00	\$ 625.00	\$ 948.00	\$ 1,760.00	\$ 1,250.00	\$ 2,400.00
11	Over 36 months (per month)	\$ 225.00	\$ 330.00	\$ 441.00	\$ 500.00	\$ 580.00	\$ 853.00	\$ 1,600.00	\$ 1,150.00	\$ 2,200.00
12	Relocate within District	\$ 8,200.00	\$ 2,900.00	\$ 3,000.00	\$ 8,200.00	\$ 6,526.00	\$ 11,800.00	\$ 13,100.00	\$ 15,210.00	\$ 56,000.00
13	Building Purchase	\$ 23,000.00	\$ 16,000.00	\$ 20,000.00	\$ 48,000.00	\$ 28,000.00	\$ 62,000.00	\$ 100,000.00	\$ 82,000.00	\$ 120,000.00

ATTACHMENT B
LOS ALAMITOS UNIFIED SCHOOL DISTRICT BID NO. 2010-0002

Item	Description	Unit	Price
1	Earthquake/Wind Tie Downs, installation and removal	Each	\$ 114.00
2	DSA Unit perimeter skirting, installation and removal	Lineal Foot	\$ 16.00
3	Custom wood ramp and stairs, purchase	Square Foot	\$ 35.00
4	Custom metal ramp and stairs, purchase	Square Foot	\$ 27.50
5	Extend standard manufacturer ramp and rails	Lineal Foot	\$ 20.00
6	Crane/Rigging 100 ton (4 hour min.)	Per Hour	\$ 800.00
7	Module shuttle service at site	Each	\$ 200.00
8	Pilot Car and Driver	Per Hour	\$ 75.00
9	Forklift/Operator including mobilization/demobilization	Min Charge	\$ 1,600.00
10	Forklift/Operator daily rate beyond minimum	Per Day	\$ 600.00
11	DSA ramp metal ramp lease, per square foot	Per Month	\$ 244.00
12	46" x 39" Window fixed security screen, installed	Each	\$ 300.00
13	46" x 39" Window quick release security screen, installed	Each	\$ 428.00
14	96" x 48" Window fixed security screen, installed	Each	\$ 300.00
15	96" x 48" Window quick release security screen, installed	Each	\$ 428.00
16	Add interior walls	Lineal Foot	\$ 100.00
17	Add interior door	Each	\$ 428.00
18	Add wall duplex outlet	Each	\$ 95.00
19	Add floor quad outlet	Each	\$ 515.00
20	Add dedicated circuit	Each	\$ 200.00
21	Add junction box	Each	\$ 65.00
22	Add unisex restroom	Each	\$ 6,800.00
23	Add 4' WIC base cabinet	Each	\$ 1,600.00
24	Add carpeting	Square Yard	\$ 19.00
25	Add VCT	Square Foot	\$ 3.22
26	Add sheet vinyl	Square Foot	\$ 4.90
27	Add sink and bubbler	Each	\$ 4,200.00
28	Add exterior door	Each	\$ 1,400.00
29	Add exterior window (46" x 39" dual pane)	Each	\$ 1,060.00
30	Add custom paint	Square Foot	\$ 3.66
31	Add porcelain steel marker board	Each	\$ 475.00
32	Add roof mounted HVAC (4 ton)	Each	\$ 7,506.00
33	Add roof access ladder	Each	\$ 1,600.00
34	Add privacy screen	Each	\$ 2,400.00
35	Add exterior window (96" x 48" dual pane)	Each	\$ 1,100.00
36	Add carpet tile (26 oz)	Square Foot	\$ 5.00
37	Add metal ramp	Square Foot	\$ 5,200.00
38	Add 100 lb. floor load	Square Foot	\$ 4.00
39	Add 125 lb. floor load	Square Foot	\$ 4.95
40	Add 30 lb. roof load	Square Foot	\$ 11.00
41	Add 60 lb. roof load	Square Foot	\$ 18.08
42	Add 100 lb. roof load	Square Foot	\$ 18.08
43			
44			
45			

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

Board of Education



Agenda

December 14, 2010

Official Copy

Los Alamitos Unified School District
10293 Bloomfield Street
Los Alamitos, CA 90720

BOARD OF EDUCATION
NOTICE OF REGULAR AND ORGANIZATIONAL MEETING

December 14, 2010

1. CALL TO ORDER 4:30 p.m. District Office Board Room
10293 Bloomfield Street
Los Alamitos, CA 90720

2. COMMUNITY/STAFF PARTICIPATION
Community or staff members desiring to address the Board are asked to complete a card located at the guest register and present it to the secretary prior to the meeting. In compliance with Bylaw 127, each speaker shall be allowed three minutes to address the Board of Education on an agenda or non-agenda item. The Board will not take comments on subjects outside of its jurisdiction.

3. WORKSHOPS
 - (a) LOS ALAMITOS MEDICAL CENTER – LONG-TERM FACILITY PLAN
Presented by Michelle Finney, President/CEO Los Alamitos Medical Center

 - (b) WEB-BASED WORK ORDER SYSTEM FOR MAINTENANCE AND TECHNOLOGY
Presented by Jim Poper, Director of Facilities, Maintenance, Operations & Transportation and John Spiratos, Director of Information Technology

4. CLOSED SESSION
 - (a) CONFERENCE WITH DISTRICT LABOR NEGOTIATOR, EAMONN O'DONOVAN (LAAA, LAEA, CSEA)

 - (b) CONFERENCE WITH REAL PROPERTY NEGOTIATOR REGARDING ALL REAL PROPERTY OF THE DISTRICT, INCLUDING PROPERTY PREVIOUSLY FOR THE SCHOOL OF DEAF AND HARD OF HEARING, PURSUANT TO GOVERNMENT CODE SECTION 54956.8, AND WITH DISTRICT NEGOTIATOR, SUPERINTENDENT, GREGORY A. FRANKLIN

 - (c) MATTERS PERTAINING TO PUPILS

 - (d) EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT

 - (e) ANTICIPATED LITIGATION PURSUANT TO SUBDIVISION C OF SECTION 54956.9; ONE CASE

5. OPEN SESSION

6:30 p.m.

The open session of the Board of Education meeting will begin with a report on closed session, including any action taken, and followed by the Pledge of Allegiance. The Board President will introduce any special guests present in the audience.

I. ORGANIZATIONAL MEETING

(a) OATH OF OFFICE

*Jeffrey I. Barke
Diana D. Hill*

(b) ELECTION OF OFFICERS

The Board of Education members will elect a President and a Clerk to preside over all meetings in 2011.

- (1) President
- (2) Clerk

(c) DESIGNATION OF DATES, TIMES, AND LOCATION OF MEETINGS

The Board of Education members will approve the dates, time and location of all regular meetings for 2011. It is recommended that the meeting be on Tuesday, and will usually be the 2nd and 4th Tuesday. Due to holidays or school breaks two meetings will be held on the third Tuesday.

- (1) Dates of Regular Board of Education Meetings for 2011
- (2) Time of Regular Board of Education Meetings for 2011
- (3) Location of Regular Board of Education Meetings for 2011

REMAINDER OF THE ORGANIZATIONAL MEETING WILL BE CONTINUED AFTER THE ACTION SECTION 11.

6. REPORTS AND RECOGNITION

(a) STUDENT BOARD MEMBER REPORT

The Student Board Member will report information on school and student events throughout the District.

(b) SUPERINTENDENT'S REPORT

The Superintendent will present information on a variety of District issues and events.

(c) RECOGNITIONS

... The Boeing Company – Tamika Lang

7. RECESS

8. COMMUNITY/STAFF PARTICIPATION

Community or staff members desiring to address the Board are asked to complete a card located at the guest register and present it to the secretary prior to the meeting. In compliance with Bylaw 127, each speaker shall be allowed three minutes to address the Board of Education on an agenda or non-agenda item. The Board will not take comments on subjects outside of its jurisdiction.

9. INFORMATION/PRESENTATIONS

(a) PRESENTATION OF THE DISTRICTS 2009-2010 FINANCIAL AUDIT

Presentation of the District's 2009-2010 Financial Audit by the auditing firm of Vavrinek, Trine, Day & Company.

(b) UPDATE ON THE MCAULIFFE MODERNIZATION PROJECT

Presented by Rachlin Architects

(c) UPDATE ON THE LOS ALAMITOS ELEMENTARY MODERNIZATION PROJECT

Presented by Rachlin Architects

(d) OAK MIDDLE SCHOOL REPORT

Sally Neiser, Principal

(e) SUPPLEMENTAL MATERIALS - HAVE YOU FILLED A BUCKET TODAY?

Presented by Angie Haas, Hopkinson Elementary Teacher

(f) PROFESSIONAL LEARNING COMMUNITY (PLC) UPDATE

Presented by Dr. Sherry Kropp, Assistant Superintendent of Educational Services and Mr. Mark Johnson, Director of Assessment.

(g) PRESENTATION OF SUPPLEMENTAL MATERIALS

Presented by Dr. Sherry Kropp, Assistant Superintendent of Educational Services

Harriett the Spy by Louise Fitzhugh

Publisher: Harper & Row ©1964

There is no cost to the District.

Copies of this book are available in the Instructional Materials Center for 5th grade classes.

10. CONSENT

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

(a) APPROVAL OF MINUTES

... November 16, 2010 Regular Board of Education meeting.

10. CONSENT CONTINUED

- (b) APPROVAL TO ACCEPT PROFESSIONAL STAFF DEVELOPMENT GRANT FUNDS FROM THE BOEING COMPANY
Approval is requested to accept a staff development grant in the amount of \$25,000.00 from The Boeing Company in support of Using Data to Drive Math and Science Achievement.
- (c) APPROVAL OF AN INDEPENDENT CONTRACTOR AGREEMENT AND HOLD HARMLESS/INDEMNIFICATION AND EMERGENCY INFORMATION/CONSENT FORM WITH SANDRA BLAZER, Ed.D. TO PROVIDE PRINCIPAL COACHING
Sandy Blazer, Ed.D. will provide onsite coaching with principals to analyze and set priorities for instructional and collaborative practices school wide using Title II funds.
- (d) APPROVAL OF AN OVERNIGHT EXTENDED FIELD TRIP BY LOS ALAMITOS HIGH SCHOOL GIRLS' WATER POLO TEAM TO SANTA BARBARA, CA, JANUARY 13 – 15, 2011
Students will have an opportunity to compete against the best teams in the country at the Tournament of Champions Invitational. Approximately ten students will be accompanied by David Carlson, Coach, and four adult chaperones. Students will miss one day of school.
- (e) RATIFICATION OF AN AGREEMENT WITH ORANGE COUNTY DEPARTMENT OF EDUCATION (OCDE) TO PROVIDE COGNITIVELY GUIDED INSTRUCTION (CGI) COACHING FOR K-5 TEACHERS
Orange County Department of Education will provide CGI coaching to K-5 teachers throughout the 2010-2011 school year using Title II and Boeing Grant funds.
- (f) APPROVAL OF 2010-2011 SINGLE PLAN FOR STUDENT ACHIEVEMENT
Schools are required to consolidate all programs funded through the consolidated application into a single plan.
- (g) APPROVAL OF A MASTER AND INDIVIDUAL CONTRACT
Approval is requested of a master and individual contract with Center for Learning & Behavioral Solutions, Incorporated, to provide an independent educational evaluation on a student with special needs.
- (h) APPROVAL OF AN INDEPENDENT CONTRACTOR AGREEMENT
Approval is requested of an Independent Contractor Agreement with Kirk and Katherine Bowman, doing business as Anaheim Hills Speech and Language Center, to conduct a speech and language independent educational evaluation for a student with special needs.
- (i) RATIFICATION OF AN ADDENDUM TO AN INDIVIDUAL CONTRACT
Ratification is requested of an addendum to an individual contract with Autism Partnership to provide services for a student with special needs.

10. CONSENT CONTINUED

- (j) APPROVAL OF A MANDATED REIMBURSEMENT
Approval is requested of a mandated reimbursement to a parent of a student with special needs. The law requires the District to fund transportation for a student in residential placement to make home visits as part of the treatment program.

- (k) APPROVAL OF MAINTENANCE AGREEMENTS
 - *DynTek Symantec*

- (l) APPROVAL OF MEMBERSHIPS
 - *Science Olympiad – Oak Middle School*
 - *Science Olympiad – Los Alamitos High School*
 - *Personnel Commissioners Association of Southern California (PCASC)*

- (m) REQUEST TO RATIFY A CONTRACT FEE AMENDMENT FOR TGR GEOTECHNICAL, INC. FOR ADDITIONAL SERVICES REQUIRED AT THE MCAULIFFE MIDDLE SCHOOL MODERNIZATION
Additional testing and inspection work was required by the DSA inspector during the Phase I modernization work at the two-story classroom building that exceeded the current contract fee amount for TGR Geotechnical, Inc. which requires that the contract fee be amended.

- (n) APPROVAL OF AN INDEPENDENT CONTRACTOR AGREEMENT WITH MARVIN J. PAULL FOR ACTUARIAL AND FINANCIAL CONSULTING SERVICES RENDERED IN CONNECTION WITH THE DISTRICT HEALTH PLANS
This agreement provides an actuarial study which analyzes the cost structure of the District health plans as well as a financial estimate in regard to the Plans' potential costs.

- (o) AUTHORIZATION TO PROCESS NECESSARY WARRANTS BETWEEN BOARD OF EDUCATION MEETINGS
Board Policy No. 817 requires approval of payment for purchase items through presentation of a warrant list at Board meetings. This authorization will allow for warrants to be processed during the period between Board of Education meetings.

- (p) WALK-ON COACH CERTIFICATION
The Superintendent certifies that non-certificated coaches meet all temporary athletic team coach qualifications and competencies pursuant to Title 5, CCR, Sections 5593 and 5594, Sections A and B.

- (q) APPROVAL OF PAYMENT FOR ED-JOIN, THE EDUCATION JOB OPPORTUNITY INFORMATION NETWORK
Ed-Join, the Education Job Opportunity Information Network, is the job search network the District uses for certificated and classified recruitment.

10. CONSENT CONTINUED

- (r) RATIFICATION OF AN AGREEMENT WITH BARBER AND GONZALES CONSULTING GROUP FOR COLLECTIVE BARGAINING CONSULTATIONS NOT TO EXCEED \$50,000 FOR THE PERIOD JULY 1, 2010, THROUGH JUNE 30, 2011
Training and facilitation for bargaining between the District and the certificated and classified employee associations for the 2010-11 school year. Barber and Gonzalez have reduced the cost of some of their services for this contract period.
- (s) APPROVAL TO REVISE AN INDEPENDENT CONTRACTOR AGREEMENT WITH RENEE HOUSER TO PROVIDE WRITING WORKSHOP TRAINING FOR ALL K-5 TEACHERS
An independent contractor agreement with Renee Houser was approved by the Board on September 28, 2010. The agreement is with Jessica Martin DBA Growing Teachers. Renee Houser is the presenter for the workshops.

11. ACTION

(a) SPECIAL ITEM

- 1. ADOPTION OF RESOLUTION 2010/2011-07 OF THE LOS ALAMITOS UNIFIED SCHOOL DISTRICT MENTAL HEALTH SERVICES FOR SPECIAL EDUCATION STUDENTS

(b) CURRICULUM

- 1. ... APPROVAL OF SUPPLEMENTAL MATERIALS
Out of the Dust by Karen Hesse
Publisher: Scholastic ©1997
Cotsen funds will be used to purchase this book for Writer's/Reader's Workshop in 5th Grade.
- 2. ... "*Too Good For Violence*"
Publisher: Mendez Foundation ©2007
These materials were recommended by the Bullying Prevention Task Force and will be used with all students K-8 to address bullying.
- 3. ... "*Have You Filled A Bucket Today?*"
Publisher: Fern Press ©2006
This book was recommended by the Bullying Prevention Task Force and will be used with all K-5 students to address bullying.
- 4. PUBLIC HEARING ON THE APPROVAL TO FILE A REQUEST FOR AN EXTENSION OF THE DEADLINE TO REPORT THE ANNUAL SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

11. ACTION CONTINUED

5. APPROVAL TO FILE A REQUEST FOR AN EXTENSION OF THE DEADLINE TO REPORT THE ANNUAL SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

Due to a revision by the State Board of Education to the SARC reporting template, and a report from the California Dept. of Education (CDE), responsibilities for data collection and reporting have shifted to each school district. Citing budget issues the CDE does not have the manpower to fill in the data it previously provided to districts. The State Board of Ed has issued a request for an extension to districts acknowledging the time constraints on them as winter break approaches.

(c) BUSINESS

1. APPROVAL OF THE DISTRICTS 2009-2010 FINANCIAL AUDIT

Approval of the District's 2009-2010 Financial Audit.

2. APPROVAL OF WARRANTS

The Superintendent recommends that the Board of Education approve warrants totaling \$2,840,657.78 for the period of November 5, 2010 through December 2, 2010.

3. ACCEPTANCE OF DONATIONS

The Superintendent recommends that donations totaling \$57,784.38 to the District be accepted and that letters of appreciation be written to the donors.

- 4. APPROVAL TO ACCEPT BID NO. 2010-0002 FOR THE LEASE, RELOCATION, DISMANTLE, AND REMOVAL OF DEPARTMENT OF STATE ARCHITECT (DSA) APPROVED PORTABLE CLASSROOMS AND CALIFORNIA DEPARTMENT OF HOUSING PORTABLE BUILDINGS (DOH) DISTRICTWIDE FROM WILLIAMS SCOTSMAN, INC.

The District prepared and advertised this bid for the lease of portable buildings in order to have the best pricing as leased classroom, office, and restroom buildings are needed during the modernization program throughout the District. This bid may be piggybacked by other agencies for their own use.

(d) HUMAN RESOURCES

1. APPROVAL OF CLASSIFIED PERSONNEL REPORT

The report includes: Change of Status, Employment, Increase Hours, Decrease Hours, Terminate.

2. APPROVAL OF CERTIFICATED PERSONNEL REPORT

The report includes: Intervention Teachers for the 2010-11 School Year.

3. ADOPTION OF BOARD RESOLUTION 2010-11/06 OF THE LOS ALAMITOS UNIFIED SCHOOL DISTRICT TO PARTICIPATE IN THE CLASS SIZE REDUCTION PROGRAM FOR THE 2010-11 SCHOOL YEAR

11. ACTION CONTINUED

(e) EXPULSION

1. APPROVAL OF STIPULATED AGREEMENTS FOR THE EXPULSION OF TWO STUDENTS FROM LOS ALAMITOS UNIFIED SCHOOL DISTRICT

The Board of Education has been asked to approve two stipulated agreements for the expulsion of two students from the Los Alamitos Unified School District under provision of Education Code 48900-48925

2. APPROVAL OF STIPULATED AGREEMENTS FOR THE SUSPENDED EXPULSION OF ONE STUDENT FROM LOS ALAMITOS UNIFIED SCHOOL DISTRICT

The Board of Education has been asked to approve the suspended expulsion of one student from the Los Alamitos Unified School District under provision of Education Code 48900-48925

I. ORGANIZATIONAL MEETING CONTINUED

(c) BOARD OF EDUCATION COMMITTEES

The Board Members will select representatives and alternates to serve on District committees.

1. NOMINATING COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION MEMBERS

One representative and one alternate for a one-year term will be elected. The County Nominating Committee nominates and votes for members to serve on the Orange County Redistricting Committee. The Nominating Committee meets once each year in conjunction with an Orange County School Boards Association Dinner Meeting.

2. COMMUNICATION COUNCIL

One representative and one alternate for a one-year term will be elected. The Communication Council consists of teacher and administrative representatives from each school. The reps bring issues forward to discuss with District Administration.

3. LEGISLATIVE ACTION COMMITTEE

Two representatives and one alternate for a one-year term will be elected. Representatives from classified and certificated personnel, parents, and administrators confer on a legislative platform and organize legislative action. The meetings are scheduled on an as-needed basis.

4. SUBSTANCE ABUSE TASK FORCE

Two representatives and two alternates for a one-year term will be elected. This committee (comprised of LAUSD staff, students, parents, and community members) shares research and develops ways to teach and explore a drug/alcohol/tobacco free lifestyle for students in our schools and community.

5. EDUCATIONAL FOUNDATION

Two representatives and one alternate for a one-year term will be elected. The Educational Foundation is a non-profit 501(c)(3) organization organized by a partnership of community and District personnel for the purpose of raising money to support school and District goals and projects (such as technology).

6. ELECTION OF DISTRICT REPRESENTATIVE AND ALTERNATES TO GREATER ANAHEIM SPECIAL EDUCATION LOCAL PLAN AREA (GASELPA)

One representative and three alternatives for a two-year term will be elected. GASELPA is a consortium of six school districts who share in funding and governance of special education.

12. COMMUNICATION

The discussion will provide each Board Member an opportunity to address the community.

13. CLOSED SESSION CONTINUED

(a) CONFERENCE WITH DISTRICT LABOR NEGOTIATOR, EAMONN O'DONOVAN (LAAA, LAEA, CSEA)

(b) CONFERENCE WITH REAL PROPERTY NEGOTIATOR REGARDING ALL REAL PROPERTY OF THE DISTRICT, INCLUDING PROPERTY PREVIOUSLY FOR THE SCHOOL OF DEAF AND HARD OF HEARING, PURSUANT TO GOVERNMENT CODE SECTION 54956.8, AND WITH DISTRICT NEGOTIATOR, SUPERINTENDENT, GREGORY A. FRANKLIN

(c) MATTERS PERTAINING TO PUPILS

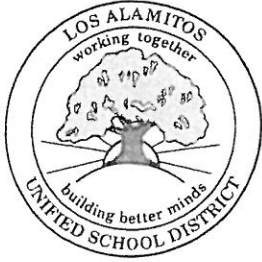
(d) EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT

(e) ANTICIPATED LITIGATION PURUSANT TO SUBDIVISON C OF SECTION 54956.9; ONE CASE

14. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Superintendent's Office at (562) 799-4700, extension 80401. Notification by noon on Friday prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

The next Regular Board of Education meeting is scheduled for January 18, 2011.



LOS ALAMITOS UNIFIED SCHOOL DISTRICT

EXCERPT FROM DECEMBER 14, 2010

BOARD OF EDUCATION MEETING

ACTION

- 11(c)4 Upon motion by Mrs. Cutuli, and second by Dr. Barke, the Board unanimously approved to accept Bid No. 2010-0002 for the lease, relocation, dismantle, and removal of Department of State Architect (DSA) approved portable classrooms and California Department of Housing Portable Buildings (DOH) districtwide from Williams Scotsman, Inc.

This is to certify that this is an exact copy of the portion of the Minutes of the Meeting of the Board of Education on December 14, 2010.

LOS ALAMITOS UNIFIED SCHOOL DISTRICT


Clerk of the Board 2010-2011

Los Alamitos Unified School District

10293 Bloomfield Street • Los Alamitos, California 90720-2429



(562) 799-4700 • Fax (562) 799-4711

Gregory A. Franklin, Ed. D.
Superintendent

Notice of Award

Date: December 13, 2010

Bid No.: 2010-0002

Bid Name: Lease, Relocation, Dismantle and Removal of Department of State Architect (DSA) Approved Portable Classrooms and Department of Housing Portable Buildings (DOH) District-Wide

To: Williams Scotsman, Inc.,

The Los Alamitos Unified School District (District) has considered the bid submitted by you for the work described above. **You are hereby notified that your bid was approved by the Governing Board on December 14, 2010.** Once a project has been defined the District will contact Williams Scotsman with a scope and agreement.


Patricia Meyer, Assistant Superintendent
Business Services

BOARD AGENDA

REGULAR MEETING
February 17, 2011

ACTION ITEM

- TO:** Board of Education
- PRESENTED BY:** Jaime R. Ayala, Assistant Superintendent, Business Services Division
- SUBJECT:** Approval of Two-Year Lease Extension/Addendum with Williams Scotsman, Inc. Utilizing Los Alamitos Unified School District Piggyback Bid #2010-0002 for Portable Classrooms and Restroom Buildings throughout the District (Various Sites)
- GOAL:** Facilities / Support Services
- STRATEGIC PLAN:** Strategy #4 – Facilities
- BACKGROUND:** These classrooms were previously placed at the sites to accommodate the modernization projects, overcrowding, and the High Priority Performance Program. In order to keep them long term, the term of the lease agreements has been extended at various dates since July 2000. The current leases began to expire December 26, 2010 and expire at various dates through the end of this fiscal year.
- Due to the long-term need for temporary housing at the various school sites throughout the District, staff entered into negotiations with Williams Scotsman for discounted pricing to extend the leases for two years instead of one year.
- Staff has negotiated a reduction in our ongoing lease payments and recommends a two-year extension of the leases in the amount of \$251,100 per year, saving the district \$298,500 per year (a 54% savings). Attached is an itemized list of each building.
- BUDGET**
- IMPLICATIONS:** Capital Facilities Fund 25 Expenditure: \$251,100 annually
- RECOMMENDATION:** That the Board approve a two-year lease extension/addendum with Williams Scotsman, Inc. utilizing Los Alamitos Unified School District Piggyback Bid #2010-0002 for portable classrooms and restroom buildings throughout the District (various sites).
- ACTION:** On motion of Board Member _____ and _____, the Board approved the extension/addendum, as presented.

**Williams Scotsman Portable List
District Wide**

Order Number	Serial Number	Unit Location	Expiration Date	Current Monthly Rate	1 year Renewal Monthly Rate	2 year Renewal Monthly Rate
516426	CPX-07462	Birney Elementary School	2/10/2011	\$ 350.00	\$ 400.00	\$ 225.00
516428	CPX-07463	Birney Elementary School	2/10/2011	\$ 350.00	\$ 400.00	\$ 225.00
516429	CPX-07464	Birney Elementary School	2/10/2011	\$ 350.00	\$ 400.00	\$ 225.00
516427	CPX-07465	Birney Elementary School	2/10/2011	\$ 350.00	\$ 400.00	\$ 225.00
516430	CPX-07466	Birney Elementary School	2/10/2011	\$ 350.00	\$ 400.00	\$ 225.00
134178	CPX-08303	Birney Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
152629	CPX-08304	Birney Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
105422	CPX-08292	Bloomington High School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
161957	CPX-08293	Bloomington High School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
124106	CPX-08294	Bloomington High School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
162098	CPX-08295	Bloomington High School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
171259	CPX-09286	Bloomington High School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
162078	CPX-09287	Bloomington High School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
115564	CPX-09327	Bloomington High School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
124952	CPX-09328	Bloomington High School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
114803	CPX-09329	Bloomington High School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
124294	CPX-09330	Bloomington High School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
124924	CPX-09331	Bloomington High School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
124898	CPX-09334	Bloomington High School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
143101	CPX-06690	Colton High School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
160738	CPX-06692	Colton High School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
114400	CPX-06694	Colton High School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
160887	CPX-06695	Colton High School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
106141	CPX-07320	Colton High School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
106549	CPX-07322	Colton High School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
581761	CPX-66021	Colton Middle School	11/20/2011	\$ 444.00	\$ 400.00	\$ 225.00
581756	CPX-66024	Colton Middle School	11/20/2011	\$ 444.00	\$ 400.00	\$ 225.00
581758	CPX-66026	Colton Middle School	11/20/2011	\$ 444.00	\$ 400.00	\$ 225.00
581759	CPX-66027	Colton Middle School	11/20/2011	\$ 444.00	\$ 400.00	\$ 225.00
581757	CPX-66028	Colton Middle School	11/20/2011	\$ 444.00	\$ 400.00	\$ 225.00
581755	CPX-66032	Colton Middle School	11/20/2011	\$ 444.00	\$ 400.00	\$ 225.00
581760	CPX-66033	Colton Middle School	11/20/2011	\$ 444.00	\$ 400.00	\$ 225.00
106520	CPX-08305	Crestmore Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
105590	CPX-08338	Crestmore Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
115865	CPX-09282	Crestmore Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
115040	CPX-09283	Crestmore Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
132915	CPX-08522	District Office	6/30/2011	\$ 592.01	\$ 400.00	\$ 225.00
160827	WAL-12108	District Office	6/30/2011	\$ 578.00	\$ 400.00	\$ 225.00
143351	CPX-08343	Grand Terrace Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
124850	CPX-08339	Grand Terrace Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
143132	CPX-08340	Grand Terrace Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
152941	CPX-08345	Grand Terrace Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
476161	CPX-06800	Grant Elementary School	11/27/2011	\$ 350.00	\$ 400.00	\$ 225.00
170193	CPX-09277	Grant Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
516433	CPX-06780	Lewis Elementary School	2/10/2011	\$ 350.00	\$ 400.00	\$ 225.00
516432	CPX-06781	Lewis Elementary School	2/10/2011	\$ 350.00	\$ 400.00	\$ 225.00
516435	CPX-06782	Lewis Elementary School	2/10/2011	\$ 350.00	\$ 400.00	\$ 225.00
516434	CPX-06784	Lewis Elementary School	2/10/2011	\$ 350.00	\$ 400.00	\$ 225.00
516431	CPX-06785	Lewis Elementary School	2/10/2011	\$ 350.00	\$ 400.00	\$ 225.00
516466	CPX-22181	Lincoln Elementary School	2/10/2011	\$ 350.00	\$ 400.00	\$ 225.00
516467	CPX-22192	Lincoln Elementary School	2/10/2011	\$ 350.00	\$ 400.00	\$ 225.00
516468	CPX-65169	Lincoln Elementary School	2/10/2011	\$ 350.00	\$ 400.00	\$ 225.00
162180	CPX-09293	Lincoln Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
124613	CPX-08329	McKinely Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
151640	CPX-08335	McKinely Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00

**Williams Scotsman Portable List
District Wide**

Order Number	Serial Number	Unit Location	Expiration Date	Current Monthly Rate	1 year Renewal Monthly Rate	2 year Renewal Monthly Rate
106139	CPX-08336	McKinley Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
105750	CPX-08337	McKinley Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
105298	CPX-09294	Reche Canyon Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
106119	CPX-09295	Reche Canyon Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
336559	CPX-07453	Rogers Elementary School	12/26/2010	\$ 444.00	\$ 400.00	\$ 225.00
336558	CPX-08625	Rogers Elementary School	12/26/2010	\$ 444.00	\$ 400.00	\$ 225.00
151468	CPX-09289	Rogers Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
106601	CPX-09290	Rogers Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
336546	CPX-22214	Rogers Elementary School	12/26/2010	\$ 444.00	\$ 400.00	\$ 225.00
336553	CPX-66053	Rogers Elementary School	12/26/2010	\$ 444.00	\$ 400.00	\$ 225.00
336554	CPX-66326	Rogers Elementary School	12/26/2010	\$ 444.00	\$ 400.00	\$ 225.00
336547	CPX-66362	Rogers Elementary School	12/26/2010	\$ 444.00	\$ 400.00	\$ 225.00
336545	CPX-22335	Rogers Elementary School	12/26/2010	\$ 444.00	\$ 400.00	\$ 225.00
336544	CPX-66418	Rogers Elementary School	12/26/2010	\$ 444.00	\$ 400.00	\$ 225.00
106145	CPX-09326	Rogers Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
106285	CPX-07316	Ruth Grimes Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
123724	CPX-07317	Ruth Grimes Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
142410	CPX-09279	Ruth Grimes Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
143223	CPX-09280	Ruth Grimes Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
105938	CPX-07430	San Salvador Pre School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
152468	CPX-08534	Slover Mountain High School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
151685	CPX-09278	Smith Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
336536	CPX-20617	Smith Elementary School	12/26/2010	\$ 444.00	\$ 400.00	\$ 225.00
336541	CPX-22098	Smith Elementary School	12/26/2010	\$ 444.00	\$ 400.00	\$ 225.00
336540	CPX-62925	Smith Elementary School	12/26/2010	\$ 444.00	\$ 400.00	\$ 225.00
336539	CPX-65603	Smith Elementary School	12/26/2010	\$ 444.00	\$ 400.00	\$ 225.00
115645	CPX-07485	Terrace Hills Middle School	6/30/2011	\$ 574.00	\$ 400.00	\$ 225.00
161905	CPX-07486	Terrace Hills Middle School	6/30/2011	\$ 574.00	\$ 400.00	\$ 225.00
170232	CPX-07488	Terrace Hills Middle School	6/30/2011	\$ 574.00	\$ 400.00	\$ 225.00
133127	CPX-07487	Terrace Hills Middle School	6/30/2011	\$ 574.00	\$ 400.00	\$ 225.00
516469	CPX-06457	Terrace View Elementary School	2/10/2011	\$ 350.00	\$ 400.00	\$ 225.00
516470	CPX-06458	Terrace View Elementary School	2/10/2011	\$ 350.00	\$ 400.00	\$ 225.00
516471	CPX-06461	Terrace View Elementary School	2/10/2011	\$ 350.00	\$ 400.00	\$ 225.00
161818	CPX-08315	Wilson Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
106389	CPX-08316	Wilson Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
133632	CPX-08317	Wilson Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
114518	CPX-09288	Wilson Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00
105303	CPX-08535	Zimmerman Elementary School	6/30/2011	\$ 548.00	\$ 400.00	\$ 225.00

Total Monthly Payment \$ 45,800.01 \$ 37,200.00 \$ 20,925.00

Total Annual Payment \$ 549,600.12 \$ 446,400.00 \$ 251,100.00

Savings per month w/ 1 Year
\$8,600.01
Savings per year
\$103,200.12
19% Savings

Savings per month w/ 2 Year
\$24,875.01
Savings per year
\$298,500.12
54% Savings

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

ACTION ITEM

TO: Board of Education
PRESENTED BY: Jaime R. Ayala, Assistant Superintendent, Business Services Division
SUBJECT: Approval of Agreement with Kiley Company to Provide Appraisals for Vacant/Unused Properties Owned by Colton JUSD
GOAL: Facilities / Support Services
STRATEGIC PLAN: Strategy #4 – Facilities
BACKGROUND: The District owns the following unused properties:

Site	No. of Acres	APN
Cedar & Santa Ana, Bloomington	9.2	0257-101-23 & 24
Cedar & Santa Ana, Bloomington	18.8	0257-101-13 & 03
Valley & Cactus, Rialto	8.5	253-151-01
San Bernardino & Meridian, Colton	5.1	0162-281-55-0000

The Board of Education has requested appraisals of the unused properties for its possible sale. Staff solicited proposals from Jones, Roach & Caringella, Inc. and Kiley Company for the two properties at Cedar and Santa Ana in Bloomington and the property at Valley and Cactus in Rialto. Both firms submitted proposals.

Jones, Roach & Caringella, Inc.	\$15,000
Kiley Company	\$8,000

An updated appraisal of the property located at San Bernardino and Meridian is not necessary at this time since an appraisal was done in July 2010.

Based upon proposed fee, experience, and quality of service, staff recommends Kiley Company to perform the appraisals of the District’s unused properties.

**BUDGET
IMPLICATIONS:** General Fund Expenditure: \$8,000

RECOMMENDATION: That the Board approve the agreement with Kiley Company to provide appraisals for vacant/unused properties owned by Colton JUSD.

ACTION: On motion of Board Member _____ and _____, the Board approved the agreement, as presented.

KILEY COMPANY

REAL ESTATE APPRAISERS

Celebrating Over 20 Years

January 10, 2011

Mr. Darryl Taylor
Director, Facilities Planning & Construction
Colton Joint Unified School District
851 S. Mount Vernon Avenue, Suite 8
Colton, CA 92324-1798

Via email: darryl_taylor@cjusd.net

Re: Proposal for two appraisals of two sites with five assessors parcels, currently owned by the Colton Joint Unified School District. Both sites are vacant land, are located in the city of Bloomington, CA
Site One: 0257-101-03, 13, 23, and 24
Site Two; 0253-151-01

Dear Mr. Taylor:

At your request, we are submitting this proposal for three appraisals of five parcels of vacant land, currently owned by the Colton Joint Unified School District. It appears the five APN's make up two sites. We understand that the appraisal is for internal asset valuation purposes.

We will undertake this assignment and provide you with the appraisal reports within approximately three weeks from the date of authorization. The date of authorization will be the date that we receive a signed copy of this letter along with the documents requested and an approved purchase order.

The fee for the appraisal reports will be as listed below. Final payment is due and payable on delivery of the final reports or within thirty (30) days of your receipt of our draft reports, whichever is sooner. If draft reports are requested for review purposes, the fee is considered earned on delivery of our draft reports. The fee is not contingent on the closing of any escrows or loan fundings.

APN's	Address	Fee
0257-101-03, 13, 23 & 24	11050 Larch Avenue, 11053 Cedar Avenue, 10946 Larch Avenue, and 18917 Santa Ana Avenue	\$4,000
0253-151-01	10050 Cactus Avenue	\$4,000
	Total Project Fee	\$8,000

Colton Joint Unified School District
January 10, 2011
Page Two

The reports will be prepared in a summary report format and will be prepared in conformity with the standards of USPAP, the Code of Professional Ethics and Standards of Professional Practice of the Appraisal Institute. We agree to take no other employment which would be in conflict with this assignment. No warranties, guarantees, or assurances of any kind are expressed or implied and we assume no liability in connection with this appraisal.

This proposal, or the acceptance of this proposal, is not contingent on, or related to, any anticipated value conclusions. The fee will have been earned in full on delivery of the completed appraisal reports. Report revision or amendment, other than those required due to our error, shall be prepared at our current hourly rate in addition to the original fee. Any additional copies of the completed reports, other than the two copies currently agreed upon, shall be made available at an additional cost of \$75 per copy.

If for any reason you wish to cancel this assignment, please do so in writing. We shall be compensated at our current hourly rate for the time we have spent on the assignment prior to the date we receive such notification. Our hourly rate for calendar year 2011 is \$200 for appraisal and \$450 for court-related meetings and expert witness testimony.

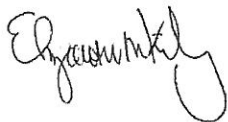
Please provide copies of the following documents and information needed for this assignment, if they are available.

- Any proposed site plans or maps for the properties
- A copy of title reports, if available
- A copy of any other documents which may affect the value

Thank you for the opportunity to present this proposal for your consideration. If the proposal meets with your approval, please sign for written authorization. The attached agreement should be signed by an authorized representative of your company or the person(s) responsible for the payment of this contract and returned to our office.

Thank you for considering the Kiley Company. We look forward to working with you. Please feel free to contact me if you have any questions.

Sincerely,



Elizabeth M. Kiley, MAI
Certified General Real Estate Appraiser
Certificate No. AG005391
Expiration Date: April 13, 2012

Kiley Company

Colton Joint Unified School District
January 10, 2011
Page Three

Appraisal/Consultation Agreement Authorization

I hereby agree to the terms and conditions of this Appraisal/Consultation Agreement, as detailed on this and the preceding two pages, as submitted by Elizabeth M. Kiley, MAI, Kiley Company.

Signature

Date

Title

Company Name

Street Address

City, State, Zip

Area Code and Phone Number

Kiley Company

BOARD AGENDA

REGULAR MEETING
February 17, 2011

ACTION ITEM

TO: Board of Education

PRESENTED BY: Jaime R. Ayala, Assistant Superintendent, Business Services Division

SUBJECT: Adoption of Resolution No. 11-37 Implementing Prequalification of Construction Contractors for High School #3 (Grand Terrace High School) Increment No. 2 Bid Package No. 18

GOAL: Facilities / Support Services

STRATEGIC PLAN: Strategy #4 – Facilities

BACKGROUND: Staff recommends a prequalification process prior to accepting construction bids on certain construction projects. Prequalification will ensure firms have sufficient work history and expertise to complete specific areas of construction.

The prequalification questionnaire requires all prospective bidders to submit a completed set of documents such as license and background, insurance, surety, performance, safety program and workers' compensation, industrial safety record, arbitration and litigation history, and financial information.

Once the questionnaires are submitted, staff will review and rank each questionnaire. This resolution delegates the Assistant Superintendent of Business Services Division the authority to determine whether a potential bidder shall be considered prequalified to bid on a project. Bids will not be accepted if a contractor is not prequalified.

BUDGET IMPLICATIONS: No impact to the General Fund.

RECOMMENDATION: That the Board adopt Resolution No. 11-37 Implementing Prequalification of Construction Contractors for High School #3 (Grand Terrace High School) Increment No. 2 Bid Package No. 18.

ACTION: On motion of Board Member _____ and _____, the Board adopted the resolution, as presented.

**RESOLUTION IMPLEMENTING PREQUALIFICATION
OF CONSTRUCTION CONTRACTORS FOR
HIGH SCHOOL #3 (GRAND TERRACE HIGH SCHOOL) INCREMENT NO. 2 BID
PACKAGE NO. 18
COLTON JOINT UNIFIED SCHOOL DISTRICT**

RESOLUTION NO. 11-37

WHEREAS, Public Contract Code Section 20111.5 authorizes the Governing Board of a School District to require that each prospective bidder for a construction contract complete and submit to the School District a standardized questionnaire and financial statement in a form specified by the School District (“Questionnaire”); and

WHEREAS, the Questionnaire is required to include a complete statement of the prospective bidder’s financial ability and experience in performing public works.

WHEREAS, the Questionnaire and financial statement must be verified under oath by the bidder in the manner in which civil pleadings and civil actions are verified;

WHEREAS, the Questionnaire is not a public record and is not to be opened to public inspection;

WHEREAS, each Questionnaire submitted by a prospective bidder will be scored in accordance with an established point system;

WHEREAS, Public Contract Code Section 20111.5(b) requires any school district requiring prospective bidders to complete and submit a Questionnaire to adopt and apply a uniform system of rating bidders on the basis of the completed Questionnaire in order to determine the size of the contracts upon which each bidder will be deemed qualified to bid (“Uniform System”);

WHEREAS, a School District may not accept a proposal from any potential bidder who is required to submit a Questionnaire in accordance with Public Contract Code Section 20111.5(a), but has not done so as stipulated in the Questionnaire but not less than five (5) days prior to the date fixed upon the public opening of sealed bids as required by Public Contract Code Section 20111.5(d), or has not been prequalified by the School District as stipulated in the Questionnaire but not less than permitted in accordance with Public Contract Code Section 20111.5(d) at least one (1) day prior to the opening of sealed bids; and

WHEREAS, Notwithstanding the foregoing recital, pursuant to Public Contract Code Section 20111.5(e), a School District may establish a process for prequalifying prospective bidders on a quarterly basis and may authorize their prequalification to be considered valid for up to one (1) calendar year following the date of initial prequalification;

NOW THEREFORE, THE BOARD OF TRUSTEES OF THE COLTON JOINT UNIFIED SCHOOL DISTRICT DOES HEREBY RESOLVE:

Section 1. In accordance with Public Contract Code Section 20111.5(a), the Board establishes a prequalification program for construction of High School #3 (Grand Terrace High School) Increment No. 2 Bid Package No. 18 ("Prequalification Program").

Section 2. The Prequalification Program shall utilize the Questionnaire attached hereto as Exhibit "A" and incorporated herein.

Section 3. In accordance with Public Contract Code Section 20111.5(b), the District adopts the Uniform System of allocating points set forth in the document attached hereto as Exhibit "B" with respect to the District's review of any submitted Questionnaires. Any potential bidder who submits a Questionnaire that does not meet the above-referenced criteria set forth in this section shall be considered not qualified and rejected.

Section 4. The Questionnaire shall be completed by any potential bidder in conformance with Public Contract Code Section 20111.5.

Section 5. A Proposal shall not be accepted from any person or other entity for any construction contracts who: (1) has not submitted a Questionnaire in the timeframe specified in the Questionnaire but not less than a minimum of least five (5) days prior to the date fixed for the public opening of the sealed bids for such construction contract in accordance with Public Contract Code Section 20111.5(d); and (2) who has not been prequalified for at least one (1) day prior to the public opening of sealed bids for such contract, in accordance with Public Contract Code Section 20111.5(d).

Section 6. Notwithstanding the foregoing section, the District hereby establishes a Prequalification Program process in which a prospective bidder is prequalified for construction of High School #3 (Grand Terrace High School) Increment No. 2 Bid Package No. 18. Once prequalified pursuant to this section, such prequalification shall be valid for up to 24 months following the date of initial prequalification.

Section 7. The Board hereby delegates to the District's Assistant Superintendent of Business Services Division, the authority to determine whether a potential bidder shall be considered prequalified.

PASSED AND ADOPTED by the Governing Board of Education of the COLTON JOINT UNIFIED SCHOOL DISTRICT on February 17, 2011, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

I, _____, Secretary of the Colton Joint Unified School District Governing Board, do hereby certify that the foregoing is a full, true and correct copy of a resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which resolution is on file in office of said Board.

Secretary

PREQUALIFICATION DOCUMENTS & FORMS

COLTON JOINT UNIFIED SCHOOL DISTRICT

**HIGH SCHOOL #3 (GRAND TERRACE HIGH SCHOOL) INCREMENT NO. 2
BID PACKAGE NO. 18**

PRIME CONTRACTOR'S STATEMENT OF EXPERIENCE & FINANCIAL CONDITION

I. Request for Prequalification of Bidders

As a condition of bidding for this project, and in accordance with California Public Contract Code Section 20111.5, all prospective bidders are required to submit to the Colton Joint Unified School District ("District") a completed set of prequalification documents by completing all of the documents contained herein. These documents will be the basis for determining which bidders are qualified to bid this project. Bids will not be accepted if a Contractor has not been prequalified. Ratings of individual firms will only be disclosed upon written request by that firm.

The District reserves the right to check other available sources.

All information contained in the prequalification documents is not public records and are not open to public inspection.

II. District's Prequalification Standards

1. Contractor's Statement of Experience
2. Insurance and Safety Record
3. Surety and Bonding Capacity
4. Arbitration and Litigation History
5. Certificate of Licensed Public Accountant
6. Accountant's Release Letter
7. Declaration (see page 22)

A prequalification package is required for this project. The District may, at any time, specifically request a new prequalification package, in which case the Contractor must comply within thirty days or the rating on file may, at the discretion of the District, be considered expired. A Contractor may also file new packages at more frequent intervals if there is a substantial change in the Contractor's financial status or work experience, at which time, a new rating will be issued.

EXHIBIT "A"

In addition to being disqualified for failure to meet the District's criteria, a Contractor may be automatically disqualified for any one of the following:

1. Omission of requested information
2. Falsification of information
3. Excessive stop notices, prevailing wage violations or construction claims
4. Debarment from the Division of Labor Standards Enforcement
5. Have had a surety complete work on any contract in the last 10 years
6. Are unable to demonstrate bonding capacity or ability to obtain required insurance
7. Is not duly licensed to perform the required work
8. Has not had the requisite public works experience

III. Financial Information

A. Audited Statement Requirements

Audited statements will be required for this project.

Note: Reviews and compilations are not acceptable.

B. Financial Capacity

Financial rating may be augmented by submission of a Letter of Bank Credit. Particular attention is called to the fact that the certificate of the certified public accountant or licensed public accountant must express an unqualified opinion or a qualified opinion which does not negate an opinion on the statements as a whole in order to receive a "financial capacity" qualification. Note: Statements with a "negative quick asset" amount may not be augmented.

Working capital and net worth are important facts in determining the bidding capacity of a Contractor; therefore, the accountant will perform a valuable service for their client and also the District if the accountant will furnish by a supplementary schedule or as a part of the accountant's certificate, any information not specifically called for by the statement which, in the accountant's opinion might properly be taken into consideration.

In the event that the Contractor's job income and expenditures are accounted on a completed contract basis and the balance sheet includes an item reflecting the excess of costs to date over billing to date, or vice versa, the elements of "Accumulated Cost" and "Billings to Date" must be shown in support of the balance sheet item.

EXHIBIT "A"

C. Accountant's Certificate and Release

A certificate of a licensed Certified Public Accountant will be required in all cases. A suggested form of a certificate for an audit is included on Pages 18. A certificate may be submitted in the accountant's own words; however, such qualifications shall not be so extensive as to nullify the value of the statement or its usefulness to the District.

Accountant's Release Letter will be required. A responsible accountant will verify the validity of the applicant's financial statement. A sample release is provided on page 19.

D. Term of Financial Statements

A Contractor's financial information is valid until the date shown is more than one year old. Statements will be held on file until the financial information is fifteen months old at which time it will be destroyed. The District reserves the right to reject statements in which the financial information is more than six months old.

IV. Public Works Requirements

Prequalification for K-12 educational projects will be established on the basis of successful completion of at least four (4) California High School campus projects, each with a construction value of at least fifteen million dollars (\$15M) since 2000. Applicant should provide a list of projects with the names of the school, scope information, District, Owner's Representative and Architect and their respective contact information.

Further, prequalification for this project will be established on the basis of successful completion of at least two (2) stadium projects, one of which must be a California High School, each with a constructed value of at least five million dollars (\$5M) since 2003. Applicant should provide a list of projects with the names of the school, scope information, District, Owner's Representative and Architect and their respective contact information.

V. Insurance

A minimum combined comprehensive single limit liability insurance of \$2,000,000 or an amount equal to or greater than the coverage as identified in the District's bid documents is required. A Certificate of Insurance must be issued to the District which states levels and dates of coverage.

EXHIBIT "A"

VI. Bondability

The bonding surety is required to be an admitted surety in the State of California. The surety will be contacted to confirm willingness to bond the particular project. It is required that the Contractor include a Letter of Bondability from the surety indicating their support levels for the project in question.

The payment and performance bonds required will neither be accepted nor approved by the District unless the bonds are underwritten by an admitted surety and the requirements of California Code of Civil Procedure Section 995.630(a) and (b) are met. In lieu of the bid bond, Contractor may provide a cashier's check amounting to 10% of the base bid.

In the event that the Contractor is unable to obtain a bond in the time prescribed by the District, the Contractor may be suspended from the qualified contractors list and not be allowed to bid on District projects until proof of bondability is provided.

VII. Declaration

The declaration on page 22 must be completely executed.

VIII. Notification and Due Process of Results

Contractors will be notified of their prequalification rating by telephone/fax/email followed by mail. Notification will be made as soon as possible, but not later than 24 hours prior to bid opening as required by law.

If the Contractor chooses to challenge the disqualification, the Contractor shall provide a written request within two (2) working days after notification requesting a hearing, the District shall establish a committee for the hearing to review the facts and reconsider the disqualification. This committee shall render a final and binding decision within five (5) working days of the hearing.

Completed prequalification forms for this project must be submitted to the District at 851 South Mt. Vernon Avenue, Suite 8, Colton, CA 92324 not later than 4:00 p.m. on February 28, 2011. Contractors will be notified of their prequalification rating not later than March 7, 2011, or at least one day prior to the bid due date as required by law.

Any false statements, inaccuracies, omissions or failures to disclose are grounds for exclusion from bidding. If the District should discover false statements, inaccuracies, omissions or failures to disclose by submitters at any time, the submitter will be notified of this disqualification and the inaccuracy which has been discovered. Submitter shall be afforded due process prior to being disqualified. However, if submitter shall seek due process and the false statement, inaccuracy or omission is adjudged to be intentional, then submitter shall be held nonresponsible by District for three years following the due

EXHIBIT "A"

process hearing. Contractor hereby certifies under penalty of perjury that all responses to this questionnaire are true and correct.

IX. Submission of Completed Statements

Mail completed Contractor's Statement of Experience and Financial Condition along with the following:

- Audited Financial Statement
- Letter of Bondability identifying project by name
- Certificate of Insurance issued to the District
- Accountant's Release Letter
- Letter of Credit (optional)
- Declaration

X. Rating Procedure

The District has pre-established a rating system for prequalification of bidders. Contractors who receive the requisite number of points based on this rating system will be issued bidding documents and allowed to submit bids for the project. Contractors who do not receive the requisite number of points based on this rating system, or are disqualified under Section II, will not be considered qualified to submit bids for the project. The bidder shall be afforded due process prior to final disqualification.

Contractors who have been terminated by the owner, owner's representative or contracting party may be disqualified if it is determined that the cause for termination relates to the ability of the contractor to complete a project of this size and complexity or otherwise pertains to the responsibility of the contractor to perform the work.

EXHIBIT "A"

PREQUALIFICATION DOCUMENTS & FORMS

LICENSE & BACKGROUND INFORMATION

Note: The following questions are required information and are not scored.

Contractor: _____
(as name appears on license)

Check one of the following:

- Corporation
- Partnership
- Sole Proprietorship
- Joint Venture

Address: _____

City, State, Zip: _____

Phone Number: _____ Facsimile Number: _____

License Number(s): _____

Expiration Date: _____

Tax ID Number: _____

Date Business Formed: _____ Date Incorporated: _____

If a corporation, under the laws of what state was corporation organized: _____

Has there been any recent change (last four years) in control of your firm? yes _____ no _____

If yes, please explain: _____

Is your firm or its owners connected with other companies as a subsidiary, parent, holding or affiliate? yes _____ no _____

If yes, please explain: _____

EXHIBIT "A"

List all corporate officers, partners, proprietors, owners and key personnel:

Name	Yrs w/ Firm	Position	% of Ownership	Social Security #

Note: The following questions are Prerequisites to qualifying as a bidder for the District's work. A Contractor will be automatically disqualified for answering YES to any of the following questions:

1. Is your firm currently the debtor in a bankruptcy case?

yes _____ no _____

2. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit, or found guilty in a criminal action, for making any false claim or material misrepresentation to any public agency or entity?

yes _____ no _____

3. Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, local law or regulatory violations related to construction?

yes _____ no _____

4. In the last five years, has you firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

yes _____ no _____

5. In the last five years, has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?

yes _____ no _____

6. Is this the first Joint Venture project for the specified scope of work that your JV has undertaken?

yes _____ no _____

EXHIBIT "A"

PREQUALIFICATION DOCUMENTS & FORMS

INSURANCE INFORMATION

7. Do you currently have a minimum of \$2,000,000 combined comprehensive single limit liability insurance? Please provide a Certificate of Insurance as verification.

yes _____ no _____ *(Please provide a current Certificate of Insurance as verification)*

Insurance Company: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ Facsimile Number: _____

Contact Person: _____

How long have you been with this insurance company? _____

If less than two years, please list prior insurance companies below:

Insurance Company	Address	Phone	Contact Person	Year(s)

8. In the last five years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm? yes _____ no _____

EXHIBIT "A"

PREQUALIFICATION DOCUMENTS & FORMS

SURETY INFORMATION

Provide a statement listing names of all surety companies, not agencies, utilized by prospective bidder in the last five (5) years. State whether the surety or sureties bonding bidder's projects have been required or requested to complete any part of bidder's work during the last five (5) years. *Please provide a letter stating bondability for this project from current surety company.*

Surety Company	Contact Person	Address	Phone No. Fax No.	Largest Bond	Year

9. During the last five years, has your firm ever been denied coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?

yes _____ no _____ If yes, explain: _____

EXHIBIT "A"

10. At any time during the past five years, has any surety company made any payments on your firm's behalf to satisfy any claims made against a performance or payment bond issued on your firm's behalf in connection with a construction project, either public or private?

yes _____ no _____ If yes, explain: _____

11. Has your firm ever failed to complete a contract? yes _____ no _____

If yes, explain: _____

12. How many projects is your firm currently bonded for? _____

13. What are the contract amounts your firm has currently bonded?

Contracts	Amount Bonded

14. What is your firm's total bonding capacity? _____

EXHIBIT "A"

PREQUALIFICATION DOCUMENTS & FORMS

PERFORMANCE & PUBLIC WORKS EXPERIENCE

15. How many years has your organization been in business in California as a contractor under your present business name and license number?

16. Has any California State license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended or revoked within the past five years? yes _____ no _____

If yes, please explain: _____

17. In what type of construction do you specialize?

18. Has your firm been involved in bankruptcy proceedings at any time during the last five years? yes _____ no _____

If yes, please explain: _____

19. What size projects do you feel your firm can undertake?

Single project \$ _____ Total work in progress \$ _____

20. Has your firm ever failed to complete a public contract within the authorized contract time? yes _____ no _____

If yes, explain: _____

EXHIBIT "A"

21. At any time during the last five years, has your firm been assessed and paid liquidated damages after completion of a project, under a construction contract with either a public or private entity?

yes _____ no _____ If yes, explain: _____

22. Are there any outstanding liens/stop notices for labor and/or material filed against your firm on any contracts which have been done or are being done by your firm?

yes _____ no _____ If yes, explain: _____

23. What was the annual gross revenue of the firm over the past five (5) years?

2010: _____

2009: _____

2008: _____

2007: _____

2006: _____

24. What was the annual gross revenue of the firm attributed to California K-12 school construction over the past five (5) years?

2010: _____

2009: _____

2008: _____

2007: _____

2006: _____

25. Please provide a list of all California High School or K-12 projects constructed by your firm, each with a constructed value of at least fifteen million dollars (\$15M) since 2000. Include the names of the school, District, Owner's Representative, Architect, scope of the project, value and completion date, as well as contact information for the individuals listed. Attach separate sheets.

26. Please provide a list of all stadiums constructed by your firm, at least one of which is a California High School, each with a constructed value of at least five million dollars (\$5M) since 2003. Include the names of the school, District, Owner's Representative, Architect, scope of the project, value and completion date, as well as contact information for the individuals listed. Attach separate sheets.

EXHIBIT "A"

PREQUALIFICATION DOCUMENTS & FORMS

SAFETY PROGRAM & WORKERS' COMPENSATION

27. Each bidder shall submit a copy of the bidder's established safety/injury prevention program which complies with the Contract Documents and all applicable governmental regulations. After determination of the successful bidder, its subcontractors must submit a copy of their respective safety/injury prevention programs within five (5) days of the District's request.

28. List your firm's Experience Modification Rate (EMR) (California Workers' Compensation Insurance) for each of the past premium years:

Current Year: _____

Previous Year: _____

Year Prior to Previous Year: _____

29. Within the last five years, has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

yes _____ no _____ If yes, explain: _____

30. Has there been more than one occasion during the last five years on which your firm was required to pay either back wages or penalties for your firm's failure to comply with the **state's** prevailing wage laws? (NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.)

yes _____ no _____ If yes, explain: _____

EXHIBIT "A"

31. During the last five years, has there been more than one occasion on which your own firm has been penalized or required to pay back wages for failure to comply with **federal** Davis-Bacon prevailing wage requirements?

yes _____ no _____ If yes, explain: _____

PREQUALIFICATION DOCUMENTS & FORMS

INDUSTRIAL SAFETY RECORD

Each bidder, and its subcontractors, must declare any serious or willful violations of Part 1 (commencing with Section 6300) of Division 5 of the California Labor Code received during the last five years. This information must include all construction work undertaken in the United States by the bidder and any affiliate of the bidder. Separate information shall be submitted for each particular partnership, joint venture, corporation, Limited Liability Company or individual bidder or subcontractor. The bidder or its subcontractors may be requested to submit additional information or explanation of data, which District may require for evaluating the safety record. The term "affiliate" shall mean any firm, corporation, partnership, joint venture, limited liability company or association which is a member, joint venturer or partner of the bidder, or any such entity which owns a substantial interest in or is owned in common with the bidder, its subcontractor or any of its members, joint venturers or partners, or any such entity in which the bidder, its subcontractor, or any of their members, joint venturers or partners own a substantial interest.

32. Has your firm ever received a serious or willful industrial safety violation during the last five (5) years? yes _____ no _____

If yes, explain: _____

33. Has CAL OSHA cited and assessed penalties against your firm for any "serious", "willful" or "repeat" violations of its safety or health regulations in the past five years? (*NOTE: If you have filed an appeal of a citation and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.*)

yes _____ no _____

If yes, explain: _____

EXHIBIT "A"

34. Have any of the following agencies: the federal Occupational Safety and Health Administration, the Regional Water Quality Control Board, the EPA or any Air Quality Management District cited or assessed penalties against your firm in the past five years?

(NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, you need not include information about it.)

yes _____ no _____

If yes, explain: _____

35. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

36. How often do you conduct documented safety inspections on a construction site?

Daily _____ Weekly _____ Quarterly _____

37. Have any of the subcontractors you retained ever received a serious or willful industrial safety violation during the last five (5) years? yes _____ no _____

If yes, list each subcontractor and explain below. (Please use additional pages if necessary)

Subcontractor: _____ License No.: _____

Explain: _____

Subcontractor: _____ License No.: _____

Explain: _____

EXHIBIT "A"

PREQUALIFICATION DOCUMENTS & FORMS

ARBITRATION & LITIGATION HISTORY

(Copy as necessary to report all claims)

NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a subcontract and a project owner. Also, you may omit reference to all disputes involving amounts of less than \$50,000.

38. In the past five years, has any claim against your firm concerning your firm's work on a construction project, been **filed in court or arbitration**? yes _____ no _____

If yes, please provide the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution):

39. In the past five years, has any claimant against your firm made any claim against a project owner concerning work on a project or payment for a contract, and **filed that claim in court or arbitration**? yes _____ no _____

If yes, please identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution):

PREQUALIFICATION DOCUMENTS & FORMS

FINANCIAL INFORMATION

40. An audited financial statement is required for this project.

(A certificate of a licensed accountant will be required in all cases)

COMPLETE THIS CERTIFICATE FOR AN AUDIT OF FINANCIAL STATEMENT

STATE OF: _____

We have examined the Financial Statement of _____
as of _____. Our examination was made in accordance with generally
accepted auditing standards, and accordingly included such texts of the accounting records and
such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the accompanying financial statement included on pages ____ to ____,
inclusive, sets forth fairly the financial condition of _____
as of _____, in conformity with generally accepted accounting principles.

(Type Name of Firm)

(Accountant Signature)

(Telephone Number)

(License Number)

EXHIBIT "A"

PREQUALIFICATION DOCUMENTS & FORMS

ACCOUNTANT'S RELEASE LETTER

By signing the form below, I authorize the Colton Joint Unified School District to contact our company's licensed accounting firm to verify our most recent audited financial statement. I understand the financial statement is confidential information and is not open to public inspection.

Name

Title

Company Name

Date

EXHIBIT "A"

PREQUALIFICATION DOCUMENTS & FORMS

GENERAL LETTER OF CREDIT

The following form may be completed by your bank to augment your Working Capital. If it prefers, the bank may issue a Letter of Credit on its own letterhead, provided the Letter of Credit contains substantially the same provisions, and is addressed to the Colton Joint Unified School District and bears an original signature.

DATE: _____

TO: Colton Joint Unified School District
Facilities Planning and Construction
851 South Mt Vernon
Colton, CA 92334

ATTENTION: Mr. Darryl Taylor, Director

SUBJECT: General Letter of Credit

Reference is made to the prequalification of

(Name of Contractor)

Under Board Rules of the Board of Education pertaining to the construction, alteration and maintenance of school district facilities, we certify that the above Contractor has been extended an unqualified line of credit to exceed \$ _____ and that such credit will not be withdrawn or reduced without 30 days written notice to the District.

It is understood that this letter of credit is to be used by the District solely for determining the financial resources of the said Contractor during the term of his prequalification with the District.

(Name of Financial Institution) Institution No. Code: _____

(Address)

(City) (State) (Zip)

By: _____ Date: _____

(Please Type or Print Name and Title)

EXHIBIT "A"

PREQUALIFICATION DOCUMENTS & FORMS

FINANCIAL INSTITUTION RELEASE LETTER

(For use only when augmenting financial rating with a Letter of Credit)

By signing the form below, I authorize the Colton Joint Unified School District to contact our financial institution to verify our line of credit information. I understand this information is confidential information and is not open to public inspection.

Name

Title

Company Name

Date

Verified by Colton Joint Unified School District

Name

Date

PREQUALIFICATION DOCUMENTS & FORMS

PREQUALIFICATION STATEMENT FOR

COLTON JOINT UNIFIED SCHOOL DISTRICT

Each prospective bidder must have a current and active license at the time of the award and must submit the following information on this form. Bidder must also complete and submit with this questionnaire the attached "Contractor's Statement of Experience and Financial Conditions". If necessary, bidder may attach supplemental information as a separate package.

DECLARATION

I, _____ (printed name) hereby declare that I am the _____ (title) of _____ (name of bidder) submitting this Prequalification statement; that I am duly authorized to execute this Prequalification Statement on behalf of the above-named company; and that all information set forth in this Prequalification Statement and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of its submission date. I acknowledge that any false statements, inaccuracies or failure to disclose are grounds for disqualification.

I declare, under penalty of perjury, that the foregoing is true and correct and that this declaration was

Subscribed at _____ (location and city), County of _____, State of _____, on _____ (date).

(Signature)

(If signed by other than the sole proprietor, a general partner, or corporate officer, attach original notarized power of attorney or corporate resolution.)

All information submitted for prequalification evaluation will be considered official information acquired in confidence and the District will maintain its confidentiality to the extent permitted by law.

POINTS FOR PREQUALIFICATION DOCUMENTS & FORMS

COLTON JOINT UNIFIED SCHOOL DISTRICT

**HIGH SCHOOL #3 (GRAND TERRACE HIGH SCHOOL) INCREMENT NO. 2
BID PACKAGE NO. 18**

PRIME CONTRACTOR'S STATEMENT OF EXPERIENCE & FINANCIAL CONDITION

I. Request for Prequalification of Bidders

As a condition of bidding for this project, and in accordance with California Public Contract Code Section 20111.5, all prospective bidders are required to submit to the Colton Joint Unified School District ("District") a completed set of prequalification documents by completing all of the documents contained herein. These documents will be the basis for determining which bidders are qualified to bid this project. Bids will not be accepted if a Contractor has not been prequalified. Ratings of individual firms will only be disclosed upon written request by that firm.

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II. District's Prequalification Standards

1. Contractor's Statement of Experience
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EXHIBIT "B"

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1. Omission of requested information
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3. Excessive stop notices, prevailing wage violations or construction claims
4. Debarment from the Division of Labor Standards Enforcement
5. Have had a surety complete work on any contract in the last 10 years
6. Are unable to demonstrate bonding capacity or ability to obtain required insurance
7. Is not duly licensed to perform the required work
8. Has not had the requisite public works experience

III. Financial Information

A. Audited Statement Requirements

Audited statements will be required for this project.
Note: Reviews and compilations are not acceptable.

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Financial rating may be augmented by submission of a Letter of Bank Credit. Particular attention is called to the fact that the certificate of the certified public accountant or licensed public accountant must express an unqualified opinion or a qualified opinion which does not negate an opinion on the statements as a whole in order to receive a "financial capacity" qualification. Note: Statements with a "negative quick asset" amount may not be augmented.

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EXHIBIT "B"

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EXHIBIT "B"

VI. Bondability

The bonding surety is required to be an admitted surety in the State of California. The surety will be contacted to confirm willingness to bond the particular project. It is required that the Contractor include a Letter of Bondability from the surety indicating their support levels for the project in question.

The payment and performance bonds required will neither be accepted nor approved by the District unless the bonds are underwritten by an admitted surety and the requirements of California Code of Civil Procedure Section 995.630(a) and (b) are met. In lieu of the bid bond, Contractor may provide a cashier's check amounting to 10% of the base bid.

In the event that the Contractor is unable to obtain a bond in the time prescribed by the District, the Contractor may be suspended from the qualified contractors list and not be allowed to bid on District projects until proof of bondability is provided.

VII. Declaration

The declaration on page 22 must be completely executed.

VIII. Notification and Due Process of Results

Contractors will be notified of their prequalification rating by telephone/fax/email followed by mail. Notification will be made as soon as possible, but not later than 24 hours prior to bid opening as required by law.

If the Contractor chooses to challenge the disqualification, the Contractor shall provide a written request within two (2) working days after notification requesting a hearing, the District shall establish a committee for the hearing to review the facts and reconsider the disqualification. This committee shall render a final and binding decision within five (5) working days of the hearing.

Completed prequalification forms for this project must be submitted to the District at 851 South Mt. Vernon Avenue, Suite 8, Colton, CA 92324 not later than 4:00 p.m. on February 28, 2011. Contractors will be notified of their prequalification rating not later than March 7, 2011, or at least one day prior to the bid due date as required by law.

Any false statements, inaccuracies, omissions or failures to disclose are grounds for exclusion from bidding. If the District should discover false statements, inaccuracies, omissions or failures to disclose by submitters at any time, the submitter will be notified of this disqualification and the inaccuracy which has been discovered. Submitter shall be afforded due process prior to being disqualified. However, if submitter shall seek due process and the false statement, inaccuracy or omission is adjudged to be intentional, then submitter shall be held nonresponsible by District for three years following the due process hearing. Contractor hereby certifies under penalty of perjury that all responses to this questionnaire are true and correct.

EXHIBIT "B"

IX. Submission of Completed Statements

Mail completed Contractor's Statement of Experience and Financial Condition along with the following:

- Audited Financial Statement
- Letter of Bondability identifying project by name
- Certificate of Insurance issued to the District
- Accountant's Release Letter
- Letter of Credit (optional)
- Declaration

X. Rating Procedure

The District has pre-established a rating system for prequalification of bidders. Contractors who receive the requisite number of points based on this rating system will be issued bidding documents and allowed to submit bids for the project. Contractors who do not receive the requisite number of points based on this rating system, or are disqualified under Section II, will not be considered qualified to submit bids for the project. The bidder shall be afforded due process prior to final disqualification.

Contractors who have been terminated by the owner, owner's representative or contracting party may be disqualified if it is determined that the cause for termination relates to the ability of the contractor to complete a project of this size and complexity or otherwise pertains to the responsibility of the contractor to perform the work.

EXHIBIT "B"

PREQUALIFICATION DOCUMENTS & FORMS

LICENSE & BACKGROUND INFORMATION

Note: The following questions are required information and are not scored.

Contractor: _____
(as name appears on license)

Check one of the following:

- Corporation
- Partnership
- Sole Proprietorship
- Joint Venture

Address: _____

City, State, Zip: _____

Phone Number: _____ Facsimile Number: _____

License Number(s): _____

Expiration Date: _____

Tax ID Number: _____

Date Business Formed: _____ Date Incorporated: _____

If a corporation, under the laws of what state was corporation organized: _____

Has there been any recent change (last four years) in control of your firm? yes _____ no _____

If yes, please explain: _____

Is your firm or its owners connected with other companies as a subsidiary, parent, holding or affiliate? yes _____ no _____

If yes, please explain: _____

EXHIBIT "B"

List all corporate officers, partners, proprietors, owners and key personnel:

Name	Yrs w/ Firm	Position	% of Ownership	Social Security #

Note: The following questions are Prerequisites to qualifying as a bidder for the District's work. A Contractor will be automatically disqualified for answering YES to any of the following questions:

1. Is your firm currently the debtor in a bankruptcy case?

yes _____ no _____

2. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit, or found guilty in a criminal action, for making any false claim or material misrepresentation to any public agency or entity?

yes _____ no _____

3. Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, local law or regulatory violations related to construction?

yes _____ no _____

4. In the last five years, has you firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

yes _____ no _____

5. In the last five years, has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?

yes _____ no _____

6. Is this the first Joint Venture project for the specified scope of work that your JV has undertaken?

yes _____ no _____

EXHIBIT "B"

PREQUALIFICATION DOCUMENTS & FORMS

INSURANCE INFORMATION

7. Do you currently have a minimum of \$2,000,000 combined comprehensive single limit liability insurance? Please provide a Certificate of Insurance as verification.

yes _____ no _____ (Please provide a current Certificate of Insurance as verification)

"No" = 5 points

"Yes" = 0 points

Insurance Company: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ Facsimile Number: _____

Contact Person: _____

How long have you been with this insurance company? _____

If less than two years, please list prior insurance companies below:

Insurance Company	Address	Phone	Contact Person	Year(s)

8. In the last five years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm? yes _____ no _____

"No" = 5 points

"Yes" = 0 points

EXHIBIT "B"

PREQUALIFICATION DOCUMENTS & FORMS

SURETY INFORMATION

Provide a statement listing names of all surety companies, not agencies, utilized by prospective bidder in the last five (5) years. State whether the surety or sureties bonding bidder's projects have been required or requested to complete any part of bidder's work during the last five (5) years. *Please provide a letter stating bondability for this project from current surety company.*

Surety Company	Contact Person	Address	Phone No. Fax No.	Largest Bond	Year

9. During the last five years, has your firm ever been denied coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?

yes _____ no _____ If yes, explain: _____

5 points for "No"

2 points for "Yes" indicating 1 such instance

0 points for "Yes" indicating more than 1 such instance

EXHIBIT "B"

10. At any time during the past five years, has any surety company made any payments on your firm's behalf to satisfy any claims made against a performance or payment bond issued on your firm's behalf in connection with a construction project, either public or private?

yes _____ no _____ If yes, explain: _____

5 points for "No"

2 points for "Yes" indicating 1 such instance

0 points for "Yes" indicating more than 1 such instance

11. Has your firm ever failed to complete a contract? yes _____ no _____

If yes, explain: _____

"No" = 10 points

"Yes" = 0 points

12. How many projects is your firm currently bonded for? _____

13. What are the contract amounts your firm has currently bonded?

Contracts	Amount Bonded

14. What is your firm's total bonding capacity? _____

For questions 12, 13 and 14: After calculating the percentage of committed bonding capacity, score 1 point for every 10 percentage points below 100 (a commitment of 30% of capacity would score 7 points)

EXHIBIT "B"

PREQUALIFICATION DOCUMENTS & FORMS

PERFORMANCE & PUBLIC WORKS EXPERIENCE

15. How many years has your organization been in business in California as a contractor under your present business name and license number?

2 full years = 1 point 3 years = 2 points 4 years = 3 points
5 years = 4 point 6 years or more = 5 points

16. Has any California State license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended or revoked within the past five years? yes _____ no _____

If yes, please explain: _____

"No" = 5 points "Yes" = 0 points

17. In what type of construction do you specialize?

Related = 5 points Unrelated = 0 points

18. Has your firm been involved in bankruptcy proceedings at any time during the last five years? yes _____ no _____

If yes, please explain: _____

5 points for "No"
2 points for "Yes" indicating 1 such instance
0 points for "Yes" indicating more than 1 such instance

19. What size projects do you feel your firm can undertake?

Single project \$ _____ Total work in progress \$ _____

Rating (0 to 5, with 5 being the maximum points)

20. Has your firm ever failed to complete a public contract within the authorized contract time? yes _____ no _____

If yes, explain: _____

"No" = 15 points "Yes" = 0 points

21. At any time during the last five years, has your firm been assessed and paid liquidated damages after completion of a project, under a construction contract with either a public or private entity?

EXHIBIT "B"

yes _____ no _____ If yes, explain: _____

"No" = 10 points

If there was no more than one such project for which the liquidated damages assessed and paid was less than \$10,000.00 = 5 points

Any other answer = 0 points

22. Are there any outstanding liens/stop notices for labor and/or material filed against your firm on any contracts which have been done or are being done by your firm?

yes _____ no _____ If yes, explain: _____

5 points for "No"

2 points for "Yes" indicating 1 such notice

0 points for "Yes" indicating more than 1 such notice

23. What was the annual gross revenue of the firm over the past five (5) years?

2010: _____

2009: _____

2008: _____

2007: _____

2006: _____

24. What was the annual gross revenue of the firm attributed to California K-12 school construction over the past five (5) years?

2010: _____

2009: _____

2008: _____

2007: _____

2006: _____

For questions 23 and 24, calculate the percentage of revenue attributed to the K-12 work and for 50% or greater, score 10 points, for 30% to 50% score 5 points, less than 30% score 0 points.

EXHIBIT "B"

25. Please provide a list of all California High School or K-12 projects constructed by your firm, each with a constructed value of at least fifteen million dollars (\$15M) since 2000. Include the names of the school, District, Owner's Representative, Architect, scope of the project, value and completion date, as well as contact information for the individuals listed. Attach separate sheets.

Less than four California High School projects = 0 points

Four California High School projects = 10 points

For each project greater than four = 2 points

26. Please provide a list of all stadiums constructed by your firm, at least one of which is a California High School, each with a constructed value of at least five million dollars (\$5M) since 2003. Include the names of the school, District, Owner's Representative, Architect, scope of the project, value and completion date, as well as contact information for the individuals listed. Attach separate sheets.

Less than two stadium projects = 0 points

Two stadium projects = 10 points

For each stadium project greater than two = 2 points

PREQUALIFICATION DOCUMENTS & FORMS

SAFETY PROGRAM & WORKERS' COMPENSATION

27. Each bidder shall submit a copy of the bidder's established safety/injury prevention program which complies with the Contract Documents and all applicable governmental regulations. After determination of the successful bidder, its subcontractors must submit a copy of their respective safety/injury prevention programs within five (5) days of the District's request.

Submitted program = 10 points Failed to submit = 0 points

28. List your firm's Experience Modification Rate (EMR) (California Workers' Compensation Insurance) for each of the past premium years:

Current Year: _____

Previous Year: _____

Year Prior to Previous Year: _____

5 points for 3-year average EMR of 1.00 or less

2 points for 3-year average EMR of more than 1.00 but no more than 1.25

0 points for any other EMR

29. Within the last five years, has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

yes _____ no _____ If yes, explain: _____

"No" = 5 points

"Yes" = 0 points

30. Has there been more than one occasion during the last five years on which your firm was required to pay either back wages or penalties for your firm's failure to comply with the **state's** prevailing wage laws? (NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.)

yes _____ no _____ If yes, explain: _____

5 points for "No"

2 points for "Yes" indicating 1 such occasion

0 points for "Yes" indicating more than 1 such occasion

EXHIBIT "B"

31. During the last five years, has there been more than one occasion on which your own firm has been penalized or required to pay back wages for failure to comply with **federal** Davis-Bacon prevailing wage requirements?

yes _____ no _____ If yes, explain: _____

5 points for "No"

2 points for "Yes" indicating 1 such occasion

0 points for "Yes" indicating more than 1 such occasion

PREQUALIFICATION DOCUMENTS & FORMS

INDUSTRIAL SAFETY RECORD

Each bidder, and its subcontractors, must declare any serious or willful violations of Part 1 (commencing with Section 6300) of Division 5 of the California Labor Code received during the last five years. This information must include all construction work undertaken in the United States by the bidder and any affiliate of the bidder. Separate information shall be submitted for each particular partnership, joint venture, corporation, Limited Liability Company or individual bidder or subcontractor. The bidder or its subcontractors may be requested to submit additional information or explanation of data, which District may require for evaluating the safety record. The term "affiliate" shall mean any firm, corporation, partnership, joint venture, limited liability company or association which is a member, joint venturer or partner of the bidder, or any such entity which owns a substantial interest in or is owned in common with the bidder, its subcontractor or any of its members, joint venturers or partners, or any such entity in which the bidder, its subcontractor, or any of their members, joint venturers or partners own a substantial interest.

32. Has your firm ever received a serious or willful industrial safety violation during the last five (5) years? yes _____ no _____

If yes, explain: _____

5 points for "No"

2 points for "Yes" indicating 1 such occasion

0 points for "Yes" indicating more than 1 such occasion

33. Has CAL OSHA cited and assessed penalties against your firm for any "serious", "willful" or "repeat" violations of its safety or health regulations in the past five years? (*NOTE: If you have filed an appeal of a citation and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.*)

yes _____ no _____

If yes, explain: _____

5 points for "No"

2 points for "Yes" indicating 1 such occasion

0 points for "Yes" indicating more than 1 such occasion

EXHIBIT "B"

34. Have any of the following agencies: the federal Occupational Safety and Health Administration, the Regional Water Quality Control Board, the EPA or any Air Quality Management District cited or assessed penalties against your firm in the past five years?

(NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, you need not include information about it.)

yes _____ no _____

If yes, explain: _____

5 points for "No"

2 points for "Yes" indicating 1 such occasion

0 points for "Yes" indicating more than 1 such occasion

35. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

5 points for once a week or more often

0 points for any other answer

36. How often do you conduct documented safety inspections on a construction site?

Daily _____ Weekly _____ Quarterly _____

5 points for "Daily"

2 points for "Weekly"

0 points for any other answer

37. Have any of the subcontractors you retained ever received a serious or willful industrial safety violation during the last five (5) years? yes _____ no _____

If yes, list each subcontractor and explain below. (Please use additional pages if necessary)

Subcontractor: _____ License No.: _____

Explain: _____

5 points for "No"

2 points for "Yes" indicating 1 subcontractor

0 points for "Yes" indicating more than 1 subcontractor

PREQUALIFICATION DOCUMENTS & FORMS

ARBITRATION & LITIGATION HISTORY

(Copy as necessary to report all claims)

NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a subcontract and a project owner. Also, you may omit reference to all disputes involving amounts of less than \$50,000.

38. In the past five years, has any claim against your firm concerning your firm's work on a construction project, been **filed in court or arbitration**? yes _____ no _____

If yes, please provide the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution):

5 points for "No"

2 points for "Yes" indicating 1 such claim

0 points for "Yes" indicating more than 1 such claim

39. In the past five years, has any claimant against your firm made any claim against a project owner concerning work on a project or payment for a contract, and **filed that claim in court or arbitration**? yes _____ no _____

If yes, please identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution):

5 points for "No"

2 points for "Yes" indicating 1 such claim

0 points for "Yes" indicating more than 1 such claim

EXHIBIT "B"

PREQUALIFICATION DOCUMENTS & FORMS

FINANCIAL INFORMATION

40. An audited financial statement is required for this project.

(A certificate of a licensed accountant will be required in all cases)

COMPLETE THIS CERTIFICATE FOR AN AUDIT OF FINANCIAL STATEMENT

STATE OF: _____

We have examined the Financial Statement of _____
as of _____. Our examination was made in accordance with generally
accepted auditing standards, and accordingly included such texts of the accounting records and
such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the accompanying financial statement included on pages ____ to ____,
inclusive, sets forth fairly the financial condition of _____
as of _____, in conformity with generally accepted accounting principles.

(Type Name of Firm)

(Accountant Signature)

(Telephone Number)

(License Number)

EXHIBIT "B"

PREQUALIFICATION DOCUMENTS & FORMS

ACCOUNTANT'S RELEASE LETTER

By signing the form below, I authorize the Colton Joint Unified School District to contact our company's licensed accounting firm to verify our most recent audited financial statement. I understand the financial statement is confidential information and is not open to public inspection.

Name

Title

Company Name

Date

EXHIBIT "B"

PREQUALIFICATION DOCUMENTS & FORMS

GENERAL LETTER OF CREDIT

The following form may be completed by your bank to augment your Working Capital. If it prefers, the bank may issue a Letter of Credit on its own letterhead, provided the Letter of Credit contains substantially the same provisions, and is addressed to the Colton Joint Unified School District and bears an original signature.

DATE: _____

TO: Colton Joint Unified School District
Facilities Planning and Construction
851 South Mt Vernon
Colton, CA 92334

ATTENTION: Mr. Darryl Taylor, Director

SUBJECT: General Letter of Credit

Reference is made to the prequalification of

(Name of Contractor)

Under Board Rules of the Board of Education pertaining to the construction, alteration and maintenance of school district facilities, we certify that the above Contractor has been extended an unqualified line of credit to exceed \$_____ and that such credit will not be withdrawn or reduced without 30 days written notice to the District.

It is understood that this letter of credit is to be used by the District solely for determining the financial resources of the said Contractor during the term of his prequalification with the District.

(Name of Financial Institution) Institution No. Code: _____

(Address)

(City) (State) (Zip)

By: _____ Date: _____

(Please Type or Print Name and Title)

EXHIBIT "B"

PREQUALIFICATION DOCUMENTS & FORMS

FINANCIAL INSTITUTION RELEASE LETTER

(For use only when augmenting financial rating with a Letter of Credit)

By signing the form below, I authorize the Colton Joint Unified School District to contact our financial institution to verify our line of credit information. I understand this information is confidential information and is not open to public inspection.

Name

Title

Company Name

Date

Verified by Colton Joint Unified School District

Name

Date

EXHIBIT "B"

PREQUALIFICATION DOCUMENTS & FORMS

PREQUALIFICATION STATEMENT FOR
COLTON JOINT UNIFIED SCHOOL DISTRICT

Each prospective bidder must have a current and active license at the time of the award and must submit the following information on this form. Bidder must also complete and submit with this questionnaire the attached "Contractor's Statement of Experience and Financial Conditions". If necessary, bidder may attach supplemental information as a separate package.

DECLARATION

I, _____ (printed name) hereby declare that I am the _____ (title) of _____ (name of bidder) submitting this Prequalification statement; that I am duly authorized to execute this Prequalification Statement on behalf of the above-named company; and that all information set forth in this Prequalification Statement and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of its submission date. I acknowledge that any false statements, inaccuracies or failure to disclose are grounds for disqualification.

I declare, under penalty of perjury, that the foregoing is true and correct and that this declaration was
Subscribed at _____ (location and city), County of _____, State of _____,
on _____ (date).

(Signature)

(If signed by other than the sole proprietor, a general partner, or corporate officer, attach original notarized power of attorney or corporate resolution.)

All information submitted for prequalification evaluation will be considered official information acquired in confidence and the District will maintain its confidentiality to the extent permitted by law.

BOARD AGENDA

REGULAR MEETING
February 17, 2011

ACTION ITEM

TO: Board of Education

PRESENTED BY: Jaime R. Ayala, Assistant Superintendent, Business Services Division

SUBJECT: Approval of Agreement with Garcia & Associates Architects for Planning, Design, and Construction Administration Services for Parking Lot Expansion at Terrace View Elementary School and the Addition of Shade Shelters at Lincoln and Terrace View Elementary Schools and Washington High School

GOAL: Facilities / Support Services

STRATEGIC PLAN: Strategy #4 – Facilities

BACKGROUND: The existing bus drop-off and parking lot at Terrace View Elementary School has vehicular circulation and congestion problems. The objective of this project is to modify the existing parking lot and driveway to alleviate these issues and improve the efficiency and use of the area.

This project also includes the design of three DSA approved shade shelters for Lincoln and Terrace View Elementary Schools and Washington High School.

Proposals for planning, design and construction administration services were solicited from ATI Architects, DLR Group WWCOT, Garcia & Associates, and KPI.

Staff recommends Garcia & Associates to provide services based on their experience and qualifications. The estimated fee for the planning, design, and construction administration services is \$64,500 and \$12,750 for reimbursable expenses.

BUDGET IMPLICATIONS: Bond Fund 21 – Measure G Expenditure: Not to exceed \$77,250

RECOMMENDATION: That the Board approve the agreement with Garcia & Associates Architects for planning, design, and construction administration services for parking lot expansion at Terrace View Elementary School and the addition of shade shelters at Lincoln and Terrace View Elementary Schools and Washington High School.

ACTION: On motion of Board Member _____ and _____, the Board approved the agreement, as presented.

COLTON JOINT UNIFIED SCHOOL DISTRICT
RFP – ARCHITECTURAL SERVICES / REVISED FEE PROPOSAL



November 24, 2010

Colton Joint Unified School District
Attn: Mr. Owen Chang, Project Manager
Facilities, Planning and Construction
851 South Mt. Vernon Avenue
Colton, CA 92324

Re: **REQUEST FOR PROPOSALS - ARCHITECTURAL SERVICES FOR SHADE SHELTER, BUS / PARENT DROP-OFF, PARKING LOT AND RELOCATABLE CLASSROOM BUILDING PROJECTS AT VARIOUS SITES.**

Dear Mr. Chang:

It was a pleasure meeting with you and Mr. Roohr. I enjoyed our meeting and was pleased to hear about the wonderful projects that lay ahead in the future of **Colton Joint Unified School District**.

After our meeting and as per your request, Garcia & Associates is proud to submit our revised professional fees to provide professional educational architectural programming, design and engineering services for the **Colton Joint Unified School District** and its various projects. Our team represents a long-standing architectural firm with over 30 years of extensive experience in the programming, design and construction of educational facilities. We have successfully shaped our architectural firm to serve colleges and school districts with their many areas of educational requirements and physical facilities. We have outstanding programming and design experience and are well known for our very thorough construction documents and our expedient follow-through on projects during construction. We will provide a complete coordinated effort in order to provide **COLTON JOINT UNIFIED SCHOOL DISTRICT** with a comprehensive team to facilitate communication and quality construction documents.

Garcia & Associates has a substantial record of successfully completed educational projects in their own right. We have served some educational clients in on-going continuing basis for 15 years or more - a direct demonstration of being responsive to District needs. Our firm's professionals are committed full time to college and school projects; each planner, architect, and project manager is devoted exclusively to educational architecture.

Garcia & Associates understands the needs of the **COLTON JOINT UNIFIED SCHOOL DISTRICT**, the community and its direct implications in the planning, programming and design of their important projects.

If Garcia & Associates is chosen for this project, our Team **will meet or exceed** the standards set for Minority / Disabled Veteran owned businesses.

Garcia & Associates is the best architectural firm for your projects for the following reasons:

- *We are a local team with local area projects expertise.*
- *We have been designing educational facilities for the past 30 years.*
- *We are experts with the DSA project development process.*
- *Our Principal actively participates from start to end of the project.*
- *We are accountable.*

COLTON JOINT UNIFIED SCHOOL DISTRICT
RFP – ARCHITECTURAL SERVICES / REVISED FEE PROPOSAL



-
- *We have a strong reputation for vision.*
 - *Our team will be able on call.*
 - *We are a 100% minority and bilingual firm.*
 - ***WE OFFER TO BE A PARTNER IN PROGRAMMING AND DESIGN.***

The contact for these projects is Jorge R. Garcia, **sole proprietor**, who may be reached at 909-987-7673. Please accept this revised professional fee submittal as our acceptance of any requirements established by your organization. We appreciate this opportunity to submit our proposal for your review. We hope that this document represents only the first in a long series of efforts from our firm in undertaking all of your upcoming challenging projects.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jorge R. Garcia', with a long horizontal flourish extending to the right.

GARCIA & ASSOCIATES
Jorge R. Garcia, AIA
Principal

10722 Arrow Route Suite 604
Rancho Cucamonga, CA 91730
(909) 987-7673 / FAX (909) 980-5130
www.garciaaia.com



TERRACE VIEW ELEMENTARY SCHOOL

PROPOSED SCOPE OF WORK

As requested by the District, the main parking lot and bus drop-off are to be expanded and re-configured to improve vehicular and pedestrian circulation, including associated demolition, and accessibility (ADA) path of travel requirements; an additional staff parking lot is to be added at the rear of campus; exterior lighting is to be provided for existing and proposed parking lots and a DSA pre-approved shade structure is to be added to Terrace View Elementary School. This proposed project will require DSA approval. Garcia & Associates' scope of work includes but is not limited to the following:

1. Meeting with District and site staff to confirm program
2. Meeting with District's selected vendors to coordinate work
3. Preparation of schematic plans for review and approval
4. Preparation of preliminary cost estimate
5. Obtain any required city permits and approvals for off-site improvements
6. Preparation of Plan review application
7. Preparation of Construction Documents (Plans and Specifications)
8. Submittal to DSA for review
9. Field visit(s) to DSA to obtain final approval
10. Preparation of final cost estimate
11. Assist District during bidding process
12. Construction support and administration
13. Job close out with DSA

ARCHITECTURAL FEES

1.	Main parking lot expansion and reconfiguration	\$10,000.00
2.	Additional staff parking lot at rear of campus	\$ 3,000.00
3.	DSA pre-approved Shade Structure	\$ 9,500.00
4.	Site work – Shade Structure (Demolition and ADA path of travel requirements)	\$ 2,500.00
5.	Exterior lighting for existing and proposed parking lots	\$ 3,500.00
6.	Civil drawings for off-site improvements (City and DSA approval)	\$12,000.00
	Total Fixed Fee Terrace View Elementary School	\$40,500.00

Schematic Design	10%	\$ 4,050.00
Design Development	15%	\$ 6,075.00
Construction Documents	42%	\$17,010.00
DSA	5%	\$ 2,025.00
Bidding	3%	\$ 1,215.00
Construction / Administration	25%	\$10,125.00

Proposed Schedule
4 Weeks
4 Weeks
6 Weeks
6 Weeks
4 Weeks
8 Weeks

EXCLUSIONS

1. Topographic Survey
2. Soils Report
3. Plan Check Fees (All Regulatory Agencies)
4. **Landscaping and Irrigation to be provided by the District**
5. Test and Inspections
6. Printing bid documents (**Approximately \$3,500.00**)
7. Reimbursable Expenses (**10% of Total Project Fee – Approximately \$4,050.00**)

-
8. Any additional work in order to upgrade existing drinking fountains and/or staff and student restrooms if required by DSA to comply with current accessibility requirements.

NOTE: This additional work would be performed in a time and materials basis as per attached hourly fee schedule in Page 9 of this proposal.



LINCOLN ELEMENTARY SCHOOL

PROPOSED SCOPE OF WORK

As requested by the District, a DSA pre-approved Shade Structure is to be added to Lincoln Elementary School, including associated demolition, and accessibility (ADA) path of travel requirements. This proposed project will require DSA approval. It will be submitted for DSA review as a small project classification. Garcia & Associates' scope of work includes but is not limited to the following:

1. Meeting with District and site staff to confirm program
2. Meeting with District's selected vendors to coordinate work
3. Preparation of schematic plans for review and approval
4. Preparation of preliminary cost estimate
5. Obtain any required city permits and approvals (if applicable)
6. Preparation of Plan review application
7. Preparation of Construction Documents (Plans and Specifications)
8. Field visit(s) to DSA to obtain final approval
9. Preparation of final cost estimate
10. Assist District during bidding process
11. Construction support and administration
12. Job close out with DSA

ARCHITECTURAL FEES

1.	DSA pre-approved Shade Structure	\$9,500.00
2.	Site work (Demolition and ADA path of travel requirements)	\$2,500.00
	Total Fixed Fee Lincoln Elementary School	\$12,000.00

Schematic Design	10%	\$1,200.00	Proposed Schedule
Design Development	15%	\$1,800.00	1 Week
Construction Documents	42%	\$5,040.00	1 Week
DSA	5%	\$ 600.00	2 Weeks
Bidding	3%	\$ 360.00	6 Weeks
Construction / Administration	25%	\$3,000.00	2 Weeks
			4 Weeks

EXCLUSIONS

1. Topographic Survey
2. Soils Report
3. Lighting (As per District's instructions)
4. Plan Check Fees (All Regulatory Agencies)
5. Test and Inspections
6. Printing bid documents (**Approximately \$1,500.00**)
7. Reimbursable Expenses (**10% of Total Project Fee – Approximately \$1,200.00**)
8. Any additional work in order to upgrade existing drinking fountains and/or staff and student restrooms if required by DSA to comply with current accessibility requirements.

NOTE: This additional work would be performed in a time and materials basis as per attached hourly fee schedule in Page 9 of this proposal.



WASHINGTON ALTERNATIVE HIGH SCHOOL

PROPOSED SCOPE OF WORK

As requested by the District, a DSA pre-approved Shade Structure is to be added to Washington Alternative High School, including associated demolition, and accessibility (ADA) path of travel requirements. This proposed project will require DSA approval. It will be submitted for DSA review as a small project classification. Garcia & Associates' scope of work includes but is not limited to the following:

1. Meeting with District and site staff to confirm program
2. Meeting with District's selected vendors to coordinate work
3. Preparation of schematic plans for review and approval
4. Preparation of preliminary cost estimate
5. Obtain any required city permits and approvals for off-site improvements
6. Preparation of Plan review application
7. Preparation of Construction Documents (Plans and Specifications)
8. Field visit(s) to DSA to obtain final approval
9. Preparation of final cost estimate
10. Assist District during bidding process
11. Construction support and administration
12. Job close out with DSA

ARCHITECTURAL FEES

1.	DSA pre-approved Shade Structure	\$9,500.00
2.	Site work (Demolition and ADA path of travel requirements)	\$2,500.00
	Total Fixed Fee Washington Alternative High School	\$12,000.00

Schematic Design	10%	\$1,200.00
Design Development	15%	\$1,800.00
Construction Documents	42%	\$5,040.00
DSA	5%	\$ 600.00
Bidding	3%	\$ 360.00
Construction / Administration	25%	\$3,000.00

Proposed Schedule
1 Week
1 Week
2 Weeks
6 Weeks
2 Weeks
4 Weeks

EXCLUSIONS

1. Topographic Survey
2. Soils Report
3. Lighting (As per District's instructions)
4. Plan Check Fees (All Regulatory Agencies)
5. Test and Inspections
6. Printing bid documents (**Approximately \$1,500.00**)
7. Reimbursable Expenses (**10% of Total Project Fee – Approximately \$1,200.00**)
8. Any additional work in order to upgrade existing drinking fountains and/or staff and student restrooms if required by DSA to comply with current accessibility requirements.

NOTE: This additional work would be performed in a time and materials basis as per attached hourly fee schedule in Page 9 of this proposal.

BOARD AGENDA

REGULAR MEETING
February 17, 2011

ACTION ITEM

TO: Board of Education

PRESENTED BY: Jaime R. Ayala, Assistant Superintendent, Business Services Division

SUBJECT: Approval of Amendment with Vista Environmental Consulting for Additional Abatement and Remediation Monitoring Services for the Colton High School Math and Science Building Project

GOAL: Facilities / Support Services

STRATEGIC PLAN: Strategy #4 – Facilities

BACKGROUND: The Board of Education previously approved an agreement with Vista Environmental Consulting (VEC) on December 9, 2010 for abatement and remediation monitoring services at the Colton High School New Math and Science Building Project.

Additional unforeseen hazardous materials were discovered during building demolition. State regulations require an environmental monitoring firm to be onsite to perform daily observation and monitoring of removal of hazardous materials. VEC will provide 4 additional days of monitoring, review the abatement contractor's performance of proper containment, establish removal techniques, and ensure compliance with applicable regulations pertaining to the removal and proper disposal of the identified hazardous materials.

BUDGET

IMPLICATIONS: Bond Fund 21 – Measure G Expenditure: \$3,820

RECOMMENDATION: That the Board approve the amendment with Vista Environmental Consulting for additional abatement and remediation monitoring services for the Colton High School Math and Science Building project

ACTION: On motion of Board Member _____ and _____, the Board approved the amendment, as presented.



VISTA ENVIRONMENTAL
CONSULTING, LLC

950 N. Tustin Avenue
Suite 800
Anaheim, CA 92807
Tel 714.238.0010
Fax 714.238.0020

333 South Grand Avenue
25th Floor
Los Angeles, CA 90071
Tel 213.943.1338
Fax 213.943.1301

3911 Harrison Street
Oakland, CA 94611
Tel 510.658.8860
Fax 510.653.8889

January 27, 2011

Mr. Owen Chang
Colton Joint Unified School District
1212 Valencia Drive
Colton, CA 92324

**RE: Request for Budget Increase
Colton High School – Building V
Proposal #P210235CO1**

Dear Mr. Chang:

Vista Environmental Consulting, (VEC) will be onsite four more shifts than originally anticipated. Per our proposal our daily rate is \$650 per 8-hour shift. The additional costs are required to complete the work onsite. .

SCOPE OF SERVICES

1. Hazardous Materials Air Monitoring and Remediation Observation

- a. VEC will perform daily observation and monitoring of the removal of the identified hazardous materials. Monitoring includes the collection of background; process and clearance air and wipe samples. We will review of Abatement Contractor's performance of proper containment, removal techniques and compliance with applicable regulations as pertaining to the removal and proper disposal of the identified hazardous materials.

ESTIMATED FEES

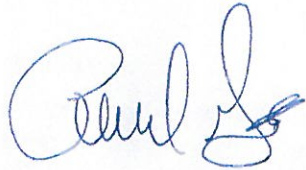
1. Hazardous Materials Air Monitoring and Remediation Observation

The daily rate (based upon and eight-hour shift) for Hazardous Materials Consulting Services as outlined above will be as follows:

Increase Requested \$650 per shift (2 Additional Shifts required)	\$1,300.00
Additional Bulk Samples for materials not properly identified (27 PLM Samples @ \$10 each)	\$ 270.00
Procedure 5 Plan – Underground Transite Pipe	\$ 950.00
Procedure 5 – 2 Shifts @ \$650.00	<u>\$1,300.00</u>
Budget Increase requested	\$3,850.00
Original Project Budget	<u>\$7,000.00</u>
New Project Total	<u>\$10,850.00</u>

We look forward to working with you on this project. If you should have any questions regarding this matter, or if I can be of further assistance, please feel free to contact me on my mobile at 626.264.3024.

Sincerely,



Raul Garcia
Business Development Manager
Certified Asbestos Consultant #05-3783

Budget Increase Acceptance:

**Hazardous Materials Consulting Services
Colton High School
Modernization Project-Building V
Proposal #P210235CO1**

Print Name: _____

Title: _____

Signature: _____

Date: _____

Purchase Order #: _____

Attachments – Unit Rates

UNIT RATE SHEET

8-HOUR DAILY SHIFT RATE

\$650.00

UNIT RATES

Principal-in-Charge	\$145.00/hour
Certified Industrial Hygienist (CIH)	\$145.00/hour
Project Manager	\$125.00/hour
Certified Asbestos Consultant	\$ 95.00/hour
Certified Asbestos Consultant/CDPH	\$ 85.00/hour
Certified Asbestos Site Surveillance Technician	\$ 65.00/hour
Clerical	\$ 55.00/hour
Mileage	\$ 0.55/mile
Asbestos Bulk Sample Analysis	\$10.00/sample
Asbestos 1000 Point Count	\$75.00/sample
Asbestos TEM Bulk Sample (Gravimetric Reduction)	\$45.00/sample
Asbestos PCM Air Sample (On-Site Analysis)	Included in Daily Rate
Asbestos PCM Air Sample (Laboratory)	\$ 15.00/sample
Asbestos TEM Air Sample	\$ 75.00/sample
Lead Paint, Air, Wipe, Soil Sample Analysis	\$ 15.00/sample
Non-Viable Mold Spore Trap Analysis	\$ 65.00/sample
Niton XRF (in-house)	\$150.00/Day
IR Camera (in-house)	\$250.00/Day
Moisture Meter (in-house)	\$ 50.00/Day
Sampling equipment for specialized hazardous materials	Cost + 15%.

¹Samples and Project Management time are billed on a Unit Rate

²Unit rates are based on standard working hours

³Sample analytical rates are based on a standard turn-around time

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

ACTION ITEM

TO: **Board of Education**

PRESENTED BY: Jaime R. Ayala, Assistant Superintendent, Business Services Division

SUBJECT: **Adoption of Resolution No. 11-39 to Authorize Temporary Borrowing Between Funds of the District (2011-12)**

GOAL: Budget Planning

STRATEGIC PLAN: Strategy #1 – Communication

BACKGROUND: The Governor’s 2011-12 budget proposal includes an additional \$2.1 billion in apportionment deferrals, bringing total apportionment deferrals to school districts to \$7.5 billion.

The impact of apportionment deferrals coupled with lack of sufficient budget reductions has forced the District to having to borrow cash to meet daily operating expenses.

The County of San Bernardino Treasurer does not have the authority to pay warrants on school district funds with insufficient cash balances, unless an approved borrowing agreement is in place. Resolution No. 11-39 allows the County of San Bernardino Treasurer to perform intra-district loans between funds as specified during 2011-12 to ensure sufficient funds are available in the General Fund cash balance for processing warrants.

BUDGET IMPLICATIONS: Funds are borrowed through inter-fund transfer within District funds and must be paid back with interest in the same fiscal year. If the funds are borrowed within the final 120 calendar days of a fiscal year, they may be repaid during the following fiscal year.

RECOMMENDATION: That the Board adopt Resolution No. 11-39 to authorize temporary borrowing between funds of the District (2011-12).

ACTION: On motion of Board Member _____ and _____, the Board adopted Resolution No. 11-39 to authorize temporary borrowing between funds of the District (2011-12).

COLTON JOINT UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 11-39

RESOLUTION TO AUTHORIZE TEMPORARY BORROWING BETWEEN FUNDS OF THE SCHOOL DISTRICT

ON MOTION of Member _____, seconded by Member _____, the following resolution is hereby adopted:

WHEREAS, the San Bernardino County Treasurer does not have authority to honor warrants drawn on school district funds with insufficient cash balances in the absence of an approved borrowing arrangement with the district; and

WHEREAS, the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code Section 42603; and

WHEREAS, actual interfund transfers shall be accounted for as temporary loans between funds and shall not be available for appropriation or be considered income to the borrowing fund or account; and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year;

NOW THEREFORE, BE IT RESOLVED that:

1. The Governing Board of the Colton Joint Unified School District hereby authorizes, for fiscal year 2011-12, temporary transfers between the following funds and authorizes the San Bernardino County Treasurer to honor warrants drawn on those funds, regardless of their cash balances, provided the aggregate cash balance of all those funds is positive:

All funds

2. The Governing Board of the Colton Joint Unified School District hereby authorizes the Superintendent or his designee to approve any actual interfund transfers processed between the above-mentioned funds and requires that any actual transfer of funds pursuant to this resolution be ratified by the Board as soon as practicable.

PASSED AND ADOPTED by the Governing Board on February 17, 2011, by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)

) ss

COUNTY OF SAN BERNARDINO)

I, , Clerk/Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this 17 day of February 2011.

Clerk/Secretary of the Governing Board

San Bernardino County Superintendent of Schools
District Financial Services

**CERTIFICATION OF BOARD MINUTES-
TEMPORARY LOAN RESOLUTION**

SCHOOL DISTRICT: Colton Joint Unified
SUBJECT MATTER: AUTHORIZATION FOR TEMPORARY BORROWING BETWEEN FUNDS
DATE OF ACTION: 2/17/2011

IN ACCORDANCE WITH PROVISIONS OF LEGAL CODES FOR THE STATE OF CALIFORNIA, THE GOVERNING BOARD OF THE NAMED SCHOOL DISTRICT/COMMUNITY COLLEGE DISTRICT, HEREBY APPROVES AND ADOPTS THE ACTION DESCRIBED BELOW:

TEMPORARY BORROWING
BETWEEN THE FOLLOWING
FUNDS: All

FISCAL YEAR: 2011-12

LIMITATIONS: None

AUTHORITY: EDUCATION CODE SECTION: 42603
 GOVERNMENT CODE SECTION: _____
 OTHER SECTION: _____

SUPPORTIVE DATA: COPY OF BOARD RESOLUTION

I CERTIFY, UNDER PENALTY OF PERJURY, THE FOREGOING STATEMENTS TO BE TRUE AND CORRECT.

SIGNATURE: GOVERNING BOARD DESIGNEE Superintendent TITLE 2/17/2011 DATE

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

ACTION ITEM

TO: Board of Education
PRESENTED BY: Jaime R. Ayala, Assistant Superintendent, Business Services Division
SUBJECT: Approval of 2011-12 Fiscal Recovery Plan, Part I – Program Reduction, *Phase-Out Cal-Safe Program*
GOAL: Budget Planning
STRATEGIC PLAN: Strategy #1 – Communication

BACKGROUND: To maintain fiscal solvency the District must reduce the expenditure budget by \$10.5 million in 2011-12 and an additional \$11 million in 2012-13. The Fiscal Recovery Plan includes reduction and/or elimination of certain programs, reduction of salary and benefits for management employees, and salary concessions from represented employees.

At the January 13, 2011 Regular Board Meeting, the Board took action and approved budget reductions of \$790,146 in management employees' salary and benefits and \$2,349,388 in various program eliminations and/or reductions for the total of \$3.14 million starting July 1, 2011:

Additionally, staff was asked for savings potential for phasing out the Cal-Safe Program. Staff continues to analyze the savings potential; further information will be available at the February 17th Board Meeting.

Estimated Savings	
<i>Phase-Out Cal-Safe Program –Estimated First Year Savings</i>	\$100,000 year one

BUDGET IMPLICATIONS: Estimated \$100,000 savings to District's General Fund in 2011-12.

RECOMMENDATION: That the Board approve the 2011-12 Fiscal Recovery Plan, Part I – Program Reduction, *Phase-Out Cal-Safe*, as presented.

ACTION: On motion of Board Member _____ and _____, the Board approved the recommendation as presented.

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

ACTION ITEM

TO: Board of Education
PRESENTED BY: Jaime R. Ayala, Assistant Superintendent, Business Services Division
SUBJECT: Approval of 2011-12 Fiscal Recovery Plan, Part I – Program Reduction, *Eliminate School Resource Officer (SRO)*
GOAL: Budget Planning
STRATEGIC PLAN: Strategy #1 – Communication

BACKGROUND: To maintain fiscal solvency the District must reduce the expenditure budget by \$10.5 million in 2011-12 and an additional \$11 million in 2012-13. The Fiscal Recovery Plan includes reduction and/or elimination of certain programs, reduction of salary and benefits for management employees, and salary concessions from represented employees.

At the January 13, 2011 Regular Board Meeting, the Board took action and approved budget reductions of \$790,146 in management employees' salary and benefits and \$2,349,388 in various program eliminations and/or reductions for the total of \$3.14 million starting July 1, 2011:

At that time staff was asked to bring back the following program for Board's discussion and consideration:

<i>Program Description:</i>	<i>Estimated Savings</i>
<i>Eliminate School Resource Officer (SRO) Contracts</i>	<i>\$200,668</i>

BUDGET IMPLICATIONS: Estimated \$200,668 savings to District's General Fund in 2011-12.

RECOMMENDATION: That the Board approve the 2011-12 Fiscal Recovery Plan, Part I – Program Reduction, *Eliminate School Resource Officer (SRO)*, as presented.

ACTION: On motion of Board Member _____ and _____, the Board approved the recommendation as presented.

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

ACTION ITEM

TO: Board of Education
PRESENTED BY: Jaime R. Ayala, Assistant Superintendent, Business Services Division
SUBJECT: Approval of 2011-12 Fiscal Recovery Plan, Part I – Program Reduction, *Reduce Athletics Program*
GOAL: Budget Planning
STRATEGIC PLAN: Strategy #1 – Communication

BACKGROUND: To maintain fiscal solvency the District must reduce the expenditure budget by \$10.5 million in 2011-12 and an additional \$11 million in 2012-13. The Fiscal Recovery Plan includes reduction and/or elimination of certain programs, reduction of salary and benefits for management employees, and salary concessions from represented employees.

At the January 13, 2011 Regular Board Meeting, the Board took action and approved budget reductions of \$790,146 in management employees’ salary and benefits and \$2,349,388 in various program eliminations and/or reductions for the total of \$3.14 million starting July 1, 2011:

At that time staff was asked to bring back the following program for Board’s discussion and consideration:

<i>Program Description:</i>	<i>Estimated Savings</i>
<i>Reduce Athletics Program</i>	<i>\$125,000</i>

Staff is requesting Board authority to reduce athletic program costs by \$125,000. Specific steps to be taken will be the responsibility of each High School Principal after receiving input from their Athletic Directors and coaches, as appropriate. To the extent possible, Colton High School will reduce costs by approximately \$62,500 (50%) and Bloomington High School will reduce costs by approximately \$62,500 (50%).

BUDGET IMPLICATIONS: Estimated \$125,000 savings to District’s General Fund in 2011-12.

RECOMMENDATION: That the Board approve the 2011-12 Fiscal Recovery Plan, Part I – Program Reduction, *Reduce Athletics Program*, as presented.

ACTION: On motion of Board Member _____ and _____, the Board approved the recommendation as presented.

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

ACTION ITEM

TO: Board of Education

PRESENTED BY: Jaime R. Ayala, Assistant Superintendent, Business Services Division

SUBJECT: Approval of 2011-12 Fiscal Recovery Plan, Part I – Program Reduction, *Eliminate Adult Education Program*

GOAL: Budget Planning

STRATEGIC PLAN: Strategy #1 – Communication

BACKGROUND: To maintain fiscal solvency the District must reduce the expenditure budget by \$10.5 million in 2011-12 and an additional \$11 million in 2012-13. The Fiscal Recovery Plan includes reduction and/or elimination of certain programs, reduction of salary and benefits for management employees, and salary concessions from represented employees.

At the January 13, 2011 Regular Board Meeting, the Board took action and approved budget reductions of \$790,146 in management employees' salary and benefits and \$2,349,388 in various program eliminations and/or reductions for the total of \$3.14 million starting July 1, 2011:

At that time staff was asked to bring back the following programs for Board's discussion and consideration:

<i>Program Description:</i>	<i>Estimated Savings</i>
<i>Eliminate Adult Education Program</i>	<i>\$386,760</i>

BUDGET IMPLICATIONS: Estimated \$386,760 savings to District's General Fund in 2011-12.

RECOMMENDATION: That the Board approve the 2011-12 Fiscal Recovery Plan, Part I – Program Reduction, *Eliminate Adult Education Program*, as presented.

ACTION: On motion of Board Member _____ and _____, the Board approved the recommendation as presented.

BOARD AGENDA

REGULAR MEETING
February 17, 2011

ACTION ITEM

- TO:** Board of Education
- PRESENTED BY:** Jaime R. Ayala, Assistant Superintendent, Business Services Division
- SUBJECT:** Approval of Proposal to Perform the Three-Year Re-Inspection of Asbestos-Containing Materials from Environmental Consulting Solutions
- GOAL:** Budget Planning/Facilities/Support Services
- STRATEGIC PLAN:** Strategy #4 - Facilities
- BACKGROUND:** Part of the Asbestos Hazard Emergency Response Act (AHERA) is to have sites with asbestos-containing materials re-inspected every three years. It is now time for the three year re-inspection. Environmental Consulting Solutions proposes to provide the following services associated with the AHERA three-year re-inspection:
- Review the District's asbestos abatement records for the previous three years and incorporate the information into the current inspection reports.
 - Interview each on-site representative regarding any known asbestos activities during the previous three years and document the information.
 - Conduct a thorough visual inspection of asbestos-containing materials at the twenty-four sites where it is known to be present.
 - Provide two copies of the database inventory report documenting our findings for inspected sites. One copy is for use in the district maintenance and facilities departments, and the other copy should be kept on file at each site.
 - Provide a report that summarizes the overall findings of our inspections, and a form letter to help principals inform parents and staff that the three-year inspection has been performed as required by law.
- BUDGET IMPLICATIONS:** Deferred Maintenance Fund 14 Expenditure: \$12,000
- RECOMMENDATION:** That the Board approve the proposal to perform the three-year re-inspection of asbestos-containing materials from Environmental Consulting Solutions, as presented.
- ACTION:** On motion of Board Member _____ and _____, the Board approved the proposal as presented.

B-19



**Environmental
Consulting
Solutions**

January 25, 2011

Colton Joint Unified School District
1313 Valley Boulevard
Colton, CA 92324

Attention: Mr. Rick Lerma

**SUBJECT: PROPOSAL TO PERFORM THE THREE-YEAR RE-INSPECTION OF
ASBESTOS-CONTAINING MATERIALS**

Dear Rick,

Thank you for allowing us to provide a proposal to perform your federally required Asbestos Hazard Emergency Response Act (AHERA) three-year re-inspection. I reviewed copies of the last three-year re-inspections conducted by the Reynolds Group during July, 2007. The reports indicate that asbestos-containing materials were still present in twenty-one schools and three other sites throughout the school district.

Environmental Consulting Solutions proposes to provide the following services associated with the AHERA three-year re-inspection:

1. Review the Districts asbestos abatement records for the previous three years and incorporate the information into the current inspection reports.
2. Interview each on-site representative regarding any known asbestos activities during the previous three years and document the information.
3. Conduct a thorough visual inspection of asbestos-containing materials at the twenty-four sites where it is known to be present.
4. Provide two copies of the database inventory report documenting our findings for inspected sites. One copy is for use in the District Maintenance and Facilities Departments, and the other copy should be kept on file at each site.
5. Provide a report that summarizes the overall findings of our inspections, and a form letter to help principals inform parents and staff that the three-year inspection has been performed as required by law.

The cost for the services listed above will be \$12,000.00. I anticipate that we can complete the document review, interviews, and on-site visits, and have database inventory, and inspection reports available to you in about three weeks time. The upcoming mid-March break would provide a perfect opportunity to conduct the on-site inspections without interfering with school activities. Please let us know if we can be of assistance to you with this project.

Sincerely yours,

ENVIRONMENTAL CONSULTING SOLUTIONS

By:

A handwritten signature in cursive script that reads "Jeannette Casey".

Jeannette Casey

Certified Asbestos Consultant #09-4501

BOARD AGENDA

REGULAR MEETING
February 17, 2011

ACTION ITEM

TO: Board of Education

PRESENTED BY: Jaime R. Ayala, Assistant Superintendent, Business Services Division

SUBJECT: Adoption of Resolution No. 11-41 Implementing Prequalification of Swimming Pool Construction Contractors for High School #3 (Grand Terrace High School) Increment No. 2 Bid Package No. 18

GOAL: Facilities / Support Services

STRATEGIC PLAN: Strategy #4 – Facilities

BACKGROUND: Staff recommends a prequalification process prior to accepting construction bids on certain construction projects. Prequalification will ensure firms have sufficient work history and expertise to complete specific areas of construction.

The prequalification questionnaire requires all prospective bidders to submit a completed set of documents such as license and background, insurance, surety, performance, safety program and workers' compensation, industrial safety record, arbitration and litigation history, and financial information.

Once the questionnaires are submitted, staff will review and rank each questionnaire. This resolution delegates the Assistant Superintendent of Business Services Division the authority to determine whether a potential bidder shall be considered prequalified to bid on a project. Bids will not be accepted if a contractor is not prequalified.

BUDGET IMPLICATIONS: No impact to the General Fund.

RECOMMENDATION: That the Board adopt Resolution No. 11-41 Implementing Prequalification of Swimming Pool Construction Contractors for High School #3 (Grand Terrace High School) Increment No. 2 Bid Package No. 18.

ACTION: On motion of Board Member _____ and _____, the Board adopted the resolution, as presented.

**RESOLUTION IMPLEMENTING PREQUALIFICATION
OF SWIMMING POOL CONSTRUCTION CONTRACTORS FOR
HIGH SCHOOL #3 (GRAND TERRACE HIGH SCHOOL) INCREMENT NO. 2 BID
PACKAGE NO. 18
COLTON JOINT UNIFIED SCHOOL DISTRICT**

RESOLUTION NO. 11-41

WHEREAS, Public Contract Code Section 20111.5 authorizes the Governing Board of a School District to require that each prospective bidder for a construction contract complete and submit to the School District a standardized questionnaire and financial statement in a form specified by the School District (“Questionnaire”); and

WHEREAS, the Questionnaire is required to include a complete statement of the prospective bidder’s financial ability and experience in performing public works.

WHEREAS, the Questionnaire and financial statement must be verified under oath by the bidder in the manner in which civil pleadings and civil actions are verified;

WHEREAS, the Questionnaire is not a public record and is not to be opened to public inspection;

WHEREAS, each Questionnaire submitted by a prospective bidder will be scored in accordance with an established point system;

WHEREAS, Public Contract Code Section 20111.5(b) requires any school district requiring prospective bidders to complete and submit a Questionnaire to adopt and apply a uniform system of rating bidders on the basis of the completed Questionnaire in order to determine the size of the contracts upon which each bidder will be deemed qualified to bid (“Uniform System”);

WHEREAS, a School District may not accept a proposal from any potential bidder who is required to submit a Questionnaire in accordance with Public Contract Code Section 20111.5(a), but has not done so as stipulated in the Questionnaire but not less than five (5) days prior to the date fixed upon the public opening of sealed bids as required by Public Contract Code Section 20111.5(d), or has not been prequalified by the School District as stipulated in the Questionnaire but not less than permitted in accordance with Public Contract Code Section 20111.5(d) at least one (1) day prior to the opening of sealed bids; and

WHEREAS, Notwithstanding the foregoing recital, pursuant to Public Contract Code Section 20111.5(e), a School District may establish a process for prequalifying prospective bidders on a quarterly basis and may authorize their prequalification to be considered valid for up to one (1) calendar year following the date of initial prequalification;

NOW THEREFORE, THE BOARD OF TRUSTEES OF THE COLTON JOINT UNIFIED SCHOOL DISTRICT DOES HEREBY RESOLVE:

Section 1. In accordance with Public Contract Code Section 20111.5(a), the Board establishes a prequalification program for construction contractors for the swimming pool scope of work for the High School #3 (Grand Terrace High School) Increment No. 2 Bid Package No. 18 project (“Prequalification Program”).

Section 2. The Prequalification Program shall utilize the Questionnaire attached hereto as Exhibit “A” and incorporated herein.

Section 3. In accordance with Public Contract Code Section 20111.5(b), the District adopts the Uniform System of allocating points set forth in the document attached hereto as Exhibit “B” with respect to the District’s review of any submitted Questionnaires. Any potential bidder who submits a Questionnaire that does not meet the above-referenced criteria set forth in this section shall be considered not qualified and rejected.

Section 4. The Questionnaire shall be completed by any potential bidder in conformance with Public Contract Code Section 20111.5.

Section 5. With respect to the swimming pool scope of work for the High School #3 (Grand Terrace High School) Increment No. 2 Bid Package No. 18 project, each prospective bidder must be prequalified in conformance with the Prequalification Program prior to submitting a bid.

Section 6. A Proposal shall not be accepted from any person or other entity for the swimming pool scope of work for the High School #3 (Grand Terrace High School) Increment #2 who: (1) has not submitted a Questionnaire in the timeframe specified in the Questionnaire but not less than at least five (5) days prior to the date fixed for the public opening of the seal bids for such construction contract in accordance with Public Contract Code Section 20111.5(d); and (2) who has not been prequalified for at least one (1) day prior to the public opening of seal bids for such contract, in accordance with Public Contract Code Section 20111.5(d).

Section 7. Notwithstanding the foregoing section, the District hereby establishes a Prequalification Program process in which a prospective bidder is prequalified for the swimming pool scope of work for High School #3 (Grand Terrace High School) Increment No. 2 Bid Package No. 18. Once prequalified pursuant to this section, such prequalification shall be valid for up to 24 months following the date of initial prequalification.

Section 8. The Board hereby delegates to the District’s Assistant Superintendent of Business Services Division the authority to determine whether a potential bidder shall be considered prequalified.

PASSED AND ADOPTED by the Governing Board of Education of the COLTON JOINT UNIFIED SCHOOL DISTRICT on February 17, 2011, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

I, _____, Secretary of the Colton Joint Unified School District Governing Board, do hereby certify that the foregoing is a full, true and correct copy of a resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which resolution is on file in office of said Board.

Secretary

EXHIBIT "A"

<p style="text-align: center;">PREQUALIFICATION DOCUMENTS & FORMS FOR HIGH SCHOOL #3 (GRAND TERRACE HIGH SCHOOL) INCREMENT NO. 2 BID PACKAGE NO. 18 (SWIMMING POOL SCOPE OF WORK)</p>
--

COLTON JOINT UNIFIED SCHOOL DISTRICT

CONTRACTOR/ SUBCONTRACTOR'S STATEMENT OF EXPERIENCE & FINANCIAL CONDITION

I. Request for Prequalification of Bidders

As a condition of bidding for the swimming pool scope of work as set forth in Specifications Section 13150 for the High School #3 (Grand Terrace High School) Increment No. 2, Bid Package No. 18 ("Project"), and in accordance with California Public Contract Code Section 20111.5, all prospective bidders are required to submit to the Colton Joint Unified School District ("District") a completed set of prequalification documents by completing all of the documents contained herein. These documents will be the basis for determining which bidders are qualified to bid on the Project. Bids will not be accepted if a Contractor has not been prequalified. If the Contractor intends to use a subcontractor of any tier to perform the swimming pool scope of work set forth in Specifications Section 13150 for the Project the Contractor must use a subcontractor that has been prequalified in accordance with these documents. Contractors and subcontractors shall be referred to hereinafter collectively as "Contractor". Ratings of individual firms will only be disclosed upon written request by that firm. The District reserves the right to check other available sources. All information contained in the prequalification documents is not public record and are not open to public inspection.

II. District's Prequalification Standards

1. Contractor's Statement of Experience
2. Insurance and Safety Record
3. Surety and Bonding Capacity
4. Financial Information
5. Declaration

A prequalification package will be required for this project. The District may, at any time, specifically request a new prequalification package, in which case the Contractor must comply within thirty days or the rating on file may, at the discretion of the District, be considered expired. A Contractor may also file new packages at more frequent intervals if there is a substantial change in the Contractor's financial status or work experience, at which time, a new rating will be issued.

In addition to being disqualified for failure to meet the District's criteria, a Contractor will be automatically disqualified for any one of the following:

- A. Falsification of information
- B. Have had a surety complete work on any contract since January 1, 2000
- C. Contractor or any affiliated entities or subsidiaries including, but not limited to partnership or joint venture, has been deemed to be a non-responsible contractor by any public agency within the last seven years.

In addition to being disqualified for failure to meet the District's criteria, a Contractor may be automatically disqualified for any one of the following which is not adequately explained:

- A. Omission of requested information
- B. Prevailing wage violations or construction claims
- C. Inability to demonstrate bonding capacity or ability to obtain required insurance
- D. Is not duly licensed to perform the required work
- E. Has not had sufficient experience specifically related to swimming pools

III. Financial Information

EXHIBIT "A"

In addition to the financial information requested, Contractors MAY provide either a reviewed or audited financial statement for consideration. A letter verifying the Contractor's availability of a line of credit may also be provided for consideration. Greater weight and consideration will be given to Contractors providing additional financial information as discussed above, but such documentation is not mandatory.

IV. PREQUALIFICATION QUESTIONS

The following questions are required information but are not scoring questions.

Contractor: _____
 (as name appears on license)

Check one of the following: Corporation Partnership Sole Proprietorship Joint Venture

Address: _____

City, State, Zip: _____

Phone Number: _____ Facsimile Number: _____

License Number(s): _____

Expiration Date: _____

Tax ID Number: _____

Date Business Formed: _____ Date Incorporated: _____

If a corporation, under the laws of what state was corporation organized: _____

How many years has your organization been in business in California as a contractor under your present business name and license number? _____

List all corporate officers, partners, proprietors, owners and key personnel:

Name	Yrs w/ Firm	Position	% of Ownership	Social Security #

In addition to being disqualified for failure to meet the District's criteria noted above, a Contractor will be automatically disqualified for answering "Yes" to any one of the following questions:

Is your firm currently the debtor in a bankruptcy case? Yes _____ No _____

Has your firm or any of its owners, officers or partners ever been found liable in a civil suit, or found guilty in a criminal action, for making any false claim or material misrepresentation to any public agency or entity? Yes _____ No _____

Has your firm, or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, local law or regulatory violations related to construction? Yes _____ No _____

Has your firm or any affiliated entity or subsidiary been determined by any public agency to be a non-responsible bidder in the last seven (7) years? Yes _____ No _____

EXHIBIT "A"

The following questions will be scored based upon the answers and explanations provided.

1. If your firm is not currently in bankruptcy, was your firm in bankruptcy at any time during the last five (5) years?
Yes _____ No _____

If yes, please explain: _____

2. Has your firm ever failed to complete a contract? Yes _____ No _____

If yes, explain: _____

3. In the last five (5) years, has you firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason? Yes _____ No _____

If yes, explain: _____

4. Has any California State license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended or revoked within the past five (5) years? Yes _____ No _____

If yes, please explain: _____

5. Is your firm currently in litigation with any California Educational Institution, or has it litigated any dispute with a California Educational Institution within the last three years? Yes _____ No _____

If yes, please explain: _____

6. In what type of construction do you specialize: _____

7. In the past five years, how much of your annual revenue was derived from public-use swimming pool construction:

EXHIBIT "A"

8. In the past five years, how many commercially designed municipal and public-use swimming pools have you constructed:

9. For each of these commercially designed municipal and public-use swimming pools, what was the total square feet of water surface area:

10. For each of these commercially designed municipal and public-use swimming pools, please state whether the projects required the construction of a concrete and ceramic tile perimeter overflow gutter and self-modulating balance tank: _____

11. For each of these commercially designed municipal and public-use swimming pools, please identify the owner, scope of project, contact person and phone number and architect for each project (attach and submit additional pages if necessary):

12. What was the amount of work completed last year: _____

Number of projects: _____ Amount of largest project: _____

13. What is your firm's current working capital (current assets less current liabilities): _____

Note: Contractors may provide either a reviewed or audited financial statement for consideration, but such documentation is not mandatory.

14. Do you currently have a line of credit? Yes _____ No _____

If yes, what is amount of your current line of credit and provide the name, address and contact person of the financial institution extending your line of credit: _____

Note: Contractors may provide a letter verifying the Contractor's availability of a line of credit for consideration, but such documentation is not mandatory.

15. Do you currently have a minimum of \$1,000,000.00 combined comprehensive single limit liability insurance

Yes _____ No _____

EXHIBIT "A"

Please provide the name of your liability insurance carrier: _____

16. Amount of Bonding Capacity:

Please provide the name, address, telephone number and contact person for your firm's surety company or companies:

17. How many projects is your firm currently bonded for? _____

What are the contract amounts your firm has currently bonded?

Contracts	Amount Bonded

18. Has your firm established a safety/injury prevention program? Yes _____ No _____

19. List your firm's Experience Modification Rate (EMR) (California Workers' Compensation Insurance) for each of the past premium years:

Current Year: _____ Previous Year: _____ Year Prior to Previous Year: _____

20. Has there been more than one occasion during the last five (5) years on which your firm was required to pay either back wages or penalties for your firm's failure to comply with any **state or federal** prevailing wage laws?

(Note: This question refers only to your firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.) Yes _____ No _____ If yes, explain: _____

21. Has your firm ever received a serious and willful industrial safety violation during the last five (5) years?

Yes _____ No _____

If yes, explain: _____

EXHIBIT "A"

22. What size projects do you feel your firm can undertake?

Single project \$ _____ Total work in progress \$ _____

23. Has your firm ever failed to complete a public contract within the authorized contract time?

Yes _____ No _____

If yes, explain: _____

V. DECLARATION

I, _____ (printed name) hereby declare that I am the _____ (title) of _____ (name of bidder) submitting this Prequalification statement; that I am duly authorized to execute this Prequalification Statement on behalf of the above-named company; and that all information set forth in this Prequalification Statement and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of its submission date. I acknowledge that any false statements, inaccuracies or failure to disclose are grounds for disqualification.

I declare, under penalty of perjury, that the foregoing is true and correct and that this declaration was Subscribed at _____ (location and city), County of _____, State of _____, on _____ (date).

(Signature)

(If signed by other than the sole proprietor, a general partner, or corporate officer, attach original notarized power of attorney or corporate resolution.) All information submitted for prequalification evaluation will be considered official information acquired in confidence and the District will maintain its confidentiality to the extent permitted by law.

VI. Notification and Due Process of Results

Contractors will be notified of their prequalification rating by telephone/fax/email followed by mail. Notification will be made as soon as possible, but not later than 24 hours prior to bid opening as required by law.

If the Contractor chooses to challenge a prequalification determination, the Contractor shall provide a written request within two (2) working days after notification requesting a hearing. The District shall establish a committee for the hearing to review the facts and reconsider the disqualification. This committee shall render a final and binding decision within five (5) working days of the hearing.

Completed prequalification forms for this project must be submitted to the District at 851 South Mt. Vernon Avenue, Suite 8, Colton, CA 92324 not later than 4:00 p.m. on February 28, 2011. Contractors will be notified of their prequalification rating not later than March 7, 2011, or at least one day prior to the bid due date as required by law.

Any false statements, inaccuracies, omissions or failures to disclose are grounds for exclusion from bidding. If the District should discover false statements, inaccuracies, omissions or failures to disclose by submitters at any time, the submitter will be notified of this disqualification and the inaccuracy which has been discovered. Submitter shall be afforded due process prior to being disqualified. However, if submitter shall seek due process and the false statement, inaccuracy or omission is adjudged to be intentional, then submitter shall be held nonresponsible by District for three years following the due process hearing. Contractor hereby certifies under penalty of perjury that all responses to this questionnaire are true and correct.

EXHIBIT "A"

VII. Rating Procedure

The District has pre-established a rating system for prequalification of bidders. Contractors who receive the requisite number of points based on this rating system will be issued bidding documents and allowed to submit bids for the project. Contractors who do not receive the requisite number of points based on this rating system, or are disqualified under Section II, will not be considered qualified to submit bids for the project. The bidder shall be afforded due process prior to final disqualification.

Contractors who have been terminated by the owner, owner's representative or contracting party may be disqualified if it is determined that the cause for termination relates to the ability of the contractor to complete a project of this size and complexity or otherwise pertains to the responsibility of the contractor to perform the work.

EXHIBIT "B"

**POINT SYSTEM FOR PREQUALIFICATION DOCUMENTS & FORMS FOR
HIGH SCHOOL #3 (GRAND TERRACE HIGH SCHOOL) INCREMENT NO. 2
BID PACKAGE NO. 18 (SWIMMING POOL SCOPE OF WORK)**

COLTON JOINT UNIFIED SCHOOL DISTRICT

CONTRACTOR/ SUBCONTRACTOR'S STATEMENT OF EXPERIENCE & FINANCIAL CONDITION

I. Request for Prequalification of Bidders

As a condition of bidding for the swimming pool scope of work as set forth in Specifications Section 13150 for the High School #3 (Grand Terrace High School) Increment No. 2, Bid Package No. 18 ("Project"), and in accordance with California Public Contract Code Section 20111.5, all prospective bidders are required to submit to the Colton Joint Unified School District ("District") a completed set of prequalification documents by completing all of the documents contained herein. These documents will be the basis for determining which bidders are qualified to bid on the Project. Bids will not be accepted if a Contractor has not been prequalified. If the Contractor intends to use a subcontractor of any tier to perform the swimming pool scope of work set forth in Specifications Section 13150 for the Project the Contractor must use a subcontractor that has been prequalified in accordance with these documents. Contractors and subcontractors shall be referred to hereinafter collectively as "Contractor". Ratings of individual firms will only be disclosed upon written request by that firm. The District reserves the right to check other available sources. All information contained in the prequalification documents is not public record and are not open to public inspection.

II. District's Prequalification Standards

1. Contractor's Statement of Experience
2. Insurance and Safety Record
3. Surety and Bonding Capacity
4. Financial Information
5. Declaration

A prequalification package will be required for this project. The District may, at any time, specifically request a new prequalification package, in which case the Contractor must comply within thirty days or the rating on file may, at the discretion of the District, be considered expired. A Contractor may also file new packages at more frequent intervals if there is a substantial change in the Contractor's financial status or work experience, at which time, a new rating will be issued.

In addition to being disqualified for failure to meet the District's criteria, a Contractor will be automatically disqualified for any one of the following:

- A. Falsification of information
- B. Have had a surety complete work on any contract since January 1, 2000
- C. Contractor or any affiliated entities or subsidiaries including, but not limited to partnership or joint venture, has been deemed to be a non-responsible contractor by any public agency within the last seven years.

In addition to being disqualified for failure to meet the District's criteria, a Contractor may be automatically disqualified for any one of the following which is not adequately explained:

- A. Omission of requested information
- B. Prevailing wage violations or construction claims
- C. Inability to demonstrate bonding capacity or ability to obtain required insurance
- D. Is not duly licensed to perform the required work
- E. Has not had sufficient experience specifically related to swimming pools

III. Financial Information

In addition to the financial information requested, Contractors MAY provide either a reviewed or audited financial statement for consideration. A letter verifying the Contractor's availability of a line of credit may also be provided for consideration. Greater weight and consideration will be given to Contractors providing additional financial information as discussed above, but such documentation is not mandatory.

EXHIBIT "B"

IV. PREQUALIFICATION QUESTIONS

The following questions are required information but are not scoring questions.

Contractor: _____
 (as name appears on license)

Check one of the following: Corporation Partnership Sole Proprietorship Joint Venture

Address: _____

City, State, Zip: _____

Phone Number: _____ Facsimile Number: _____

License Number(s): _____

Expiration Date: _____

Tax ID Number: _____

Date Business Formed: _____ Date Incorporated: _____

If a corporation, under the laws of what state was corporation organized: _____

How many years has your organization been in business in California as a contractor under your present business name and license number? _____

List all corporate officers, partners, proprietors, owners and key personnel:

Name	Yrs w/ Firm	Position	% of Ownership	Social Security #

In addition to being disqualified for failure to meet the District's criteria noted above, a Contractor will be automatically disqualified for answering "Yes" to any one of the following questions:

Is your firm currently the debtor in a bankruptcy case? Yes _____ No _____

Has your firm or any of its owners, officers or partners ever been found liable in a civil suit, or found guilty in a criminal action, for making any false claim or material misrepresentation to any public agency or entity? Yes _____ No _____

Has your firm, or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, local law or regulatory violations related to construction? Yes _____ No _____

Has your firm or any affiliated entity or subsidiary been determined by any public agency to be a non-responsible bidder in the last seven (7) years? Yes _____ No _____

The following questions will be scored based upon the answers and explanations provided.

1. If your firm is not currently in bankruptcy, was your firm in bankruptcy at any time during the last five (5) years?
 Yes _____ No _____

If yes, please explain: _____

"No" = 5 points "Yes" = 0 points

2. Has your firm ever failed to complete a contract? Yes _____ No _____

If yes, explain: _____

EXHIBIT "B"

"No" = 10 points "Yes" = 0 points

3. In the last five (5) years, has your firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason? Yes _____ No _____

If yes, explain: _____

"No" = 15 points "Yes" = 0 points

4. Has any California State license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended or revoked within the past five (5) years? Yes _____ No _____

If yes, please explain: _____

"No" = 5 points "Yes" = 0 points

5. Is your firm currently in litigation with any California Educational Institution, or has it litigated any dispute with a California Educational Institution within the last three years? Yes _____ No _____

If yes, please explain: _____

"No" = 5 points "Yes" = 0 points

6. In what type of construction do you specialize: _____

"Related" = 5 points "Unrelated" = 0 points

7. In the past five years, how much of your annual revenue was derived from public-use swimming pool construction: _____

"50% or more" = 20 points "Less than 50%" = 0 points

8. In the past five years, how many commercially designed municipal and public-use swimming pools have you constructed: _____

"5 or more" = 20 points "4" = 10 points "Less than 4" = 0 points

9. For each of these commercially designed municipal and public-use swimming pools, what was the total square feet of water surface area: _____

**"6,000 square feet or more" = 6 points for each pool
"Less than 6,000 square feet" = 0 points**

EXHIBIT "B"

10. For each of these commercially designed municipal and public-use swimming pools, please state whether the projects required the construction of a concrete and ceramic tile perimeter overflow gutter and self-modulating balance tank: _____

"Yes" = 6 points for each pool

"No" = 0 points

11. For each of these commercially designed municipal and public-use swimming pools, please identify the owner, scope of project, contact person and phone number and architect for each project (attach and submit additional pages if necessary):

Rating based on references provided (0 to 10 with 10 the maximum number of points)

12. What was the amount of work completed last year: _____
Number of projects: _____ Amount of largest project: _____

Rating (0 to 5 with 5 being the maximum number of points)

13. What is your firm's current working capital (current assets less current liabilities): _____

Note: Contractors may provide either a reviewed or audited financial statement for consideration, but such documentation is not mandatory.

Rating (0 to 10 with 10 being the maximum number of points)

14. Do you currently have a line of credit? Yes _____ No _____

If yes, what is amount of your current line of credit and provide the name, address and contact person of the financial institution extending your line of credit: _____

Note: Contractors may provide a letter verifying the Contractor's availability of a line of credit for consideration, but such documentation is not mandatory.

Rating (0 to 10 with 10 being the maximum number of points)

15. Do you currently have a minimum of \$1,000,000.00 combined comprehensive single limit liability insurance
Yes _____ No _____

Please provide the name of your liability insurance carrier: _____

"Yes" = 5 points

"No" = 0 points

16. Amount of Bonding Capacity: _____

Please provide the name, address, telephone number and contact person for your firm's surety company or companies:

EXHIBIT "B"

17. How many projects is your firm currently bonded for?

What are the contract amounts your firm has currently bonded?

Contracts	Amount Bonded

Rating (0 to 10 with 10 being the maximum number of points)

18. Has your firm established a safety/injury prevention program? Yes _____ No _____

"Yes" = 5 points "No" = 0 points

19. List your firm's Experience Modification Rate (EMR) (California Workers' Compensation Insurance) for each of the past premium years:

Current Year: _____ Previous Year: _____ Year Prior to Previous Year: _____

5 points for 3-year average EMR of 1.0 or less

2 points for 3-year average EMR of more than 1.0 but no more than 1.25

0 points for any other EMR

[The EMR listed above may need to be adjusted to reflect current W/C conditions]

20. Has there been more than one occasion during the last five (5) years on which your firm was required to pay either back wages or penalties for your firm's failure to comply with any **state or federal** prevailing wage laws?

(Note: This question refers only to your firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.) Yes _____ No _____ If yes, explain: _____

5 points for "No"

2 points for "Yes" indicating 1 such occasion

0 points for "Yes" indicating more than 1 such occasion

EXHIBIT "B"

21. Has your firm ever received a serious and willful industrial safety violation during the last five (5) years?

Yes _____ No _____

If yes, explain: _____

5 points for "No"

2 points for "Yes" indicating 1 such occasion

0 points for "Yes" indicating more than 1 such occasion

22. What size projects do you feel your firm can undertake?

Single project \$ _____ Total work in progress \$ _____

Rating (0 to 5 with 5 being the maximum number of points)

23. Has your firm ever failed to complete a public contract within the authorized contract time?

Yes _____ No _____

If yes, explain: _____

10 points for "No"

2 points for "Yes" indicating 1 such instance

0 points for "Yes" indicating more than 1 such instance

EXHIBIT "B"

V. DECLARATION

I, _____ (printed name) hereby declare that I am the _____ (title) of _____ (name of bidder) submitting this Prequalification statement; that I am duly authorized to execute this Prequalification Statement on behalf of the above-named company; and that all information set forth in this Prequalification Statement and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of its submission date. I acknowledge that any false statements, inaccuracies or failure to disclose are grounds for disqualification.

I declare, under penalty of perjury, that the foregoing is true and correct and that this declaration was Subscribed at _____ (location and city), County of _____, State of _____, on _____ (date).

(Signature)

(If signed by other than the sole proprietor, a general partner, or corporate officer, attach original notarized power of attorney or corporate resolution.) All information submitted for prequalification evaluation will be considered official information acquired in confidence and the District will maintain its confidentiality to the extent permitted by law.

VI. Notification and Due Process of Results

Contractors will be notified of their prequalification rating by telephone/fax followed by mail. Notification will be made as soon as possible, but not later than 24 hours prior to bid opening as required by law.

If the Contractor chooses to challenge a prequalification determination, the Contractor shall provide a written request within two (2) working days after notification requesting a hearing. The District shall establish a committee for the hearing to review the facts and reconsider the disqualification. This committee shall render a final and binding decision within five (5) working days of the hearing.

Completed prequalification forms for this project must be submitted to the District at 851 South Mt. Vernon Avenue, Suite 8, Colton CA 92324 not later than 4:00 p.m. on February 28, 2011. Contractors will be notified of their prequalification rating not later than March 7, 2011, or at least one day prior to the bid due date as required by law.

Any false statements, inaccuracies, omissions or failures to disclose are grounds for exclusion from bidding. If the District should discover false statements, inaccuracies, omissions or failures to disclose by submitters at any time, the submitter will be notified of this disqualification and the inaccuracy which has been discovered. Submitter shall be afforded due process prior to being disqualified. However, if submitter shall seek due process and the false statement, inaccuracy or omission is adjudged to be intentional, then submitter shall be held nonresponsible by District for three years following the due process hearing. Contractor hereby certifies under penalty of perjury that all responses to this questionnaire are true and correct.

VII. Rating Procedure

The District has pre-established a rating system for prequalification of bidders. Contractors who receive the requisite number of points based on this rating system will be issued bidding documents and allowed to submit bids for the project. Contractors who do not receive the requisite number of points based on this rating system, or are disqualified under Section II, will not be considered qualified to submit bids for the project. The bidder shall be afforded due process prior to final disqualification.

Contractors who have been terminated by the owner, owner's representative or contracting party may be disqualified if it is determined that the cause for termination relates to the ability of the contractor to complete a project of this size and complexity or otherwise pertains to the responsibility of the contractor to perform the work.

BOARD AGENDA

**REGULAR MEETING
February 17, 2011
ACTION ITEM**

TO: Board of Education

PRESENTED BY: Mike Snellings, Assistant Superintendent, Student Services Division

SUBJECT: Approval of Memorandum of Understanding with the San Bernardino County Department of Public Health for the Use of Ruth O. Harris Middle School as an H1N1 Vaccination Clinic

GOAL: Community Relations

STRATEGIC PLAN: Shared Community Belief #10 – Team Work

BACKGROUND: The San Bernardino County Superintendent of Schools has authorized the use of school facilities within the county by the Department of Public Health for the distribution of H1N1 vaccines to the general public. The Department of Public Health has requested the use of Ruth O. Harris Middle School to use as an H1N1 vaccination clinic. Vaccinations will be offered to CJUSD families as well as to the general community.

BUDGET IMPLICATIONS: No impact to the General Fund

RECOMMENDATION: That the Board approve the memorandum of understanding with San Bernardino County Department of Public Health for the use of Ruth O. Harris Middle School as an H1N1 vaccination clinic.

ACTION: On motion of Board Member _____ and _____, the Board approved the recommendation, as presented.

MEMORANDUM OF UNDERSTANDING
between
Colton Joint Unified School District
and
San Bernardino County Department of Public Health
for
Vaccination Services

Parties: Colton Joint Unified School District a political subdivision of the State of California, hereinafter referred to as the "District", and the San Bernardino County Department of Public Health, hereinafter referred to as "Health Department".

Recitals:

- A. The District is a public school district in the County of San Bernardino, State of California, and has its administrative offices located at Colton Joint Unified School District, 1212 Valencia Dr., Colton, CA 92324.
- B. The District desires to engage the services of the Health Department and to have said Department render services on the terms and conditions provided in this MOU.
- C. The Health Department is specially trained, experienced, and competent to perform the services required by the District, and such services are needed on a limited basis.

In consideration of the mutual promises contained herein, the parties agree to the following terms and conditions set forth in this Memorandum of Understanding (MOU):

ARTICLE 1. SERVICES

HEALTH DEPARTMENT RESPONSIBILITIES

The Health Department hereby agrees to provide the District the following services:

- A. Administer the "FluMist" vaccine, H1N1 vaccine, and/or other immunizations as deemed necessary at the following school sites:
 - 1. Any agreed upon school site within the District.
- B. Provide all necessary equipment, personnel, and supplies to render the services pursuant to this MOU, including provision of FluMist vaccine, necessary supplies, trained professional personnel, consent forms, informational sheets, and oversight of the vaccine administration process.
- C. Maintain a confidential database of vaccine recipient's information and maintain consent forms in a confidential location.
- D. Send reminder notices to recipients who need a second dose.

DISTRICT RESPONSIBILITIES

The District hereby agrees to provide adequate space at each site of the administration sites to accommodate the Health Department's needs and provide non-professional logistic assistance in setting up times, dates, and locations of vaccination administration, assist with distribution, completion, and receipt of consents, and other non-professional assistance, to include parent/guardian notification and authorization.

ARTICLE 2. TERM

This MOU is effective as of February 1, 2011 and expires January 31, 2014, unless terminated earlier as set forth in Article 7.

ARTICLE 3. PAYMENT

There are no funds exchanged by either party in the performance of this MOU.

ARTICLE 4. FINGERPRINTING REQUIREMENTS

Education Code Section 45125.1 states that if employees of any agency providing services at a school site may have any contact with any pupils, those employees and agents shall be fingerprinted by the Department of Justice (DOJ) before entering the school site to determine that they have not been convicted of a serious or violent felony. The services performed under this MOU will result in limited contact with pupils, therefore, the Health Department is required to comply with the conditions listed in Attachment A – Certification of Compliance. If the Health Department is unwilling to comply with these requirements, the Health Department's employees and agents may not enter any school site until a certification of fingerprinting clearance by DOJ for employees and agents providing services is provided.

ARTICLE 5. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

The District and Health Department shall comply with applicable provisions and regulations of the Health Insurance Portability and Accountability Act regarding the confidentiality and security of individually identifiable health information, as described in Attachment B – Business Associate Agreement.

ARTICLE 6. MUTUAL INDEMNIFICATION AND INSURANCE

Each Party shall defend, indemnify and hold harmless the other Party, its officers, agents, and employees from any and all claims, liabilities and costs for any damages, sickness, death, or injury to person(s) or property, including payment of reasonable attorney's fees, and including without limitation all consequential damages, from any cause whatsoever, arising directly or indirectly from or connected with the operations or services performed under this MOU, caused in whole or in part by the negligent acts or omissions of the Parties or agents or employees.

In the event that the County and/or District are determined to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this agreement, the County and/or District shall indemnify the other to the extent of its comparative fault.

County and District are authorized self-insured public entities for purposes of Professional Liability, General Liability, Automobile Liability and Workers' Compensation and warrant that through their respective programs of self-insurance, they have adequate coverage or resources to protect against liabilities arising out of the performance of the terms, conditions or obligations of this agreement.

ARTICLE 7. TERMINATION

Either Party may terminate this MOU without cause upon ten (10) days written notice to the other Party. Notice shall be deemed given when received by the Party, or no later than three days after the day of mailing, whichever is sooner.

ARTICLE 8. NOTICES

Any notices, requests, demands, or other communication required or permitted to be given under this MOU shall be in writing and shall be deemed to have been duly given on the date of service if served personally on the party to whom notice is to be given, or on the third day after mailing, and properly addressed as follows:

DISTRICT: Colton Joint Unified School District
1212 Valencia Dr.
Colton, CA 92324

HEALTH DEPARTMENT: San Bernardino County
Department of Public Health
351 N. Mt. View Avenue
San Bernardino, CA 92415-0010

ARTICLE 9. ENTIRE MOU

This MOU contains the entire agreement between the parties and supersedes all prior understanding between them with respect to the subject matter of this MOU. There are no promises, terms, conditions, or obligations, oral or written, between or among the parties relating to the subject matter of this MOU that are not fully expressed herein.

ARTICLE 10. NONDISCRIMINATION

It is the policy of the District that in connection with all services performed under contract, there will be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, disability, religious creed, sex, age or marital status. The Health Department agrees to comply with applicable federal and California laws including, but not limited to, the California Fair Employment and Housing Act.

ARTICLE 11. SEVERABILITY

Should any term or provision of this MOU be determined to be illegal or in conflict with any law of the State of California, the validity of the remaining portions or provisions shall not be affected thereby. Each term or provision of this MOU shall be valid and be enforced as written to the full extent permitted by law.

ARTICLE 12. RULES AND REGULATIONS

All rules and regulations of the District's Board of Education and all federal, state and local laws, ordinance and regulations are to be strictly observed by the Health Department pursuant to this MOU. Any rule, regulation, or law required to be contained in this MOU shall be deemed to be incorporated herein.

ARTICLE 13. CALIFORNIA LAW

This MOU shall be construed in accordance with and governed by the laws and decisions of the State of California.

Executed in the County of San Bernardino, State of California, on the day and year first above written.

COUNTY OF SAN BERNARDINO

Colton Joint Unified School District
(Name of School District)

▶ _____
Department of Public Health Director

Dated _____

By ▶ _____
(Authorized signature - sign in blue ink)

Name Jerry Almendarez
(Name of person signing contract)

Title _____
(Print or Type)

Dated _____

Address 1212 Valencia Ave
Colton, CA 92324

HEALTH DEPARTMENT CERTIFICATION OF COMPLIANCE

Fingerprinting: Education Code section 45125.1 provides that any Agency providing services to a school district must certify that employees and agents who may come into contract with pupils have not been convicted of a serious or violent felony as defined by law. Those employees and agents must be fingerprinted and the Department of Justice (DOJ) must report to the Agency if they have been convicted of such felonies. No person convicted may be assigned to work under the contract. Depending on the totality of circumstances including (1) the length of time the employees will be on school grounds, (2) whether pupils will be in proximity of the site where the employees will be working and (3) whether the Agency will be working alone or with others, the District may determine that the employees will have only limited contact with pupils and neither fingerprinting nor certification is required.

The District has determined that section 45125.1 is applicable to this MOU, and that the employees and agents assigned to work at a school site under this MOU will have only *limited* contact with pupils, provided the following conditions are met at all times:

1. Employees and agents shall not come into contact with pupils or work in the proximity of pupils at any time except under the direct supervision of school district employees.
2. Employees and agents shall use only restroom facilities reserved for District employees and shall not use student restrooms at any time.
3. Health Department will inform all employees and agents who perform work at any school or District site of these conditions and require its employees, as a condition of employment, to adhere to them.
4. Health Department will immediately report to District any apparent violation of these conditions.
5. Health Department shall assume responsibility for enforcement of these conditions at all times during the term of this MOU.

If, for any reason, the Health Department cannot adhere to the conditions stated above, the Health Department shall immediately so inform the District and shall assign only employees and agents who have been fingerprinted and cleared for employment by the Department of Justice. In that case, the Health Department shall provide to the District the names of all employees and agents assigned to perform work under this MOU. Compliance with these conditions, or with the fingerprinting requirements, is a condition of this MOU, and the District reserves the right to suspend or terminate the MOU at any time for noncompliance.

 Authorized Signature
 Jerry Almendarez

 Date

 Printed Name/Title

BUSINESS ASSOCIATE AGREEMENT

Except as otherwise provided in this Agreement, Colton Joint Unified School District, hereinafter referred to as BUSINESS ASSOCIATE, may use, access or disclose Protected Health Information to perform functions, activities or services for or on behalf of the COUNTY OF SAN BERNARDINO DEPARTMENT OF PUBLIC HEALTH, hereinafter referred to as the COVERED ENTITY, as specified in this Agreement and the attached **CONTRACT**, provided such use, access or disclosure does not violate the Health Insurance Portability and Accountability Act (HIPAA), 42 United States Code (USC) 1320d et seq., and its implementing regulations, including but not limited to, 45 Code of Federal Regulations (CFR) Parts 160, 162, and 164, hereinafter referred to as the Privacy and Security Rules and patient confidentiality regulations, including but not limited to, California Civil Code 56 – 56.16, 56.20, 56.36, and Health and Safety Codes 1280.1, 1280.3, 1280.15, 130200 and the requirements of the Health Information Technology for Economic and Clinical Health Act, as incorporated in the American Recovery and Reinvestment Act of 2009, Public Law 111-5 (the "HITECH Act") and any regulations adopted or to be adopted pursuant to the HITECH Act that relate to the obligations of business associates. Business Associate recognizes and agrees it is obligated by law to meet the applicable provisions of the HITECH Act.

I. Definitions.

- a. "Breach" means the acquisition, access, use or disclosure of Protected Health Information (PHI) in a manner not permitted under HIPAA (45 CFR Part 164, Subpart E), CA and/or Civil Code 56.36 which compromises the security or privacy of the Protected Health Information. For the purposes of HITECH, a breach shall not include:
 1. Any unintentional acquisition, access or use of PHI by a workforce member or person acting under the authority of Covered Entity or the Business Associate, if such acquisition, access or use was made in good faith and within the scope of authority and does not result in further use or disclosure in a manner not permitted under the HIPAA Privacy Rule; or
 2. Any inadvertent disclosure by a person who is authorized to access PHI at Covered Entity or Business Associate to another person authorized to access Protected Health Information at Covered Entity or Business Associate, respectively, and the information received as a result of such disclosure is not further used or disclosed in a manner not permitted under the HIPAA Privacy Rule; or
 3. A disclosure of PHI where Covered Entity or Business Associate has a good faith belief that an unauthorized person to whom the disclosure was made would not reasonably have been able to retain such information.
- b. "Business Associate" means with respect to a Covered Entity, a person who:
 1. On behalf of such Covered Entity, but other than in the capacity of a member of the workforce of such Covered Entity performs or assists in the performance of :
 - (a) a function or activity involving the use or disclosure of Personally Identifiable Health Information, including claims processing or administration, data analysis, utilization review, quality assurance, billing, benefit management, practice management, and repricing; or
 - (b) any other function or activity regulated by the HIPAA Privacy or HIPAA Security Regulations; or

ATTACHMENT B

2. Provides, other than in the capacity of a member of the workforce of such Covered Entity, legal, actuarial, accounting, consulting, data Aggregation, management, administrative, accreditation or financial services to or for such Covered Entity where the provision of the service involves the disclosure of Personally Identifiable Health Information from such Covered Entity to the person.
- c. "Patient/Client" means Covered Entity funded person who is the patient or client of the Business Associate.
 - d. "Covered Entity" means a health plan, a health care clearinghouse or a health care provider who transmits any health information in electronic form in connection with a transaction covered by HIPAA Privacy and Security Regulations.
 - e. "Data Aggregation" means, with respect to PHI created or received by a Business Associate in its capacity as the Business Associate of a Covered Entity, the combining of such PHI by the Business Associate with the PHI received by the Business Associate in its capacity as a Business Associate of another Covered Entity, to permit data analyses that relate to the health care operations of the respective Covered Entities.
 - f. "Discovered" means a breach shall be treated as discovered by Covered Entity or Business Associate as the first day on which such breach is known to such Covered Entity or Business Associate, respectively, (including any person, other than the individual committing the breach, that is an employee, officer or other agent of such entity or associate, respectively) or should reasonably have been known to such Covered Entity or Business Associate (or person) to have occurred.
 - g. "Electronic Protected Health Information" or "Electronic PHI" means PHI that is transmitted by or maintained in electronic media as defined in the HIPAA Security Regulations.
 - h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191.
 - i. "HIPAA Privacy Rule" means the regulations promulgated under HIPAA by the United States Department of Health and Human Services to protect the privacy of Protected Health Information, including, but not limited to, 45 CFR Part 160 and 45 CFR Part 164, Subpart A and Subpart E.
 - j. "HIPAA Security Rule" means the regulations promulgated under HIPAA by the United States Department of Health and Human Services to protect the security of Electronic Protected Health Information, including, but not limited to, 45 CFR Part 160 and 45 CFR Part 164, Subpart A and Subpart C.
 - k. "HITECH Act" means the privacy, security and security Breach notification provisions applicable to Business Associate under Subtitle D of the Health Information Technology for Economic and Clinical Health Act ("HITECH"), which is Title XIII of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), and any regulations promulgated thereunder.
 - l. "Personally Identifiable Health Information" means information that is a subset of health information, including demographic information collected from an individual, and;
 1. is created or received by a health care provider, health plan, employer or health care clearinghouse; and

2. relates to the past, present or future physical or mental health condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and
 - (a) that identifies the individual; or
 - (b) with respect to which there is a reasonable basis to believe the information can be used to identify the individual.
- m. “Protected Health Information” or “PHI” means Personally Identifiable Health Information transmitted or maintained in any form or medium that (i) is received by Business Associate from Covered Entity, (ii) Business Associate creates for its own purposes from Personally Identifiable Health Information that Business Associate received from Covered Entity, or (iii) is created, received, transmitted or maintained by Business Associate on behalf of Covered Entity. Protected Health Information excludes Personally Identifiable Health Information in education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. Section 1232(g), records described at 20 U.S.C. Section 1232g(a)(4)(B)(iv), and employment records held by the Covered Entity in its role as employer.
- n. “Secured PHI” means PHI that was rendered unusable, unreadable or indecipherable to unauthorized individuals through the use of technologies or methodologies specified under Section 13402 (h)(2) of the HITECH Act under ARRA.
- o. “Unsecured PHI” means PHI that is not secured through the use of a technology or methodology specified by the Secretary of the U.S. Department of Health and Human Services.
- p. Any terms capitalized, but not otherwise defined, in this Agreement shall have the same meaning as those terms have under HIPAA, the HIPAA Privacy Rule, the HIPAA Security Rule and the HITECH Act.

Obligations and Activities of Business Associate.

- a. **Permitted Uses.** Business Associate shall not use, access or further disclose Protected Health Information other than as permitted or required by this Agreement and as specified in the attached **CONTRACT** or as required by law. Further, Business Associate shall not use Protected Health Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act. Business Associate shall disclose to its employees, subcontractors, agents, or other third parties, and request from Covered Entity, only the minimum Protected Health Information necessary to perform or fulfill a specific function required or permitted hereunder.
- b. **Prohibited Uses and Disclosures.** Business Associate shall not use or disclose Protected Health Information for fundraising or marketing purposes. Business Associate shall not disclose Protected Health Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the Protected Health Information solely relates; 42 U.S.C. Section 17935(a) and 45 C.F.R. section 164.522(a)(1)(i)(A). Business Associate shall not directly or indirectly receive remuneration in exchange for Protected Health Information, except with the prior written consent of Covered Entity and as permitted by the HITECH Act, 42 U.S.C. Section 17935(d)(2); however, this prohibition shall not affect payment by Covered Entity to Business Associate for services provided pursuant to this Agreement.

- c. Appropriate Safeguards.** Business Associate shall implement the following administrative, physical, and technical safeguards in accordance with the Security Rule under 45 C.F.R., Sections 164.308, 164.310, 164.312 and 164.316:
1. Implement policies and procedures to prevent, detect, contain and correct security violations; identify the security official who is responsible for the development and implementation of the policies and procedures required by this subpart for the entity; implement a security awareness and training program for all members of its workforce; implement P&Ps to prevent those workforce members who do not have access from obtaining access to electronic PHI; implement policy and procedures to address security incidents; establish policies and procedures for responding to an emergency or other occurrence that damages systems that contain electronic PHI; and perform a periodic technical and nontechnical evaluation in response to environmental or operational changes affecting the security of electronic PHI that establishes the extent to which an entity's security policies and procedures meet the requirements of this subpart.
 2. Implement policies and procedures to limit physical access to its electronic information systems and the facility or facilities in which they are housed, while ensuring that properly authorized access is allowed; implement policies and procedures that specify the proper functions to be performed, and the physical attributes of the surroundings of a specific workstation or class of workstations that can access electronic PHI; implement physical safeguards for all workstations that access electronic PHI; restrict access to authorized users; implement policies and procedures that govern the receipt and removal of hardware and electronic media that contain electronic PHI into and out of a facility and the movement of these items within the facility.
 3. Implement technical policies and procedures for electronic information systems that maintain electronic PHI to allow access only to those persons or software programs that have been granted access rights as specified in 45 C.F.R., Section 164.208; implement hardware, software and/or procedural mechanisms that record and examine activity in information systems that contain or use electronic PHI; implement policies and procedures to protect electronic PHI from improper alteration, destruction, unauthorized access or loss of integrity or availability.
- d. Mitigation.** Business Associate shall have procedures in place to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use, access or disclosure of Protected Health Information by Business Associate in violation of the requirements of this Agreement.
- e. Reporting of Improper Access, Use or Disclosure or Breach.** Business Associate shall report to Covered Entity's Office of Compliance any unauthorized use, access or disclosure of unsecured Protected Health Information or any other security incident with respect to Protected Health Information no later than two (2) business days upon the discovery of potential breach. Additionally, effective February 17, 2010, the Business Associate shall report to the Covered Entity's Office of Compliance any breach consistent with the regulations promulgated under HITECH by the United States Department of Health and Human Services, 45 CFR Part 164, Subpart D, within two (2) business days of discovery of the potential breach. Upon discovery of the potential breach, the Business Associate shall complete the following actions:
- (1) Provide Covered Entity's Office of Compliance with the following information to include but not limited to:
 - (a) Date the potential breach occurred;

- (b) Date the potential breach was discovered;
 - (c) Number of staff, employees, subcontractors, agents or other third parties and the titles of each person allegedly involved;
 - (d) Number of potentially affected patients/clients; and
 - (e) Description of how the potential breach allegedly occurred.
- (2) Conduct and document a risk assessment by investigating without reasonable delay and in no case later than twenty (20) calendar days of discovery of the potential breach to determine the following:
- (a) Whether there has been an impermissible use, acquisition, access or disclosure of PHI under the Privacy Rule;
 - (b) Whether an impermissible use or disclosure compromises the security or privacy of the PHI by posing a significant risk of financial, reputational or other harm to the patient/client; and
 - (c) Whether the incident falls under one of the breach exceptions.
- (3) Provide completed risk assessment and investigation documentation to Covered Entity's Office of Compliance within twenty-five (25) calendar days of discovery of the potential breach with decision whether a breach has occurred.:
- (a) If a breach has not occurred, notification to patient/client(s) is not required.
 - (b) If a breach has occurred, notification to the patient/client(s) is required, and Business Associate must provide Covered Entity with affected patient/client names and contact information so the Covered Entity can provide notification.
- (4) Make available to Covered Entity and governing State and Federal agencies in a time and manner designated by Covered Entity or governing State and Federal agencies, any policies, procedures, internal practices and records relating to a potential breach for the purposes of audit or should the Covered Entity reserve the right to conduct its own investigation and analysis.
- f. **Permitted Disclosures.** If Business Associate discloses Protected Health Information to a third party, including any agent or subcontractor, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from such third party that such Protected Health Information will be held confidential as provided pursuant to this Agreement and only disclosed as required by law or for the purposes for which it was disclosed to such third party, and (ii) an agreement from such third party to immediately notify Business Associate of any breach of confidentiality of the Protected Health Information, to the extent it has obtained knowledge of such breach [42 U.S.C. Section 17932; 45 C.F.R. Sections 164.504(e)].
- g. **Access to Protected Health Information.** Business Associate shall provide access to Protected Health Information in a Designated Record Set to Covered Entity or to an Individual, at the request or direction of Covered Entity and in the time and manner designated by the Covered Entity, as required by of 45 CFR 164.524.
- h. **Amendment of Protected Health Information.** If Business Associate maintains a Designated Record Set on behalf of the Covered Entity, Business Associate shall make any amendment(s) to Protected Health Information in a Designated Record Set that the Covered Entity directs or agrees to, pursuant to 45 CFR 164.526, in the time and manner designated by the Covered Entity.

- i. **Access to Records.** Business Associate shall make internal practices, books, and records, including policies and procedures and Protected Health Information, relating to the use, access and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of, Covered Entity available to the Covered Entity, and/or to the Secretary for the U.S. Department of Health and Human Services, in a time and manner designated by the Covered Entity or the Secretary, for purposes of the Secretary determining Covered Entity's compliance with the Privacy and Security Rules and patient confidentiality regulations.
- j. **Audit and Monitor.** Covered Entity reserves the right to audit and monitor all records, policies, procedures and other pertinent items related to the use, access and disclosure of Protected Health Information of the Business Associate as requested to ensure Business Associate is in compliance with this Agreement. Covered Entity has the right to monitor Business Associate in the delivery of services provided under this Agreement. Business Associate shall give full cooperation in any auditing or monitoring conducted.
- a. **Accounting for Disclosures.** Business Associate shall document such disclosures of Protected Health Information and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information. Further, Business Associate shall provide to Covered Entity or an Individual, in the time and manner designated by the Covered Entity, information collected in accordance with provision (i), above, to permit Covered Entity to respond to a request by the Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528 and the HITECH Act.
- b. **Destruction of Protected Health Information.** Upon termination of this Agreement, Business Associate shall return all Protected Health Information required to be retained and return or destroy all other Protected Health Information received from the Covered Entity, or created or received by the Business Associate or its subcontractors, employees or agents on behalf of the Covered Entity. In the event the Business Associate determines that returning the Protected Health Information is not feasible, the Business Associate shall provide the Covered Entity with written notification of the conditions that make return not feasible. Business Associate further agrees to extend any and all protections, limitations, and restrictions contained in this Agreement, to any Protected Health Information retained by Business Associate or its subcontractors, employees or agents after the termination of this Agreement, and to limit any further use, access or disclosures to the purposes that make the return or destruction of the Protected Health Information infeasible.
- c. **Breach Pattern or Practice by Covered Entity.** Pursuant to 42 U.S.C. Section 17934(b), if the Business Associate knows of a pattern of activity or practice of the Covered Entity that constitutes a material breach or violation of the Covered Entity's obligations under this Agreement, the Business Associate must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the Business Associate must terminate the Agreement if feasible, or if termination is not feasible, report the problem to the Secretary of DHHS.
- d. **Costs Associated to Breach.** Business Associate shall be responsible for reasonable costs associated with a breach. Costs shall be based upon the required notification type as deemed appropriate and necessary by the Covered Entity and shall not be reimbursable under the contract at any time. Covered Entity shall determine the method to invoice the Business Associate for said costs. Costs shall incur at the current rates and may include, but are not limited to the following:

Postage;
Alternative means of notice;
Media notification; and
Credit monitoring services.

III. Specific Use and Disclosure Provisions.

- a. Except as otherwise limited in this Agreement, Business Associate may use Protected Health Information for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.
- b. Except as otherwise limited in this Agreement, Business Associate may disclose Protected Health Information for the proper management and administration of the Business Associate, provided that disclosures are required by law.
- c. Except as otherwise limited in this Agreement, Business Associate may use Protected Health Information to provide Data Aggregation service to Covered Entity as permitted by 42 CFR 164.504(e)(2)(i)(B).
- d. Business Associate may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with 42 CFR 164.502(j)(1).

IV. Obligations of Covered Entity.

- a. Covered Entity shall notify Business Associate of any limitation(s) in its notice of privacy practices of Covered Entity in accordance with 45 CFR 164.520, to the extent that such limitation may affect Business Associate's use, access or disclosure of Protected Health Information.
- b. Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by an individual to use, access or disclose Protected Health Information, to the extent that such changes may affect Business Associate's use, access or disclosure of Protected Health Information.
- c. Covered Entity shall notify Business Associate of any restriction to the use, access or disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use, access or disclosure of Protected Health Information.
- d. Covered Entity shall complete the following in the event that the Covered Entity has determined that Business Associate has a breach:
 - 1. Determine appropriate method of notification to the patient/client(s) regarding a breach as outlined under Section 13402(e) of the HITECH Act;
 - 2. Send notification to the patient/client(s) without unreasonable delay but in no case later than sixty (60) days of discovery of the breach with at least the minimal required elements as follows:

Brief description of what happened, including the date of the breach and the date of discovery;

Description of the types of unsecured PHI involved in the breach (such as name, date of birth, home address, Social Security number, medical insurance, etc.);

Steps patient/client(s) should take to protect themselves from potential harm resulting from the breach;

Brief description of what is being done to investigate the breach, to mitigate harm to patient/client(s) and to protect against any further breaches; and

Contact procedures for patient/client(s) to ask questions or learn additional information, which must include a toll-free telephone number, an e-mail address, Web site or postal address.

- 3. Determine if notice is required to Secretary of the U.S. Department of Health and Human Services.
- 4. Submit breach information to the Secretary of the U.S. Department of Health and Human Services within the required timeframe, in accordance with 164.408(b).

V. General Provisions.

- a. **Remedies.** Business Associate agrees that Covered Entity shall be entitled to seek immediate injunctive relief as well as to exercise all other rights and remedies which Covered Entity may have at law or in equity in the event of an unauthorized use, access or disclosure of Protected Health Information by Business Associate or any agent or subcontractor of Business Associate that received Protected Health Information from Business Associate.
- b. **Ownership.** The Protected Health Information shall be and remain the property of the Covered Entity. Business Associate agrees that it acquires no title or rights to the Protected Health Information.
- c. **Regulatory References.** A reference in this Agreement to a section in the Privacy and Security Rules and patient confidentiality regulations means the section as in effect or as amended.
- d. **Amendment.** The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for Covered Entity to comply with the requirements of the Privacy and Security Rules and the Health Insurance Portability and Accountability Act and patient confidentiality regulations.
- e. **Interpretation.** Any ambiguity in this Agreement shall be resolved to permit Covered Entity to comply with the Privacy and Security Rules and patient confidentiality regulations.

The undersigned affirms that he/she is a duly authorized representative of the Business Associate for which he/she is signing and has the authority to execute this Agreement on behalf of the Business Associate.

Covered Entity
COUNTY OF SAN BERNARDINO
DEPARTMENT OF PUBLIC HEALTH

Business Associate
COLTON JOINT UNIFIED SCHOOL
DISTRICT

Signature

Signature

Dated

Dated

Allan Rawland, MSW, ACSW

Jerry Almendarez

Name

Name

Acting Director, Department of Public Health

Title

Title

BOARD AGENDA

REGULAR MEETING
February 17, 2011
ACTION ITEM

TO: Board of Education

PRESENTED BY: Mike Snellings, Assistant Superintendent, Student Services Division

SUBJECT: Approval of Memorandum of Understanding for the California Safe and Supportive Schools (S3) Grant Survey for the Administration of the 2010-11 California Healthy Kids Survey, California School Climate Survey and the California School Parent Survey

GOAL: Community Relations

STRATEGIC PLAN: Shared Community Belief #10 – Team Work

BACKGROUND: The California Healthy Kids Survey is given to ninth and eleventh graders at Colton and Bloomington High Schools to gather information regarding the students' perceptions of their safety at school, their encounters with violence, bullying and other forms of harassment, and their experiences and knowledge of the risks associated with drugs, alcohol and tobacco. Data from the survey is used to identify trends and issues related to student safety, drug and alcohol use and abuse and identify effective interventions to keep kids informed of the associated risks. Data from the survey will also be an integral part of qualifying for the S3 grant funding relating to student safety.

The California School Climate Survey and the California School Parent Survey collects similar data from parents and from school site staff.

BUDGET IMPLICATIONS: No impact to the General Fund

RECOMMENDATION: That the Board approve the memorandum of understanding for the California Safe and Supportive Schools (S3) Grant Survey for the administration of the 2010-11 California Healthy Kids Survey, California School Climate Survey and the California School Parent Survey

ACTION: On motion of Board Member _____ and _____, the Board approved the recommendation, as presented.

Memorandum of Understanding
2010-2011 School Year

District Name: Colton Joint Unified

This agreement outlines conditions to be met by the above named agency and the Cal-SCHLS Regional Center as they relate to the administration of the S3 Grant Survey to include the CHKS, the CSCS and the CSPS. *The logins/passwords will not be sent for the CSCS or the CSPS until a signed copy (or fax) of this Memorandum of Understanding (MOU) is received.*

Expected Student Survey Date: March 7 - April 8 2011

District agrees to the following conditions:

SURVEY ADMINISTRATION - CHKS

- **Grades and Schools.** Survey all students in the grades 9 and 11.
- **Parent Consent.** Schools can use either Active or Passive Parental consent.
- **Coordination.** Provide one, district-level contact person.
- **Completion date.** Return completed surveys to the Cal-SCHLS Regional Center by **April 15**
- **Privacy of students.** If administering the survey online, steps must be taken to insure that no other person, INCLUDING the teacher and other students, can see the monitor and how the student is answering. Privacy on either side and behind the student is essential to ensure honest answers and useful data.

SURVEY ADMINISTRATION - CSCS

- **Schools.** Survey all staff at the selected S3 sites.
- **Login & Passwords.** The login and passwords will be provided for each site.

SURVEY ADMINISTRATION - CSPS

- **Schools.** Survey at least one parent from grades 9 and 11 at selected S3 sites
- **Login & Passwords.** The login and passwords will be provided for each site.

PAYMENT

- The cost of the surveys will be covered by the S3 grant for selected sites.

OTHER MISCELLANEOUS CONDITIONS

- Read the *Guidebook for the California Healthy Kids Survey, Part I: Administration*, paying special attention to the section on active and passive consent procedures. In BOTH cases, specific tasks MUST be completed to insure that the rights of parents and pupils are protected.
- Provide current student enrollment figures for all schools by grade level.
- Provide survey proctors for each classroom.
- Have all monitors sign the Assurance of Confidentiality Agreement. This is provided in the Proctor Instructions.

The CHKS Regional Center agrees to the following conditions:

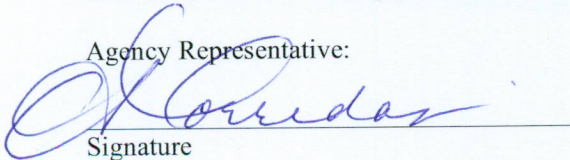
- Ongoing technical assistance including phone consultation on survey administration and parent consent strategies.
- Downloadable *CHKS Guidebook* for the district coordinator
- Copies of the CHKS Survey
- One login/password per school for the CSCS and the CSPS
- Aggregate-level report (Includes CHKS, CSCS and CSPS *Main Reports*).
- Site level reports

FOR ADDITIONAL FEES, UPON REQUEST

- Assistance in adding custom questions to your CHKS.
- Evaluation services and custom data analysis.
- Raw datasets, pending a Memorandum of Understanding specific to data release.
- Other services by request.

By signing this document the Agency and Cal-SCHLS Regional Center staff signify that each party understands and will comply with the conditions stated above.

Agency Representative:


Signature

Amanda Corridan
Printed name

February 8, 2011
Date

909-580-6521
Contact telephone

amanda_corridan@cjusd.net
Contact email

Cal-SCHLS Regional Center Technical Advisor:

Signature

Printed name

Date

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

ACTION ITEM

TO: Board of Education

PRESENTED BY: Jerry Almendarez, Superintendent

SUBJECT: Adoption of Resolution No. 11-34, *Week of the School Administrator*, (March 6 – 12, 2011)

GOAL: Personnel Development

STRATEGY: Strategy #1 – Communication Strategy #4 – Facilities
Strategy #2 – Curriculum Strategy #5 – College Career
Strategy #3 – Decision Making Strategy #6 – Character

BACKGROUND: The California State Legislation has designated March 6 – 12, 2011 as Week of the School Administrator. School districts will use this week to honor the efforts and accomplishments of administrators, classified managers and classified-confidential employees in the public educational system.

BUDGET IMPLICATIONS: No impact to the General Fund

RECOMMENDATION: That the Board adopt Resolution No. 11-34, *Week of the School Administrator* (March 6 – 12, 2011), as presented.

ACTION: On motion of Board Member _____ and _____, the Board adopted Resolution No. 11-34, as presented.

Colton Joint Unified School District

Week of the School Administrator

Resolution No. 11-34

March 6 – 12, 2011

WHEREAS, the State of California Education Code 44015.1 states that in observance of the importance of educational leadership at the school, school district, and county levels, the first full week in the month of March of each year shall be designated as "Week of the School Administrator"; and

WHEREAS, approximately 27,950 certificated and classified school administrators work in public schools throughout California; and

WHEREAS, certificated and classified administrators, as well as confidential employees, provide leadership and support of the educational program by developing and implementing the curriculum, selecting textbooks and instructional materials, recruiting, training, and evaluating classified and certificated staff, managing the budget and monitoring cost controls, implementing Board of Education policies in compliance with federal, state, and local regulation, planning and maintaining school facilities and providing transportation, nutrition, social service programs to students and their families; and

WHEREAS, school administrators are passionate, lifelong learners who believe in the value of quality public education for students to succeed; now

THEREFORE, BE IT RESOLVED that the Board of Education of the Colton Joint Unified School District hereby recognizes the week of March 6 – 12, 2011 as "*Week of the School Administrator*" and that all school administrators and management team members should be commended for their outstanding contributions and services they provide to our students and their achievements.



DULY ADOPTED by the Board of Education of the Colton Joint Unified School District of San Bernardino County, State of California, with a vote of ___ ayes, ___ nays, ___ absent, ___ abstentions, and signed by the President and attested by the Secretary this 17th day of February, 2011.

Patricia Haro
President, Board of Education

Attest:

Jerry Almendarez
Secretary, Board of Education

BOARD AGENDA

REGULAR MEETING
February 17, 2011

ACTION ITEM

TO: Board of Education

PRESENTED BY: Jerry Almendarez, Superintendent

SUBJECT: Adoption of Resolution No. 11-35, *Read Across America Day* (March 2, 2011)

GOAL: Community Relations and Student Performance

STRATEGY: Strategy #5 – College Career
Strategy #6 – Character

BACKGROUND: On March 2, 1998 the National Education Association (NEA) established a celebration of reading identified as Read Across America Day which also honors the birthday of Dr. Seuss. The goal is to have every child read in the company of a caring adult for at least 30 minutes that day.

BUDGET IMPLICATIONS: No impact to the General Fund

RECOMMENDATION: That the Board of Education adopt the Resolution No. 11-34, *Read Across America Day* (March 2, 2011) to increase awareness of the importance of reading in our schools, communities and across the nation.

ACTION: On a motion by Board member _____ and _____, the Board of Education adopted Resolution No. 11-34 as presented.

Colton Joint Unified School District

Read Across America Day

Resolution No. 11-34
March 2, 2011

WHEREAS, the Colton Joint Unified School District stands firmly committed to promoting reading as the catalyst for our students' future academic success so they will thrive in further education as they prepare for America's jobs of the future; and

WHEREAS, schools in our district have organized and planned activities and invite parents, community members and local dignitaries to join in the festivities by reading at least 30 minutes to our students; and

WHEREAS, the "National Education Association's (NEA) Read Across America Day," a national celebration of Dr. Seuss's 107th birthday on March 2nd, promotes reading and community involvement in the education of our students; now

Therefore, Be it resolved that the Board of Education of the Colton Joint Unified School District enthusiastically endorses NEA's "Read Across America Day" and encourages our community to engage in programs and activities to help our students become successful readers.



DULY ADOPTED by the Board of Education of the Colton Joint Unified School District of San Bernardino County, State of California, with a vote of _____ ayes, _____ nays, _____ absent, and _____ abstentions, and signed by the President and attested by the Secretary this 17th day of February, 2011.

Patricia Haro
President, Board of Education

Attest:

Jerry Almendarez
Secretary, Board of Education

BOARD AGENDA

**REGULAR MEETING
February 17, 2011**

ACTION ITEM

TO: Board of Education

PRESENTED BY: Jerry Almendarez, Superintendent

SUBJECT: Adoption of Resolution No. 11-36, *Women's History Month (March 2011)*

GOAL: Student Performance and Community Relations

STRATEGY: Strategy #6 – Character

BACKGROUND: Across the nation, March has been designated as Women's History Month to acknowledge the women of every race and ethnic background who served as leaders in the forefront of every major progressive social change movement, not only to secure their own right of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor union movement, and the modern civil rights movement. The purpose of this recognition is to salute their efforts and encourage students and community participation in lessons and programs to commemorate this occasion.

BUDGET IMPLICATIONS: No impact to the General Fund

RECOMMENDATION: That the Board adopt the Resolution No. 11-36, Women's History Month (March 2011), as presented.

ACTION: On motion of Board Member _____ and _____, the Board adopted Resolution No. 11-36, as presented.

Colton Joint Unified School District

Woman's History Month

Resolution No. 11-36

March 2011

WHEREAS, Women of every race and ethnic background helped found the nation in countless ways as wives, mothers, homemakers, teachers, reformers, industrial workers, professionals, soldiers, pioneers, nurses, nun, servants and slaves; and

WHEREAS, Women have played and continued to play a critical economic, cultural and social role in every sphere of our nation's life by constituting a significant portion of the labor force working in and outside the home and as elected officials; and

WHEREAS, Women have played a unique role throughout our history by providing the majority of the nation's volunteer labor force and have been particularly important in the establishment of early charitable, philanthropic, and cultural institutions in the country; and

WHEREAS, Women of every race and ethnic background served as leaders in the forefront of every major progressive social change movement, not only to secure their own right of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor union movement, and the modern civil rights movement; and

WHEREAS, The History-Social Framework of California Public Schools, Kindergarten through Grade Twelve states that the History of community, state, region, nation, and world reflect the experiences of men and women and of different racial, religious and ethnic groups and that these studies be integrated at every grade level in the curriculum; now

Therefore, Be it resolved that the Board of Education of the Colton Joint Unified School District hereby recognizes the month of March as *Women's History Month* and encourages students, staff and parents to commemorate this occasion with appropriate and meaningful activities.



DULY ADOPTED by the Board of Education of the Colton Joint Unified School District of San Bernardino County, State of California, with a vote of ___ ayes, ___ nays, ___ absent, ___ abstentions, and signed by the President and attested by the Secretary this 17th day of February, 2011.

Patricia Haro
President, Board of Education

Attest:

Jerry Almendarez
Secretary, Board of Education

BOARD AGENDA

REGULAR MEETING
February 17, 2011

ACTION ITEM

TO: Board of Education

PRESENTED BY: Jerry Almendarez, Superintendent

SUBJECT: **Adoption of Resolution No. 11-40, *Support of Placing a Revenue Extension Measure on the Ballot***

GOAL: Student Performance, Personnel Development, Facilities/Support Services, Budget Planning, School Safety & Attendance, Community Relations, & Parent Involvement

STRATEGY: Strategy #1 – Communication Strategy #4 – Facilities
Strategy #2 – Curriculum Strategy #5 – College Career
Strategy #3 – Decision Making Strategy #6 – Character

BACKGROUND: On January 22, the California School Board Association (CSBA) Board of Directors voted to support placing a measure on the ballot for the extension of temporary revenues that are vitally needed in order to help prevent deeper cuts to schools and students. This extension would greatly benefit the Colton Joint Unified School District.

BUDGET IMPLICATIONS: No impact to the General Fund

RECOMMENDATION: That the Board adopt the Resolution No. 11-40, *Support of Placing a Revenue Extension Measure on the Ballot*, as presented.

ACTION: On motion of Board Member _____ and _____, the Board adopted Resolution No. 11-40, as presented.

Colton Joint Unified School District
**Support of Placing a Revenue
Extension Measure on the Ballot**

Resolution No. 11-40

WHEREAS, Governor Brown's 2011-12 budget proposal is a balanced approach between revenues and new cuts to solving the deficit and provides for an extension of temporary revenues to support programs our students need and deserve; and

WHEREAS, over the last several years, K-12 education funding has taken a disproportionate amount of budget cuts; and

WHEREAS, state and local funding for schools has been cut by more than \$18 billion, or about \$1,900 per student in the last three years; and

WHEREAS, the Colton Joint Unified School District has cut \$9.6 million from its budget over the past three years as a result of ongoing statewide cuts to education funding; and

WHEREAS, the loss of \$7 billion in one-time federal funding further reduces school budgets; and

WHEREAS, to begin to reverse this downward spiral, Californians must retain the revenues that enable us to invest in our schools and students; and

WHEREAS, the governor's budget proposal to limit further cuts to schools in 2011-12 is dependent on voter approval of an extension of existing temporary tax increases; and

WHEREAS, a ballot measure to extend temporary revenues will help prevent further cuts to schools, and without this extension the LAO reports that funding for schools would fall by at least \$2 billion, or more than \$335 per student; and

WHEREAS, the Colton Joint Unified School District expects our local legislators to work with the governor to protect schools from further cuts and to ensure the continued investment our students deserve; and

WHEREAS, the Colton Joint Unified School District opposes a cuts-only budget and supports a budget that is balanced with a combination of cuts and revenue extensions;

NOW, THEREFORE, BE IT RESOLVED that the Colton Joint Unified School District supports placing a measure on the June 2011 ballot calling for a five-year revenue extension to protect our schools and students by making education a priority in our state.



DULY ADOPTED by the Board of Education of the Colton Joint Unified School District of San Bernardino County, State of California, with a vote of ___ ayes, ___ nays, ___ absent, ___ abstentions, and signed by the President and attested by the Secretary this 17th day of February, 2011.

President, Board of Education

Vice-President, Board of Education

Clerk, Board of Education

Member, Board of Education

Member, Board of Education

Member, Board of Education

Secretary, Board of Education

Member, Board of Education