

Ontario-Montclair School District
Regular Meeting of the Board of Trustees

AGENDA

Thursday, February 18, 2021

Teleconference Meeting

Closed Session: 2:00 P.M.
Open Session: 5:30 P.M.

Board of Trustees:

Sonia Alvarado
Kristen Brake
Sarah S. Galvez
Flora Martinez
Elvia M. Rivas



Mission Statement

Ontario-Montclair School District (OMSD) is committed to providing a world-class education to our students in safe, respectful, and welcoming school environments that empowers students, staff, and families to be successful in a dynamic global society and cultivates college, career, and community partnerships.

Misión

El Distrito Escolar de Ontario-Montclair, esta comprometido a proporcionar una educación de calidad mundial a todos los estudiantes en ambientes escolares seguros y respetuosos que den poder a los estudiantes, personal y familias y que cultiven sociedades con nuestra comunidad, negocios y agencias no lucrativas.

“Our Community, Our Children, Our Commitment, Our Future”



ONTARIO-MONTCLAIR SCHOOL DISTRICT

Board of Trustees

Elvia M. Rivas - President
Kristen Brake - Vice President
Sonia Alvarado - Clerk
Sarah S. Galvez - Member
Flora Martinez - Member

Board Secretary

Superintendent
Dr. James Q. Hammond

Cabinet

Phil Hillman, Chief Business Official, Business Services
Tammy Lipschultz, Assistant Superintendent, Learning & Teaching
Hector Macias, Assistant Superintendent, Human Resources

Irma Sanchez, Executive Assistant to the Superintendent



Ontario-Montclair School District **TELECONFERENCE BOARD MEETINGS**

The Ontario-Montclair School District (OMSD) Board of Trustees usually meets on the first and third Thursday of each month for its regular sessions. Meetings begin at 5:30 p.m. and are usually held in the Central Language Academy Auditorium, 415 East "G" Street, Ontario. For specific dates and information, phone (909) 418-6445 or refer to the agenda. All regular and Special Board meetings are open to the public via electronic access by visiting our District website at www.omsd.net.

While the Board of Trustees continues to hold meetings to conduct essential business during the COVID-19 pandemic, and in accordance with Governor Newsom's Executive Order, ordering Californians to shelter in place and banning public gatherings, members of the public may not attend the Board meetings in person. Board Members may be present at 1556 South Sultana Avenue, 91761 for a portion of closed session or may participate remotely via Zoom. Members of the public may listen to OMSD Board meetings in real-time simulcast.

The changes in public participation began at the Board of Trustees meeting on Thursday, April 16, 2020 and will continue until further notice. In addition, the remote site locations at Central Language Academy will not be open to the public.

The Board continues to value and encourage members of the public to make public comments during its meetings. Two (2) options for making public comment are currently available to the public. Individuals may come to the District Office only to make public comment or via email.

In Person Public Comments:

Individuals wishing to make public comments in person may visit the District Office at 950 West D Street, Ontario, CA 91762 (HR Wing – Conference Room A-35) and check in with staff. **Please note, accessibility to the room will only be available during your time to make public comment and social distancing regulations will be strictly enforced. You will be required to wear a cloth mask covering your face and nose except for the time that you are speaking and then must replace it as you exit.**

Public Comments Submitted via Email:

Staff will read aloud the emails received for public comment according to the procedures below. Comments should be brief and designed to be read in five minutes or less, with total comments being twenty minutes or less per topic of discussion. In order to ensure your entire message is read, please contain your message to no more than 700 words. Any comments exceeding that length will be forwarded to Board Members and are available for public inspection upon request. Please remember that comments on items not listed on the agenda cannot be responded to during the meeting, but Board Members carefully listen to those comments and those comments often become part of the discussion of future Board meetings, when they can be listed on the agenda.

Open Session Public Comments on Items Listed on the Agenda:

Prior to 4:00 PM on the day of the Board Meeting, email open.session.agenda.comment@omsd.net with comments to be read to those attending open session. All public comments should begin by listing the following information:

- *Your name and item on the agenda you wish to address*

Open Session Public Comments on Items Not Listed on the Agenda:

Prior to 4:00 PM on the day of the Board Meeting, email open.session.nonagenda.comment@omsd.net with comments to be read to those attending open session. All public comments should begin by listing the following information:

- *Your name*

Closed Session Public Comment:

Prior to 4:00 PM on the day of the Board Meeting, email closed.session.public.comment@omsd.net with comments to be read to those attending closed session. All public comments should begin by listing the following information:

- *Your name and item on the agenda you wish to address*

If emails arrive after the pre-meeting deadline listed above, every effort will be made to read any late emails when the time comes to read public comments, but emailing prior to the pre-meeting deadline will help avoid your comments being missed.

If you have a condition, which prevents you from accessing the ability to make comment through any of these mechanisms, please contact Irma Sanchez (909) 418-6445.

Distrito Escolar Ontario-Montclair

REUNIONES DE LA MESA DIRECTIVA LLEVADAS A CABO POR TELECONFERENCIA

La Mesa Directiva del Distrito Escolar Ontario-Montclair (OMSD) suele reunirse el primer y tercer jueves de cada mes para llevar a cabo las sesiones ordinarias. Las reuniones comienzan a las 5:30 p. m. y por lo general se llevan a cabo en el auditorio de la Academia de Lenguaje Central, ubicada en el 415 East "G" Street, Ontario. Para obtener más información y enterarse de las fechas específicas, llame al teléfono (909) 418-6445 o consulte la agenda de la reunión. Todas las reuniones regulares y de la Mesa Directiva y Juntas Especial están abiertas al público a través del acceso electrónico visitando el sitio web del Distrito en www.omsd.net.

Mientras que los miembros de la Mesa Directiva continúan reuniéndose para llevar a cabo asuntos esenciales durante la pandemia de la enfermedad COVID-19, y en cumplimiento con la orden ejecutiva del gobernador Newsom, en la cual se les pide a los habitantes de California que se refugien en sus hogares y prohíbe las reuniones públicas, los miembros del público no pueden asistir a las reuniones de la Mesa Directiva en persona. Los miembros de la Mesa Directiva pueden estar presentes en 1556 South Sultana Avenue, 91761 para una parte de la sesión cerrada o pueden participar remotamente a través de Zoom. Los miembros del público podrán escuchar las reuniones de OMSD en una transmisión que se llevará a cabo en tiempo real.

Los cambios en la participación del público en las reuniones de la Mesa Directiva comenzarán a implementarse a partir de la próxima reunión de la Mesa Directiva, la cual está programada para llevarse a cabo el jueves, 16 de abril del 2020, y continuarán realizándose de esta manera hasta nuevo aviso. Por consiguiente, las ubicaciones remotas de la Academia de Lenguaje Central ya no estarán disponibles al público.

La Mesa Directiva sigue valorando y animando a los miembros del público a hacer comentarios públicos durante sus reuniones. Actualmente hay dos (2) opciones para hacer comentarios públicos disponibles para el público. Las personas pueden acudir a la Oficina del Distrito solo para hacer comentarios públicos o por correo electrónico.

Comentarios públicos en persona:

Las personas que deseen hacer comentarios públicos en persona pueden visitar la Oficina del Distrito en 950 West D Street, Ontario, CA 91762 (oficinas de Recursos Humanos – Sala de Conferencias A-35) y registrarse con el personal. **La accesibilidad a la habitación solo estará disponible durante su tiempo para hacer comentarios públicos y se aplicarán estrictamente las regulaciones de distanciamiento social. Se le pedirá que use una máscara de tela que cubra su cara y nariz, excepto por el tiempo que está hablando y luego debe reemplazarla al salir.**

Comentarios públicos enviados por correo electrónico:

El personal leerá en voz alta los correos electrónicos recibidos para comentarios públicos de acuerdo con los procedimientos a continuación. Los comentarios deben ser breves y diseñados para ser leídos en cinco minutos o menos, con el total de comentarios de veinte minutos o menos por tema de discusión. Para asegurarse de que se lea todo su mensaje, por favor contenga su mensaje a no más de 700 palabras. Cualquier comentario que exceda esa duración será remitido a los miembros de la Junta y estará disponible para su inspección pública a petición. Recuerde que los comentarios sobre los temas no enumerados en el orden del día no pueden ser respondidos durante la reunión, pero los miembros de la Junta escuchan atentamente esos comentarios y esos comentarios a menudo pasan a formar parte del debate de futuras reuniones de la Junta, cuando pueden aparecer en el orden del día.

Comentarios del público en la sesión a puertas abiertas y sobre temas que forman parte de la agenda:

Antes de las 4:00 PM del día de la Reunión, envíe un correo electrónico a open.session.agenda.comment@omsd.net con los comentarios que desea dirigir a aquellos que asisten a la sesión a puertas abiertas. Todos los comentarios del público deben comenzar con e incluir la siguiente información:

- *Su nombre y tema de la agenda que desea abordar con su comentario.*

Comentarios del público en la sesión a puertas abiertas y sobre temas que no forman parte de la agenda:

Antes de las 4:00 PM del día de la Reunión, envíe un correo electrónico a open.session.nonagenda.comment@omsd.net con los comentarios que desea dirigir a aquellos que asisten a la sesión a puertas abiertas. Todos los comentarios del público deben comenzar con e incluir la siguiente información:

- *Su nombre*

Comentarios del público en la sesión a puertas cerradas:

Antes de las 4:00 PM del día de la Reunión, envíe un correo electrónico a closed.session.public.comment@omsd.net con los comentarios que desea dirigir a aquellos que asisten a la sesión a puertas cerradas. Todos los comentarios del público deben comenzar con e incluir la siguiente información:

- *Su nombre y tema de la agenda que desea abordar con su comentario.*

Si los correos electrónicos se reciben después del periodo límite de tiempo mencionado previamente, se hará todo lo posible por leer cualquier correo electrónico que sea recibido después del periodo de tiempo establecido; esto se hará cuando llegue el momento de leer los comentarios del público, pero el enviar su correo electrónico previo al límite de tiempo establecido –antes de que se lleve a cabo la reunión– ayudará a evitar que su comentario no sea leído.

Si tiene alguna condición que impide su habilidad de acceder a cualquiera de estos medios para emitir sus comentarios, por favor comuníquese con Irma Sánchez llamando al teléfono (909) 418-6445.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

TELECONFERENCE/VIRTUAL MEETING

REGULAR MEETING OF THE BOARD OF TRUSTEES

A G E N D A

Thursday, February 18, 2021

Live audio recording of this meeting can be accessed at <https://youtu.be/nlp5hPaFxpC> or by visiting our website at www.omsd.net.

While the Board of Trustees continues to hold meetings to conduct essential business during the COVID-19 pandemic, and in accordance with Governor Newsom’s Executive Order, ordering Californians to shelter in place and banning public gatherings, members of the public may not attend the Board meetings in person. Board Members may be present at 1556 South Sultana Avenue, 91761 for a portion of closed session or may participate remotely via Zoom. Members of the public may listen to OMSD Board meetings in real-time simulcast.

For assistance with clarification or language translation of a specific board meeting agenda item, you may contact the Superintendent’s Office at (909) 418-6445.

Accessibility-Special Accommodation

Individuals requiring special accommodations or modifications, including, but not limited to, any disabilities, including an American Sign Language interpreter, auxiliary aids and services, accessible seating, or documentation in accessible formats, should **contact the superintendent’s office, at (909) 418-6445**, as soon as possible, but **at least two days before** the meeting date.

Per Board Bylaw 9324, the District may tape, film, or broadcast any open Board Meeting. A copy of the recording of this meeting may be found on our District website. Please contact the Superintendent’s Office at (909) 418-6445, if you have any questions.

A. PUBLIC MEETING – 2:00 PM

CALL TO ORDER

COMMENTS FROM THE PUBLIC

CLOSED SESSION

BOARD OF TRUSTEES

_____ **Mrs. Alvarado**

_____ **Mrs. Brake**

_____ **Ms. Galvez**

_____ **Mrs. Martinez**

_____ **Ms. Rivas**

Moved _____ **Seconded** _____ **Vote** _____

SA: _____ **KB:** _____ **SG:** _____ **FM:** _____ **ER:** _____

The following are the items for discussion and consideration at the Closed Session of the Meeting for the Board of Trustees:

1. Personnel Actions

a. Public Employee Discipline/Dismissal/Release: Pursuant to Government Code Section 54957

- Certificated Temporary Teachers – Release
- Elementary Administrator

b. Public Employee Appointment

- Director of Athletic, Extra-Curricular Activities and Program Support
- Director of Curriculum and Instruction
- Director of Family & Community Engagement
- Director of Learning & Teaching, East Region
- Director of Ontario-Montclair Schools Foundation (OMSF), Grant Writing and Strategic Partnerships
- Director of Health, Social/Emotional Learning, and Collaborative Services

2. Superintendent’s Evaluation

3. Conference with Legal Counsel

- a. Anticipated Litigation: *Pursuant to Government Code Section 54956.9(d)(2):*
- Two Cases

4. Negotiations/Public Employee Evaluations

- a. Conference with Labor Negotiator: *Pursuant to Government Code Section 54957.6*
Agency Negotiator: Hector Macias, Assistant Superintendent, Human Resources
Employee Organizations: OMTA and CSEA Chapter # 108

ADJOURNMENT OF CLOSED SESSION

B. RECONVENE TO OPEN SESSION – 5:30 PM

C. PLEDGE OF ALLEGIANCE TO THE FLAG

D. ADOPTION OF AGENDA

Moved _____ Seconded _____ Vote _____

SA: _____ KB: _____ SG: _____ FM: _____ ER: _____

E. RECOGNITIONS/PRESENTATIONS: None

F. PUBLIC COMMENTS BY ATTENDEES (BB 9323.b 5): THIS IS INCLUSIVE OF OMTA, CSEA, PARENT GROUPS, INDIVIDUAL STAFF, STUDENTS, FAMILIES, BUSINESS PARTNERS, PUBLIC AGENCIES, NON-PROFIT GROUPS, AND OTHER MEMBERS OF THE PUBLIC.

The Board values and encourages members of the public to make public comments during its meetings. All individual comments shall be limited to five (5) minutes with a maximum time of 20 minutes per topic of discussion, unless the time limits are waived by action of the Board. In order to ensure non-English speakers receive the same opportunity to address the Board, any member of the public who utilizes a translator, shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. Please remember that comments on items not listed on the agenda cannot be responded to during the meeting, but Board Members carefully listen to those comments and those comments often become part of the discussion of future Board meetings.

Speakers are encouraged to make their remarks in a courteous manner that is respectful of all members of the education community and of the District's goal of supporting student achievement. Members of the public will have two (2) options for addressing the Board.

In Person Public Comments:

Individuals wishing to make public comments in person may visit the District Office at 950 West D Street, Ontario, CA 91762 (HR Wing – Conference Room A-35) and check in with staff. **Please note, accessibility to the room will only be available when called upon for your time to make public comment and social distancing regulations will be strictly enforced. You will be required to wear a cloth mask covering your face and nose except for the time that you are speaking and then must replace it as you exit.**

Comments Submitted via Email:

Staff will read out loud the emails received via email for public comment according to the procedures previously listed. **Comments must be received no later than 4:00pm on the day of the Board Meeting.** In order to ensure your entire message is read, please contain your message to no more than 700 words. Any comments exceeding that length will be forwarded to Board Members and are available for public inspection upon request. We will make every effort to read all comments received during the meeting, however any that are not read will be provided to the Board at the conclusion of the meeting.

1. Comments or questions from visitors on **District matters not on the agenda or agenda matters** items will be heard at this time.

G. CONSENT CALENDAR

(Warrant Register and contracts are included in the agenda and are provided under separate cover.)

Moved _____ Seconded _____ Vote _____

SA: _____ KB: _____ SG: _____ FM: _____ ER: _____

a. Superintendent's Office

a1. Thursday, February 4, 2021, Regular Meeting Minutes of the Board of Trustees:
Approval (Ref. a 1.1-9)

b. Business Services

b1. Acceptance of Warrant Registers AP 2021-0218: **Approval** (*Additional Supporting Information Available Under Separate Cover*)

b2. Purchase Orders 002724-002808: **Approval** (*Additional Supporting Information Available Under Separate Cover*)

b3. Purchasing and Contracts Report 2021-12: **Approval** (Ref. b 3.1-3)

b4. Acceptance of Gifts/Donations: **Approval** (Ref. b 4.1-2)

c. Human Resources

c1. Certificated Personnel Recommendations Report #CERT2021-0218: **Approval**
(Ref. c 1.1-3)

c2. Classified Personnel Recommendations Report #CLA2021-0218: **Approval**
(Ref. c 2.1-3)

c3. Revised Job Description for Director of Information Services: **Approval**
(Ref. c 3.1-6)

c4. Revised Job Description for Director of Facilities Planning and Operations:
Approval (Ref. c 4.1-6)

c5. Revised Job Description for Food & Nutrition Services: **Approval** (Ref. c 5.1-5)

c6. Revised Job Description for Director of Transportation: **Approval** (Ref. c 6.1-6)

c7. Revised Job Description for Director of Purchasing: **Approval** (Ref. c 7.1-6)

c8. Revised Description for Executive Director of Business Services/Chief Financial Officer (CFO): **Approval**
(Ref. c 8.1-6)

d. Learning & Teaching

d1. Adoption of Resolution 2020-21-57: Recognizing March 21, 2021 as World Poetry Day: **Approval**
(Ref. d 1.1-3)

H. DISCUSSION/ACTION/PUBLIC HEARING

Superintendent’s Office

H1. Discuss and vote for no more than six (6) of the candidates listed for the 2021 CSBA Delegate Assembly Vacancies in Region 16-B: **Approval** Ref. H 1.1-21)

- ___ Randal Cenicerros (Mountain View SD)
- ___ Tom Courtney* (Lucern Valley USD)
- ___ Henry Cowles (Cucamonga SD) ***Denotes Incumbent**
- ___ Andrew Cruz (Chino Valley USD)
- ___ Mark Dundon (Hesperia USD)
- ___ Flora Martinez (Ontario-Montclair SD)
- ___ Shari Megaw* (Chaffey Jt. Union HSD)
- ___ Michael Snellings (Yucaipa-Calimesa Joint USD)
- ___ Gabriel Stine* (Victor ESD)
- ___ Eric Swanson*(Hesperia USD)
- ___ Mondri Taylor* (Etiwanda SD)
- ___ Kathy Thompson* (Central SD)
- ___ Paul Zamoyta (Bear Valley USD)

Moved _____ Seconded _____ Vote _____

SA: _____ KB: _____ SG: _____ FM: _____ ER: _____

I. CALL OUT OF CLOSED SESSION ACTIONS

J. COMMENTS AND RECOMMENDATIONS BY BOARD OF TRUSTEES

K. COMMENTS AND REPORT BY SUPERINTENDENT

L. INFORMATION/ANNOUNCEMENTS

L1. 2020-2021 Williams Second Quarter Findings Report: **Information** (Ref. L 1.1-2)

L2. 2020-2021 Williams Second Quarter Uniform Complaint Report Summary: **Information** (Ref. L 2.1-2)

L3. Future Agenda Items
(Request for Board consideration must be submitted in writing and meet the criteria as indicated in Board Bylaw 9322)

L4. Next Regular Board Meeting:
March 18, 2021 at 5:30 PM (Open Session)
Teleconference Information can be found on our District Website* at www.omsd.net and on the Agenda*. **72-hours prior to the Board Meeting.*

M. ADJOURNMENT

Moved _____ **Seconded** _____ **Vote** _____

SA: _____ **KB:** _____ **SG:** _____ **FM:** _____ **ER:** _____

Time: _____

NOTICE: Individuals requiring special accommodations or modifications, including, but not limited to, any disabilities, including an American Sign Language interpreter or auxiliary aids and services, accessible seating, or documentation in accessible formats, should contact the Office of the Superintendent at (909) 418-6445, or designee, at least two days before the meeting date.

The District hereby certifies that a public accessible copy of this agenda was posted at the Briggs Education Center, located at 950 West D Street, Ontario, California 91762, not less than 72 hours prior to this meeting. Public records related to the public session agenda that are distributed to the Board of Trustees less than 72 hours before a regular meeting, may be inspected by the public by contacting Irma Sanchez at (909) 418-6445 to make arrangements to view these records.

Presentations/Recognitions

Recognitions/Presentations

E. NONE

Consent Calendar

(a) Superintendent's Office

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

February 18, 2021

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: Minutes of the February 4, 2021 Regular Meeting of the Board of Trustees

REQUESTED ACTION

Approve the Minutes of the February 4, 2021 Regular Meeting of the Board of Trustees.

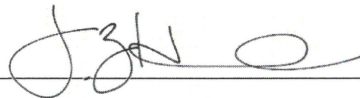
BACKGROUND INFORMATION

The Board of Trustees recognizes that maintaining accurate minutes of Board meetings provides a record of Board actions for use by District staff and the public. Accurate minutes also help foster public trust that Board actions are occurring in public in accordance with law.

Board Bylaw 9122 states that the Board of Trustees shall appoint the Superintendent to serve as Secretary to the Board. The Secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings.

As Secretary to the Board of Trustees, the Superintendent presents the minutes of the Regular Meeting of the Board of Trustees held on February 4, 2021.

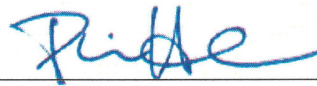
Prepared by: James Q. Hammond, Superintendent



FINANCIAL IMPLICATIONS

None.

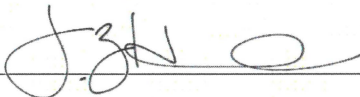
Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve the Minutes of the Regular Meeting of the Board of Trustees held on February 4, 2021.

Approved by: James Q. Hammond, Superintendent



ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

REGULAR BOARD OF TRUSTEES MEETING
Thursday, February 4, 2021

MINUTES

A. CALL TO ORDER

A regular meeting of the Ontario-Montclair School District Board of Trustees was called to order at 5:00 PM by President Elvia M. Rivas. The meeting was held via Zoom and broadcast on YouTube. Live audio recording of this meeting was accessible at <https://youtu.be/ARxZv0vveTI> or by visiting our website at www.omsd.net.

ROLL CALL

Trustees Present: Elvia M. Rivas, President; Kris Brake, Vice President; Sonia Alvarado, Clerk; and Trustees Sarah Galvez and Flora Martinez.

Administrators Present: Dr. James Q. Hammond, Superintendent; Phil Hillman, Chief Business Official (Business Services); Tammy Lipschultz, Assistant Superintendent (Learning & Teaching); Hector Macias, Assistant Superintendent, (Human Resources); and Irma Sanchez, Executive Assistant to the Superintendent.

COMMENTS ON CLOSED SESSION ITEMS

No comments made.

ADJOURNED TO CLOSED SESSION

On a motion by Trustee Brake, seconded by Trustee Alvarado, the Board entered into Closed Session at 5:00 PM by a roll call vote of 5-0-0 by the Board of Trustees.

B. RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 5:35 PM.

C. PLEDGE OF ALLEGIANCE TO THE FLAG

Pledge of Allegiance was led by guest presenter, Royce Townsend, Partner, Eide Bailly, LLP.

D. ADOPTION OF AGENDA

Upon a motion by Trustee Martinez and seconded by Trustee Alvarado, the Board of Trustees **APPROVED, Adoption of Agenda**, by a roll call vote of 5-0-0 by the Board of Trustees.

E. RECOGNITIONS/PRESENTATIONS:

1. 2019-2020 Annual Financial Audit Report and Annual Measure K General Obligation Bonds Audit Report as Presented by Phil Hillman, Chief Business Official and Royce Townsend, Partner with Eide Bailly, LLP.
2. 2021-2022 Governor's State Budget Proposal as Presented by Phil Hillman, Chief Business Official.

F. PUBLIC COMMENTS BY ATTENDEES (BB 9323.b 5) THIS IS INCLUSIVE OF OMTA, CSEA, PARENT GROUPS, INDIVIDUAL STAFF, STUDENTS, FAMILIES, BUSINESS PARTNERS, PUBLIC AGENCIES, NON-PROFIT GROUPS, AND OTHER MEMBERS OF THE PUBLIC:

Irma Sanchez, Executive Assistant to the Superintendent read the following email as received for public comments.

Chris Vargas, President CSEA Chapter #108:

Good evening Board President Rivas, Board of Trustees, Dr. Hammond, and Cabinet.

I read a post on social media saying, "I tried the free trial of the 2021 yearly subscription and I would like to cancel my subscription!" I think we can all agree that 2020 has challenged us to adapt and has left us with some underlying anxiety about what we will experience during this 2021 year. However, even with that anxiety, the passion, the dedicated service, and the essential role our classified employees continually provide our students and community is far from over.

I love receiving emails about how our members are going above and beyond to support our students and community. I enjoy seeing our fantastic Food Service Assistants connecting with families during food distributions with the biggest smile and positive energy, as they greet families. I am impressed by the dedication of our caring Custodians to keep our school sites clean and ready for when our students return. I am thankful to our marvelous Mentors who have checked-in with our scholars and provided that essential SEL support. I am appreciative of our Campus Safety Officers who complete many home visits to ensure our students have the tools necessary to thrive in this Distance Learning era. I am grateful for impressive Information Services Technicians who have worked diligently to troubleshoot the various connection issues and the many repairs on student devices. I can continue to share my gratitude within the many classifications, but the point I want to make is not "I" am essential, but rather "We" are all essential.

The Association has dedicated this year as the Year for Engagement and Recognition. Our Executive Board has created various projects to recognize the dedicated service and essential role our classified employees provide OMSD and will soon implement these projects in the months to come. Our newly elected First Vice-President, Anna Rios, and our Second Vice-President, Juan Villalobos will share some of these projects, as well as member recognitions, at the following Board Meetings.

Lastly, I want to encourage the Board to renew and strengthen their commitment in maintaining certain positions while enhancing those positions that directly impact the growth of our students; such as those positions that directly support student engagement in the classroom or support offices. Tonight, the Board will act to enhance several management job descriptions. Some of these enhancements will include an increase in compensation and some do not. The Association understands that there are many uncertain factors still coming into play, such as budgets and staffing, however, the Association wishes to remind the District of the essential work classified employees provide and will look forward to a collaborative discussion with the District in continuing our mutual commitment of equity. What is equity? Thank you.

John Egan, OMTA President (Presented Comments in Person)

Mr. Egan thanked Superintendent Dr. Hammond for his continued efforts to keep staff and students safe amidst the pandemic. He thanked the Board of Trustees and Superintendent Dr. Hammond for their work in securing a partnership with Arrowhead Regional Hospital to provide a set number of

COVID-19 vaccines for OMSD staff, ages 55 and older. He also shared his disappointment that the event was canceled and shared that it was due to Supervisor Curt Hagman's lack of concern for teachers and students. Mr. Egan shared that Supervisor Hagman's only interest is in opening schools. He stated that schools will open, but only when it is safe and not until infection rates begin to trend downward. Mr. Egan shared that canceling the event has delayed the opening of schools by denying OMSD school personnel the vaccines. Mr. Egan further shared that he spoke to Supervisor Hagman and that Mr. Hagman did not seem interested in hearing the various ways COVID-19 is impacting the community. Mr. Egan expressed his discontent about the rationale for how the decision was made and he shared that he believed this is a dangerous thing for a person in a public office to make.

Mr. Egan concluded by thanking teachers and school personnel who continue to do amazing things from home in support of students. He wished the audience health and safety.

G. CONSENT/INFORMATION CALENDAR

On a motion by Trustee Alvarado, seconded by Trustee Brake, the Board of Trustees **APPROVED, Consent/Information** by a roll call vote of 5-0-0 by the Board of Trustees.

a. Superintendent's Office

APPROVED, Agenda Item a1, Thursday, January 14, 2021, Regular Meeting Minutes of the Board of Trustees;

APPROVED, Agenda Item a2, Second Reading and Adoption of Board Policies (BPs), Administrative Regulations (ARs), Board Bylaws (BBs), and Exhibits (Es) as listed below:

Superintendent's Office

Exhibit (E) 1113: District and School Web Sites

Exhibit (E1) 9323.2: Actions by the Board

Business Services

BP 3280: Sale or Lease of District-Owned Real Property

BP & AR 3530: Risk Management/Insurance

Human Resources

BP & AR 4119.11; 4219.11; 4319.11: Sexual Harassment

AR & Exhibit 4119.12; 4219.12; 4319.12: Title IX Sexual Harassment Complaint Procedures

BP & AR 4157; 4257; 4357: Employee Safety

AR 4157.1; 4257.1; 4357.1: Work-Related Injuries

BP & AR 5113.1: Chronic Absence and Truancy

AR 5113.11: Attendance Supervision

BP & AR 5145.7: Sexual Harassment

AR 5145.71: Title IX Sexual Harassment Complaint Procedures

Exhibit (E) 5145.71: Title IX Sexual Harassment Complaint Procedures

Learning & Teaching

BP, AR & Exhibit (E) 6161.1: Selection and Evaluation of Instructional Materials

b. Business Services

APPROVED, Agenda Item b1, Acceptance of Warrant Registers AP 2021-0204;

Business Services (Continued)

APPROVED, Agenda Item b2, Purchase Orders 002619-002665 (*Additional Supporting Information Available Under Separate Cover*)

APPROVED Agenda Item b3, Purchasing and Contracts Report 2021-11;

APPROVED Agenda Item b4, Acceptance of Gifts/Donations;

APPROVED Agenda Item b5, Budget Adjustments – December 2020;

c. Human Resources

APPROVED, Agenda Item c1, Certificated Personnel Recommendations Report # CERT2021-0204;

APPROVED, Agenda Item c2, Classified Personnel Recommendations Report #CLA2021-0204;

APPROVED, Agenda Item c3, Revised Job Description for Executive Assistant – Confidential;

APPROVED, Agenda Item c4, New Job Description for Director of Health, Social/Emotional Learning, and Collaborative Services;

APPROVED, Agenda Item c5, Revised Job Description for Executive Assistant to the Superintendent;

APPROVED, Agenda Item c6, Revised Job Description for Director of Curriculum and Instruction;

APPROVED, Agenda Item c7, New Job Description for Director of the Ontario-Montclair Schools Foundation (OMSF), Grant Writing and Strategic Partnerships;

APPROVED, Agenda Item c8, New Job Description for Director of Athletics, Extra-Curricular Activities and Program Support;

APPROVED, Agenda Item c9, New Job Description for Director of Family & Community Engagement;

d. Learning & Teaching:

APPROVED, Agenda Item d1, Teacher Induction Program Preconditions Report for Program #609 (Exhibit A) and the General Institutional Preconditions Report for Program #609 (Exhibit B);

APPROVED, Agenda Item d2, Ontario-Montclair School District – Sponsored Travel/Conference/Business for Non-District Employees TCB2021-02 (Exhibit A);

APPROVED, Agenda Item d3, Adoption of Resolution 2020-21-56, Recognizing the Month of March 2021 as Arts Education Month.

H. DISCUSSION/ACTION/PUBLIC HEARING:

Prior to Board action, Superintendent Dr. Hammond commented on Agenda Item H1, Grade Level Reconfiguration at Arroyo Elementary School beginning with the 2021-2022 School Year to Include Students in Grades Seventh and Eighth.

Superintendent Dr. Hammond shared that several years ago, Arroyo began the process of becoming an IB (International Baccalaureate) school with a PYP (Primary Years Program) offering. As a result of some configuration at Wiltsey Middle School, Superintendent Dr. Hammond believes that it is in the best interest of the District to have Arroyo Elementary School offer grades K-8 and expand the IB program into an MYP. This process will begin by adding seventh grade in the 2021-2022 school year and then eighth grade in the 2022-2023 school year. Superintendent Dr. Hammond shared that there has been overwhelming support from staff and families at Arroyo Elementary School for a K-8 vision. He shared that offering students and providing families a choices, is a good thing and that this demonstrates another option for families in our District. Additionally, he added that this opportunity may garner interest from families outside the District. He concluded by sharing that this will make Arroyo the fourth K-8 school in OMSD.

Learning & Teaching

Upon a motion by Trustee Alvarado, and seconded by Trustee Martinez, the Board of Trustees **APPROVED, Agenda Item H1** Grade Level Reconfiguration at Arroyo Elementary School beginning with the 2021-2022 School Year to Include Students in Grades Seventh and Eighth, by a roll call vote of 5-0-0 by the Board of Trustees.

Human Resources

Upon a motion by Trustee Brake, and seconded by Trustee Galvez, the Board of Trustees **APPROVED, Agenda Item H2** Variable Term Waiver Request for Initial Basic Skills Requirement for TszYin Kan and Maricela Romer, by a roll call vote of 5-0-0 by the Board of Trustees.

Human Resources

Upon a motion by Trustee Martinez, and seconded by Trustee Alvarado, the Board of Trustees **APPROVED, Agenda Item H3** Variable Term Waiver Request for Jenine Corona, Speech Language Pathologist, Authorizing her for Speech-Language Pathology Service, Effective January 4, 2021 through June 30, 2021, by a roll call vote of 5-0-0 by the Board of Trustees.

I. CALL OUT OF CLOSED SESSION ACTIONS:

Hector Macias, Assistant Superintendent, Human Resources reported no action was taken in Closed Session.

J. BOARD OF TRUSTEES COMMENTS AND RECOMMENDATIONS

Trustee Martinez thanked Phil Hillman for his presentations. She stated that she is learning more about the District operations and is always impressed by the information Phil shares. She also recognized Hector Macias for the Human Resources Newsletter that was recently published. She found it very informative. Trustee Martinez also recognized Edison Assistant Principal, Dawn el-Rhashid for her amazing story she recently shared participating in the OMSD Unity Videos. She found it incredibly inspiring and felt it highlighted the need for change. Trustee Martinez also recognized Denise Flores from Family & Collaborative Services for going above and beyond in service of students and families. She also thanked certificated and classified staff for their continued efforts and hard work.

Trustee Brake thanked all OMSD staff who work diligently to keep the District safe. She hopes that schools will reopen and everyone can be back together soon. She encouraged everyone to stay safe.

Trustee Alvarado shared her disappointment in Supervisor Curt Hagman's office decision to pull out of the already previously committed arrangements for vaccines that were secured for OMSD staff. She shared that staff was ready to be vaccinated to begin the process of returning to in-person instruction. She shared that some students and families are struggling with online learning. She felt this has pushed back the District's ability to reopen schools. She urged the importance of everyone working together to make vaccines available to staff. She thanked teachers for all their hard work helping kids learn online. She recognizes it is not easy. She thanked all OMSD staff for their hard work amidst the changes caused by the pandemic. She concluded by thanking Superintendent Dr. Hammond and Cabinet for their efforts in trying to arrange the vaccine for staff.

Trustee Galvez agreed with the sentiments of her colleagues. She shared that communication and collaboration is what OMSD is made of. She shared that there is collaboration amongst all OMSD staff to ensure everyone is given the same message. She believes that OMSD has gone above and beyond in providing avenues to share information with the OMSD community and is proud of the collaboration OMSD has with city and county officials. She shared that she is disappointed with Supervisor Curt Hagman and the cancellation of the vaccine event for OMSD staff. She felt it was an unfortunate misstep and shared that it has set back OMSD's plans to reopen schools. She thanked staff for all the ways they have gone above and beyond during this pandemic.

Trustee Rivas thanked the Board for their strength and courage in speaking up about the vaccine event being canceled. She thanked Superintendent Dr. Hammond for his leadership in fighting for OMSD and for staff to be given this opportunity to get vaccinated. She was very disappointed that after staff had secured appointments for the vaccine, they would have their appointments whisked away from them. She felt it was cruel and inhumane. She feels that vaccinating after schools reopen is a set up for failure and that vaccinating staff before schools reopen gives a better outlook for success and allows for a more stable transition back to in-person instruction. She stated that there was no excuse for the cancellation, as it is playing with people's health and lives. She recognized and thanked all staff for their continued efforts during this challenging time and shared that they are truly heroes.

She concluded by encouraging everyone to stay safe and appreciate one another.

K. SUPERINTENDENT'S COMMENTS

Superintendent Dr. Hammond echoed the sentiments of the Board. He emphasized the importance of equality and thanked the Board for their efforts to provide equality in healthcare for all OMSD staff. He shared that the Board is responsible for creating new job descriptions and approving professional development policies, which are all powerful statements of equality. He is proud of CSEA's leadership as well as the Board's and of the creative ways the District has been able to increase the FTE (Full-Time Equivalent staffing) in a declining enrollment environment. He shared that since 2013, there has been an increase of 205 FTE in the CSEA group. He feels this is a powerful statement of the District's commitment to equality.

(Ref. a 1.7)

Superintendent Dr. Hammond shared that Kiwanis and Rotary Student of the Month Recognitions continue. These recognition meetings have continued due to the efforts of Ms. Jana Dupree and Ms. Brenda Aguirre-Hassan in collaboration with amazing teachers and classified staff who have made it possible. He shared that it is heartwarming to see the sense of community the District has with parents, business leaders, and civic leaders. He shared that students always recognize their teachers who have made a positive impact on their lives during their speeches. He shared this is a reminder to him of the powerful work that continues to happen amidst the pandemic. He shared that OMSD has amazing teachers and classified staff doing amazing work all the time.

Superintendent Dr. Hammond shared that he is disheartened and also finds the cancellation of the vaccine event cruel to OMSD employees. He shared that approximately eight (8) or nine (9) other districts were also impacted by the cancellation of the vaccine event. Superintendent Dr. Hammond stated that the depiction from Mr. Egan's conversation with Supervisor Hagman correlated to the conversations Superintendent Dr. Hammond had with Supervisor Hagman. Superintendent Dr. Hammond shared that it is reprehensible for the county to give the districts, including OMSD, this information and direction only to turn around and rescind it, pull back their commitment and leave staff out to dry. He shared that the pandemic is real and has impacted many people. Superintendent Dr. Hammond shared that he is encouraged by the current trends of infection rates, nonetheless, OMSD remains in the purple tier (widespread infection risk). The answer to this is getting people vaccinated so infection rates can drop and there can be a safe return to school for everyone. Superintendent Dr. Hammond applauded the board for their courage and leadership and for valuing the safety of all staff and kids and the households staff and kids go back to each day.

Superintendent Dr. Hammond also thanked CSEA and OMTA for sharing and committing to the vision of creating a safe return to school. Superintendent Dr. Hammond shared that the county has to have a better plan and better communication, as well as more efficient logistics to make vaccines available. He concluded by saying he is thankful for the OMSD Team and for the collaboration amongst all stakeholders.

Superintendent Dr. Hammond shared that he will host another webinar the week of February 15, 2021.

Superintendent Dr. Hammond shared that OMSD employees are heroes and have continued to work amidst the ongoing pandemic. He concluded by sharing that he hopes the county will provide an opportunity to make things right and provide vaccines to staff.

L. INFORMATION/ANNOUNCEMENTS

- L1. Received for Information the 2019-2020 Annual Financial Audit Report.
- L2. Received for Information the 2019-2020 Annual Measure K General Obligation Bonds Audit Report.
- L3. Received for Information the San Bernardino County Superintendent of School's Review of OMSD's 2020-2021 First Interim Financial Report.
- L4. Future Agenda Items
(Request for Board consideration must be submitted in writing and meet the criteria as indicated in Board Bylaw 9322)

(Ref. a 1.8)

INFORMATION/ANNOUNCEMENTS (Continued)

- L5. Next Regular Board Meeting
February 18, 2021 at 5:30 PM (Open Session)
Teleconference Information can be found on our District Website* at
www.omsd.net and on the Agenda*. *72-hours prior to the Board Meeting.

M. ADJOURNMENT

On a motion from Trustee Martinez and a second by Trustee Brake, the Board Meeting adjourned at 6:38 PM in memory of OMSD employee, David Murrillo, by a roll call vote of 5-0-0 by the Board of Trustees.

ONTARIO-MONTCLAIR SCHOOL DISTRICT BOARD OF TRUSTEES

Sonia Alvarado, Board Clerk

James Q. Hammond, Ed.D, Superintendent/Board Secretary

BOARD APPROVED:

Minutes respectfully submitted by: Irma Sanchez, Executive Assistant to the Superintendent.

Consent Calendar

(b) Business Services

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

February 18, 2021

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: **Purchasing and Contracts Report (PCR 2021-12)**

REQUESTED ACTION

Approve the contracts listed in the Purchasing and Contracts Report (PCR 2021-12).

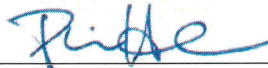
BACKGROUND INFORMATION

In accordance with Government Code 53060 and Education Codes 35160 and 17604, contracts must be approved by the Board of Trustees.

District staff routinely review existing contracts and bring those that need renewing to the Board for consideration.

The proposed contracts are included in the agenda under separate cover and are available for review.

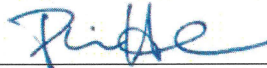
Prepared by: Phil Hillman, Chief Business Official



FINANCIAL IMPLICATIONS

The fiscal impact and funding source(s) are delineated on the report.

Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve the contracts listed in the Purchasing and Contracts Report (PCR 2021-12).

Approved by: James Q. Hammond, Superintendent



Purchasing and Contracts Report (PCR 2021-12)

February 18, 2021

The following contracts are included in the February 18, 2021 agenda and are available under separate cover:

1. Change Order 1 (deductive) and Notice of Completion for Contract C-189-271 with **CONVERGEONE INC.**, to purchase and install new Voice Over Internet Protocol (VoIP) telecommunications and emergency notification system District wide. At a final cost \$2,142,374.94. [Originator: Purchasing/Fund: General]
2. Contract C-201-051 with **MENTAL HEALTH SYSTEMS, INC.**, to provide mental health services to students with disabilities per their Individualized Education Program (IEP) plan or per the recommendation of designated staff. Effective July 1, 2020 through June 30, 2021. Total cost not to exceed \$500,000. [Originator: OMSD SELPA/Fund: Special Education/SELPA]
3. Contract C-201-078 with **OAK GROVE INSTITUTE FOUNDATION, INC.**, to provide specialized academic instruction and services to students with disabilities per their Individualized Education Program (IEP) plan or per the recommendation of designated staff. Effective July 1, 2020 through June 30, 2021. Total cost not to exceed amounts on rate sheet. [Originator: OMSD SELPA/Fund: Special Education/SELPA]
4. Contract C-201-315 with **EIDE BAILLY LLP** to provide consulting services to the District. Effective February 19, 2021 through February 19, 2022. Total cost not to exceed \$1,000. [Originator: Fiscal Services/Fund: General]
5. Contract C-201-316 with **SEDGWICK CLAIMS MANAGEMENT SERVICES, INC.** to provide staff with claim administration services. Effective July 1, 2020 through June 30, 2021. Total cost not to exceed \$20,000. [Originator: Fiscal Services/Fund: Self-Insurance Fund]
6. Contract C-201-317 with **E-BENEFITS SOLUTIONS** to provide District with software solutions to assist with employee benefits enrollment and administration. Effective February 1, 2021 through January 31, 2024. Total cost not to exceed \$67,400 per year. [Originator: Fiscal Services/Fund: General]
7. Award of Bid and Contract C-201-323, Project AF74 with **CORTES & LEE INC.**, for Installation of District Supplied Playground Equipment at Lincoln Elementary School project. Effective February 19, 2021 through April 30, 2021. Total cost not to exceed \$52,000. [Originator: Purchasing/Fund: General]
8. Contract C-201-325 with **CONCORDIA UNIVERSITY IRVINE** to provide clinical fieldwork to students enrolled in the counseling program. Effective February 19, 2021 through February 19, 2024. At no cost to the District. [Originator: Human Resources]
9. Contract C-201-326 with **MARIN COUNTY SUPERINTENDENT OF SCHOOLS and the MARIN COUNTY OFFICE OF EDUCATION, acting on behalf of the CALIFORNIA COLLABORATIVE FOR EDUCATIONAL EXCELLENCE** for the implementation of the Community Engagement Initiative District Facilitation contract. Effective July 1, 2020 through June 30, 2021. District reimbursement not to exceed \$60,000. [Originator: Learning & Teaching/Fund: General]
10. Contract C-201-339 with **EDGENUITY INC.**, for professional development on Edgenuity courseware in support of the implementation of the E³ Virtual Academy. Effective January 1, 2021 through July 31, 2021. Total cost not to exceed \$750. [Originator: Learning & Teaching/Fund: General]

Purchasing and Contracts Report (PCR 2021-12)

February 18, 2021

11. Amendment M1 to Contract C-201-118 with **SOFTCHOICE CORPORATION** for Microsoft Office software licensing. Effective August 1, 2020 through July 31, 2021. Amendment is to term and cost. Total of amendment not to exceed \$60,000 for a revised total cost not to exceed \$200,200. [Originator: Information Services/Fund: General]
12. Amendment M1 to Contract C-210-238 with **CALIFORNIA DEPARTMENT OF EDUCATION** to accept funding for Federal Grant: Homeless Children and Youth Program. Amendment is to cost and term. Effective July 1, 2020 through September 30, 2021. Amendment in the amount of \$21,000 for a total grant of \$189,000. All other properties remain unchanged. [Originator: Learning & Teaching/Fund: General Restricted]
13. Authorize use of Centralia Elementary School District Bid No. CEPU, #N15-2017/18, on an as needed basis, for the purchase and delivery of relocatable classrooms from **SILVERCREEK INDUSTRIES, INC.**, with the same advantages, terms and conditions per Public Contract Code 20118. Effective February 1, 2021 through June 30, 2021. Total cost not to exceed \$225,000. [Originator: Purchasing/Fund: General/Capital Facilities]
14. Settlement Agreement – SA2021-07, OMSD, in collaboration with the parent, drafted a settlement agreement to fund \$7,000 for educational services through a certified non-public agency, and \$4,500 in attorney fees.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

February 18, 2021

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: **Acceptance of Gifts/Donations**

REQUESTED ACTION

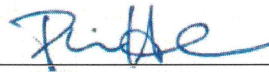
Approve the acceptance of gifts/donations to benefit and provide additional resources for District schools and/or programs.

BACKGROUND INFORMATION

In accordance with Board Policy/Administrative Regulation 3290, donations valued at \$200 or more made to the District by individuals and organizations are presented to the Board of Trustees for approval. Subject to the Board's acceptance, the Board President shall send a letter of appreciation to the group and/or individual.

The gifts listed in Exhibit A will benefit and provide additional resources for District schools and/or programs.

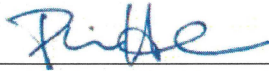
Prepared by: Phil Hillman, Chief Business Official _____



FINANCIAL IMPLICATIONS

All monetary/items donated become District property and at the Superintendent or designee's discretion, may be used at a particular site. The fiscal impact is identified in Exhibit A.

Reviewed by: Phil Hillman, Chief Business Official _____



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve the acceptance of these gifts/donations.

Approved by: James Q. Hammond, Superintendent _____

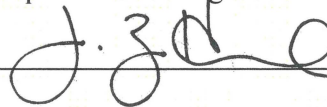


Exhibit A

ACCEPTANCE OF GIFTS/DONATIONS

Submitted to the Board of Trustees for Approval on February 18, 2021

| Name of Donor | School/Department | Designated Use | Monetary/Items Donated |
|---|-----------------------------|-------------------------|-------------------------------|
| San Bernardino County Superintendent of Schools | Arroyo Elementary School | Instructional Materials | \$7,489 |
| Haskell Fund | El Camino Elementary School | General Use | \$1,000 |
| Edison International | Mariposa Elementary School | General Use | \$200 |

(Ref. b 4.2)

*For non-monetary items estimated values are provided by the donors.

Consent Calendar

(c) Human Resources

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

February 18, 2021

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: **Certificated Personnel Recommendations Report #CERT2021-0218**

REQUESTED ACTION

Approve Certificated Personnel Recommendations.

EMPLOYMENT

| <u>NAME</u> | <u>ASSIGNMENT</u> | <u>EFFECTIVE</u> |
|--------------------|--------------------------|-------------------------|
| None. | | |

ASSIGNMENT, CLASSIFICATION, SCHEDULE CHANGE, TITLE CHANGE

| <u>NAME</u> | <u>ASSIGNMENT</u> | <u>EFFECTIVE</u> |
|--------------------|--|-------------------------|
| Melissa Betzer | TOA/Haynes to Assistant Principal/Mariposa | 02/19/2021 |
| Rosie Jimenez | TOA/Monte Vista to Assistant Principal/Monte Vista | 02/19/2021 |

CERTIFICATED SUBSTITUTES

| <u>NAME</u> | <u>ASSIGNMENT</u> | <u>EFFECTIVE</u> |
|--------------------|--------------------------|-------------------------|
| Eliana Espinoza | Substitute Teacher | 02/01/2021 |
| Maricela Romero | Substitute Teacher | 02/05/2021 |

REHIRE

| <u>NAME</u> | <u>ASSIGNMENT</u> | <u>EFFECTIVE</u> |
|--------------------|--------------------------|-------------------------|
| None. | | |

REQUESTS FOR LEAVE OF ABSENCE

| <u>NAME</u> | <u>LEAVE REQUEST</u> | <u>EFFECTIVE</u> |
|--------------------|----------------------------------|-------------------------|
| Rosa Denson | Teacher/Central Medical Leave | 01/18/2021-02/08/2021 |

Certificated Personnel Recommendations Report #CERT2021-0218
 February 18, 2021

REQUESTS FOR LEAVE OF ABSENCE (continued)

| <u>NAME</u> | <u>LEAVE REQUEST</u> | <u>EFFECTIVE</u> |
|--------------------|---|-----------------------|
| Diane Mason | SPED Teacher/Del Norte Medical Leave | 01/04/2021-02/18/2021 |
| Desarai Patrick | Assistant Principal/Berlyn Medical Leave | 01/04/2021-03/02/2021 |
| Stacey Peck | Teacher/Lehigh Medical Leave | 01/26/2021-03/02/2021 |
| Jacqueline Ratliff | RSP Teacher/Lehigh Medical Leave | 01/04/2021-02/15/2021 |

REVISED APPROVED LEAVE OF ABSENCE

| <u>NAME</u> | <u>ASSIGNMENT</u> | <u>APPROVED DATES</u> | <u>REVISED DATES</u> |
|-------------|-------------------|-----------------------|----------------------|
| None. | | | |

AUTHORIZATION TO TEACH OUTSIDE OF CREDENTIAL: EDUCATION CODE 44258.2

| <u>NAME</u> | <u>ASSIGNMENT</u> | <u>SUBJECT</u> | <u>EFFECTIVE</u> |
|-------------|-------------------|----------------|------------------|
| None. | | | |


SUBSEQUENT VARIABLE TERM WAIVER

| <u>NAME</u> | <u>ASSIGNMENT</u> | <u>EFFECTIVE</u> |
|-------------|-------------------|------------------|
| None. | | |

RETIREMENT, RESIGNATION, RELEASE AND TERMINATION

| <u>NAME</u> | <u>ASSIGNMENT</u> | <u>EFFECTIVE</u> |
|-------------|-------------------|------------------|
| None. | | |

Certificated Personnel Recommendations Report #CERT2021-0218
February 18, 2021

Prepared by: Hector Macias, Assistant Superintendent, Human Resources  _____

Reviewed by: Phil Hillman, Chief Business Official  _____

Approved by: James Q. Hammond, Superintendent  _____

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

February 18, 2021

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: **Classified Personnel Recommendations Report #CLA2021-0218**

REQUESTED ACTION

Approve Classified Personnel Recommendations.

EMPLOYMENT

| <u>NAME</u> | <u>ASSIGNMENT</u> | <u>EFFECTIVE</u> |
|--------------------|--------------------------|-------------------------|
| None. | | |

ASSIGNMENT, CLASSIFICATION, SCHEDULE CHANGE, TITLE CHANGE

| <u>NAME</u> | <u>ASSIGNMENT</u> | <u>EFFECTIVE</u> |
|-------------------------|--|-------------------------|
| Araceli Gomez | School Admin Asst. I/Del Norte to Fiscal Services Technician/Briggs-Payroll | 02/16/2021 |
| Yuridia Munoz-Gutierrez | Special Needs Program Asst./Lincoln 4.25 hrs. to 6.75 hrs. | 02/09/2021 |

CLASSIFIED SUBSTITUTES

| <u>NAME</u> | <u>ASSIGNMENT</u> | <u>EFFECTIVE</u> |
|--------------------|--|-------------------------|
| Lesley Isais | Substitute Health Services | 02/01/2021 |
| Brianne Lecair | Substitute Student Mentor & Campus Asst. | 02/10/2021 |
| Tony Ngo | Substitute PE Asst. | 01/27/2021 |

SHORT TERM ASSIGNMENT CLASSIFIED SUBSTITUTES

| <u>NAME</u> | <u>ASSIGNMENT</u> | <u>EFFECTIVE</u> |
|--------------------|---|-------------------------|
| Katalina Castaneda | Student Mentor & Campus Asst./Briggs-L&T (Extended) | 03/01/2021-05/20/2021 |
| Natalia Lopez | Student Mentor & Campus Asst./Briggs-L&T (Extended) | 02/26/2021-05/20/2021 |
| Carol Riley | Instructional Asst./Berlyn | 02/01/2021-03/19/2021 |

Classified Personnel Recommendations Report #CLA2021-0218

February 18, 2021

REHIRE

| <u>NAME</u> | <u>ASSIGNMENT</u> | <u>EFFECTIVE</u> |
|--------------------|--------------------------|-------------------------|
|--------------------|--------------------------|-------------------------|

None.

REQUESTS FOR LEAVE OF ABSENCE

| <u>NAME</u> | <u>LEAVE REQUEST</u> | <u>EFFECTIVE</u> |
|--------------------|-----------------------------|-------------------------|
|--------------------|-----------------------------|-------------------------|

| | | |
|----------------|--|-----------------------|
| Amatul Farooqi | Food Service Asst. II/Wiltsey Medical Leave | 01/25/2021-02/07/2021 |
|----------------|--|-----------------------|

| | | |
|--------------|---|-----------------------|
| Laura Garcia | Occupational Therapist Asst./Briggs-SPED Extended Unpaid Leave | 12/18/2020-05/20/2021 |
|--------------|---|-----------------------|

| | | |
|--------------|--|-----------------------|
| Leslie Perry | IA-Special Orthopedic Needs/Moreno Unpaid Leave | 01/30/2021-05/21/2021 |
|--------------|--|-----------------------|

| | | |
|---------------|---|-----------------------|
| Yesenia Roman | Food Service Asst. I/Kingsley Unpaid Leave | 02/09/2021-05/21/2021 |
|---------------|---|-----------------------|

| | | |
|-------------------|---|-----------------------|
| Christopher Smith | HVAC Technician/Briggs-Operations Extended Medical Leave | 12/31/2020-03/03/2021 |
|-------------------|---|-----------------------|

| | | |
|---------------------|---|-----------------------|
| Adriana Miranda Tay | Proctor/Euclid Extended Unpaid Leave | 01/24/2021-05/21/2021 |
|---------------------|---|-----------------------|

| | | |
|-------------|---|-----------------------|
| Alma Vielma | IA-Learning Needs/Vina Danks Extended FMLA Leave | 01/20/2021-03/20/2021 |
|-------------|---|-----------------------|

| | | |
|----------------|---|-----------------------|
| Veronica Weihs | Food Service Asst. I/Mariposa Unpaid Leave | 02/16/2021-05/21/2021 |
|----------------|---|-----------------------|

REVISED APPROVED LEAVE OF ABSENCE

| <u>NAME</u> | <u>ASSIGNMENT</u> | <u>APPROVED DATES</u> | <u>REVISED DATES</u> |
|--------------------|--------------------------|----------------------------------|---------------------------------|
|--------------------|--------------------------|----------------------------------|---------------------------------|

None.

Classified Personnel Recommendations Report #CLA2021-0218

February 18, 2021

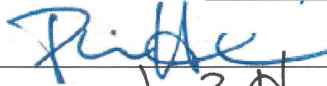
RETIREMENT, RESIGNATION, PROBATIONARY RELEASE AND TERMINATION

| <u>NAME</u> | <u>ASSIGNMENT</u> | <u>EFFECTIVE</u> |
|----------------|------------------------------|------------------|
| Sater Baptista | Custodian/De Anza | 02/28/2021 |
| Laura Ellison | Food Service Asst. II/Vernon | 01/29/2021 |
| David Murillo | Custodian/Kingsley | 01/21/2021 |

Prepared by: Hector Macias, Assistant Superintendent, Human Resources



Reviewed by: Phil Hillman, Chief Business Official



Approved by: James Q. Hammond, Superintendent



ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

February 18, 2021

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: **Revised Job Description for Director of Information Services**

REQUESTED ACTION

Approve the Revised Job Description for Director of Information Services.

BACKGROUND INFORMATION

The revised job description is an enhancement of the current Director of Information Services and will include the array of specialized responsibilities required of a Director. The job description contains the essential functions and duties that are anticipated to be provided through this management position in support of the District's mission.

The job description is being submitted with some minor revisions to better align with the supervisor responsibilities, experience, and qualifications. Additionally, because we are a Multi-Tiered System of Support (MTSS) district, the job description will reflect MTSS expectations. No additional salary or compensation is incorporated into the job description.

The classification specification is shown in Exhibit A.

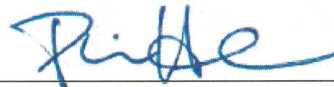
Prepared by: Hector Macias, Assistant Superintendent, Human Resources



FINANCIAL IMPLICATIONS

The revision is to the job duties with no salary, benefits, and overall compensation increase or changes to this position.

Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve the Revised Job Description for Director of Information Services.

Approved by: James Q. Hammond, Superintendent



EXHIBIT A

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Director of Information Services

GENERAL PURPOSE

Under policy direction, manages and directs the activities of the Information Services department; manages and directs the development and operations of the District's information networks, including computing services, applications development and support and network infrastructure design and operations; and performs related duties as assigned. OMSD is a learning organization therefore all stakeholders share responsibility to educate all students and employ culturally appropriate and sustaining practices that support student learning.

DISTINGUISHING CHARACTERISTICS

This single-position class is responsible for designing, managing and integrating information systems and technology programs and services for the District, including applications development and support, technical operating systems, networking and data communications systems and technology. The incumbent is expected to exercise leadership in formulating technology strategy and developing and recommending long-term technology direction for the District. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Leads, plans, organizes, controls, integrates and evaluates the work of the Information Services department; with subordinate supervisors and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve District strategic and business plans, goals and performance measures; participates in development of and monitors performance against the department's and District's budget.
2. With other members of the management team, participates in the development of District strategic plans and initiatives; develops and implements department business plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with District objectives and priorities.
3. Provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District objectives and service expectations; provides leadership and participates in

programs and activities that promote a positive employee relations environment.

4. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District classified human policies and labor contract agreements.
5. Manages and directs the evaluation, planning and design of information and network systems as required by the District, ensuring that systems meet industry standards and are adequately flexible, scaleable and maintainable to protect the District's technology investments; manages and directs the conversion to major new systems and applications.
6. Manages and directs the implementation of goals, objectives, policies and standards for the Information Services department; provides professional assistance to District management on technology, information systems, computer operations and support and related matters; provides broad computer processing and technology support services and works with other District managers to solve a range of complex computer technology-based problems.
7. Works with managers and administrators to evaluate current and anticipated information systems and technology requirements and examines the feasibility of alternative conceptual approaches to meeting such requirements; works with other directors and managers to prioritize development and upgrade projects; recommends approaches and action plans that will produce maximum return on District technology investments; promotes the use of sound technology.
8. Manages and directs through staff the delivery of systems development, network, computer operations and client support services to department client users; manages and directs the maintenance, administration and upgrading of District enterprise servers and networks; ensures that network architectures meet standards and operational requirements; manages the establishment of systems, network and data security standards and protocols; manages and directs the development and implementation of disaster recovery plans; directs the provision of client support services, including the troubleshooting and resolution of hardware and software problems, network connectivity and client training needs.

OTHER DUTIES

1. Monitors trends, developments and best practices in information and telecommunications technologies and evaluates their applicability to District operations.
2. Prepares and reviews statistical reports for a variety of purposes; directs the maintenance of department files and records.

QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques of information systems management, including network and applications design, hardware and software options for business and school administration applications and systems alternatives.
2. Network architectures, theory and principles of local and wide area enterprise network design and integration, including topologies and protocols; principles and practices of advanced network administration.
3. Principles and practices of database design and administration.
4. Systems analysis methods and techniques.
5. Methods and techniques of project management as applied to computer systems projects.
6. Methods and techniques applicable to long-range and strategic technology planning.
7. Operating principles, parameters, methods, practices and limitations of mid-range computers, PCs, network hardware and devices and related peripheral equipment.
8. District operations and functions and associated information systems and technology issues.
9. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
10. Research methods and statistical analysis techniques.
11. Principles and practices of effective management and supervision.
12. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, organize, integrate and manage systems development, administration and computer operations programs and services.
2. Identify information management issues and opportunities, analyze problems and alternatives and develop sound conclusions and recommendations.
3. Assess client user technology requirements, set priorities and allocate resources to most effectively meet needs in a timely manner.

4. Evaluate departmental programs and make recommendations for improvement.
5. Evaluate complex technology and strategies and make sound, prudent recommendations that maximize return on investment.
6. Understand, interpret, explain and apply District, state and federal policy, law, regulation and court decisions applicable to areas of responsibility.
7. Present proposals clearly and logically; communicate effectively orally and in writing.
8. Conscientiously preserve the confidentiality of all proprietary and confidential data and information residing in the District, in accordance with Departmental and District policy, and state and federal law.
9. Exercise sound, expert independent judgment within general policy guidelines.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Establish and maintain effective, customer-focused working relationships with all levels of District management, other governmental officials, vendors, employees and others encountered in the course of work.

Education, Training and Experience:

Graduation from a four-year college or university with a major in information systems, computer science or a closely related field; and at least five years of progressively responsible information systems experience, at least three years of which were in a supervisory or management capacity. Experience in a public agency is preferred. A Master's degree in Business Administration is preferred, but not required.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and

other standard office equipment; and reach with hands or arms. An employee is frequently required to walk and stand and occasionally to lift up to 50 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an incumbent is regularly required to use oral and written communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new skills or information; perform highly detailed work on multiple, concurrent tasks; work under changing deadlines with frequent interruptions; and interact with managers, internal customers, employees, vendors, consultants and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and the noise level is usually quiet.

Board Approved:

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

February 18, 2021

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: Revised Job Description for Director of Facilities Planning & Operations

REQUESTED ACTION

Approve the Revised Job Description for Director of Facilities Planning & Operations.

BACKGROUND INFORMATION

The revised job description is an enhancement of the current Director of Facilities Planning & Operations and will include the array of specialized responsibilities required of a Director. The job description contains the essential functions and duties that are anticipated to be provided through this management position in support of the District's mission.

The job description is being submitted with some minor revisions to better align with the supervisor responsibilities, experience, and qualifications. Additionally, because we are a Multi-Tiered System of Support (MTSS) district, the job description will reflect MTSS expectations. No additional salary or compensation is incorporated into the job description.

The classification specification is shown in Exhibit A.

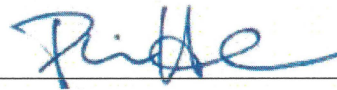
Prepared by: Hector Macias, Assistant Superintendent, Human Resources



FINANCIAL IMPLICATIONS

The revision is to the job duties with no salary, benefits, and overall compensation increase or changes to this position.

Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve the Revised Job Description for Director of Facilities Planning & Operations.

Approved by: James Q. Hammond, Superintendent



EXHIBIT A

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Director of Facilities Planning & Operations

GENERAL PURPOSE

Under administrative direction, plans, organizes, directs and evaluates the development of new construction and the modernization, renovation and alteration of District school sites and facilities; develops and recommends the District's capital facilities master plans; plans, organizes, directs and evaluates the maintenance, repair and alteration of District buildings, structures, grounds and facilities; ensures the safety and appearance of District buildings, grounds and facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single incumbent class has administrative, financial and management accountability for the District's Facilities Planning & Operations Department. With policy direction and guidance from an Chief Business Official, the incumbent is accountable for developing and implementing short- and long-range plans and strategies for meeting the District's goals and standards for the construction, renovation, remodeling, maintenance and repair of all District buildings, grounds and facilities, as well as the District's compliance with relevant federal, state and local laws and codes. Duties are carried out with considerable independence within a framework of established policies, procedures and guidelines. OMSD is a learning organization therefore all stakeholders share responsibility to educate all students and employ culturally appropriate and sustaining practices that support student learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Leads, plans, organizes, controls, integrates and evaluates the work of the Facilities Planning and Operations Department; with subordinate supervisors and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve District strategic and business plans, goals and performance measures; participates in development of and monitors performance against the department's and District's budget.
2. With other members of the management team, participates in the development of District strategic plans and initiatives; develops and implements department business plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with District objectives and priorities.
3. Provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District human resources policies and procedures and labor contract agreements.
5. Plans, develops, implements and administers comprehensive plans, budgets, programs, policies and guidelines for the construction, renovation, remodeling, maintenance and repair of District buildings, grounds and facilities; provides expert advice to the Governing Board, administrators and staff on a wide range of facilities planning and operations issues; coordinates and participates in the development of facilities planning and operations policies, procedures and practices; ensures District compliance with all relevant federal, state and local laws, codes and regulations.
6. Directs the preparation and maintenance of comprehensive records and reports related to personnel, budget, state funding applications, construction projects and related activities.
7. Plans and directs the preparation of capital facility plans; develops and recommends the District's capital facilities master plan; coordinates and directs the space planning process for District facilities.
8. Coordinates and directs the preparation of applications and reports necessary for school facilities assistance to federal, state and local government agencies; coordinates with local planning departments for redevelopment funding and conditions of approval for school impact mitigation.
9. Integrates the services of architects, legal counsel, technical and financial consultants, local planning agencies and utilities as they affect District facility planning and development.
10. Coordinates the development of designs for construction and modernization of school facilities.
11. Reviews plans and coordinates review and revision by others for maximum input regarding educational, economic and esthetic effectiveness.
12. Plans, coordinates, directs and evaluates the work and activities of District personnel and contractors engaged in the construction, renovation, remodeling, alteration, maintenance and repair of District buildings, structures, grounds and facilities; analyzes workload distribution, equipment and work methods to develop and improve efficiency and cost-effectiveness; establishes and maintains quantity and quality standards for work in the department.
13. Attends and conducts a variety of staff and management committees and meetings.
14. Represents the District with other agencies, individuals and groups in all matters pertaining to facilities planning, development and operations.
15. Directs the preparation and maintenance of a wide variety of records and reports regarding the department's programs and activities.

16. Ensures District compliance with established health and safety practices as required by regulatory agencies.
17. Provides analysis of available funding sources for new facilities and existing facility modifications.
18. Provides legislative leadership on proposed laws affecting school facilities and related matters; analyzes and interprets legislation relating to school facilities.

QUALIFICATIONS

Knowledge of:

1. Theories, methods and practices of educational facility design, state facilities guidelines, construction management and land-use planning practices.
2. Federal, state and local laws, regulations and codes applicable to assigned areas of responsibility.
3. Principles and practices of public administration, including budgeting, contracting, purchasing and maintenance of public records.
4. Research methods and analysis techniques.
5. Safe work practices and safety equipment related to the work.
6. Computer software applications related to the work.
7. Principles and practices of sound business communications.
8. Principles and practices of effective management and supervision.
9. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
2. Understand, interpret, apply, explain and enforce applicable laws, codes, policies and procedures.
3. Analyze and make sound recommendations on complex management and administrative issues.
4. Present proposals and recommendations clearly and logically in public meetings.
5. Represent the District effectively in negotiations.
6. Develop and implement appropriate procedures and controls.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, expert independent judgment within general policy guidelines.
9. Communicate effectively orally and in writing.

10. Operate a computer and standard business software.
11. Organize, set priorities and exercise sound independent judgment within general policy guidelines.
12. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
13. Establish and maintain effective working relationships with Board members, all levels of District management, other governmental officials, contractors, vendors, employees, the public and others encountered in the course of work.

Education, Training and Experience:

Graduation from a four-year college or university with a major in civil engineering, architecture, public or business administration, or a closely related field preferred; and five years of progressively responsible experience in facilities planning, development and operations, three of which are in a management capacity also preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

A valid California Architectural License is desirable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other governmental officials, contractors, vendors, employees, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

Board Approved:

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

February 18, 2021

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: **Revised Job Description for Director of Food & Nutrition Services**

REQUESTED ACTION

Approve the Revised Job Description for Director of Food & Nutrition Services.

BACKGROUND INFORMATION

The revised job description is an enhancement of the current Director of Food & Nutrition and will include the array of specialized responsibilities required of a Director. The job description contains the essential functions and duties that are anticipated to be provided through this management position in support of the District's mission.

The job description is being submitted with some minor revisions to better align with the supervisor responsibilities, experience, and qualifications. Additionally, because we are a Multi-Tiered System of Support (MTSS) district, the job description will reflect MTSS expectations. No additional salary or compensation is incorporated into the job description.

The classification specification is shown in Exhibit A.

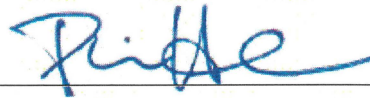
Prepared by: Hector Macias, Assistant Superintendent, Human Resources



FINANCIAL IMPLICATIONS

The revision is to the job duties with no salary, benefits, and overall compensation increase or changes to this position.

Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve the Revised Job Description for Director of Food & Nutrition Services.

Approved by: James Q. Hammond, Superintendent



EXHIBIT A

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Director of Food & Nutrition Services

GENERAL PURPOSE

Under general policy direction, plans, organizes, supervises, coordinates and directs the District's Food and Nutrition Services programs, activities and operations; manages, directs and oversees the food services operation and activities of the District's Central Production kitchen, school sites and warehouse; ensures program compliance with federal and state guidelines, fiscal accountability, nutritional integrity and operational efficiency and effectiveness; and performs related duties as assigned. OMSD is a learning organization therefore all stakeholders share responsibility to educate all students and employ culturally appropriate and sustaining practices that support student learning.

DISTINGUISHING CHARACTERISTICS

This single-position class is responsible for managing, directing and integrating the activities and operations of Food and Nutrition Services. The incumbent ensures that students receive nutritious, palatable meals in compliance with all federal, state, local and District laws, codes, rules, policies and procedures. The incumbent is accountable for directing and managing menu planning, food preparation, production, delivery and service for a number of nutrition programs, as well as a nutrition education program. Responsibilities are broad and diverse in scope and require a high degree of independent judgment and discretion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Leads, plans, organizes, controls, integrates and evaluates the work of the Food and Nutrition Services department; with subordinate managers and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve District strategic and business plans, goals and performance measures; participates in development of and monitors performance against the department's and District's budget.
2. With other members of the management team, participates in the development of District strategic plans and initiatives; develops and implements department business plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with District objectives and priorities.
3. Provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that

support the District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Plans, organizes, directs and evaluates the performance of assigned managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District human resources policies and procedures and labor contract agreements.
5. As mandated by and in compliance with federal, state and District laws, regulations, rules and policies, develops, organizes, integrates, directs and monitors a wide array of food and nutrition service programs, including operation of the national school breakfast and lunch, after school meal supplement programs and a nutrition education program; plans, organizes, directs and monitors menu planning, food preparation, production, delivery and service; creates, recommends and monitors applicable program budgets and reviews and corrects related financial record-keeping and reporting, including those completed at individual school sites.
6. Directs and monitors nutrition services activities and operations; conducts onsite visits to review and assess activities and operations; analyzes effectiveness of operations, systems, policies and procedures and develops and recommends improvements; continually monitors, assesses and verifies compliance with applicable federal, state and District laws, regulations, policies, procedures and standards, including those related to liability prevention, food storage, handling and safety, employee safety and sanitation; identifies problems and issues and provides assistance and direction to supervisors to resolve issues; organizes in-service training for nutrition services employees; manages the District's USDA commodity program.
7. Plans, organizes and directs the purchase and storage of food and nutrition services supplies and equipment; sets criteria for product selection and evaluates food items; assesses and determines bid specifications and testing criteria; prepares bid documents; evaluates bids and determines or recommends the award of bids, selecting appropriate vendors and suppliers; approves all food and supply purchases; analyzes and maintains food cost control records to determine improved methods for purchasing and utilization of food, equipment, personnel and supplies; assists in development of and monitors procedures for warehousing food and supplies; establishes, implements, monitors and recommends improvements to Department's technology program; participates in purchasing co-op groups.
8. Directs and monitors the maintenance and utilization of equipment, supplies and facilities; within scope of authority, evaluates and improves physical lay out; plans and recommends designs for remodeling of existing nutrition services facilities and building of new plant facilities; identifies, evaluates and recommends types of facilities and equipment; initiates and approves work orders; directs and oversees upkeep of equipment and corresponding maintenance records.
9. Represents Food and Nutrition Services in interactions with other District departments and personnel, governmental and private agencies, consultants, sales representatives and other outside organizations; coordinates and collaborates with District departments and school sites; serves on various District review panels; attends and participates in applicable meetings and conferences; provides expertise,

information and assistance to management; receives, responds to and/or resolves questions, inquiries and complaints from vendors, parents, staff, students and others, as necessary.

10. Compiles and analyzes relevant information; drafts, edits, reviews and presents reports and other documents, including those for Board review.

QUALIFICATIONS

Knowledge of:

1. School food service programs, operations and activities.
2. Principles, practices and procedures applicable to meal production planning and scheduling.
3. Principles and methods of quantity food service preparation, serving and storage.
4. Principles and practices of public administration, including budgeting, contracting, purchasing and maintenance of public records.
5. Applicable federal, state and District programs, laws, regulations, policies and practices.
6. Nutrition and menu planning theories, principles, practices and methods.
7. Sanitation and safety practices related to storing, preparing and serving food.
8. Kitchen equipment, utensils and measurements commonly used in a large-scale nutrition program.
9. Principles and practices of sound business communications.
10. Principles and practices of effective management and supervision.
11. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, organize, integrate and direct a large school district Food Services program and operation.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Understand, interpret, apply, explain and enforce applicable laws, codes, policies and procedures.
4. Evaluate food products, supplies and equipment.
5. Maintain records and prepare reports.
6. Estimate food quantities needed and order quantities for economical food service.
7. Communicate effectively orally and in writing.
8. Operate a computer and standard business software.
9. Organize, set priorities and exercise sound independent judgment within areas of responsibility.

10. Use tact and diplomacy in dealing with sensitive situations and concerned people and customers.
11. Establish and maintain effective working relationships with District administrators, management, board members, faculty, staff, parents, students, representatives of other agencies and others encountered in the course of work.

Education, Training and Experience:

Graduation from a four-year college or university with a major in nutrition or a closely related field; and at least five years of progressively responsible experience in a nutrition services setting, at least three of which were in a management capacity. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District administrators, management, board members, faculty, staff, parents, students, representatives of other agencies and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

Board Approved:

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

February 18, 2021

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: **Revised Job Description for Director of Transportation**

REQUESTED ACTION

Approve the Revised Job Description for Director of Transportation.

BACKGROUND INFORMATION

The revised job description is an enhancement of the current Director of Transportation and will include the array of specialized responsibilities required of a Director. The job description contains the essential functions and duties that are anticipated to be provided through this management position in support of the District's mission.

The job description is being submitted with some minor revisions to better align with the supervisor responsibilities, experience, and qualifications. Additionally, because we are a Multi-Tiered System of Support (MTSS) district, the job description will reflect MTSS expectations. No additional salary or compensation is incorporated into the job description.

The classification specification is shown in Exhibit A.

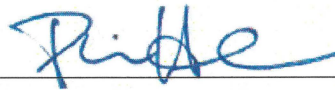
Prepared by: Hector Macias, Assistant Superintendent, Human Resources



FINANCIAL IMPLICATIONS

The revision is to the job duties with no salary, benefits, and overall compensation increase or changes to this position.

Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve the Revised Job Description for Director of Transportation.

Approved by: James Q. Hammond, Superintendent

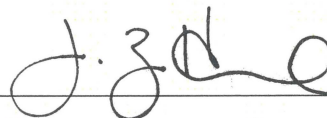


EXHIBIT A

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Director of Transportation

GENERAL PURPOSE

Under administrative direction, plans, organizes, directs and evaluates the programs, activities and personnel of the District's student transportation program; provides expert professional advice and guidance to District administration on student transportation matters; and performs related duties as assigned. OMSD is a learning organization therefore all stakeholders share responsibility to educate all students and employ culturally appropriate and sustaining practices that support student learning.

DISTINGUISHING CHARACTERISTICS

This single incumbent class has administrative, financial and management accountability for the District's Transportation Department. With policy direction and guidance from an Assistant Superintendent, the incumbent is responsible for developing and implementing short- and long-range plans and strategies for meeting the District's goals and objectives for the student transportation program. Duties are carried out with considerable independence within a framework of established policies, procedures and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Leads, plans, organizes, controls, integrates and evaluates the work of the Transportation Department; with subordinate supervisors and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve District strategic and business plans, goals and performance measures; participates in development of and monitors performance against the department's and District's budget.
2. With other members of the management team, participates in the development of District strategic plans and initiatives; develops and implements department business plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with District objectives and priorities.
3. Provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District human resources policies and procedures and labor contract agreements.
5. Develops, implements and administers comprehensive transportation programs, policies, procedures and guidelines consistent with state and federal requirements, Board rules and guidelines and sound professional principles and practices; confers with and coordinates the implementation of the program, policies and practices with District departments and school sites; provides expert advice to administrators, managers and staff on a wide range of transportation issues and practices; provides internal consulting on a variety of complex, sensitive and confidential organizational and transportation issues; manages, directs and participates in the development of District-wide transportation policies and procedures; ensures that all District policies related to student transportation are in compliance with state and federal rules and regulations.
6. Plans, organizes and directs the District's transportation program; ensures buses and other automotive equipment comply with federal and California Highway Patrol motor vehicle safety and environmental standards and regulations; develops and directs preventive maintenance programs and ensures school buses and vehicles are in proper operating condition; coordinates programs requiring the use of District vehicles with principals, administrators, department heads and other District personnel.
7. Directs the design and adjustment of student transportation routes and schedules; ensures proper distribution of schedules and routes to schools, parents and newspapers; directs the assignment and dispatch of buses for regular, special needs, special programs and field trip; plans and directs the assignment of non-driving duties to bus drivers during non-driving times.
8. Provides policy guidance and advice to the Board; recommends amendments to transportation policies, guidelines and rules to ensure the efficiency of the student transportation program; confers with and counsels administrators, managers, staff and parents on transportation program rules and regulations and other transportation management issues.
9. Receives, researches and resolves a variety of complaints, questions, requests or issues from District personnel, parents and the public including safety, routing, discipline, theft, maintenance and scheduling issues; meets regularly with District administrators, staff, school site personnel, parents, vendors and concerned citizens to deal with transportation issues.
10. Monitors developments in areas of responsibility; analyzes proposed state and federal law, regulations and court decisions for their impact on District practices and operations; recommends and implements policies and procedures changes consistent with requirements; directs or conducts research and analysis of student transportation relations needs, recommends appropriate actions and implements programs and policies.

11. Plans, develops, implements and manages the department's budget; reviews, analyzes and approves budget requests; maintains controls over expenditures.
12. Participates in a variety of District committees to represent the transportation program and ensures that the District's transportation needs are met in an efficient and safe manner.
13. Prepares and maintains a variety of records and reports related to accidents, costs, legal compliance, personnel, certifications and registration, hazardous materials, pupil counts, budgets and inventories; utilizes a personal computer to input, maintain and generate numerous records and reports.
14. Investigates accidents involving District vehicles and students and prepares necessary reports and documentation.

OTHER DUTIES

1. Attends a variety of meetings, seminars and in-service training classes.

QUALIFICATIONS

Knowledge of:

1. School transportation operations involving the use of a large number and variety of vehicles.
2. Methods, practices, equipment and supplies used in a vehicle maintenance program.
3. Federal, state and local laws, regulations and codes applicable to assigned areas of responsibility.
4. Principles and practices of public administration, including budgeting, contracting, purchasing and maintenance of public records.
5. Applicable federal, state and District programs, laws, regulations, policies and practices.
6. Research methods and analysis techniques.
7. Safe work practices and safety equipment related to the work.
8. Computer software applications related to the work.
9. Principles and practices of sound business communications.
10. Principles and practices of effective management and supervision.
11. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, organize, integrate and direct a large school district transportation program and operation.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.

3. Understand, interpret, apply, explain and enforce applicable laws, codes, policies and procedures.
4. Analyze and make sound recommendations on complex management and administrative issues.
5. Present proposals and recommendations clearly and logically in public meetings.
6. Represent the District effectively in negotiations.
7. Develop and implement appropriate procedures and controls.
8. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
9. Communicate effectively orally and in writing.
10. Operate a computer and standard business software.
11. Organize, set priorities and exercise sound independent judgment within general policy guidelines.
12. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
13. Establish and maintain effective working relationships with Board members, all levels of District management, other governmental officials, contractors, vendors, employees, parents, the public and others encountered in the course of work.

Education, Training and Experience:

Graduation from a four-year college or university with a major in public or business administration, or a closely related field preferred; and five years of progressively responsible experience in the operation of a school or public transportation system, three of which are supervisory and administrative preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

A valid California Class A and B driver's license with a passenger endorsement, and the ability to maintain insurability under the District's insurance policy.

A valid Special School Bus Driver's Certificate issued by the California Highway Patrol.

Possession of a Standard Red Cross First Aid Certificate.

Incumbents are required to pass a Department of Transportation biannual physical examination.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other governmental officials, contractors, vendors, employees, parents, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

Board Approved:

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

February 18, 2021

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: Revised Job Description for Director of Purchasing

REQUESTED ACTION

Approve the Revised Job Description for Director of Purchasing.

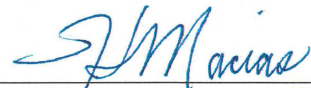
BACKGROUND INFORMATION

The revised job description is an enhancement of the current Director of Purchasing and will include the array of specialized responsibilities required of a Director. The job description contains the essential functions and duties that are anticipated to be provided through this management position in support of the District's mission.

The job description is being submitted with some minor revisions to better align with the supervisor responsibilities, experience, and qualifications. Additionally, because we are a Multi-Tiered System of Support (MTSS) district, the job description will reflect MTSS expectations. No additional salary or compensation is incorporated into the job description.

The classification specification is shown in Exhibit A.

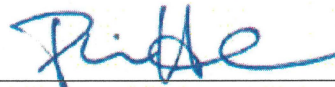
Prepared by: Hector Macias, Assistant Superintendent, Human Resources



FINANCIAL IMPLICATIONS

The revision is to the job duties with no salary, benefits, and overall compensation increase or changes to this position.

Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve the Revised Job Description for Director of Purchasing.

Approved by: James Q. Hammond, Superintendent

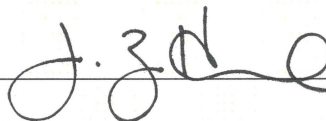


EXHIBIT A

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Director of Purchasing

GENERAL PURPOSE

Under general policy direction, plans, organizes and directs the activities and operations of the District's Purchasing department, including the District's warehouse, print production, mail room and office reception functions; and performs related duties as assigned. OMSD is a learning organization therefore all stakeholders share responsibility to educate all students and employ culturally appropriate and sustaining practices that support student learning.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing, directing and integrating the purchasing, print production, warehouse, reception and mail operations and activities for the District. The incumbent is responsible for ensuring that District schools and departments receive a high level of customer service and that requested items, equipment, supplies and materials are purchased, obtained and distributed in a timely, accurate, expeditious and cost-effective manner. Additionally, the incumbent is held accountable for ensuring the smooth, efficient and safe operation of the District's warehouse and the District's print production center and timely and accurate distribution of incoming and outgoing District and U.S. mail. Responsibilities are broad and diverse in scope and require a high degree of independent judgment and discretion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Leads, plans, organizes, controls, integrates and evaluates the work of the Purchasing department; with subordinate managers and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve District strategic and business plans, goals and performance measures; participates in development of and monitors performance against the department's and District's budget.
2. With other members of the management team, participates in the development of District strategic plans and initiatives; develops and implements department business plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with District objectives and priorities.

3. Provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Plans, organizes, directs and evaluates the performance of assigned managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District human resources policies and procedures and labor contract agreements.
5. Provides necessary authorizations, expertise, guidance and assistance to staff, senior management, other District personnel, vendors and outside agencies in purchasing matters; reviews and approves purchase orders and oversees that processing of requisitions into purchase orders; evaluates specialized information and data and provides decisions and recommendations on a wide array of matters, such as purchase standardizations; plans, organizes, directs and monitors the development of and, in complex or special cases, personally develops bid packages, specifications and contract documents; reviews and analyzes specifications and bid data for the purchase of large or unusual commodities, construction and service contracts and prepares data to support the recommendation for award to the Board of Trustees; plans and directs the preparation of bid advertisements and bid openings and recommends successful bidders; in compliance with state and District laws, regulations, codes, policies and requirements, manages major bids and contracts, including evaluating bids and making recommendations to senior management and the Board as to the award of contracts; as appropriate, communicates with vendors, other Districts and professional agencies to research and develop new products, new distribution methods, market conditions and new sources of supply; plans and standardizes the purchase of District supplies, materials and equipment; reviews and maintains Board policies and administrative regulations as they pertain to bids, quotes and contracts and vendor relations; receives, responds to and resolves purchasing-related questions, inquiries and complaints from customers and vendors.
6. Plans, organizes, controls, integrates and directs the activities and operations of the District's warehouse; directs operations for the receipt, storage and issuance warehouse stock and products; directs and evaluates the assessment, identification and reporting of shortages, damages and other deviations; approves stock control policies and procedures; plans and directs stock inventories; ensures organization, safety, security and cleanliness of warehouse facility; plans and directs periodic inspections of warehouse facility for fire, safety, storage and security discrepancies, identifies issues and plans, directs and monitors appropriate resolutions; plans, controls and directs the maintenance and upkeep of warehouse facilities.
7. Plans, organizes, controls, integrates and directs the activities and operations of the District print production center and mail operations; ensures the development and production of quality printed materials for use by customers throughout the District; manages and ensures the timely and accurate distribution of incoming and outgoing District and U.S. mail.

8. Plans, evaluates and directs the activities and operations of District office reception; oversees staff involved in the use and operation of the District's multi-line telephone console or switchboard to receive, screen and direct calls and performing receptionist duties for the District office.
9. Develops and directs coordination, implementation, administration and improvement of a wide array of assigned District purchasing and other related programs.
10. Directs development of and writes, reviews and revises a wide variety of routine to complex memos, letters, reports, purchasing calendars, catalogs and Board agenda items; manages and oversees the maintenance of complete and accurate department records.
11. Attends a wide variety of Board, senior management, committee and staff meetings.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, rules and regulations related to public sector purchasing and distribution.
2. Sources and types of products, commodities and services used by a school district.
3. Federal and state laws, codes and regulations and District policies and practices pertinent to areas of responsibility.
4. Warehouse operations and inventory control practices, methods, techniques, procedures and terminology.
5. Methods and techniques of handling, storing and inspecting applicable materials.
6. Principles and practices of public administration, including budgeting, contracting, purchasing and maintenance of public records.
7. Principles and practices of sound business communication.
8. Principles and practices of effective management and supervision.
9. District classified human resources policies and procedures and labor contract agreements.

Ability to:

1. Plan, organize, manage and integrate the activities of a large purchasing and distribution operation to meet District business and operating objectives.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Analyze and evaluate bid proposals, purchase requisitions, specifications and other purchasing-related documents.
4. Efficiently conduct vendor and product research.

5. Draft concise, comprehensive bid specifications for highly technical products and services.
6. Communicate effectively both orally and in writing.
7. Understand, interpret, apply and explain applicable laws, codes, policies and procedures.
8. Prepare clear, concise and comprehensive reports and written materials.
9. Present proposals, recommendations and technical information clearly, logically and persuasively.
10. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
11. Operate a computer and standard business software.
12. Use tact and diplomacy in dealing with sensitive situations and concerned people and customers.
13. Establish and maintain effective working relationships with District administrators, Board members, senior management, representatives of other public agencies, faculty, staff and others encountered in the course of work.

Education, Training and Experience:

Graduation from a four-year college or university with a major in public administration, business administration or a closely related field; and at least five years of progressively responsible purchasing and distribution experience, at least three of which were in a management or supervisory capacity. Experience in a public agency is preferred. A Master's degree in Business Administration is preferred, but not required.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District administrators, management, board members, faculty, staff, representatives of other agencies and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

Board Approved:

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

February 18, 2021

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: Revised Job Description for Executive Director of Business Services/Chief Financial Officer (CFO)

REQUESTED ACTION

Approve the Revised Job Description for Executive Director of Business Services/Chief Financial Officer (CFO).

BACKGROUND INFORMATION

The revised job description is an enhancement of the current Executive Director of Business Services/Chief Financial Officer (CFO) and will include the array of specialized responsibilities required of a Director. The job description contains the essential functions and duties that are anticipated to be provided through this management position in support of the District's mission.

The job description is being submitted with some minor revisions to better align with the supervisor responsibilities, experience, and qualifications. Additionally, because we are a Multi-Tiered System of Support (MTSS) district, the job description will reflect MTSS expectations. No additional salary or compensation is incorporated into the job description.

The classification specification is shown in Exhibit A.

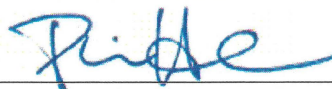
Prepared by: Hector Macias, Assistant Superintendent, Human Resources



FINANCIAL IMPLICATIONS

The revision is to the job duties with no salary, benefits, and overall compensation increase or changes to this position.

Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve the Revised Job Description for Executive Director of Business Services/Chief Financial Officer (CFO).

Approved by: James Q. Hammond, Superintendent

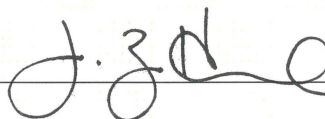


EXHIBIT A

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Executive Director Business Services/Chief Financial Officer (CFO)

GENERAL PURPOSE

Under direction from the Chief Business Official, the Executive Director Business Services/CFO plans, organizes, integrates, directs, manages and evaluates the activities, operations and services of assigned business services functions, including fiscal services, facilities planning and development, operations and maintenance, transportation, information services, purchasing and printing services, food and nutrition services and District-wide risk management and loss control programs; serves as the District's Chief Financial Officer; coordinates the provision of legal services related to business and non-instructional operations; directs and manages the development of short- and long-term goals and objectives consistent with the District's strategic plan; serves as an expert resource to District management on a broad range of business services issues, including long-range financial planning and facilities development; and performs related duties as assigned. OMSD is a learning organization therefore all stakeholders share responsibility to educate all students and employ culturally appropriate and sustaining practices that support student learning.

DISTINGUISHING CHARACTERISTICS

Under the direction of the Chief Business Official, the Executive Director Business Services/CFO is responsible for non-instructional business and operational programs and activities required to support the District's achievement of its educational goals. Through subordinate managers and employees, the Executive Director Business Services/CFO directs the delivery of fiscal activities, facilities development and maintenance, bus transportation, information services, purchasing and printing and food and nutrition services required for direct support to the District's academic programs, as well as a variety of business, financial and related services required for efficient, effective and responsible administration of the District and its resources. The Executive Director Business Services/CFO ensures assigned operations and functions serve the needs a wide variety of District stakeholders, while ensuring compliance with applicable law, regulation, relevant codes and program/funding mandates. Within areas of responsibility, the incumbent operates with substantial latitude and discretion to achieve effective utilization of resources in meeting District educational and business management needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Leads, plans, organizes, controls, integrates and evaluates the work of the Business Services division; with subordinate directors, managers and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve District strategic and business plans, goals and performance measures; exercises executive responsibility for achieving business,

- operational and/or program results through integrating, harmonizing and prioritizing resources, processes and results of assigned departments.
2. With members of the Cabinet and the management team, participates in formulation of the District strategic plan and other long-range business, facilities and resource plans; develops and implements division and departmental plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall results in alignment with District objectives and priorities; exercises leadership in achieving optimal organizational efficiency and effectiveness, including initiatives to improve work processes and enhance systems and staff performance.
 3. Provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
 4. Plans, organizes, directs and evaluates the performance of assigned managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recognizes quality performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District classified human policies and labor contract agreements.
 5. Advises the Chief Business Official and Superintendent regarding policy issues, programs and projects to achieve District business and educational needs; advises and assists the Chief Business Official, Superintendent and Cabinet in identifying, articulating and implementing policies, programs and projects; interprets Superintendent, Chief Business Official and Board of Trustees instructions and requests; makes interpretations of state and District codes, laws, regulations, policies and procedures to ensure compliance within areas of assigned responsibility; oversees and directs the preparation of Board agenda items.
 6. Participates in the analysis of proposed legislation and regulation; represents the District as requested or assigned in dealings with federal, state and local governmental agencies and business and community leaders on a variety of funding and facilities development issues.
 7. Through subordinate directors, directs and evaluates the District's financial and accounting operations, including: development and administration of the District's operating and capital budgets; general, grant and construction project accounting; accounts payable and receivable processes; payroll services and related fiscal activities; directs and participates in the District's financial analysis and financial reporting functions; analyzes the District's financial condition and makes recommendations designed to ensure sound financial operations and compliance with all regulatory requirements; oversees and participates in the development of complex financial analyses and forecasts required for executive and Board of Trustees decision-making; directs and oversees District support for the conduct of audits by external agencies and the design of effective procedures and controls to address audit findings; ensures fiscal operations meet all GAAP and GASB requirements.
 8. Through subordinate managers directs and evaluates facilities planning and the development and financing of school facilities construction projects; directs and evaluates the maintenance and repair of District buildings, equipment and grounds to meet regulatory requirements and best support the District's educational goals; directs and participates in activities to obtain state funding for facilities development, including site acquisition, school construction and facilities

modernization; directs or participates in developing technical reports on school facility needs to meet projected enrollments.

9. Through subordinate directors, directs and evaluates purchasing services to ensure efficient service to internal customers, compliance with all applicable laws, codes, policies and procedures and positive supplier relationships; ensures sound internal controls and efficient operations of District warehouse facilities; oversees the delivery of printing and reprographics services to meet school site instructional and District business management needs in the most cost effective manner possible through the use of state-of-the-art technology; oversees District telephone, mail and reception services; executes contracts legally binding on the District.
10. Through subordinate directors, directs and evaluates the safe delivery of bus transportation services; ensures efficiency and cost effectiveness of transportation routes.
11. Through subordinate directors, directs and evaluates the District's information services; ensures efficiency and cost effectiveness.
12. Through subordinate directors, directs and evaluates the delivery of food and nutritional services to meet the daily needs of the District's students; ensures compliance with federal lunch program requirements.
13. Through subordinate directors, directs and evaluates the design and implementation of a comprehensive program of risk management and loss control, while minimizing District risks and costs; ensures compliance with ADA requirements; ensures District interests are properly protected in construction and purchasing activities.
14. Monitors the external environment and developments related to public school funding and operational requirements and presents issues and challenges for executive management and Board consideration; evaluates impacts on District non-instructional operations and support programs.

OTHER DUTIES

1. Assists the Chief Business Official and Superintendent in carrying out special projects and initiatives.
2. May act for the Chief Business Official in that individual's absence.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of general, fund and governmental accounting including financial statement preparation and methods of financial control and reporting.
2. Principles and practices of cost and fixed asset accounting.
3. Internal control and audit principles and practices.
4. GAAP and GASB accounting standards and requirements.
5. Principles and practices of public agency financing and budgeting.
6. District functions and associated financial, audit, procurement, contracting and grants administration issues.
7. Principles and practices of business data processing particularly related to the processing of accounting and financial information.
8. Federal, state and local laws, regulations, court decisions and District policies and practices applicable to areas of functional responsibility.
9. Principles, practices, laws and regulations governing the investment and management of public funds.
10. Practices and legal precedents governing commercial banking relationships.

11. Organization and functions of an elected board of trustees and law and regulations governing the conduct of public meetings.
12. Social, political and environmental issues influencing program/project development and implementation.
13. Principles and practices of sound business communications.
14. Research methods and analysis techniques.
15. Principles and practices of effective management and supervision.
16. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, organize and direct a broad range of financial, business and operational support programs and services that assist District achievement of strategy, goals and priorities.
2. Understand, interpret, explain and apply District policy and procedures and all applicable federal, state and local law and regulations applicable to District financial accounting, reporting and record keeping.
3. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
4. Present proposals and recommendations clearly, logically and persuasively in public meetings.
5. Act as a member of the District's negotiating team.
6. Analyze complex operational and administrative issues, evaluate alternatives and make sound decisions on effective courses of action.
7. Evaluate financial programs, procedures and controls and implement recommendations for improvement.
8. Analyze complex financial data and perform complicated mathematical calculations.
9. Prepare clear, concise and comprehensive reports, financial statements, studies and other written materials.
10. Exercise sound, expert independent judgment within policy guidelines.
11. Demonstrate tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
12. Establish and maintain effective working relationships with Board members, all levels of District management, other elected and appointed governmental officials, consultants, contractors, vendors, employees, media representatives and the public.
13. Maintains job punctuality and regular attendance.

Education, Training and Experience:

Graduation from a four-year college or university with a major in business, finance, accounting or a closely related field; and at least five years of progressively responsible experience in a public agency or private industry school financial services setting, at least three of which were in a management capacity. Experience in a public-school district is preferred. A Certified Public Accounting (CPA) certificate and/or Masters in Business Administration (MBA) is preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license.

Current and valid certification as a Certified Public Accountant is preferred.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; observe and interpret people and situations; analyze and solve complex operational problems; use math and mathematical reasoning; perform detailed work on multiple concurrent tasks; work with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other elected and appointed governmental officials, consultants, contractors, vendors, employees, media representatives and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet.

Board Approved:

Consent Calendar

(d) Learning & Teaching

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

February 18, 2021

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: Adoption of Resolution 2020-21-57, Recognizing March 21, 2021 as World Poetry Day

REQUESTED ACTION

Approve Adoption of Resolution 2020-21-57, Recognizing March 21, 2021 as World Poetry Day.

BACKGROUND INFORMATION

Poetry is the mainstay of oral tradition and, over centuries, has communicated the innermost values of diverse cultures. In 1999, the United Nations Educational Scientific and Cultural Organization (UNESCO), during its 30th session held in Paris, France, proclaimed March 21st as World Poetry Day. The main objective of this action was to support linguistic diversity through poetic expression and to offer endangered languages the opportunity to be heard within their communities. The initiative of a global action in favor of poetry gives recognition and fresh impetus to national, regional and international poetic movements.

As part of the Common Core State Standards, schools are tasked with providing an array of literary experiences, including explaining major differences between poems, drama, and prose. These are an essential part of a basic education in the development of not only language arts, but other arts such as theatre, dance, music and visual arts, for all students. Exposing students to poetry allows them to participate as knowledgeable, reflective, creative, and critical members of a variety of literary communities, and it further allows them to develop an understanding of, and respect for, diversity in language.

The Ontario-Montclair School District supports the development of poetry within its community with the annual Poetry Day. Categories of poetry include acrostic, cinquain, diamante, haiku, rhyming and free verse. Students may also incorporate artwork and multi-media in their poetry literary works. The Ninth Annual District Poetry Day will be held virtually on April 8, 2021.

The Board of Trustees celebrates our students' poetic talents and supports the celebration of poetry in the Ontario-Montclair School District through the adoption of Resolution 2020-21-57, Recognizing March 21, 2021 as World Poetry Day.

Prepared by: Tammy Lipschultz, Assistant Superintendent, Learning & Teaching 

FINANCIAL IMPLICATIONS

None.

Reviewed by: Phil Hillman, Chief Business Official 

Adoption of Resolution 2020-21-57, Recognizing March 21, 2021 as World Poetry Day
February 18, 2021

SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve the adoption of Resolution 2020-21-57, Recognizing March 21, 2021 as World Poetry Day.

Approved by: James Q. Hammond, Superintendent _____

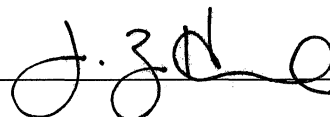
A handwritten signature in black ink, appearing to read "J. Q. Hammond", is written over a horizontal line.

EXHIBIT A

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

Resolution 2020-21-57
Recognizing March 21, 2021 as World Poetry Day

WHEREAS, the United Nations Educational, Scientific and Cultural Organization (UNESCO) is a specialized agency of the United Nations and in 1999 proclaimed March 21 as World Poetry Day;

WHEREAS, Irina Bokova, Director-General of UNESCO proclaimed that "As a deep expression of the human mind and as a universal art, poetry is a tool for dialogue and rapprochement. The dissemination of poetry helps to promote dialogue among cultures and understanding between peoples because it gives access to the authentic expression of a language";

WHEREAS, poetry reaffirms our common humanity by revealing to us that individuals, everywhere in the world, share the same questions and feelings;

WHEREAS, poetry is the mainstay of oral tradition and, over centuries, has communicated the innermost values of diverse cultures;

WHEREAS, one of the main objectives of Poetry Day is to support linguistic diversity through poetic expression, which offers endangered languages the opportunity to be heard within their communities and recognizes the unique ability of poetry to capture the creative spirit of the human mind;

WHEREAS, the observance of World Poetry Day is also meant to encourage a return to the oral tradition of poetry recitals, to promote the teaching of poetry, to restore a dialogue between poetry and the other arts such as theatre, dance, music and visual arts, and to create an attractive image of poetry in the media, so that the art of poetry will no longer be considered an outdated form of art, but one which enables society as a whole to regain and assert its identity;

WHEREAS, each country and all communities are invited to celebrate Poetry Day on March 21 in its own way, with the active participation of National Commissions, governmental and non-governmental organizations, and public, private and educational institutions;

WHEREAS, The Ontario-Montclair School District has furthered the introduction and celebration of poetry as an important feature of arts education in our schools by supporting its annual Poetry Day;

THEREFORE BE IT RESOLVED, that the Board of Trustees of the Ontario-Montclair School District adopts Resolution 2020-21-57, Recognizing March 21, 2021 as World Poetry Day and encourages all educational communities to celebrate the mainstay of oral tradition with meaningful student activities and programs.

Adopted by the Ontario-Montclair School District Board of Trustees on this 18th day of February, 2021.



Attest:

Sonia Alvarado, Board Clerk

Discussion/Action/Public Hearing

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

February 18, 2021

TO: Elvia M. Rivas, President and Board of Trustees

FROM: James Q. Hammond, Superintendent

SUBJECT: **California School Boards Association (CSBA) 2021 Delegate Assembly Election Ballot to Vote for Six (6) of the Candidates Listed (*Denotes Incumbent): Randal Cenicerros (Mountain View SD), Tom Courtney* (Lucern Valley USD), Henry Cowles (Cucamonga SD), Andrew Cruz (Chino Valley USD), Mark Dundon (Hesperia USD), Flora Martinez (Ontario-Montclair SD), Shari Megaw* (Chaffey Jt. Union HSD), Michael Snellings (Yucaipa-Calimesa Joint USD), Gabriel Stine* (Victor ESD), Eric Swanson* (Hesperia USD), Mondy Taylor* (Etiwanda SD), Kathy Thompson* (Central SD), and Paul Zamoyta (Bear Valley USD) for the 2021 CSBA Delegate Assembly Vacancies in Region 16-B**

REQUIRED ACTION

Vote for Six (6) Candidates Listed (*Denotes Incumbent): Randal Cenicerros (Mountain View SD), Tom Courtney* (Lucern Valley USD), Henry Cowles (Cucamonga SD), Andrew Cruz (Chino Valley USD), Mark Dundon (Hesperia USD), Flora Martinez (Ontario-Montclair SD), Shari Megaw* (Chaffey Jt. Union HSD), Michael Snellings (Yucaipa-Calimesa Joint USD), Gabriel Stine* (Victor ESD), Eric Swanson* (Hesperia USD), Mondy Taylor* (Etiwanda SD), Kathy Thompson* (Central SD), and Paul Zamoyta (Bear Valley USD) for the 2021 CSBA Delegate Assembly Vacancies in Region 16-B.

BACKGROUND INFORMATION

Bylaws of the California School Boards Association (CSBA) invite CSBA Delegate nominations for districts that are members of the Delegate Assembly. Delegates will serve two-year terms beginning April 1, 2021 – March 31, 2023.

The ballot includes the following candidates to serve on the 2021 CSBA Delegate Assembly Vacancies in Region 16-B:

- Randal Cenicerros (Mountain View SD)
- Tom Courtney* (Lucern Valley USD)
- Henry Cowles (Cucamonga SD)
- Andrew Cruz (Chino Valley USD)
- Mark Dundon (Hesperia USD)
- Flora Martinez (Ontario-Montclair SD)
- Shari Megaw* (Chaffey Jt. Union HSD)
- Michael Snellings (Yucaipa-Calimesa Joint USD)
- Gabriel Stine* (Victor ESD)
- Eric Swanson* (Hesperia USD)
- Mondy Taylor* (Etiwanda SD)
- Kathy Thompson* (Central SD)
- Paul Zamoyta (Bear Valley USD)

*** Denotes Incumbent**

The Board is requested to vote for no more than six (6) candidates. A copy of the ballot form, marked as Exhibit A, is attached for reference. A copy of the Candidate Biographical Sketch Forms are also included as Exhibit B.

Prepared by: James Q. Hammond, Superintendent

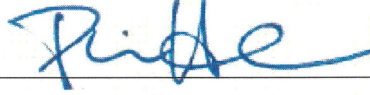

(Ref. H 1.1)

California School Boards Association (CSBA) 2021 Delegate Assembly Election Ballot to Vote for Six (6) of the Listed Candidates
February 18, 2021

FINANCIAL IMPLICATIONS

None.

Reviewed by Phil Hillman, Chief Business Official _____



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board vote for no more than six (6) of the candidates listed: Randal Cenicerros (Mountain View SD), Tom Courtney* (Lucern Valley USD), Henry Cowles (Cucamonga SD), Andrew Cruz (Chino Valley USD), Mark Dundon (Hesperia USD), Flora Martinez (Ontario-Montclair SD), Shari Megaw* (Chaffey Jt. Union HSD), Michael Snellings (Yucaipa-Calimesa Joint USD), Gabriel Stine* (Victor ESD), Eric Swanson* (Hesperia USD), Mondy Taylor* (Etiwanda SD), Kathy Thompson* (Central SD), and Paul Zamoyta (Bear Valley USD) for the 2021 CSBA Delegate Assembly Vacancies in Region 16-B and authorize James Q. Hammond, Secretary of the Board, to complete the official red ballot form and return to CSBA before the March 15, 2021 deadline.

Prepared by: James Q. Hammond, Superintendent _____



EXHIBIT A

REQUIRES BOARD ACTION

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **MONDAY, MARCH 15, 2021**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2021 DELEGATE ASSEMBLY BALLOT
 SUBREGION 16-B
 (San Bernardino County)
 Number of vacancies: 6 (Vote for no more than 6 candidates)

Delegates will serve two-year terms beginning April 1, 2021 - March 31, 2023

| | |
|--|--|
| | Randall Cenicerros (Mountain View SD) |
| | Tom Courtney (Lucerne Valley USD)* |
| | Henry Cowles (Cucamonga SD) |
| | Andrew Cruz (Chino Valley USD) |
| | Mark Dundon (Heperia USD) |
| | Flora Martinez (Ontario-Montclair SD) |
| | Michael Snellings (Yucaipa-Calimesa Joint USD) |
| | Shari Megaw (Chaffey Jt. Union HSD)* |
| | Gabriel Stine (Victor ESD)* |
| | Eric Swanson (Hesperia USD)* |
| | Mondi Taylor (Etiwanda SD)* |
| | Kathy Thompson (Central SD)* |
| | Paul Zamoyta (Bear Valley Unified SD) |

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District Name

Date of Board Action

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

(Ref. H 1.3)

REGION 16 – 19 Delegates (14 elected/5 appointed)

Director: Karen Gray (Silver Valley USD)

Below is a list of all elected or appointed Delegates from this Region.

Subregion 16-A (Inyo)

Susan Patton (Lone Pine USD), term expires 2021

Subregion 16-B (San Bernardino)

Christina Cameron-Otero (Needles USD), term expires 2022

Tom Courtney (Lucerne Valley USD), term expires 2021

Andrew Cruz (Chino Valley USD) ♦, appointed term expires 2021

Barbara J. Dew (Victor Valley Union HSD), term expires 2022

Gwen Dowdy-Rodgers (San Bernardino City USD) ♦, appointed term expires 2021

Barbara Flores (San Bernardino City USD), term expires 2022

Joe Armendarez (Fontana USD) ♦, appointed term expires 2022

Cindy Gardner (Rim of the World USD), term expires 2022

Shari Megaw (Chaffey Joint Union HSD), term expires 2021

James (Jim) O'Neill (Redlands USD), term expires 2022

Adam Perez (Fontana USD) ♦, appointed term expires 2021

Wilson So (Apple Valley USD), term expires 2022

Gabriel Stine (Victor ESD), term expires 2021

Eric Swanson (Hesperia USD), term expires 2021

Mondi Taylor (Etiwanda SD), term expires 2021

Kathy Thompson (Central ESD), term expires 2021

Scott Wyatt (San Bernardino City USD) ♦, appointed term expires 2022

County Delegate:

Laura Mancha (San Bernardino COE), term expires 2022

Counties

Inyo (Subregion A)

San Bernardino (Subregion B)

**Delegate Assembly
Biographical Sketch Form for 2021 Election**



Deadline: Thursday, January 7, 2021 | No late submissions accepted

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to nominations@csba.org no later than 11:59 p.m. on January 7, 2021. Forms may also be submitted via mail to CSBA's Executive Office at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2021.

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

Signature: [Handwritten Signature] Date: 10/31/20

Name: Randall Cenicerias CSBA Region & subregion #: 16
 District or COE: Mountain View Years on board: 1
 Profession: Pharmaceutical Distributor Contact Number (Cell Home Bus.): 562 896 0404
 Primary E-mail: rcenicerias@gmail.com
 Are you an Incumbent Delegate? Yes No If yes, year you became Delegate: _____

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

*To be a partner with CSBA in my region
 Communicate to my Board colleagues shared vision
 and report out legislation updates.
 Previous school Board member Colton USD and
 currently MVSD ontario.*

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

*Active Board member and School site Council.
 Involved with new construction Park View Elementary,
 Board member for the Arts and Science Cultural
 Center. (Non profit establish to bring to our region
 programs that promote STEAM education*

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

*Return to in person classes.
 CSBA can provide insight to district policies
 and procedures. Provide health department
 Check list for reopening. Address depression
 anxiety and or abuse at home.*

Randall Cenicerros, Member



Randall Cenicerros lives in Ontario with his wife and four children. He served on CJUSD Board of Education for two terms (2010-18), as well as several CJUSD school and district committees, including Agua Mansa PTA Council, Agua Mansa PTA Scholarship Committee, the Spirit of Bloomington High School Band Booster Club and Measure G - Citizens' Oversight Committee. Mr. Cenicerros brings to the MVSD board in 2020 an enthusiasm and commitment to provide a world class education for the thriving South Ontario communities.

Randall Cenicerros currently has the pleasure of serving in the capacity as an Operations Supervisor for ICU Medical Inc. He has been serving his community in this capacity for over 15 years. Randall Cenicerros' notable achievements include founding and leading scholarship committees as the Executive Director for the "Cameron Jason Cenicerros NJROTC Scholarship", and the "Cenicerros Music Scholarship" from 2014-2016.

Randall Cenicerros' prior and active experience as a board member includes:

- Board Member for the Community Health Systems Inc. (2009-2011)
- Board Member for the Veteran's Partnering with Communities Inc. (VPWC) (2019-2020)
- Grace Yokley School Site Council Member (2020-2021)
- Board Member for the Art and Science Cultural Center (ASCC) (2020 to present)

Mr. Cenicerros' term of office will expire November 30, 2024.

EMAIL: randall_cenicerros@mvsdk8.org or rcenicerros5@gmail.com

(Ref. H 1.6)

Delegate Assembly Biographical Sketch Form for 2021 Election



Deadline: Thursday, January 7, 2021 | No late submissions accepted

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to nominations@csba.org no later than 11:59 p.m. on January 7, 2021. Forms may also be submitted via mail to CSBA's Executive Office at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2021.

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

Signature: Tommy Courtney Date: 01/07/2021

| | |
|---|---|
| Name: <u>Tommy Courtney</u> | CSBA Region & subregion #: <u>16</u> |
| District or COE: <u>Lucerne Valley Unified School District</u> | Years on board: <u>26</u> |
| Profession: <u>General Contractor/Developer</u> Contact Number (<input checked="" type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Bus.): <u>760-220-2252</u> | |
| Primary E-mail: <u>tcourt45@aol.com</u> | |
| Are you an incumbent Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | If yes, year you became Delegate: <u>1999</u> |

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

I see being a delegate as a very important position in being a part of guiding the direction of CSBA, I have been very actively involved as a delegate and implemented by CSBA. I enjoy advocating on behalf of and I feel I bring a great view of Small School Districts to the organization which contributes to "Smalls" being considered in any and all decisions or plans developed by the organization. I also have a great relationships with many of the leaders of CSBA both past and present and feel those relationships help to bring communication and information on the direction of CSBA is heading as well.

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

I have always been very active in my little town. I am a current member and Vice President of the Mitsubishi Cement Corporation Education Foundation and San Bernardino County School Boards for Better Schools as well as Vice President of our local Boards. I head our school district's Facility Committee and serve as the D2 Water Operator #35666 (Voluntary Position) for our local school water wells.

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

The biggest problem facing boards is the same as the biggest problem facing the USA and that is reuniting our belief systems so that we can respect each other to the point that every decision we make is the decision that is best for every student. The division and the notion that what I think is the best and only decision that is right and I will fight hard to ensure it is the decision attitude, only serves to divide us further. I remember when we valued each other's opinion enough to work towards inclusion for all and I would love to be part of the team that brings that back. CSBA can help by setting that example in the Delegate Assembly and Executive Board.

Delegate Assembly Biographical Sketch Form for 2021 Election



Deadline: Thursday, January 7, 2021 | No late submissions accepted

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to nominations@csba.org no later than 11:59 p.m. on January 7, 2021. Forms may also be submitted via mail to CSBA's Executive Office at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2021.

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

Signature: _____

Date: 12/3/2020

Name: Henry J. Cowles

CSBA Region & subregion #: 16B

District or COE: Cucamonga School District

Years on board: 11

Profession: Retired Educator

Contact Number (Cell Home Bus.): (909) 239-2838

Primary E-mail: henryjcowles@gmail.com

Are you an incumbent Delegate? Yes No

If yes, year you became Delegate: _____

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

I believe my experience as an educator and board member has prepared me with skills and knowledge required of a Delegate. My career in education began teaching marketing and psychology classes. Received master's degree at National University. Held various positions in education: principal, special education director, child welfare/attendance director, and superintendent's designee. I retired in 2016 with 30 years of service to public education. Worked with the WASC Accreditation Organization as a Chair.

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

I have served as a Board Member of the Cucamonga School District for 10 years. I held the position as Board President for 3 years, and County Representative for 2 years. Visibility at school sites is important. Therefore, I visit schools when possible and attend back to school nights, student recognition ceremonies, music performances and promotion ceremonies. I also attend San Bernardino County School Boards Association Dinner Workshops/Meetings and the CSBA Annual Education Conference.

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

I am concerned both with future financial funding that supports all students, and what appears to be an ever changing rubric for students testing results.

Delegate Assembly Biographical Sketch Form for 2021 Election



Deadline: Thursday, January 7, 2021 | No late submissions accepted

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to nominations@csba.org no later than 11:59 p.m. on January 7, 2021. Forms may also be submitted via mail to CSBA's Executive Office at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2021.

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

Signature:  Date: 12/18/2020

Name: Andrew Cruz CSBA Region & subregion #: 16
District or COE: Chino Valley USD Years on board: 8, this is third term
Profession: Educator Contact Number (Cell Home Bus.): _____
Primary E-mail: andrew_cruz@chino.k12.ca.us
Are you an incumbent Delegate? Yes No If yes, year you became Delegate: 2018

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

I have 22 years of experience in public education, and this is my 3rd term as a school board member. It is important to ask tough questions and be transparent because every question has truth and error. As a delegate, I will advocate for our American sons and daughters who attend our great schools. The communities and CSBA delegates have a duty to focus our resources toward the future - our children.

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

Three term board member; 22 years in public education as a teacher and librarian. I attend the majority of school activities and am also a member of the Chino Boxing Association. I have served as liaison within Chino Hills and Chino community agencies. I continue to be a servitude leader in my school district and our greatest asset in America is our students - every student, every day - whatever it takes.

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

The biggest challenge facing governing boards is how do we address citizens of California that our students legacy is being eroded and their future is uncertain. The following factors are:

1. Autism rate is increasing and school budgets are shifting more towards special needs expenses and changing the landscape of public education
2. The need for teachers to implement social emotional learning to their students (high rate of depression)
3. Psychological pressures from social media, television, and peer pressure on students
4. Not facing real tough issues facing our students
5. College is no longer a guaranteed path to reach the American dream

(Ref. H 1.9)


Delegate Assembly Biographical Sketch Form for 2021 Election



Deadline: Thursday, January 7, 2021 | No late submissions accepted

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to nominations@csba.org no later than 11:59 p.m. on January 7, 2021. Forms may also be submitted via mail to CSBA's Executive Office at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2021.

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

Signature:  Date: 1/7/21

Name: Mark Dundon CSBA Region & subregion #: 16B
District or COE: Hesperia Unified School District Years on board: 2
Profession: Teacher, science/SPED Contact Number (Cell Home Bus.): 760-792-6888
Primary E-mail: mark.dundon@hesperiausd.org
Are you an incumbent Delegate? Yes No If yes, year you became Delegate: _____

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

My passion for helping our students learn and supporting their needs is so strong that I could make no other choice than to become a teacher and then a school board trustee. As a veteran teacher of 15 years with 9 years in special education, my interest in becoming a CSBA Delegate is to bring more of the teacher's perspective to our CSBA discussions and programs. It seems that the subject matter of our discussions are so focused on budgetary issues and regulation compliance that their impact at the classroom level on our students and teachers is often not directly discussed nor adequately addressed. I also want to facilitate the accelerated implementation of our innovative education programs like enriching our students' distance learning experiences, fully leveraging our educational technology to enrich student learning, academic skills interventions, Career Technical Education, College/Career Readiness, Bridge to College Programs, and equal/equitable access for students of all learning abilities. As a teacher who has also been trained as a school administrator, I can quickly identify issues and communicate both perspectives to my fellow board members in a concise fashion that is focused on taking action to address that issues in a timely, effective manner. As President of a local chapter of the Association of California School Administrators, I honed my collaboration and communication skills in uniting people behind a common purpose. While in the role, I was honored as only the 13th recipient of the "Coin of Excellence" for Leadership by Dr. Ron Williams, Superintendent of the Victor Valley Union High School District, for my successes in leading our team.

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

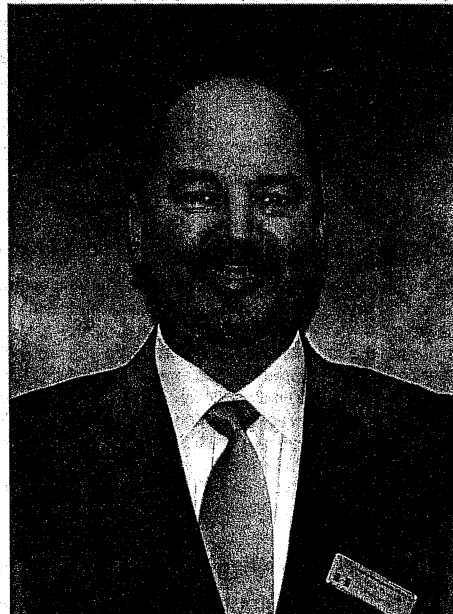
As a school board trustee for Hesperia Unified School District, I have continuously supported and introduced concepts to improve the manner in which our school district supports its students and staff, sometimes with the opposition of the superintendent. Our school district leadership do not always see the public, parental, and teacher perspectives which is where we come in as board members to steer district policy as public overseers. When faced with opposition to my ideas, I actually welcome them because the balanced final version of the concept with the opposing opinion integrated improves the results and prevents problems that cost time and money. The results should be more effective and efficient at the same time. In official capacities, I have served as President of the Hesperia School District Finance Corporation overseeing over \$180 million dollars in assets. Also, I have served as board clerk and school district representative to the San Bernardino County School Board Association, San Bernardino County Special Districts Association, and Desert Mountain School Board Members Association. Since being elected, I have attended every session of every CSBA Conference and training opportunity to maintain the highest level of competency as a fully informed school board trustee. To maintain an informed administrative perspective, I regularly meet with my superintendent and maintain ongoing active membership activities in Association of California School Administrators and Mountain Desert Management Association (a high desert school administrators association). With 3 children in school, I make it a priority to safely keep up with the effects of COVID on our students and staff.

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

By far the biggest challenge facing our governing school boards is how to prioritize and direct targeted support for our students and staff to effectively enrich our Distance Learning Programs to minimize our students' educational loss during COVID school closures, while planning the safe reopening of our schools, and then delivering targeted skills interventions to our students to recover their slowed academic development due to lost learning time in person. A far second big challenge to governing school boards is stop the hemorrhaging of money that our school districts are losing to special education litigation. Governing boards must direct staff to develop comprehensive special education compliance programs to prevent the exploding cost of special education litigation by ambulance chasing attorneys. These significant loses are completely preventable with high quality IEP maintenance programs and SELPA/JPA collaborative preparation to combat the litigation. CSBA should research and offer a comprehensive plan for boards, district staff, SELPA/JPAs, and special education parents to prevent these loses that translate to less support for all students and only enriching attorneys.

Mark Dundon CSBA Biographical Sketch

Education is in my blood. Since my father was a career teacher and my mother was a school office manager, I inherited many of the same traits that drive someone to serve as a teacher. Since the year 2000, I have dedicated my life to education in one form or another. As a veteran teacher of 15 years, I have taught students of every variety in every subject including 9 years of special education. My commitment to education has driven me to earn 6 teaching credentials, an administrative credential, and 2 educational masters degrees to develop and refine my comprehensive perspective on education. My efforts were additionally inspired for me to understand and support my son's special needs as he grows and changes as do our students. My wife of 23 years and I have 3 of our own children in our school system which inspired me to become a school board trustee to steer our schools with my insight to be the best they can be for our students now, not later. I want our schools to continue the path of quick reaction and innovative thinking that has been initiated recently as the new norm. At the age of 49, I am both experienced enough to offer veteran insight and knowledge to the CSBA while still being a classroom teacher who is on the frontline of the issues we face and able to report back to CSBA in real time the effects of school policy for improving CSBA programs to address the issues. I am excited to be considered to serve the CSBA as a Delegate to elevate the collaboration level between boards and teachers/staff to strengthen CSBA's role in school improvement by continuing to build upon what CSBA has already accomplished and bring it to the next level.



Delegate Assembly Biographical Sketch Form for 2021 Election



Deadline: Thursday, January 7, 2021 | No late submissions accepted

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to nominations@csba.org no later than 11:59 p.m. on January 7, 2021. Forms may also be submitted via mail to CSBA's Executive Office at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2021.

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

Signature: *Flora Martinez*

Date: January 5, 2020

Name: Flora Martinez

CSBA Region & subregion #: 16-B

District or COE: Ontario-Montclair School District

Years on board: Newly Elected

Profession: Caregiver Contact Number (Cell Home Bus.): (909) 418-6445

Primary E-mail: Flora.Martinez@omsd.net

Are you an incumbent Delegate? Yes No If yes, year you became Delegate: _____

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

In my journey as a special needs parent, I found myself developing relationships with other parents, teachers, community leaders, district personnel, and public officials. This helped me pursue my major in Sociology & Political Science. I have learned that access to various resources can potentially help families reach equity and ensure better educational outcomes for all students. I have volunteered in various non-profit organizations where I have established relationships and helped others who are in similar situations. I am interested in becoming a delegate because I feel that these assets can positively contribute to serving in this role. I also hope to learn from others serving in CSBA.

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

I have served in various committees within the Ontario-Montclair School District, such as the Early Dispute Resolution Committee (EDR), the Special Ed Advisory Committee (CAC), a PT/PTO representative, and I have also participated in the DELAC, ELAC, and DAC meetings. This also encompasses the various activities organized by these committees. I am a newly elected trustee and I have participated in all the virtual training held by the CSBA.

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

As a newly elected Trustee, I consider funding to be one of the biggest challenges we face. The resources given to ensure the achievement gaps are closed have fallen short in addressing all the variables involved. I hope that CSBA can help join our efforts and provide resources to help us govern effectively and help educate others.



Delegate Assembly Biographical Sketch Form for 2021 Election

Deadline: Thursday, January 7, 2021 | No late submissions accepted

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to nominations@csba.org no later than 11:59 p.m. on January 7, 2021. Forms may also be submitted via mail to CSBA's Executive Office at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2021.

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

Signature: Shari Megaw Digitally signed by Shari Megaw
Date: 2020.12.16 14:27:42 -08'00' Date: 12-16-2020

Name: Shari S. Megaw CSBA Region & subregion #: 16B
 District or COE: Chaffey Joint Union High School District Years on board: 12
 Profession: Teacher Contact Number (Cell Home Bus.): 909-908-0356
 Primary E-mail: mentorteacher@yahoo.com
 Are you an incumbent Delegate? Yes No If yes, year you became Delegate: 2018

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

I would like to continue serving on Delegate Assembly. I am interested in the state wide politics that govern our schools. CSBA needs to stay a strong voice in school funding and policies. As an educator for over 30 years, I am familiar with schools and student trends. I bring a lifetime of education experience to the position.



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

I have held every office on my local school board. I am currently president. I serve on the county CSBA committee. I have served on Delegate Assembly for 2 years. I have attended every AEC since I have been elected. In my community I work with Lions club to address eyesight issues. I support the Lukemia and Lymphoma Society with their Light the Night event. I have previously served as Committee Chair for a Boy Scout Troop and been Band Booster Vice President for the Alta Loma High School Marching and Entertainment Corps.

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

I see the pandemic as the biggest challenge, currently. I think we will have future funding issues related to the tax base and prop 98 revenues. We are also dealing with the state and county rules around returning to in person school. CSBA can help get teachers and staff moved to the first tier of vaccines so in person school can become less risky. CSBA can be involved in the budget discussions at the state level to help keep the prop 98 funding in place and funded.

Delegate Assembly Biographical Sketch Form for 2021 Election



Deadline: Thursday, January 7, 2021 | No late submissions accepted

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

Signature: Michael Snellings Date: 11/17/20

Name: Michael Snellings CSBA Region & subregion #: 16

District or COE: Yucaipa Calimesa Joimt Unified Years on board: 15 months

Profession: Adjunct Professor Contact Number (Cell Home Bus.): 909-653-6005

Primary E-mail: mike_snellings@YCJUSD.us

Are you an incumbent Delegate? Yes No If yes, year you became Delegate: _____

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

I have spent 30 years in education as a teacher, principal, director and assistant superintendent. I have an extensive background working with at-risk youth and have facilitated the LCAP process in a 22,000 student district. I have worked closely with Board's of Education throughout my career, and as an elected Board Member, I bring a well rounded understanding of a Board's role's and responsibilities. I want to provide input and guidance to CSBA, while maintaining a student centered focus as a primary driver for policy decisions.

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

I have recently gone from an appointed board member to an elected board member. As a former Assistant Superintendent, I have participated in the CSBA State Conference many times. In my local community I have served on the YMCA Board, Little League Board, and have coached dozens of sports teams in Yucaipa.

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

The biggest challenge currently is addressing the needs of students in the middle of a Pandemic. Once this crisis subsides, boards will also face significant funding challenges, the need to keep up with advancing technology, providing updated and modern facilities, addressing declining enrollment, and providing for the mental health needs of students. CSBA does a great job of providing updates to members. However, there needs to be a focused lobbying effort to ensure that ALL districts are provided with the necessary resources to address these challenges.

Delegate Assembly Biographical Sketch Form for 2021 Election



Deadline: Thursday, January 7, 2021 | No late submissions accepted

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

Signature: *Gabriel L. Stine*
Digitally signed by Gabriel L. Stine, D.C.
 DN: cn=Gabriel L. Stine, D.C., o=Victor Elementary School
 District, ou=VESD, email=stine@vesd.net, c=US
 Date: 2021.01.05 09:56:39 -0800

Date: 01/05/2021

Name: Gabriel L. Stine, D.C.

CSBA Region & subregion #: 16-B

District or COE: Victor Elementary School District

Years on board: 21

Profession: Chiropractor Contact Number (Cell Home Bus.): (760)245-1691

Primary E-mail: docgstine@gmail.com

Are you an incumbent Delegate? Yes No If yes, year you became Delegate: 2019

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

This is my 21st year on the Victor Elementary School District Board of Trustees. I pride myself in being a leader on our board. I enjoy coaching new members, resolving differences and advocating for students. I bring a well-rounded perspective for school district stakeholders including students, staff, parents, business and community leaders. I am open minded and a huge believer in transparent relationships. One of the reasons I believe the VESD Board has been collaborative while keeping students first is the training we have received from California School Boards Association. I have been honored to be a part of the CSBA culture during my current term as a delegate.

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

As a board member I attend as many district activities as possible. I attend the board activities such as board tours, question and answer forums with our bargaining units, as well as CSBA and NSBA events - virtually during the pandemic. As a business owner and chiropractor I contribute to my community constantly. I have been an active member of the Victor Valley Chamber of Commerce for over 27 years. I am team physician for three local high schools. I have developed and implemented health programs at schools across Victor Valley. I feel very strongly about being a positive, active member of our board and community.

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

The events of 2020, specifically the pandemic, have put a huge burden on education. Our teachers and all other employees have literally learned a new job in a relatively short time. Looking forward to 2021 and beyond, our educators' jobs will change again. Students could return to school with varying degrees of academic growth or lack thereof, and possible social emotional challenges that may interfere with their interactions when returning to school. Educators will be implementing new strategies that proved successful during distance learning and relearning their successful in-class strategies they used prior to the pandemic.

As always, CSBA is on the right track. That was evident in the 2020 AEC. With each new turn in the United States and the world, much of the change needs to be absorbed by education and right now that ranges from new technology to new learning strategies to social emotional learning.

This is why I still believe the biggest challenge that faces governing boards is the lack of adequate funding.

- In California, we work hard to attract and retain good teachers and support staff in a state that is known for its high cost of living and the fact that many of our new teachers come out of college with enormous student loan debt.
- School districts are all expected to provide one-on-one devices and now, connectivity to support our students. Keep in mind that this is not a one-time purchase, but ongoing so that our devices do not become outdated.
- Our teachers and support staff need training in helping our students with their social emotional health which will be more important as students return to in-seat learning.
- After experiencing a pandemic, our communities will now expect our facilities to be not only disinfected regularly, but also kept up-to-date in HVAC technology, etc.
- Most importantly, school districts have got to approach equity with a well-rounded plan so that any achievement gaps and learning loss are eliminated. School Boards are responsible for driving the policies, goals and objectives to meet these demands, as well as ensuring our districts remain fiscally solvent. I appreciate that CSBA not only recognizes our need for adequate funding, but also continues to advocate for adequate funding!

Delegate Assembly Biographical Sketch Form for 2021 Election



Deadline: Thursday, January 7, 2021 | No late submissions accepted

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Signature: _____

Date: 1-6-21

Name: Eric Swanson

CSBA Region & subregion #: 16 B

District or COE: Hesperia Unified School District

Years on board: 15 years

Profession: Worldwide Internet Services Contact Number (Cell Home Bus.): 760-617-1143

Primary E-mail: eric.swanson@hesperiausd.org

Are you an incumbent Delegate? Yes No If yes, year you became Delegate: 2015

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

My experience and understanding of the needs of our students -not today, but tomorrow- drives me to bring together other local and regional school districts to help find the 21st century solutions that our students will need to be successful, by being fully prepared for the challenges of tomorrow.

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

I am a community advocate that believes participation across our community helps to drive a successful educational system. I have been a CSBA delegate for two years, and am a member of our local Tri-Agency Committee which communicates and coordinates between the three elected bodies in our community: the City of Hesperia, the Hesperia Unified School District and the Hesperia Recreation and Park District. Communication and collaboration between local and regional school districts, along with county schools, CSBA and legislative bodies in Sacramento, is key to the success of our students.

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

The three most important topics for setting the new educational bar are:

- > The 4 C's - Creativity, Collaboration, Communication and Critical Thinking.
- > Reaching beyond the boundaries of Common Core through blended learning.
- > Closing the widening gap between technology advancement and student learning.

The above are valuable concepts that will help our schools provide quality educational programs that will better equip our students. CSBA's role involves exploring and informing local board members across the state of the challenges that tomorrow's students face.

Biographical Sketch

Eric Swanson
10232 Arroyo Ave.
Hesperia, CA 92345
760-617-1143

Eric Swanson is serving in his fourth term on the Hesperia Unified School District board of trustees as well as serving four years as a CSBA Assembly Delegate in region 16. He is the CEO of a world-wide Internet company and has been a technical educational consultant for over 27 years.



Eric and his wife, Rebekah, have been residents in the City of Hesperia for over 32 years and, with his son in his third year of college and a daughter in her third year of college, have a strong connection to the school system.

He has spoken out about the importance of our educational system reaching out beyond the limits of the 13-16 years we invest in our children, going well into the future, with a career and job market that has more positions becoming extinct each day.

Eric Swanson has been part of the driving force behind Hesperia Unified School District's 21st Century Learning Plan, which steps beyond Common Core to help deliver tomorrow's educational tools to our students today.

Delegate Assembly Biographical Sketch Form for 2021 Election



Deadline: Thursday, January 7, 2021 | No late submissions accepted

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Signature: Mondi Taylor Date: 12/07/2020

Name: Mondi Taylor CSBA Region & subregion #: 16
District or COE: Etiwanda Elementary Years on board: 22
Profession: Owner, Music Academy Contact Number (Cell Home Bus.): 909-260-1608
Primary E-mail: Esdboard_taylor@etiwanda.org
Are you an incumbent Delegate? Yes No If yes, year you became Delegate: 2018

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

I have served as a delegate for CSBA for the last two years and would love to the opportunity to continue my service. My career as an educator supports my goal of putting children first. Being a board member for 22 years has taught me how to prioritize resources and make tough choices. As a leader I have guided the school district through rapid growth periods insuring that all children had access to safe and beautiful schools equipped with the latest technology. I have fought to keep arts education in conjunction with science, technology, engineering and math. I believe I have the leadership skills and knowledge of the education system necessary to positively represent all

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

My civic involvement includes serving as a Community Outreach Director for my church; numerous Etiwanda District committees; Founding Board Member for E3 Education Foundation; PTA President, Treasurer, Auditor and Fundraising Chair. I have also volunteered to lead a children's performing choir for 12 years providing vocal music experience to hundreds of children. I also volunteered my time to teach religious instruction to high school students each day. I have also organized numerous community service projects. I was also instrumental in the committee that helped pass our local bond, serving as treasurer to ensure that the committee stayed in compliance with local and state political

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

The biggest challenge facing governing boards in California is to ensure that every child regardless of background or location has access to qualified teachers with sufficient funds to ensure that child has every opportunity to learn in a way that best services the student which is difficult during this time of COVID-19. Ensuring students have access to Internet access and technology supplies for on-line learning has been challenging. Returning children to the classroom is essential. CSBA has been key in helping the elected officials in California understand the need for adequate funding as well as local control of those funds to best serve the students in the local school district. I hope to help ensure that CSBA will fight for the rights to education for all students.

(Ref. H 1.18)

Delegate Assembly Biographical Sketch Form for 2021 Election



Deadline: Thursday, January 7, 2021 | No late submissions accepted

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

Signature: Kathy A. Thompson Date: 12/15/2020

| | |
|--|---|
| Name: <u>Kathy A. Thompson</u> | CSBA Region & subregion #: <u>16-B</u> |
| District or COE: <u>Central School District</u> | Years on board: <u>25</u> |
| Profession: <u>Teacher</u> | Contact Number (<input checked="" type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Bus.): <u>(909) 241-5754</u> |
| Primary E-mail: <u>rckathy9216@gmail.com</u> | |
| Are you an incumbent Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, year you became Delegate: <u>1997</u> | |

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

As a delegate since 1997, I have attended each meeting from beginning to end. I come to each meeting prepared to engage and contribute. As a newly elected member of the Nominating Committee, I am looking forward to being able to use my skills to help select effective leaders for CSBA. I believe that the ability to communicate the impact of decision-making in Sacramento at the local level is essential to the legislators' grasp of education related decision making that he or she must make, and this is a personal priority for me.

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

I have been a school board member since 1995. I am currently the Board President and have also served as District Clerk. I feel that it is important to be visible at schools and frequently visit school sites. As an advocate for music programs, I particularly like attending school performances at both the elementary and middle school level. The SBCSBA meets monthly. Our Region's Director attends and gives reports. She solicits our opinions on the impact of current issues in our areas. Our very large county consists of urban, suburban and rural districts, which gives a broad perspective. By participating in these discussions, I am able to communicate with both my Director and CSBA staff.

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

Our biggest challenge is preserving the learning and emotional health of our students while supporting our staff in their efforts. Every day and lesson is a new adventure. Students rely on schools to provide both an education and stability. CSBA can help by leading the discussion for local control in how we approach reopening schools and serving our community.

KATHY THOMPSON

OBJECTIVE

To continue as a member of the California School Boards Association Delegate Assembly

SUMMARY OF QUALIFICATIONS

1995 - 2020 Central School District Rancho Cucamonga, CA

Central School District Trustee

Member since 1995; ran unopposed in 1999, 2003 and 2008. Re-elected in 2012, 2016. Ran unopposed in 2020.

Specifically relevant to the Delegate Assembly is my investment of time in 1998 achieving the Master of Boardmanship, as well as serving as Board Clerk in 1997, 2002, 2007 and 2012. I served as Board President in 1998, 2003 and 2008. I was elected to serve as Board President in 2013. I have attended all Delegate Assembly meetings. I am the area representative for Upland, Cucamonga and Central School districts. Currently I have just been elected to the Delegate Assembly Nominating Committee.

Golden Bell Evaluator 1999 – present

2001 - May, 2010 Baldy View Regional Occupational Program

August, 2010 – Present Riverside County Office Of Education

Teacher, Health Services

EDUCATION

1978 – 1980 Citrus College Azusa, CA

Licensed Vocational Nurse

Specialization of Field: Neonatal and Pediatric Nursing

2001 – 2002 California State University San Bernardino, CA

Full-Time Vocational Education Teaching Credential, Medical Services

2017

Bachelor's Degree Grand Canyon University

2019

Master's Degree Grand Canyon University

COMMUNITY ACTIVITIES

I am elected to my school's site council, a member and volunteer of the PTA, an advisor and on the state board for California Health Occupation Students of America, and an active member of Hillside Community Church.

VOLUNTEER EXPERIENCE

Since 1990, I have been very active in the school district. I served as a School Site Council member and president, and also as the Parent/Teacher organization president. My service on district committees includes Business Partners in Education and the District Goals committee. I am involved in the activities of our individual school sites, and volunteer as a CPR instructor when needed. I firmly believe that volunteering for the benefit of children does not end when one becomes a Trustee.

(Ref. # 170)



Delegate Assembly Biographical Sketch Form for 2021 Election

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Signature: Paul Zamoyta Date: 1/2/2021
9B12E2E22035454...

Name: Paul Zamoyta CSBA Region & subregion #: 16-B
District or COE: Bear Valley Unified School District Years on board: 11
Profession: Self Employed Contact Number (Cell Home Bus.): 909-557-8285
Primary E-mail: info@zamoyta.com
Are you an incumbent Delegate? Yes No If yes, year you became Delegate: _____

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

During my 10 years as a school board member, I have come to realize the important role CSBA plays in establishing principles and supporting legislation that promote and protect our students. As a former classroom teacher of 10 years, and a private business owner for the last 16 years, I feel I have a unique understanding of the challenges at the classroom level as well as the skills needed for students to succeed in the workplace, lead a fulfilling life, and become conscientious citizens. I would appreciate the opportunity to use my experiences as a board member, teacher, businessperson and parent to support policies that help our schools thrive and provide the type of education that our students deserve.

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

Shortly after first being elected in 2008, I was chosen to be board president and served in that role through the most challenging years of the "great recession". I have also served as Board Clerk and County Representative during my tenure. As well, I was honored to be chosen to present at CSBA's annual convention in 2013, sharing our school district's piloting of our "1-to-1 iPods in the Classroom" program. In my community, I have been a 26-year volunteer and staff trainer at the United States Adaptive Recreation Center, helping students with disabilities from several Southern California school districts participate in both summer and winter sports. I also support and volunteer regularly with our community's "MountainTop Strings" music program, which collaborates with our local schools, offering classes and lessons to our district's students.

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

In this unprecedented time in history, our schools are perhaps the most challenged, disrupted, controversial, and yet critically important institutions in our society. School districts have been faced with the impossible challenge of keeping students and communities safe while offering equitable and effective education to ALL students. Despite the admirable efforts of all members of our educational communities, teachers and students understandably struggle with the effectiveness of online, hybrid, and a new method of in-person learning. Furthermore, many of our staff and students struggle with mental health issues as a fallout of this disruption. It is not an understatement to say that the effects this pandemic will have on our students will certainly last for years and perhaps even decades. This makes the support that our students, teachers, and school districts receive from CSBA in the forms of leadership and policymaking critical in mitigating the losses we have experienced, as well as resolving our future challenges. Thoughtful guidance and policies that address equity, increased funding, and mental health and social-emotional needs while recognizing each district's individuality by providing true local control will be essential for a fast and effective recovery. I would be honored to be chosen as a Delegate Assembly Representative joining CSBA's leadership in their mission to provide our staff and students with the help they so desperately need and deserve during these trying times and beyond.

Information/Announcements

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

February 18, 2021

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: **2020-2021 Williams Second Quarter Findings Report**

REQUESTED ACTION

Receive for information the 2020-2021 Williams Second Quarter Findings Report.

BACKGROUND INFORMATION

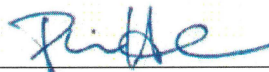
As a result of the Williams Lawsuit Settlement, a class action lawsuit against the State of California and its educational agencies, California Education Code 1240 requires the County Superintendent of Schools to annually visit Williams monitored schools (schools ranked in deciles 1-3 currently based on the state's 2012 Base Academic Performance Index).

The purpose of the site visit is to:

- Determine if all students have a board-approved material assigned to them for all core subjects to use in school and at home.
- Determine if school facilities are clean, safe and functional.

Visit findings, even if there are none to report, are provided to the school site, district, and local board on a quarterly basis.

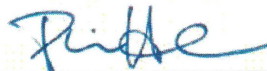
Prepared by: Phil Hillman, Chief Business Official _____



FINANCIAL IMPLICATIONS

None.

Reviewed by: Phil Hillman, Chief Business Official _____



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board accept for information the 2020-2021 Williams Second Quarter Findings Report.

Approved by: James Q. Hammond, Superintendent _____

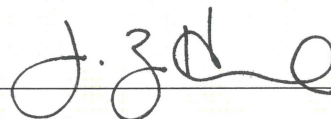


Exhibit A

**Ontario-Montclair School District
2020-2021 Williams Second Quarter Findings Report**

| Area | Findings |
|---|---------------------------|
| Instructional Materials | No findings to report |
| Facilities | No findings to report |
| SARC | No findings to report |
| Teacher Vacancy and Misassignments | No teacher misassignments |

Submitted by: Phil Hillman, Chief Business Official
Quarter: 2nd Quarter (Oct-Dec 2020)

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

February 18, 2021

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: 2020-2021 Williams Second Quarter Uniform Complaint Report Summary

REQUESTED ACTION

Receive for information the 2020-2021 Williams Second Quarter Uniform Complaint Report Summary.

BACKGROUND INFORMATION

As a result of the Williams Lawsuit Settlement, a class action lawsuit against the State of California and its educational agencies, schools in California, including Ontario-Montclair School District, are required to track the number of Williams complaints received by the District.

A Williams complaint is a complaint subject to the Uniform Complaint process specifically addressing:

- Sufficiency of instructional materials
- Emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff
- Teacher vacancies or misassignments

These complaints are to be reported to the Board of Trustees and the county superintendent on a quarterly basis. The second quarter Williams Quarterly Uniform Complaint Report Summary is shown in Exhibit A.

Prepared by: Phil Hillman, Chief Business Official PH

FINANCIAL IMPLICATIONS

None.

Reviewed by: Phil Hillman, Chief Business Official PH

SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board receive for information the 2020-2021 Williams Second Quarter Uniform Complaint Report Summary.

Approved by: James Q. Hammond, Superintendent JQH

Exhibit A

**2020-2021 Williams
Second Quarter Uniform Complaint Report Summary**

For submission to school district governing board and county office of education

District Name:

Ontario-Montclair School District

Quarter covered by this report:

2nd Quarter (Oct-Dec 2020)

| 2nd Quarter | Complaints received | Complaints resolved | Complaints unresolved |
|--|----------------------------|----------------------------|------------------------------|
| Instructional Materials | 0 | 0 | 0 |
| Facilities | 0 | 0 | 0 |
| Teacher Vacancy/ Misassignments | 0 | 0 | 0 |
| <u>Totals</u> | 0 | 0 | 0 |



PERFORMING ARTS CENTER
LOBBY ENTRANCE

Montclair
Promise Scholars
Helping all our students reach their dreams

Montclair
Promise Scholars
Helping all our students reach their dreams

LIGHTNING

Ontario-Montclair School District
Superintendent's Office
950 West "D" Street Ontario, CA 91762
Office: (909) 418-6445 Fax: (909) 459-2542



E-mail: info@omsd.net