

Ontario-Montclair School District  
Annual Organizational Meeting of the Board of Trustees

# AGENDA

Thursday, December 12, 2019

Chino Basin Water Conservation District  
4594 San Bernardino Street  
Montclair, California 91763

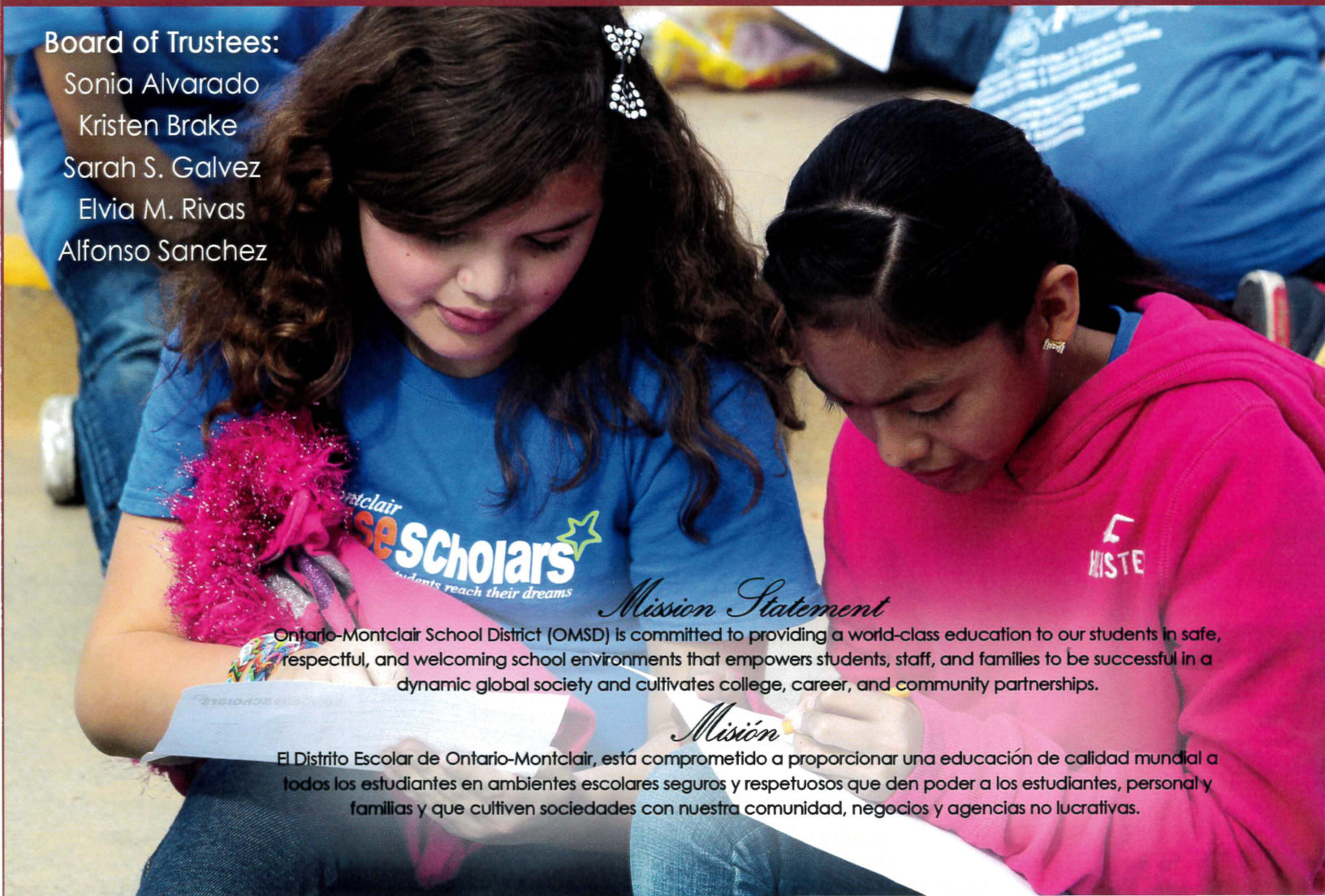
Closed Session: 5:00 PM  
Open Session: 5:30 PM



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

Board of Trustees:

Sonia Alvarado  
Kristen Brake  
Sarah S. Galvez  
Elvia M. Rivas  
Alfonso Sanchez



### *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, está 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.

# ONTARIO-MONTCLAIR SCHOOL DISTRICT

## Board of Trustees

Sonia Alvarado

Kristen Brake

Sarah S. Galvez

Elvia M. Rivas

Alfonso Sanchez

## 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

## BOARD MEETING NOTICE

We are pleased you can be with us at this meeting, and we hope you will return. Your visit assures us of continuing community and parent interest in our schools and our students.

This agenda and its extensive background materials are available to all schools and departments in the school district, as well as representatives of the teachers' and classified organizations. A limited number of copies of the agenda will be available at the board meeting and the agenda can be accessed on the District's web page at [www.omsd.net](http://www.omsd.net), Board of Trustees link.

Members of the Board of Trustees of this district are locally elected officials, who serve a four-year term of office and are responsible for the educational programs of the community from grades kindergarten through eight. Board members are required to conduct programs of the schools in accordance with the State of California Constitution, the State Education Code and other laws enacted by the State Legislature relating to schools, and policies and procedures, which this Board adopts.

The Board is a policy-making "*at large*"<sup>1</sup> body. Administration of the District is delegated to a professional administrative staff headed by the Superintendent.

Each member of the Board has an opportunity to review the agenda and its extensive background materials for at least three days preceding the meeting. Before the board meeting, board members typically follow up with administration for clarification on any items in question. This procedure enables the Board to act on agenda items more effectively.

### WHAT TO DO IF YOU WISH TO ADDRESS THE BOARD OF TRUSTEES

The board president, or designee, will invite persons to speak concerning any items on the agenda or other District matters not on the agenda. This is not meant to be a debating period. Complaints and problems related to District policy will be referred to the superintendent.

#### 1. Comments from Visitors

**Yellow  
speaker slip  
to be turned  
in before  
Recognitions/  
Presentations**

Any person who desires to be heard by the Board may complete a yellow speaker form (available on the board materials table located at entrance to the meeting, available at the podium, or available from the Executive Assistant to the Superintendent).

To be acknowledged correctly and/or identified in the minutes, it is helpful that the speaker states and/or spells their name before addressing the Board. The Board President will call for comments from the floor for any person wishing to speak to any item **not** on the agenda. The president will call for comments regarding items **on** the agenda at the time the item is being heard. A person addressing the Board on an agenda item shall confine their remarks exclusively to that agenda item.

The audience will not be permitted to participate in the legislative deliberations of the Board about the agenda item.

Per Brown Act requirements, the Board may respond briefly to public comments but cannot take board action on anything not on the agenda.

<sup>1</sup>At large meaning board members must reside within Ontario-Montclair School District boundaries.

## ONTARIO-MONTCLAIR SCHOOL DISTRICT BOARD MEETING NOTICE

### 2. 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, and if at all possible, **at least two days before** the meeting date.

All individual comments shall **be limited to four minutes**, unless this time limit is waived by action of the Board. The maximum time the Board will hear comments on the same subject shall be **12 minutes**, unless such time limit is waived by action of the Board. In order to ensure non-English speakers receive the same opportunity to directly 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. (Government Code 54954.3)

The Board encourages proponents on the same subject to determine in advance their principal speakers and the speakers will be afforded first consideration in expending the 12-minute total allocation to the same subject. The Board also encourages all speakers whenever possible, (a) to be direct and concise, (b) to avoid repetition of statements made earlier by fellow proponents on the same subject, and, (c) to place views in writing for the Board and/or Superintendent. If questions are to be submitted to the Board and/or Superintendent, such questions should be in writing. The Superintendent, if requested by the Board, shall provide written responses to such questions in a reasonable timeline.

If the same concerns from the same person(s) have been addressed at previous Board Meetings, with no updated information provided, the Board may lessen amount of time allowed for comments.

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.

Conduct that willfully interrupts the meeting, so as to render the orderly conduct of the meeting unfeasible, may result in the Board ordering the removal of the individual willfully interrupting the meeting.

The Board will not act on a complaint presented by a speaker at the same meeting during the public comment. A copy of the District's formal complaint procedures and complaint forms will be made available upon request and is available on the District's website.

**NOTICE:** The public is provided an opportunity for comments before the board adjourns to closed session. State law authorizes closed sessions for discussion and action on matters of District business, including individual employee and student matters, negotiations, litigation, and other matters specified by law. Closed session is not open to the public. Action taken in closed session is reported in the open session that follows, unless otherwise required by law. Please contact the Superintendent's Office at 909-418-6445, if you have any questions.

The district hereby certifies that a public accessible copy of the agenda was posted at the Briggs Education Center, located at 950 West "D" Street, Ontario, California 91762, not less than 72 hours prior to a regular meeting, or at least 24 hours prior to a special meeting.

Public records related to the public session agenda and distributed to the Governing Board no less than 72 hours before a regular meeting, may be inspected by the public at the Briggs Education Center, 950 West D Street, Ontario, CA 91762, during the regular business hours of 8:00 to 4:30 p.m.

Additionally, Per Board Bylaw 9324, the District may tape, film, or broadcast any open Board Meeting. If available, a duplicate of the recording of this meeting may be found on our District website. Please contact the Superintendent's Office at (909) 418-6445, if questions.

## **DISTRITO ESCOLAR DE ONTARIO-MONTCLAIR**

### **AVISO DE LA MESA DIRECTIVA**

Nos complace que pueda acompañarnos en esta junta, y esperamos que regrese con frecuencia. Su visita nos asegura el interés persistente de la comunidad y de los padres en nuestras escuelas y nuestros estudiantes.

Esta orden del día y sus materiales de contexto extensivos están al alcance de todas las escuelas y departamentos en el distrito escolar, así como también para representantes de maestros, directores, y organizaciones clasificadas. Una cantidad limitada de copias del orden del día estará disponible en la junta de la mesa directiva y el índice del orden del día puede encontrarlo en las páginas del distrito del Internet en [www.omsd.net](http://www.omsd.net), que es la dirección de la Mesa Directiva.

Los miembros de la mesa directiva de este distrito son oficiales elegidos y locales, quienes ocupan este puesto por cuatro años y son responsables por los programas educativos de la comunidad desde kindergarten hasta octavo grado. Los miembros de la mesa directiva tienen que conducir programas de las escuelas conforme a la Constitución del Estado de California, el Código de educación del estado y otras leyes instituidas por la Legislatura del estado relacionadas a las escuelas, y normas y procedimientos que adopte esta Mesa directiva.

La Mesa Directiva es una entidad local que elabora políticas<sup>1</sup>. La administración del distrito es delegada a empleados profesionales administrativos dirigidos por el superintendente del distrito.

Cada uno de los miembros de la mesa directiva tiene oportunidad de repasar el orden del día y sus materiales de contexto extensivos por lo menos con tres días de anticipación de la junta. Antes de la junta de la mesa directiva, los miembros de la misma típicamente dan seguimiento con la administración en caso de que necesiten aclaración en cualquiera de los artículos en cuestión.

### **QUÉ HACER SI DESEA DIRIGIRSE A LA MESA DIRECTIVA**

El presidente de la mesa directiva, o su designado, invitará personas para que hablen con respecto a cualquier artículo indicado en el orden del día o de otros asuntos del distrito que no estén en el orden del día. Esto no significa que este sea un período de debate. Quejas y problemas relacionados a las normas del distrito serán referidas al superintendente.

#### 1. Comentarios de los visitantes

**La hoja amarilla para dirigirse a la mesa directiva debe ser entregada antes de los Reconocimientos/ Presentaciones**

Cualquier persona que desee ser escuchada por la mesa directiva puede completar un formulario amarillo (estará en la mesa de materiales de la mesa directiva localizada a la entrada de la junta, en el estrado, o con la asistente ejecutiva del superintendente.)

Para ser reconocido correctamente o ser identificado, o ambos en el acta, es necesario que el interlocutor diga y deletree su nombre antes de dirigirse a la mesa directiva.

El presidente preguntará si hay comentarios de la audiencia o de cualquier persona que desee hablar sobre cualquier asunto que **no** esté en el orden del día. El presidente preguntará si hay comentarios con respecto a los asuntos que **están** en el orden del día cuando este está siendo escuchado. La persona que se dirige a la mesa directiva sobre un asunto en el orden del día deberá limitar sus comentarios exclusivamente a ese asunto del orden del día.

La audiencia no tiene permitido participar en las deliberaciones legislativas de la mesa directiva sobre el asunto en el orden del día.

Conforme a los requisitos de la Ley Brown, la mesa directiva puede responder brevemente a los comentarios del público y en la junta no se puede tomar ninguna medida en ningún asunto que no esté en el orden del día.

<sup>1</sup>Significa que los miembros de la mesa directiva deben vivir dentro de los límites de residencia del Distrito Escolar de Ontario-Montclair.

## DISTRITO ESCOLAR DE ONTARIO-MONTCLAIR

### AVISO DE LA MESA DIRECTIVA

#### 2. Accesibilidad, Acomodación especial

**Los individuos que requieren acomodaciones o modificaciones especiales**, incluyendo, pero no limitadas a, cualquier incapacidad, incluyendo intérprete de lenguaje Americano por señas, aparatos auxiliares y servicios, asiento accesible, o documentación en modelo accesible debe comunicarse con la oficina del superintendente, al (909) 418-6445, o su designado tan pronto sea posible, y si es posible, **por lo menos dos días antes** de la fecha de la junta. **Si necesita traducción en cualquier asunto del Orden del día puede comunicarse con los respectivos departamentos o con la oficina del Superintendente.**

Todos los comentarios individuales deberán **ser limitados a cuatro minutos**, a menos que este límite de tiempo sea revocado por acción de la mesa directiva. El tiempo máximo que la directiva escuchará comentarios sobre el mismo asunto será de **12 minutos**, a menos que dicho límite de tiempo sea revocado por acción de la mesa directiva. La mesa directiva sugiere que los proponentes sobre el mismo asunto determinen por anticipado a sus interlocutores principales y a estos se les considerará primero para que expongan en 12 minutos el mismo asunto. Para garantizar que las personas que no hablan inglés tengan la misma oportunidad de dirigirse directamente a la Mesa Directiva, cualquier miembro del público que utilice un traductor deberá ser proporcionado por lo menos doble el tiempo asignado para dirigirse a la Mesa Directiva, a menos que se use el equipo de traducción simultánea para permitir que la Mesa Directiva pueda escuchar el testimonio público traducido simultáneamente (Código de Gobierno 54954.3). La directiva también sugiere a todos los interlocutores, siempre que sea posible, (a) que sean directos y breves, (b) eviten repetición de las declaraciones hechas anteriormente por sus compañeros partidarios sobre el mismo asunto, y (c) redactar por escrito sus puntos de vista para la directiva o superintendente. Si desean hacer preguntas a la directiva o superintendente, dichas preguntas deben ser por escrito. El superintendente, si se lo pide la mesa directiva, deberá dar respuesta a dichas preguntas dentro de plazo de tiempo razonable.

Si el mismo asunto de la misma persona(s) ha sido planteado en juntas anteriores de la directiva, sin que hayan dado información al día, la directiva puede disminuir el tiempo permitido para comentarios.

Se recomienda que los interlocutores hagan sus comentarios de una manera corté que sea respetuosa a todos los miembros de la comunidad educativa y de la meta del distrito de apoyar el progreso de los estudiantes.

La conducta que intencionalmente interrumpe la junta, para que esta no se pueda llevar a cabo de manera ordenada, puede tener como consecuencia que la mesa directiva ordene la expulsión del individuo que a propósito interrumpe la junta.

La directiva no tomará ninguna medida sobre una queja presentada por un interlocutor en la misma junta durante el período de comentarios del público. Una copia de los procedimientos formales para presentar quejas y los formularios se les darán cuando los pidan.

**AVISO:** Al público se le da la oportunidad de hacer comentarios antes de que la directiva se retire para deliberar en sesión cerrada. La ley estatal autoriza sesiones cerradas para deliberar, tomar medidas sobre asuntos del distrito, incluyendo empleados individuales y asuntos de estudiantes, negociaciones, litigación y otros asuntos especificados por la ley. La sesión cerrada no está abierta al público. Las medidas tomadas en sesión cerrada son divulgadas en la sesión abierta que sigue, a menos que sea requerido por la ley. Por favor comuníquese con la oficina del superintendente al 909-418-6445, si tiene preguntas.

El distrito por este medio declara que una copia accesible al público del orden del día fue anunciada en el Centro de educación Briggs, localizado en el 950 West "D" Street, Ontario, California 91762, no menos de 72 horas antes de una junta regular, o por lo menos con 24 horas antes de una junta especial.

Registros públicos relacionados al orden del día de la sesión publica y que fueron distribuidos a la Mesa directiva menos de 72 horas antes de una junta regular pueden ser inspeccionados por el público en el Centro de Educación Briggs, 950 West D Street, Ontario, CA 91762, durante horas hábiles de 8:00 a 4:30 p.m.

Según el Estatuto 9324 de la Meza Directiva, el Distrito puede grabar, filmar o transmitir cualquier reunión abierta de la Mesa Directiva. Se puede encontrar un duplicado de esta grabación de la reunión en nuestro sitio web del Distrito. Por favor, comuníquese con la Oficina del Superintendente al (909) 418-6445, si tiene preguntas.

ONTARIO-MONTCLAIR SCHOOL DISTRICT  
Ontario, California

ANNUAL ORGANIZATIONAL MEETING OF  
THE BOARD OF TRUSTEES  
**A G E N D A**

Thursday, December 12, 2019

Meeting Location

Chino Basin Water Conservation District  
Waterwise Community Center  
4594 San Bernardino Street, Montclair, California 91763

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.

As a courtesy, please silence your cell phones, pagers, and other electronic devices while the meeting is in session.

**A. PUBLIC MEETING – 5:00 PM**

**BOARD OF TRUSTEES**

**CALL TO ORDER**

\_\_\_\_\_ **Ms. Alvarado**

**COMMENTS FROM THE PUBLIC**

\_\_\_\_\_ **Ms. Brake**

**CLOSED SESSION**

\_\_\_\_\_ **Ms. Galvez**

\_\_\_\_\_ **Ms. Rivas**

\_\_\_\_\_ **Mr. Sanchez**

**Moved** \_\_\_\_\_ **Seconded** \_\_\_\_\_ **Vote** \_\_\_\_\_

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

**2. Conference with Legal Counsel**

- a. Anticipated Litigation: *Pursuant to Government Code Section 54956.9(d)(2):*
- One (1) Case

- b. Existing Litigations: Pursuant to Government Code Section 54956.9:

- Case No: BC700918

**3. 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**

Flag Salute will be led by Jaylen Campbell (5<sup>th</sup> grade) and Roger Gallardo (5<sup>th</sup> grade) from Lincoln Elementary School. Students will be introduced by Principal Jessica Perry.

**D. 2020 ANNUAL ORGANIZATIONAL ELECTION OF THE BOARD OF TRUSTEES, INCLUDING ELECTION OF PRESIDENT, VICE PRESIDENT, CLERK, REPRESENTATIVE FOR THE COUNTY COMMITTEE, AND ALTERNATE REPRESENTATIVE FOR THE COUNTY COMMITTEE**

1. Election of 2020 Board President: Name \_\_\_\_\_

**Moved** \_\_\_\_\_ **Seconded** \_\_\_\_\_

**Vote by Trustees: Ayes:** \_\_\_\_\_ **Noes:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_

2. Election of 2020 Vice President: Name \_\_\_\_\_

**Moved** \_\_\_\_\_ **Seconded** \_\_\_\_\_

**Vote by Trustees: Ayes:** \_\_\_\_\_ **Noes:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_

3. Election of 2020 Clerk: Name \_\_\_\_\_

**Moved** \_\_\_\_\_ **Seconded** \_\_\_\_\_

**Vote by Trustees: Ayes:** \_\_\_\_\_ **Noes:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_

4. Election of 2020 County Committee on School District Organization:

Name \_\_\_\_\_

**Moved** \_\_\_\_\_ **Seconded** \_\_\_\_\_

**Vote by Trustees: Ayes:** \_\_\_\_\_ **Noes:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_

5. Election of 2020 Alternate to County Committee on School District Organization:

Name \_\_\_\_\_

**Moved** \_\_\_\_\_ **Seconded** \_\_\_\_\_

**Vote by Trustees: Ayes:** \_\_\_\_\_ **Noes:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_



**E. ADOPTION OF AGENDA**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Vote by Trustees: Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

**F. RECOGNITIONS/PRESENTATIONS**

- 1. 2019-2020 First Interim Financial Report as Presented by Phil Hillman, Chief Business Official: **Presentation** (Ref. F 1.1)

**G. 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.**

Visitors wishing to comment on agenda items should request recognition by the Board President at the time the Board is considering the item. The Board will hear such comments by visitors before the Board members discuss the items and prior to the vote of the Board.

All individual comments shall be limited to 5 minutes, unless the time limit is waived by action of the Board. The maximum time allowed for the Board to hear various comments on the same subject will be 15 minutes, unless such time limit is waived by action of the Board.

The Board of Trustees welcomes comments and/or questions from visitors. Should you wish to address the Board, you may voluntarily complete a yellow speaker information form located at the table in the lobby, the auditorium podium, or obtain from the Executive Assistant to the Superintendent. The form should be submitted to the Executive Assistant **before** the Recognitions/Presentations section on the Agenda.

Per Brown Act requirements, the Board may respond briefly to public comments but cannot take Board action on anything not listed on the agenda.

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

**H. CONSENT CALENDAR**

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

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Vote by Trustees: Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

**a. Superintendent’s Office**

a1. Thursday, October 17, 2019, Regular Meeting Minutes of the Board of Trustees:  
**Approval** (Ref. a 1.1-7)

a2. Thursday, November 7, 2019, Regular Meeting Minutes of the Board of Trustees:  
**Approval** (Ref. a 2.1-6)

**a. Superintendent's Office (Continued)**

a3. Thursday, November 21, 2019, Regular Meeting Minutes of the Board of Trustees:  
**Approval** (Ref. a 3.1-6)

**b. Business Services**

b1. Acceptance of Warrant Registers AP-1920-1212: **Approval** (*Additional Supporting Information Available Under Separate Cover*)

b2. Purchase Orders 402986-403143: **Approval** (*Additional Supporting Information Available Under Separate Cover*)

b3. Purchasing and Contracts Report 1920-04: **Approval** (Ref. b 3.1-4)

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

b5. 2018-2019 Annual and Five-Year Reports of Developer Fee Receipts and Expenditures: **Approval** (Ref. b 5.1-8)

**c. Human Resources**

c1. Certificated Personnel Recommendations Report #CERT1920-1212: **Approval** (Ref. c 1.1-4)

c2. Classified Personnel Recommendations Report #CLAS1920-1212: **Approval** (Ref. c 2.1-5)

c3. Revised Classified & Certificated Substitute Pay Rate Schedule, Effective January 1, 2020: **Approval** (Ref. c 3.1-3)

c4. New Job Description Teacher on Assignment (TOA): **Approval** (Ref c 4.1-5)

c5. New Job Description for Registered Behavior Technician: **Approval** (Ref c 5.1-5)

c6. Revised Proctor Pay Rate, Effective January 1, 2020: **Approval** (Ref c 6.1)

**d. Learning & Teaching: NONE**

**I. DISCUSSION/ACTION/PUBLIC HEARING**

**Business Services**

11. 2019-2020 First Interim Financial Report with a Positive Certification (*Additional Supporting Information Available Under Separate Cover*): **Approval** (Ref. I 1.1-2)

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Vote by Trustees: Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

**Human Resources**

12. Memorandum of Understanding for Mariposa Elementary School Compensation for Math Pentathlon and Crazy Contraption: **Approval** (Ref. I 2.1-2)

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Vote by Trustees: Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

**Superintendent's Office**

13. Calendar of Regular Meetings of the Board of Trustees for the 2020 Calendar Year: **Approval** (Ref. I 3.1-2)

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Vote by Trustees: Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

**J. CALL OUT OF CLOSED SESSION ACTIONS**

**K. COMMENTS AND RECOMMENDATIONS BY BOARD OF TRUSTEES**

**L. COMMENTS BY THE SUPERINTENDENT**

**M. INFORMATION/ANNOUNCEMENTS**

- M1. 2018-2019 Williams Settlement Annual Report: **Information** (Ref. M 1.1-9)

- M2. Report of Enrollment, Class Size Averages and Classes Exceeding Contract Maximums: **Information** (Ref. M 2.1-2)

- M3. Schools will be closed from December 20, 2019 – January 3, 2020 for Winter Recess. Students return from Winter Break on Monday, January 6, 2020: **Information**

- M4. All Offices will be closed from December 23, 2019 – December 26, 2019 and December 31, 2019 through January 1, 2020 for Winter Holidays: **Information**

- M5. Future Agenda Items  
*(Request for Board consideration must be submitted in writing and meet the criteria as indicated in Board Bylaw 9322)*

- M6. Next Regular Board Meeting:  
January 16, 2020 at 5:30 P.M. (Open Session)  
Central Language Academy  
415 East G Street, Ontario, CA 91764  
**\*Time and location may change. Please refer to posted agenda.**

**N. ADJOURNMENT**

**Moved** \_\_\_\_\_ **Seconded** \_\_\_\_\_

**Vote by Trustees: Ayes:** \_\_\_\_\_ **Noes:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_

**Time:** \_\_\_\_\_

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# Presentations/Recognitions

ONTARIO-MONTCLAIR SCHOOL DISTRICT  
Ontario, California

December 12, 2019

**TO:** President and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** Presentation on the 2019-2020 First Interim Financial Report

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**REQUESTED ACTION**

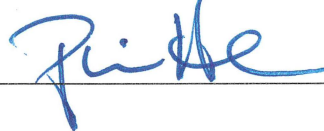
Receive for information the presentation on the 2019-2020 First Interim Financial Report as presented by Phil Hillman, Chief Business Official.

**BACKGROUND INFORMATION**

Pursuant to Education Code Section 42131, twice each year, the Board of Trustees must certify to the San Bernardino County Superintendent of Schools (SBCSS) and the California Department of Education (CDE) that the District can meet its financial obligations for the current and two subsequent fiscal years.

The First Interim Financial Report is presented to the Board of Trustees for approval with a **Positive Certification** (submitted as agenda item I 1.1). Based upon current projections, the District will meet its obligations in the current and two subsequent years.

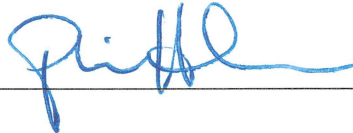
Prepared by: Phil Hillman, Chief Business Official



**FINANCIAL IMPLICATIONS**

None.

Prepared by: Phil Hillman, Chief Business Official



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board receive for information the presentation on the 2019-2020 First Interim Financial Report.

Approved by: James Q. Hammond, Superintendent



# Consent Calendar

(a) Superintendent's Office

ONTARIO-MONTCLAIR SCHOOL DISTRICT  
Ontario, California

December 12, 2019

**TO:** President and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** Minutes of the October 17, 2019 Regular Meeting of the Board of Trustees

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**REQUESTED ACTION**

Approve the Minutes of the October 17, 2019, 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 for October 17, 2019.

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 October 17, 2019.

Approved by: James Q. Hammond, Superintendent



(Ref. a 1.1)



**ONTARIO-MONTCLAIR SCHOOL DISTRICT**  
Ontario, California

**REGULAR BOARD OF TRUSTEES MEETING**  
Thursday, October 17, 2019

**MINUTES**

**A. CALL TO ORDER**

A regular meeting of the Ontario-Montclair School District Board of Trustees was called to order at 6:30 PM by President Elvia M. Rivas. The meeting was held at Chino Basin Water Conservation District, Waterwise Community Center, located at 4594 San Bernardino Street, Montclair, California 91763.

**ROLL CALL**

**Trustees Present:** Elvia M. Rivas, President; Sarah S. Galvez, Vice President; and Trustees Sonia Alvarado. Trustee Brake and Trustee Alfonso Sanchez were absent.

**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 Galvez, seconded by Trustee Alvarado, the Board entered into Closed Session at 6:30 PM by a vote of 3-0-0 by the Board of Trustees. Trustee Kris Brake and Trustee Alfonso Sanchez were absent.

**B. RECONVENE TO OPEN SESSION**

The Board reconvened to Open Session at 7:00 PM.

**EMPLOYEE REPRESENTATIVES IN ATTENDANCE**

Employee Association Representatives attending the Board Meeting were California School Employees Association Chapter # 108, President Chris Vargas and Ontario-Montclair Teachers Association Vice President Tracy Taylor.

**C. PLEDGE OF ALLEGIANCE TO THE FLAG**

Pledge of Allegiance was led by Valeria Reyes (6th grade student) from Howard Elementary School. Student was introduced by Principal Kelly Guillen.

**D. ADOPTION OF AGENDA**

Upon a motion by Trustee Galvez and seconded by Trustee Alvarado, the Board of Trustees **APPROVED, Adoption of Agenda**, by a unanimous, 3-0-0 vote by the Board of Trustees. Trustee Kris Brake and Trustee Alfonso Sanchez were absent.

**E. RECOGNITIONS/PRESENTATIONS:**

1. Professional Development Programs in the Learning & Teaching Division as Presented by Tammy Lipschultz, Assistant Superintendent, Learning & Teaching. Additional presenters included Jennifer Clark, Director, Learning & Teaching, Lizette Diaz, Director, Learning & Teaching, Dr. Alana Hughes-Hunter, Executive Director, SELPA, and Cara Molina, Director II, Family & Collaborative Services.

The Board of Trustees thanked the presenters for the information and all their hard work providing excellent professional development for staff.

Trustee Rivas asked about participation in professional development trainings from private and non-public schools.

Dr. Hughes-Hunter stated that there is great participation from private and non-public schools when trainings are on CPI and behavior. Additionally, Lizette Diaz shared that there is a requirement under Federal Title I, to reach out to all private schools that have any OMSD students enrolled to offer training.

**F. PUBLIC COMMENTS BY ATTENDEES (BB 9323.b 5)**

Bertha Diaz shared that she would no longer be serving on the DELAC Board. She thanked the OMSD Board of Trustees for their support and also thanked Estela Lira and Steve Garcia for their support while she served on DELAC. She asked that the Board continue to support DELAC and asked for an applause for Mr. Garcia for his hard work.

Tisha Curry spoke regarding the recent supply donations. She thanked the OMSD Warehouse for their work on distributing the supplies to school sites. She reiterated the need for more options from where staff can order supplies.

Mary Kay Scheid shared she is a member of the OMTA Bargaining Team and is looking forward to starting negotiations next week. She thanked the Board for allowing time on the agenda for people who do not pull a yellow slip so everyone is heard. She also invited everyone to her drama club's upcoming show on December 4, 2019 and is looking forward to performing on the new stage at the Vernon WAT Center.

**G. COMMENTS FROM EMPLOYEE REPRESENTATIVES**

1. Ontario-Montclair Teachers Association (OMTA)

OMTA Vice President Tracy Taylor thanked the Board for their response to OMTA's letter about the consolidation of the Public Comments section of the Agenda. She restated that OMTA would like for the Comments From Employee Representatives to remain separate and that OMTA has appreciated having this time on the agenda. She feels the consolidation sends a message that OMTA and CSEA are not partners to the District.

2. California School Employees Association (CSEA) Chapter #108

President, Chris Vargas echoed the sentiments of Vice President Tracy Taylor. He read part of the CSEA contract to illustrate that CSEA is part of the District and should stand apart from the public. First Vice President Estela Lira invited everyone to the CSEA Holiday Boutique on Tuesday, December 3, 2019 at 2 PM at Hardy Center to raise funds for their members.

**(Ref. a 1.3)**

## **H. CONSENT/INFORMATION CALENDAR**

On a motion by Trustee Alvarado, seconded by Trustee Galvez, the Board of Trustees **APPROVED, Consent/Information**, by a unanimous vote of 3-0-0 vote by the Board of Trustees. Trustee Kris Brake and Trustee Alfonso Sanchez were absent.

### **a. Superintendent's Office**

**APPROVED, Agenda Item a1**, Thursday, August 8, 2019, 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 (Additional Supporting Information Available Under Separate Cover):

#### **Superintendent's Office**

**BP & AR 0420.4:** Charter School Authorization

**BP & Exhibit 0420.41:** Charter School Oversight

**BP & AR 1312.1:** Complaints Concerning District Employees

**BP & AR 1312.3:** Uniform Complaint Procedures

**AR 1340:** Access to District Records

**BB 9323.2, Exhibit 1, and Exhibit 2:** Actions by the Board

#### **Business Services**

**BP 3100:** Budget

**BP & AR 3250:** Transportation Fees

**BP & AR 3260:** Fees and Charges

**BP 3510:** Green School Operations

**BP & AR 3511:** Energy and Waste Management

**AR 3514:** Environmental Safety

**BP & AR 3515.4:** Recovery for Property Loss or Damage

**BP 3540:** Transportation

#### **Human Resources**

**BP & AR 4030:** Nondiscrimination in Employment

**AR 4161.1; 4361.1:** Personal Illness/Injury Leave

**BP 4119.22; 4219.22; 4319.22:** Dress and Grooming

**AR 4261.1:** Personal Illness/Injury Leave

**AR 5125.2:** Withholding Grades, Diploma and Transcripts

**BP & AR 5131.2:** Bullying

**BP & AR 5132:** Dress and Grooming

**E 5145.6:** Parental Notifications

#### **Learning & Teaching**

**BP & AR 6142.1:** Sexual Health and HIV/AIDS Prevention Instruction

**BP 6142.6:** Visual and Performing Arts Education

**b. Business Services**

**APPROVED, Agenda Item b1**, Acceptance of Warrant Registers AP-1920-1017: Fund 01 Transmittal# 20000930- 20000937, 20000939, 20000941-20000943, 20000946, 20000948-20000950, 20000952-20000956, 20000959, 20000964, 20000965, 20000967-20000972, 20000974-20000982, 20000984, 20000985, 20000987-20000989, 20000993- 20000996, 20000998-20001000, 20001002, 20001003, 20001005, 20001006, 20001008, 20001009-20001011, 20001013-20001015, 20001017-20001039, 20001044, 20001045, 20001047-20001049, 20001051; Fund 12 Transmittal# 20000935, 20000936, 20000939, 20000967, 20001023, 20001029, 20001035, 20001038, 20001044, 20001045; Fund 13 Transmittal# 20000940, 20000973, 20000996, 20001001, 20001012, 20001044, 20001050 (Additional Supporting Information Available Under Separate Cover);

**APPROVED, Agenda Item b2**, Purchase Orders 402297-402537: *(additional supporting information was made available under separate cover)*;

**APPROVED Agenda Item b3**, Purchasing and Contracts Report;

**APPROVED Agenda Item b4**, Acceptance of Gifts/Donations;

**APPROVED Agenda Item b5**, Budget Adjustments;

**c. Human Resources**

**APPROVED, Agenda Item c1**, Certificated Personnel Recommendations Report #CERT1920-1017 including Employment; Assignment, Classification, Schedule Change; Certificated Substitutes; Request for Leave of Absence; Revised Approved Leave of Absence; Authorization to Teach Outside of Credential: Ed Code §44258.2; Variable Term Waiver; Subsequent Variable Term Waiver; Retirement, Resignation, Release and Termination;

**APPROVED, Agenda Item c2**, Classified Personnel Recommendations Report #CLAS1920-1017 including Employment; Assignment, Classification, Schedule Change, Additional Assignment; Classified Substitute; Short Term Assignment Classified Substitutes; Request for Leave of Absence; Revised Approved Leave of Absence; Retirement, Resignation, Probationary Release and Termination;

**APPROVED, Agenda Item c3**, Revised Job Description for Supervisor, Risk Management;

**APPROVED, Agenda Item c4**, 2020-2021 School Year Calendar;

**d. Learning & Teaching:**

**APPROVED, Agenda Item d1**, OMSD School Sponsored Overnight Field Trip List FT1920-04;

**I. DISCUSSION/ACTION/PUBLIC HEARING**

**Human Resources**

Upon a motion by Trustee Alvarado, and seconded by Trustee Galvez, the Board of Trustees **APPROVED, Agenda Item I1**, Adoption of Resolution 2019-20-10; Recognizing November 11-15, 2019 as School Psychology Awareness Week, by a vote of 3-0-0 by the Board of Trustees. Trustee Kris Brake and Trustee Alfonso Sanchez were absent.

### **Superintendent's Office**

Upon a motion by Trustee Galvez, and seconded by Trustee Alvarado, the Board of Trustees **APPROVED, Agenda Item I2**, Resolution 2019-20-12, Endorsement of Local Schools and Communities Funding Act, by a vote of 3-0-0 by the Board of Trustees. Trustee Kris Brake and Trustee Alfonso Sanchez were absent.

#### **J. CALL OUT OF CLOSED SESSION ACTIONS**

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

#### **K. BOARD OF TRUSTEES COMMENTS AND RECOMMENDATIONS**

Trustee Alvarado shared that she has recently visited school sites, reading to kids, and attending Coffee with the Principal. She commended staff on their great work.

President Rivas shared that she attended the Parent Education Center (PEC) graduation and was proud of the 18 students who graduated with their GED. She commended Director Lizette Diaz and her team for their great work at the PEC.

Trustee Rivas reminded anyone addressing the Board to please face forward when speaking.

#### **L. SUPERINTENDENT'S COMMENTS**

Superintendent Dr. Hammond echoed the sentiments of President Rivas and reminded guests that it is the Board of Trustees meeting and that the public comments are for the Board.

Superintendent Dr. Hammond congratulated Ms. Bertha Diaz on her daughter's accomplishment of interning at the Capitol in Sacramento. He thanked Ms. Diaz for her work on the DELAC.

He thanked Tisha Curry for her comments about the supply donations and noted her request about having other shopping options for staff.

Superintendent Dr. Hammond reminded everyone that pulling a yellow slip is not a requirement to speak at Board Meetings. However, it is a courtesy so they can be formally introduced.

He shared details about the various events already taking place at both the De Anza Middle School and Vernon Middle School WAT Centers. He is proud of the sense of community the WAT Centers are bringing to these schools. He thanked the Board for their vision.

Superintendent Dr. Hammond also shared details regarding the Sacramento Field Trip. To make a payment and get a spot on this field trip, parents began lining up at 2:00 p.m. the day before. Ontario Police did safety checks throughout the night to ensure safety. This is a testament to the level of commitment to everyone involved in this activity including Teachers, Classified Staff, and Administrators.

#### **M. INFORMATION/ANNOUNCEMENTS**

M1. Update on California Local Indicator for State Priority 1; Basic Conditions at School – Teacher Assignments, Instructional Materials and Facilities

M2. Updated on California Local Indicator for State Priority 2: Implementation of State Academic Standards

- M3. Update on California Local Indicator for State Priority 3: Parent and Family Engagement
- M4. Update on California Local Indicator for State Priority 7: Access to a Broad Course of Study
- M5. Future Agenda Items  
*(Request for Board consideration must be submitted in writing and meet the criteria as indicated in Board Bylaw 9322)*
- M6. Next Regular Board Meeting  
November 7, 2019 at 7:00 PM (Open Session) \*  
Oaks Middle School  
1221 S. Oaks Ave., Ontario, California 91762  
\*Time and location may change.  
Please refer to posted agenda or visit our District website.

**N. ADJOURNMENT**

On a motion from Trustee Alvarado and a second by Trustee Galvez, the Board Meeting adjourned at 7:55 PM, by a unanimous vote of 3-0-0 by the Board of Trustees. Trustee Kris Brake and Trustee Alfonso Sanchez were absent.

**ONTARIO-MONTCLAIR SCHOOL DISTRICT BOARD OF TRUSTEES**

\_\_\_\_\_  
**Kristen “Kris” Brake, Board Clerk**

\_\_\_\_\_  
**James Q. Hammond, Ed.D, Superintendent/Board Secretary**

**BOARD APPROVED:** \_\_\_\_\_

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

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

December 12, 2019

**TO:** President and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** Minutes of the November 7, 2019 Regular Meeting of the Board of Trustees

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**REQUESTED ACTION**

Approve the Minutes of the November 7, 2019, 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 for November 7, 2019.

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 November 7, 2019.

Approved by: James Q. Hammond, Superintendent \_\_\_\_\_



(Ref. a 2.1)

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**  
Ontario, California

**REGULAR BOARD OF TRUSTEES MEETING**  
**Thursday, November 7, 2019**

**MINUTES**

**A. CALL TO ORDER**

A regular meeting of the Ontario-Montclair School District Board of Trustees was called to order at 6:32 PM by President Elvia M. Rivas. The meeting was held at Oaks Middle School, 1221 S. Oaks Avenue, Ontario, CA 91762.

**ROLL CALL**

**Trustees Present:** Elvia M. Rivas, President; Sarah S. Galvez, Vice President; Kris Brake, Clerk; and Trustees Sonia Alvarado and Alfonso Sanchez.

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

**COMMENTS ON CLOSED SESSION ITEMS**

No comments made.

**ADJOURNED TO CLOSED SESSION**

On a motion by Trustee Brake, seconded by Trustee Galvez, the Board entered into Closed Session at 6:33 PM by a unanimous, 5-0-0 vote by the Board of Trustees.

**B. RECONVENE TO OPEN SESSION**

The Board reconvened to Open Session at 7:06 PM.

**EMPLOYEE REPRESENTATIVES IN ATTENDANCE**

Employee Association Representatives attending the Board Meeting was California School Employees Association Chapter # 108, President Chris Vargas and Ontario-Montclair Teachers Association, President John Egan.

**C. PLEDGE OF ALLEGIANCE TO THE FLAG**

Pledge of Allegiance was led by Ellie Fernandez (3<sup>rd</sup> grade student) from Kingsley Elementary School. Student was introduced by Principal Melaine Troesh.

**D. ADOPTION OF AGENDA**

Upon a motion by Trustee Brake and seconded by Trustee Galvez, the Board of Trustees **APPROVED, Adoption of Agenda**, by a unanimous, 5-0-0 vote by the Board of Trustees.



**E. RECOGNITIONS/PRESENTATIONS**

1. Recognition of Employees Completing 25, 40, and 45 Consecutive Years of Service in the Ontario-Montclair School District as Presented by Hector Macias, Assistant Superintendent, Human Resources and Executive Director Robert Gallagher.

The Board of Trustee and Superintendent congratulated all employees recognized for their years of exceptional service and their dedication to OMSD.

2. Recognition of 2019 Smarter Balanced Assessment Consortium (SBAC) Perfect Score Award Recipients as Presented by Tammy Lipschultz, Assistant Superintendent, Learning & Teaching, Director of the West Learning Region, Veronica Bucheli and Director of the East Learning Region, Dr. Marco Villegas.

The Board of Trustees and Superintendent congratulated students and their families for this exceptional achievement of receiving perfect scores.

3. Recognition of Platinum, Gold and Silver Positive Behavior Intervention and Support (PBIS) Award Recipients as Recognized by the California PBIS Coalition as Presented by Tammy Lipschultz, Assistant Superintendent, Learning & Teaching and Cara Molina, Director II of Family & Collaborative Services.

The Board of Trustees and Superintendent commended all of the schools for their hard work implementing PBIS with distinction.

**F. PUBLIC COMMENTS BY ATTENDEES (BB 9323.b 5): NONE**

**G. COMMENTS FROM EMPLOYEE REPRESENTATIVES**

1. Ontario-Montclair Teachers Association (OMTA)  
John Egan thanked Dr. Hammond for attending the Superintendent Luncheon hosted by CTA. He was pleased with the information shared on restorative practices. Mr. Egan shared he was pleased that an agreement was reached on compensation for RSP Teachers who are over on caseload. He congratulated all the recipients who were recognized; especially the Certificated and Classified employees who had invested so many years in OMSD and its students and families. Mr. Egan shared information on the Schools and Communities First Initiative and encouraged the audience to sign the petition so the initiative can be included on the upcoming election ballots.
2. California School Employees Association (CSEA) Chapter #108:  
Chris Vargas – No Comment

**H. CONSENT/INFORMATION CALENDAR**

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

**a. Superintendent's Office**

**APPROVED, Agenda Item a1**, Thursday, September 19, 2019, Regular Meeting Minutes of the Board of Trustees;

**b. Business Services**

**APPROVED, Agenda Item b1**, Acceptance of Warrant Registers AP-1920-1017: **Fund 01** Transmittal# 20001052-20001059, 20001061, 20001063-20001071, 20001074, 20001097-20001100, 20001104-20001106, 20001108-20001113, 20001119-20001121, 20001124-20001133, 20001135-20001138, 20001140-20001154, 20001156, 20001157, 20001160, 20001162-20001170, 20001172, 20001174, 20001176-20001180, 20001186-20001190, 20001194-20001197, 20001199, 20001200, 20001202-20001207, 20001221-20001223, 20001226, 20001236-20001238, 20001240-20001249, 20001253, 20001256-20001262, 20001265, 20001271-20001273, 20001279-20001294; **Fund 12** Transmittal# 20001052, 20001058, 20001069, 20001126, 20001130, 20001249, 20001257, 20001283, 20001290; **Fund 13** Transmittal# 20001058, 20001107, 20001122, 20001130, 20001134, 20001139, 20001155, 20001198, 20001201, 20001239, 20001247, 20001249; **Fund 21** Transmittal# 20001062, 20001072, 20001073, 20001075-20001094, 20001096, 20001101-20001103, 20001114, 20001115-20001117, 20001123, 20001158, 20001173, 20001181, 20001191-20001193, 20001208-20001220, 20001224, 20001225, 20001227-20001233, 20001250-20001252, 20001254, 20001263, 20001264, 20001266-20001269, 20001274-20001277; **Fund 25** Transmittal# 20001249, 20001271; **Fund 35** Transmittal# 20001095; **Fund 40** Transmittal# 20001060, 20001118, 20001159, 20001161, 20001182-20001185, 20001199, 20001204, 20001234, 20001235, 20001249, 20001255, 20001278; **Fund 67** Transmittal# 20001069, 20001171, 20001194, 20001199, 20001270;

**APPROVED, Agenda Item b2**, Purchase Orders 402538-402894: *(additional supporting information was made available under separate cover)*;

**APPROVED Agenda Item b3**, Purchasing and Contracts Report (PCR 1920-02);

**APPROVED Agenda Item b4**, Acceptance of Gifts/Donations;

**APPROVED Agenda Item b5**, Budget Adjustments – September 2019;

**c. Human Resources**

**APPROVED, Agenda Item c1**, Certificated Personnel Recommendations Report #CERT1920-1107 including Employment; Assignment, Classification, Schedule Change; Certificated Substitutes; Request for Leave of Absence; Revised Approved Leave of Absence; Authorization to Teach Outside of Credential: Ed Code §44258.2; Variable Term Waiver; Subsequent Variable Term Waiver; Retirement, Resignation, Release and Termination;

**APPROVED, Agenda Item c2**, Classified Personnel Recommendations Report #CLAS1920-1107 including Employment; Assignment, Classification, Schedule Change, Additional Assignment; Classified Substitute; Short Term Assignment Classified Substitutes; Request for Leave of Absence; Revised Approved Leave of Absence; Retirement, Resignation, Probationary Release and Termination;

**d. Learning & Teaching**

**APPROVED Agenda Item d1**, 2019-2020 School Plan for Student Achievement (SPSA) for 32 School Sites; and

**APPROVED Agenda Item d2**, OMSD School Sponsored Overnight Field Trip List FT1920-05.

**I. DISCUSSION/ACTION/PUBLIC HEARING**

**Human Resources**

Upon a motion by Trustee Sanchez, and seconded by Trustee Brake, the Board of Trustees **APPROVED, Agenda Item I1**, Adoption of Resolution 2019-20-11; Recognizing December 2, 2019 as California Day of the Special Educator, by a vote of 5-0-0 by the Board of Trustees.

**Human Resources**

Upon a motion by Trustee Galvez, and seconded by Trustee Brake, the Board of Trustees **APPROVED, Agenda Item I2**, Provisional Internship Permit for Elisabeth Armijo, by a vote of 5-0-0 by the Board of Trustees.

**Superintendent's Office**

Upon a motion by Trustee Brake, and seconded by Trustee Sanchez, the Board of Trustees **APPROVED, Agenda Item I3**, Adoption of Resolution 2019-20-13, Recognizing the Importance of Participation in the 2020 United States Census, by a vote of 5-0-0 by the Board of Trustees

**J. CALL OUT OF CLOSED SESSION ACTIONS**

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

**K. BOARD OF TRUSTEES COMMENTS AND RECOMMENDATIONS**

Trustee Sanchez commented on the wonderful evening and the well-deserved recognition of employees, students and the programs that make Ontario-Montclair School District great.

Trustee Brake shared she enjoyed the meeting and thanked Brenda Aguirre-Hassan for her support while Irma Sanchez is out on leave.

Trustee Galvez shared it was a wonderful meeting and congratulated staff, students and school sites who were recognized during the meeting. She enjoyed seeing the students and parents. It was a great night for OMSD. She closed by thanking the Oaks Middle School staff for their hard work setting up for the Board Meeting.

Trustee Alvarado also congratulated everyone recognized during the meeting. She mentioned that it was a full house with various stakeholders in attendance. She thanked OMTA, CSEA and all employees for their hard work.

Trustee Rivas commented on all the wonderful recognitions of the evening. She shared it was an impressive night and thanked all the dignitaries who came to celebrate with the district. She shared that this is indicative of the community being vested in the future of OMSD students. She is proud to have been a part of the evening and enjoyed seeing the parents of students recognized being so proud and taking photos of their students.

**L. SUPERINTENDENT'S COMMENTS**

Superintendent Dr. Hammond thanked everyone involved for making the night possible. He thanked classified, certificated and support staff for their roles in bringing these distinctions to OMSD. Dr. Hammond gave a special thank you to district staff for their support behind the scenes in making the meeting successful.

Superintendent Dr. Hammond thanked John Egan for a great luncheon. He enjoyed the presentation on PBIS/MTSS framework and Restorative Practices and felt it showed great integration with what OMSD is currently aspiring to accomplish.

Dr. Hammond commended CSEA President, Chris Vargas for his impressive work as a Student Mentor. At a recent visit to Euclid Elementary School, he got to see Chris, first-hand, working with a student who was struggling emotionally. He praised Euclid Elementary School for the wonderful work they are doing for students.

Dr. Hammond closed by sharing that he is a proud Superintendent and is proud to work for a Board who loves kids and their families.

**M. INFORMATION/ANNOUNCEMENTS**

M1. Future Agenda Items

*(Request for Board consideration must be submitted in writing and meet the criteria as indicated in Board Bylaw 9322)*

M2. Next Regular Board Meeting

November 21, 2019 at 5:30 PM (Open Session) \*

Chino Basin Water Conservation District

Waterwise Community Center

4594 San Bernardino Street, Montclair, California 91763

\*Time and location may change.

Please refer to posted agenda or visit our District website.

**N. ADJOURNMENT**

On a motion from Trustee Sanchez and a second by Trustee Brake, the Board Meeting adjourned at 9:10 PM, by a unanimous vote of 5-0-0 by the Board of Trustees.

**ONTARIO-MONTCLAIR SCHOOL DISTRICT BOARD OF TRUSTEES**

\_\_\_\_\_  
**Kristen “Kris” Brake, Board Clerk**

\_\_\_\_\_  
**James Q. Hammond, Ed.D, Superintendent/Board Secretary**

**BOARD APPROVED:** \_\_\_\_\_

*Minutes respectfully submitted by: Brenda Aguirre-Hassan, Senior Assistant to the Superintendent.*

ONTARIO-MONTCLAIR SCHOOL DISTRICT  
Ontario, California

December 12, 2019

**TO:** President and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** Minutes of the November 21, 2019 Regular Meeting of the Board of Trustees

---

**REQUESTED ACTION**

Approve the Minutes of the November 21, 2019, 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.

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As Secretary to the Board of Trustees, the Superintendent presents the minutes of the Regular Meeting of the Board of Trustees for November 21, 2019.

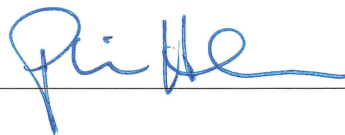
Prepared by: James Q. Hammond, Superintendent



**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 November 21, 2019.

Approved by: James Q. Hammond, Superintendent



(Ref. a 3.1)

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**  
Ontario, California

**REGULAR BOARD OF TRUSTEES MEETING**  
Thursday, November 21, 2019

**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 at Chino Basin Water Conservation District, Waterwise Community Center, located at 4594 San Bernardino Street, Montclair, California 91763.

**ROLL CALL**

**Trustees Present:** Elvia M. Rivas, President; Sarah S. Galvez, Vice President; Kris Brake, Clerk; and Trustees Sonia Alvarado. Trustee Alfonso Sanchez arrived at 5:03 PM.

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

**COMMENTS ON CLOSED SESSION ITEMS**

No comments made.

**ADJOURNED TO CLOSED SESSION**

On a motion by Trustee Brake, seconded by Trustee Galvez, the Board entered into Closed Session at 5:02 PM by a vote of 4-0-0 by the Board of Trustees. Trustee Alfonso Sanchez arrived at 5:03 PM for Closed Session.

**B. RECONVENE TO OPEN SESSION**

The Board reconvened to Open Session at 5:30 PM.

**EMPLOYEE REPRESENTATIVES IN ATTENDANCE**

Employee Association Representatives attending the Board Meeting were California School Employees Association Chapter # 108, President Chris Vargas and Ontario-Montclair Teachers Association President John Egan.

**C. PLEDGE OF ALLEGIANCE TO THE FLAG**

Pledge of Allegiance was led by Eduardo Santamaria Bautista (5th grade student) from Lehigh Elementary School. Student was introduced by Elementary Administrator Donny Brubaker.

**D. ADOPTION OF AGENDA**

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

**E. RECOGNITIONS/PRESENTATIONS:**

1. Measure K “Ontario-Montclair School District Repair, Student Safety, Classroom Technology Measure” Projects Update as presented by Phil Hillman, Chief Business Official. Additional presenter was Craig Misso, Director, Facilities Planning & Operations.

The Board of Trustees thanked Phil Hillman and Craig Misso on their stewardship and hard work on these projects.

Superintendent echoed the Boards comments and thanked Phil Hillman and Craig Misso for their foresight and hard work on getting additional funds from the state to reimburse some of the expenditures that have already been made on these projects. There are ten other projects already submitted to the state for reimbursement should the measure on the upcoming ballot pass. He also thanked them for the accountability measures that ensured that the promises made were kept with the money being spent. Dr. Hammond also commended Phil Hillman and Craig Misso and doing a good job anticipating issues that would require additional funding.

2. Informational Update on the Respective Efforts of the Citizen’s Advisory Committee on the Possible Renaming of De Anza Middle School as presented by Dr. James Q. Hammond, Superintendent.

The Board of Trustees commended the Citizen’s Advisory Committee on their hard work and supported Dr. Hammond’s recommendation to not change the name of De Anza Middle School.

**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.**

John Egan spoke against the consolidation of the Public Comment section of the agenda and being grouped with all the other groups listed. He shared that local school districts do provide a separate section of the agenda for employee representative groups and is unclear why the decision to consolidate was made. Mr. Egan also commented on the order and lack of time limit for Board of Trustees’ comments.

He also addressed the issues experienced by teachers district-wide, from students who make threats of physical violence. He supports the district making its own safety video similar to Corona-Norco School District’s video, to send a message to students that violent behavior will not be tolerated and will have consequences. He also stated that PBIS should start teaching students about consequences. He also supports hiring additional mental health professionals to help support students.

**G. CONSENT/INFORMATION CALENDAR**

On a motion by Trustee Alvarado, seconded by Trustee Brake, the Board of Trustees **APPROVED, Consent/Information with the exception of Agenda Item a2, which was pulled for separate motion**, by a unanimous vote of 5-0-0 vote by the Board of Trustees.

**a. Superintendent’s Office**

**APPROVED, Agenda Item a1**, Thursday, October 3, 2019, Regular Meeting Minutes of the Board of Trustees;

**(Ref. a 3.3)**

**PULLED for Separate Motion, Agenda Item a2**, Adoption of Resolution 2019-20-14, Board Remuneration for Trustee Alfonso Sanchez;

**b. Business Services**

**APPROVED, Agenda Item b1**, Acceptance of Warrant Registers AP-1920-1121(*additional supporting information was made available under separate cover*);

**APPROVED, Agenda Item b2**, Purchase Orders 402895-402985 (*additional supporting information was made available under separate cover*);

**APPROVED Agenda Item b3**, Purchasing and Contracts Report 1920-03;

**APPROVED Agenda Item b4**, Acceptance of Gifts/Donations;

**APPROVED Agenda Item b5**, Rejection of Liability Claim 2019-20-001;

**c. Human Resources**

**APPROVED, Agenda Item c1**, Certificated Personnel Recommendations Report #CERT1920-1121;

**APPROVED, Agenda Item c2**, Classified Personnel Recommendations Report #CLAS1920-1121;

**APPROVED, Agenda Item c3**, Revised Job Description for Certificated Occupational Therapist, Early Childhood Assistant, Instructional Assistant, Instructional Assistant-Behavior Intervention, Instructional Aide Learning Needs, Instructional Assistant-Orthopedic Needs, Instructional Assistant Preschool Inclusion, and Special Needs Program Assistant; and

**d. Learning & Teaching: NONE**

Upon a motion by Trustee Galvez, and seconded by Trustee Alvarado, the Board of Trustees **APPROVED, Agenda Item a2**, Adoption of Resolution 2019-20-14, Board Remuneration for Trustee Alfonso Sanchez, by a vote of 3-1-1 by the Board of Trustees. Trustee Brake opposed the motion and Trustee Sanchez abstained.

**H. DISCUSSION/ACTION/PUBLIC HEARING**

**Superintendent's Office**

Upon a motion by Trustee Brake, and seconded by Trustee Alvarado, the Board of Trustees **APPROVED, Agenda Item H1**, Set December 12, 2019 as the Official Date for the Annual Organizational Meeting for the Ontario-Montclair School District Board of Trustees by a 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 Brake wished everyone happy holidays and a restful week off.

Trustee Galvez wished everyone a happy Thanksgiving.

Trustee Alvarado shared that she recently attended the City of Ontario's Transportation Committee Meeting. She is very impressed with the work they are doing and shared they are still surveying schools for signage needs and crosswalk/guard needs. Trustee Alvarado also commended Ms. Cecilia Anecchini from Euclid Elementary School for being recognized by Assemblymember Freddie Rodriguez's office as Educator of the Year. She wished everyone a happy Thanksgiving.

Trustee Rivas addressed the order in the agenda in which the Board speaks. She wished everyone a happy Thanksgiving.

## **K. SUPERINTENDENT'S COMMENTS**

Superintendent Dr. Hammond commended Oaks and Serrano Middle School for being recognized as National Demonstration Sites for AVID. Dr. Hammond commended Ms. Anecchini from Euclid Elementary School for being recognized as Educator of the Year by Assemblymember Freddie Rodriguez. He noted that we have had two separate teachers recognized this year as Educators of the Year. He commended all OMSD Teachers.

Dr. Hammond shared that the district is currently in the planning stages of creating a safety video that mirrors Corona-Norco School District's video. Dr. Hammond also addressed student behaviors and the complexity of mitigating negative behaviors that are disrupting the classroom. It will take a collective effort to do so and to do it with compassion.

He also addressed the issue with the Public Section of the agenda. He stated the time allotment for public comment did not play a part in the rationale to consolidate this section.

## **L. INFORMATION/ANNOUNCEMENTS**

- L1. Proposed Calendar of Regular Meetings of the Board of Trustees for the 2020 Calendar Year.
- L2. 2019-2020 Williams First Quarter Findings Report.
- L3. 2019-2020 Williams First Quarter Uniform Complaint Report Summary.
- L4. Future Agenda Items  
*(Request for Board consideration must be submitted in writing and meet the criteria as indicated in Board Bylaw 9322)*
- L5. Annual Organizational Board Meeting:  
**December 12, 2019 at 5:30 PM (Open Session) \***  
**Chino Basin Water Conservation District**  
**4594 San Bernardino Street, Montclair, California 91763**  
\*Time and location may change.  
Please refer to posted agenda or visit our District website.

**M. ADJOURNMENT**

On a motion from Trustee Galvez and a second by Trustee Alvarado, the Board Meeting adjourned at 6:29 PM, by a unanimous vote of 5-0-0 by the Board of Trustees.

**ONTARIO-MONTCLAIR SCHOOL DISTRICT BOARD OF TRUSTEES**

\_\_\_\_\_  
**Kristen “Kris” Brake, Board Clerk**

\_\_\_\_\_  
**James Q. Hammond, Ed.D, Superintendent/Board Secretary**

**BOARD APPROVED:** \_\_\_\_\_

*Minutes respectfully submitted by: Brenda Aguirre-Hassan, Senior Assistant to the Superintendent.*

# Consent Calendar

(b) Business Services

ONTARIO-MONTCLAIR SCHOOL DISTRICT  
Ontario, California

December 12, 2019

**TO:** President and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** **Purchasing and Contracts Report (PCR 1920-04)**

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**REQUESTED ACTION**

Approve the contracts listed in the Purchasing and Contracts Report (PCR 1920-04).

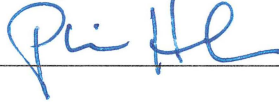
**BACKGROUND INFORMATION**

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.

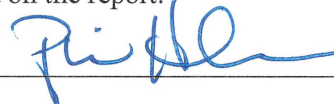
Prepared by: Phil Hillman, Chief Business Official



**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 1920-04).

Approved by: James Q. Hammond, Superintendent



## Purchasing and Contracts Report (PCR 1920-04)

December 12, 2019

The following contracts are included in the December 12, 2019 agenda and are available under separate cover:

1. Notice of Completion for PO 395341 with **PRO-CRAFT CONSTRUCTION INC.**, for water filtration system at Wiltsey Middle School. At a final cost of \$20,190. [Originator: Purchasing/Fund: Restricted General]
2. Notice of Completion for PO 402085 with **CANAM ERGONOMICS INC.**, for office furniture and installation at Briggs Human Resources office. At a final cost of \$39,900.03. [Originator: Purchasing/Fund: Restricted General]
3. Notice of Completion for PO 402548 with **HARIK CONSTRUCTION INC.**, for ceiling and wall repairs at Euclid Elementary School front offices. At a final cost of \$24,431.14. [Originator: Purchasing/Fund: Restricted General]
4. Notice of Completion for PO 402549 with **HARIK CONSTRUCTION INC.**, for ceiling drywall and ceiling tile replacement at Euclid Elementary School. At a final cost of \$47,882.74. [Originator: Purchasing/Fund: Restricted General]
5. Notice of Completion for PO 402809 with **AIR MANAGEMENT INDUSTRIES** for HVAC cleaning at Mariposa Elementary School. At a final cost of \$20,754. [Originator: Purchasing/Fund: Restricted General]
6. Change Order No. 1 (deductive) for Contract C-189-023A, Project K001 with **MARIPOSA LANDSCAPES, INC.**, for the De Anza Middle School Health and Learning Center, Category 03 Landscape and Irrigation. Revised cost not to exceed \$85,652. [Originator: Purchasing/Fund: Building]
7. Change Order No. 1 (additive) for Contract C-189-023B, Project K001 with **W.D. GOTT CONSTRUCTION CO.** for the De Anza Middle School Health and Learning Center, Category 04 Demolition Earthwork, Concrete and Site Improvements. Revised cost not to exceed \$1,417,916. [Originator: Purchasing/Fund: Building]
8. Change Order No. 1 (deductive) for Contract C-189-023C, Project K001 with **KRETCHMAR & SMITH, INC.**, for the De Anza Middle School Health and Learning Center, Category 05 Masonry. Revised cost not to exceed \$640,486. [Originator: Purchasing/Fund: Building]
9. Notice of Completion for Contract C-189-023D, Project K001 with **RND CONTRACTORS, INC.**, for the De Anza Middle School Health and Learning Center, Category 06 Structural Steel. At a final cost of \$955,925. [Originator: Purchasing/Fund: Building]
10. Change Order No. 1 (deductive) and Notice of Completion for Contract C-189-023I, Project K001 with **SIERRA LATHING COMPANY, INC.**, for the De Anza Middle School Health and Learning Center, Category 13 Metal Studs, Lath, Plaster, Drywall and Insulation. At a final cost of \$398,910. [Originator: Purchasing/Fund: Building]
11. Change Order No. 2 (additive) for Contract C-189-253A, Project AF96 with **JRH CONSTRUCTION COMPANY, INC.**, for the Euclid Elementary School Seismic Mitigation, Category 04 Package - Demolition, Concrete and Rough Carpentry. Revised cost not to exceed \$2,310,455. [Originator: Purchasing/Fund: Building/School Facility Program]

## Purchasing and Contracts Report (PCR 1920-04)

December 12, 2019

12. Change Order No. 1 (deductive) for Contract C-189-253B, Project AF96 with **RND CONTRACTORS, INC.**, for the Euclid Elementary School Seismic Mitigation, Category 06 Package - Structural Steel. Revised cost not to exceed \$232,086. [Originator: Purchasing/Fund: Building/School Facility Program]
13. Change Order No. 1 (additive) and Notice of Completion for Contract C-189-253F, Project AF96 with **INTEGRATED DEMOLITION AND REMEDIATION, INC.**, for the Euclid Elementary School Seismic Mitigation, Category 30 Package - Abatement. At a final cost of \$296,822. [Originator: Purchasing/Fund: Building/School Facility Program]
14. Change Order No. 1 (deductive) and Notice of Completion for Contract C-189-503, Project K001.1 with **VALLEY PIPELINE SERVICES INC.**, for De Anza Middle School Wellness, Arts and Technology Center New Stormtech Chambers Installation project. At a final cost of \$115,781. [Originator: Purchasing/Fund: Building/School Facility Program]
15. Change Order No. 1 (additive) for Contract C-189-429, Project AE61 with **REGREEN, INC.**, for the Prop 39 Exterior Lighting Phase II Rebid at various sites. Revised cost not to exceed \$473,244.04. [Originator: Purchasing/Fund: Restricted General]
16. Contract C-190-360 with **STEM CUBING INC.**, to provide engineering workshop including Rubik cube solving program for students at Ramona Elementary School. Effective January 6, 2020 through May 31, 2020. Total cost not to exceed \$1,000. [Originator: Business Services/Fund: Donations]
17. Contract C-190-365 with **BRANDON WALLS** to provide consulting and photographic services in support of the Campaign of Excellence. Effective November 1, 2019 through June 30, 2020. Total cost not to exceed \$16,000. [Originator: Learning & Teaching/Fund: General]
18. Contract C-190-366 with **ONTARIO FURY PROFESSIONAL SOCCER ORGANIZATION** to provide soccer clinics during the 2019-2020 school year, including the Summer Academy for Scholars and Athletes (SASA) session. Effective December 1, 2019 through December 1, 2020. At no cost to the District. [Originator: Learning & Teaching]
19. Contract C-190-367 with **SPOTIFY USA INC., SOUNDTRAP** for licenses to Soundtrap for Education to access sound effects, which can be added to videos. Effective November 22, 2019 through November 21, 2020. Total cost not to exceed \$249. [Originator: Learning & Teaching/Fund: General]
20. Contract C-190-368 with **DT ONTARIO HOTEL PARTNERS dba DOUBLETREE HILTON ONTARIO AIRPORT** for use of facilities to hold SELPA conference. Effective only on November 22, 2019. Total cost not to exceed \$2,300. [Originator: Special Education/SELPA/Fund: Special Education/SELPA]
21. Contract C-190-369 with **BLACKBOARD, INC.**, for web hosting, website management software and support for the District website. Effective January 1, 2020 through December 31, 2020. Total cost not to exceed \$39,515. [Originator: Information Services/Fund: General]
22. Contract C-190-370 with **BLACKBOARD, INC.**, for Connect parent notification system. Effective February 16, 2020 through February 15, 2021. Total cost not to exceed \$39,830. [Originator: Information Services/Fund: General]
23. Contract C-190-371 with **C BELOW, INC.**, for underground utility investigation and mapping at Serrano Middle School. Effective November 1, 2019 through June 30, 2022. Total cost not to exceed \$30,000. [Originator: Facilities Planning & Operations/Fund: Building]

## Purchasing and Contracts Report (PCR 1920-04)

December 12, 2019

24. Contract C-190-373 with **EPIC ENGINEERS** to provide storm water pollution prevention services at Central Language Academy. Effective December 1, 2019 through June 30, 2021. Total cost not to exceed \$15,000 [Originator: Facilities Planning & Operations/Fund: Building]
25. Contract C-190-374 to **RAYMOND HANDLING SOLUTIONS** to supply and install hydraulic dock leveler at Food & Nutrition Services warehouse. Effective December 3, 2019 through June 30, 2020. Total cost not to exceed \$7,000. [Originator: Food & Nutrition Services/Fund: Cafeteria]
26. Contract C-190-377 with **GALLAGHER BENEFIT SERVICES, INC.**, to provide employee benefit consulting services to the District and consult with its employees, representatives, agents and contractors, provide GBS Insight, and provide Dependent Eligibility Audit Services. Effective December 1, 2019 through December 1, 2020. Total cost not to exceed \$105,000. [Originator: Fiscal Services/Fund: General]
27. Authorize use of CMAS 3-18-70-0793J, GSA Schedule 70 Contract #GS-35F-0143R on an as needed basis, for the purchase and installation of computer peripherals and technology related catalog items from **CDW GOVERNMENT INC.**, with the same advantages, terms and conditions per Public Contract Code 20118. Effective December 1, 2019 through June 30, 2020. Total cost not to exceed \$500,000. [Originator: Purchasing/Fund: General]
28. Amendment M1 to Contract C-189-497 with **C BELOW, INC.**, for underground utility investigation and mapping at Wiltsey Middle School. Amendment is additional work and to cost. Total cost of amendment not to exceed \$20,000 for a revised total cost not to exceed \$30,000. [Originator: Facilities Planning & Operations/Fund: Building]
29. Amendment M1 to Contract C-190-213 with **CITY OF MONTCLAIR** to provide staff with materials for the ASES Supplemental expanded learning program. Amendment is to cost. Total cost of amendment not to exceed \$5,510.17 for a revised total cost not exceed \$119,846.79. Effective July 11, 2019 through June 30, 2020. All other properties of agreement remain unchanged [Originator: Fiscal Services/Fund: General]
30. Amendment M1 to Contract C-190-282 with **CALIFORNIA DEPARTMENT OF EDUCATION** to accept funding for Federal Grant: Homeless Children and Youth Program. Effective July 1, 2019 through June 30, 2020. Amendment in the amount of \$7,000 for a total grant of \$175,000. [Originator: Learning & Teaching/Fund: General Restricted]
31. Amendment M8 to Contract C-156-272 with **RUHNAU CLARKE** to provide architectural and engineering services for AB300 building seismic retrofitting. Amendment will add additional design of fall protection system at Central Language Academy, Euclid Elementary School, and Serrano and Wiltsey middle schools to scope of work and services. Total cost of amendment not to exceed \$17,480 for a revised total cost not to exceed \$2,064,030. All other properties remain unchanged. [Originator: Purchasing/Fund: Building/School Facility Program]
32. Correction to Change Order No. 1 (additive) for Contract C-189-295, Project AF96.1 with **AIR-EX AIR CONDITIONING INC.**, for Prop 39 Energy Efficiency Measures at Euclid Elementary School. Correction is to amount. Revised cost not to exceed \$1,062,086. [Originator: Purchasing/Fund: Building/Capital Facilities/Prop 39]
33. Settlement Agreement – SA1920-05, OMSD, in collaboration with the parent, drafted a settlement agreement to fund speech and language services and academic tutoring. Compensable attorney's fees not to exceed \$6,000.

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**  
Ontario, California

December 12, 2019

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

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**REQUESTED ACTION**

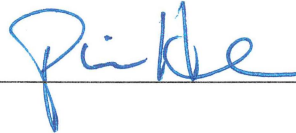
Approve the acceptance of gifts/donations to benefit and provide additional resources for District schools and/or programs.

**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

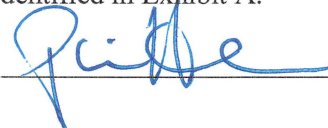


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**FINANCIAL IMPLICATIONS**

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



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**SUPERINTENDENT'S RECOMMENDATION**

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

Approved by: James Q. Hammond, Superintendent



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**Exhibit A**

**ACCEPTANCE OF GIFTS/DONATIONS**

Submitted to the Board of Trustees for Approval on December 12, 2019

<b>Name of Donor</b>	<b>School/Department</b>	<b>Designated Use</b>	<b>Monetary/Items Donated</b>
Edison International	Vernon Middle School	Student Incentives	\$300
Vernon VAPA Booster Club	Vernon Middle School	VAPA Dance Team	\$1,085
Edison International	Wiltsey Middle School	General Use	\$336

(Ref. b 4.2)

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

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

December 12, 2019

**TO:** President and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** **2018-2019 Annual and Five-Year Reports of Developer Fee Receipts and Expenditures**

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**ACTION REQUESTED**

Approve the 2018-2019 Annual and Five-Year Reports of Developer Fee Receipts and Expenditures.

**BACKGROUND INFORMATION**

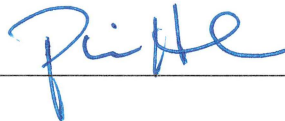
Effective January 1, 1997, Senate Bill 1693 amended Government Code Sections 66001 and 66006 to impose more detailed reporting requirements for developer fees. The local agency must account for funds collected, whether committed or uncommitted, and are required to review this information at a regularly scheduled public meeting not less than 15 days after the information is made available for public review.

The attached report (Exhibit A) provides information on developer fees and interest income collected and expended during 2018-2019. Summarized information for fiscal years 2014-15 through 2018-2019 is also included.

The fees have been justified and a reasonable relationship has been established between the fees and the purpose for which they are charged, which is included in the District's 2018 Developer Fee Study. Developer Fees, General Obligation Bond funds, Capital Outlay Reserve funds, and State School Construction Bond funds are the primary funding sources used to address various school facility needs of the District

Exhibit A constitutes the District's report of Developer Fees pursuant to SB 1693 and Government Code Sections 66001 and 66006.

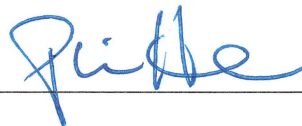
Prepared by: Phil Hillman, Chief Business Official



**FINANCIAL IMPLICATIONS**

None.

Prepared by: Phil Hillman, Chief Business Official



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board approve the 2018-2019 Annual and Five-Year Reports of Developer Fee Receipts and Expenditures.

Approved by: James Q. Hammond, Superintendent

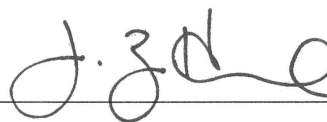


Exhibit A

ONTARIO-MONTCLAIR SCHOOL DISTRICT

**REPORT OF SCHOOL FACILITY FEES INCLUDING ALTERNATIVE SCHOOL FACILITY FEES (“REPORTABLE FEES”) REPORT FOR FISCAL YEAR 2018-2019 IN COMPLIANCE WITH GOVERNMENT CODE SECTIONS 66006 AND 66001**

Government Code Sections 66006 and 66001 provide that the District shall make available to the public certain information and adopt described findings relative to statutory school facility fees adopted pursuant to Education Code Section 17620 and Government Code Sections 65995, 65995.5, 65995.6, and 65995.7 (“Level 1 Fees”, “Level 2 Fees”, and “Level 3 Fees”, collectively, “Statutory School Facility Fees” and as to Level 2 and Level 3 Fees, “Alternative School Facility Fees”). The foregoing for this purpose is also referred to as reportable fees (“Reportable Fees”). The described information and findings relate to Reportable Fees received, expended or to be expended in connection with School Facilities (“School Facilities”) for the District to accommodate additional students from new development if funded or partially funded with Reportable Fees. The Reportable Fees do not include letters of credit, bonds, or other instruments to secure payment of Reportable Fees at a future date. The Reportable Fees have not been levied, collected, or imposed for general revenue purposes.

The following is the information and proposed findings the District proposes to review and adopt in accordance with Government Code Sections 66006 and 66001.

**I. INFORMATION MADE AVAILABLE PURSUANT TO GOVERNMENT CODE SECTION 66006 FOR FISCAL YEAR 2018-19:**

In accordance with Government Code Section 66006(b)(1) and (2), the District provides the following information for fiscal year 2018-19:

**A. DESCRIPTION OF THE TYPE OF REPORTABLE FEES IN THE ACCOUNT OR SUB-ACCOUNT(S) OF THE DISTRICT:**

The Reportable Fees consist of Statutory School Facility Fees including Alternative School Facility Fees.

**B. AMOUNT OF THE REPORTABLE FEES:**

The Reportable Fee amounts for fiscal year 2018-19 are set forth in the Schedule “A”. These fee amounts were approved by the Board of Education on June 07, 2018. Developer Fee amounts only partially mitigate the impact to the District caused by residential development.

**C. BEGINNING AND ENDING BALANCE OF ACCOUNT AND SUB-ACCOUNT(S):**

	Reportable Fees
Beginning Balance (7/1/2018)	\$ 3,867,431
Ending Balance (6/30/2019)	\$ 4,859,036

**D. AMOUNT OF THE REPORTABLE FEES COLLECTED AND INTEREST EARNED:**

	<b>Amount of Reportable Fees Collected Per Account or Sub-Account(s) and Interest Earned</b>
Residential	\$ 984,607.16
Commercial	\$ 379,599.23
<b>Total Developer Fees</b>	<b>\$ 1,364,206.39</b>
Interest Earned	\$ 80,062.45
<b>Total Collected</b>	<b>\$ 1,444,268.84</b>

**E. IDENTIFICATION OF EACH PROJECT DURING 2018-19 ON WHICH DEVELOPER FEES WERE EXPENDED**

This information is provided in Schedule "B".

**F. IDENTIFICATION OF AN APPROXIMATE DATE BY WHICH VARIOUS CONSTRUCTION PROJECTS OF THE DISTRICT WILL COMMENCE**

The District has determined that for fiscal year 2018-19, Reportable Fees and other sources of funding were not sufficient to complete the financing of all currently identified school facility (renovation, modernization and new construction) projects.

**G. DESCRIPTION OF EACH INTERFUND TRANSFER OR LOAN MADE FROM THE ACCOUNT OR SUB-ACCOUNT(S), INCLUDING PROJECT(S) OF THE DISTRICT ON WHICH THE TRANSFERRED OR LOANED REPORTABLE FEES WILL BE EXPENDED, AND, IN THE CASE OF AN INTERFUND LOAN, THE DATE ON WHICH THE LOAN WILL BE REPAYED, AND THE RATE OF INTEREST THAT THE ACCOUNT OR SUB-ACCOUNT(S) WILL RECEIVE ON THE LOAN:**

<b>Description of Interfund Transfer or Loan</b>	<b>Funds to Which Reportable Fees are Loaned</b>	<b>Amount</b>	<b>Date Loan Repaid</b>	<b>Rate of Interest</b>
N/A	N/A	N/A	N/A	N/A

**H. THE AMOUNT OF REFUNDS MADE OR REVENUES ALLOCATED FOR OTHER PURPOSES IF THE ADMINISTRATIVE COSTS OF REFUNDING UNEXPENDED REVENUES EXCEED THE AMOUNT TO BE REFUNDED:**

\$ 0

**II. PROPOSED FIVE (5) YEAR FINDINGS WITH RESPECT TO THAT PORTION OF THE ACCOUNT OR SUB-ACCOUNT(S) REMAINING UNEXPENDED, WHETHER COMMITTED OR UNCOMMITTED IN ACCORDANCE WITH GOVERNMENT CODE SECTION 66001:**

**A. IDENTIFICATION OF THE PURPOSE TO WHICH REPORTABLE FEES ARE TO EXPENDED:**

The purpose of Developer Fees imposed and collected on new residential, commercial and industrial development within the District is to fund additional School Facilities required to serve

**(Ref. b 5.3)**

the students of the District generated by its new development within the District. Specifically, the Reportable Fees will be used for the construction and/or acquisition of additional School Facilities, remodeling existing School Facilities to add additional classrooms and technology, as well as acquiring and installing additional modular classrooms.

**B. DEMONSTRATION OF A REASONABLE RELATIONSHIP BETWEEN THE REPORTABLE FEES AND THE PURPOSES FOR WHICH THEY ARE CHARGED:**

There is a proportional/reasonable relationship between the new development upon which the Developer Fees are charged and the need for additional School Facilities by reason of the fact that additional students will be generated by additional development within the District and the District does not have student capacity in the existing School Facilities to accommodate these new students.

The District's School Facilities Needs Analysis approved by the Board on June 07, 2018 established the purpose of the fees, the use to which the fees will be put, the relationships between the use of the fees, the District's needs to accommodate students from new development, and the type of residential projects. In doing so it fulfills the requirements imposed by state law on agencies that levy development fees.

**C. DEVELOPER FEE COLLECTIONS AND EXPENDITURES FOR FISCAL YEARS 2014-15 THROUGH 2018-19**

In accordance with Government Code Section 66006(b)(2), information, including the proposed five (5) year findings presented in Schedule C, were made available to the public at least fifteen (15) days prior to consideration of the Reportable Fees Report. The Board of Trustees is asked to formally consider (certify) such annual information and proposed five (5) year findings at its meeting on December 12, 2019.

**D. IDENTIFICATION OF SOURCES AND AMOUNTS OF FUNDING SOURCES ANTICIPATED TO COMPLETE VARIOUS DISTRICT CAPITAL FACILITY PROJECTS**

Sources	Amount of Funding Anticipated or Received to Complete Financing of School Facilities
State School Building Program	\$1,507,089*
Community Facilities Districts	N/A
General Obligation Bond Proceeds	\$42,599,406**
Redevelopment Pass-Through Agreements	\$3,252,998***
Statutory School Facility Fees (Developer Fees)	\$4,859,036****
Mitigation Payments	N/A
Certificates of Participation	N/A
S.B. No. 201 Fees (Government Code Section 65970 <i>et seq.</i> )	N/A

\*\*\*

- \* Reserved for State matching funds under the seismic mitigation program (AB300).  
*Ending Balance as of 6/30/2019*
- \*\* Reserved for General Obligation Bond 2016 Election authorized projects  
*Ending Balance as of 6/30/2019*
- \*\*\* Reflects RDA funds balance reserve for Upland, Montclair, and Ontario  
*Ending Balance as of 6/30/2019*
- \*\*\*\* Developer fee collections for Facilities and Facilities planning  
*Ending Balance as of 6/30/2019*

**E. DESIGNATION OF THE APPROXIMATE DATE ON WHICH THE FUNDING REFERRED TO IN SECTION D (ABOVE) IS EXPECTED TO BE DEPOSITED IN THE APPROPRIATE ACCOUNT OR SUB-ACCOUNT(S).**

<b>Sources</b>	<b>Approximate Date Expected to Be Deposited</b>
State School Building Program	Currently on Deposit
Community Facilities Districts	N/A
General Obligation Bond Proceeds	Currently on Deposit
Redevelopment Pass-Through Agreements	Currently on Deposit
Statutory School Facility Fees (Developer Fees)	Currently on Deposit
Mitigation Payments	N/A
Certificates of Participation	N/A
S.B. No. 201 Fees (Government Code Section 65970 <i>et seq.</i> )	N/A

**SCHEDULE A**

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

**STATUTORY SCHOOL FACILITY FEES  
INCLUDING ALTERNATIVE SCHOOL FACILITY FEE AMOUNTS  
2018-2019**

**Residential**

Level 1	\$2.62
Level 2 - July 1, 2018 - June 13, 2019	\$3.44
Level 2 - Effective June 14, 2019	\$3.64
Level 3	\$7.64

<b><u>Commercial/Industrial</u></b>	\$0.42
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<b><u>Business Categories for Parking Structures</u></b>	\$0.03
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<b><u>Self Storage Facilities</u></b>	\$0.08
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**SCHEDULE B**

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

**FUND 25 – INCOME AND EXPENDITURES  
AS OF JUNE 30, 2019**

**SCHEDULE B**

**Fund 25 - Income and Expenditures as of 6/30/2019**

<b>BEGINNING FUND BALANCE</b>	<b>\$ 3,867,431.16</b>
<b>INCOME</b>	
DEVELOPER FEES COLLECTED	\$ 1,364,206.39
INTEREST	80,062.45
<b>TOTAL INCOME</b>	<b>\$ 1,444,268.84</b>
<b>EXPENDITURES</b>	
FACILITIES PLANNING AND OTHER	\$ 95,581.28
SERRANO RELOCATABLE CLASSROOM(S)	13,872.50
MORENO RELOCATABLE CLASSROOM(S)	325,685.41
EUCLID FIELD AND PLAYGROUND	5,775.00
CENTRAL RESTORATION AND PARKING	11,750.00
<b>TOTAL EXPENDITURES</b>	<b>452,664.19</b>
<b>NET CHANGE</b>	<b>\$ 991,604.65</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 4,859,035.81</b>

CASH IN THE COUNTY TREASURY	4,830,090.38
ACCOUNTS RECEIVABLE	58,522.20
<b>TOTAL ASSETS</b>	<b>\$ 4,888,612.58</b>
ACCOUNTS PAYABLE	26,657.05
DUE TO OTHER FUNDS	2,919.72
<b>TOTAL LIABILITIES</b>	<b>\$ 29,576.77</b>



**SCHEDULE C**

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

**FUND 25 - DEVELOPER FEE COLLECTIONS AND EXPENDITURES FOR  
FISCAL YEARS  
2014-15 TO 2018-19**

<b>Year</b>	<b>Fees Collected/</b>		<b>Expenditures</b>
	<b>Interest/Other Income</b>		
<b>2014-15</b>	\$ 1,521,622.44	\$ 550,441.05	
<b>2015-16</b>	\$ 1,623,319.05	\$ 482,387.91	
<b>2016-17</b>	\$ 1,195,794.99	\$ 528,321.25	
<b>2017-18</b>	\$ 1,610,844.21	\$ 589,493.55	
<b>2018-19</b>	\$ 1,444,268.84	\$ 452,664.19	

**Note:** The information in Schedule C above reflects only annual income and expenditures. The beginning or net ending balance of Fund 25 is not reflected.

# Consent Calendar

(c) Human Resources

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

December 12, 2019

**TO:** President and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** **Certificated Personnel Recommendations Report #CERT1920-1212**

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**REQUESTED ACTION**

Approve Certificated Personnel Recommendations.

**EMPLOYMENT**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Alice Herrera	Teacher/Vista Grande	11/20/2019

**ASSIGNMENT, CLASSIFICATION, SCHEDULE CHANGE**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
None.		

**CERTIFICATED SUBSTITUTES**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Laura De La Torre	Substitute Teacher	11/19/2019
Natasha Emerson	Substitute Teacher	11/15/2019
Lisandra Garcia-Rolon	Substitute Teacher	12/03/2019
Andrew Long	Substitute Teacher	11/14/2019
Leslie Mendoza	Substitute Teacher	11/14/2019
Gabriella Miramontes	Substitute Teacher	12/03/2019
Allison Mori	Substitute Teacher	12/03/2019
Cindy Rosales	Substitute Teacher	12/02/2019
Gregory Telles	Substitute Teacher	11/25/2019
Binbin Wu	Substitute Teacher	11/20/2019

**Certificated Personnel Recommendations Report #CERT1920-1212**  
December 12, 2019

**REQUESTS FOR LEAVE OF ABSENCE**

<b><u>NAME</u></b>	<b><u>LEAVE REQUEST</u></b>	<b><u>EFFECTIVE</u></b>
Kelly Albers	Teacher/Ramona Medical Leave	10/31/2019-12/03/2019
Kathleen Alexander	Teacher/Oaks Unpaid Leave	09/24/2019-05/23/2020
Christiane Ayoub	Principal/Lehigh Medical Leave	11/18/2019-01/07/2020
Margarita Bloodworth	Teacher/Sultana Extended Medical Leave	10/30/2019-12/23/2019
Rosalinda Bradford	Teacher/Haynes Medical Leave	11/23/2019-01/02/2020
Amy Callahan	Teacher/Hawthorne Extended Medical Leave	11/12/2019-12/03/2019
Luz Elena de Giacomo	RSP Teacher/Buena Vista Extended FMLA Leave	11/18/2019-12/16/2019
Gregory Elliott	Teacher/Arroyo Medical Leave	10/22/2019-11/03/2019
Wendy Flores	Psychologist/Briggs-SPED Extended Medical Leave	11/14/2019-12/11/2019
Martel Geibel III	SDC Teacher/Vina Danks Extended Medical Leave	11/01/2019-11/11/2019
Patricia Gleeson	Teacher/Kingsley Medical Leave	11/14/2019-11/22/2019
Laura Munez	Preschool Inclusion Teacher/Montera Extended Medical Leave	11/16/2019-12/01/2019
Leslie Orozco	Teacher/Berlyn Extended Medical Leave	11/04/2019-12/05/2019
Marley Ortega	SDC Teacher/Lehigh FMLA Leave	12/02/2019-12/19/2019
Sylvia Samaniego	Teacher/Ramona Extended Medical Leave	11/27/2019-01/17/2020

**Certificated Personnel Recommendations Report #CERT1920-1212**

December 12, 2019

**REQUESTS FOR LEAVE OF ABSENCE** (continued)

<b><u>NAME</u></b>	<b><u>LEAVE REQUEST</u></b>	<b><u>EFFECTIVE</u></b>
Isabel Santos	TOA-Curriculum Support/Hawthorne Medical Leave	10/18/2019-11/19/2019
Shannon Scott	Teacher/Serrano Extended Medical Leave	11/19/2019-06/01/2020
Laura Smart	TOA-Curriculum Support/Briggs-L&T Medical Leave	12/01/2019-01/06/2020
Jennifer Storlie	Teacher/Edison Intermittent FMLA Leave	10/04/2019-01/03/2020
Marwa Thabet	Teacher/De Anza Medical Leave	11/02/2019-12/02/2019
Jacqueline Vinas Magallanes	Psychologist/Briggs-SPED Medical Leave	12/02/2019-02/01/2020

**REVISED APPROVED LEAVE OF ABSENCE**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>APPROVED DATES</u></b>	<b><u>REVISED DATES</u></b>
Judith Ward	SDC Teacher/Moreno	09/18/2019-01/15/2020	09/18/2019-12/01/2019 Extended Medical Leave

**AUTHORIZATION TO TEACH OUTSIDE OF CREDENTIAL: EDUCATION CODE 44258.2**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>SUBJECT</u></b>	<b><u>EFFECTIVE</u></b>
None.			

**VARIABLE TERM WAIVER**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
None.		


**Certificated Personnel Recommendations Report #CERT1920-1212**  
December 12, 2019

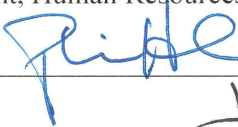
**SUBSEQUENT VARIABLE TERM WAIVER**

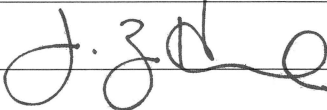
<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
None.		

**RETIREMENT, RESIGNATION, RELEASE AND TERMINATION**

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
James Campbell	RSP Teacher/Serrano	11/22/2019

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

December 12, 2019

**TO:** President and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** **Classified Personnel Recommendations Report #CLA1920-1212**

---

**REQUESTED ACTION**

Approve Classified Personnel Recommendations.

**EMPLOYMENT**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Michelle Arroyo	School Office Asst. II/Lincoln 3 hours	11/12/2019
Monica Carrion Macias	Fiscal Services Technician/Briggs-Payroll	12/16/2019
Grace Estevez	Early Childhood Education Asst./Corona	12/03/2019
Jonathan Luna	Bus Driver/Transportation	12/09/2019
Leticia Martinez	Proctor/Montera	12/03/2019
Monica Miranda	Proctor/TBD	11/21/2019
Fabian Rosales	Lead Painter/Briggs-Operations	12/04/2019
Angela Valderrama	Health Service Asst. II-Special Needs/Briggs-Health Serv.	12/09/2019

**ASSIGNMENT, CLASSIFICATION, SCHEDULE CHANGE, ADDITIONAL ASSIGNMENT**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Martha Flores	Instructional Asst./Hawthorne 3.25 hours to Data Media Asst./Hawthorne	12/03/2019
Olga Garrido	Instructional Asst./Mariposa 3.75 hours to IA-Learning Needs/Vista Grande 6.75 hours	12/02/2019
Corina Montoya	Proctor/Monte Vista to Early Childhood Education Asst./ Montera	11/18/2019
Patricia Torres Angulo	Bus Driver/Transportation 6.5 hours to 7.25 hours	11/21/2019

**CLASSIFIED SUBSTITUTES**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Adriana Abrego Villarreal	Substitute AVID Tutor/Instructional Asst./Learning Needs	12/02/2019
Justin Acuna	Substitute AVID Tutor	12/02/2019
Jessica Do	Substitute Food Services	11/15/2019

(Ref. c 2.1)

**Classified Personnel Recommendations Report #CLA1920-1212**

December 12, 2019

**CLASSIFIED SUBSTITUTES** (continued)

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Julia Dominguez	Substitute AVID Tutor	12/03/2019
Maria Gutierrez	Substitute Instructional Asst./Learning Needs	11/20/2019
Matthew Hillman	Substitute PE	12/03/2019
Francisco Lopez	Substitute Custodian	11/14/2019
Gabriela Lucero	Substitute AVID Tutor	12/02/2019
Shane Taylor	Substitute PE	12/02/2019
David Williamson	Substitute Custodian	11/22/2019

**SHORT TERM ASSIGNMENT CLASSIFIED SUBSTITUTES**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
None.		

**REQUEST FOR LEAVE OF ABSENCE**

<b><u>NAME</u></b>	<b><u>LEAVE REQUEST</u></b>	<b><u>EFFECTIVE</u></b>
Anthony Bogaczyk	Videographer/Briggs-IS Extended Medical Leave	11/20/2019-12/01/2019
Amanda Burdette	Food Service Asst. I/Euclid Medical Leave	11/26/2019-12/12/2019
Maria Campos	Food Service Asst. II/Wiltsey Medical Leave	09/27/2019-12/20/2019
Belinda Chavez	IA-Learning Needs/Sultana Extended Medical Leave	11/12/19-01/03/2020
Cindy Chavez-Alvarez	Proctor/El Camino Extended Medical Leave	11/18/2019-12/03/2019
Laura Ellison	Food Service Asst. II/Vernon Medical Leave	10/25/2019-11/29/2019
Ismael Garcia	Student Mentor and Campus Asst./Briggs-L&T Extended Medical Leave	11/14/2019-12/31/2019
Micaela Hernandez	School Office Asst. II/De Anza Extended Medical Leave	11/15/2019-12/15/2019
Aimee Huerta	School Administrative Asst. I/Howard Extended Medical Leave	12/06/2019-01/02/2020



**Classified Personnel Recommendations Report #CLA1920-1212**

December 12, 2019

**REQUEST FOR LEAVE OF ABSENCE** (continued)

<b><u>NAME</u></b>	<b><u>LEAVE REQUEST</u></b>	<b><u>EFFECTIVE</u></b>
Whitney Huyser	PE Asst./Briggs-SPED Unpaid Leave	01/09/2020-04/24/2020
Victor Isais	Head Custodian I/Montera Medical Leave	10/29/2019-11/22/2019
Tina Lee	Food Service Asst. I/Buena Vista Extended Unpaid Leave	12/08/2019-01/06/2020
Marisa Lipan	IA-Behavior Intervention/El Camino Extended Medical Leave	11/13/2019-01/05/2020
Tomas Lopez	Custodian/Sultana Extended Medical Leave	11/03/2019-12/31/2019
Barbara McGee	Food Service Asst. II/Wiltsey Medical Leave	12/02/2019-12/13/2019
Debra Marin	School Office Asst. I/Lehigh Extended Medical Leave	11/22/2019-12/22/2019
Karen Martin	IA-Learning Needs/Sultana Extended Medical Leave	11/12/2019-12/01/2019
Karely Ocampo	Early Childhood Education Asst. & IA-Preschool Inclusion/Sultana Extended Medical Leave	11/01/2019-12/05/2019
Jonathan Orozco	Warehouse Worker/Warehouse Extended Medical Leave	11/14/2019-12/08/2019
Jonathan Orozco	Warehouse Worker/Warehouse Unpaid Leave	12/09/2019-01/10/2020
Jaqueline Ortega	Special Needs Program Asst./Vina Danks Medical Leave	12/03/2019-12/17/2019
Carmen Ortiz	Speech Language Pathologist Asst./Briggs-SPED FMLA Leave	11/29/2019-12/20/2019
Claudia Quintero	Health Service Asst./Mariposa FMLA Leave	11/16/2019-01/03/2020
Carmen Rodriguez	Bus Driver/Transportation Extended Medical Leave	11/24/2019-01/01/2020

**Classified Personnel Recommendations Report #CLA1920-1212**

December 12, 2019

**REQUEST FOR LEAVE OF ABSENCE** (continued)

<b><u>NAME</u></b>	<b><u>LEAVE REQUEST</u></b>	<b><u>EFFECTIVE</u></b>
Crystal Rodriguez	IA-Learning Needs/Sultana Medical Leave	11/15/2019-12/31/2019
Sylvia Rodriguez	Speech Language Pathologist Asst./Briggs-SPED Medical Leave	12/05/2019-01/10/2020
Luisa Sanchez-Escobar	Senior Office Asst./Student & Family Support Extended Medical Leave	11/13/2019-12/10/2019
Raymond Shannon	Irrigation Technician/Briggs-Operations Medical Leave	10/29/2019-12/06/2019
Jacqueline Smith	IA-Learning Needs/Arroyo Extended Medical Leave	11/05/2019-12/10/2019
Renee Smith	Lead Food Service Asst. I/Buena Vista Extended Medical Leave	11/08/2019-12/13/2019
Stanley Smith	Custodian/Mission Extended Medical Leave	11/21/2019-12/05/2019
Stanley Smith	Custodian/Mission Unpaid Leave	12/06/2019-01/10/2020

**REVISED APPROVED LEAVE OF ABSENCE**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>APPROVED DATES</u></b>	<b><u>REVISED DATES</u></b>
Lorne Taylor	Bus Driver/Transportation	08/22/2019-11/30/2019 Extended Medical Leave	08/22/2019-11/17/2019 Extended Medical Leave

**RETIREMENT, RESIGNATION, PROBATIONARY RELEASE AND TERMINATION**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Joel Alvidrez Jr.	Custodian/Serrano	12/04/2019
Yvonne Farley	Library Media Technician/Serrano	12/16/2019
Maria Parra	Lead Medi-Cal Billing Technician/ Family Collaborative Services-Linda Vista	12/31/2019
Angelica Rodriguez	Proctor/Wiltsey	12/04/2019
Debra Roe	Behavioral Health Lead Office Specialist/ Family Collaborative Services-Linda Vista	01/31/2020

**Classified Personnel Recommendations Report #CLA1920-1212**

December 12, 2019

Prepared by: Hector Macias, Assistant Superintendent, Human Resources *H. Macias*

Reviewed by: Phil Hillman, Chief Business Official *Phil Hillman*

Approved by: James Q. Hammond, Superintendent *J. Q. Hammond*

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

December 12, 2019

**TO:** President and Board of Trustees

**FROM:** James Q. Hammond, Superintendent

**SUBJECT:** Revised Classified and Certificated Substitute Pay Rate Schedule, Effective January 1, 2020

---

**REQUESTED ACTION**

Approve the Revised Classified and Certificated Substitute Pay Rate Schedule, Effective January 1, 2020.

**BACKGROUND INFORMATION**

Senate Bill No. 3 was developed to address minimum wage, in-home supportive care, and paid sick days. This bill was approved on April 4, 2016 by Governor Brown and requires that the minimum wage for all industries to not be less than specified amounts to be increased from January 1, 2017 to January 1, 2022, inclusive, for employers with 26 or more employees. In order to ensure that the General Fund can support the next scheduled minimum wage increase, the bill also requires the Chief Business Official or designee to annually determine and certify whether the General Fund would be in a deficit in the current fiscal year, or in either of the following 2 fiscal years.

The following are the proposed minimum wage rates of increase in California that the District will be responsible to implement:

- From January 1, 2017, to December 31, 2017, inclusive,—ten dollars and fifty cents (\$10.50) per hour
- From January 1, 2018, to December 31, 2018, inclusive,—eleven dollars (\$11) per hour
- From January 1, 2019, to December 31, 2019, inclusive,—twelve dollars (\$12) per hour
- From January 1, 2020, to December 31, 2020, inclusive,—thirteen dollars (\$13) per hour
- From January 1, 2021, to December 31, 2021, inclusive,—fourteen dollars (\$14) per hour
- From January 1, 2022, and until adjusted by subdivision (c)—fifteen dollars (\$15) per hour


The minimum wage in California will increase from \$12.00 to \$13.00 per hour on January 1, 2020. In order to remain compliant with federal minimum wage laws, the District recommends a \$1.00 increase to the hourly rate for substitute Food Service Assistants, Proctors, Babysitting, and Translators. The pay rate for said positions will increase from \$12.00 to \$13.00 per hour.

In order to recruit and retain highly qualified employees and provide sufficient coverage, the District recommends a \$1.00 increase to the hourly rate for Physical Education Assistant (\$14.50 per hour). The Student Mentor/Campus Assistant substitute will be added to Range IV (\$16.00 per hour). The certificated substitutes Teacher Range I (1-20 days absent) will increase from \$140.00 to \$145.00 per diem; Range II has been created to include substitute Teachers/Nurses who demonstrate 90 days of service within a school year will be compensated at \$160.00 per diem and Preschool Teachers at \$23.70 per hour starting on the 91<sup>st</sup> day and all subsequent work days, Range III (21+ days absent), will increase from \$165.00 to \$180.00 per diem.

**Revised Classified and Certificated Substitute Pay Rate Schedule, Effective January 1, 2020**  
December 12, 2019


**BACKGROUND INFORMATION** (continued)

The revisions are reflected on the Classified and Certificated Substitute Pay Rate Schedule, as shown in Exhibit A.

Prepared by: Hector Macias, Assistant Superintendent, Human Resources 

**FINANCIAL IMPLICATIONS**

The estimated cost of the increased for Classified and Certificated substitute pay rate is approximately \$91,849 for the remainder of the current school year and a total annual increase of \$183,698 per school year.

Reviewed by: Phil Hillman, Chief Business Official 

**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board approve the Revised Classified and Certificated Substitute Pay Rate Schedule, Effective January 1, 2020.

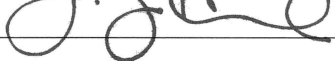
Approved by: James Q. Hammond, Superintendent 

Exhibit A

## ONTARIO-MONTCLAIR SCHOOL DISTRICT SUBSTITUTE PAY SCHEDULE

### CLASSIFIED SUBSTITUTES

<b>Range I</b>	<b>\$13.00 per hour</b>
Food Services Assistant Proctor/babysitting Translator	
<b>Range II</b>	<b>\$14.50 per hour</b>
Accounting/Payroll AVID Tutor General Clerical Health Service Assistant Instructional Assistant Instructional Assistant Learning Needs Physical Education Assistant Special Needs Program Assistant	
<b>Range III</b>	<b>\$15.50 per hour</b>
Early Childhood Education Assistant Instructional Assistant-Behavior Intervention Instructional Assistant-Preschool Instructional Assistant-Special Orthopedic Needs	
<b>Range IV</b>	<b>\$16.00 per hour</b>
Custodian Health Service Assistant II (LVN) Student Mentor & Campus Assistant Technology Support	
<b>Range V</b>	<b>\$18.00 per hour</b>
Bus Driver	
<b>Range VI</b>	<b>\$20.00 per hour</b>
Campus Safety Officer Journeyman Technician	
<b>Range VII</b>	<b>Step I per diem</b>
Classified Administrator/Confidential Employee	

### CERTIFICATED SUBSTITUTES

<b>Range I: 30 Day Emergency Permit Teachers</b>	
Teacher 1-20 days absent	<b>\$145.00 per diem</b>
Preschool Teacher 1-20 days absent	<b>\$20.74 per hour</b>
<b>Range II:</b>	
Teacher 90+ days in school year	<b>\$160.00 per diem</b>
Preschool 90+ days	<b>\$23.70</b>
<b>Range III: Long Term Substitute Teachers/Nurse</b>	
Teacher/Nurse 21+ days absent	<b>\$180.00 per diem</b>
Preschool Teacher 21+ days absent	<b>\$24.44 per hour</b>
<b>Range IV:</b>	
Certificated Administrator	<b>\$440.00 per diem</b>

Effective January 1, 2020

Board Approved:

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

December 12, 2019

**TO:** President and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** New Job Description Teacher on Assignment (TOA)

---

**REQUESTED ACTION**

Approve the New Job Description for Teacher on Assignment (TOA).

**BACKGROUND INFORMATION**

Historically, the District has created a multitude of out-of-classroom certificated job descriptions to address the unique and varied needs of school sites and departments. Upon further review, a singular job description that meets all those varied needs of school sites has been created. The primary intent is to ensure that the job description provides the latitude and specificity of deliverables to address the academic and social/emotional development for all students. There will be no fiscal impact in introducing the new job description.

This Teacher on Assignment (TOA) job description, under the direct supervision of the site administrator, will be responsible for working collaboratively with all stakeholders to promote student achievement by supporting students, parents, staff, and administration in accomplishing the instructional/operational goals and objectives as evidenced in the school plan.

The classification specifications are shown as indicated in the job description (Exhibit A) for Teacher on Assignment.

Prepared by: Hector Macias, Assistant Superintendent, Human Resources 

**FINANCIAL IMPLICATIONS**

The salary range for Teacher on Assignment (TOA) is \$48,369 to \$98,355.

Reviewed by: Phil Hillman, Chief Business Official 

**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board approve the New Job Description for Teacher on Assignment (TOA).

Approved by: James Q. Hammond, Superintendent 

## **Exhibit A**

### **ONTARIO-MONTCLAIR SCHOOL DISTRICT**

#### **TEACHER ON ASSIGNMENT (TOA)**

##### **DEFINITION**

Under the direct supervision of the site/department administrator, the Teacher-on-Assignment (TOA) will be responsible for working collaboratively with all stakeholders to promote student achievement by supporting students, parents, staff, and administration in accomplishing the instructional/operational goals and objectives as evidenced in the school plan.

##### **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. Plan, develop, facilitate, train, and support the implementation of site/district curriculum/program priorities and school-wide instructional strategies.
2. Plan, develop, implement, and evaluate site academic intervention programs.
3. Coordinate, plan, facilitate, conduct, summarize, manage, and maintain site assessment data (e.g. RI, Benchmark Assessments, CAASP, IAB, ELPAC).
4. Provide model lessons to classroom teachers, observe lessons, give constructive feedback, and assist teachers in collecting student achievement data and using the data to plan/enhance instruction.
5. Plan, develop, implement, and monitor incentive and support programs for school-wide, as well as, individual plans for student absenteeism.
6. Plan, develop, implement, and monitor programs which generate and support a positive school culture.
7. Plan and deliver individual and small group instruction to meet the individual needs of students.
8. Attend site and District professional development and meetings.
9. Assist the school as a resource for the planning, coordinating, staff development, identification, implementation, and support of students (e.g. social, emotional, physical, academic) utilizing site and District programs/frameworks (e.g. PBIS, MTSS, Restorative Practices, P4SS, SST Meetings, Case Management, Counseling Referrals, Parent Outreach).
10. Attend site leadership, grade-level, and department meetings and assist in developing/supporting short and long-term goals.
11. Assist site leadership with accomplishing essential site deliverables.



## **QUALIFICATIONS**

### Knowledge of:

- Curriculum and content standards;
- Scientifically based research (SBR) instructional strategies;
- Principles, methods, techniques, strategies and trends in effective staff development and coaching methods;
- Programs/Frameworks , including but not limited to, MTSS, PBIS, GATE, ELD, AVID , STEM, VAPA, and Special Education;
- Principles, methods, techniques and strategies designed for intervention programs;
- Accessing State and Federal legal mandates, Board of Trustee policies, District regulations, and guidelines;
- Assessments, evaluation techniques, strategies and procedures.

### Ability to:

- Provide consultation and technical assistance to staff concerning assigned areas of responsibility;
- Develop and present effective and efficient presentations for professional development or in-class lessons;
- Exercise judgment in making decisions, work independently, meet deadlines and schedules, maintain confidentiality, use discretion, establish and organize time with minimal supervision;
- Effectively organize, develop, conduct, and evaluate professional development/coaching activities;
- Analyze and assess school situations to accurately adopt an effective course of action;
- Communicate effectively in oral and written form;
- Work professionally, collaboratively, and effectively with administrators, staff, parents, students, and community;
- Analyze, organize, participate, and make recommendations in the assessment and evaluation of programs, protocols, and procedures;
- Operate latest technology, including basic and District office software/operating systems (e.g. Office, Word, Outlook, Excel, Google Drive, Q, SAM, Illuminate, P4SS, SWIS, Connect Ed, Eureka Math);
- Prepare and maintain various records, reports, and files.

## **EDUCATION**

Possession of a Clear California teaching credential. Certification acknowledging expertise in the field of English Language Development.

## **EXPERIENCE**

Minimum of three (3) years successful classroom experience with students. Master of Arts, or higher, degree preferred. Completion of or enrollment in program for administrative services credential preferred.

**LICENSE REQUIREMENT**

Possession of a valid California Motor Vehicle Operator's License.

**CONDITION OF EMPLOYMENT**

Insurability by the district's liability insurance carrier.

**TERMS OF EMPLOYMENT**

Work year – 184 days. Placement of the Teachers' Salary Schedule commensurate with experience and training, plus fringe benefit allocation.

**EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of Board Policy and the Collective Bargaining Agreement (CBA).

**PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, and use hands and fingers to handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

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

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

Board Approved:

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

December 12, 2019

**TO:** President and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** **New Job Description and Memorandum of Understanding for Registered Behavior Technician**

---

**REQUESTED ACTION**

Approve the New Job Description and Memorandum of Understanding (MOU) for Registered Behavior Technician.

**BACKGROUND INFORMATION**

In transitioning into a Single District SELPA, various positions and services have become identified as essential offerings for student academic support and wellness. Creating appropriate job descriptions, such as Registered Behavior Technician, will assist in hiring the appropriate personnel to deliver the highly sensitive services to students with special needs. The Registered Behavior Technician will ensure that the provision of these services of students in special education programs is fulfilled and compliance maintained for providing a Free and Appropriate Public Education (FAPE).

This position provides behavioral intervention services to individual or small groups of students with behavioral challenges and support to their families. Registered Behavior Technicians are responsible for implementing Applied Behavioral Analysis (ABA) based programs, as directed by the District Board Certified Behavior Analyst/Therapy Supervisor. Also, in accordance with the Therapy Supervisor will prescribed course of instruction; observes, monitors and records student behavior and performance; assists teachers in maintaining student academic and attendance records; and performs related duties as assigned.

The classifications specification are shown as indicated in the Memorandum of Understanding (Exhibit A) and Job Description (Exhibit B) for Registered Behavior Technician.

Prepared by: Hector Macias, Assistant Superintendent, Human Resources 

**FINANCIAL IMPLICATIONS**

The salary range for the Registered Behavior Technician is Range 34 (\$20.01-\$23.84).

Reviewed by: Phil Hillman, Chief Business Official 

**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board approve the New Job Description and Memorandum of Understanding for Registered Behavior Technician.

Approved by: James Q. Hammond, Superintendent 

Exhibit A

MEMORANDUM OF UNDERSTANDING

By And Between

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its ONTARIO-MONTCLAIR CHAPTER 108

And

ONTARIO MONTCLAIR SCHOOL DISTRICT

August 30, 2019

This memorandum of understanding (MOU) is entered by and between the California School Employees Association and its Chapter #108 (CSEA) and the Ontario Montclair School District (District) collectively referred to as the Parties.


The parties have met to negotiate the creation of the Ontario Montclair School District's job description of the **Registered Behavior Technician**, and have agreed as followed:

1. In accordance with Article I-- Recognition, of the collective bargaining agreement, the attached newly created job classification of **Registered Behavior Technician** will be included in the classified bargaining unit.
2. Exhibit A will be revised to include the newly created job classification of **Registered Behavior Technician**.
3. The newly created **Registered Behavior Technician** job description is attached.
4. The newly created job classification of **Registered Behavior Technician** will be paid at **range 34** on the classified bargaining unit salary schedule and will work a twelve (12)-month work year/one hundred and eighty one (181) days/eight (8) hours a day.


This MOU is a tentative agreement and is subject to all approval procedures outlined by CSEA and shall not be finalized until the completion of CSEA's Policy 610 review.

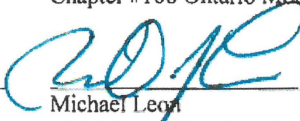
For the District

For the Association

 8-30-19  
Date  
Hector Macias  
Assistant Superintendent, Human Resources  
Ontario Montclair School District

 08-30-19  
Date  
Chris Vargas-Rojas  
CSEA President  
Chapter #108 Ontario Montclair

 08-30-2019  
Date  
Robert Gallagher  
Executive Director, Human Resources  
Ontario Montclair School District

 9-10-19  
Date  
Michael Leon  
CSEA Labor Relations Representative  
Rancho Cucamonga Field Office

## **Exhibit B**

### **Ontario–Montclair School District**

#### **NEW CLASS SPECIFICATION Registered Behavioral Technician**

Range 34

##### **GENERAL PURPOSE**

Under general supervision, provides behavioral intervention services to individual or small groups of students with behavioral challenges and support to their families. Registered Behavior Technicians are responsible for implementing Applied Behavioral Analysis (ABA) based programs, as directed by the district Board Certified Behavior Analyst/Therapy Supervisor. May also, in accordance with Therapy Supervisor, prescribed course of instruction; observes, monitors and records student behavior and performance; assists teachers in maintaining student academic and attendance records; and performs related duties as assigned.

##### **DISTINGUISHING CHARACTERISTICS**

Registered Behavior Technicians (RBT) are distinguished from a Behavioral Intervention Assistant in that additional training and testing and licensure with the Behavior Analyst Certification Board (BACB) has been successfully completed; having the requisite skills and designation to provide behavior intervention services and conduct assessments for skill acquisition to children with special needs and support their families.

This classification is distinguished from Behavioral Intervention Assistants– as the latter are responsible for tutoring and providing instruction to individual and small groups of students with behavioral challenges in a special day class, resource specialist classroom and/or the general education classroom. They may be required to monitor and redirect student progress regarding inappropriate behaviors and performance; support acquisition of appropriate skills and behaviors; assist in meeting special needs which may include feeding and toileting students; perform a variety of responsible and specialized tasks in the physical care and classroom instruction of students with disabilities; administer Intensive Behavior Intervention methods based on the Applied Behavior Analysis (ABA) model to identified Special Education students; and perform a variety of clerical duties as assigned.

##### **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. Assists the BCBA in implementing behavioral programming.
2. Collects data on all programming and writes progress notes.
3. Advises and consults with the family and other agency personnel.
4. Participates and presents Intensive Behavior Intervention staff development in-services as assigned.
5. Supports instruction to individuals or small groups of students as assigned.
6. Assists students in prescribed learning activities.
7. Monitors student conduct and utilizes approved behavior management techniques to redirect and modify inappropriate behaviors.
8. Administers ABA-based Intensive Behavior Intervention methods to designated students in a school setting as directed by supervisor or other specialist.

**(Ref. c 5.3)**

9. Implements documented therapy plans for Intensive Behavior Intervention treatment.
10. Participates with all other health care personnel in Individualized Education Programs and health care planning.
11. Monitors, observes and reports behavioral data of students according to approved procedures.
12. Assists students upon arrival and departure at school and throughout the school day.
13. Assists students by providing appropriate modeling, emotional support, a friendly attitude, and general guidance.
14. Communicates with teachers and assigned staff regarding student progress and needs.
15. Assists students with washing, eating, toileting, and other personal care needs.
16. Assists students in learning proper personal hygiene and in developing self-sufficiency.
17. Maintains activity rooms, equipment, and utensils.
18. Assists teacher in supervision of assigned students in physical and instructional activities.
19. Performs related tasks as required.

#### **OTHER DUTIES**

1. Attends a variety of meetings, workshops and seminars as requested.
2. Assists teachers in mainstream classrooms with special education students as needed.
3. Assists in preparing student rosters.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Personal needs and behavior characteristics of children with disabilities, including special needs and requirements of students with autism.
2. Instructional accommodations and modifications for students with disabilities.
3. Intensive Behavior Intervention methods and techniques.
4. Correct English usage, including spelling, grammar and punctuation.
5. Administrative practices and procedures, including record keeping and filing practices and procedures.
6. Interpersonal skills using tact, patience, and courtesy.

##### **Ability to:**

1. Operate a computer and other standard office equipment.
2. Organize, set priorities and exercise sound judgment within areas of responsibility.
3. Organize and maintain confidential student records and files.
4. Implement behavior management techniques used with individuals with special needs.
5. Implement training techniques and chart behavior as directed by a teacher/specialist.
6. Communicate clearly and effectively orally and in writing.
7. Understand and follow written and oral instructions.
8. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
9. Establish and maintain effective working relationships with District staff, teachers, parents, students and others encountered in the course of work.
10. Maintains job punctuality and regular attendance.

##### **Education, Training and Experience:**

The applicant will preferably have two years of experience as a RBT or related work experience. The applicant must have one of the following: Associates degree (or higher) from an accredited institution of higher learning, or 48 semester transferable units, or successfully completed a District approved test (e.g. CODESP). Applicants must also include a verification of High School diploma/G.E.D, if Associates degree is not submitted. Possession of the knowledge and abilities listed above.

**(Ref. c 5.4)**

**Licenses; Certificates; Special Requirements:**

Complete a BACB approved RBT course; Complete licensing and maintain current registration as a Registered Behavior Technician with the Behavior Analyst Certification Board; Must possess a valid Class C driver's license, in good standing; Must be CPR/First Aid Certified through an approved Red Cross or American Heart Association, or other approved program. Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

**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 stand, walk and sit; talk or hear both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color 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 information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District faculty, staff, parents, students 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 in a classroom setting, the noise level may vary.

Board Approval:

ONTARIO-MONTCLAIR SCHOOL DISTRICT  
Ontario, California

December 12, 2019

**TO:** President and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** Revised Proctor Pay Rate, Effective January 1, 2020

---

**REQUESTED ACTION**

Approve the Revised Proctor Pay Rate, Effective January 1, 2020.

**BACKGROUND INFORMATION**

The Proctor position continues to provide the required and necessary supervisory duty. These employees are responsible for active and effective supervision and professional interaction to our students in grades PK thru 8<sup>th</sup> across all 32 school sites. The essential functions are primarily to monitor play and social interaction before, during and after school for students. In addition, they also interface with staff, families, community members to maintain school safety and orderly campuses.

Senate Bill No. 3 which was approved on April 4, 2016 by Governor Brown requires that the minimum wage for all industries to not be less than specified amounts to be increased from January 1, 2017 to January 1, 2022, inclusive, for employers with 26 or more employees. In order to ensure that the General Fund can support the next scheduled minimum wage increase, the bill also requires the Chief Business Official or designee to annually determine and certify whether the General Fund would be in a deficit in the current fiscal year, or in either of the following 2 fiscal years.

The minimum wage in California will increase from \$12.00 to \$13.00 per hour on January 1, 2020. In order to remain compliant with federal minimum wage laws, the District recommends a \$0.26 increase to the hourly rate for Proctors. The pay rate for said positions will increase from \$12.87 (Step 14, A) to \$13.13 per hour (Step 15, Column A).

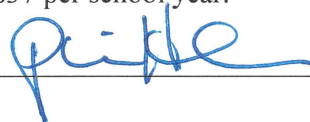
Prepared by: Hector Macias, Assistant Superintendent, Human Resources



**FINANCIAL IMPLICATIONS**

The estimated cost of the increased Proctor pay rate is approximately \$17,418 for the remainder of the current school year and a total annual increase of \$34,837 per school year.

Reviewed by: Phil Hillman, Chief Business Official



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board approve the Revised Proctor Pay Rate, Effective January 1, 2020.

Approved by: James Q. Hammond, Superintendent





# Consent Calendar

(d) Learning & Teaching

## Consent Calendar

d. Learning & Teaching: NONE

# Discussion/Action/Public Hearing

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

December 12, 2019

**TO:** President and Board of Trustees

**FROM:** James Q. Hammond, Superintendent

**SUBJECT:** **2019-2020 First Interim Financial Report with a Positive Certification** (*Supporting Information Available Under Separate Cover*)

---

**REQUESTED ACTION**

Approve the 2019-2020 First Interim Financial Report with a Positive Certification (Supporting Information Available Under Separate Cover).

**BACKGROUND INFORMATION**

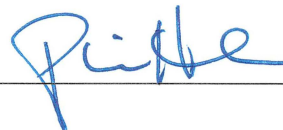
Pursuant to Education Code Section 42131, twice each year, the Board of Trustees must certify to the San Bernardino County Superintendent of Schools (SBCSS) and the California Department of Education (CDE) that the District can meet its financial obligations for the current and two subsequent fiscal years.

The First Interim Report presents actual to date data as of October 31, 2019. This report must be approved and certified as positive, qualified, or negative by the Governing Board and submitted to the SBCSS by December 16, 2019. The three certifications, based upon current projections, are defined as follows:

1. **A Positive Certification** means that a district will meet its financial obligations (including the three percent reserve) for the current and two subsequent fiscal years.
2. **A Qualified Certification** means that a district may not meet its financial obligations for the current or two subsequent fiscal years (less than the three percent reserve in any year).
3. **A Negative Certification** means that a district will be unable to meet its financial obligations for the remainder of the fiscal year or for the subsequent fiscal year (depleted cash).

The First Interim Financial Report is presented under separate cover to the Board of Trustees for approval with a **Positive Certification**. Based upon current projections, the District will meet its obligations in the current and two subsequent years.

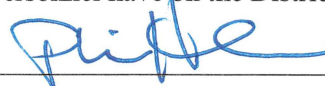
Prepared by: Phil Hillman, Chief Business Official



**FINANCIAL IMPLICATIONS**

Preparing and presenting the Interim Report has no direct financial impact; rather, any budget and projection increases, decreases, and adjustments presented here reflect the impact that other Board actions such as approving contracts, grants, and changes in personnel have on the District's financial condition.

Reviewed by: Phil Hillman, Chief Business Official

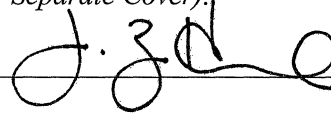


(Ref. I 1.2)

**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board approve the 2019-2020 First Interim Financial Report with a Positive Certification (*Supporting Information Available Under Separate Cover*).

Approved by: James Q. Hammond, Superintendent

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

ONTARIO-MONTCLAIR SCHOOL DISTRICT  
Ontario, California

December 12, 2019

**TO:** President and Board of Trustees

**FROM:** James Q. Hammond, Superintendent

**SUBJECT:** **Memorandum of Understanding for Mariposa Elementary School Compensation for Math Pentathlon and Crazy Contraption**

---

**REQUESTED ACTION**

Approve the Memorandum of Understanding (MOU) for Mariposa Elementary School Compensation for Math Pentathlon and Crazy Contraption.

**BACKGROUND INFORMATION**

The Ontario-Montclair School District and the Ontario-Montclair Teachers Association entered into an agreement to pay a stipend to Mariposa teachers who provide extra-curricular support outside their regular workday. The Math Pentathlon and Crazy Contraption events are instructional in nature and structured as a sports program. The preparation and practice leading up to the Saturday events, vary and depends on the proficiency of the student teams.

The MOU specifications are shown in Exhibit A - Mariposa Elementary School Compensation for Math Pentathlon and Crazy Contraption.

Prepared by: Hector Macias, Assistant Superintendent, Human Resources



**FINANCIAL IMPLICATIONS**

The estimated stipend cost for the MOU for Mariposa Elementary School Compensation for Math Pentathlon and Crazy Contraption is an annual cost of \$700.

Reviewed by: Phil Hillman, Chief Business Official



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board approve the Memorandum of Understanding for Mariposa Elementary School Compensation for Math Pentathlon and Crazy Contraption.

Approved by: James Q. Hammond, Superintendent





ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

November 1, 2019

**MEMORANDUM OF UNDERSTANDING**


**Article XIX – B: Special Assignment Pay Factory System**

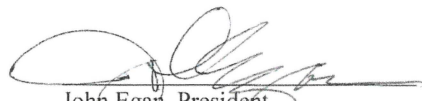
**MARIPOSA ELEMENTARY SCHOOL COMPENSATION FOR MATH PENTATHLON  
AND CRAZY CONTRAPTION  
2019-2020**

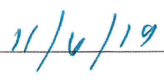
The following is hereby agreed and understood by and between the Ontario-Montclair School District and the Ontario-Montclair Teachers Association:

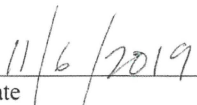
Math Pentathlon and Crazy Contraption teachers to receive a stipend of \$175 for extra-curricular activities not specifically covered under Article XIX.

The MOU is for the 2019-2020 school year and is non-precedent setting.

  
\_\_\_\_\_  
Hector Macias  
Assistant Superintendent, Human Resources

  
\_\_\_\_\_  
John Egan, President  
Ontario-Montclair Teachers Association

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

December 12, 2019

**TO:** President and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** Calendar of Regular Meetings of the Board of Trustees for the 2020 Calendar Year

---

**REQUESTED ACTION**

Approve the Calendar of Regular Meetings of the Board of Trustees for the 2020 Calendar Year.

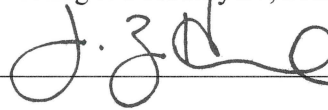
**BACKGROUND INFORMATION**

Each year, at the Annual Organizational Board Meeting, the Board of Trustees establishes a calendar of meetings for the next calendar year. A schedule of meeting dates is included as Exhibit A.

It has been District practice that two (2) meetings are scheduled each month, with the exception of occasionally March and April and routinely January, August, September and December, when only one meeting is scheduled. Exceptions are made to the Board meeting schedule based on agenda needs, holiday observances, or vacation schedules for Board and staff members.

The proposed Board Meeting Dates were presented to the Board as an information item on the November 21, 2019 Regular Board Meeting. There has been one recommended revision to the February Meetings. The recommendation is to move the February 20, 2020 Board Meeting to February 27, 2020 as reflected in Exhibit A.

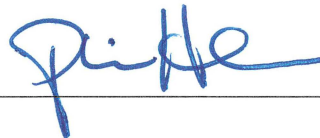
Prepared by: James Q. Hammond, Superintendent



**FINANCIAL IMPLICATIONS**

None.

Reviewed by: Phil Hillman, Chief Business Official



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board of Trustees approve the calendar of regular meetings of the Board of Trustees for the 2020 calendar year.

Approved by: James Q. Hammond, Superintendent





# Exhibit A

ONTARIO-MONTCLAIR SCHOOL DISTRICT  
Ontario, California  
Superintendent's Office

## Board Meeting Dates for Calendar Year 2020

Start of Calendar Year	July 2, 2020
January 16, 2020	July 16, 2020
February 6, 2020	August 20, 2020
<b>February 27, 2020 (revised)</b>	September 17, 2020
March 12, 2020	October 1, 2020
April 16, 2020	October 15, 2020
May 7, 2020	November 5, 2020
May 21, 2020	November 19, 2020
June 4, 2020	December 17, 2020
June 18, 2020	<i>Annual Organizational Board Meeting</i>
End of Fiscal Year	

**The location for all meetings are TBD.  
Please refer to posted agenda for location  
information.**

### 2020 Dates for Possible Conflict Consideration

(May affect agenda due dates/preparation/Friday packet/Board meeting dates)

December 23, 2019-January 1, 2020	Winter Recess/Holidays
January 20 (Monday)	Dr. Martin Luther King Holiday
February 10 (Monday)	Lincoln's Birthday
February 17 (Monday)	Presidents' Day
March 23-27	Spring Recess
April 4-6	National School Boards Association Annual Conference
May 21 (Thursday)	Student Last Day of 2019-2020 School Year
May 25 (Monday)	Memorial Day
June 23-25	NALEO Annual Conference
July 4 (Saturday -Holiday on Friday)	Independence Day Holiday
August 6 (Thursday)	First Day of School 2020-2021
September 7 (Monday)	Labor Day Holiday
November 11 (Wednesday)	Veterans' Day
November 25-27	Thanksgiving Holiday
December 3-5	2020 CSBA Annual Conference
December 24, 2020-January 1, 2021	Winter Recess/Holidays

(Ref. I 3.2)

# Information/Announcements

ONTARIO-MONTCLAIR SCHOOL DISTRICT  
Ontario, California

December 12, 2018

**TO:** President and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** 2018-2019 Williams Settlement Annual Report

---

**REQUESTED ACTION**

Accept for information the 2018-2019 Williams Settlement Annual Report.

**BACKGROUND INFORMATION**

California Education Code Section 1240 requires that the San Bernardino County Superintendent of Schools (SBCSS) staff continue to regularly monitor and report on the status of all Williams monitored schools in the county (currently decile 1-3 schools based on the 2012 Academic Performance Index [API]) to ensure compliance with the Williams Legislation.

Per California Education Code section 1240(c)(2)(E)ii, the annual report shall be submitted to the governing board of each school district, the county board of education, as well as the county board of supervisors in accordance with public notification requirements. The annual report information has been reported to the County Board of Education as well as the San Bernardino County Board of Supervisors. A summary of the 2018-2019 Williams Settlement Annual Report is provided as "Exhibit A".

SBCSS is awaiting further direction from the State on how Williams-monitored status will be determined based on the new accountability system. Until that time, the California Department has advised SBCSS to continue monitoring schools in Deciles 1-3 based on the 2012 Base Academic Performance Index, as specified in statute.

Prepared by: Phil Hillman, Chief Business Official



**FINANCIAL IMPLICATIONS**

None.

Reviewed by: Phil Hillman, Chief Business Official



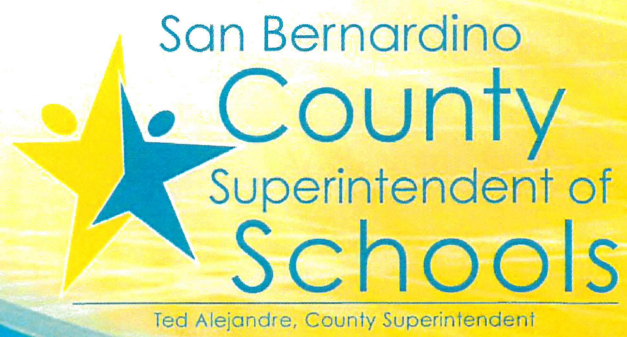
**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board accept for information the 2018-2019 Williams Settlement Annual Report.

Approved by: James Q. Hammond, Superintendent



Exhibit A



***Williams Settlement***  
**Fiscal Year 2018/2019**  
**Annual Report**  
*for*  
**Ontario-Montclair**  
**School District**

**November 2019**

**San Bernardino County Superintendent of Schools**  
***Williams* Settlement Monitoring**  
**Fiscal Year 2018/2019 Annual Report**

**Preface**

The *Williams* Lawsuit Settlement, reached and enacted into law\* in August 2004, has set the standard for providing equitable educational opportunities and closing the achievement gap in San Bernardino County and throughout California. *Williams* legislation has provided an opportunity for county and district superintendents to work collaboratively to support and assist underperforming schools to improve student achievement.

The American Civil Liberties Union filed *Williams v. California* in 2000 on behalf of the plaintiffs—nearly 100 students from San Francisco County—as a class action lawsuit against the State of California and its educational agencies. The basis of the lawsuit was that public-school agencies failed to provide public school students with equal access to instructional materials, safe and clean school facilities, and qualified teachers. The issue of equity for disadvantaged and minority students, particularly in large and urban school districts, was the crux of the case.

The settlement covered four key areas:

- **Instructional Materials**—All students, including English learners, must have sufficient access to standards-aligned instructional materials or textbooks in all core subject areas for use in class and at home.
- **Facilities**—All schools must be safe, clean, and in good repair.
- **Teacher Credentialing and Assignment**—All schools must have teachers that are appropriately certificated for their specific teaching assignment, including English Learner Authorization.
- **Public Reporting**—All schools must include information on the sufficiency of instructional materials, repair of school facilities, and teacher misassignments and vacancies in their School Accountability Report Card (SARC). Additionally, all schools must post a notice in each classroom informing parents and guardians of their right to file a Uniform Complaint regarding instructional materials sufficiency, facilities repair, and teacher vacancy or misassignments.

In Fiscal Year 2013/2014, the Local Control Funding Formula (LCFF) was implemented and made significant changes to education statute. *Williams* Settlement requirements for all schools remained in effect and were further distinguished as the first of eight state priorities that must be addressed in mandated Local Control Accountability Plans (LCAPs). This means all schools (monitored and those that are not) must continue adhering to *Williams* requirements and all districts must identify and address actions that will be taken each year to achieve and/or correct any deficiencies related to *Williams* compliance in their LCAPs.

The *Williams* legislation also requires county offices to monitor schools ranked in Deciles 1-3 currently determined by rankings on the state's Academic Performance Index reports. Fiscal Year 2018/2019 was the sixth year of the fourth cohort (typically a three-year monitoring cycle) based on the 2012 API. One hundred and forty-nine (149) schools in San Bernardino County were subject to review and received at least one site visit. Although a new accountability system is in place, the California School Dashboard, Education Code still requires county monitoring based on the 2012 Base API.

SBCSS reviewers conducted the instructional materials and facilities reviews at all monitored schools within their first four weeks of the 2018/2019 school year based on district-specific start dates. At the conclusion of the instructional materials monitoring process, there were no insufficiencies, meaning that any shortage identified at the time of visitation was resolved by the eighth week of school as required in Education Code. Overall, the county review teams found facilities conditions in good repair. Eight (8) emergency or extreme conditions were observed (four (4) of which were remedied prior to the end of the site visit) which included: three (3) cases of non-functional air conditioning systems, two (2) observances of hazardous chemicals and/or flammable materials that were not stored properly, one (1) instance where medical sharps were unsecured, one (1) scenario where major electrical equipment appeared to be improperly mounted, covered or guarded, and one (1) situation where there was major evidence of pest infestation.

The teacher assignment monitoring review identified a total of twelve (12) *classes* with a teacher without a proper English Learner authorization compared to 4,950 reported for the initial year of review (Fiscal Year 2004/2005). The twelve (12) classes are based on four teachers as the monitoring process includes secondary classroom periods where the same teacher has the potential of being accounted for multiple times. The drastic reduction in the number of classes taught by a teacher without proper authorization since inception of the *Williams* Settlement is testament to the steps districts have taken to ensure that all teachers are authorized in subject matter and authorized to serve students identified as English Learners. Districts have modified their teacher hiring practices and layoff criteria to ensure compliance with the *Williams* legislation.

A separate in-office review was conducted to evaluate each monitored school's School Accountability Report Card (SARC) for accuracy of information reported to the public pertaining to sufficiency of instructional materials and the condition of school facilities based on statutory requirements and county monitoring findings. Any inaccuracies observed were communicated and resolved by the conclusion of the review period.

\* SB 6 (Alpert), SB 550 (Vasconcellos), AB 1550 (Daucher), AB 2727 (Daucher), AB 3001 (Goldberg), AB 831 (Committee on Education)

**San Bernardino County Superintendent of Schools  
Williams Settlement Annual Report by Supervisorial District  
Fiscal Year 2018/2019**

School District	Total Enrollment	Total Schools	Bedes 1-3	Total "Good Repair" Facility Deficiencies		Remedied "Good Repair" Facility Deficiencies		Outstanding "Good Repair" Facility Deficiencies		Total "Emergency Repair" Facility Deficiencies		Remedied "Emergency Repair" Facility Deficiencies		Outstanding "Emergency Repair" Facility Deficiencies		Instructional Materials Insufficiencies		Teacher Misassignments		Inaccurate School Accountability Report Cards	
				Schools	Schools	Deficiencies	Deficiencies	Deficiencies	Deficiencies	Deficiencies	Deficiencies	Deficiencies	Deficiencies	Deficiencies	Deficiencies	Deficiencies	Deficiencies	Deficiencies	Deficiencies	Deficiencies	
<b>1st Supervisorial District</b>																					
Adelanto Elementary	8,671	16	7	59	10	49	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Apple Valley Unified	14,643	15	2	20	18	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hesperia Unified	24,132	31	7	14	4	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Needles Unified	993	6	3	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Snowline Joint Unified	7,439	12	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Victor Elementary	12,772	18	2	40	26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Victor Valley Union High	11,327	10	4	35	14	21	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0
<b>1st Supervisorial District Totals</b>	<b>79,977</b>	<b>108</b>	<b>32</b>	<b>170</b>	<b>74</b>	<b>96</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>2nd Supervisorial District</b>																					
Cucamonga	2,431	4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fontana Unified	36,335	45	17	109	53	56	5	3	3	2	2	0	0	0	0	0	0	0	0	0	0
<b>2nd Supervisorial District Totals</b>	<b>38,766</b>	<b>49</b>	<b>18</b>	<b>109</b>	<b>53</b>	<b>56</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>3rd Supervisorial District</b>																					
Barstow Unified	6,344	13	3	23	12	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Colton Joint Unified	22,014	29	11	142	42	100	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Lucerne Valley Unified	5,416	6	3	8	2	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Morongo Unified	8,616	17	3	6	2	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Redlands Unified	21,240	28	1	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
San Bernardino City Unified	52,773	88	43	212	113	99	0	0	0	0	0	0	0	0	0	0	0	0	11	0	0
Yucca-Calimesa Joint Unified	9,982	15	2	4	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>3rd Supervisorial District Totals</b>	<b>126,385</b>	<b>196</b>	<b>66</b>	<b>402</b>	<b>180</b>	<b>222</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>0</b>
<b>4th Supervisorial District</b>																					
Chino Valley Unified	28,063	34	6	14	6	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ontario-Montclair	20,606	33	16	28	17	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>4th Supervisorial District Totals</b>	<b>48,669</b>	<b>67</b>	<b>22</b>	<b>42</b>	<b>23</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>5th Supervisorial District</b>																					
Colton Joint Unified*	22,014	29	11	142	42	100	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Fontana Unified*	36,335	45	17	109	53	56	5	3	2	2	0	0	0	0	0	0	0	0	0	0	0
Rialto Unified	25,066	30	11	46	17	29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
San Bernardino City Unified*	52,773	88	43	212	113	99	0	0	0	0	0	0	0	0	0	0	0	0	11	0	0
<b>5th Supervisorial District Totals</b>	<b>136,188</b>	<b>192</b>	<b>82</b>	<b>509</b>	<b>225</b>	<b>284</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>0</b>
<b>County Totals*</b>	<b>318,863</b>	<b>450</b>	<b>149</b>	<b>769</b>	<b>347</b>	<b>422</b>	<b>8</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>

\*Table data for school districts that represent more than one Supervisorial District are unduplicated

Refer to Williams Glossary of Terms

**Ontario-Montclair School District  
Fiscal Year 2018/2019 Williams Annual Report**

School	Total Enrollment	Decile 1-3 Rank	Total "Good Repair" Facility Deficiencies	Remedied "Good Repair" Facility Deficiencies	Outstanding "Good Repair" Facility Deficiencies	Total "Emergency Repair" Facility Deficiencies	Remedied "Emergency Repair" Facility Deficiencies	Outstanding "Emergency Repair" Facility Deficiencies		Instructional Materials Insufficiencies	Teacher Missassignments	Inaccurate School Accountability Report Cards
								Facility	Facility			
Berlyn Elementary	734	1	1	1	0	0	0	0	0	0	0	0
Bon View Elementary	676	1	4	0	4	0	0	0	0	0	0	0
Central Language Academy	717	3	1	1	0	0	0	0	0	0	0	0
Dearza Middle	517	1	1	0	1	0	0	0	0	0	0	0
Del Norte Elementary	479	3	0	0	0	0	0	0	0	0	0	0
Euclid Elementary	669	3	1	1	0	0	0	0	0	0	0	0
Hawthorne Elementary	656	3	6	5	1	0	0	0	0	0	0	0
Haynes (Richard E.) Elementary	802	3	0	0	0	0	0	0	0	0	0	0
Kingsley Elementary	607	1	2	2	0	0	0	0	0	0	0	0
Mariposa Elementary	700	1	0	0	0	0	0	0	0	0	0	0
Mission Elementary	639	3	0	0	0	0	0	0	0	0	0	0
Montera Elementary	520	2	2	1	1	0	0	0	0	0	0	0
Sultana Elementary	680	2	1	1	0	0	0	0	0	0	0	0
Vernon Middle	700	3	0	0	0	0	0	0	0	0	0	0
Vineyard Elementary	748	3	8	4	4	0	0	0	0	0	0	0
Wilsey (Ray) Middle	1,003	2	1	1	0	0	0	0	0	0	0	0
<b>Subtotals</b>	<b>10,847</b>		<b>28</b>	<b>17</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Refer to Williams Glossary of Terms



## **Williams Glossary of Terms**

**Academic Performance Index (API)** – A component of the California's Public Schools Accountability Act of 1999 utilized from 1999-2013, the API measured the academic performance and growth of schools. Simply put, the API was calculated by converting a student's performance on a statewide assessment into points on the API scale. These points were then averaged across all students and all tests and the result was a school's API. The API is no longer calculated due to the launch of the new accountability system known as the California School Dashboard, which has been designed to better measure the State's educational goals based on a growth model. Currently, the California Department of Education is exploring methods for determining the lowest performing schools.

**Deciles** – Statewide ranking of schools (determined by a school's Academic Performance Index [API]) rated one through ten (lowest to highest) when compared to schools of the same type. Calculation of the API has been suspended during the development and launch of the new accountability system, known as the California School Dashboard.

**Deciles 1-3 Schools** – Schools ranked in Deciles 1-3 have the lowest statewide ranking (on a scale of one (1) to ten (10)) based on their APIs when compared to other schools of the same type across the state. The current determinant of statewide rankings is the 2012 Base Academic Performance Index Report. Deciles 1-3 schools are subject to county monitoring for compliance with the *Williams* Settlement requirements.

**Emergency Repair** – Structures or systems of a facility are in a condition that poses an emergency or urgent threat to the health and safety of pupils or staff.

**Good Repair** – Good repair is defined to mean that the facility is maintained in a manner that ensures that it is clean, safe, and functional. Good repair status is determined by a school facility inspection and evaluation instrument (known as the *Facilities Inspection Tool* [FIT]) developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria.

**Inaccurate School Accountability Report Card (SARC)** – SARCs with outstanding inaccuracies or missing information pertaining to the quality, currency and availability of sufficient textbooks and/or instructional materials and the safety, cleanliness and adequacy of school facilities. These areas are reviewed in accordance with the state's data definitions and the previous year's *Williams* visit findings. All California public schools must annually publish SARCs which contain specific information about themselves to the community allowing the public to evaluate and compare schools for student achievement, environment, resources, and demographics.

**Instructional Materials Insufficiencies** – The number of insufficiencies identified in the four core subject areas (English language arts, mathematics, science, and history-social science) at each school during the *Williams* site visits that were not corrected by the eighth week of school. Sufficient textbooks or instructional materials means, "each pupil, including English Learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home."

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**Local Control Funding Formula (LCFF)** – The current K-12 funding system that provides funding to districts based on the demographic profile of the students they serve. Implementation of the formula began in Fiscal Year 2013/2014.

**Local Control and Accountability Plan (LCAP)** – Required under the LCFF, the LCAP is a locally developed three-year plan that describes how a local educational agency (LEA) intends to meet annual goals for all pupils, including specific activities to address state and local priorities identified in Education Code.

**Local Control and Accountability Plan (LCAP) Priority 1** – One of the state-defined priorities that must be addressed in a local educational agency's (LEA's) LCAP to capture local measurement of progress for meeting *Williams* Settlement requirements, including: the degree to which the teachers of the school district are appropriately assigned and fully credentialed in the subject areas, and, for the pupils they are teaching; ensuring every pupil in the school district has sufficient access to the standards-aligned instructional materials; and school facilities are maintained in good repair.

**Outstanding "Emergency Repair" Facility Deficiencies** – The number of facility deficiencies identified as emergency repair issues that were not corrected at the time of completion of the *Williams* site visit.

**Outstanding "Good Repair" Facility Deficiencies** – The number of facility deficiencies identified as good repair issues that were not corrected at the time of completion of the *Williams* site visit.

**Remedied "Emergency Repair" Facility Deficiencies** – The number of facility deficiencies identified as emergency repair issues that were corrected prior to the completion of the *Williams* site visit.

**Remedied "Good Repair" Facility Deficiencies** – The number of facility deficiencies identified as good repair issues that were corrected prior to the completion of the *Williams* site visit.

**Teacher Misassignments** – The number of classes (with 20 percent or more English Learners) with a teacher identified during the review without a proper English Learners Authorization. *Please note secondary level teachers who are teaching more than one period with 20 percent English Learners may be counted multiple times.*

**Total "Emergency Repair" Facility Deficiencies** – The total number of facility deficiencies identified as emergency repair issues at the time of the site visit.

**Total Enrollment** – Total enrollment figures for districts overall and individual schools based on the California Department of Education's Fiscal Year 2018/2019 DataQuest District and School Enrollment Reports.

**Total "Good Repair" Facility Deficiencies** – The total number of facility deficiencies identified as good repair issues at the time of the site visit.

Rev. 10/2019

**Total Schools** – Total number of schools in each district based on the California Department of Education’s Fiscal Year 2018/2019 DataQuest District and School Enrollment Reports.

**Williams Settlement** – The American Civil Liberties Union filed *Williams v. California* on behalf of the plaintiffs (nearly 100 students from San Francisco County) as a class action lawsuit against the State of California and its educational agencies. The basis of the lawsuit was that public school agencies failed to provide public school students with equal access to instructional materials, safe and clean school facilities, and qualified teachers. The issues of equity for disadvantaged and minority students, particularly in large and urban school districts, were the crux of the case.

The *Williams* Lawsuit Settlement was reached and enacted into law in August 2004. County superintendents must annually review and report on Deciles 1-3 schools (currently based on statewide rankings from the 2012 Base Academic Performance Index) for the following:

- **Instructional Materials**—All students, including English Learners, must have sufficient access to standards-aligned instructional materials or textbooks in all core subject areas for use in class and at home.
- **Facilities**—All schools must be safe, clean, and in good repair.
- **Teacher Credentialing and Assignment**—All schools must have teachers that are appropriately certificated for their specific teaching assignment, including English Learner Authorization.
- **Public Reporting**—All schools must include information on the sufficiency of instructional materials, repair of school facilities, and teacher misassignments and vacancies in their School Accountability Report Card (SARC). Additionally, all schools must post a notice in each classroom informing parents and guardians of their right to file a Uniform Complaint regarding instructional materials sufficiency, facilities repair, and teacher vacancy or misassignments.

*Note: All schools, regardless of decile ranking, must adhere to Williams requirements.*

Rev. 10/2019

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**  
Ontario, California

December 12, 2019

**TO:** President and Board of Trustees

**FROM:** James Q. Hammond, Superintendent

**SUBJECT: Report of Enrollment, Class Size Averages and Classes Exceeding Contract Maximums**

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**REQUESTED ACTION**

Receive for Information the Report of Enrollment, Class Size Averages, and Classes Exceeding Contract Maximums.

**BACKGROUND INFORMATION**

The District annually reviews enrollment and provides a summary of class size averages and program caseloads. As of October 2, 2019, the enrollment for the 2019-2020 school year, in transitional kindergarten through eighth grade, was 20,088, with an additional 739 students attending preschool, for a total enrollment of 20,827 students attending schools in the Ontario-Montclair School District. A total of 19,319 students receive instruction in general education classes and 769 students receive instruction in special education classes. At the time of the review, there were 606 elementary classes at or below the contractual maximum class sizes and 7 elementary classes exceeded the contractual maximum class sizes. There were 937 middle school classroom sections at or below the contractual maximums and 20 middle school classroom sections that exceeded the contractual maximums. However, only 1 of the 183 middle school teacher's total student contacts exceeded the contractually agreed upon maximum of 160 student contacts.

The charts below note the contractual and class size maximums. Budgeted class sizes reflect the contractual average class size to ensure class sizes do not exceed the contractual grade level maximums.

	Class Size/Caseload Maximums	Budgeted Class Sizes
Extended Day Kindergarten	24	
Kindergarten	27	26.5
Grades 1-3	27	26.5
Grades 4-6	32	31.5
Grades 7-8	36	32
Physical Education	45	45

	Class Size/Caseload Maximums	District Wide Class Average
Special Day Class Mild/Moderate	10 – 14	10.5
Special Day Class Moderate/Severe	9 – 13	7.1
Language/Speech	50 – 60	52
Resource Specialist Program	28	19.5
Adapted PE	50 - 60	42

Prepared by: Hector Macias, Assistant Superintendent, Human Resources



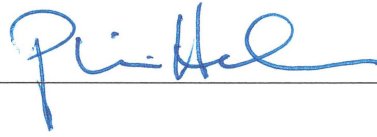
**Receive for Information the Report of Enrollment, Class Size Averages, and Classes Exceeding Desired Contract**

December 12, 2019

**FINANCIAL IMPLICATIONS**

None for this report.

Reviewed by Phil Hillman, Chief Business Official



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board Receive for Information the Report of Enrollment, Class Size Averages, and Classes Exceeding Contract Maximums.

Approved by: James Q. Hammond, Superintendent

