

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

AGENDA

Thursday, September 17, 2020

TELECONFERENCE MEETING
www.omsd.net

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



Mission Statement

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

Misión

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



Board of Trustees:

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

"Our Community, Our Children, Our Commitment, Our Future"

Ontario-Montclair School District

Board of Trustees

Elvia M. Rivas - President

Sarah S. Galvez - Vice President

Kristen Brake - Clerk

Sonia Alvarado - Member

Alfonso Sanchez - Member

Board Secretary

Superintendent

Dr. James Q. Hammond

Cabinet

Phil Hillman, Chief Business Official, Business Services

Tammy Lipschultz, Assistant Superintendent, Learning & Teaching

Hector Macias, Assistant Superintendent, Human Resources

Irma Sanchez, Executive Assistant to the Superintendent



Ontario-Montclair School District
TELECONFERENCE BOARD MEETINGS

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

While the Board of Trustees continues to hold meetings to conduct essential business during the COVID-19 pandemic, and in accordance with Governor Newsom's Executive Order, ordering Californians to shelter in place and banning public gatherings, members of the public may not attend the Board meetings in person. Public participation in the meetings will be electronic. Members of the public may listen to OMSD Board meetings in real time simulcast.

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

The OMSD Board of Trustees invites the public to continue to listen to the Board Meeting by visiting our District website at www.omsd.net

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

Open Session Public Comments on Items Listed on the Agenda:

At least twenty (20) minutes prior to the open session, email open.session.agenda.comment@omsd.net with comments to be read to those attending open session. All public comments should begin by listing the following information:

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

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

At least twenty (20) minutes prior to the open session, email open.session.nonagenda.comment@omsd.net with comments to be read to those attending open session. All public comments should begin by listing the following information:

- *Your name*

Closed Session Public Comment:

At least twenty (20) minutes prior to the closed session, email closed.session.public.comment@omsd.net with comments to be read to those attending closed session. All public comments should begin by listing the following information:

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

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

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

Distrito Escolar Ontario-Montclair

REUNIONES DE LA MESA DIRECTIVA LLEVADAS A CABO POR TELECONFERENCIA

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

Mientras que los miembros de la Mesa Directiva continúan reuniéndose para llevar a cabo asuntos esenciales durante la pandemia de la enfermedad COVID-19, y en cumplimiento con la orden ejecutiva del gobernador Newsom, en la cual se les pide a los habitantes de California que se refugien en sus hogares y prohíbe las reuniones públicas, los miembros del público no pueden asistir a las reuniones de la Mesa Directiva en persona. La participación del público en las reuniones se llevará a cabo de manera electrónica. Los miembros del público podrán escuchar las reuniones de la Mesa Directiva de OMSD en una transmisión que se llevará a cabo en tiempo real.

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

Los miembros de la Mesa Directiva de OMSD invitan al público a seguir escuchando las reuniones de la Mesa Directiva. Por favor visiten el sitio web de nuestro distrito en www.omsd.net.

La Mesa Directiva sigue valorando y alentando a los miembros del público para que hagan comentarios durante las reuniones. El personal leerá en voz alta los correos electrónicos recibidos para que el público presente sus comentarios, esto acatando los procedimientos que se mencionan a continuación. Los comentarios deben ser breves y estar escritos de manera que puedan ser leídos en cinco minutos o menos, siendo el total del tiempo para comentarios de veinte minutos o menos por tema de discusión. Para asegurar que se lea todo su mensaje, contenga su mensaje con no más de 700 palabras. Los comentarios que excedan dicha duración se remitirán a los miembros de la Mesa Directiva y estarán disponibles para la revisión pública, cuando se soliciten. Por favor recuerde que los comentarios sobre los temas que no están incluidos en la agenda de la reunión no podrán ser respondidos durante la reunión, pero los miembros de la Mesa Directiva escuchan atentamente esos comentarios y estos suelen formar parte de las discusiones que se llevan a cabo en futuras reuniones de la Mesa Directiva cuando los comentarios pueden ser incluidos en la agenda. Los miembros del público que deseen emitir comentarios durante la reunión de la Mesa Directiva deben utilizar los siguientes medios:

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

Por lo menos (20) minutos antes de que se lleve a cabo la sesión a puertas abiertas, envíe un correo electrónico a open.session.agenda.comment@omsd.net con los comentarios que desea dirigir a aquellos que asisten a la sesión a puertas abiertas. Todos los comentarios del público deben comenzar con e incluir la siguiente información:

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

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

Por lo menos (20) minutos antes de que se lleve a cabo la sesión a puertas abiertas, envíe un correo electrónico a open.session.nonagenda.comment@omsd.net con los comentarios que desea dirigir a aquellos que asisten a la sesión a puertas abiertas. Todos los comentarios del público deben comenzar con e incluir la siguiente información:

- *Su nombre*

Comentarios del público en la sesión a puertas cerradas:

Por lo menos (20) minutos antes de que se lleve a cabo la sesión a puertas cerradas, envíe un correo electrónico a closed.session.public.comment@omsd.net con los comentarios que desea dirigir a aquellos que asisten a la sesión a puertas cerradas. Todos los comentarios del público deben comenzar con e incluir la siguiente información:

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

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

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

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

TELECONFERENCE/VIRTUAL MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES
A G E N D A

Thursday, September 17, 2020

**Live audio recording of this meeting can be accessed at <https://youtu.be/DrdUPe-8Afl> or by
visiting our website at www.omsd.net.**

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

Accessibility-Special Accommodation

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

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

A. PUBLIC MEETING – 5:00 PM

BOARD OF TRUSTEES

CALL TO ORDER

_____ **Ms. Alvarado**

COMMENTS FROM THE PUBLIC

_____ **Ms. Brake**

_____ **Ms. Galvez**

CLOSED SESSION

_____ **Ms. Rivas**

_____ **Mr. Sanchez**

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

SA: _____ **KB:** _____ **SG:** _____ **AS:** _____ **ER:** _____

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

1. Personnel Actions

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

2. Conference with Legal Counsel

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

- One Case

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

D. ADOPTION OF AGENDA

Moved _____ Seconded _____ Vote _____

SA: _____ KB: _____ SG: _____ AS: _____ ER: _____

E. RECOGNITIONS/PRESENTATIONS

- 1. 2019-2020 Financial Statements (Unaudited Actuals) and Supplementary Schedules as Presented by Phil Hillman, Chief Business Official: **Presentation**
(Ref. E 1.1)

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

The Board values and encourages members of the public to make public comments during its meetings. **Staff will read out loud the emails received for public comment according to the procedures listed above.** Comments should be brief and designed to be read in five minutes or less, with total comments being twenty minutes or less per topic of discussion. In order to ensure your entire message is read, please contain your message to no more than 700 words. Any comments exceeding that length will be forwarded to Board Members and are available for public inspection upon request. Please remember that comments on items not listed on the agenda cannot be responded to during the meeting, but Board Members carefully listen to those comments and those comments often become part of the discussion of future Board meetings. **We will make every effort to read all comments received during the meeting however, any that are not read will be provided to the Board at the conclusion of the meeting.**

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

G. CONSENT CALENDAR

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

Moved _____ Seconded _____ Vote _____

SA: _____ KB: _____ SG: _____ AS: _____ ER: _____

a. Superintendent’s Office

- a1. Thursday, August 20, 2020, Regular Meeting Minutes of the Board of Trustees:
Approval (Ref. a 1.1-12)

b. Business Services

- b1. Acceptance of Warrant Registers AP 2021-0917: **Approval** *(Additional Supporting Information Available Under Separate Cover)*
- b2. Purchase Orders 001261 - 001740: **Approval** *(Additional Supporting Information Available Under Separate Cover)*
- b3. Purchasing and Contracts Report 2021-04: **Approval** (Ref. b 3.1-7)
- b4. Adoption of Resolution 2020-21-06, Actual 2019-2020 and Estimated 2020-2021 Gann Appropriations Limit: **Approval** (Ref. b 4.1-6)

c. Human Resources

- c1. Certificated Personnel Recommendations Report #CERT2021-0917: **Approval** (Ref. c 1.1-4)
- c2. Classified Personnel Recommendations Report #CLA2021-0917: **Approval** (Ref. c 2.1-8)
- c3. Memorandum of Understanding between the Ontario-Montclair School District and California School Employees Association and its Chapter #108 Regarding the Revised Salary Range for Human Resources Technician: **Approval**(Ref. c 3.1-19)
- c4. Memorandum of Understanding between the Ontario-Montclair School District and California School Employees Association and its Chapter #108 regarding 108 the Revised Salary Range for Human Resources Technician I: **Approval** (Ref. c 4.1-20)
- c5. Adoption of Resolution 2020-21-08, Recognizing October 12-16, 2020 as National School Lunch Week: **Approval** (Ref. c 5.1-2)
- c6. Adoption of Resolution 2020-21-09, Recognizing October 11-17, 2020 as Week of the School Administrator: **Approval** (Ref. c 6.1-3)

d. Learning & Teaching

- d1. Adoption of Resolution 2020-21-10, Recognizing Wiltsey Middle School for receiving Reauthorization as an International Baccalaureate World School Middle Years Program School: **Approval** (Ref. d 1.1-2)

H. DISCUSSION/ACTION/PUBLIC HEARING

Business Services

- H1. 2019-2020 Financial Statements (Unaudited Actuals) and Supplementary Schedules: **Approval** *(Additional Supporting Information Available Under Separate Cover)* (Ref. H 1.1)

Moved _____ Seconded _____ Vote _____
 SA: _____ KB: _____ SG: _____ AS: _____ ER: _____

Learning & Teaching

H2. Second Reading and Adoption of the Ontario-Montclair School District's Learning Continuity and Attendance Plan: **Approval** *(Additional Supporting Information Available Under Separate Cover)* (Ref. H 2.1-3)

Moved _____ Seconded _____ Vote _____
SA: _____ KB: _____ SG: _____ AS: _____ ER: _____

Human Resources

H3. Memorandum of Understanding between the Ontario-Montclair School District and California School Employees Association and its Chapter #108 Regarding COVID-19 Return to Work: **Approval** (Ref. H 3.1-21)

Moved _____ Seconded _____ Vote _____
SA: _____ KB: _____ SG: _____ AS: _____ ER: _____

Human Resources

H4. Adoption of Resolution 2020-21-07, Allowing Legal Provisions Authorizing Staff to Teach Local Assignments for the 2020-2021 School Year: **Approval** (Ref. H 4.1-3)

Moved _____ Seconded _____ Vote _____
SA: _____ KB: _____ SG: _____ AS: _____ ER: _____

Human Resources

H5. Memorandum of Understanding between the Ontario-Montclair School District and Ontario-Montclair Teachers Association Regarding Hours of Work-Lunch, Breaks, and Preparation Periods for Educational Specialist: **Approval** (Ref. H 5.1-14)

Moved _____ Seconded _____ Vote _____
SA: _____ KB: _____ SG: _____ AS: _____ ER: _____

Human Resources

H6. Memorandum of Understanding between the Ontario-Montclair School District and Ontario-Montclair Teachers Association Regarding Assembly Bill (AB) 212 Staff Retention Plan for State Subsidized Center Based Program: **Approval** (Ref. H 6.1-14)

Moved _____ Seconded _____ Vote _____
SA: _____ KB: _____ SG: _____ AS: _____ ER: _____

Human Resources

H7. Memorandum of Understanding between the Ontario-Montclair School District and Ontario-Montclair Teachers Association Regarding the Compensation for Special Assignments Support Provider/Mentor: **Approval** (Ref. H 7.1-16)

Moved _____ Seconded _____ Vote _____
SA: _____ KB: _____ SG: _____ AS: _____ ER: _____

Learning & Teaching

Public Hearing Opened _____ **Public Hearing Closed** _____

H8. Public Hearing regarding the Sufficiency of Instructional Materials at All Ontario-Montclair School District Schools for the 2020-2021 School Year: **Public Hearing** (Ref. H 8.1-2)

Learning & Teaching

H9. Adoption of Resolution 2020-21-11, Sufficiency of Instructional Materials at All Ontario-Montclair School District Schools for the 2020-2021 School Year: **Approval** (Ref. H 9.1-5)

Moved _____ Seconded _____ Vote _____
SA: _____ KB: _____ SG: _____ AS: _____ ER: _____

Business Services

H10. Reappointment of Measure “K” Citizens’ Bond Oversight Committee (CBOC) Members: Judith E. Jasper, Christine Pangeliana and Sergio Sahagun Sr.: **Approval** (Ref. H 10.1)

Moved _____ Seconded _____ Vote _____
SA: _____ KB: _____ SG: _____ AS: _____ ER: _____

Superintendent’s Office

H11. First Reading of Board Policies (BPs), Administrative Regulations (ARs), Board Bylaws (BBs), and Exhibits (Es): **Public Hearing** (*Additional Supporting Information Available Under Separate Cover*) (Ref. H 11.1-3)

Superintendent’s Office

BP & AR 0430: Comprehensive Local Plan for Special Education
BP 0470: COVID Mitigation Plan
BP & AR 1312.3: Uniform Complaint Procedures

Business Services

AR 3231: Impact Aid
BP & Exhibit (E) 3555: Nutrition Program Compliance

Human Resources

AR 4030: Nondiscrimination in Employment
BP & Exhibit (E) 4112.9; 4212.9; 4312.9: Employee Notifications
BP & AR 4113: Assignment
BP 4113.5; 4213.5; 4313.5: Working Remotely
BP & AR 4119.11; 4219.11; 4319.11: Sexual Harassment
AR 4119.12; 4219.12; 4319.12: Title IX Sexual Harassment Complaint Procedures
BP, AR & Exhibit (E) 4119.42; 4219.42; 4319.42: Exposure Control Plan for Bloodborne Pathogens
BP & AR 4119.43; 4219.43; 4319.43: Universal Precautions
BP 4151; 4251; 4351: Employee Compensation
BP & AR 5141.22: Infectious Diseases
BP 5141.5: Mental Health
BP & AR 5145.3: Nondiscrimination/Harassment
BP & Exhibit (E) 5145.6: Parental Notifications
BP & AR 5145.7: Sexual Harassment
AR 5145.71: Title IX Sexual Harassment Complaint Procedures

Learning & Teaching

BP & AR 6020: Parent Involvement
BP & AR 6115: Ceremonies and Observations
BP & AR 6142.7: Physical Education and Activity
BP & AR 6159: Individualized Education Program
BP & AR 6159.1: Procedural Safeguards for Special Education
BP & AR 6159.2: Nonpublic, Nonsectarian School and Agency Services for Special Education
AR 6173.4: Title VI Indian Education Program

Moved _____ **Seconded** _____ **Vote** _____
SA: _____ **KB:** _____ **SG:** _____ **AS:** _____ **ER:** _____

Superintendent’s Office

H12. Adoption of Resolution 2020-21-05, Recognizing the Month of October as School Safety Awareness Month: **Approval** (Ref. H 12.1-5)

Moved _____ **Seconded** _____ **Vote** _____
SA: _____ **KB:** _____ **SG:** _____ **AS:** _____ **ER:** _____

- I. CALL OUT OF CLOSED SESSION ACTIONS**
- J. COMMENTS AND RECOMMENDATIONS BY BOARD OF TRUSTEES**
- K. SUPERINTENDENT’S COMMENTS AND REPORT**
- L. INFORMATION/ANNOUNCEMENTS**
 - L1. Ontario-Montclair School District 2019-2020 California Physical Fitness Test Results: **Information** (Ref. L 1.1-2)

INFORMATION/ANNOUNCEMENTS (Continued)

L2. Future Agenda Items

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

L3. Next Regular Board Meeting:

October 1, 2020 at 5:30 PM (Open Session)

Teleconference Information can be found on our District Website* at www.omsd.net and on the Agenda*. *72-hours prior to the Board Meeting.

M. ADJOURNMENT

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

SA: _____ **KB:** _____ **SG:** _____ **AS:** _____ **ER:** _____

Time: _____

NOTICE: Individuals requiring special accommodations or modifications, including, but not limited to, any disabilities, including an American Sign Language interpreter or auxiliary aids and services, accessible seating, or documentation in accessible formats, should contact the Office of the Superintendent at (909) 418-6445, or designee, at least two days before the meeting date. The District hereby certifies that a public accessible copy of this agenda was posted at the Briggs Education Center, located at 950 West D Street, Ontario, California 91762, not less than 72 hours prior to this meeting. Public records related to the public session agenda that are distributed to the Board of Trustees less than 72 hours before a regular meeting, may be inspected by the public by contacting Irma Sanchez at (909) 418-6445 to make arrangements to view these records.

Presentations/Recognitions

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

September 17, 2020

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: 2019-2020 Financial Statements (Unaudited Actuals) and Supplementary Schedules

REQUESTED ACTION

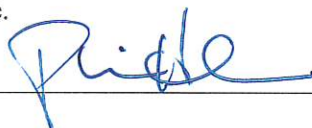
Receive for information the presentation on the 2019-2020 Financial Statements (Unaudited Actuals) and Supplementary Schedules as presented by Phil Hillman, Chief Business Official.

BACKGROUND INFORMATION

Education Code section 42100 requires the Board of Trustees approve the annual statement of all receipts and expenditures for all District funds (the "Unaudited Actuals") for the preceding fiscal year. The 2019-2020 Financial Statements are presented under separate cover.

The Unaudited Actuals are the financial statements that will be audited by the District's independent audit firm and are completed prior to audit report issuance.

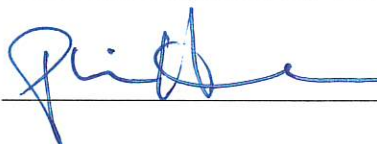
Prepared by: Phil Hillman, Chief Business Official



FINANCIAL IMPLICATIONS

The presentation of the 2019-2020 Financial Statements and Supplementary Schedules has no direct financial implications.

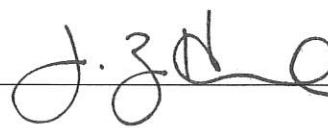
Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board receive the presentation on the 2019-2020 Financial Statements (Unaudited Actuals) and Supplementary Schedules.

Approved by: James Q. Hammond, Superintendent



Consent Calendar

(a) Superintendent's Office

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

September 17, 2020

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: Minutes of the August 20, 2020 Regular Meeting of the Board of Trustees

REQUESTED ACTION

Approve the Minutes of the August 20, 2020, 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 August 20, 2020.

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 August 20, 2020.

Approved by: James Q. Hammond, Superintendent _____



ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

REGULAR BOARD OF TRUSTEES MEETING
Thursday, August 20, 2020

MINUTES

A. CALL TO ORDER

A regular meeting of the Ontario-Montclair School District Board of Trustees was called to order at 5:01 PM by President Elvia M. Rivas. The meeting was held via Zoom and broadcast on YouTube. Live audio recording of this meeting was accessible at <https://youtu.be/89plqF2uJFE> or by visiting our website at www.omsd.net.

ROLL CALL

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

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); and Irma Sanchez, Executive Assistant to the Superintendent.

COMMENTS ON CLOSED SESSION ITEMS

No comments made.

ADJOURNED TO CLOSED SESSION

On a motion by Trustee Brake, seconded by Trustee Alvarado, the Board entered into Closed Session at 5:01 PM by a roll call vote of 5-0-0 by the Board of Trustees.

B. RECONVENE TO OPEN SESSION

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

C. PLEDGE OF ALLEGIANCE TO THE FLAG

Pledge of Allegiance was led by Hector Macias, Assistant Superintendent, Human Resources.

D. ADOPTION OF AGENDA

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

E. RECOGNITIONS/PRESENTATIONS

1. Presentation on the Highlights of the Ontario-Montclair School District's Summer Programs, Services and Preparation for the New School Year as Presented by Dr. James Q. Hammond, Superintendent and Cabinet.

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

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

John Egan President, OMTA

Good evening Trustees, President Rivas, Dr. Hammond, and cabinet, and those listening in.

First, I want to thank the District and the Board of Trustees for finally acknowledging that teachers should have the availability to work from home during this pandemic. This was a good decision. The District inadvertently made teachers more vulnerable during this health crisis, by having teachers instruct virtually from school site, and report to school to do parent/student orientations, as well attend multi-assessment events that RSP teachers and SLPs were asked to do at Linda Vista earlier during this pandemic. The latter, by the way, should have been broached with OMTA before implementing this event with bargaining unit members.

As most of us know assessments are crucial to Special Education. It is imperative that we give choice to those special educators as far as giving assessments during the pandemic. A recent survey of special education professionals in OMSD was informative. Of 139 special educators (which is a substantial representation), it was almost evenly divided between in-person and online assessments. It is clear that there continues to be a need of choice for those professionals to do their work safely, and in a manner they deem safe, not what the District deems safe. I know we recently had a discussion to do in-person assessments at school sites, but after receiving a number of emails from those would be giving these assessments, I am now having second thoughts. I know the SPED department clearly advocates for in-person assessments as opposed to online assessments, but if those professionals giving assessments believe that they can deliver effective assessments online then they should be allowed to do so. There should be no one on a school site that does not want to be there.

I want to thank all those teachers who took the time to voice their professional opinions and concerns about their current working conditions to the District. However, there are other concerns members had after writing the board trustees about their concerns. Teachers have reported back that Mr. Hector Macias was responding back, and not the trustees. The response from Mr. Macias was, "I am designated by Dr. Hammond to respond on behalf of the Board of Trustees to acknowledge receipt of you concern. This matter will be reviewed and shared with the Board."

I can't speak for the board, but if I were a board member, I would like to know that I have a direct and personal pipeline to those I serve, and not an intermediary that could possibly intercept or miscommunicate important information in order for me to make informed decisions.

Trustees are supposed to be accessible to not only teachers, but mainly community members. The fact that a community member might take the time to find a board members' contact information to ask for help or information, and get a cabinet member instead is disconcerting, and raises speculation. Which raises another concern:

Doing some research, I found that 40 of the 52 schools in San Bernardino and Riverside counties have their trustees' contact info on their web site. OMSD is one of the 12 where there is no evidence of contact info for the Trustees. I am hoping that this is just an oversight and will be rectified soon. Thank you for your time, and stay safe...

Chris Vargas-Rojas, President, of the California School Employees Association (CSEA) Chapter #108 Ontario-Montclair

Good evening Board President Rivas, Board Members, Dr. Hammond, Cabinet, and Community,

(Ref. a 1.3)

The premise that classified employees are the backbone of our District is now more evident than ever before. These past couple of months have highlighted the grit, perseverance, support, and passion all 130+ classifications in our bargain unit provide to our District, our students, and our community. This global pandemic forced everyone to adapt into doing things differently and I could not be more proud of how our classified employees acclimated and rose to this challenge.

Classified employees continued to thrive and accomplish many unprecedented feats. Our Info. Services Technicians prepared all of the chrome books for our students to access distance learning. Our Custodians cleaned every carpet and waxed every floor at school sites. Our School Office Assistants prepared records, enrollment information, school calendars, and schedules to start the school year. And, our Food and Nutrition Assistants prepared, packed, and passed out lunches to our students and the community, even while students were on summer break. These classifications are just a few examples of how classified employees rose to the challenge, and with a friendly smile, continued to provide their essential service.

Classified employees understand and recognize their value. This is why classified employees come to work every morning, with pride, and offer a positive customer service experience, without hesitation. As such, valuing and appreciating the essential role classified employees provide should never go without saying and, more importantly, go without demonstrating.

At the April 16, 2020, Board of Trustee Meeting, the Board took action to adopt of Resolution 2019-20-23, Notification of Classified Layoffs, providing layoff notifications to thirty-three classified employees. Through a collaborative effort and negotiations, the District showed their support for classified employees by rescinding those layoffs, identifying Out-of-Class Assignments, and bringing those classified employees back to work. The Association is grateful for Dr. Hammond's and the OMSD Board of Trustees' commitment and leadership to classified employees. Those employees will no longer need to worry about having their jobs eliminated, health benefits cuts, and finding a new job, especially during this pandemic. This is an example of how the District shows their value and appreciation to classified employees.

The Association would also like to thank Mr. Hector Macias for his leadership and support. The many last minute meetings, after hour phone calls, and countless follow-up emails allowed for the identification of common ground and the ability to complete these agreements. These agreements could not have occurred without the dedication and commitment.

I know there may be a recent sentiment of how the District may not value classified employees, because of recent events and decisions, however actions speak louder than words and tonight, we celebrate yet another agreement that shows fundamental support for classified employees. Right now, the road ahead may look uncertain, but our contract, provisions, and the collective bargaining process will prevail. Our contract was first adopted in 1955. A lot has happened since then but now, 65 years later, it remains the foundation for all Association and District business.

To our union members and to those community members in the audience, CSEA's commitment is to support all classifications by following the provisions in our contract and by collectively collaborating with all stakeholders through the negotiations process. Our goal is to support all classifications in our union not just those in a vocal minority. The views and comments of some does not deter us from our overall goal. Trust the process, though it may seem slow and tedious, because we cannot afford to make any mistakes.

I will remain optimistic that both the Association and the District will diplomatically continue to work together, through the negotiations process, to negotiate on future agreements. Thank you.

Dylan Turner

I am submitting this statement as a public comment under item F. It concerns OMSD's decision last month to return to school under a distance-learning model while requiring its employees to report to work. I would like to have my name withheld as I am an employee of OMSD.

Earlier this week, Dr. Hammond decided to close the school site Corona Elementary after a confirmed COVID-19 case. However, when another campus (Lincoln) reported its first confirmed case the week before, OMSD continued to have teachers and staff report to work on site. Prior to the first confirmed case at Lincoln, some staff members had been sent home with COVID symptoms. Several more Lincoln staff members were sent home after prolonged exposure to symptomatic individuals, due to a combination of close working quarters and in some cases blatant disregard for established safety guidelines. The "solution" in this instance was ordering classroom aides and paraprofessionals to work from home for two weeks and return to work on August 24. The difference between the responses at these two schools is just one example of the lack of a district-wide protocol for the next time an employee tests positive.

In fact, just yesterday, Dr. Hammond announced that all certificated staff able to perform their job duties remotely will (effective August 19) be given the option to work from home either full- or part-time. While much about this pandemic has been unpredictable, the District could and should have assumed that the risks that forced employees to be sent home and schools to close would have been present when employees were asked to return. The District's decision was incautious given local COVID data. One month ago, employees voiced concerns to the Board about returning to work too soon. Positive tests and subsequent exposure caused by having employees return (while most local districts did not) were avoidable. OMSD should allow its contract and classified staff the same option to work from home if they are able to meet their performance standards. One month ago, the District failed to consider that several employees do not have an individual/personal working space at their school site. When the determination was made to begin this school year online, many teachers and staff members were prepared for that likelihood. We had watched as the COVID health crisis continued to worsen on a national scale and understood the danger of returning to work in-person. The decision to force teachers, service providers, and other staff to return was made in haste after many employees spent their money and time preparing at-home work spaces. One month ago, employees were told that HR would handle work from home requests. Unfortunately, emails and phone calls to HR have been ignored and safety measures on school sites have been inadequate. It is unfair that employees who have been staying home as much as possible have been forced to put themselves and their families at unnecessary risk. The decision to allow certificated employees the option to work from home corrects part of the problem; however, many employees, including instructional aides and specialized service providers--who are able to perform their job duties remotely--are not certificated and have therefore not been afforded this option. Allowing certificated employees the option to work from home is a step forward after several unnecessary steps backward, and now we hope that the Board will have the foresight to allow additional employees to work from home and avoid further risk, as they could have one month ago.

Anonymous

OMSD must allow for instructional aides, service providers, and non-certificated employees to work from home until we have evidence that supports a safe return to school and sufficient virus transmission mitigation strategies in place. I continue to be horrified by the lack of seriousness with

(Ref. a 1.5)

which OMSD is handling COVID-19 transmission mitigation among staff - the people who are the very backbone of education in the district. We are in the middle of a historic pandemic, and all it takes is a review of the science and common sense to know that this is not going to be over soon.

My loved one is currently needlessly putting her life on the line by going to work on campus, for absolutely no reason at all. It breaks my heart every day to see her do this. She can continue to do her excellent work from the safety of home, but because she is not certificated, she has not been given this option. This is unfair and utterly indefensible.

Schools and the decisions made by districts are symbolically impactful for the surrounding communities. They encourage people to understand the gravity of moments in time. We've already lost time and ground, but it's not over. This can be OMSD's opportunity to set a strong example - for the jurisdiction, for the IE, and even for Southern California - by adopting policies that are evidence-based and proactive. This necessarily includes allowing non-certificated staff to work remotely. As we always tell our children, we are responsible for setting a strong example. By expanding remote learning, we'll not only be protecting human lives, but also sending a clear message to our communities - very importantly including communities of color - that this is a serious matter that needs to be treated as such.

And bluntly put, these staff members need to survive in order to help students adjust to our forever transformed learning environments once science shows that it is safe for in-person schooling to resume. We owe our best protections to these members of the OMSD family.

Marnie Hutton

Thank you so much! If you know anyone who is willing to help, please share! You can use this template or make it your own. Send it by August 19th to... open.session.agenda.comment@omsd.net

Dear Ontario Montclair School Board, I thank you for your service to our district and the children of our community. As a teacher I know a huge responsibility it is serving our students and families. Our current situation with COVID-19 is certainly challenging us all to a new level of service. As one who has been working diligently to make online teaching/learning successful, I have a request of you.

I believe teachers (and all staff not required on sites) ought to be able to work from home. I know some teachers prefer to be in their classrooms where they feel they have needed materials. And while it is possible to meet with HR and be approved to work from home for a very few reasons, I believe all teachers ought to be able to make this choice without special approval from HR. There are MANY teachers who wish to work from home for a variety of reasons. Here are just a few of them:

**Though we are not technically on a lockdown, many of us feel safer if we stay home as much as we can. Every time we leave the house we take a chance (an unnecessary one if we have no students physically present in the room) on coming in contact with the virus.*

**Going to my site and sitting in an empty classroom to teach students online is unnecessary since all the materials I need can be accessed online.*

**The drive for many of us is long and if I am able to work from home I will save the cost of transportation (and what that does to the environment) if I do not have the commute.*

(Ref. a 1.6)

Please consider allowing teachers to make this decision for themselves. Working with administration at our sites, online, we will be able to ensure students get the best online education possible because their teachers are in the most comfortable, safe teaching environment possible. Thank you for your time, signature... Marnie Hutton Corona Elementary, 3rd Grade

Anonymous

I am a Special Education Teacher within OMSD, but do not wish to disclose my name at the moment.

Hello Board Members, I'm writing to express concerns with the direction our district & the Special Education Department is taking by continuing to force Special Education Teachers and Service Providers to still administer in-person student assessments during this pandemic, even though many of us signed voluntary Work from Home agreements this past Tuesday. I am 100% against this and I know many special education teachers & service providers within our district are as well! Let it be made clear that many neighboring districts have paused in-person special education assessments or are conducting virtual assessments. Cases of COVID continue to rise in our county and in the city of Ontario. It is not safe for SPED teachers and service providers to spend hours administering in-person assessments to students. We are being given very few choices, either put our students and our lives at risk by testing at Linda Vista or at our school site. There was a site within our district that had 2 positive COVID cases this week and many people expressed concerns with unsafe working conditions at Linda Vista. For this reason, I do not feel safe spending numerous hours testing students at my site nor at any other school during this Online Learning period. In-person assessments during this time means we will continue to be in close contact with students, increase our risk of infection, and expose our student's to emotional distress.

I hope you take this major issue into consideration in order to ensure the safety of our special education students and staff.

Natalie Cantos

Dear Dr. Hammond and Distinguished members of the School Board, I thank you for your service to our district and the children of our community. As a teacher I know a huge responsibility it is to serve our students and families.

Our current situation with COVID-19 is certainly challenging us all to a new level of service. As one who has been working diligently to make online teaching/learning successful, I want to thank you for allowing staff able to work from home to do so at their discretion. I believe teachers (and all staff not required on sites) ought to be able to work from home for their own safety and the safety of others.

I know some teachers prefer to be in their classrooms where they feel they have needed materials. And while it is possible to meet with HR and be approved to work from home for a very few reasons, I believe all teachers ought to be able to make this choice without special approval from HR, and again thank you for making this happen as of tonight.

There were MANY teachers who wished to work from home for a variety of reasons. Some staff have medical reasons, some have child care or elderly care issues.

Allowing teachers to take care of their needs first will allow them to attend to their students in the best way possible. Their cup will be fuller so they can best serve our district. Trusting in teachers to

(Ref. a 1.7)

make this decision promotes safety, builds trust, and fosters morale. Thank you for putting faith in teachers and other staff to make this personal and professional decision on their own. You have increased the choice among our district staff, by immulating what other neighboring districts chose from the on-set.

Working with administration from home or from our site online, we will be able to ensure students get the best online education possible because their teachers are in the most comfortable, safe teaching environment possible. Thank you for your time, Natalie Cantos- Del Norte Elementary School – Grade 3.

G. CONSENT/INFORMATION CALENDAR

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

a. Superintendent’s Office

APPROVED, Agenda Item a1, Thursday, July 16, 2020, Regular Meeting Minutes of the Board of Trustees;

APPROVED, Agenda Item a2, Second Reading and Adoption of Board Policy 6158 – Independent Study;

b. Business Services

APPROVED, Agenda Item b1, Purchase Orders 000249-000769: *(Additional supporting information was made available under separate cover)*;

APPROVED, Agenda Item b2, Purchase Orders 000770-001260: *(Additional supporting information was made available under separate cover)*;

APPROVED, Agenda Item b3, Purchasing and Contracts Report 2021-03;

APPROVED, Agenda Item b4, Acceptance of Gift/Donations;

APPROVED, Agenda Item b5, Budget Adjustments – July 2020;

c. Human Resources

APPROVED, Agenda Item c1, Certificated Personnel Recommendations Report #CERT2021-0820;

APPROVED, Agenda Item c2, Classified Personnel Recommendations Report #CLA2021-0820;

APPROVED, Agenda Item c3, Revised 2020-2021 School Year Calendar;

d. Learning & Teaching: None

H. DISCUSSION/ACTION/PUBLIC HEARING

Learning & Teaching

Upon a motion by Trustee Brake, and seconded by Trustee Galvez, the Board of Trustees **APPROVED, Agenda Item H1**, Adoption of Resolution 2020-21-04, Independent Study Courses Certification, by a roll call vote of 5-0-0 by the Board of Trustees.

Learning & Teaching

The **Public Hearing** opened at 6:38 PM. for public comments of **Agenda Item H2**, Public Hearing regarding the Ontario-Montclair School District's Learning Continuity and Attendance Plan. The Public Hearing closed at 6:39 PM. There were no comments made.

Human Resources

Upon a motion by Trustee Brake, and seconded by Trustee Alvarado, the Board of Trustees **APPROVED, Agenda Item H3**, Provisional Internship Permit for Kimberly Murillo, by a roll call vote of 5-0-0 by the Board of Trustees.

Human Resources

Upon a motion by Trustee Sanchez, and seconded by Trustee Brake, the Board of Trustees **APPROVED, Agenda Item H4**, Memorandum of Understanding between the Ontario-Montclair School District and Ontario-Montclair Teachers Association Regarding the Agreement to Hold Harmless Nurse Annual Compensation, by a roll call vote of 5-0-0 by the Board of Trustees.

I. CALL OUT OF CLOSED SESSION ACTIONS

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

J. BOARD OF TRUSTEES COMMENTS AND RECOMMENDATIONS

Trustee Brake shared her appreciation to all OMSD employees and sends her well wishes to the students and families who are adapting to the remote learning and that she appreciates everyone working collaboratively.

Trustee Sanchez welcomed everyone back to school and encouraged everyone to stay safe and for students to continue with studies.

Trustee Alvarado welcomed everyone back to school and shared that she has three (3) children who are still adjusting to online learning. She shared that it has not been easy and that she appreciates everyone working together and being patient with one another. She thanked everyone who did reach out to her via email and she appreciates the communication. Trustee Alvarado shared that the District and Board remain focused on student and staff safety and asks for everyone's patience and understanding.

Trustee Galvez welcomed everyone back to school and thanked everyone for their contributions and collaboration. She asked for everyone to hang in there and stay safe.

Trustee Rivas welcomed everyone back to school and thanked everyone for their contributions in making the return to school a successful effort. Trustee Rivas thanked those who reached out and expressed her gratitude for their input. She shared that everyone is working hard to ensure safety for all and reminded everyone to observe all the safety protocols and that everyone be kind to each other.

(Ref. a 1.9)

K. SUPERINTENDENT'S COMMENTS

Superintendent Dr. Hammond share that anonymous comments are hard to address because it is difficult to gather complete information to make the best decision but he shared he wanted to address some of the public comments to provide clarity in communications. Below are some highlights of the additional areas he addressed:

- Superintendent Dr. Hammond shared that those who have special circumstances, the District already has processes in place for making accommodations (modified schedules/assignments) and that the District had already been working with many employees to make accommodations to work from home. These process will help determine who can do their essential functions remotely and who needs to do those from on site locations.
- Superintendent Dr. Hammond addressed a one size fits all for all school sites recommendation made by an anonymous public comment. Superintendent Dr. Hammond shared that even when schools get shut down, learning is still taking place and schools are still operational and that functions are taking place remotely. Superintendent Dr. Hammond shared that schools are an essential function and that District is required to continue to operate and deliver services to the communities we serve. The District has safety guidelines and regulations in place and that there is a personal responsibility to adhere to these guidelines and regulations. Superintendent Dr. Hammond share that there are people not adhering to these guidelines and those things do need to be reported so that they can be addressed.
- Superintendent Dr. Hammond briefly explained that a confirmed case of COVID does not necessarily mean a school closure is required. The CDE guidelines provide various recommendations on how to address a possible and/or confirmed COVID case and within each of the categories there are individual means for addressing these based on individual case information that is available to the District with contact tracing guidelines. Superintendent Dr. Hammond shared that it is a complex matter with many things that have to be considered along the way. Superintendent Dr. Hammond clarified that in most cases, closures or changes are made out of an abundance of caution and to prioritize safety and in the best interest of our OMSD employees.
- Superintendent Dr. Hammond addresses the Special Education concern for providing the one-on-one assessments in person or remotely and he expressed his frustration in that collaboration had taken place with the Association President to find an amicable solution which the OMTA President had agreed upon as early as the day before this Board Meeting. Superintendent Dr. Hammond shared that arrangements had been made to meet the conditions agreed upon in these discussions. Superintended Dr. Hammond also expressed his concerns about having the OMTA President walk away with a verbal understanding when the meeting ended, and choose to not go back to the group who he was negotiating with but rather, choose to wait until public comments to change course. Superintendent Dr. Hammond commented on the perception that negotiations would be taking place in public.
- Superintendent Dr. Hammond shared that the COVID landscape is fluid and rapidly changing and when the District negotiated an MOU for Return to Work amidst the COVID pandemic, with OMTA and in collaboration with the OMTA President, the landscape was different. The

adjustments were being made, but the communication with staff that needs to take place by the Association President simply isn't happening. Superintendent Dr. Hammond expressed his gratitude for the hard working teachers in OMSD and also expressed concerns for the miscommunications that are occurring by OMTA and he requested time on the Rep Council Meetings Agenda for himself or a member of his cabinet to share information and address concerns that may arise given the miscommunication that is occurring. He shared it would be particularly helpful given that the Association President has not made himself available to participate in the important dialogue that should have the teacher stakeholder input. Superintendent Dr. Hammond expressed his frustration with the tactics utilized when he is seeking communication and input from OMTA. Superintendent Dr. Hammond shared that the current landscape in education is unprecedented and difficult and that he looks forward to working collaboratively with all stakeholders to ensure learning continues with safety at the forefront.

- Superintendent Dr. Hammond thanked Toyota Parts Distribution Center in Ontario for their generous donation of car seats which our Family and Collaborative Services Department helped to distribute to families in need.
- Superintendent Dr. Hammond congratulated all 32 OMSD schools for having received the "Californian PBIS Community Cares" Award for 2019-2020 along with our very own Buena Vista Friends Parent Teacher Organization, Food & Nutrition Services, Feed the Children, the Inland Empire United Way Kids Pack Program, Love for Humanity, and the OMSD Family & Collaborative Services for also being recognized with this distinction.
- Superintendent Dr. Hammond closed by thanking everyone for their patience and flexibility during these challenging times and recognized that many of our OMSD family members are all experiencing different challenges and asked for love and compassion during these difficult times.

INFORMATION/ANNOUNCEMENTS

- L1. Received for information the 2019-2020 Williams Fourth Quarter Findings Report.
- L2. Received for information the 2019-2020 Williams Fourth Quarter Uniform Complaint Report Summary.
- L3. Received for information the San Bernardino County Superintendent of School's Review of Ontario-Montclair School District's 2020-2021 Adopted Budget.
- L4. Future Agenda Items
(Request for Board consideration must be submitted in writing and meet the criteria as indicated in Board Bylaw 9322)
- L5. Next Regular Board Meeting:
September 17, 2020 at 5:30 PM (Open Session)
Teleconference Information can be found on our District Website* at www.omsd.net and on the Agenda*. *72-hours prior to the Board Meeting.

L. ADJOURNMENT

On a motion from Trustee Galvez and a second by Trustee Brake, the Board Meeting was adjourned at 7:02 PM, by a roll call 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: Irma Sanchez, Executive Assistant to the Superintendent.

Consent Calendar

(b) Business Services

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

September 17, 2020

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: **Purchasing and Contracts Report (PCR 2021-04)**

REQUESTED ACTION

Approve the contracts listed in the Purchasing and Contracts Report (PCR 2021-04).

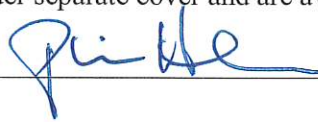
BACKGROUND INFORMATION

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.

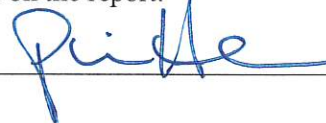
Prepared by: Phil Hillman, Chief Business Official



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 2021-03).

Approved by: James Q. Hammond, Superintendent



Purchasing and Contracts Report (PCR 2021-04)

September 17, 2020

The following contracts are included in the September 17, 2020 agenda and are available under separate cover:

1. Notice of Completion for PO 000417 with **HENRY BUSH PLUMBING HEATING AND AIR CONDITIONING** for hand wash station installations at Buena Vista, El Camino and Hawthorne elementary schools. At a final cost of \$21,600. [Originator: Purchasing/Fund: General]
2. Notice of Completion for PO 000421 with **PRO FAB CONSTRUCTION INC.**, for rebuilding portable foundations at Elderberry Elementary School. At a final cost of \$19,500. [Originator: Purchasing/Fund: General]
3. Notice of Completion for PO 000537 with **REDWOOD PLUMBING & ENGINEERING** for hand wash station installations at various sites. At a final cost of \$34,754. [Originator: Purchasing/Fund: General]
4. Notice of Completion for PO 000540 with **PRO FAB CONSTRUCTION INC.**, for rebuilding portable foundations at Lehigh Elementary School. At a final cost of \$33,450. [Originator: Purchasing/Fund: General]
5. Notice of Completion for PO 000865 with **ESKIMO AIR** for heat pump upgrade at Vina Danks Middle School. At a final cost of \$23,724.64. [Originator: Purchasing/Fund: General]
6. Notice of Completion for PO 000867 with **CANAM ERGONOMICS INC.**, for front office reception center furniture at De Anza Middle School. At a final cost of \$16,922.34. [Originator: Purchasing/Fund: General]
7. Notice of Completion for PO 000905 with **INTEGRATED DEMOLITION AND REMEDIATION INC.**, for asbestos abatement at Serrano Middle School. At a final cost of \$21,375. [Originator: Purchasing/Fund: General]
8. Notice of Completion for PO 404212 with **REDWOOD PLUMBING & ENGINEERING** for backflow corrections at Ramona Elementary School. At a final cost of \$22,954. [Originator: Purchasing/Fund: General]
9. Notice of Completion for PO 404260 with **PRIME PAINTING CONTRACTORS, INC.**, for interior painting at Euclid Elementary School. At a final cost of \$36,000. [Originator: Purchasing/Fund: General]
10. Contract C-201-035 with **ABA WORKS LLC./WESTSIDE BEHAVIORAL GROUP** to conduct specialized psycho-educational assessments and services to students in the special education program per students' Individualized Education Program (IEP) plan or per the recommendation of designated staff. Effective July 1, 2020 through June 30, 2021. Total cost not to exceed rates listed on rate sheet. [Originator: OMSD SELPA/Fund: Special Education/SELPA]
11. Contract C-201-038 with **IEE4KIDS LLC.**, to conduct specialized psychological assessments and services to students in the special education program per students' Individualized Education Program (IEP) or per the recommendation of designated staff. Effective September 1, 2020 through June 30, 2021. Total cost not to exceed \$40,000. [Originator: OMSD SELPA/Fund: Special Education/SELPA]

Purchasing and Contracts Report (PCR 2021-04)

September 17, 2020

12. Contract C-201-039 with **GLOBAL PLACEMENT PARTNER** to provide Speech Language Pathologist, Speech-Language Pathologist Assistant, Occupational Therapist, Physical Therapist, Psychologist, Certified Occupational Therapist Assistant, Registered Nurse and/or Licensed Vocational Nurse on an-as-needed basis. Effective September 1, 2020 through June 30, 2021. Total cost not to exceed \$100,000. [Originator: OMSD SELPA/Fund: Special Education/SELPA]
13. Contract C-201-050 with **MCKEE MUSIC THERAPY SERVICES, LLC.**, to provide specialized assessments and/or services in the area of music therapy to students in special education programs per their Individualized Education Program (IEP) plan or per the recommendation of designated staff. Effective July 1, 2020 through June 30, 2021. Total cost not to exceed \$20,000. [Originator: OMSD SELPA/Fund: Special Education/SELPA]
14. Contract C-201-068 with **SYNAPSE ADVANCED AUDIOLOGY, INC.**, to conduct specialized audio logical assessments and services to students in the special education program per students' Individualized Education Program (IEP) plan or per the recommendation of designated staff. Effective July 1, 2020 through June 30, 2021. Total cost not to exceed \$40,000. [Originator: OMSD SELPA/Fund: Special Education/SELPA]
15. Contract C-201-101 with **NJA THERAPY SERVICES, INC.**, to provide occupational therapy and physical therapy assessments and/or related services to students in the Special Education program. Effective July 1, 2020 through June 30, 2021. Total cost not to exceed rates listed on rate sheet. [Originator: OMSD SELPA/Fund: Special Education/SELPA]
16. Contract C-201-123 with **SYMBALOO B.V.** for a visual bookmarking tool (Symbaloo) for teachers to organize web resources. Effective October 5, 2020 through October 4, 2021. Total cost not to exceed \$1,799. [Originator: Information Services/Fund: General]
17. Contract 201-149A with **SCHOOL PORTRAITS BY ADAMS PHOTOGRAPHY, INC.**, to provide outdoor photography services for the 2020-2021 school year at Haynes Elementary School. Effective September 1, 2020 through June 30, 2021. At no cost to the District. [Originator: Business Services]
18. Contract C-201-150 with **ZEARN, INC.**, for an adaptive personalized online learning math curriculum for Vineyard Elementary School. Effective August 25, 2020 through June 30, 2021. Total cost not to exceed \$2,500. [Originator: Business Services/Fund: General]
19. Contract 201-151 with **STUDIO 1** to provide outdoor photography services for the 2020-2021 school year at Berlyn, Bon View, Corona, Del Norte, Edison, El Camino, Elderberry, Euclid, Hawthorne, Kingsley, Mission, Moreno and Vista Grande elementary schools and De Anza and Vernon middle schools. Effective September 1, 2020 through June 30, 2021. At no cost to the District. [Originator: Business Services]
20. Contract C-201-211 with **TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY, an AGENCY OF THE STATE OF CALIFORNIA, on behalf of the CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS** for clinical affiliate agreement. University students enrolled in the university's Master of Social Work Program will assist OMSD mental health providers in providing appropriate mental health education and services to OMSD students, staff, families and community. Effective July 1, 2020 through June 30, 2023. At no cost to the District. [Originator: Human Resources]

Purchasing and Contracts Report (PCR 2021-04)

September 17, 2020

21. Contract C-201-212 with **TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY on behalf of CALIFORNIA STATE UNIVERSITY LONG BEACH** for clinical affiliate agreement. University students enrolled in the university's Graduate/Undergraduate Social Work Program will assist OMSD mental health providers in providing appropriate mental health education and services to OMSD students, staff, families and community. Effective July 1, 2020 through June 30, 2023. At no cost to the District. [Originator: Human Resources]
22. Contract C-201-215 with **BIDDLE CONSULTING GROUP, INC.**, to provide TestGenius Online Testing for the capability of completing assigned tests remotely to determine applicant's proficiency. Effective August 20, 2020 through August 19, 2021. Total cost not to exceed \$4,725. [Originator: Human Resources/Fund: General]
23. Contract C-201-231 with **CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA** to provide teaching experience, field work and internship for students enrolled in teacher training curricula. Effective July 1, 2020 through June 30, 2023. At no cost to the district. [Originator: Human Resources]
24. Contract C-201-235 with **SCREENCASTIFY, LLC.**, for Student Mobile Device management. Effective September 17, 2020 through September 16, 2021. Total cost not to exceed \$24,000. [Originator: Information Services/Fund: General]
25. Contract C-201-236 with **IMAGE ONE** for RocketScan software and hardware maintenance service agreement for scanning and processing meal applications and LCFF automated eligibility claim forms. Effective July 1, 2020 through June 30, 2021. Total cost not to exceed \$5,100. [Originator: Food & Nutrition Services/Fund: Cafeteria]
26. Contract C-201-238 with **CALIFORNIA DEPARTMENT OF EDUCATION** to accept funding for Federal Grant: Education for Homeless Children and Youth Program. Effective July 1, 2020 through September 30, 2021. Grant in the amount of \$168,000. [Originator: Learning & Teaching/Fund: General Restricted]
27. Contract C-201-239 with **CDW GOVERNMENT, LLC.**, for VoIP Districtwide network systems monitoring. Effective September 17, 2020 through September 16, 2021. Total cost not to exceed \$13,079. [Originator: Information Services/Fund: General]
28. Contract C-201-240 with **EDGENUTTY INC.**, for end user licenses for the Odyssey software to be used at the E3 Virtual Academy. Effective September 1, 2020 through August 31, 2021. Total cost not to exceed \$7,000. [Originator: Learning & Teaching/Fund: General]
29. Contract C-201-241 with **CITY OF MONTCLAIR** for the Ontario-Montclair School District to serve as Case Manager for the Family & Collaborative Services Montclair in delivering mental health, counseling and community services. Effective July 1, 2020 through June 30, 2021. OMSD to be reimbursed at \$4,178 per month. [Originator: Learning & Teaching/Fund: General Restricted]
30. Contract C-201-242 with **CURRICULUM ASSOCIATES** for vendor to share diagnostic and instruction student data with eduClimber/Illuminate to provide teachers with valuable data on student growth in reading and math. Effective August 1, 2020 through June 30, 2021. At no cost to the District. [Originator: Learning & Teaching]
31. Contract C-201-243 with **CODESTERS** for licenses to curriculum in support of District's coding program. Effective August 1, 2020 through June 30, 2021. Total cost not to exceed \$3,500. [Originator: Learning & Teaching/Fund: General]

Purchasing and Contracts Report (PCR 2021-04)

September 17, 2020

32. Contract C-201-244 with **NOVA SOUTHEASTERN UNIVERSITY, INC.**, to provide clinical education fieldwork or student teaching opportunities for Speech Language Pathologist, Physical Therapist, Occupational Therapist, School Counselors, and Teachers. Effective August 1, 2020 through July 31, 2021. At no cost to the District. [Originator: Human Resources]
33. Contract C-201-245 with **CALIFORNIA BAPTIST UNIVERSITY** to provide teaching experience through practice teaching to students enrolled in the Student Teaching/Clinical Practice; Teaching Internship; School Psychologist Practicum/Pre-Internship Fieldwork (450 hours); School Psychologist Final Fieldwork/Internship (1200 hours) and School Counseling Internship and Fieldwork programs. Effective July 1, 2020 through June 30, 2025. At no cost to the District. [Originator: Human Resources]
34. Contract C-201-246 with **WAXIE SANITARY SUPPLY** for maintenance agreement on floor scrubber janitorial machine at Nadine-Griff Mack Nutrition Center. Effective July 1, 2020 through June 30, 2021. Total cost not to exceed \$1,000. [Originator: Food & Nutrition Services/Fund: Cafeteria]
35. Contract C-201-247 with **GREAT MINDS** for digital curriculum to support remote learning. Effective August 1, 2020 through June 30, 2021. Total cost not to exceed \$97,000. [Originator: Learning & Teaching/Fund: General]
36. Contract C-201-248 with **EMS LINQ, INC.**, to provide software as a service for online catering and web hosting for Food & Nutrition Services. Effective July 1, 2020 through June 30, 2021. Total cost not to exceed \$995. [Originator: Food & Nutrition Services/Fund: Cafeteria]
37. Contract C-201-249 with **CDW GOVERNMENT, LLC.**, for iPad project management, configuration and delivery. Effective August 24, 2020 through August 23, 2021. Total cost not to exceed \$63,252. [Originator: Information Services/Fund: General]
38. Contract C-201-250 with **STATE OF CALIFORNIA Acting through the TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY, on behalf of the CALIFORNIA STATE UNIVERSITY FULLERTON** for clinical affiliate agreement. University students enrolled in the university's Master of Social Work Program will assist OMSD mental health providers in providing appropriate mental health education and services to OMSD students, staff, families and community. Effective July 1, 2020 through June 30, 2023. At no cost to the District. [Originator: Human Resources]
39. Contract C-201-251 with **NEARPOD, INC.**, for a District license for access to instructional learning. Effective August 31, 2020 through August 30, 2021. Total cost not to exceed \$68,000. [Originator: Information Services/Fund: General]
40. Contract C-201-252 with **PEARDECK, INC.**, for a license for interactive presentation software. Effective September 1, 2020 through August 31, 2021. Total cost not to exceed \$63,000. [Originator: Information Services/Fund: General]
41. Contract C-201-253 with **KAMI NOTABLE, INC.**, for a District license for a PDF and document annotation application. Effective August 26, 2020 through August 25, 2021. Total cost not to exceed \$31,500. [Originator: Information Services/Fund: General]
42. Contract C-201-254 with **STEPHEN PAYTE DSA INSPECTIONS, INC.**, for DSA inspection services on an as-needed basis for new construction and modernizations District-wide. Effective July 1, 2020 through June 30, 2024. Total cost not to exceed \$500,000 per year. [Originator: Purchasing/Fund: Building]

Purchasing and Contracts Report (PCR 2021-04)

September 17, 2020

43. Contract C-201-255 with **PYRAMID EDUCATIONAL CONSULTANTS** to provide staff development on the Picture Exchange Communication System (PECS) Levels 1 & 2 to special education staff. Effective July 1, 2020 through June 30, 2021. Total cost not to exceed \$12,000. [Originator: OMSD SELPA/Fund: Special Education/SELPA]
44. Contract C-201-256 with **WELLS FARGO FINANCIAL LEASING, INC./IMAGE 2000** to provide lease and maintenance on Sharp copier for Oaks Middle School. Effective August 31, 2020 through August 30, 2023. Total cost not to exceed \$3,600 per year. [Originator: Purchasing/Fund: General]
45. Contract C-201-258 with **ART SPECIALTIES, INC.**, to design and complete signs and murals at schools for the 2020 California PBIS Community Cares Awards. Effective September 1, 2020 through June 30, 2021. Total cost not to exceed \$20,000. [Originator: Learning & Teaching/Fund: General]
46. Contract C-201-259 with **CDW GOVERNMENT, LLC.**, for cloud-based Student Mobile Device management. Effective September 17, 2020 through September 16, 2021. Total cost not to exceed \$6,055. [Originator: Information Services/Fund: General]
47. Contract C-201-260 with **INSTITUTE FOR SCALING EVIDENCE BASED EDUCATION aka CATAPULT LEARNING LLC.**, for professional development on the implementation of the Enhanced Core Reading Instruction at various schools in support of student achievement. Effective September 1, 2020 through June 30, 2022. Total cost not to exceed \$28,000. [Originator: Learning & Teaching/Fund: General]
48. Contract C-201-261 with **SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS** to implement Agreement No. #20/21-0522 for the Bilingual Teacher Professional Development Program, which was established for the purpose of recruiting and increasing the number of bilingual teachers. Effective July 1, 2020 through June 30, 2021. The District will be reimbursed not to exceed \$18,000. [Originator: Learning & Teaching/Fund: General Restricted]
49. Contract C-201-263 with **LEARNING TOGETHER** to provide resources and intervention tools to identify and address early interventions including the social and emotional needs of students and staff and to promote acceptance and create respectful environments for diversity, by providing teachers, classified support staff, parents, and administrators and professional development and student curriculum in alignment with the District's 5 Year Action Plan. Effective September 18, 2020 through June 30, 2024. Total cost not to exceed \$35,000. [Originator: Superintendent's Office/Fund: Title I/General]
50. Correction to Amendment M1 to Contract C-167-160 with **YOWANTO ENGINEERING, INC.** for engineering services to upgrade fire alarm system at Del Norte Elementary School. Correction is to term. Effective July 22, 2016 through June 30, 2021. All other properties remain the same. [Originator: Facilities Planning and Operations/Fund: Restricted General]
51. Amendment M3 to Contract C-189-111 with **BARRY'S SECURITY SERVICE** to provide unarmed, uniformed security services on an as needed basis at various District sites. Amendment is to service rates. All other properties of agreement to remain unchanged. [Originator: Facilities Planning & Operations/Fund: General]
52. Amendment M-3 to C-189-385 with **TYLER TECHNOLOGIES, INC.**, to add the Traversa Training Module ancillary software and SaaS services. Effective September 18, 2020 through January 15, 2021. At no cost to the District. All other properties to remain unchanged. [Originator: Transportation/Fund: General]

Purchasing and Contracts Report (PCR 2021-04)

September 17, 2020

53. Amendment M17 to Contract C-156-272 with **RUHNAU CLARKE** to provide architectural and engineering services for AB300 building seismic retrofitting. Amendment to add additional architectural and engineering services for Vina Danks Middle School restroom. Total cost of amendment not to exceed \$46,840 for a revised total cost not to exceed \$2,896,826. All other properties remain unchanged. [Originator: Purchasing/Fund: Building/School Facility Program]
54. Authorize use of Irvine Unified School District Bid 19/20-1273, on an as needed basis, for the purchase of technology furniture and equipment from **CDW GOVERNMENT LLC** with the same advantages, terms and conditions per Public Contract Code 20118. Effective July 1, 2020 through June 30, 2021. Total cost not to exceed \$5,000,000. [Originator: Purchasing/Fund: General]
55. Authorize use of San Bernardino County Superintendent of Schools Bid 19/20-1273, on an as needed basis, for the purchase of furniture and equipment from **LAKESHORE** with the same advantages, terms and conditions per Public Contract Code 20118. Effective July 1, 2020 through June 30, 2021. Total cost not to exceed \$250,000 per year. [Originator: Purchasing/Fund: General]
56. Authorize use of San Bernardino County Superintendent of Schools Bid 19/20-1273, on an as needed basis, for the purchase of furniture and equipment from **VIRCO MANUFACTURING** with the same advantages, terms and conditions per Public Contract Code 20118. Effective July 1, 2020 through June 30, 2021. Total cost not to exceed \$750,000. [Originator: Purchasing/Fund: General]

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

September 17, 2020

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: **Adoption of Resolution 2020-21-06, Actual 2019-2020 and Estimated 2020-2021 Gann Appropriations Limit**

REQUESTED ACTION

Approve the Adoption of Resolution 2020-21-06, Actual 2019-2020 and Estimated 2020-2021 Gann Appropriations Limit.

BACKGROUND INFORMATION

Article XIII B of the California Constitution, added by Proposition 4 of 1979, requires the establishment of an annual Appropriations Limit on Proceeds of Taxes for each individual school district, also referred to as the Gann Limit.

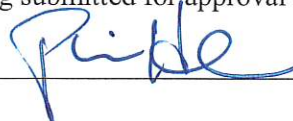
School agencies must do these calculations to identify how much State aid counts toward the agency's Gann Limit, so that the State of California knows how much State aid counts toward its own Gann Limit.

The easiest way to understand this calculation is to picture an empty box that can hold the dollar amount of the District's Gann Limit. First, put into this box local property taxes that count toward the revenue limit, as well as an appropriate portion of the District's interest income. Next, pour all of the District's unrestricted State aid into this box. Under State law, the amount of State aid that fills up the box counts toward the District's Gann Limit, while the amount that overflows the box counts toward the State's Gann Limit (ref. Government Code Section 7906). In addition, all State aid for categorical programs always counts toward the State's Gann Limit.

It is by virtue of this calculation that nearly every school district and county office of education is always exactly at its Gann Limit – meaning the District cannot overspend this Limit by using its State aid, property taxes and interest income.

The completed resolution (Exhibit A) must be submitted by the District to the State through the San Bernardino County Superintendent of Schools. The actual calculation is included on Form GANN (Exhibit B) in the 2019-2020 Unaudited Actuals being submitted for approval at this meeting.

Prepared by: Phil Hillman, Chief Business Official



Adoption of Resolution 2020-21-06, Actual 2019-2020 and Estimated 2020-2021 Gann Appropriations Limit
September 17, 2020

FINANCIAL IMPLICATIONS

None. The District's calculated Actual 2019-2020 and Estimated 2020-2021 Appropriations Limit and Appropriations Subject to Limitations is presented as Form GANN under separate cover with the Unaudited Actuals packet.

Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve the adoption of Resolution 2020-21-06, Actual 2019-2020 and Estimated 2020-2021 Gann Appropriations Limit.

Approved by: James Q. Hammond, Superintendent

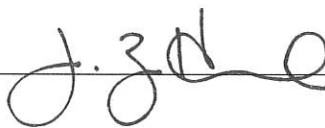


Exhibit A

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

Resolution 2020-21-06
ACTUAL 2019-2020 AND ESTIMATED
2020-2021 GANN APPROPRIATIONS LIMIT

WHEREAS, Article XIII B of the California Constitution, as approved by the voters in November 1979, requires the establishment of "Appropriations Limit" on "Proceeds of Taxes" revenues for public agencies, including school districts, beginning with the 1980-1981 Fiscal Year; and,

WHEREAS, each district is required to determine and adopt such Appropriations Limits, as calculated on computer software supplied by the State of California, as a legislative act; and,

WHEREAS, the Ontario-Montclair School District's Appropriations Limit has been calculated in accordance with Article XIII B of the State Constitution and Division 9 of Title I of the Government Code; and,

NOW, BE IT THEREFORE RESOLVED, as a legislative act of this Board of Trustees, that for the purposes of Article XIII B, there is hereby established through the calculation provided on Form GANN this District's "Appropriations Limit" for the 2019-2020 Fiscal Year, and there is hereby established this District's estimated "Appropriations Limit" for 2020-2021.

PASSED AND ADOPTED the 17th day of September 2020, by the Board of Trustees of the Ontario-Montclair School District of San Bernardino County, California.

STATE OF CALIFORNIA
COUNTY OF SAN BERNARDINO

I, Kristen Brake, Clerk of the Board of Trustees, Ontario-Montclair School District, County of San Bernardino, do hereby certify the foregoing to be a full, true, and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at its regular meeting place on September 17, 2020, which action is contained in the minutes of the meeting of said Board.

Kristen Brake, Board Clerk

September 17, 2020
Date

	2019-20 Calculations			2020-21 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
A. PRIOR YEAR DATA (2018-19 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2018-19 Actual			2019-20 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	130,000,421.88		130,000,421.88			131,873,311.96
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	19,861.25		19,861.25			19,399.50
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2018-19			Adjustments to 2019-20		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2019-20 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2019-20 P2 Report			2020-21 P2 Estimate		
1. Total K-12 ADA (Form A, Line A6)	19,399.50		19,399.50	19,399.50		19,399.50
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			19,399.50			19,399.50
C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED	2019-20 Actual			2020-21 Budget		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	181,915.59		181,915.59	176,891.00		176,891.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	20,315,545.38		20,315,545.38	20,869,126.00		20,869,126.00
5. Unsecured Roll Taxes (Object 8042)	973,584.53		973,584.53	749,121.00		749,121.00
6. Prior Years' Taxes (Object 8043)	175,724.56		175,724.56	297.00		297.00
7. Supplemental Taxes (Object 8044)	655,751.57		655,751.57	755,753.00		755,753.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	(5,281,332.62)		(5,281,332.62)	(5,281,333.00)		(5,281,333.00)
9. Penalties and Int. from Delinquent Taxes (Object 8048)	22,676.21		22,676.21	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	7,338,946.67		7,338,946.67	532,780.00		532,780.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	24,382,811.89	0.00	24,382,811.89	17,802,635.00	0.00	17,802,635.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	24,382,811.89	0.00	24,382,811.89	17,802,635.00	0.00	17,802,635.00

	2019-20 Calculations			2020-21 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
EXCLUDED APPROPRIATIONS						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			2,308,071.94			2,365,662.00
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			2,308,071.94			2,365,662.00
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. LCFF - CY (objects 8011 and 8012)	196,186,914.00		196,186,914.00	197,703,429.00		197,703,429.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8016)	(2.00)		(2.00)	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	196,186,912.00	0.00	196,186,912.00	197,703,429.00	0.00	197,703,429.00
DATA FOR INTEREST CALCULATION						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	281,198,501.34		281,198,501.34	302,032,047.24		302,032,047.24
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	1,163,630.44		1,163,630.44	918,295.00		918,295.00
D. APPROPRIATIONS LIMIT CALCULATIONS						
	2019-20 Actual			2020-21 Budget		
PRELIMINARY APPROPRIATIONS LIMIT						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			130,000,421.88			131,873,311.96
2. Inflation Adjustment			1.0385			1.0373
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			0.9768			1.0000
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			131,873,311.96			136,792,186.50
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			24,382,811.89			17,802,635.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C28 or less than zero)			2,327,940.00			2,327,940.00
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			109,798,572.01			121,355,213.50
c. Preliminary State Aid in Local Limit (Greater of Lines D8a or D8b)			109,798,572.01			121,355,213.50
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			557,564.64			424,384.32
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			24,940,376.53			18,227,019.32
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			109,241,007.37			120,930,829.18
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			24,940,376.53			
b. State Subventions (Line D8)			109,241,007.37			
c. Less: Excluded Appropriations (Line C23)			2,308,071.94			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			131,873,311.96			

	2019-20 Calculations			2020-21 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
10. Adjustments to the Limit Per Government Code Section 7902.1 (Line D9d minus D4; if negative, then zero) If not zero report amount to: Keely Bosler, Director State Department of Finance Attention: School Gann Limits State Capitol, Room 1145 Sacramento, CA 95814			0.00			
SUMMARY	2019-20 Actual			2020-21 Budget		
11. Adjusted Appropriations Limit (Lines D4 plus D10)			131,873,311.96			136,792,186.50
12. Appropriations Subject to the Limit (Line D9d)			131,873,311.96			

* Please provide below an explanation for each entry in the adjustments column.

Phil Hillman
Gann Contact Person

(909) 459-2500
Contact Phone Number

Consent Calendar

(c) Human Resources

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

September 17, 2020

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: **Certificated Personnel Recommendations Report #CERT2021-0917**

REQUESTED ACTION

Approve Certificated Personnel Recommendations.

EMPLOYMENT

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
Michelle Almada	Teacher/Del Norte	09/08/2020
Catherine Connelly	RSP Inclusion Teacher/Del Norte	08/17/2020
Jenna Connolly	Speech Language Pathologist/Briggs-SPED	09/08/2020
Carmen Corrales	Dean Administrator/Wiltsey	TBD
Edwin Cox	Special Ed Teacher/Sultana	08/03/2020
Frances Felix	School Psychologist/Briggs-SPED	08/17/2020
Martha Hayes	Teacher/Central	09/02/2020
Alice Herrera	Teacher/Berlyn	08/26/2020
Megan Long	Teacher/Lincoln	08/19/2020
Josyah O'Keefe-Lopez	SDC Mild/Mod Teacher/De Anza	08/17/2020
Liliana Oropeza	Teacher/Howard	09/02/2020
Juanita Sperlich	Teacher/Del Norte	09/03/2020
Sean Stanton	Teacher/Howard	09/04/2020
Magdalena Torres	School Psychologist/Briggs-SPED	08/17/2020

ASSIGNMENT, CLASSIFICATION, SCHEDULE CHANGE, TITLE CHANGE

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
Gustavo Macuil	Teacher/Howard to TOA-Curriculum Support Technology/Briggs-L&T	08/20/2020
Luisa Mark	Assistant Principal/Mariposa to Acting Principal/El Camino	09/14/2020
Gianna Roca	Principal/El Camino to Principal on Assignment/ Early Childhood Development	09/18/2020

CERTIFICATED SUBSTITUTES

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
Sara Felix	Substitute Teacher	08/12/2020
Elizabeth Martinez	Substitute Teacher	08/26/2020

(Ref. c 1.1)

Certificated Personnel Recommendations Report #CERT2021-0917
September 17, 2020

REHIRE

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
Gladys Anomuneze	SDC Teacher/El Camino	08/03/2020

REQUESTS FOR LEAVE OF ABSENCE

<u>NAME</u>	<u>LEAVE REQUEST</u>	<u>EFFECTIVE</u>
Tangie Brambila	Teacher/Kingsley Medical Leave	08/06/2020-09/04/2020
Henry Dutra	Teacher/Vina Danks Unpaid Leave	08/28/2020-09/18/2020
Lisa Gulli-Popkins	Nurse/Health Office Medical Leave	08/10/2020-09/11/2020
Tracy La	Special Ed Teacher/Lehigh FMLA Leave	08/03/2020-10/26/2020
Maria Martin	Teacher/Del Norte Medical Leave	08/13/2020-08/31/2021
Alexandria Martinez	Teacher/Vista Grande Medical Leave	09/01/2020-10/05/2020
Pamela Mohindra	Special Ed Teacher/Monte Vista Medical Leave	08/03/2020-08/28/2020
Marissa Perkins	Speech Language Pathologist/Briggs-SPED Medical Leave	07/01/2020-10/08/2020
Craig Rothwell	PE Teacher/Briggs-L&T Medical Leave	08/03/2020-08/18/2020
Flavia Rynkiewicz	Teacher/Vernon Unpaid Leave	08/03/2020-05/21/2021
Javier Sandoval	Teacher/Kingsley Medical Leave	08/03/2020-09/18/2020
Nancy Than	Teacher/Haynes Extended Medical Leave	08/17/2020-08/28/2020
Nancy Than	Teacher/Haynes FMLA Leave	08/31/2020-11/30/2020

Certificated Personnel Recommendations Report #CERT2021-0917
September 17, 2020

REQUEST FOR LEAVE OF ABSENCE (continued)

<u>NAME</u>	<u>LEAVE REQUEST</u>	<u>EFFECTIVE</u>
Ashley Tobin	Teacher/Serrano Medical Leave	08/17/2020-10/26/2020
Stacey Van Heerden	TOA-Curriculum Support/Briggs-L&T Medical Leave	07/27/2020-10/12/2020
Lindsey Wickersham	TOA-Curriculum Support/Briggs-L&T Medical Leave	07/18/2020-09/14/2020

REVISED APPROVED LEAVE OF ABSENCE

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

AUTHORIZATION TO TEACH OUTSIDE OF CREDENTIAL: EDUCATION CODE 44258.2

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

VARIABLE TERM WAIVER

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

SUBSEQUENT VARIABLE TERM WAIVER

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

RETIREMENT, RESIGNATION, RELEASE AND TERMINATION

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
Rosa Kent	Preschool Teacher/Corona	09/01/2020
Brenda Mason	Early Childhood Development Administrator/ Linda Vista (Date revised)	09/30/2020
Caleigh Richard	Speech Language Pathologist/Briggs-SPED	09/04/2020

Certificated Personnel Recommendations Report #CERT2021-0917

September 17, 2020

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

September 17, 2020

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: **Classified Personnel Recommendations Report #CLA2021-0917**

REQUESTED ACTION

Approve Classified Personnel Recommendations.

EMPLOYMENT

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
Edmund Banuelos	Custodian/Ramona 4 hrs. & Howard 4 hrs.	08/31/2020
Gloria Briseno	Custodian/Ramona	08/31/2020
Maria Escobar	Custodian/Moreno	08/31/2020
Amanda Medina	Food Service Asst. II/Wiltsey	08/25/2020
Hayley Peddicord	Proctor/Monte Vista	09/07/2020
Amy Reily	Lead Reprographic Technician/Briggs-Purchasing	09/28/2020
Gabriel Valadez	Custodian/El Camino	08/31/2020
Eduardo Valencia	Custodian/Berlyn 6 hrs. & Edison 2 hrs.	08/31/2020

ASSIGNMENT, CLASSIFICATION, SCHEDULE CHANGE, ADDITIONAL ASSIGNMENT

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
Brenda Alatorre	Food Service Asst. I/Mission to El Camino	08/12/2020
Jose Arista Carbajal	Custodian/Lehigh to Mission	08/03/2020
Jessica Cooper	Custodian/El Camino 6 hrs. to Buena Vista 6 hrs. & Vernon 2 hrs.	08/31/2020
Johnny Dukes	Campus Safety Officer/Vernon to De Anza	07/01/2020
Jana Dupree	Executive Asst.-Confidential/Briggs-Superintendent to Executive Asst. to the Deputy/Asst. Superintendent-Confidential/Briggs-Superintendent	03/16/2020-10/16/2020
Oscar Garcia	Campus Safety Officer/De Anza to Vina Danks	07/01/2020
Asunta Marca	Custodian/Ramona to Linda Vista	08/03/2020
Leonard Mason	Campus Safety Officer/Vina Danks to Vernon	08/06/2020
Lisa Marie Ortega	Special Needs Program Asst./Briggs-SPED to Vina Danks	08/03/2020
Kevin Ramirez	Custodian/Buena Vista 6 hrs. and Vernon 2 hrs. to Oaks 8 hrs.	08/31/2020
Bettina Shaum-Post	Custodian/Moreno to Lehigh	08/03/2020

Classified Personnel Recommendations Report #CLA2021-0917

September 17, 2020

CLASSIFIED SUBSTITUTES

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
Eddie Alatorre	Substitute Custodian	08/11/2020
Desiree Armendariz	Substitute Clerical/Accounting/Payroll	08/25/2020
Jeremiah Behnke	Substitute PE Asst.	08/28/2020
Ariana Carranza	Substitute PE Asst.	09/08/2020
America Chavez-Razo	Substitute AVID Tutor	09/08/2020
Alma Gallegos Garibay	Substitute Custodian	08/19/2020
Emily Garza	Substitute Proctor	08/14/2020
Consuelo Gomez Medina	Substitute Proctor/Special Needs Program Asst.	08/28/2020
Maria Magana	Substitute Clerical	08/10/2020
Bernice Meza	Substitute AVID Tutor	09/02/2020
Crystal Ramirez	Substitute Food Service	08/13/2020
Juanita Ramos	Substitute AVID Tutor	09/08/2020
Edgardo Rios	Substitute Custodian	08/11/2020
Mariela Sandoval	Substitute Food Service	08/14/2020
Villa Sutrisno	Substitute Food Service	09/04/2020

SHORT TERM ASSIGNMENT CLASSIFIED SUBSTITUTES

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
Eddie Alatorre	Custodian/Briggs-Operations	08/16/2020-11/30/2020
Sarah Dunlap	Instructional Asst./Hawthorne (correction to dates)	07/30/2020-12/17/2020
Owen Egger	Technology Training Asst./De Anza	08/24/2020-12/23/2020
Alma Gallegos Garibay	Custodian/Briggs-Operations	08/20/2020-11/30/2020
Jose Juarez	Custodian/Briggs-Operations	07/15/2020-11/30/2020
Agustin Magana III	Custodian/Briggs-Operations	08/16/2020-11/30/2020
Missael Morales	Custodian/Briggs-Operations	07/15/2020-11/30/2020
Jennifer Pinillos Pinedo	Data-Media Asst./Hawthorne	08/19/2020-12/17/2020
Rudy Rios	Custodian/Briggs-Operations	07/15/2020-11/30/2020
Antonio Robles	Grounds Maintenance Worker I/Briggs-Operations (correction to dates)	07/01/2020-07/14/2020
Antonio Robles	Custodian/Briggs-Operations	07/15/2020-11/30/2020
Gilbert Tascano	Custodian/Briggs-Operations	07/15/2020-11/30/2020
Eduardo Valencia	Custodian/Briggs-Operations (correction to dates)	07/01/2020-08/30/2020

REHIRE

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
Serrina Arevalo	IA-Learning Needs/Oaks	09/01/2020
Alicia Arroyo	PE Asst./Briggs-L&T	09/01/2020
Nicholas Avila	PE Asst./Briggs-L&T	08/06/2020
Alyssa Brande	Special Needs Program Asst./Del Norte	09/01/2020
Marcus Bryan	PE Asst./Briggs-L&T	09/01/2020
Laura Bustos	Instructional Asst./Mariposa	09/01/2020

Classified Personnel Recommendations Report #CLA2021-0917
 September 17, 2020

REHIRE (continued)

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
David Castaneda	PE Asst./Briggs-L&T	09/01/2020
Cassandra Castellon	Instructional Asst./Mariposa	09/01/2020
Samantha Chavez	PE Asst./Briggs-L&T	09/01/2020
Collette Doiron	Special Needs Program Asst./Del Norte	09/01/2020
Jannel Duran	PE Asst./Briggs-L&T	09/01/2020
Nancy Duran	Special Needs Program Asst./Berlyn	09/01/2020
Miriam Gomez	IA-Learning Needs/Sultana	09/01/2020
Garett Gonzalez	PE Asst./Briggs-L&T	09/01/2020
Susana Gonzalez	PE Asst./Briggs-L&T	09/01/2020
Whitney Huyser	PE Asst./Briggs-L&T	09/01/2020
Kaitlyn Koszyk	Special Needs Program Asst./Lincoln	09/01/2020
Dwayne Richardson	PE Asst./Briggs-L&T	09/01/2020
Sara Sakurai	IA-Learning Needs/Mariposa	09/01/2020
Justin Solorzano	PE Asst./Briggs-L&T	09/01/2020
Ahmad Tarifi	PE Asst./Briggs-L&T	09/01/2020
Analicia Teague-Burrola	PE Asst./Briggs-L&T	09/01/2020
Tara Wheatley	IA-Learning Needs/Vista Grande	09/01/2020

REQUEST FOR LEAVE OF ABSENCE

<u>NAME</u>	<u>LEAVE REQUEST</u>	<u>EFFECTIVE</u>
Gerardo Acosta	Head Custodian I/Vineyard FMLA Leave	09/29/2020-12/01/2020
Maria Arellano	Proctor/Arroyo Medical Leave	08/07/2020-09/15/2020
Lorena Baeza	Proctor/Vina Danks Unpaid Leave	08/17/2020-02/17/2021
Angeles Beltran	Proctor/Del Norte Medical Leave	08/27/2020-09/09/2020
Gerald Blakeney	Technology Equipment Repair Technician/Briggs-IS Medical Leave	08/17/2020-09/22/2020
Ernesto Buenrostro	IS Systems Support Technician/Briggs-IS FMLA Leave	07/31/2020-08/01/2020
Leah Cardenas	Proctor/Bon View Medical Leave	08/07/2020-09/04/2020
Maria Castaneda	IA-Learning Needs/Euclid Medical Leave	08/24/2020-11/28/2020

Classified Personnel Recommendations Report #CLA2021-0917
September 17, 2020

REQUEST FOR LEAVE OF ABSENCE (continued)

<u>NAME</u>	<u>LEAVE REQUEST</u>	<u>EFFECTIVE</u>
Julissa Clowers	Bus Driver/Transportation Medical Leave	08/17/2020-08/30/2020
Jannel Duran	PE Asst./Briggs-L&T Medical Leave	08/06/2020-08/16/2020
Jannel Duran	PE Asst./Briggs-L&T FMLA Leave	08/17/2020-11/06/2020
Laura Ellison	Food Service Asst. II/Vernon Medical Leave	08/07/2020-09/14/2020
Anna Espinoza	IB Library Resource Tech./Hawthorne Extended Medical Leave	09/28/2020-10/19/2020
David Figueroa	PE Asst./Briggs-L&T Unpaid Leave	08/24/2020-11/29/2020
Laura Garcia	Occupational Therapist Asst./Briggs-SPED Unpaid Leave	08/07/2020-12/18/2020
Jamie Gomez	Food Service Satellite Operator/Central Production Kitchen FMLA Leave	09/21/2020-10/02/2020
Maria Rosa Gomez	Food Service Asst. I/Del Norte Medical Leave	08/27/2020-09/09/2020
Carla Adriana Grider	IA-Learning Needs/Wiltsey Extended Medical Leave	08/18/2020-08/31/2020
Claudia Gutierrez	Child Development Eligibility Specialist/Linda Vista FMLA Leave	08/24/2020-12/31/2020
Minerva Gutierrez	IA-Learning Needs/Euclid Extended Medical Leave	08/19/2020-09/30/2020
Adrienne Hall	Proctor/Buena Vista Unpaid Leave	09/03/2020-03/03/2021
Amber Helm	Special Needs Program Asst./Serrano Medical Leave	09/01/2020-10/05/2020
Michelle Hickey	IA-Learning Needs/Vina Danks Unpaid Leave	08/31/2020-12/18/2020

Classified Personnel Recommendations Report #CLA2021-0917
September 17, 2020

REQUEST FOR LEAVE OF ABSENCE (continued)

<u>NAME</u>	<u>LEAVE REQUEST</u>	<u>EFFECTIVE</u>
Carol Hinostrro	Early Childhood Education Asst./Corona Unpaid Leave	08/17/2020-12/18/2020
Aimee Huerta	School Administrative Asst. I/Howard FMLA Leave	09/02/2020-10/14/2020
Jasmine Jackson	Bus Driver/Transportation Medical Leave	08/27/2020-09/27/2020
Janie Marten	School Administrative Asst./Hawthorne Medical Leave	09/05/2020-10/25/2020
Rebecca Martinez	Proctor/Del Norte Medical Leave	08/27/2020-09/09/2020
Tiffany Martinez	Food Service Asst. I/Berlyn Medical Leave	08/20/2020-01/20/2021
Elba Medina	Food Service Asst. I/Bon View Medical Leave	08/06/2020-09/09/2020
Maria Mercado	IA-Learning Needs/Sultana Medical Leave	08/23/2020-09/15/2020
Adriana Miranda Tay	Proctor/Euclid Unpaid Leave	08/24/2020-01/24/2021
Noah Moreno	Custodian/Moreno Medical Leave	08/17/2020-08/30/2020
Desire Najera	Proctor/Lincoln Extended FMLA Leave	08/17/2020-08/19/2020
Desire Najera	Proctor/Lincoln FMLA Leave	08/25/2020-11/13/2020
Esther Perez de Guerrero	Custodian/Arroyo Medical Leave	08/03/2020-08/16/2020
Leslie Perry	IA-Special Orthopedic Needs/Moreno Extended Medical Leave	09/03/2020-12/04/2020
Alma Quesada	Food Service Asst. I/Lehigh Medical Leave	08/07/2020-09/02/2020
Anna Rios	Administrative Asst./Briggs-SPED Medical Leave	08/10/2020-09/07/2020

Classified Personnel Recommendations Report #CLA2021-0917
September 17, 2020

REQUEST FOR LEAVE OF ABSENCE (continued)

<u>NAME</u>	<u>LEAVE REQUEST</u>	<u>EFFECTIVE</u>
Sylvia Rodriguez	Speech Language Pathologist Asst./Briggs-SPED Extended Medical Leave	08/14/2020-09/23/2020
Vanessa Rodriguez	Speech Language Pathologist Asst./Briggs-SPED Medical Leave	08/06/2020-08/24/2020
Maria Rojas	Food Service Asst. I/Hawthorne Medical Leave	08/24/2020-09/06/2020
Vanessa Rudoll	School Office Asst. I/Howard FMLA Leave	08/17/2020-10/23/2020
Silvia Saldivar	Library Media Asst./Vineyard Medical Leave	08/17/2020-08/30/2020
Deana Sanchez	Intervention Specialist/Family Collaborative Services Intermittent FMLA Leave	08/18/2020-02/21/2021
Christopher Smith	HVAC Technician/Briggs-Operations Medical Leave	07/01/2020-09/16/2020
Joni Stallings	Administrative Asst. I/Briggs-L&T Medical Leave	08/19/2020-08/31/2020
Rekha Tiwari	Food Service Asst. I/Del Norte Medical Leave	08/27/2020-09/09/2020
Leilani Torres	Proctor/Del Norte Medical Leave	08/27/2020-09/09/2020
Maria Torres	Lead Food Service Asst. I/Montera Medical Leave	08/12/2020-08/25/2020
Rosa Torres	Proctor/Del Norte Medical Leave	08/20/2020-09/02/2020
Sue Trujillo	Food Service Asst. II/De Anza Medical Leave	07/01/2020-03/01/2021
Alma Valencia	Lead Food Service I/Central Medical Leave	08/18/2020-09/04/2020
Felipe Vasquez	General Tradesman/Briggs-Operations FMLA Leave	09/07/2020-10/05/2020
Clarrissa Vasquez	IA-Learning Needs/Sultana Medical Leave	08/07/2020-09/04/2020

Classified Personnel Recommendations Report #CLA2021-0917
 September 17, 2020

REQUEST FOR LEVE OF ABSENCE (continued)

<u>NAME</u>	<u>LEAVE REQUEST</u>	<u>EFFECTIVE</u>
Cecilia Venegas	PE Asst./Briggs-L&T Unpaid Leave	09/04/2020-01/29/2021
Richard Villanueva	Custodian/El Camino Medical Leave	08/24/2020-09/06/2020
Beverly Weston	Custodian/Oaks Medical Leave	09/01/2020-10/13/2020
Ricardo Zamora	IA-Learning Needs/Wiltsey Unpaid Leave	08/24/2020-11/20/2020
Nicole Zertuche	Lead Food Service Asst. I/Del Norte Medical Leave	08/27/2020-09/09/2020


REVISED APPROVED LEAVE OF ABSENCE

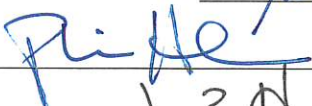
<u>NAME</u>	<u>ASSIGNMENT</u>	<u>APPROVED DATES</u>	<u>REVISED DATES</u>
Cecilia Venegas	PE Asst./Briggs-L&T Medical Leave	08/06/2020-09/27/2020	08/06/2020-08/25/2020

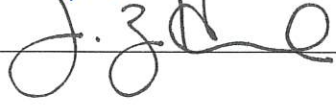
RETIREMENT, RESIGNATION, PROBATIONARY RELEASE AND TERMINATION

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
Crystal Abrego	PE Asst./Briggs-L&T	08/05/2020
Christina Attrill	IA-Preschool Inclusion/Early Childhood Education Asst./ Montera	08/10/2020
Denise Beas	Health Service Asst.-Special Needs II/Monte Vista (Resignation letter submitted 8/10/20)	05/22/2020
Wendy Delgado	Proctor/Berlyn (Resignation letter submitted 8/7/20)	05/21/2020
Vanessa Espinoza	PE Asst./Briggs-L&T (Resignation letter submitted 8/17/20)	05/21/2020
Jennifer Gallardo	Proctor/Del Norte	09/17/2020
Nicole Montes	Proctor/Wiltsey	07/31/2020
Debbie Murray	Administrative Asst. I/Briggs-L&T	10/02/2020
Rosalinda Phillips	PE Asst./Briggs-L&T	09/30/2020
Jeffrey Post	Data Warehouse Administrator/Briggs-IS	11/20/2020
Sandra Salgado	Proctor/Kingsley	08/31/2020

Classified Personnel Recommendations Report #CLA2021-0917
September 17, 2020

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

September 17, 2020

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

FROM: James Q. Hammond, Superintendent

SUBJECT: **Memorandum of Understanding between the Ontario-Montclair School District and California School Employees Association and its Chapter #108 Regarding the Revised Salary Range for Human Resources Technician**

REQUESTED ACTION

Approve the Memorandum of Understanding between the Ontario-Montclair School District and California School Employees Association and its Chapter #108 Regarding the Revised Salary Range for Human Resources Technician.

BACKGROUND INFORMATION

The District and CSEA initially met in February 2020, to begin a comprehensive study of job classifications that were fifty percent below the compensation industry standard. Through the District's comparable study, it was determined that the classifications of Human Resources Technician was amongst the lowest in the surrounding West-End region. The recommendation is that this position receive an increase from the salary range of 38 to 45.

The Human Resources Technician is a professional technical and administrative support class. They perform critical assignments of varied difficulty in carrying out classified and certificated recruitment, selection and employment processes/procedures and in support of other human resource program with a significant degree of independence and accountability for results.

The Human Resource Technician duties below represent some of the various work they perform:

- Performs limited-scope research projects; compiles results and drafts reports and recommendations; compiles and generates statistical reports;
- Oversees and participates in the maintenance of employee personnel files, maintains recruitment, selection and tracks employee evaluations;
- Monitors and tracks employee leaves of absence and return from leaves, including workers' compensation, FMLA, pregnancy disability, military and other leave types on a District-wide basis; receives absence reports from school sites and departments and inputs employee absence data into the County system;
- Calls and schedules subpoenas to be copied, copies DMV reports for the transportation department, and responds to EDD reports as needed;
- With guidance, interprets policies, procedures and regulations to District management, staff and the public in assigned areas of responsibility.

Prepared by: Hector Macias, Assistant Superintendent, Human Resources



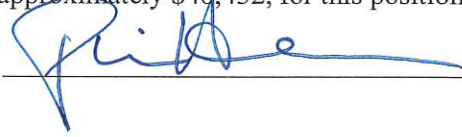
Memorandum of Understanding between the Ontario-Montclair School District and California School Employees Association and its Chapter #108 Regarding the Revised Salary Range for Human Resources Technician

September 17, 2020

FINANCIAL IMPLICATIONS

The salary-range revision will increase the current base salary plus statutory benefits of approximately \$40,360, for the remainder of the year and annually approximately \$48,432, for this position.

Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve Memorandum of Understanding between the Ontario-Montclair School District and California School Employees Association and its Chapter #108 Regarding the Revised Salary Range for Human Resources 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
HUMAN RESOURCES TECHNICIAN COMPENSATION STUDY MOU

August 26, 2020


Terms and Conditions: This Memorandum of Understanding is entered into by and between the California School Employees Association, and its Chapter #108 Ontario-Montclair, (hereinafter "Association") and the Ontario-Montclair School District (hereinafter, "District").

The parties have met to negotiate the review of the Ontario-Montclair School District’s job description of the **Human Resources Technician**, and have agreed as followed:


1. The revised job classification of **Human Resources Technician** will be changed to a **Range 45** on the classified bargaining unit salary schedule and will remain a twelve (12) month work year, two hundred and sixty (260) days, and eight (8) hours a day.
2. Incumbents in the **Human Resources Technician** position shall be informed of the proposed change in the range of salary.
3. The **Human Resources Technician** job description is attached.

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



 Hector Macias Date
 Assistant Superintendent, Human Resources
 Ontario Montclair School District



 Robert Gallagher Date
 Executive Director, Human Resources
 Ontario Montclair School District

For the Association



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

 Natalie Dorado Date
 CSEA Labor Relations Representative
 Rancho Cucamonga Field Office

CLASS SPECIFICATION
Human Resources Technician

GENERAL PURPOSE

Under general supervision, performs a variety of responsible technical and administrative duties in support of the District's classified and certificated human resource management programs; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources Technician is a sub professional technical and administrative support class in the District's human resource management job family. Incumbents perform assignments of varied difficulty in carrying out classified and certificated recruitment, selection and employment processes/procedures and in support of other human resource program areas. Incumbents are expected to perform job assignments without close supervision using knowledge of District policies and human resource practices and procedures learned through experience.

Human Resources Technician is distinguished from Human Resources Analyst in that incumbents in the latter class independently perform professional assignments requiring the use of management and human resource theory and principles gained through professional education and experience.

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. Performs standardized assignments in support of classified and certificated recruitment and selection programs, including drafting job announcements, advertisements and other recruitment materials, screening applicant qualifications, answering applicant and candidate questions regarding District employment and generating notices and correspondence to applicants and candidates; creates lists of applicants and qualified applicants in existing applicant pools; schedules applicant interviews.
2. Makes test scheduling and other testing arrangements; proctors the administration of written and other tests; scores tests; creates lists of eligible candidates; conducts background and reference checks.
3. Drafts employment offer letters and contracts and assembles new hire information packets; conducts and coordinates new hire orientation programs.
4. Processes personnel actions, including new hires, I-9 actions, terminations, job changes, demotions and bonuses; enters all status and pay changes in accordance with District labor contract provisions; investigates personnel and payroll problems and makes recommendations for resolution; generates periodic and special notices and reports; prepares and prints employee ID badges.
5. Monitors and tracks employee leaves of absence and return from leaves, including workers' compensation, FMLA, pregnancy disability, military and other leave types on a District-wide basis; receives absence reports from school sites and departments and inputs employee absence data into the County system; tracks employees on leave to ensure leaves and leave extensions are promptly

reported and leave provisions are not exceeded; identifies and follows up with departments and school sites as required to resolve discrepancies in employee work/leave status; provides timely information to Payroll to ensure employees on leave are accurately paid and workers' compensation administration requirements are met; provides information to employees and management regarding leave options and policy provisions; monitors the status of employees placed on 39 month rehire lists following maximum leave limits; tracks employees filing for retirement; prepares a variety of regular and periodic reports applicable to employee leave management.

6. Prepares responses to salary surveys and assists in preparing and conducting District surveys; compiles and generates reports of survey data; with guidance, provides classification, compensation and benefits information to other organizations.
7. Performs limited-scope research projects; compiles results and drafts reports and recommendations; compiles and generates statistical reports.
8. With guidance, interprets policies, procedures and regulations to District management, staff and the public in assigned areas of responsibility.
9. Oversees and participates in the maintenance of employee personnel files; maintains recruitment, selection and other records; enters and tracks employee evaluations; copies personnel files for risk management; calls and schedules subpoenas to be copied; copies DMV reports for the transportation department; responds to EDD reports as needed.
10. With minimum direction, organizes, develops and assembles documents, handouts, manuals and other materials for distribution at meetings, presentations and other events.

OTHER DUTIES

1. May coordinate placement of temporary and substitute employees; maintains records regarding the use of temporary and substitute employees and time worked.
2. Prepares responses to employment verification requests in accordance with District policy.
3. Assists with office and administrative support, including word processing to prepare schedules, overheads, charts and other documents, responding to customers, applicants and the public on a variety of questions and backing up other department office and administrative staff when required; prepares purchase orders for office equipment and consultant agreements.
4. Drafts year-round calendars and single track orange calendars; prepares employee calendars.

QUALIFICATIONS

Knowledge of:

1. Practices and techniques of public personnel administration, including recruitment, testing, selection and on-going employment/employee record and transaction administration.
2. Methods and practices of personnel administration applicable to the Ontario-Montclair School District.
3. Federal, state and local laws and regulations applicable to assigned responsibilities.
4. Practices of public administration, including maintenance of public records.
5. Research methods and data compilation techniques.

6. Practices of sound business communication; correct English usage, including spelling and grammar.
7. Standard business software, including word processing, spreadsheets and graphics.
8. Operations and requirements of the District's payroll and human resources information system.
9. District benefit programs, provisions and options.
10. Record-keeping and filing practices and procedures.
11. Principles and practices of customer service and telephone etiquette.
12. District human resources policies and procedures and labor contract provisions

Ability to:

1. Operate a computer using word processing and other business software and other standard office equipment.
2. Organize, set priorities and exercise sound judgment within areas of assigned responsibility.
3. Interpret, apply, explain and reach sound decisions in accordance with District and department policies, procedures and labor contract provisions.
4. Represent the Department effectively in meetings.
5. Understand and follow written and oral instructions.
6. Communicate effectively orally and in writing.
7. Prepare clear, concise and accurate reports, correspondence and other written materials.
8. Use computer tools and software for test scoring and recruitment/selection support.
9. Organize and maintain confidential and specialized files.
10. Work confidentially with discretion.
11. Use tact and diplomacy in dealing with sensitive situations and concerned people and customers.
12. Establish and maintain effective working relationships with District management, administrators, staff, applicants, the public and others encountered in the course of work.

Education, Training and Experience:

Graduation from high school or a G.E.D equivalent; and five years of increasingly responsible office administrative experience that provide familiarity with recruiting, interviewing and other human resource management practices. Completion of courses in human resources and management is desired but not required.

Licenses; Certificates; Special Requirements:

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 job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to stand and walk and lift up to ten pounds.

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

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work with constant interruptions, work under intensive deadlines and interact with District management, administrators, staff, applicants and the public.

WORK ENVIRONMENT

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

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

Board Approval 10/2/2008

FOR SUBMISSION TO THE GOVERNING BOARD AND THE COUNTY SUPERINTENDENT OF SCHOOLS in compliance with the Public Disclosure requirements of AB 1200 (Statutes 1991, Chapter 1213) as revised by AB 2756 (Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2.

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE SCHOOL DISTRICT

WITH THE BARGAINING UNIT (BU)

To be acted upon by the Governing Board at its meeting on :	(enter Date)	<input type="text" value="9/17/2020"/>
Budget Revisions to be INPUT no later than 45 days after approval: (will calc + 45 days)		<input type="text" value="11/1/2020"/>
Estimated Agreement Payment Date	(enter Date)	<input type="text" value="10/31/2020"/>

GENERAL

Section 1: STATUS OF BARGAINING UNIT AGREEMENTS

This document is REQUIRED whenever a NEW or AMENDED agreement is ratified.

If this Public Disclosure is not applicable to all of the District's bargaining units, indicate the current status (whether settled or pending settlement) of the remaining units:

(Separate disclosures should be made for each bargaining unit agreement)

	# FTE Represented
Certificated: <input type="text"/>	<input type="text" value="0.0"/>
Classified: <input type="text" value="Classified (CSEA) - Human Resource Technicians"/>	<input type="text" value="4.0"/>

Section 2: PERIOD OF AGREEMENT

The proposed agreement covers the period beginning on:	(enter Begin Date)	<input type="text" value="9/17/2020"/>
and ending on:	(enter End Date)	<input type="text" value="6/30/2021"/>

If this agreement is part of a multi-year contract, indicate ALL fiscal years covered:

Fiscal Years:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reopeners: Yes or NO ?	<input type="text"/>	<input type="text"/>	<input type="text"/>
if Yes, what Areas?	<input type="text"/>		

COMPENSATION PROVISIONS

Section 3: SALARIES: PERCENTAGE CHANGE IN SALARIES IN PROPOSED AGREEMENT:

The proposed agreement includes the following costs for salaries for the above-mentioned Bargaining unit:

Current Year Salary Cost Before Settlement (Based on Year to Date (YTD) Actuals Projected through 6/30):	<input type="text" value="\$ 37,731,314"/>
Current Year Salary Cost After Settlement (Include any retroactive pay increases or (decreases) or one time bonuses/stipends or (reductions), as applicable):	<input type="text" value="\$ 37,761,961"/>
Total Cost Increase or (Decrease):	<input type="text" value="\$30,646.67"/>
Percentage Increase or (Decrease):	<input type="text" value="0.08%"/>

SALARY CHANGE FOR AN AVERAGE, REPRESENTED EMPLOYEE FROM PRIOR YEAR

(Includes annual step/column movement on schedule):

<u>Salary Increase or (Decrease)</u>	
% increase or (decrease) to existing schedule	<input type="text" value="0.00%"/> per employee
% increase or (decrease) for one-time bonus/stipend or (salary reduction)	<input type="text" value="0.00%"/> per employee
<u>Step & column</u>	
average % annual change over the prior year schedule	<input type="text" value="0.00%"/> per employee
TOTAL PERCENTAGE CHANGE FOR AVERAGE REPRESENTED EMPLOYEE	<input type="text" value="0.00%"/> per employee

Indicate Change in # of Work Days, Furlough or Additional, Related to % Change	<input type="text" value="0"/>
Indicate Total # of Work Days to be provided for fiscal year:	<input type="text" value="260"/>
Indicate Total # of Instructional Days to be provided for fiscal year:	<input type="text" value="180"/>

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

Section 4: BENEFITS: PERCENTAGE CHANGE IN EMPLOYEE BENEFITS IN PROPOSED AGREEMENT:

The proposed agreement includes the following costs for employee statutory and health/welfare benefits:

Statutory Benefits: *(object 3XXX less 34XX)*

(STRS, PERS, Workers Compensation, Unemployment Insurance, Social Security, Medicare)

Total Statutory Benefit Costs:

Current Costs:	\$ 10,619,004.00
Proposed Costs:	\$ 10,628,717.33
Total Cost Increase or (decrease):	\$9,713.33
Percentage Change:	0.09%

District Health and Welfare Plans - *Object 34XX* (Medical, Dental, Vision, Life Insurance, Other)

Total Health and Welfare Costs:

Current Costs:	\$ 9,812,807
Proposed Costs:	\$ 9,812,807
Total Cost Increase or (decrease):	\$0.00
Percentage Change:	0.00%

Indicate if Health/Welfare Benefits are Capped: (Include details such as different caps per health plans or any super composite rates. Also, indicate if cap includes health benefits only or also other insurances.)

Health Benefit Cap Based on Medical Plan Selected:

Single - \$8,616

Two Party - \$14,695

Family - \$18,866

Current Cap:	\$ 18,866.00	
Proposed Cap:	\$ 18,866.00	
Average Capped Amount increase or (decrease) per employee	\$0.00	0.00%

**TOTAL COST OR (SAVINGS) OF COMPENSATION CHANGES
(REGARDLESS OF WHETHER PREVIOUSLY BUDGETED IN WHOLE OR IN PART)**

Section 5: TOTAL COST INCREASE OR (SAVINGS) FOR SALARIES AND BENEFITS IN THE PROPOSED AGREEMENT:

Current Year Combined Cost Before Settlement: *(data pulls from above)*

(Based on YTD Actuals Projected through 6/30 and current agreement)

Salaries	\$ 37,731,314.00
Benefits	\$ 20,431,811.00
Total:	\$ 58,163,125.00

Current Year Cost After Settlement: *(data pulls from above)*

(Include any retroactive pay increases or (decreases) or one-time bonuses/stipends or (reductions)):

Salaries	\$ 37,761,960.67
Benefits	\$ 20,441,524.33
Total:	\$ 58,203,485.00

TOTAL COST INCREASE OR (DECREASE) <i>(This amount should tie to the multiyear projection sections for 1XXX-3XXX)</i>	\$40,360.00
PERCENTAGE CHANGE	0.07%
1% CHANGE IN SALARY AND STATUTORY BENEFIT COSTS (prior to any settlements):	\$ 483,503.18

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

OTHER PROVISIONS (COMPENSATION AND NON-COMPENSATION)

Section 6: The following are additional compensation and non-compensation provisions contained in the proposed agreement: (Indicate, **IN DETAIL**, the terms of the agreement covered in each section)

A. OTHER COMPENSATION: Off-Schedule Stipends/Bonuses, Reductions, etc. (amounts, staff affected, total cost and/or savings).

N/A

B. NON-COMPENSATION: Class Size Changes (indicate before and after class sizes/grades affected; and, if applied for CDE waiver (attach copy)), Staff Development Days, Teacher Prep Time, etc..

N/A

C. REOPENERS, CONTINGENCY AND/OR RESTORATION LANGUAGE: Describe specific areas identified for Reopeners, Contingency, and/or Restoration (include triggers and timing). Provide copy of Board Action to BAS upon approval.

N/A

Section 7: State Minimum Reserve Standard Calculation:

Total Expenditures and Other Uses: *(pulls from MYP Sec. 9)*
 Minimum State Reserve Percentage *(input %)*
 Minimum State Reserve Requirement: *(Formula includes Total Exp/Uses x Minimum Reserve %)*

\$	280,200,921.00
	3%
\$	8,406,027.63

FISCAL IMPACT IN CURRENT AND TWO SUBSEQUENT FISCAL YEARS

Section 8: Date of governing board approval of budget revisions in Section 9, Col.2 (below) in accordance with E.C. 42142 and Government Code 3547.5. (Pulls from above Governing Board Date plus 45 days)

11/1/2020

Provide proof that board-approved budget revisions have been input within 45 days. Date budget revisions input/BT #'s:

BT #'s:	mm/dd/yy
---------	----------

If the board-approved revisions input are different from the proposed budget adjustments in Col. 2 provide a detailed explanation of differences.

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

Section 9: IMPACT OF PROPOSED AGREEMENT ON THE GENERAL FUND BUDGET IN CURRENT AND TWO SUBSEQUENT FISCAL YEARS. (Reflect both Unrestricted and Restricted General Fund Budget Amounts)
In-Lieu of this form, an updated Form MYP can be supplied which includes the results of the settlement over the most recent Form MYP filed with this office.

		Current Fiscal Year 2020-2021			
		(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
		Latest Board- Approved Budget Before Settlement - As of 6/18/2020	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Including Other Proposed BU Agreements) Required to support cost of agreement (i.e. "me-too")	Projected District Budget After Settlement of Agreement (Cols. 1 + 2 + 3)
Please NOTE: The title reflected in Col. 1 can be modified if the agreement is being approved along with the Adopted Budget Process. In this case, Col. 4 should reflect the Adopted Budget including the salary agreement and Col. 1 would reflect the Adopted Budget less Col. 2, the actual cost of the agreement.					
OPERATING REVENUES: LCFF ADA		ADA= 18,929			ADA= 18,929
LCFF Sources (8010-8099)		198,431,427.00	0.00	0.00	198,431,427.00
Remaining Revenues (8100-8799)		60,757,625.00	0.00	0.00	60,757,625.00
TOTAL		259,189,052.00	0.00	0.00	259,189,052.00
OPERATING EXPENDITURES					
1000 Certificated Salaries		119,932,377.00	0.00	157,799.00	120,090,176.00
2000 Classified Salaries		43,312,853.00	30,647	5,720.00	43,349,219.67
3000 Benefits		74,531,980.00	9,713	32,233.00	74,573,926.33
4000 Instructional Supplies		8,073,392.00	0.00	0.00	8,073,392.00
5000 Contracted Services		24,996,996.00	0.00	0.00	24,996,996.00
6000 Capital Outlay		1,397,300.00	0.00	0.00	1,397,300.00
7000 Other		(307,045.00)	0.00	0.00	(307,045.00)
TOTAL		271,937,853.00	40,360.00	195,752.00	272,173,965.00
OPERATING SURPLUS (DEFICIT)		(12,748,801.00)	(40,360.00)	(195,752.00)	(12,984,913.00)
Other Sources and Transfers In		131,694.00	0.00	0.00	131,694.00
Other Uses and Transfers Out		8,026,956.00	0.00	0.00	8,026,956.00
CURRENT YEAR INCREASE/ (DECREASE) TO FUND BALANCE		(20,644,063.00)	(40,360.00)	(195,752.00)	(20,880,175.00)
BEGINNING FUND BALANCE 9791-92		59,497,780.54			59,497,780.54
Prior-Year Adjustments 9793-95		0.00		0.00	0.00
NET BEGINNING BALANCE		59,497,780.54		0.00	59,497,780.54
ENDING FUND BALANCE (EFB)		38,853,718.00	(40,360.00)	(195,752.00)	38,617,606.00
COMPONENTS OF ABOVE EFB:					
Nonspendable (9711-9719)		343,995.00	0.00	0.00	343,995.00
Restricted (9740)		4,805,104.80	0.00	0.00	4,805,104.80
Committed (9750/9760)		25,305,673.93	(41,570.80)	(201,624.56)	25,062,478.57
Assigned (9780)		0.00	0.00	0.00	0.00
Reserve Economic Uncertainties (9789)		8,398,944.27	1,210.80	5,872.56	8,406,027.63
Unassigned/Unappropriated (9790)		0.00	0.00	0.00	0.00
State Minimum Reserves %		3.00%		Meets	3.00%
Are budgets in balance?		In Balance			In Balance
Did you adjust reserves? s/b \$0		\$0.00		Undesignated Amount	\$0.00
FUND 17 RESERVES (9789) or N/A		\$ -			\$ -

If the total amount of the adjustment in Column 2 does not agree with the amount of the total cost shown in Section 5, Total Costs, please explain below. Also, list any other assumptions used or included in Column 3:

Based on the compensation and classification review, Human Resource Technicians will be moved to the following steps: HR Tech, 4 FTE: Step 38 move to step 45.

(Ref. c 3.11)

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

First Subsequent Year 2021 - 2022				
	(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
	Latest Board- Approved Budget Before Settlement - As of 6/18/2020	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Including Other Proposed BU Agreements) Required to support cost of agreement (i.e. "me-too")	Projected District Budget After Settlement of Agreement (Cols. 1 + 2 + 3)
OPERATING REVENUES: LCFF ADA	ADA= 18,710			ADA= 18,710
LCFF Sources (8010-8099)	198,261,471.00	0.00	0.00	198,261,471.00
Remaining Revenues (8100-8799)	53,085,287.00	0.00	0.00	53,085,287.00
TOTAL	251,346,758.00	0.00	0.00	251,346,758.00
OPERATING EXPENDITURES				
1000 Certificated Salaries	120,744,858.00	0.00	0.00	120,744,858.00
2000 Classified Salaries	43,638,560.00	36,776.00	6,864.00	43,682,200.00
3000 Benefits	75,752,425.00	11,656.00	2,176.00	75,766,257.00
4000 Instructional Supplies	7,965,036.00	0.00	0.00	7,965,036.00
5000 Contracted Services	25,282,979.00	0.00	0.00	25,282,979.00
6000 Capital Outlay	1,171,320.00	0.00	0.00	1,171,320.00
7000 Other	(307,045.00)	0.00	0.00	(307,045.00)
TOTAL	274,248,133.00	48,432.00	9,040.00	274,305,605.00
OPERATING SURPLUS/(DEFICIT)	(22,901,375.00)	(48,432.00)	(9,040.00)	(22,958,847.00)
Other Sources and Transfers In	14,311,518.00	0.00	0.00	14,311,518.00
Other Uses and Transfers Out	1,973,406.00	0.00	0.00	1,973,406.00
CURRENT YEAR INCREASE/ (DECREASE) TO FUND BALANCE	(10,563,263.00)	(48,432.00)	(9,040.00)	(10,620,735.00)
BEGINNING FUND BALANCE (9791) (Pulls from prior year EFB)	38,617,606.00			38,617,606.00
Prior-Year Adjustments (9792-9795)				0.00
NET BEGINNING BALANCE	38,617,606.00			38,617,606.00
ENDING FUND BALANCE (EFB)	28,054,343.00	(48,432.00)	(9,040.00)	27,996,871.00
COMPONENTS OF EFB (above):				
Nonspendable (9711-9719)	343,995.00	0.00	0.00	343,995.00
Restricted (9740)	4,805,104.73	0.00	0.00	4,805,104.73
Committed (9750/9760)	14,618,597.10	(49,884.96)	(9,311.20)	14,559,400.94
Assigned (9780)	0.00	0.00	0.00	0.00
Reserve Economic Uncertainties	8,286,646.17	1,452.96	271.20	8,288,370.33
Unassigned/Unappropriated (9790)	0.00	0.00	0.00	0.00
State Minimum Reserves %	3.00%	Meets		3.00%
Are budgets in balance?	In Balance	Undesignated Amount		In Balance
Did you adjust reserves? s/b \$0	\$ (0.00)			\$ -
FUND 17 RESERVES (9789) or N/A	\$ -			\$ -

Assumptions used for LCFF Gap%, Unduplicated %, Other Revenue COLAs, Addl/Reduced staffing, etc., explain below:

N/A

(Ref. c 3.12)

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

Second Subsequent Year 2022 - 2023			
(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
Latest Board- Approved Budget Before Settlement - As of _____ 6/18/2020	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Including Other Proposed BU Agreements) Required to support cost of agreement (i.e. "me-too")	Projected District Budget After Settlement of Agreement (Cols. 1 + 2 + 3)
OPERATING REVENUES: LCFF ADA			
ADA= 18,096			ADA= 18,096
LCFF Sources (8010-8099)	201,851,198.00	0.00	201,851,198.00
Remaining Revenues (8100-8799)	52,420,944.00	0.00	52,420,944.00
TOTAL	254,272,142.00	0.00	254,272,142.00

OPERATING EXPENDITURES

1000 Certificated Salaries	121,137,988.00	0.00	0.00	121,137,988.00
2000 Classified Salaries	43,970,782.00	36,776.00	6,864.00	44,014,422.00
3000 Benefits	79,680,432.00	11,656.00	2,176.00	79,694,264.00
4000 Instructional Supplies	8,110,307.00	0.00	0.00	8,110,307.00
5000 Contracted Services	25,371,978.00	0.00	0.00	25,371,978.00
6000 Capital Outlay	1,171,320.00	0.00	0.00	1,171,320.00
7000 Other	(307,045.00)	0.00	0.00	(307,045.00)
TOTAL	279,135,762.00	48,432.00	9,040.00	279,193,234.00

OPERATING SURPLUS/(DEFICIT)

	(24,863,620.00)	(48,432.00)	(9,040.00)	(24,921,092.00)
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Other Sources and Transfers In	23,595,655.00	0.00	0.00	23,595,655.00
Other Uses and Transfers Out	2,073,406.00	0.00	0.00	2,073,406.00

**CURRENT YEAR INCREASE/
(DECREASE) TO FUND BALANCE**

	(3,341,371.00)	(48,432.00)	(9,040.00)	(3,398,843.00)
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BEGINNING FUND BALANCE (9791)

(Pulls from prior year EFB)

	27,996,871.00			27,996,871.00
--	---------------	--	--	---------------

Prior-Year Adjustments (9792-9795)

				0.00
--	--	--	--	------

NET BEGINNING BALANCE

	27,996,871.00			27,996,871.00
--	---------------	--	--	---------------

ENDING FUND BALANCE (EFB)

	24,655,500.00	(48,432.00)	(9,040.00)	24,598,028.00
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COMPONENTS OF EFB (above):

(use whole rounded numbers only)

Nonspendable (9711-9719)	343,995.00			343,995.00
Restricted (9740)	4,805,104.73			4,805,104.73
Committed (9750/9760)	11,070,125.23	(49,884.96)	(9,311.20)	11,010,929.07
Assigned (9780)	0.00	0.00		0.00
Reserve Economic Uncertainties	8,436,275.04	1,452.96	271.20	8,437,999.20
Unassigned/Unappropriated (9790)	0.00	0.00	0.00	0.00
State Minimum Reserves %	3.00%		Meets	3.00%
Are budgets in balance?	In Balance			In Balance
Did you adjust reserves? s/b \$0	\$0.00		OK	\$0.00
FUND 17 RESERVES (9789) or N/A	\$ -			\$ -

Assumptions used for LCFF Gap%, Unduplicated %, Other Revenue COLAs, Addl/Reduced Staffing, etc., explain below:

N/A

(Ref. c 3.13)

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

Section 10: MULTI-YEAR CONTRACT AGREEMENT PROVISIONS: The proposed agreement contains the following COLAs and other compensation/non-compensation provisions for subsequent years as follows *(text pulls into disclosure)*: Send copy of final Agreement to BAS upon Board Approval

N/A

Section 11:

FINANCIAL IMPACT OF PROPOSED AGREEMENT IN SUBSEQUENT FISCAL YEARS: The following assumptions were used to determine that resources will be available to fund these obligations in future fiscal years. *(Include any compensation/noncompensation provisions specified below.) (text pulls into disclosure)*:

The proposed agreement is an on-going increase. Based on the compensation and classification review, Human Resource Technician will be moved to the following steps: 4 FTE: Step 38 move to step 45.

Section 12: NARRATIVE OF AGREEMENT: Provide a brief narrative of the proposed changes in compensation or health premiums, including percentage changes, effective dates, and comments and/or explanations. *(text pulls into disclosure)*:

The District and CSEA initially met in February 2020, to begin a comprehensive study of job classifications that were fifty percent below the compensation industry standard. Through the District's comparable study, it was determined that the classifications of Human Resource Technician was amongst the lowest in the surrounding West-End region. It was recommended that the Human Resource Tech receive an increase from the salary range 38 to 45

Section 13: SOURCE OF FUNDING FOR PROPOSED AGREEMENT: Provide a brief narrative of the funds available in the current year to provide for the costs of this agreement. *(text pulls into disclosure)*:

Will be paid from the District's fund balance reserves.

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

ADDITIONAL FISCAL INDICATORS- CRITERIA AND STANDARDS A.5

This section is in response to the Criteria and Standards Additional Fiscal Indicators #A.5., which asks: "Has the district entered into a bargaining agreement where any of the budget or subsequent years of the agreement would result in salary increases that are expected to exceed the projected state cost of living adjustment."

Section 14: COMPARISON OF PROPOSED AGREEMENT TO CHANGE IN DISTRICT LOCAL CONTROL FUNDING FORMULA (LCFF):

(A)	Current-year (CY) LCFF Average Rate per ADA: (CY LCFF Entitlement per ADA, FCMAT LCFF Calculator, Calculator Tab, Row 79)	Estimated
(B)	Less Prior-Year (PY) LCFF BASC Calculator Rate per ADA: (PY LCFF Entitlement per ADA, FCMAT LCFF Calculator, Calculator Tab, Row 79)	\$10,277.00
(C)	= Amount of Current-Year Increase or (decrease): (A) minus (B)	\$11,041.00
(D)	= Percentage Increase or (decrease) in LCFF per ADA: (C) divided by (B)	(764.00)
(E)	ADA Increase/(Decrease) from Prior Year as % Current year P-2 LCFF funded ADA (greater of PY guarantee or current year)	(6.92%)
	Prior Year P-2 LCFF funded ADA (greater of PY guarantee or current year)	(2.38%)
(F)	Total LCFF % increase or (decrease) plus ADA % change	18,929.00
(G)	Indicate Total Settlement Percentage Change from Section 5	19,390.00
		(9.30%)
		0.07%

If proposed agreement % on Line G is greater than Line F, please provide explanation below:

Will be paid from the District's fund balance reserves.

CERTIFICATION

To be signed by the **District Superintendent AND Chief Business Official upon submission to the Governing Board** and by the **Board President upon formal Board action** on the proposed agreement.

Districts with a Qualified or Negative Certification : Per Government Code 3540.2, signatures of the District Superintendent and Chief Business Official must accompany the Summary Disclosure sent to the County Superintendent for review **10 days prior to the board meeting that will ratify the agreement** .

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200, AB 2756, GC 3547.5, and GC 3540.2.

WE HEREBY CERTIFY THAT THE COSTS INCURRED BY THE SCHOOL DISTRICT UNDER THIS AGREEMENT CAN BE MET BY THE DISTRICT DURING THE TERM OF THE AGREEMENT.



District Superintendent - signature



Chief Business Official - signature

9/9/2020

Date

9/9/2020

Date

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on Thursday, September 17, 2020 took action to approve the proposed Agreement with the Classified (CSEA) Bargaining Unit.

President, Governing Board - signature

Date

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

Ontario-Montclair SCHOOL DISTRICT

Government Code Section 3547.5: Before a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer.

Intent of Legislation: To ensure that members of the public are informed of the major provisions of a collective bargaining agreement before it becomes binding on the school district.

(This information is pulled from the SUMMARY section of this file which should be completed FIRST)

MAJOR PROVISIONS OF PROPOSED AGREEMENT WITH THE

Classified (CSEA) BARGAINING UNIT

To be acted upon by the Governing Board at its meeting on **09/17/20**

A. PERIOD OF AGREEMENT:

The proposed bargaining agreement covers the period beginning and ending for the following fiscal years

09/17/20
06/30/21

B. TOTAL COST CHANGE TO IMPLEMENT PROPOSED AGREEMENT (SALARIES & BENEFITS)

The total change in costs for salaries and employee benefits in the proposed agreement:

1. Current Year Costs Before Agreement	\$58,163,125.00
2. Current Year Costs After Agreement	\$58,203,485.00
3. Total Cost Change	\$40,360.00
4. Percentage Change	0.07%
5. Value of a 1% Change	\$483,503.18

C. PERCENTAGE SALARY CHANGE FOR AVERAGE, REPRESENTED EMPLOYEE

The total percentage change in salary, including annual step and column movement on the salary schedule (as applicable), for the average, represented employee under this proposed agreement:

1. Salary Schedule change (% Change To Existing Salary Schedule) (% change for one time bonus/stipend or salary reduction)	
2. Step & Column (Average % Change Over Prior Year Salary Schedule)	
3. TOTAL PERCENTAGE CHANGE FOR THE AVERAGE, REPRESENTED EMPLOYEE	
4. Change in # of Work Days (+/-) Related to % Change	
5. Total # of Work Days to be provided in Fiscal Year	260
6. Total # of Instructional Days to be provided in Fiscal Year (applicable to Certificated BU agreements only)	180

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

Ontario-Montclair

SCHOOL DISTRICT

D. PERCENTAGE BENEFITS CHANGE FOR BOTH STATUTORY AND DISTRICT-PROVIDED EMPLOYEE BENEFITS INCLUDED IN THIS PROPOSED AGREEMENT:

1.	Cost of Benefits Before Agreement	\$20,431,811.00
2.	Cost of Benefits After Agreement	\$20,441,524.33
3.	Percentage Change in Total Costs	0.05%

E. IMPACT OF PROPOSED AGREEMENT ON DISTRICT RESERVES

State-Recommended Minimum Reserve Level (after implementation of Proposed Agreement)

1.	Based On Total Expenditures and Other Uses in the General Fund of:	\$280,200,921.00
2.	Percentage Reserve Level State Standard for District:	3.0%
3.	Amount of State Minimum Reserve Standard:	\$8,406,027.63

SUFFICIENCY OF DISTRICT UNRESTRICTED RESERVES to meet the minimum recommended level AFTER IMPLEMENTATION OF PROPOSED AGREEMENT:

GENERAL FUND RESERVES (Fund 01 Unrestricted ONLY)

4.	Reserve for Economic Uncertainties (Object 9789)	\$8,406,027.63
5.	Unassigned/Unappropriated (Object 9790)	
6.	Total Reserves: (Object 9789 + 9790)	\$8,406,027.63

SPECIAL RESERVE FUND (Fund 17, as applicable)

7.	Reserve for Economic Uncertainties (Object 9789)	
----	--	--

TOTAL DISTRICT RESERVES, applicable to State Minimum Reserve Standard:

8.	General Fund & Special Reserve Fund:	\$8,406,027.63
9.	Percentage of General Fund Expenditures/Uses	3.00%
	Difference between District Reserves and Minimum State Requirement	

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

Ontario-Montclair

SCHOOL DISTRICT

F. MULTIYEAR CONTRACT AGREEMENT PROVISIONS

N/A

G. FINANCIAL IMPACT OF PROPOSED AGREEMENT IN SUBSEQUENT FISCAL YEARS

The following assumptions were used to determine that resources will be available to fund these obligations in future fiscal years (including any compensation and/or noncompensation provisions specified below that have been agreed upon if the proposed agreement is part of a multi-year contract):

The proposed agreement is an on-going increase. Based on the compensation and classification review, Human Resource Technician will be moved to the following steps: 4 FTE: Step 38 move to step 45.

H. NARRATIVE OF AGREEMENT

The District and CSEA initially met in February 2020 to begin a comprehensive study of job classifications that were fifty percent below the compensation industry standard. Through the District's comparable study, it was determined that the classifications of Human Resource Technician was amongst the lowest in the surrounding West-End region. It was recommended that the Human Resource Tech receive an increase from the salary range 38 to 45.

I. SOURCE OF FUNDING FOR PROPOSED AGREEMENT

The following source(s) of funding have been identified to fund the proposed agreement

Will be paid from the District's fund balance reserves.

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT**
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)

Ontario-Montclair SCHOOL DISTRICT


CERTIFICATION

To be signed by the District Superintendent AND Chief Business Official when submitted for Public Disclosure and by the Board President after formal action by the Governing Board on the proposed agreement.


Districts with a Qualified or Negative Certification: Per Government Code 3540.2, signatures of the District Superintendent and Chief Business Official must accompany the Summary Disclosure sent to the County Superintendent for review 10 days prior to the board meeting that will ratify the agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted for public disclosure in accordance with the requirements of AB 1200, AB 2756 and GC 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.



District Superintendent - signature



Chief Business Official- signature

9/9/2020
Date

9/9/2020
Date

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on 9/17/2020 took action to approve the proposed Agreement with the Classified (CSEA) Bargaining Unit.

President, Governing Board
(signature)

Date

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

September 17, 2020

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

FROM: James Q. Hammond, Superintendent

SUBJECT: **Memorandum of Understanding between the Ontario-Montclair School District and California School Employees Association and its Chapter #108 Regarding the Revised Salary Range for Human Resources Technician I**

REQUESTED ACTION

Approve the Memorandum of Understanding between the Ontario-Montclair School District and California School Employees Association and its Chapter #108 Regarding the Revised Salary Range for Human Resources Technician I.

BACKGROUND INFORMATION

The District and CSEA initially met in February 2020, to begin a comprehensive study of job classifications that were fifty percent below the compensation industry standard. Through the District's comparable study, it was determined that the classifications of Human Resources Technician I was amongst the lowest in the surrounding West-End region. The recommendation is that this position receive an increase from the salary range of 42 to 47.

The position is instrumental to the District and specifically the daily functions of the Human Resources Division in providing complex, diverse and confidential secretarial, administrative and support services and/or perform a variety of difficult, specialized administrative and technical support functions. The incumbent requires a thorough knowledge of the terminology, procedures and practices for their functional areas, with a significant degree of independence and accountability for results.

The Human Resource Technician I duties below represent some of the various work they perform:

- Performs department liaison functions, including communicating with various groups to provide detailed information of department and program policies and procedures;
- Creates, develops, maintains and updates specialized and custom forms, databases, logs, files, records and reports to support technical work processes in areas of assigned responsibility;
- Organizes, maintains and updates confidential subject, project and specialized technical files, documents and records, as well as creates, maintains and updates filing systems
- Prepares responses to salary surveys and assists in preparing and conducting District surveys, and compiles and generates reports of survey data;
- Performs standardized assignments in support of classified and certificated recruitment and selection programs, including drafting job announcements, advertisements and other recruitment materials, screening applicant qualifications, answering applicant and candidate questions regarding District employment and generating notices and correspondence to applicants, creates lists qualified applicants in existing applicant pools, and schedules applicant interviews.

Prepared by: Hector Macias, Assistant Superintendent, Human Resources



Memorandum of Understanding between the Ontario-Montclair School District and California School Employees Association and its Chapter #108 Regarding the Revised Salary Range for Human Resources Technician I
September 17, 2020

FINANCIAL IMPLICATIONS

The salary-range revision will increase the current base salary approximately \$7,533, for the remained of the year and annually approximately \$9,040, for this position.

Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve Memorandum of Understanding between the Ontario-Montclair School District and California School Employees Association and its Chapter #108 Regarding the Revised Salary Range for Human Resources Technician I.

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

HUMAN RESOURCES TECHNICIAN I COMPENSATION STUDY MOU

August 26, 2020

Terms and Conditions: This Memorandum of Understanding is entered into by and between the California School Employees Association, and its Chapter #108 Ontario-Montclair, (hereinafter "Association") and the Ontario-Montclair School District (hereinafter, "District").


The parties have met to negotiate the review of the Ontario-Montclair School District's job description of the **Human Resources Technician I**, and have agreed as followed:

1. The revised job classification of **Human Resources Technician I** will be changed to a **Range 47** on the classified bargaining unit salary schedule and will remain a twelve (12) month work year, two hundred and sixty (260) days, and eight (8) hours a day.
2. Incumbents in the **Human Resources Technician I** position shall be informed of the proposed change in the range of salary.
3. The **Human Resources Technician I** job description is attached.


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



Hector Macias *9/2/2020* *Date*
Assistant Superintendent, Human Resources
Ontario Montclair School District



Chris Vargas-Rojas *09/02/2020* *Date*
CSEA President
Chapter #108 Ontario Montclair



Robert Gallagher *9-2-20* *Date*
Executive Director, Human Resources
Ontario Montclair School District

Natalie Dorado *Date*
CSEA Labor Relations Representative
Rancho Cucamonga Field Office

CLASS SPECIFICATION
Human Resources Technician I

GENERAL PURPOSE

Under general supervision, performs a variety of responsible technical, difficult, sensitive and confidential office -administrative support functions and administrative duties in support of the District's classified and certificated human resource management programs to a Director, coordinates and manages the daily operations and activities of a District administrative office; creates and maintains specialized reports, records and files required in connection with department or office work processes; interacts with District administrators, staff, faculty on technical matters; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources Technician I provide complex, diverse and confidential secretarial, administrative and support services to Director, administrators, managers, coordinators or other staff at or above that level and/or perform a variety of difficult, specialized administrative and technical support functions that require a thorough knowledge of the terminology, procedures and practices for their functional areas, with a significant degree of independence and accountability for results. Incumbents are also responsible for organizing, coordinating and oversee the delivery of office and administrative support functions requiring a thorough knowledge of District rules, policies and procedures.

Human Resources Technician I is distinguished from Human Resources Technician in that the Human Resources Technician I is responsible directly to a Director, Administrator or Manager and Incumbents in the latter class independently perform professional assignments requiring the use of management and human resource theory and principles gained through professional education and experience.

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. Performs standardized assignments in support of classified and certificated recruitment and selection programs, including drafting job announcements, advertisements and other recruitment materials, screening applicant qualifications, answering applicant and candidate questions regarding District employment and generating notices and correspondence to applicants and candidates; creates lists of applicants and qualified applicants in existing applicant pools; schedules applicant interviews.
2. Makes test scheduling and other testing arrangements; proctors the administration of written and other tests; scores tests; creates lists of eligible candidates; conducts background and reference checks. prepares agreements and Board agenda items; ensures applications are processed accurately and in a timely manner; orders program materials; researches and answers questions and responds to issues;
3. Prepares District and department forms and records; explains policies and procedures; prepares and codes department time cards and track employee absences for Board agendas; maintains

- confidential files and information; Compiles employment offer letters and contracts and assembles new hire information packets; conducts and coordinates new hire orientation programs.
4. Organizes, maintains and updates confidential subject, project and specialized technical files, documents and records; creates, maintains and updates filing systems; copies, compiles and distributes contracts, reports, documents and other materials.
 5. Processes personnel actions, including new hires, I-9 actions, terminations, job changes, demotions and bonuses; enters all status and pay changes in accordance with District labor contract provisions; investigates personnel and payroll problems and makes recommendations for resolution; generates periodic and special notices and reports; prepares and prints employee ID badges. Creates, develops, maintains and updates specialized and custom forms, databases, logs, files, records and reports to support technical work processes in areas of assigned responsibility; designs, develops and maintains spreadsheets requiring data interpretation and manipulation
 6. Monitors and tracks employee leaves of absence and return from leaves, including workers' compensation, FMLA, pregnancy disability, military and other leave types on a District-wide basis; receives absence reports from school sites and departments and inputs employee absence data into the County system; tracks employees on leave to ensure leaves and leave extensions are promptly reported and leave provisions are not exceeded; identifies and follows up with departments and school sites as required to resolve discrepancies in employee work/leave status; provides timely information to Payroll to ensure employees on leave are accurately paid and workers' compensation administration requirements are met; provides information to employees and management regarding leave options and policy provisions; monitors the status of employees placed on 39 month rehire lists following maximum leave limits; tracks employees filing for retirement; prepares a variety of regular and periodic reports applicable to employee leave management.
 7. Prepares responses to salary surveys and assists in preparing and conducting District surveys; compiles and generates reports of survey data; with guidance, provides classification, compensation and benefits information to other organizations. Makes arrangements for meetings, including coordinating and scheduling reservations for meeting rooms and office equipment; prepares, compiles, copies and distributes meeting agendas, memos, handouts, flyers and reminders; tracks meeting attendance; sets up meeting rooms.
 8. Attends to a variety of office administrative details such as photocopying documents; data enters information in databases; opens, screens and distributes mail and correspondence.
 9. Performs with a significant degree of independent accountability difficult technical and administrative work in support of District or department programs, functions and processes; plans, organizes and coordinates activities to assist sites and departments. Performs research projects; compiles results and drafts reports and recommendations; compiles and generates statistical reports.
 10. Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information and complaints from officials, customers and the public, refers the request or complaint to appropriate staff and/or takes or recommends action to resolve the issue; reviews, determines the priority and routes incoming correspondence. Interprets policies, procedures and regulations to District management, staff and the public in assigned areas of

responsibility. Processes purchase requisitions; follows up on purchase requisitions to ensure delivery of services or products

11. Oversees and participates in the maintenance of employee personnel files; maintains recruitment, selection and other records; enters and tracks employee evaluations; copies personnel files for risk management; calls and schedules subpoenas to be copied; copies DMV reports for the transportation department; responds to EDD reports as needed.
12. Provides secretarial and administrative support to Directors, managers, coordinators or other staff at or above that level; types and/or drafts agendas and agenda items, agreements, memoranda, correspondence, extensive technical documents, reports, forms, presentations, templates, charts, graphs, tables, manuals, handbooks and other documents from drafts, notes, dictation, transcriptions or brief oral instructions, using word processing software; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete. With minimum direction, organizes, develops and assembles documents, handouts, manuals and other materials for distribution at meetings, presentations and other events.
13. Performs department liaison functions; communicates with various groups to provide detailed information of department and program policies and procedures; receives calls and skillfully handles inquiries regarding department functions and responsibilities; researches and responds to requests; organizes and assists with activities, special projects, meetings and workshops.

OTHER DUTIES

1. May coordinate placement of temporary and substitute employees; maintains records regarding the use of temporary and substitute employees and time worked.
2. Prepares responses to employment verification requests in accordance with District policy.
3. Assists with office and administrative support, including word processing to prepare schedules, overheads, charts and other documents, responding to customers, applicants and the public on a variety of questions and backing up other department office and administrative staff when required; prepares purchase orders for office equipment and consultant agreements.
4. Drafts year-round calendars and single track orange calendars; prepares employee calendars.

QUALIFICATIONS

Knowledge of:

1. Practices and techniques of public personnel administration, including recruitment, testing, selection and on-going employment/employee record and transaction administration.
2. Methods and practices of personnel administration applicable to the Ontario-Montclair School District.
3. Federal, state and local laws and regulations applicable to assigned responsibilities.
4. Practices of public administration, including maintenance of public records.
5. Research methods and data compilation techniques.

6. Practices of sound business communication; correct English usage, including spelling and grammar.
7. Standard business software, including word processing, spreadsheets and graphics.
8. Operations and requirements of the District's payroll and human resources information system.
9. District benefit programs, provisions and options.
10. Record-keeping and filing practices and procedures.
11. Principles and practices of customer service and telephone etiquette.
12. District human resources policies and procedures and labor contract provisions

Ability to:

1. Operate a computer using word processing and other business software and other standard office equipment.
2. Organize, set priorities and exercise sound judgment within areas of assigned responsibility.
3. Interpret, apply, explain and reach sound decisions in accordance with District and department policies, procedures and labor contract provisions.
4. Represent the Department effectively in meetings.
5. Understand and follow written and oral instructions.
6. Communicate effectively orally and in writing.
7. Prepare clear, concise and accurate reports, correspondence and other written materials.
8. Use computer tools and software for test scoring and recruitment/selection support.
9. Organize and maintain confidential and specialized files.
10. Work confidentially with discretion.
11. Use tact and diplomacy in dealing with sensitive situations and concerned people and customers.
12. Establish and maintain effective working relationships with District management, administrators, staff, applicants, the public and others encountered in the course of work.

Education, Training and Experience:

Graduation from high school or a G.E.D equivalent; and five years of increasingly responsible office administrative experience that provide familiarity with recruiting, interviewing and other human resource management practices. Completion of courses in human resources and management is desired but not required.

Licenses; Certificates; Special Requirements:

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 job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to stand and walk and lift up to ten pounds.

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

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work with constant interruptions, work under intensive deadlines and interact with District management, administrators, staff, applicants and the public.

WORK ENVIRONMENT

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

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

Board Approval 10/2/2008

FOR SUBMISSION TO THE GOVERNING BOARD AND THE COUNTY SUPERINTENDENT OF SCHOOLS in compliance with the Public Disclosure requirements of AB 1200 (Statutes 1991, Chapter 1213) as revised by AB 2756 (Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2.

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE SCHOOL DISTRICT
 WITH THE BARGAINING UNIT (BU)

To be acted upon by the Governing Board at its meeting on :	(enter Date)	9/17/2020
Budget Revisions to be INPUT no later than 45 days after approval: (will calc + 45 days)		11/1/2020
Estimated Agreement Payment Date	(enter Date)	10/31/2020

GENERAL

Section 1: STATUS OF BARGAINING UNIT AGREEMENTS

This document is REQUIRED whenever a NEW or AMENDED agreement is ratified.

If this Public Disclosure is not applicable to all of the District's bargaining units, indicate the current status (whether settled or pending settlement) of the remaining units:

(Separate disclosures should be made for each bargaining unit agreement)

	# FTE Represented
Certificated: <input type="text"/>	0.0
Classified: <input type="text" value="Classified (CSEA) - Human Resource Technician I"/>	1.0

Section 2: PERIOD OF AGREEMENT

The proposed agreement covers the period beginning on:	(enter Begin Date)	9/17/2020
and ending on:	(enter End Date)	6/30/2021

If this agreement is part of a multi-year contract, indicate ALL fiscal years covered:

Fiscal Years:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reopeners: Yes or NO ?	<input type="text"/>	<input type="text"/>	<input type="text"/>
if Yes, what Areas?	<input type="text"/>		

COMPENSATION PROVISIONS

Section 3: SALARIES: PERCENTAGE CHANGE IN SALARIES IN PROPOSED AGREEMENT:

The proposed agreement includes the following costs for salaries for the above-mentioned Bargaining unit:

Current Year Salary Cost Before Settlement (Based on Year to Date (YTD) Actuals Projected through 6/30):	\$ 37,731,314
Current Year Salary Cost After Settlement (Include any retroactive pay increases or (decreases) or one time bonuses/stipends or (reductions), as applicable):	\$ 37,737,034
Total Cost Increase or (Decrease):	\$5,720.00
Percentage Increase or (Decrease):	0.02%

SALARY CHANGE FOR AN AVERAGE, REPRESENTED EMPLOYEE FROM PRIOR YEAR

(Includes annual step/column movement on schedule):

<u>Salary Increase or (Decrease)</u>	
% increase or (decrease) to existing schedule	<input type="text" value="0.00%"/> per employee
% increase or (decrease) for one-time bonus/stipend or (salary reduction)	<input type="text" value="0.00%"/> per employee
<u>Step & column</u>	
average % annual change over the prior year schedule	<input type="text" value="0.00%"/> per employee
TOTAL PERCENTAGE CHANGE FOR AVERAGE REPRESENTED EMPLOYEE	<input type="text" value="0.00%"/> per employee

Indicate Change in # of Work Days, Furlough or Additional, Related to % Change	0
Indicate Total # of Work Days to be provided for fiscal year:	260
Indicate Total # of Instructional Days to be provided for fiscal year:	180

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

Section 4: BENEFITS: PERCENTAGE CHANGE IN EMPLOYEE BENEFITS IN PROPOSED AGREEMENT:

The proposed agreement includes the following costs for employee statutory and health/welfare benefits:

Statutory Benefits: *(object 3XXX less 34XX)*

(STRS, PERS, Workers Compensation, Unemployment Insurance, Social Security, Medicare)

Total Statutory Benefit Costs:

Current Costs:	\$ 10,619,004.00
Proposed Costs:	\$ 10,620,817.33
Total Cost Increase or (decrease):	\$1,813.33
Percentage Change:	0.02%

District Health and Welfare Plans - *Object 34XX* (Medical, Dental, Vision, Life Insurance, Other)

Total Health and Welfare Costs:

Current Costs:	\$ 9,812,807
Proposed Costs:	\$ 9,812,807
Total Cost Increase or (decrease):	\$0.00
Percentage Change:	0.00%

Indicate if Health/Welfare Benefits are Capped: (Include details such as different caps per health plans or any super composite rates. Also, indicate if cap includes health benefits only or also other insurances.)

Health Benefit Cap Based on Medical Plan Selected:

Single - \$8,616

Two Party - \$14,695

Family - \$18,866

Current Cap:	\$ 18,866.00	
Proposed Cap:	\$ 18,866.00	
Average Capped Amount increase or (decrease) per employee	\$0.00	0.00%

**TOTAL COST OR (SAVINGS) OF COMPENSATION CHANGES
(REGARDLESS OF WHETHER PREVIOUSLY BUDGETED IN WHOLE OR IN PART)**

Section 5: TOTAL COST INCREASE OR (SAVINGS) FOR SALARIES AND BENEFITS IN THE PROPOSED AGREEMENT:

Current Year Combined Cost Before Settlement: *(data pulls from above)*

(Based on YTD Actuals Projected through 6/30 and current agreement)

Salaries	\$ 37,731,314.00	
Benefits	\$ 20,431,811.00	
Total:		\$ 58,163,125.00

Current Year Cost After Settlement: *(data pulls from above)*

(Include any retroactive pay increases or (decreases) or one-time bonuses/stipends or (reductions)):

Salaries	\$ 37,737,034.00	
Benefits	\$ 20,433,624.33	
Total:		\$ 58,170,658.33

TOTAL COST INCREASE OR (DECREASE)	\$7,533.33
<i>(This amount should tie to the multiyear projection sections for 1XXX-3XXX)</i>	
PERCENTAGE CHANGE	0.01%
1% CHANGE IN SALARY AND STATUTORY BENEFIT COSTS (prior to any settlements):	\$ 483,503.18

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

OTHER PROVISIONS (COMPENSATION AND NON-COMPENSATION)

Section 6: The following are additional compensation and non-compensation provisions contained in the proposed agreement: (Indicate, **IN DETAIL**, the terms of the agreement covered in each section)

A. OTHER COMPENSATION: Off-Schedule Stipends/Bonuses, Reductions, etc. (amounts, staff affected, total cost and/or savings).

N/A

B. NON-COMPENSATION: Class Size Changes (indicate before and after class sizes/grades affected; and, if applied for CDE waiver (attach copy)), Staff Development Days, Teacher Prep Time, etc..

N/A

C. REOPENERS, CONTINGENCY AND/OR RESTORATION LANGUAGE: Describe specific areas identified for Reopeners, Contingency, and/or Restoration (include triggers and timing). Provide copy of Board Action to BAS upon approval.

N/A

Section 7: State Minimum Reserve Standard Calculation:

Total Expenditures and Other Uses: *(pulls from MYP Sec. 9)*
 Minimum State Reserve Percentage (input %)
 Minimum State Reserve Requirement: *(Formula includes Total Exp/Uses x Minimum Reserve %)*

\$	280,200,921.00
	3%
\$	8,406,027.63

FISCAL IMPACT IN CURRENT AND TWO SUBSEQUENT FISCAL YEARS

Section 8: Date of governing board approval of budget revisions in Section 9, Col.2 (below) in accordance with E.C. 42142 and Government Code 3547.5. (Pulls from above Governing Board Date plus 45 days)

11/1/2020

Provide proof that board-approved budget revisions have been input within 45 days. Date budget revisions input/BT #'s:

BT #'s:	mm/dd/yy
---------	----------

If the board-approved revisions input are different from the proposed budget adjustments in Col. 2 provide a detailed explanation of differences.

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

Section 9: IMPACT OF PROPOSED AGREEMENT ON THE GENERAL FUND BUDGET IN CURRENT AND TWO SUBSEQUENT FISCAL YEARS. (Reflect both Unrestricted and Restricted General Fund Budget Amounts)

In-Lieu of this form, an updated Form MYP can be supplied which includes the results of the settlement over the most recent Form MYP filed with this office.

	Current Fiscal Year			2020-2021
	(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
<i>Please NOTE: The title reflected in Col. 1 can be modified if the agreement is being approved along with the Adopted Budget Process. In this case, Col. 4 should reflect the Adopted Budget including the salary agreement and Col. 1 would reflect the Adopted Budget less Col. 2, the actual cost of the agreement.</i>	Latest Board-Approved Budget Before Settlement - As of 6/18/2020	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Including Other Proposed BU Agreements) Required to support cost of agreement (i.e. "me-too")	Projected District Budget After Settlement of Agreement (Cols. 1 + 2 + 3)
OPERATING REVENUES: LCFF ADA	ADA= 18,929			ADA= 18,929
LCFF Sources (8010-8099)	198,431,427.00	0.00	0.00	198,431,427.00
Remaining Revenues (8100-8799)	60,757,625.00	0.00	0.00	60,757,625.00
TOTAL	259,189,052.00	0.00	0.00	259,189,052.00
OPERATING EXPENDITURES				
1000 Certificated Salaries	119,932,377.00	0.00	157,799.00	120,090,176.00
2000 Classified Salaries	43,312,853.00	5,720	30,647	43,349,219.67
3000 Benefits	74,531,980.00	1,813	40,133	74,573,926.67
4000 Instructional Supplies	8,073,392.00	0.00	0.00	8,073,392.00
5000 Contracted Services	24,996,996.00	0.00	0.00	24,996,996.00
6000 Capital Outlay	1,397,300.00	0.00	0.00	1,397,300.00
7000 Other	(307,045.00)	0.00	0.00	(307,045.00)
TOTAL	271,937,853.00	7,533.00	228,579.00	272,173,965.00
OPERATING SURPLUS (DEFICIT)	(12,748,801.00)	(7,533.00)	(228,579.00)	(12,984,913.00)
Other Sources and Transfers In	131,694.00	0.00	0.00	131,694.00
Other Uses and Transfers Out	8,026,956.00	0.00	0.00	8,026,956.00
CURRENT YEAR INCREASE/ (DECREASE) TO FUND BALANCE	(20,644,063.00)	(7,533.00)	(228,579.00)	(20,880,175.00)
BEGINNING FUND BALANCE 9791-92	59,497,780.54			59,497,780.54
Prior-Year Adjustments 9793-95	0.00		0.00	0.00
NET BEGINNING BALANCE	59,497,780.54		0.00	59,497,780.54
ENDING FUND BALANCE (EFB)	38,853,718.00	(7,533.00)	(228,579.00)	38,617,606.00
COMPONENTS OF ABOVE EFB:				
Nonspendable (9711-9719)	343,995.00	0.00	0.00	343,995.00
Restricted (9740)	4,805,104.80	0.00	0.00	4,805,104.80
Committed (9750/9760)	25,305,673.93	(7,758.99)	(235,436.37)	25,062,478.57
Assigned (9780)	0.00	0.00	0.00	0.00
Reserve Economic Uncertainties (9789)	8,398,944.27	225.99	6,857.37	8,406,027.63
Unassigned/Unappropriated (9790)	0.00	0.00	0.00	0.00
State Minimum Reserves %	3.00%	<i>Meets</i>		3.00%
Are budgets in balance?	<i>In Balance</i>	<i>Undesignated Amount</i>		<i>In Balance</i>
Did you adjust reserves? s/b \$0	\$0.00			\$0.00
FUND 17 RESERVES (9789) or N/A	\$ -			\$ -

If the total amount of the adjustment in Column 2 does not agree with the amount of the total cost shown in Section 5, Total Costs, please explain below. Also, list any other assumptions used or included in Column 3:

Based on the compensation and classification review, Human Resource Technician I will be moved to the following steps: HR Tech I, 1 FTE: Step 42 move to step 47.

(Ref. c 4.12)

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

First Subsequent Year 2021 - 2022			
(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
Latest Board- Approved Budget Before Settlement - As of 6/18/2020	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Including Other Proposed BU Agreements) Required to support cost of agreement (i.e. "me-too")	Projected District Budget After Settlement of Agreement (Cols. 1 + 2 + 3)
OPERATING REVENUES: LCFF ADA			
ADA= 18,710			ADA= 18,710
LCFF Sources (8010-8099)	198,261,471.00	0.00	198,261,471.00
Remaining Revenues (8100-8799)	53,085,287.00	0.00	53,085,287.00
TOTAL	251,346,758.00	0.00	251,346,758.00

OPERATING EXPENDITURES

1000 Certificated Salaries	120,744,858.00	0.00	0.00	120,744,858.00
2000 Classified Salaries	43,638,560.00	6,864.00	36,776.00	43,682,200.00
3000 Benefits	75,752,425.00	2,176.00	11,656.00	75,766,257.00
4000 Instructional Supplies	7,965,036.00	0.00	0.00	7,965,036.00
5000 Contracted Services	25,282,979.00	0.00	0.00	25,282,979.00
6000 Capital Outlay	1,171,320.00	0.00	0.00	1,171,320.00
7000 Other	(307,045.00)	0.00	0.00	(307,045.00)
TOTAL	274,248,133.00	9,040.00	48,432.00	274,305,605.00

OPERATING SURPLUS/(DEFICIT)

	(22,901,375.00)	(9,040.00)	(48,432.00)	(22,958,847.00)
Other Sources and Transfers In	14,311,518.00	0.00	0.00	14,311,518.00
Other Uses and Transfers Out	1,973,406.00	0.00	0.00	1,973,406.00

**CURRENT YEAR INCREASE/
(DECREASE) TO FUND BALANCE**

	(10,563,263.00)	(9,040.00)	(48,432.00)	(10,620,735.00)
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**BEGINNING FUND BALANCE (9791)
(Pulls from prior year EFB)
Prior-Year Adjustments (9792-9795)
NET BEGINNING BALANCE**

	38,617,606.00			38,617,606.00
				0.00
NET BEGINNING BALANCE	38,617,606.00			38,617,606.00

ENDING FUND BALANCE (EFB)

	28,054,343.00	(9,040.00)	(48,432.00)	27,996,871.00
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COMPONENTS OF EFB (above):

Nonspendable (9711-9719)	343,995.00	0.00	0.00	343,995.00
Restricted (9740)	4,805,104.73	0.00	0.00	4,805,104.73
Committed (9750/9760)	14,618,597.10	(9,311.20)	(49,884.96)	14,559,400.94
Assigned (9780)	0.00	0.00	0.00	0.00
Reserve Economic Uncertainties	8,286,646.17	271.20	1,452.96	8,288,370.33
Unassigned/Unappropriated (9790)	0.00	0.00	0.00	0.00
State Minimum Reserves %	3.00%	Meets		3.00%
Are budgets in balance?	In Balance			In Balance
Did you adjust reserves? s/b \$0	\$ (0.00)	Undesignated Amount		\$ -
FUND 17 RESERVES (9789) or N/A	\$ -			\$ -

Assumptions used for LCFF Gap%, Unduplicated %, Other Revenue COLAs, Addl/Reduced staffing, etc., explain below:

N/A

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

Second Subsequent Year 2022 - 2023			
(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
Latest Board- Approved Budget Before Settlement - As of _____ 6/18/2020	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Including Other Proposed BU Agreements) Required to support cost of agreement (i.e. "me-too")	Projected District Budget After Settlement of Agreement (Cols. 1 + 2 + 3)
OPERATING REVENUES: LCFF ADA			
ADA= 18,096			ADA= 18,096
LCFF Sources (8010-8099)	201,851,198.00	0.00	201,851,198.00
Remaining Revenues (8100-8799)	52,420,944.00	0.00	52,420,944.00
TOTAL	254,272,142.00	0.00	254,272,142.00

OPERATING EXPENDITURES

1000 Certificated Salaries	121,137,988.00	0.00	0.00	121,137,988.00
2000 Classified Salaries	43,970,782.00	6,864.00	36,776.00	44,014,422.00
3000 Benefits	79,680,432.00	2,176.00	11,656.00	79,694,264.00
4000 Instructional Supplies	8,110,307.00	0.00	0.00	8,110,307.00
5000 Contracted Services	25,371,978.00	0.00	0.00	25,371,978.00
6000 Capital Outlay	1,171,320.00	0.00	0.00	1,171,320.00
7000 Other	(307,045.00)	0.00	0.00	(307,045.00)
TOTAL	279,135,762.00	9,040.00	48,432.00	279,193,234.00

OPERATING SURPLUS/(DEFICIT)

	(24,863,620.00)	(9,040.00)	(48,432.00)	(24,921,092.00)
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Other Sources and Transfers In	23,595,655.00	0.00	0.00	23,595,655.00
Other Uses and Transfers Out	2,073,406.00	0.00	0.00	2,073,406.00

**CURRENT YEAR INCREASE/
(DECREASE) TO FUND BALANCE**

	(3,341,371.00)	(9,040.00)	(48,432.00)	(3,398,843.00)
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BEGINNING FUND BALANCE (9791)

(Pulls from prior year EFB)

	27,996,871.00			27,996,871.00
--	---------------	--	--	---------------

Prior-Year Adjustments (9792-9795)

				0.00
--	--	--	--	------

NET BEGINNING BALANCE

	27,996,871.00			27,996,871.00
--	---------------	--	--	---------------

ENDING FUND BALANCE (EFB)

	24,655,500.00	(9,040.00)	(48,432.00)	24,598,028.00
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COMPONENTS OF EFB (above):

(use whole rounded numbers only)

Nonspendable (9711-9719)	343,995.00			343,995.00
Restricted (9740)	4,805,104.73			4,805,104.73
Committed (9750/9760)	11,070,125.23	(9,311.20)	(49,884.96)	11,010,929.07
Assigned (9780)	0.00	0.00		0.00
Reserve Economic Uncertainties	8,436,275.04	271.20	1,452.96	8,437,999.20
Unassigned/Unappropriated (9790)	0.00	0.00	0.00	0.00
State Minimum Reserves %	3.00%		Meets	3.00%
Are budgets in balance?	In Balance			In Balance
Did you adjust reserves? s/b \$0	\$0.00		OK	\$0.00
FUND 17 RESERVES (9789) or N/A	\$ -			\$ -

Assumptions used for LCFF Gap%, Unduplicated %, Other Revenue COLAs, Add/Reduced Staffing, etc., explain below:

N/A

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

Section 10: MULTI-YEAR CONTRACT AGREEMENT PROVISIONS: The proposed agreement contains the following COLAs and other compensation/non-compensation provisions for subsequent years as follows *(text pulls into disclosure)*: Send copy of final Agreement to BAS upon Board Approval

N/A

Section 11:

FINANCIAL IMPACT OF PROPOSED AGREEMENT IN SUBSEQUENT FISCAL YEARS: The following assumptions were used to determine that resources will be available to fund these obligations in future fiscal years. *(Include any compensation/noncompensation provisions specified below.) (text pulls into disclosure)*:

The proposed agreement is an on-going increase. Based on the compensation and classification review, Human Resource Technician I will be moved to the following steps: 1 FTE: Step 42 move to step 47.

Section 12: NARRATIVE OF AGREEMENT: Provide a brief narrative of the proposed changes in compensation or health premiums, including percentage changes, effective dates, and comments and/or explanations. *(text pulls into disclosure)*:

The District and CSEA initially met in February 2020, to begin a comprehensive study of job classifications that were fifty percent below the compensation industry standard. Through the District's comparable study, it was determined that the classifications of Human Resource Technician was amongst the lowest in the surrounding West-End region. It was recommended that the Human Resource Tech I receive an increase from salary range 42 to 47.

Section 13: SOURCE OF FUNDING FOR PROPOSED AGREEMENT: Provide a brief narrative of the funds available in the current year to provide for the costs of this agreement. *(text pulls into disclosure)*:

Will be paid from the District's fund balance reserves.

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

ADDITIONAL FISCAL INDICATORS- CRITERIA AND STANDARDS A.5

This section is in response to the Criteria and Standards Additional Fiscal Indicators #A.5., which asks: "Has the district entered into a bargaining agreement where any of the budget or subsequent years of the agreement would result in salary increases that are expected to exceed the projected state cost of living adjustment."

Section 14: COMPARISON OF PROPOSED AGREEMENT TO CHANGE IN DISTRICT LOCAL CONTROL FUNDING FORMULA (LCFF):

(A)	Current-year (CY) LCFF Average Rate per ADA: (CY LCFF Entitlement per ADA, FCMAT LCFF Calculator, Calculator Tab, Row 79)	Estimated \$10,277.00
(B)	Less Prior-Year (PY) LCFF BASC Calculator Rate per ADA: (PY LCFF Entitlement per ADA, FCMAT LCFF Calculator, Calculator Tab, Row 79)	\$11,041.00
(C)	= Amount of Current-Year Increase or (decrease): (A) minus (B)	(764.00)
(D)	= Percentage Increase or (decrease) in LCFF per ADA: (C) divided by (B)	(6.92%)
(E)	ADA Increase/(Decrease) from Prior Year as % Current year P-2 LCFF funded ADA (greater of PY guarantee or current year)	(2.38%)
	Prior Year P-2 LCFF funded ADA (greater of PY guarantee or current year)	18,929.00
		19,390.00
(F)	Total LCFF % increase or (decrease) plus ADA % change	(9.30%)
(G)	Indicate Total Settlement Percentage Change from Section 5	0.01%

If proposed agreement % on Line G is greater than Line F, please provide explanation below:

Will be paid from the District's fund balance reserves.

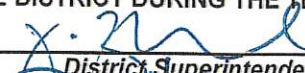
CERTIFICATION


To be signed by the **District Superintendent AND Chief Business Official upon submission to the Governing Board** and by the **Board President upon formal Board action** on the proposed agreement.

Districts with a Qualified or Negative Certification : Per Government Code 3540.2, signatures of the District Superintendent and Chief Business Official must accompany the Summary Disclosure sent to the County Superintendent for review **10 days prior to the board meeting that will ratify the agreement**.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200, AB 2756, GC 3547.5, and GC 3540.2.

WE HEREBY CERTIFY THAT THE COSTS INCURRED BY THE SCHOOL DISTRICT UNDER THIS AGREEMENT CAN BE MET BY THE DISTRICT DURING THE TERM OF THE AGREEMENT.


District Superintendent - signature


Chief Business Official - signature

9/9/2020
Date

9/9/2020
Date

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on Thursday, September 17, 2020 took action to approve the proposed Agreement with the Classified (CSEA) Bargaining Unit.

President, Governing Board - signature

Date

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

Ontario-Montclair

SCHOOL DISTRICT

Government Code Section 3547.5: **Before** a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer.

Intent of Legislation: To ensure that members of the public are informed of the major provisions of a collective bargaining agreement before it becomes binding on the school district.

(This information is pulled from the SUMMARY section of this file which should be completed FIRST)

MAJOR PROVISIONS OF PROPOSED AGREEMENT WITH THE

Classified (CSEA)

BARGAINING UNIT

To be acted upon by the Governing Board at its meeting on

09/17/20

A. PERIOD OF AGREEMENT:

The proposed bar Classified (CSEA) - Human Resource Technician I and ending for the following fiscal years

09/17/20

06/30/21

B. TOTAL COST CHANGE TO IMPLEMENT PROPOSED AGREEMENT (SALARIES & BENEFITS)

The total change in costs for salaries and employee benefits in the proposed agreement:

1. Current Year Costs Before Agreement

\$58,163,125.00

2. Current Year Costs After Agreement

\$58,170,658.33

3. Total Cost Change

\$7,533.33

4. Percentage Change

0.01%

5. Value of a 1% Change

\$483,503.18

C. PERCENTAGE SALARY CHANGE FOR AVERAGE, REPRESENTED EMPLOYEE

The total percentage change in salary, including annual step and column movement on the salary schedule (as applicable), for the average, represented employee under this proposed agreement:

1. Salary Schedule change
(% Change To Existing Salary Schedule)
(% change for one time bonus/stipend or salary reduction)

2. Step & Column
(Average % Change Over Prior Year Salary Schedule)

3. TOTAL PERCENTAGE CHANGE FOR THE
AVERAGE, REPRESENTED EMPLOYEE

4. Change in # of Work Days (+/-) Related to % Change

5. Total # of Work Days to be provided in Fiscal Year

260

6. Total # of Instructional Days to be provided in Fiscal Year
(applicable to Certificated BU agreements only)

180

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

Ontario-Montclair

SCHOOL DISTRICT

D. PERCENTAGE BENEFITS CHANGE FOR BOTH STATUTORY AND DISTRICT-PROVIDED EMPLOYEE BENEFITS INCLUDED IN THIS PROPOSED AGREEMENT:

1.	Cost of Benefits Before Agreement	\$20,431,811.00
2.	Cost of Benefits After Agreement	\$20,433,624.33
3.	Percentage Change in Total Costs	0.01%

E. IMPACT OF PROPOSED AGREEMENT ON DISTRICT RESERVES

State-Recommended Minimum Reserve Level (after implementation of Proposed Agreement)

1.	Based On Total Expenditures and Other Uses in the General Fund of:	\$280,200,921.00
2.	Percentage Reserve Level State Standard for District:	3.0%
3.	Amount of State Minimum Reserve Standard:	\$8,406,027.63

SUFFICIENCY OF DISTRICT UNRESTRICTED RESERVES to meet the minimum recommended level AFTER IMPLEMENTATION OF PROPOSED AGREEMENT:

GENERAL FUND RESERVES (Fund 01 Unrestricted ONLY)

4.	Reserve for Economic Uncertainties (Object 9789)	\$8,406,027.63
5.	Unassigned/Unappropriated (Object 9790)	
6.	Total Reserves: (Object 9789 + 9790)	\$8,406,027.63

SPECIAL RESERVE FUND (Fund 17, as applicable)

7.	Reserve for Economic Uncertainties (Object 9789)	
----	--	--

TOTAL DISTRICT RESERVES, applicable to State Minimum Reserve Standard:

8.	General Fund & Special Reserve Fund:	\$8,406,027.63
9.	Percentage of General Fund Expenditures/Uses	3.00%
	Difference between District Reserves and Minimum State Requirement	

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

Ontario-Montclair

SCHOOL DISTRICT

F. MULTIYEAR CONTRACT AGREEMENT PROVISIONS

N/A

G. FINANCIAL IMPACT OF PROPOSED AGREEMENT IN SUBSEQUENT FISCAL YEARS

The following assumptions were used to determine that resources will be available to fund these obligations in future fiscal years (including any compensation and/or noncompensation provisions specified below that have been agreed upon if the proposed agreement is part of a multi-year contract):

The proposed agreement is an on-going increase. Based on the compensation and classification review, Human Resource Technician I will be moved to the following steps: 1 FTE: Step 42 move to step 47.

H. NARRATIVE OF AGREEMENT

The District and CSEA initially met in February 2020, to begin a comprehensive study of job classifications that were fifty percent below the compensation industry standard. Through the District's comparable study, it was determined that the classifications of Human Resource Technician was amongst the lowest in the surrounding West-End region. It was recommended that the Human Resource Tech I receive an increase from salary range 42 to 47.

I. SOURCE OF FUNDING FOR PROPOSED AGREEMENT

The following source(s) of funding have been identified to fund the proposed agreement

Will be paid from the District's fund balance reserves.

FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)

Ontario-Montclair

SCHOOL DISTRICT


CERTIFICATION

To be signed by the District Superintendent AND Chief Business Official when submitted for Public Disclosure and by the Board President after formal action by the Governing Board on the proposed agreement.


Districts with a Qualified or Negative Certification: Per Government Code 3540.2, signatures of the District Superintendent and Chief Business Official must accompany the Summary Disclosure sent to the County Superintendent for review 10 days prior to the board meeting that will ratify the agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted for public disclosure in accordance with the requirements of AB 1200, AB 2756 and GC 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.


District Superintendent - signature

9/9/2020
Date


Chief Business Official- signature

9/9/2020
Date

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on 9/17/2020 took action to approve the proposed Agreement with the Classified (CSEA) Bargaining Unit.

President, Governing Board
(signature)

Date

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

September 17, 2020

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: **Adoption of Resolution 2020-21-08, Recognizing October 12-16, 2020 as National School Lunch Week**

REQUESTED ACTION

Approve the adoption of Resolution 2020-21-08, Recognizing October 12-16, 2020 as National School Lunch Week.

BACKGROUND INFORMATION

In 1962, Congress designated the week beginning the second Sunday in October as “National School Lunch Week.” During this annual weeklong celebration students all around the country celebrate in their cafeterias with decorations, special menus, events, and other activities. The 2020 National School Lunch Week theme is “Now Playing: School Lunch!”, which spotlights hit menu items that kids love while capitalizing on the popularity of movies to appeal to students in all grade levels. This year, Ontario-Montclair School District (OMSD) will recognize October 12-16, 2020 as National School Lunch Week.

COVID pandemic caused school closures and has changed how students receive their instruction. OMSD, as well as schools throughout the nation, had to make adjustments to how we re-opened schools and many aspects of how school districts’ function has changed. What has remained steadfast is the breakfast, lunch, and supper meals that our dedicated food service colleagues continue to prepare and distribute with care and thoughtfulness to our students across every school site and each satellite location. OMSD and the Board of Trustees recognizes the importance of the National School Lunch Program and will honor the program and our hard working Food and Nutrition Services team through the adoption of Resolution 2020-21-08 (Exhibit A), Recognizing October 12-16, 2020 as National School Lunch Week.

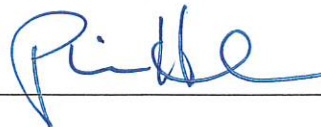
Prepared by: Hector Macias, Assistant Superintendent, Human Resources



FINANCIAL IMPLICATIONS

None.

Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT’S RECOMMENDATION

The Superintendent recommends the Board approve the adoption of Resolution 2020-21-08, Recognizing October 12-16, 2020 as National School Lunch Week

Approved by: James Q. Hammond, Superintendent



EXHIBIT A

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

RESOLUTION 2020-21-08

Recognizing October 12-16, 2020 as National School Lunch Week

WHEREAS, in 1962, Congress, by joint resolution, designated the week beginning the second Sunday in October each year, as "National School Lunch Week"; and

WHEREAS, the National School Lunch program is dedicated to the health and well-being of our nation's children; and

WHEREAS, the National School Lunch Program has been joined through the years by many other excellent child feeding programs; and there is evidence of continued need for nutrition education and awareness of the value for school nutrition programs; and

WHEREAS, the National School Lunch Program has served our nation admirably for over 60 years through advanced practices and nutrition education; and

WHEREAS, OMSD's Food and Nutrition Services staff has remained steadfast, in providing breakfast, lunch, and supper meals and distributes with care to our students across our OMSD communities; and

WHEREAS, the Ontario-Montclair School District celebrates and recognizes and promotes events and activities recognizing the benefits of the National School Lunch Program.

NOW THEREFORE, BE IT RESOLVED, that the Ontario-Montclair School District recognizes October 12-16, 2020 as National School Lunch Week.

PASSED AND ADOPTED the seventeenth day of September 2020, by the Board of Trustees, Ontario-Montclair School District, County of San Bernardino, California.



Attest:

Elvia M. Rivas, Board President

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

September 17, 2020

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: **Adoption of Resolution 2020-21-09, Recognizing October 11-17, 2020 as Week of the School Administrator**

REQUESTED ACTION

Approve the Adoption of Resolution 2020-21-09, Recognizing October 11-17, 2020 as Week of the Administrator.

BACKGROUND INFORMATION

Education Code section 44015.1 encourages public recognition of the contribution that school administrators make to student achievement. The State of California has declared the second week of October as “Week of the School Administrator,” as proposed in Education Code section 44015.1.

School administrators have been exceptional in their roles during these unprecedented times. They rallied with their school and broader District community to reflect compassion, savvy, grace and a collaborative effort to sustain student, staff, and family’s safety while preserving the cognitive and social emotional development of students. Administrators have risen to the challenge with their teams to confront the concerns related to COVID-19 while maintaining a concerted focus on the health and well-being of our students and staff, to ensure all OMSD students continue to receive a world-class education.

School leaders depend on a network of support from school communities – fellow administrators, teachers, parents, students, businesses, community members, Board Members, colleges and universities, community and faith-based organizations, elected officials and district and county staff and resources – to promote ongoing student achievement and school success. Extensive administrative networks throughout the OMSD community, city, county, and state, support these educational leaders. However, it is the responsibility of these educational leaders to ensure our future leaders receive the best education, even through these challenging times.

Resolution 2020-21-09 (Exhibit A) recognizes October 11-17, 2020 as Week of the School Administrator in the Ontario-Montclair School District in recognition of the District’s certificated and classified administrators.

Prepared by: Hector Macias, Assistant Superintendent, Human Resources 

FINANCIAL IMPLICATIONS

None.

Reviewed by: Phil Hillman, Chief Business Official 

Adoption of Resolution 2020-21-09, Recognizing October 11-17, 2020 as Week of the School Administrator
September 17, 2020

SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve the Adoption of Resolution 2020-21-09 recognizing October 11-17, 2020 as Week of the School Administrator.

Approved by: James Q. Hammond, Superintendent _____

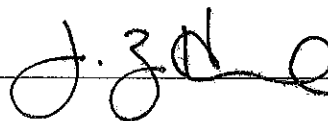
A handwritten signature in black ink, appearing to read "J. Q. Hammond", is written over a horizontal line.

Exhibit A
ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California
September 17, 2020



Resolution 2020-21-09

WEEK OF THE SCHOOL ADMINISTRATOR

WHEREAS, leadership matters for California's public education system and the more than 6 million students it serves; and

WHEREAS, school administrators are passionate, lifelong learners who believe in the value of quality public education; and

WHEREAS, the title "school administrator" is a broad term used to define many education leadership posts. Superintendents, assistant superintendents, principals, assistant principals, special education and adult education leaders, curriculum and assessment leaders, school business officials, classified educational leaders, and other administrative school district employees are considered school administrators; and

WHEREAS, providing quality service for student success is paramount for the profession; and

WHEREAS, most school administrators began their careers as teachers. The average administrator has served in public education for more than a decade. Most of California's superintendents have served in education for more than 20 years. Such experience is beneficial in their work to effectively and efficiently lead public education and improve student achievement; and

WHEREAS, school administrators have been exceptional in their roles during this unprecedented time. They rallied with their school and broader district community to reflect compassion, savvy, grace and a collaborative effort to sustain student, staff, and family's safety while preserving the cognitive and social emotional development of students. Administrators have risen to the challenge with their teams to confront the concerns related to COVID-19 while maintaining a concerted focus on the health and well-being of our students and staff, and to ensure all OMSD students continue to receive a world-class education; and

WHEREAS, school district leaders depend on a network of support from school communities – fellow administrators, teachers, parents, students, businesses, community members, board trustees, colleges and universities, community and faith-based organizations, elected officials and district and county staff and resources – to promote ongoing student achievement and school success; and

WHEREAS, the State of California has declared the second week of October as the "Week of the School Administrator" in Education Code 44015.1; and

WHEREAS, the future of California's public education system depends upon the quality of its leadership team.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Ontario-Montclair School District hereby recognize October 11-17, 2020 as Week of the School Administrator and that all school leaders be recognized and commended for the contributions they make to student academic achievement.

PASSED AND ADOPTED this seventeenth day of September 2020, by the Board of Trustees of the Ontario-Montclair School District in San Bernardino County, California.

BOARD OF TRUSTEES OF THE ONTARIO-MONTCLAIR SCHOOL DISTRICT

Elvia M. Rivas, Board President

Date

Consent Calendar

(d) Learning & Teaching

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

September 17, 2020

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

FROM: James Q. Hammond, Superintendent

SUBJECT: Adoption of Resolution 2020-21-10, Recognizing Wiltsey Middle School for Receiving Reauthorization as an International Baccalaureate World School, Middle Years Programme School

REQUESTED ACTION

Approve the Adoption of Resolution 2020-21-10, Recognizing Wiltsey Middle School for Receiving Reauthorization as an International Baccalaureate World School, Middle Years Programme School.

BACKGROUND INFORMATION

Becoming an authorized International Baccalaureate World School, Middle Years Programme School is a lengthy and time intensive process, which involves in-depth staff development, careful instructional planning, and deliberate changes to the school culture. Wiltsey Middle School received authorization in 2014 and in the ensuing years, its staff and leadership team have participated in a myriad of professional development workshops and events, which have supported the school as it has worked to strengthen its implementation and deepen its understanding of the IB program. Each IB World School is regularly evaluated to ensure that the standards and practices of its IB program are being maintained. Additionally, Authorized IB World Schools are evaluated for reauthorization at least once every five years. As part of the process, the school engages in a self-study, which is a key element in the school's continual improvement and reauthorization.

Wiltsey Middle School received an official reauthorization visit in September 2019 by a panel representing the International Baccalaureate. Subsequently, the school and District have been informed that Wiltsey Middle School is being reauthorized as an International Baccalaureate World School, Middle Years Programme School. Through the adoption of Resolution 2020-21-10, Recognizing Wiltsey Middle School for Receiving Reauthorization as an International Baccalaureate World School, Middle Years Programme School, the Board of Trustees acknowledges the teamwork, collaboration and commitment of Wiltsey Middle School's students, community, staff and leadership.

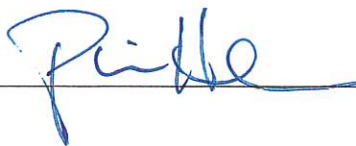
Prepared by: Tammy Lipschultz, Assistant Superintendent, Learning & Teaching



FINANCIAL IMPLICATIONS

Cost of certificates.

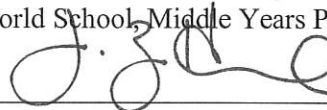
Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board adopt Resolution 2020-21-10, Recognizing Wiltsey Middle School for Receiving Reauthorization as an International Baccalaureate World School, Middle Years Programme School.

Approved by: James Q. Hammond, Superintendent





ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

**Resolution 2020-21-10, Recognizing Wiltsey Middle School
for Receiving Reauthorization as an
International Baccalaureate World School, Middle Years Programme School**

WHEREAS, Wiltsey Middle School was granted full authorization as an International Baccalaureate World School, Middle Years Programme School in 2014 after undergoing an extensive review process of in-depth staff development, implementation of instructional planning, and deliberate changes to the school culture;

WHEREAS, in the ensuing years, the staff and leadership at Wiltsey Middle School have done an excellent job with the implementation of the IB Middle Years Programme, and have been diligent in their mission to provide a world class education to the students of the Ontario-Montclair School District community;

WHEREAS, Wiltsey Middle School received an official reauthorization visit by a panel representing the International Baccalaureate in September 2019, and subsequently Wiltsey Middle School is being reauthorized as an International Baccalaureate World School, Middle Years Programme School;

WHEREAS, the International Baccalaureate Programme's mission statement is in alignment with the District's mission statement. The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect;

WHEREAS, the International Baccalaureate is a non-profit educational foundation founded in 1968 to work with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment, and its program is recognized world-wide;

WHEREAS, the International Baccalaureate Programme encourages a positive attitude to learning by encouraging students to ask challenging questions, to critically reflect, to develop research skills, to acquire learning skills, to participate in community service, and to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right; and

WHEREAS, the International Baccalaureate Programme emphasizes intellectual challenge, encourages students to make connections between their studies in traditional subjects and to the real world, fosters the development of communication skills, intercultural understanding and global engagement, and development of qualities that are essential for life in the 21st Century.

THEREFORE BE IT RESOLVED, that through the adoption of Resolution 2020-21-10, Recognizing Wiltsey Middle School for Receiving Reauthorization as an International Baccalaureate World School, Middle Years Programme School, the Board of Trustees acknowledges the teamwork, collaboration and commitment of Wiltsey Middle School's students, community, staff and leadership.

Adopted by the Ontario-Montclair School District Board of Trustees on this 17th day of September 2020.

Elvia M. Rivas, Board President

Sarah S. Galvez, Board Vice President

Kristen Brake, Board Clerk

Sonia Alvarado, Board Member

Alfonso Sanchez, Board Member

James Q. Hammond, Ed.D., Superintendent

Discussion/Action/Public Hearing

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

September 17, 2020

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: 2019-2020 Financial Statements (Unaudited Actuals) and Supplementary Schedules
(Additional Supporting Information Available Under Separate Cover)

REQUESTED ACTION

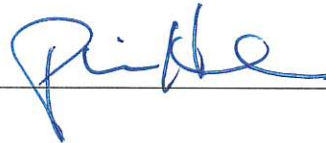
Approve the 2019-2020 Financial Statements (Unaudited Actuals) and Supplementary Schedules (Additional Supporting Information Available Under Separate Cover).

BACKGROUND INFORMATION

Education Code section 42100 requires the Board of Trustees approve the annual statement of all receipts and expenditures for all District funds (the "Unaudited Actuals") for the preceding fiscal year. The 2019-2020 Financial Statements are presented under separate cover.

The Unaudited Actuals are the financial statements that will be audited by the District's independent audit firm and are completed prior to audit report issuance. The final audit report submission to the State due date has been extended to March 31, 2021. The audit report will be presented to the Board after the submission of the audit report.

Prepared by: Phil Hillman, Chief Business Official



FINANCIAL IMPLICATIONS

Approval of the 2019-2020 Financial Statements has no direct financial implications. Rather, it will be utilized as a management tool for future financial decisions.

Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve the 2019-2020 Financial Statements (Unaudited Actuals) and Supplementary Schedules (Additional Supporting Information Available Under Separate Cover).

Approved by: James Q. Hammond, Superintendent



ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

September 17, 2020

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

FROM: James Q. Hammond, Superintendent

SUBJECT: **Second Reading and Adoption of the Ontario-Montclair School District's Learning Continuity and Attendance Plan** (*Additional Supporting Information Available Under Separate Cover*)

REQUESTED ACTION

Approve the Second Reading and Adoption of the Ontario-Montclair School District's Learning Continuity and Attendance Plan. (*Additional Supporting Information Available Under Separate Cover*)

BACKGROUND INFORMATION

As part of California's Local Control Funding Formula (LCFF), school districts are required to develop, adopt, and annually update a three-year Local Control and Accountability Plan (LCAP). This year, due to the COVID-19 stay at home order, districts were unable to complete the process of drafting a new three-year LCAP. In its place, the State of California and California Department of Education have implemented Senate Bill 98 and California Education Code Section 43509, which mandate school districts draft and adopt a Learning Continuity and Attendance Plan (Plan) by September 30, 2020.

SB 98 mandates that the California School Dashboard not be published in December 2020 and that the Local Control and Accountability Plan (LCAP) or an annual update to the LCAP is not required for the 2020-2021 school year. In its place, LEAs will adopt the Budget Overview for Parents by December 15, 2020. SB 98 also establishes California Education Code 43509 and the Learning Continuity and Attendance Plan.

The Learning Continuity and Attendance Plan describes how the District will respond to the impact of the coronavirus on in-school and distance learning, learning loss and students' mental health. The Plan must be adopted by the LEA's Governing Board and filed within five days after adoption with the county superintendent of schools. In drafting the Plan, LEAs shall consider stakeholder feedback by consulting with teachers, principals, administrators, other school personnel, local bargaining units, parents and pupils in the development of the Plan. Additionally, LEAs must:

- Solicit recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the Plan.
- Present the Plan to the Parent Advisory Committee and the English Learner Parent Advisory Committee for review and comment.
- Present the Plan at a public hearing for review and comment.
- Adopt the Plan at a governing board public meeting after, but not on the same day as the public hearing.
- Prominently post the Plan on the homepage of the LEA's website, consistent with the LCAP posting requirements.

The Learning Continuity and Attendance Plan must contain the following information:

- **Overview:** Provide information deemed relevant to enable a reader to more fully understand how the LEA's Learning Continuity and Attendance Plan has been informed by the impacts the LEA and its community have experienced from the COVID-19 pandemic.

(Ref. H 2.1)

Second Reading and Adoption of the Ontario-Montclair School District's Learning Continuity and Attendance Plan *(Additional Supporting Information Available Under Separate Cover)*

September 17, 2020


- **Stakeholder Engagement:** A description of the efforts made to solicit stakeholder feedback including efforts to reach students, families, educators, and other stakeholders who do not have internet or speak languages other than English, and a description of the overall stakeholder process and how the stakeholder engagement was considered before finalizing the Learning Continuity and Attendance Plan.
- **Instructional Offerings:** A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.
- **Continuity of Instruction:** A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA's plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.
- **Access to Devices and Connectivity:** A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.
- **Pupil Participation and Progress:** A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes and a description of how the LEA will measure participation and time value of pupil work.
- **Distance Learning Professional Development:** A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.
- **Staff Roles and Responsibilities:** A description of the new roles and responsibilities of affected staff as a result of COVID-19.
- **Supports for Pupils with Unique Needs:** A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.
- **Pupil Learning Loss:** A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–2021 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.
- **Pupil Learning Loss Strategies:** A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils experiencing homelessness.
- **Effectiveness of Implemented Pupil Learning Loss Strategies:** A description of how the effectiveness of the services or supports provided to address learning loss will be measured.

Second Reading and Adoption of the Ontario-Montclair School District’s Learning Continuity and Attendance Plan *(Additional Supporting Information Available Under Separate Cover)*
September 17, 2020

- **Action to Address Pupil Learning Loss:** A description of how actions contribute to increasing or improving services.
- **Mental Health and Social Emotional Well-Being:** A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.
- **Pupil and Family Engagement and Outreach:** A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not engaging in instruction and is at risk of learning loss.
- **School Nutrition:** A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.
- **Increased or Improved Services for Foster Youth, English learners, and Low-Income Students:** Action being provided to an entire school, or across the entire school district explaining how the needs of foster youth, English learners, and low-income students were considered first, and how these actions are effective in meeting the goals for these students.

A Public Hearing was held on Thursday, August 20, 2020 during the regularly scheduled Board of Trustees meeting to grant the public the opportunity for discussion of the District’s Learning Continuity and Attendance Plan prior to its adoption by the Board of Trustees on September 17, 2020.

Revisions to the District’s Learning Continuity and Attendance Plan required after the Public Hearing of August 20, 2020 and stakeholder engagement input are included in the final draft of the Learning Continuity and Attendance Plan. The final Learning Continuity and Attendance Plan is presented as Exhibit A, under separate cover, to the Board of Trustees for adoption. The Plan is also available for viewing at the Briggs Education Center, at the six middle schools (De Anza, Oaks, Serrano, Vernon, Vina Danks and Wiltsey middle school) and on the District’s website at www.omsd.net.

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

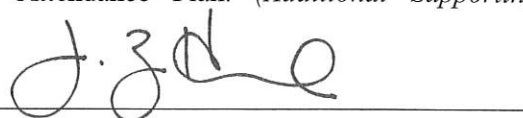
FINANCIAL IMPLICATIONS

The financial implications are noted in the District’s Learning Continuity and Attendance Plan.

Reviewed by: Phil Hillman, Chief Business Official 

SUPERINTENDENT’S RECOMMENDATION

The Superintendent recommends the Board Approve the Second Reading and Adoption of the Ontario-Montclair School District’s Learning Continuity and Attendance Plan. *(Additional Supporting Information Available Under Separate Cover)*

Approved by: James Q. Hammond, Superintendent 

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

September 17, 2020

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

FROM: James Q. Hammond, Superintendent

SUBJECT: **Memorandum of Understanding between the Ontario-Montclair School District (District) and California School Employees Association and Its Chapter 108 (CSEA) Regarding COVID-19 Return to Work**

REQUESTED ACTION

Approve the Memorandum of Understanding (MOU) between the Ontario-Montclair School District (District) and California Employees Association and its Chapter 108 (CSEA) Regarding COVID-19 Return to Work.

BACKGROUND INFORMATION

The District and CSEA recognize the importance of maintaining safe facilities and operations, for the benefit of the students and communities served by the District and its teachers and staff. We recognize the importance of prudent measures to prevent District employees, students, their families, or other people using District facilities from being exposed to or infected with coronavirus. Care has been taken to identify potential exposure and prevent the spread of the COVID-19 disease. While continuity of District operations should be maintained, parties agree that provisions should be made for District employees who are impacted by the pandemic.

The MOU language summarizes and recognizes there will be a need to re-open schools and offer a variety of on campus and online learning options to allow for social distancing and respond to the preferences of our families, in accordance with public health recommendations in order to prevent the spread of illness arising from the COVID-19 (Exhibit A).

Additionally, the MOU expresses the parties mutual agreement that specified classifications are required to report to work while others will be approved their request to work from home pending they can accomplish their essential functions. During the District closure or curtailment of operations, the District may require some unit members determined to be essential to its continued operations to remain onsite and perform their regular work assignments or work outside of their regular work assignment pursuant to Government Code §3100. The District continues to follow provisions contained within the Collective Bargaining Agreement between the parties regarding all other matters not reflected in the MOU.

This agreement is effective starting September 18, 2020 through June 30, 2021, or at the conclusion of the coronavirus pandemic. If the pandemic is extended this MOU may be extended by mutual agreement between the District and CSEA.

Prepared by: Hector Macias, Assistant Superintendent, Human Resources



Memorandum of Understanding between the Ontario-Montclair School District (District) and California School Employees Association and Its Chapter 108 CSEA) Regarding COVID-19 Return to Work

September 17, 2020

FINANCIAL IMPLICATIONS

Although the MOU contemplates various impacts to the operations of the District, no additional unbudgeted costs are anticipated. In the event of full District closure however, additional labor costs may be incurred. The financial implication of such additional costs are dependent on the length of the closure and the volume of labor required and have not been estimated due to these unknown variables.

Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve the Memorandum of Understanding (MOU) between the Ontario-Montclair School District (District) and California Employees Association and its Chapter 108 (CSEA) Regarding COVID-19 Return to Work.

Approved by: James Q. Hammond, Superintendent

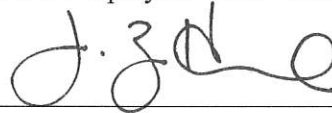


Exhibit A

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
ONTARIO-MONTCLAIR SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND IT'S CHAPTER #108
SEPTEMBER 4, 2020
REGARDING COVID-19 RETURN TO WORK**

This memorandum is agreed between Ontario-Montclair School District ("District") and the California School Employees Association and its Chapter 108 (together "CSEA or the Association") to address the (COVID-19) pandemic. Collectively, they shall be referred to as the "Parties".

The District and CSEA recognize the importance of maintaining safe facilities and operations, for the benefit of the students and communities served by the District and its staff. We recognize the importance of prudent measures to prevent District employees, students, their families, or other people using District facilities from being exposed to or infected with coronavirus. Care should be taken to identify potential exposure and prevent the spread of the disease. We agree that continuity of District operations should be maintained, and provisions should be made for District employees who are impacted by the pandemic.

The Parties recognize there is a need to re-open schools and offer a variety of on campus and online learning options to allow for social distancing and respond to the preferences of our families, in accordance with public health recommendations in order to prevent the spread of illness arising from the COVID-19.

To these ends, the District and CSEA agree as follows:

Notification & Monitoring

The District will inform CSEA as soon as practicable should it learn of a confirmed or suspected COVID-19 infection of District employees or students and at which campus or worksite said infection was found. The District will maintain privacy rights under HIPAA and CMLA.

The District will inform bargaining unit members at the site of a confirmed COVID-19 infection of District employees or visitors they may have come into contact via one on one conversations or a stand-up meeting with their supervisor.

The District shall conduct contact tracing for when any on-site person(s) have tested positive for COVID-19

CSEA agrees to cooperate with the District in any necessary public health actions, such as contact tracing of infected individuals.

Training

All prudent measures shall be taken to ensure a safe and healthy work environment free of possible COVID-19 exposure. This shall include any necessary training in public health measures, hygiene, and sanitation to help prevent the spread of the virus.

Such training, which comply with CDC recommendations, shall include but not be limited to: the current topics of COVID-19 Plan, Prepare, and Respond, COVID-19 Video: Proper Handwashing, and COVID-19 Workplace Guidelines. [Addendum 1].

In the event that bargaining unit members do not have access to web-based training, the District will provide technology to access information and fulfill proficiency. Training shall take place during work hours.

Employee Hygiene

The District also encourages students and staff to practice good hygiene, such as appropriate covering of coughs and sneezes and regular hand washing of at least 20 seconds, including before eating and after blowing one's nose, coughing, or sneezing. The District shall provide opportunities for students and staff to meet CDC handwashing frequency guidance, including availability of portable handwashing stations and hand sanitizer. Signage regarding healthy hygiene practices and how to stop the spread of COVID-19 may be posted in and around school facilities. The District shall ensure the widespread provision of hand sanitizer and that restrooms are stocked with hand soap and paper towels, to the extent they are readily available, for all to maintain good hygiene.

Employee Safety

The District agrees to a temporary closure and detailed cleaning of affected school sites/department(s) areas upon learning that infected persons were present at a school site or District facility.

The District shall follow health guidelines and orders, including but not limited to maintaining appropriate changes to physical layout to maintain physical distancing as required by California Department of Public Health (CDPH).

a. Safety for Food Service Classifications

- The District will develop strategies to limit physical interaction during meal preparation and meal service (e.g. serving meals in classrooms, increasing meal service access points, staggering cafeteria use, physical barriers where maintaining physical distance of six feet is not possible).
- The District agrees to modify Food Service operations in accordance with County Department of Public Health guidelines.

b. Safety on Transportation Classifications

- The District will develop and maintain a maximum capacity seating plan for students of each vehicle, which will strive to meet six-foot physical distancing objectives.
- Ensure that drivers have access to surplus face coverings to provide to students who do not bring or wear a face covering on the bus.
- Develop a plan to support the bus drivers including, but not limited to, when screening students, enforcing physical distancing at bus stops among students and parents, ensuring appropriate distancing

on school buses when in motion and for the purpose of assisting students that have been identified as symptomatic at bus stops.

- Instruct students and parents to maintain six-foot distancing at bus stops and while loading and unloading.

Physical Distancing

The District agrees to maintain physical distancing standards in school facilities and vehicles as recommended by Center for Disease Control (CDC), including but not limited the following components:

- Conducting all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
- Limiting the number of people in all campus spaces, including classrooms, to the number that can be reasonably accommodated while maintaining a minimum of six feet of distance between individuals, or current CDC recommended distance.
- Avoiding the direction of staff congregation in work environments, break rooms, staff rooms, and bathrooms.
- In accordance with Cal/OSHA regulations and guidance, the District shall evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible.
- Where possible, the District shall rearrange workspaces to incorporate a minimum of six feet between employees and students.
- If physical distancing between workspaces or between employees and students/visitors is not possible, the District agrees to implement a corrective measure, (e.g., install physical barriers to separate workspaces, practice staggered schedules, etc.).

Face Coverings

The District shall require face covering for every person on site, including students and visitors, in accordance with California health guidelines and orders. Visible notices should be posted.

The District agrees to adopt the CDC recommendations related to access by parents, students and other persons not on school staff, which state, at a minimum, face coverings should be worn:

- While waiting to enter the school campus
- While on school grounds (except when eating or drinking)
- While leaving school
- While on a school bus

In a circumstance where sufficient physical distancing is difficult or impossible, for example, when students enter or exit a school bus in proximity to the bus driver, all individuals, including staff and students, must wear face coverings that cover the mouth and nose consistent with public health guidance.

The parties recognize that coverings are not a replacement for physical distancing, but they must be used to mitigate virus spread when physical distancing is not feasible.

Access

The District shall enforce appropriate limitations on access to school sites, including screening of students, limits on non-student, non-employee access, and safe arrangements for student drop-off and pickup.

Cleaning and Disinfecting Procedures

The District shall clean and disinfect each work location according to the guidance provided by relevant regulatory agencies.

The District shall establish and maintain a “routine disinfecting/cleaning” schedule in accordance with State guidelines and orders. “Disinfecting Schedule” is defined as a plan for keeping school facilities at a high level of cleanliness, particularly disinfecting high-touch surfaces. In addition to the typical nightly cleaning regiment:

- Custodial staff will disinfect frequently touched horizontal and vertical surfaces in common areas (meeting rooms, staff rooms, lobbies, and restrooms) regularly throughout the day.
- Custodial staff will also routinely disinfect other frequently touched areas.
- Custodians do not typically disinfect employee equipment (phones, keyboards, teacher/staff desks, smartboard touch points, projectors, document cameras, etc.).
 - Employees may perform these cleanings (using appropriate cleaning materials) on their own, as desired.
 - Cleaning supplies and instructions for optional cleaning (spray bottles with cleaning solution/towels) will be available upon request.

Detailed Cleaning Procedures

In the event that a COVID-19 infection is reported the District shall respond with a detailed cleaning. “Detailed Cleaning” is defined as any deep, detailed cleaning done when there has been a potential COVID-19 case to sanitize the area. The District shall detail clean and disinfect each work location according to the guidance provided by relevant regulatory agencies by trained custodial staff who have been trained in COVID-19 disinfection.

The District shall follow up to date recommendations and shall review the deep cleaning, daily cleaning schedules and necessary disinfection cleaning in order to avoid both under- and over-use of cleaning products that may endanger unit members.

The District agrees to a temporary closure of part or all of a site or district facility upon learning that infected persons were present at a school site and District facility or had contact with COVID-19 cases. The District shall detail clean and disinfect all potential areas of contact by the infected individual(s) including but not

limited to, work spaces, restrooms used, points of entries aligned with CDC, OSHA, and other applicable regulatory guidelines.

As stated above, “contact” is defined as a person who is less than 6 feet from a case for more than 15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

The District shall provide any information requested by CSEA pertaining to cleaning schedules, and disinfection cleaning upon request.

Reporting Unsafe Conditions

In the interest of protecting community and workplace health, any employee may report, and shall put it in writing, any unsafe condition related to COVID-19 in the working environment to the immediate supervisor and/or Risk Management Department who will take all reasonable and prudent measures to resolve said issue. The supervisor shall, within five (5) working days, respond in writing to the employee, stating what has been done to make the condition safe or, if no action will be taken, the reason(s) why. This method of resolving safety concerns shall not displace the right to file OSHA or other administrative complaints or to bring a grievance for violation of this agreement.

In addition, per OSHA Guidelines - Workers’ Rights and Protections, employees have the right to refuse to do a task if certain conditions are met. [Addendum 2].

Employees may be directed to complete alternate work or work under modified conditions as directed until conditions are made safe for the completion of the original assignment, provided modification sufficiently addresses safety concern(s).

Personal Protective Equipment (PPE)

The appropriate PPE will be provided to unit members to assist in facilitating their essential work functions (Addendum 3). Employees will utilize appropriate PPE guidelines and District policies and procedures as directed by supervisors.

In addition to the PPE to be available at sites/departments, every bargaining unit member will receive a small package of PPE items to assist in complying with District guidelines. Inside the packet will be:

- 5 cloth masks/face coverings
- A small bottle of hand sanitizer*
- 2 pair of disposable gloves
- A small package of tissues

* Bulk hand sanitizer will be distributed throughout the school site/department, and may be used to replenish the small bottle.

In coordination with the District, bargaining unit employees shall request and receive any reasonable protective gear necessary, in reference to Addendum 3, to complete assigned tasks at no cost to the employee. The District shall supply a sufficient amount of replacement PPE upon request by bargain unit members, as needed to perform their duties.

If appropriate protective equipment is not available, employees will not be required to engage in the assigned task(s). Employees may be directed to complete alternate work or work under modified conditions as directed until conditions are made safe for the completion of the original assignment, provided modification sufficiently addresses PPE concern(s).

See Addendum 3 for a classification/duty specific list of provided PPE.

The District shall notify bargaining unit members at their work site of who is responsible for the distribution and maintenance of stock of PPE. PPE supplies shall be made available from the Warehouse and/or other contracted vendors following the typical ordering process.

Health Screening and Monitoring

Any person arriving at a District facility, prior to entry, will participate in a screening process including having their temperature taken using a non-contact thermometer and a review of the health screening questionnaire. If any person answers "yes" to the health screening questionnaire or has a temperature over 100 degrees Fahrenheit, further review of symptoms will be initiated by the District.

The District shall exclude any person showing symptoms of COVID-19 (reference CDC and CDPH guidelines for COVID-19 symptoms) from entering a District facility. The District will discuss the symptoms with the parent or staff members whether there is a history of other legitimate reasons (e.g. allergies), which would not be a reason to exclude.

Employees Serving as Screeners

The District shall engage in active screening of District employees, visitors, and students entering campus. Screening shall be performed by bargaining unit members within the appropriate classifications and other classifications in extenuating circumstances as determined by the District.

All prudent measures shall be taken by the District to ensure bargaining unit member safety while conducting screenings, such as, but not limited to:

- Engage in symptom screening as students enter campus, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- Allow students to wash or sanitize hands as they enter campuses and buses.
- Provide supervised, sufficient points of access to avoid larger gatherings.
- Use privacy boards or clear screens when practicable. During screening, it is preferred that the screener stands behind a physical barrier, such as a glass or plastic window or partition, that can protect the screener's face and mucous membranes from respiratory droplets that may be produced when the employee sneezes, coughs, or talks. Upon arrival, the screener should wash hands with soap and water for at least 20 seconds or, if soap and water are not available, use hand sanitizer with at least 60% alcohol. Then:

- Conduct temperature and symptom screening using this protocol:
- Put on disposable gloves.
- Check the employee's temperature, reaching around the partition or through the window. Make sure the screener's face stays behind the barrier at all times during the screening.

The District shall supply adequate training for screeners to identify COVID-19 related symptoms, usage of no touch thermometers, and proper CDC Guideline compliance.

The District shall provide the Association with the names and location of bargaining unit members serving as health screeners.

Screening Protocols

To the greatest extent possible:

- The District agrees to instruct staff to maintain six-foot distancing at temperature check entry points and ensure sufficient indicators of proper distancing.
- If social distance or barrier controls cannot be implemented during screening, PPE can be used when the screener is within 6 feet of an employee during screening.
- Temperature checks and questionnaires shall be performed in a confidential manner.
- Screening records shall be kept confidential.
- Screening records shall be destroyed within 30 days.
- Safety screenings and any necessary medical examinations are strictly limited to COVID-19 and shall not be used to inquire into other medical conditions.
- The parties agree that screening shall be considered a part of the standard work day. No employee shall be required to be screened prior to their designated start time.
- Itinerant employees will be expected to participate in the screening process prior to entering any school site/department they visit daily. All itinerant employees shall be held harmless for the time it takes to get screened.

Symptomatic Students

- Students who develop symptoms of illness while at school should be separated from others right away, preferably isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, ensure physical distancing.

- Any students or staff exhibiting symptoms shall continue to wear face covering and wait in a supervised isolation area, separate from the health office, until they can be transported home or to a healthcare facility.
- Develop a plan if students are symptomatic when boarding the bus.

Specific Out of Class Assignments

The District and CSEA agree that out of class assignments are temporary solutions to a current need and shall not be considered a waiver of CSEA's rights to negotiate the transfer of duties as required by law. This also shall not be considered precedent setting for either party. All temporary transfer of duties and out of class assignments shall be negotiated with CSEA and be memorialized within a Memorandum of Understanding between the parties.

Additional Duties/Workload

Classified unit members may be identified and trained to work outside their job description responsibilities to maintain a safe and orderly campus. This may include, but not limited to, disinfecting work and classroom spaces, monitoring social distancing, and screening students and staff using the non-contact thermometer.

If any classified member is pre-approved by a manager to perform duties beyond their contract time, they will be compensated in conjunction with the terms and conditions of the collective bargaining agreement.

Bargaining unit members and immediate supervisor will work collaboratively to identify additional duties/workload. Employees are expected to make a good faith effort to complete the additional assigned duties.

No staff will be disciplined due to additional COVID-19 related workload issues.

Employees impacted with COVID-19 related workload issues will be provided a written schedule, negotiated by the parties, with tasks outlined, including breaks and lunch period within 30 days of approval of the MOU.

Employees will be provided the opportunity to give direct feedback to their supervisor regarding workload concerns.

District Shutdown

In the event, the Ontario-Montclair School District is mandated by the Legislation and/or Health authorities and/or the discretion of the Superintendent to close due to COVID-19, CSEA bargaining unit members will not suffer the loss of any pay or benefits relative to their regular schedules for the period of shutdown or curtailment, provided that the District does not experience a decline in state funding during the period of the shutdown. Thus, for example the District will continue to pay bargaining unit employees even if they are unable to work due to coronavirus-related reduction in use of District facilities. Employees who are not ill will not be required to use paid sick leave or any other form of paid time off during such an eventuality.

However, during any District shutdown or curtailment of operations, the District may require some unit members to perform their regular work assignment at home or on site, or work outside of their regular work assignment pursuant to Government Code § 3100. If said employee can not or does not want to perform their

assigned duties, the District will follow all applicable leave procedures which may affect an employee's pay and benefits.

The District shall follow provisions contained within the Collective Bargaining Agreement between the parties regarding out of class assignments and ensure proper safety training. Other unit members not required to remain at work shall be "on call" and subject to direction by the District during their normal scheduled work hours. Any unit member who is "on call" shall be provided 24 hours' notice prior to being required to perform essential services.

Through the duration of a District shutdown, members required to provide essential work and who are working/interfaces directly with members of the public, at the discretion of the District, shall be paid a \$50/day stipend.

Reimbursement

Upon pre-approval by the Supervisor, unit members may be reimbursed for actual and necessary expenses for costs incurred due to working from home. As is the current reimbursement process of the District, unit members may submit an expense reimbursement claim that includes receipt and/or documentation to substantiate any expenses.

Work From Home (WFH) Form

The District and the Association agree that employees shall be required to report to work at their regularly assigned site for the 2020-21 school year unless utilizing available leaves including FFCRA or they are permitted to work remotely by the Work From Home (WFH) Form.

The District and the Association agree that employees including but not limited to the following classifications, shall not qualify and be approved for the WFH Form, with the exception of the process outlined in the reasonable accommodations section:

- Maintenance & Operations
- Food Service Assistants
- Warehouse
- Health Service Assistants
- Bus Drivers/Drivers
- Campus Safety Officers

For the aforementioned classifications, the District may use such strategies as staggering shifts, rotating schedules/hours, to help reduce employee exposure at work sites.

All other classifications may request to telecommute (work from home) to their immediate supervisor. The immediate supervisor shall make a good faith effort in determining to what extent the WFH request(s) (Addendum 4) are approved and implemented (e.g., staggered shifts, rotating shifts) to reduce employee exposure at work sites. This provision will remain in effect until such time schools are allowed to return to a blended or full traditional schedule or the end of the 2020-21 school year. Upon return to a blended schedule, parties shall meet and review extension of telecommuting requests.

In the event of a denial of a Work From Home request, bargaining unit members shall have the opportunity to consult with their immediate supervisor, the Association, and the Assistant Superintendent of Human Resources/or designee, for the opportunity to appeal the decision.

If a unit member in one of the above classifications telecommute, the unit member will be required to verify that they will conduct their work in a location that is safe and free of obstructions, hazards, and to the extent possible, distractions, and that they will report any serious injury or illness occurring during working hours in the remote workspace or in connection with their employment as soon as practically possible.

If the District determines, at any time, that a unit member working remotely is not able to perform their duties effectively and/or safely from the remote location the immediate supervisor shall provide the unit member the opportunity to remedy the issue. If the issue persists, the unit member may have to return to their assigned work site, absent a doctor's note, provided that the District can ensure compliance with all health and safety provisions in this MOU. The District shall provide the unit member 48 hours notice prior to directing them to return to their assigned work location. Upon notification by the District, employees, within the initial 48 hours, must advise the District if extenuating circumstances require an additional 48 hours to comply.

CSEA bargaining-unit employees who are telecommuting may be required to report to work at a District site periodically. Each school site/department shall establish a monthly schedule for anyone telecommuting that is going to be required to report to work at a District site. Any changes to the above mentioned schedule shall include a 48 hour workday notice. An additional 48 hours may be provided to employees in extenuating circumstances. However, when specialized skills cannot be performed by a substitute, an employee may be called back earlier than 48 hours, by mutual agreement.

In the event a CSEA bargaining-unit employee who is telecommuting is asked to report to a District work site at a time other than what is listed on the above referenced schedule, the District shall provide 48-hour notice prior to the time they are required to report or earlier under mutual agreement.

Any calls to employees from supervisors or designees during non-work hours will follow Article XII (Hours and Overtime), as it relates to subsection "L" (Phone Contact by Manager/Designee During Non-Contract Hours. [Addendum 5]).

CSEA bargaining-unit employees are expected to be working and available during their normal designated working hours, including but not limited to, returning phone calls and emails in a timely manner. Bargaining unit members shall communicate any changes to their work schedule to their immediate supervisor.

The District will provide appropriate resources and training if it requires bargaining unit members to work remotely during school closures. The District will work with staff as necessary to ensure that they have the requisite technology devices and/or access to work remotely.

Bargaining unit members shall coordinate with their immediate supervisor to establish an approved list of technology, access to supplies or materials required to perform their duties effectively remotely. The District and the employee will work together to exhaust all technology access options. The employee(s) shall have access to pick up assigned technology, printed material, mail, sign documentation or other needed materials (copies, forms etc.) when safe to do so.

Allowable Leave

Classified employees are entitled to those leaves presented in and subject to the collective bargaining agreement. Additionally, in the event a unit member has a qualifying reason for leave related to COVID-19, the District will provide leave pursuant to Families First Coronavirus Response Act ("FFCRA") to the extent provided by law, which expires on December 31, 2020. Bargaining unit members may contact the Payroll Department for more information [Addendum 6].

In addition to the above FFCRA leave, employees may be able to utilize all other applicable leaves (e.g. paid leave, unpaid leave, sick leave, catastrophic leave, FMLA, vacation) prior to being placed on the 39 month list. Additionally, the employee, including their CSEA representative if requested, may request an additional leave of absence, paid or unpaid, prior to being placed on the 39-month rehire list.

If an employee comes in contact, is exhibiting COVID-19 symptoms, or is sent home following a safety screening (temperature form) for exhibiting symptoms, the District will place the employee on Paid Administrative Leave if they can complete their essential functions from home. The District retains the discretion to make exceptions, in a good faith effort, for approval of Paid Administrative Leave for those classifications that may not complete their essential functions from home. If the employee is unable to work remotely during any period of self-quarantine, the employee may use their accrued or other available leaves of absence, including FFCRA leave if available.

At Risk Employees

The parties recognize that the Centers for Disease Control ("CDC") has advised that individuals are at increased risk for severe illness due to COVID-19 because of certain underlying health conditions. If an employee has such an underlying health condition and that condition qualifies as a "disability" under the Americans with Disabilities Act ("ADA") or California Fair Employment and Housing Act ("FEHA"), the District and employee will promptly engage in the interactive process to discuss whether the employee can safely and effectively perform his or her essential duties, with or without a reasonable accommodation. Such reasonable accommodations may include, among other things, whether the employee may effectively and safely work remotely or at a different location.

As part of the processes above, the District reserves the right to request the employee to provide sufficient documentation to verify that he or she has an underlying health condition recognized by the CDC as increasing the employee's risk of severe illness due to COVID-19.

If the employee's underlying health condition does not qualify as a "disability" under the ADA or FEHA, the District and employee will, upon the employee's request, convene an interactive meeting to discuss reasonable alternatives to the employee's current assignment with the goal of ensuring the employee can safely and effectively perform their essential duties. Such reasonable alternatives may include, among other things, whether the employee may effectively and safely work remotely, at a different location, staggering their shift or by providing enhanced PPE.

Vacation Leave

The District recognizes it may be challenging for employees to schedule and take vacation during the 20/21 school year. The parties agree to temporarily amend Article XIV VACATIONS, in the section pertaining to vacation time carry over. Employees will have until June 30, 2023 to schedule and use earned vacation leave above the cap. Any accrued vacation leave in excess of the cap on June 30, 2023 will be paid out in cash to the employee.

Adjustments to School Year

In-the event the District seeks to add additional school days, or make alterations to this school year, the District will negotiate further with CSEA.

Term of Agreement / Agreement to Meet & Negotiate

The Terms of this agreement shall sunset on June 30, 2021. However, the parties realize and understand that COVID 19 pandemic situation is very fluid and mutually agree to review and, where applicable, negotiate the provisions of this MOU agreement based on any new guidance from the California Department of Education (CDE) and/or any Federal, State, or Local laws/directives that impact matters within the District and/or scope of representation within ten (10) work days.

In addition, upon notice, the District agrees to meet and negotiate with CSEA to discuss safety concerns within ten (10) working days.

Addendums

- Addendum 1: COVID-19 Trainings and Videos
- Addendum 2: OSHA Guidelines - Workers' Rights and Protections
- Addendum 3: Personal Protective Equipment (PPE) Classification/Duty List
- Addendum 4: Work From Home Request Form
- Addendum 5: Collective Bargaining Agreement Language Concerning "Call Backs"
- Addendum 6: FFCRA Provisions

All components of the current Collective Bargaining Agreement between the parties not addressed by the terms of this MOU shall remain in full effect.

The provisions of this agreement shall not be modified and/or changed unless both parties mutually agree.

This Memorandum of Understanding shall not be precedent setting nor form any biases for a past practice.

This MOU is subject to the grievance procedure contained in the collective bargaining agreement between the parties. The undersigned represent that they are authorized to execute this MOU.

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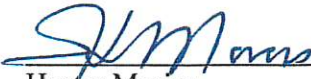
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It is agreed and understood that this agreement is subject to all approvals required by the District's Board of Trustees and CSEA's 610 policy.

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

 9-8-2020

Hector Macias Date
Assistant Superintendent, Human Resources
Ontario Montclair School District

 09-08-2020

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

 9-8-2020

Robert Gallagher Date
Executive Director, Human Resources
Ontario Montclair School District

Natalie Dorado Date
CSEA Labor Relations Representative
Rancho Cucamonga Field Office

Addendum 1

<u>COVID-19 Plan, Prepare, and Respond (Educational Institutions) (GCN)</u>	Due of the ever-changing conditions and recommendations in the fight against COVID-19, the following slides rely heavily on guidance, language and documentation provided by the CDC. The topics covered in this tutorial include: -What is COVID-19 and How is it Spread? -Recommended Resources for School Administrators -Guidance for School Staff, Teachers, Aides and Nutritional Service Personnel.	10 Min.
<u>COVID-19 Video: How to Wear a Mask (OSHA) (GCN)</u>	OSHA Provided video and reference links to proper mask fit and how to make a face covering.	3 Min.
<u>COVID-19 Video: Proper Hand-washing (CDC)(GCN)</u>	CDC Provided video and reference links for proper handwashing.	3 Min.
<u>COVID-19 Workplace Guidelines (GCN)</u>	To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all employers to plan now for COVID-19. This guidance is intended for planning purposes. Employers and workers should use this planning guidance to help identify risk levels in workplace settings and to determine any appropriate control measures to implement.	8 Min.

Addendum 2

OSHA Workers' Rights and Protections / Workers' Right to Refuse Dangerous Work

Workers' Right to Refuse Dangerous Work

If you believe working conditions are unsafe or unhealthful, we recommend that you bring the conditions to your employer's attention, if possible.

You may file a complaint with OSHA concerning a hazardous working condition at any time. However, you should not leave the worksite merely because you have filed a complaint. If the condition clearly presents a risk of death or serious physical harm, there is not sufficient time for OSHA to inspect, and, where possible, you have brought the condition to the attention of your employer, you may have a legal right to refuse to work in a situation in which you would be exposed to the hazard. (OSHA cannot enforce union contracts that give employees the right to refuse to work.)

Your right to refuse to do a task is protected if **all** of the following conditions are met:

- Where possible, you have asked the employer to eliminate the danger, and the employer failed to do so; and
- You refused to work in "good faith." This means that you must genuinely believe that an imminent danger exists; and
- A reasonable person would agree that there is a real danger of death or serious injury; and
- There isn't enough time, due to the urgency of the hazard, to get it corrected through regular enforcement channels, such as requesting an OSHA inspection.

You should take the following steps:

- Ask your employer to correct the hazard, or to assign other work;
- Tell your employer that you won't perform the work unless and until the hazard is corrected; and
- Remain at the worksite until ordered to leave by your employer.

If your employer retaliates against you for refusing to perform the dangerous work, contact OSHA immediately. Complaints of retaliation must be made to OSHA within 30 days of the alleged reprisal. To contact OSHA call 1-800-321-OSHA (6742) and ask to be connected to your closest area office. No form is required to file a discrimination complaint, but you must call OSHA.

See the relevant regulation.

Addendum 3

Allocation of PPE by Classification

<u>Classification/ Group</u>	<u>PPE Available</u>
<u>Front Office</u> <u>Food Service</u> <u>Health Asst.</u> <u>Special Need Program Asst.</u> <u>Instructional Asst/Behavior</u> <u>Intervention Aide</u>	<u>Plexiglas divider, masks, gloves, hand sanitizer, face shields, etc.</u>
<u>Custodial</u> <u>Health Asst.</u> <u>Staff Engaged in Symptom Screening</u>	<u>Plexiglas divider, masks, gloves, hand sanitizer, face shields, etc.</u> <u>Appropriate PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to any PPE as required by product instructions.</u>

Addendum 4

**ONTARIO-MONTCLAIR SCHOOL DISTRICT
CLASSIFIED WORK FROM HOME FORM**

I understand and agree that, if my request to work from home is granted, the following rules and procedures will apply while I am a participant. *Please submit this form to your designated leave technician: Annette Sierra (A-L) or Monica Macias: M-Z*

- 1) I agree to attempt to the extent possible to establish a separate, dedicated workspace in my home for performance of my work, and to maintain this area in a safe condition, free from all hazards and distraction. Additionally, I will use all reasonable efforts to ensure that the space is private to the extent possible.
- 2) I agree to follow the provisions outlined regarding working from home in the Memorandum of Understanding (COVID 19 MOU) signed by the District and CSEA and its Chapter #108 and approved by the Board of Trustees at their September 17, 2020 meeting.
- 3) My work hours will be my regularly scheduled hours, as if I were coming into work.
- 4) I will communicate any changes to my work schedule to my immediate Supervisor.
- 5) I will follow all regular leave provisions based on the CSEA contract, even when working from home.
- 6) I will maintain the same quality of work, to the extent possible, as when reporting to my regular work site.
- 7) Upon agreement, I understand the District may provide the necessary technology in order to perform my job duties. I understand that the District and I will work together to exhaust all technology access options.
- 8) My working from home will be periodically reviewed by the District (e.g., Principal, AP, Regional Director, Department Administrator) to determine whether working from home is efficient and effective for the District. Consent to work from home may be withdrawn by the District with 48 hours notice. Upon notification by the District, employees, within the initial 48 hours, must advise the District if extenuating circumstances require an additional 48 hours to comply.
- 9) I agree to immediately report any work-related injuries/accidents that occur during my contract work hours to Human Resources. I understand that the District will have no liability or responsibility for injuries to third parties, including members of my family, which occur in my home whether I am working at the time of the incident or not.
- 10) To the greatest extent possible, I understand that if I am the primary caregiver for a child under 12 years of age or have a child over 12/ adult who requires caregiving services during my contract hours, I understand that I must maintain and complete my scope of work. I will communicate with my Supervisor if I am unable to do so.
- 11) Nothing in this agreement, or the granting of my request to work from home, alters my employment relationship with the District. I understand and agree that my working from home may be ended if I fail to comply with any provision in this agreement. I certify that my working from home is completely voluntary and at my request.
- 12) I agree that this provision will remain in effect until such time schools are allowed to return to a blended or full traditional schedule or the end of the 2020-21 school year. Upon return to a blended schedule, parties shall meet and review extension of telecommuting requests.

By signing, I certify that I have read, understand, and agree to the guidelines stated above for the duration of Online Learning.

Employee Print Name

Site/Department

Signature of Employee Date

Signature of Asst. Supt. HR Date
or Designee

Addendum 5

Article XII Hours and Overtime

L. Phone Contact by Manager/Designee During Non-Contract Hours

Employees contacted by phone from a manager/designee and asked to engage in a professional consultation specifically regarding the employees work site/assignment/duties, and does not require the employee to be called into work, will be compensated in fifteen (15) minute increments. This does not apply to general or work assignment notifications.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

<ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);	<ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
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▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

September 17, 2020

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: Adoption of Resolution 2020-21-07, Allowing Legal Provisions Authorizing Staff to Teach Local Assignments for the 2020-2021 School Year

REQUESTED ACTION

Approve the adoption of Resolution 2020-21-07, allowing Legal Provisions Authorizing Staff to Teach Local Assignments for the 2020-2021 school year.

BACKGROUND INFORMATION

Senate Bill 435, passed in 1989, requires that all California school districts review credential authorizations for their certificated staff on an annual basis, commonly referred to as "assignment/misassignment monitoring". Per Education Code §44258.9, county offices of education are required to monitor and ensure that their districts have no teacher assignments outside the authorization of the teachers' credentials.

To ensure that all certificated staff are assigned appropriately, District staff works with the site principals to review all master schedules and vet assignments to the credentials of the teachers who will deliver this content area for the year. Education Code allows assignment options that will permit the instructional services, commonly referred to as Local Assignment Option, to be outside the teacher's credential. The teacher impacted must complete a written consent indicating that he or she agrees to the assignment. The final required step is that the Board review and adopt a resolution to permit authorization of the Local Assignments.

District staff has verified that all Local Assignments for the 2020-2021 school year are appropriate and that the conditions required by law have been met. Attachment A, included as part of the Resolution 2020-21-07, is a comprehensive list of the District's 2020-2021 authorized Local Assignments.


Prepared by: Hector Macias, Assistant Superintendent, Human Resources



FINANCIAL IMPLICATIONS

None.

Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve the adoption of Resolution 2020-21-07, allowing Legal Provisions Authorizing Staff to Teach Local Assignments for the 2020-2021 school year.

Approved by: James Q. Hammond, Superintendent

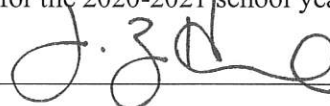


Exhibit A

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

September 17, 2020

RESOLUTION 2020-21-07

**ALLOWING LEGAL PROVISIONS AUTHORIZING STAFF
TO TEACH LOCAL ASSIGNMENTS FOR THE 2020-2021 SCHOOL YEAR**

WHEREAS, it is occasionally necessary to assign teachers to teach one or more periods in a subject area out of their major or minor field of study; and

WHEREAS, such assignments are allowed through Education Code Local Assignment Options; and

WHEREAS, use of these Local Assignments Options requires Board approval by resolution; and

WHEREAS, Attachment A is a comprehensive list of all authorized District Local Assignments for the 2020-2021 school year;

THEREFORE BE IT RESOLVED, that the Ontario-Montclair School District Board of Trustees approve these options under the guidelines and standards allowed by California Education Code §44256(b) and §44258.2,

PASSED AND ADOPTED this seventeenth day of September 2020, by the Board of Trustees, Ontario-Montclair School District, County of San Bernardino, California.

Attest:



Elvia M. Rivas, Board President
Ontario-Montclair School District

Adoption of Resolution 2020-21-07, Allowing Legal Provisions Authorizing Staff to Teach Local Assignments for the 2020-2021 School Year
 September 17, 2020

Attachment A

NAME	SITE	COURSE	CREDENTIAL	LOCAL ASSIGNMENT OPTION	ED CODE
Leach, Daniel	Serrano Middle School	Math 7	Clear Multiple Subject Teaching Credential	15 semester units Math	EC §44256(b)
Megaw, Shari	Serrano Middle School	Science 7	Clear Multiple Subject Teaching Credential	20 semester units Science	EC §44256(b)
Morrisett, Matthew	Wiltsey Middle	Drama	Prelim Single Subject Social Science	24 units in English	EC §44258.2
Odea, Brent	Oaks Middle School	Gateway to Technology	Clear Single Subject Science; GeoScience	12 semester units in Tech/Math	EC §44258.2
Rogers, Jeffrey	Vina Danks Middle	Yearbook	Clear Multiple Subject; Single Subject Social Science	12 1/3 Semester Units English	EC §44258.2
Swartz, Jennifer	Serrano Middle School	Social Studies 8	Clear Multiple Subject Teaching Credential	18 semester units in Soc Science	EC §44256(b)
Westbrook, Judy	Vernon Middle School	Yearbook	Clear Multiple Subject Teaching Credential	14 2/3 semester units English	EC §44256(b)

Qualified per 44256(b) = Elementary Credential and 12 lower or 6 upper semester units in content taught
 Qualified per 44258.2 = Secondary Credential and 2 lower or 6 upper semester units in content taught

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

September 17, 2020

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: **Memorandum of Understanding between Ontario-Montclair School District and Ontario-Montclair Teachers Association Regarding Article VIII-Hours of Work: Lunch, Breaks, and Preparation Periods**

REQUESTED ACTION

Approve the Memorandum of Understanding (MOU) between Ontario-Montclair School District and Ontario-Montclair Teachers Association Regarding Article VIII-Hours of Work: Lunch, Breaks, and Preparation Periods.

BACKGROUND INFORMATION

The Ontario-Montclair School District (OMSD) and the Ontario-Montclair Teachers Association entered into an MOU (Exhibit A) for the period of July 1, 2020, through June 30, 2021. This MOU will assist OMSD in providing up to two (2) additional release days annually to education specialists for purposes such as preparation, assessments, IEP meetings, conferences, and curriculum development.

Additionally, schools sites that are assigned Tuesday Team days, shall be afforded an equal amount of make-up time due to Tuesday staff meetings (e.g., 75 min. difference between Monday, Wednesday, Thursday, and Friday student release and Tuesday student release). Scheduled coordination with immediate supervisors is required for both the two additional days and the make-up time. The accompanying forms and exhibits, along with a copy of the summary were submitted to the County office and made available for public review per Assembly Bill (AB) 1200 (Exhibit B).

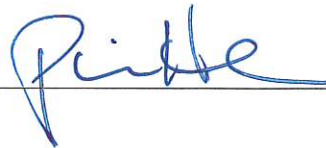
Prepared by: Hector Macias, Assistant Superintendent, Human Resources



FINANCIAL IMPLICATIONS

The estimated cost for the MOU for Article VIII- Hours of Work: Lunch, Breaks, and Preparation Periods is an annual cost of \$12,600.

Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve the Memorandum of Understanding for Article VIII-Hours of Work: Lunch, Breaks, and Preparation Periods.

Approved by: James Q. Hammond, Superintendent



Exhibit A



ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, CA

September 8, 2020

MEMORANDUM OF UNDERSTANDING

ARTICLE VIII-HOURS OF WORK
E. LUNCH, BREAKS, AND PREPARATION PERIODS

The following is hereby agreed and understood by and between the Ontario-Montclair School District (OMSD) and the Ontario-Montclair Teachers Association for the period of July 1, 2020, through June 30, 2021:

This MOU will assist OMSD in providing up to two (2) additional release days annually to education specialists for purposes such as preparation, assessments, IEP meetings, conferences, and curriculum development. Scheduled coordination with immediate supervisors is required.

Schools sites that are assigned Tuesday Team days, upon scheduled coordination with immediate supervisor, shall be afforded an equal amount of make-up time due to Tuesday staff meetings (e.g., 75 min. difference between Mon., Wed., Thur., Fri. student release and Tues. student release).

This MOU is non-precedent setting.

Handwritten signature of Hector Macias in cursive.

Hector Macias
Assistant Superintendent, Human Resources

Handwritten signature of John Egan in cursive.

John Egan, President
Ontario-Montclair Teachers Association

September 8, 2020

Date

September 8, 2020

Date

Exhibit B

FOR SUBMISSION TO THE GOVERNING BOARD AND THE COUNTY SUPERINTENDENT OF SCHOOLS in compliance with the Public Disclosure requirements of AB 1200 (Statutes 1991, Chapter 1213) as revised by AB 2756 (Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2.

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE **SCHOOL DISTRICT**
WITH THE **BARGAINING UNIT (BU)**

To be acted upon by the Governing Board at its meeting on :	<i>(enter Date)</i>	9/17/2020
Budget Revisions to be INPUT no later than 45 days after approval: <i>(will calc + 45 days)</i>		11/1/2020
Estimated Agreement Payment Date	<i>(enter Date)</i>	7/1/2020

GENERAL

Section 1: STATUS OF BARGAINING UNIT AGREEMENTS

This document is REQUIRED whenever a NEW or AMENDED agreement is ratified.

If this Public Disclosure is not applicable to all of the District's bargaining units, indicate the current status (whether settled or pending settlement) of the remaining units:

(Separate disclosures should be made for each bargaining unit agreement)

		# FTE Represented
Certificated:	<input type="text" value="OMTA - Certificated - Educational Specialist"/>	57.0
Classified:	<input type="text" value="Enter Name of BU - Status"/>	0.0

Section 2: PERIOD OF AGREEMENT

The proposed agreement covers the period beginning on:	<i>(enter Begin Date)</i>	7/1/2020
and ending on:	<i>(enter End Date)</i>	6/30/2021

If this agreement is part of a multi-year contract, indicate ALL fiscal years covered:

Fiscal Years:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reopeners: Yes or NO ?	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>if Yes, what Areas?</i>	<input type="text"/>		

COMPENSATION PROVISIONS

Section 3: SALARIES: PERCENTAGE CHANGE IN SALARIES IN PROPOSED AGREEMENT:

The proposed agreement includes the following costs for salaries for the above-mentioned Bargaining unit:

Current Year Salary Cost Before Settlement <i>(Based on Year to Date (YTD) Actuals Projected through 6/30):</i>	\$	107,808,334
Current Year Salary Cost After Settlement <i>(Include any retroactive pay increases or (decreases) or one time bonuses/stipends or (reductions), as applicable):</i>	\$	107,820,934
Total Cost Increase or (Decrease):		\$12,600.00
Percentage Increase or (Decrease):		0.01%

SALARY CHANGE FOR AN AVERAGE, REPRESENTED EMPLOYEE FROM PRIOR YEAR

(Includes annual step/column movement on schedule):

<u>Salary Increase or (Decrease)</u>		
% increase or (decrease) to existing schedule	<input type="text" value="0.00%"/>	per employee
% increase or (decrease) for one-time bonus/stipend or (salary reduction)	<input type="text" value="0.00%"/>	per employee
<u>Step & column</u>		
average % annual change over the prior year schedule	<input type="text" value="0.00%"/>	per employee
TOTAL PERCENTAGE CHANGE FOR AVERAGE REPRESENTED EMPLOYEE	0.00%	per employee

Indicate Change in # of Work Days, Furlough or Additional, Related to % Change	0
Indicate Total # of Work Days to be provided for fiscal year:	184
Indicate Total # of Instructional Days to be provided for fiscal year:	180

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

Section 4: BENEFITS: PERCENTAGE CHANGE IN EMPLOYEE BENEFITS IN PROPOSED AGREEMENT:

The proposed agreement includes the following costs for employee statutory and health/welfare benefits:

Statutory Benefits: *(object 3XXX less 34XX)*

(STRS, PERS, Workers Compensation, Unemployment Insurance, Social Security, Medicare)

Total Statutory Benefit Costs:

Current Costs:	\$ 20,224,936.00
Proposed Costs:	\$ 20,224,936.00
Total Cost Increase or (decrease):	\$0.00
Percentage Change:	0.00%

District Health and Welfare Plans - *Object 34XX* (Medical, Dental, Vision, Life Insurance, Other)

Total Health and Welfare Costs:

Current Costs:	\$ 14,188,266
Proposed Costs:	\$ 14,188,266
Total Cost Increase or (decrease):	\$0.00
Percentage Change:	0.00%

Indicate if Health/Welfare Benefits are Capped: (Include details such as different caps per health plans or any super composite rates. Also, indicate if cap includes health benefits only or also other insurances.)			
Health Benefit Cap Based on Medical Plan Selected:			
Single - \$8,616			
Two Party - \$14,695			
Family - \$18,866			
Current Cap:	\$ 18,866.00		
Proposed Cap:	\$ 18,866.00		
Average Capped Amount increase or (decrease) per employee	\$0.00		0.00%

**TOTAL COST OR (SAVINGS) OF COMPENSATION CHANGES
(REGARDLESS OF WHETHER PREVIOUSLY BUDGETED IN WHOLE OR IN PART)**

Section 5: TOTAL COST INCREASE OR (SAVINGS) FOR SALARIES AND BENEFITS IN THE PROPOSED AGREEMENT:

Current Year Combined Cost Before Settlement: *(data pulls from above)*

(Based on YTD Actuals Projected through 6/30 and current agreement)

Salaries	\$ 107,808,334.00		
Benefits	\$ 34,413,202.00		
Total:		\$ 142,221,536.00	

Current Year Cost After Settlement: *(data pulls from above)*

(Include any retroactive pay increases or (decreases) or one-time bonuses/stipends or (reductions)):

Salaries	\$ 107,820,934.00		
Benefits	\$ 34,413,202.00		
Total:		\$ 142,234,136.00	

TOTAL COST INCREASE OR (DECREASE)	\$12,600.00
<i>(This amount should tie to the multiyear projection sections for 1XXX-3XXX)</i>	
PERCENTAGE CHANGE	0.01%
1% CHANGE IN SALARY AND STATUTORY BENEFIT COSTS (prior to any settlements):	\$ 1,280,332.70

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

OTHER PROVISIONS (COMPENSATION AND NON-COMPENSATION)

Section 6: The following are additional compensation and non-compensation provisions contained in the proposed agreement: (Indicate, **IN DETAIL**, the terms of the agreement covered in each section)

A. OTHER COMPENSATION: Off-Schedule Stipends/Bonuses, Reductions, etc. (amounts, staff affected, total cost and/or savings).

The Ontario-Montclair School District (OMSD) and the Ontario-Montclair Teachers Association entered into an MOU (Exhibit A) for the period of July 1, 2020, through June 30, 2021. This MOU will assist OMSD in providing up to two (2) additional release days annually to education specialists for purposes such as preparation, assessments, IEP meetings, conferences, and curriculum development.

B. NON-COMPENSATION: Class Size Changes (indicate before and after class sizes/grades affected; and, if applied for CDE waiver (attach copy)), Staff Development Days, Teacher Prep Time, etc..

N/A

C. REOPENERS, CONTINGENCY AND/OR RESTORATION LANGUAGE: Describe specific areas identified for Reopeners, Contingency, and/or Restoration (include triggers and timing). Provide copy of Board Action to BAS upon approval.

N/A

Section 7: State Minimum Reserve Standard Calculation:

Total Expenditures and Other Uses: *(pulls from MYP Sec. 9)*
 Minimum State Reserve Percentage (input %)
 Minimum State Reserve Requirement: *(Formula includes Total Exp/Uses x Minimum Reserve %)*

\$	280,200,921.00
	3%
\$	8,406,027.63

FISCAL IMPACT IN CURRENT AND TWO SUBSEQUENT FISCAL YEARS

Section 8: Date of governing board approval of budget revisions in Section 9, Col.2 (below) in accordance with E.C. 42142 and Government Code 3547.5. (Pulls from above Governing Board Date plus 45 days)

11/1/2020

Provide proof that board-approved budget revisions have been input within 45 days. Date budget revisions input/BT #'s:

BT #'s:	mm/dd/yy
---------	----------

If the board-approved revisions input are different from the proposed budget adjustments in Col. 2 provide a detailed explanation of differences.

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

Section 9: IMPACT OF PROPOSED AGREEMENT ON THE GENERAL FUND BUDGET IN CURRENT AND TWO SUBSEQUENT FISCAL YEARS. (Reflect both Unrestricted and Restricted General Fund Budget Amounts)
In-Lieu of this form, an updated Form MYP can be supplied which includes the results of the settlement over the most recent Form MYP filed with this office.

	Current Fiscal Year			2020-2021
	(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
<i>Please NOTE: The title reflected in Col. 1 can be modified if the agreement is being approved along with the Adopted Budget Process. In this case, Col. 4 should reflect the Adopted Budget including the salary agreement and Col. 1 would reflect the Adopted Budget less Col. 2, the actual cost of the agreement.</i>	Latest Board-Approved Budget Before Settlement - As of 6/18/2020	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Including Other Proposed BU Agreements) Required to support cost of agreement (i.e. "me-too")	Projected District Budget After Settlement of Agreement (Cols. 1 + 2 + 3)
OPERATING REVENUES: LCFF ADA	ADA= 18,929			ADA= 18,929
LCFF Sources (8010-8099)	198,431,427.00	0.00	0.00	198,431,427.00
Remaining Revenues (8100-8799)	60,757,625.00	0.00	0.00	60,757,625.00
TOTAL	259,189,052.00	0.00	0.00	259,189,052.00
OPERATING EXPENDITURES				
1000 Certificated Salaries	119,932,377.00	12,600.00	145,199.00	120,090,176.00
2000 Classified Salaries	43,312,853.00	0.00	36,367.00	43,349,220.00
3000 Benefits	74,531,980.00	0.00	41,946.00	74,573,926.00
4000 Instructional Supplies	8,073,392.00	0.00	0.00	8,073,392.00
5000 Contracted Services	24,996,996.00	0.00	0.00	24,996,996.00
6000 Capital Outlay	1,397,300.00	0.00	0.00	1,397,300.00
7000 Other	(307,045.00)	0.00	0.00	(307,045.00)
TOTAL	271,937,853.00	12,600.00	223,512.00	272,173,965.00
OPERATING SURPLUS (DEFICIT)	(12,748,801.00)	(12,600.00)	(223,512.00)	(12,984,913.00)
Other Sources and Transfers In	131,694.00	0.00	0.00	131,694.00
Other Uses and Transfers Out	8,026,956.00	0.00	0.00	8,026,956.00
CURRENT YEAR INCREASE/ (DECREASE) TO FUND BALANCE	(20,644,063.00)	(12,600.00)	(223,512.00)	(20,880,175.00)
BEGINNING FUND BALANCE 9791-92	59,497,780.54			59,497,780.54
Prior-Year Adjustments 9793-95	0.00		0.00	0.00
NET BEGINNING BALANCE	59,497,780.54		0.00	59,497,780.54
ENDING FUND BALANCE (EFB)	38,853,718.00	(12,600.00)	(223,512.00)	38,617,606.00
COMPONENTS OF ABOVE EFB:				
Nonspendable (9711-9719)	343,995.00	0.00	0.00	343,995.00
Restricted (9740)	4,805,104.80	0.00	0.00	4,805,104.80
Committed (9750/9760)	25,305,673.93	(12,978.00)	(230,217.36)	25,062,478.57
Assigned (9780)	0.00	0.00	0.00	0.00
Reserve Economic Uncertainties (9789)	8,398,944.27	378.00	6,705.36	8,406,027.63
Unassigned/Unappropriated (9790)	0.00	0.00	0.00	0.00
State Minimum Reserves %	3.00%	Meets		3.00%
Are budgets in balance?	In Balance	Undesignated Amount		In Balance
Did you adjust reserves? s/b \$0	\$0.00			\$0.00
FUND 17 RESERVES (9789) or N/A	\$ -			\$ -

If the total amount of the adjustment in Column 2 does not agree with the amount of the total cost shown in Section 5, Total Costs, please explain below. Also, list any other assumptions used or included in Column 3:

2 additional prep days - Educational Specialist

(Ref. H 5.6)

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

First Subsequent Year 2021 - 2022			
(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
Latest Board- Approved Budget Before Settlement - As of 6/18/2020	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Including Other Proposed BU Agreements) Required to support cost of agreement (i.e. "me-too")	Projected District Budget After Settlement of Agreement (Cols. 1 + 2 + 3)
OPERATING REVENUES: LCFF ADA			
LCFF Sources (8010-8099)	198,261,471.00	0.00	198,261,471.00
Remaining Revenues (8100-8799)	53,085,287.00	0.00	53,085,287.00
TOTAL	251,346,758.00	0.00	251,346,758.00
	ADA= 18,710		ADA= 18,710
OPERATING EXPENDITURES			
1000 Certificated Salaries	120,744,858.00	0.00	120,744,858.00
2000 Classified Salaries	43,638,560.00	0.00	43,682,200.00
3000 Benefits	75,752,425.00	0.00	75,766,257.00
4000 Instructional Supplies	7,965,036.00	0.00	7,965,036.00
5000 Contracted Services	25,282,979.00	0.00	25,282,979.00
6000 Capital Outlay	1,171,320.00	0.00	1,171,320.00
7000 Other	(307,045.00)	0.00	(307,045.00)
TOTAL	274,248,133.00	0.00	274,305,605.00
OPERATING SURPLUS/(DEFICIT)	(22,901,375.00)	0.00	(22,958,847.00)
Other Sources and Transfers In	14,311,518.00	0.00	14,311,518.00
Other Uses and Transfers Out	1,973,406.00	0.00	1,973,406.00
CURRENT YEAR INCREASE/ (DECREASE) TO FUND BALANCE	(10,563,263.00)	0.00	(10,620,735.00)
BEGINNING FUND BALANCE (9791) (Pulls from prior year EFB)	38,617,606.00		38,617,606.00
Prior-Year Adjustments (9792-9795)			0.00
NET BEGINNING BALANCE	38,617,606.00		38,617,606.00
ENDING FUND BALANCE (EFB)	28,054,343.00	0.00	27,996,871.00
COMPONENTS OF EFB (above):			
Nonspendable (9711-9719)	343,995.00	0.00	343,995.00
Restricted (9740)	4,805,104.73	0.00	4,805,104.73
Committed (9750/9760)	14,618,597.10	0.00	14,559,400.94
Assigned (9780)	0.00	0.00	0.00
Reserve Economic Uncertainties	8,286,646.17	0.00	8,288,370.33
Unassigned/Unappropriated (9790)	0.00	0.00	0.00
State Minimum Reserves %	3.00%	Meets	
Are budgets in balance?	In Balance		In Balance
Did you adjust reserves? s/b \$0	\$ (0.00)	Undesignated Amount	
FUND 17 RESERVES (9789) or N/A	\$ -		\$ -

Assumptions used for LCFF Gap%, Unduplicated %, Other Revenue COLAs, Addl/Reduced staffing, etc., explain below:

N/A

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

Second Subsequent Year 2022 - 2023			
(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
Latest Board- Approved Budget Before Settlement - As of _____ 6/18/2020	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Including Other Proposed BU Agreements) Required to support cost of agreement (i.e. "me-too")	Projected District Budget After Settlement of Agreement (Cols. 1 + 2 + 3)
OPERATING REVENUES: LCFF ADA	ADA= 18,096		ADA= 18,096
LCFF Sources (8010-8099)	201,851,198.00	0.00	201,851,198.00
Remaining Revenues (8100-8799)	52,420,944.00	0.00	52,420,944.00
TOTAL	254,272,142.00	0.00	254,272,142.00

OPERATING EXPENDITURES

1000 Certificated Salaries	121,137,988.00	0.00	0.00	121,137,988.00
2000 Classified Salaries	43,970,782.00	0.00	43,640.00	44,014,422.00
3000 Benefits	79,680,432.00	0.00	13,832.00	79,694,264.00
4000 Instructional Supplies	8,110,307.00	0.00	0.00	8,110,307.00
5000 Contracted Services	25,371,978.00	0.00	0.00	25,371,978.00
6000 Capital Outlay	1,171,320.00	0.00	0.00	1,171,320.00
7000 Other	(307,045.00)	0.00	0.00	(307,045.00)
TOTAL	279,135,762.00	0.00	57,472.00	279,193,234.00

OPERATING SURPLUS/(DEFICIT)

	(24,863,620.00)	0.00	(57,472.00)	(24,921,092.00)
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Other Sources and Transfers In	23,595,655.00	0.00	0.00	23,595,655.00
Other Uses and Transfers Out	2,073,406.00	0.00	0.00	2,073,406.00

**CURRENT YEAR INCREASE/
(DECREASE) TO FUND BALANCE**

	(3,341,371.00)	0.00	(57,472.00)	(3,398,843.00)
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**BEGINNING FUND BALANCE (9791)
(Pulls from prior year EFB)**

	27,996,871.00			27,996,871.00
--	---------------	--	--	---------------

Prior-Year Adjustments (9792-9795)

				0.00
--	--	--	--	------

NET BEGINNING BALANCE

	27,996,871.00			27,996,871.00
--	---------------	--	--	---------------

ENDING FUND BALANCE (EFB)

	24,655,500.00	0.00	(57,472.00)	24,598,028.00
--	---------------	------	-------------	---------------

COMPONENTS OF EFB (above):

(use whole rounded numbers only)

Nonspendable (9711-9719)	343,995.00			343,995.00
Restricted (9740)	4,805,104.73			4,805,104.73
Committed (9750/9760)	11,070,125.23		(59,196.16)	11,010,929.07
Assigned (9780)	0.00	0.00		0.00
Reserve Economic Uncertainties	8,436,275.04	0.00	1,724.16	8,437,999.20
Unassigned/Unappropriated (9790)	0.00	0.00	0.00	0.00
State Minimum Reserves %	3.00%		Meets	3.00%
Are budgets in balance?	In Balance			In Balance
Did you adjust reserves? s/b \$0	\$0.00		OK	\$0.00
FUND 17 RESERVES (9789) or N/A	\$ -			\$ -

Assumptions used for LCFF Gap%, Unduplicated %, Other Revenue COLAs, Addl/Reduced Staffing, etc., explain below:

N/A

(Ref. H 5.8)

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

Section 10: MULTI-YEAR CONTRACT AGREEMENT PROVISIONS: The proposed agreement contains the following COLAs and other compensation/non-compensation provisions for subsequent years as follows *(text pulls into disclosure)*: Send copy of final Agreement to BAS upon Board Approval

N/A

Section 11:

FINANCIAL IMPACT OF PROPOSED AGREEMENT IN SUBSEQUENT FISCAL YEARS: The following assumptions were used to determine that resources will be available to fund these obligations in future fiscal years. (Include any compensation/noncompensation provisions specified below.) *(text pulls into disclosure)*:

MOU does not apply to subsequent years.

Section 12: NARRATIVE OF AGREEMENT: Provide a brief narrative of the proposed changes in compensation or health premiums, including percentage changes, effective dates, and comments and/or explanations. *(text pulls into disclosure)*:

The Ontario-Montclair School District (OMSD) and the Ontario-Montclair Teachers Association entered into an MOU (Exhibit A) for the period of July 1, 2020, through June 30, 2021. This MOU will assist OMSD in providing up to two (2) additional release days annually to education specialists for purposes such as preparation, assessments, IEP meetings, conferences, and curriculum development.

Section 13: SOURCE OF FUNDING FOR PROPOSED AGREEMENT: Provide a brief narrative of the funds available in the current year to provide for the costs of this agreement. *(text pulls into disclosure)*:

Will be paid from the District's fund balance reserves.

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

ADDITIONAL FISCAL INDICATORS- CRITERIA AND STANDARDS A.5

This section is in response to the Criteria and Standards Additional Fiscal Indicators #A.5., which asks: "Has the district entered into a bargaining agreement where any of the budget or subsequent years of the agreement would result in salary increases that are expected to exceed the projected state cost of living adjustment."

Section 14: COMPARISON OF PROPOSED AGREEMENT TO CHANGE IN DISTRICT LOCAL CONTROL FUNDING FORMULA (LCFF):

(A)	Current-year (CY) LCFF Average Rate per ADA: (CY LCFF Entitlement per ADA, FCMAT LCFF Calculator, Calculator Tab, Row 79)	Estimated \$10,277.00
(B)	Less Prior-Year (PY) LCFF BASC Calculator Rate per ADA: (PY LCFF Entitlement per ADA, FCMAT LCFF Calculator, Calculator Tab, Row 79)	\$11,041.00
(C)	= Amount of Current-Year Increase or (decrease): (A) minus (B)	(764.00)
(D)	= Percentage Increase or (decrease) in LCFF per ADA: (C) divided by (B)	(6.92%)
(E)	ADA Increase/(Decrease) from Prior Year as % Current year P-2 LCFF funded ADA (greater of PY guarantee or current year) Prior Year P-2 LCFF funded ADA (greater of PY guarantee or current year)	(2.38%)
	18,929.00	
	19,390.00	
(F)	Total LCFF % increase or (decrease) plus ADA % change	(9.30%)
(G)	Indicate Total Settlement Percentage Change from Section 5	0.01%

If proposed agreement % on Line G is greater than Line F, please provide explanation below:

Will be paid from the District's fund balance reserves.

CERTIFICATION

To be signed by the **District Superintendent AND Chief Business Official upon submission to the Governing Board** and by the **Board President upon formal Board action** on the proposed agreement.

Districts with a Qualified or Negative Certification : Per Government Code 3540.2, signatures of the District Superintendent and Chief Business Official must accompany the Summary Disclosure sent to the County Superintendent for review **10 days prior to the board meeting that will ratify the agreement** .

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200, AB 2756, GC 3547.5, and GC 3540.2.

WE HEREBY CERTIFY THAT THE COSTS INCURRED BY THE SCHOOL DISTRICT UNDER THIS AGREEMENT CAN BE MET BY THE DISTRICT DURING THE TERM OF THE AGREEMENT.


District Superintendent - signature


Chief Business Official - signature

9/9/2020
Date

9/9/2020
Date

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on Thursday, September 17, 2020 took action to approve the proposed Agreement with the Certified Ontario-Montclair Teachers Assoc (OMTA) Bargaining Unit.

President, Governing Board - signature

Date

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

Ontario-Montclair

SCHOOL DISTRICT

Government Code Section 3547.5: **Before** a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer.

Intent of Legislation: To ensure that members of the public are informed of the major provisions of a collective bargaining agreement before it becomes binding on the school district.

(This information is pulled from the SUMMARY section of this file which should be completed FIRST)

MAJOR PROVISIONS OF PROPOSED AGREEMENT WITH THE

Certificated Ontario-Montclair Teachers Assoc (OMTA)

BARGAINING UNIT

To be acted upon by the Governing Board at its meeting on
OMTA - Certificated

09/17/20

A. PERIOD OF AGREEMENT:

The proposed bargaining agreement covers the period beginning and ending for the following fiscal years

07/01/20
06/30/21

B. TOTAL COST CHANGE TO IMPLEMENT PROPOSED AGREEMENT (SALARIES & BENEFITS)

The total change in costs for salaries and employee benefits in the proposed agreement:

1. Current Year Costs Before Agreement
2. Current Year Costs After Agreement
3. Total Cost Change
4. Percentage Change
5. Value of a 1% Change

\$142,221,536.00
\$142,234,136.00
\$12,600.00
0.01%
\$1,280,332.70

C. PERCENTAGE SALARY CHANGE FOR AVERAGE, REPRESENTED EMPLOYEE

The total percentage change in salary, including annual step and column movement on the salary schedule (as applicable), for the average, represented employee under this proposed agreement:

1. Salary Schedule change
(% Change To Existing Salary Schedule)
(% change for one time bonus/stipend or salary reduction)
2. Step & Column
(Average % Change Over Prior Year Salary Schedule)
3. TOTAL PERCENTAGE CHANGE FOR THE AVERAGE, REPRESENTED EMPLOYEE
4. Change in # of Work Days (+/-) Related to % Change
5. Total # of Work Days to be provided in Fiscal Year
6. Total # of Instructional Days to be provided in Fiscal Year
(applicable to Certificated BU agreements only)

184
180

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

Ontario-Montclair SCHOOL DISTRICT

D. PERCENTAGE BENEFITS CHANGE FOR BOTH STATUTORY AND DISTRICT-PROVIDED EMPLOYEE BENEFITS INCLUDED IN THIS PROPOSED AGREEMENT:

1.	Cost of Benefits Before Agreement	\$34,413,202.00
2.	Cost of Benefits After Agreement	\$34,413,202.00
3.	Percentage Change in Total Costs	

E. IMPACT OF PROPOSED AGREEMENT ON DISTRICT RESERVES

State-Recommended Minimum Reserve Level (after implementation of Proposed Agreement)

1.	Based On Total Expenditures and Other Uses in the General Fund of:	\$280,200,921.00
2.	Percentage Reserve Level State Standard for District:	3.0%
3.	Amount of State Minimum Reserve Standard:	\$8,406,027.63

SUFFICIENCY OF DISTRICT UNRESTRICTED RESERVES to meet the minimum recommended level AFTER IMPLEMENTATION OF PROPOSED AGREEMENT:

GENERAL FUND RESERVES (Fund 01 Unrestricted ONLY)

4.	Reserve for Economic Uncertainties (Object 9789)	\$8,406,027.63
5.	Unassigned/Unappropriated (Object 9790)	
6.	Total Reserves: (Object 9789 + 9790)	\$8,406,027.63

SPECIAL RESERVE FUND (Fund 17, as applicable)

7.	Reserve for Economic Uncertainties (Object 9789)	
----	--	--

TOTAL DISTRICT RESERVES, applicable to State Minimum Reserve Standard:

8.	General Fund & Special Reserve Fund:	\$8,406,027.63
9.	Percentage of General Fund Expenditures/Uses	3.00%
	Difference between District Reserves and Minimum State Requirement	

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

Ontario-Montclair

SCHOOL DISTRICT

F. MULTIYEAR CONTRACT AGREEMENT PROVISIONS

N/A

G. FINANCIAL IMPACT OF PROPOSED AGREEMENT IN SUBSEQUENT FISCAL YEARS

The following assumptions were used to determine that resources will be available to fund these obligations in future fiscal years (including any compensation and/or noncompensation provisions specified below that have been agreed upon if the proposed agreement is part of a multi-year contract):

MOU does not apply to subsequent years.

H. NARRATIVE OF AGREEMENT

The Ontario-Montclair School District (OMSD) and the Ontario-Montclair Teachers Association entered into an MOU (Exhibit A) for the period of July 1, 2020, through June 30, 2021. This MOU will assist OMSD in providing up to two (2) additional release days annually to education specialists for purposes such as preparation, assessments, IEP meetings, conferences, and curriculum development.

I. SOURCE OF FUNDING FOR PROPOSED AGREEMENT

The following source(s) of funding have been identified to fund the proposed agreement

Will be paid from the District's fund balance reserves.

FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)

Ontario-Montclair

SCHOOL DISTRICT

CERTIFICATION

To be signed by the District Superintendent AND Chief Business Official when submitted for Public Disclosure and by the Board President after formal action by the Governing Board on the proposed agreement.

Districts with a Qualified or Negative Certification: Per Government Code 3540.2, signatures of the District Superintendent and Chief Business Official must accompany the Summary Disclosure sent to the County Superintendent for review 10 days prior to the board meeting that will ratify the agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted for public disclosure in accordance with the requirements of AB 1200, AB 2756 and GC 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.



District Superintendent - signature

9/9/2020

Date



Chief Business Official - signature

9/9/2020

Date

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on 9/17/2020 took action to approve the proposed Agreement with the Certificated Ontario-Montclair Teachers Assoc (OMTA) Bargaining Unit.

President, Governing Board
(signature)

Date

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

September 17, 2020

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: Memorandum of Understanding for Assembly Bill (AB) 212 Staff Retention Plan for State Subsidized Center Based Program

REQUESTED ACTION

Approve the Memorandum of Understanding for Assembly Bill (AB) 212 Staff Retention Plan for State Subsidized Based Program (Exhibit A).

BACKGROUND INFORMATION

The Ontario-Montclair School District and the Ontario-Montclair Teachers Association entered into an agreement to improve staff retention of qualified employees who work directly with children who receive state subsidized childcare services.

The minimum stipend amounts for employees who meet eligibility permit requirements shall be as follows:

Associate Teacher Permit = \$450
Teacher Permit = \$450
Master Teacher Permit = \$550
Site Supervisor = \$975
Director = \$1,175

Staff who apply for a first time Child Development Permit or upgrade an existing Child Development Permit during the 2020-2021 school year may receive up to \$500 extra incentive. The accompanying forms and exhibits, along with a copy of the summary were submitted to the County office and made available for public review per Assembly Bill (AB) 1200 (Exhibit B).


Prepared by: Hector Macias, Assistant Superintendent, Human Resources



FINANCIAL IMPLICATIONS

The estimated cost for the MOU for Assembly Bill (AB) 212 Staff Retention Plan for State Subsidized Based Program is an annual cost of approximately \$24,431.

Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve the Memorandum of Understanding for Assembly Bill (AB) 212 Staff Retention Plan for State Subsidized Based Program.

Approved by: James Q. Hammond, Superintendent




Exhibit A



ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, CA

July 1, 2020

MEMORANDUM OF UNDERSTANDING

Assembly Bill (AB) 212 Staff Retention Plan for State Subsidized Center Based Programs

The following is hereby agreed and understood by and between the Ontario-Montclair School District and the Ontario-Montclair Teachers Association for the period of July 1, 2020 through June 30, 2021.

This MOU will assist OMSD in improving staff retention of qualified employees who work directly with children who receive state subsidized childcare services.

Minimum stipend amounts for employees who meet eligibility permit requirements shall be as follows:

- Associate Teacher Permit = \$450
- Teacher Permit = \$450
- Master Teacher Permit = \$550
- Site Supervisor = \$975
- Director = \$1,175

Staff who apply for a first time Child Development Permit or upgrade an existing Child Development Permit during the 2020-2021 school year may receive up to \$500 extra incentive.

Stipend shall be paid on the July 1, 2021 pay warrant.

This MOU is non-precedent setting.

Handwritten signature of Hector Macias in blue ink.

Hector Macias
Assistant Superintendent, Human Resources

Handwritten signature of John Egan in blue ink.

John Egan, President
Ontario-Montclair Teachers Association

June 15, 2020
Date

July 9, 2020
Date

FOR SUBMISSION TO THE GOVERNING BOARD AND THE COUNTY SUPERINTENDENT OF SCHOOLS in compliance with the Public Disclosure requirements of AB 1200 (Statutes 1991, Chapter 1213) as revised by AB 2756 (Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2.

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE SCHOOL DISTRICT

WITH THE BARGAINING UNIT (BU)

To be acted upon by the Governing Board at its meeting on :	(enter Date)	<input type="text" value="9/17/2020"/>
Budget Revisions to be INPUT no later than 45 days after approval: (will calc + 45 days)		<input type="text" value="11/1/2020"/>
Estimated Agreement Payment Date	(enter Date)	<input type="text" value="7/1/2020"/>

GENERAL

Section 1: STATUS OF BARGAINING UNIT AGREEMENTS

This document is REQUIRED whenever a NEW or AMENDED agreement is ratified.

If this Public Disclosure is not applicable to all of the District's bargaining units, indicate the current status (whether settled or pending settlement) of the remaining units:

(Separate disclosures should be made for each bargaining unit agreement)

		# FTE Represented
Certificated:	<input type="text" value="OMTA - Child Development"/>	<input type="text" value="21.0"/>
Classified:	<input type="text" value="Enter Name of BU - Status"/>	<input type="text" value="0.0"/>

Section 2: PERIOD OF AGREEMENT

The proposed agreement covers the period beginning on:	(enter Begin Date)	<input type="text" value="7/1/2020"/>
and ending on:	(enter End Date)	<input type="text" value="6/30/2021"/>

If this agreement is part of a multi-year contract, indicate ALL fiscal years covered:

Fiscal Years:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reopeners: Yes or NO ?	<input type="text"/>	<input type="text"/>	<input type="text"/>
if Yes, what Areas?	<input type="text"/>		

COMPENSATION PROVISIONS

Section 3: SALARIES: PERCENTAGE CHANGE IN SALARIES IN PROPOSED AGREEMENT:

The proposed agreement includes the following costs for salaries for the above-mentioned Bargaining unit:

Current Year Salary Cost Before Settlement (Based on Year to Date (YTD) Actuals Projected through 6/30):	<input type="text" value="\$ 107,808,334"/>
Current Year Salary Cost After Settlement (Include any retroactive pay increases or (decreases) or one time bonuses/stipends or (reductions), as applicable):	<input type="text" value="\$ 107,828,533"/>
Total Cost Increase or (Decrease):	<input type="text" value="\$20,199.00"/>
Percentage Increase or (Decrease):	<input type="text" value="0.02%"/>

SALARY CHANGE FOR AN AVERAGE, REPRESENTED EMPLOYEE FROM PRIOR YEAR

(Includes annual step/column movement on schedule):

<u>Salary Increase or (Decrease)</u>	
% increase or (decrease) to existing schedule	<input type="text" value="0.00%"/> per employee
% increase or (decrease) for one-time bonus/stipend or (salary reduction)	<input type="text" value="0.00%"/> per employee
<u>Step & column</u>	
average % annual change over the prior year schedule	<input type="text" value="0.00%"/> per employee
TOTAL PERCENTAGE CHANGE FOR AVERAGE REPRESENTED EMPLOYEE	<input type="text" value="0.00%"/> per employee

Indicate Change in # of Work Days, Furlough or Additional, Related to % Change	<input type="text" value="0"/>
Indicate Total # of Work Days to be provided for fiscal year:	<input type="text" value="184"/>
Indicate Total # of Instructional Days to be provided for fiscal year:	<input type="text" value="180"/>

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

Section 4: BENEFITS: PERCENTAGE CHANGE IN EMPLOYEE BENEFITS IN PROPOSED AGREEMENT:

The proposed agreement includes the following costs for employee statutory and health/welfare benefits:

Statutory Benefits: *(object 3XXX less 34XX)*

(STRS, PERS, Workers Compensation, Unemployment Insurance, Social Security, Medicare)

Total Statutory Benefit Costs:

Current Costs:	\$ 20,224,936.00
Proposed Costs:	\$ 20,229,168.00
Total Cost Increase or (decrease):	\$4,232.00
Percentage Change:	0.02%

District Health and Welfare Plans - *Object 34XX* (Medical, Dental, Vision, Life Insurance, Other)

Total Health and Welfare Costs:

Current Costs:	\$ 14,188,266
Proposed Costs:	\$ 14,188,266
Total Cost Increase or (decrease):	\$0.00
Percentage Change:	0.00%

Indicate if Health/Welfare Benefits are Capped: (Include details such as different caps per health plans or any super composite rates. Also, indicate if cap includes health benefits only or also other insurances.)

Health Benefit Cap Based on Medical Plan Selected:

Single - \$8,616
Two Party - \$14,695
Family - \$18,866

Current Cap:	\$ 18,866.00	
Proposed Cap:	\$ 18,866.00	
Average Capped Amount increase or (decrease) per employee	\$0.00	0.00%

**TOTAL COST OR (SAVINGS) OF COMPENSATION CHANGES
(REGARDLESS OF WHETHER PREVIOUSLY BUDGETED IN WHOLE OR IN PART)**

Section 5: TOTAL COST INCREASE OR (SAVINGS) FOR SALARIES AND BENEFITS IN THE PROPOSED AGREEMENT:

Current Year Combined Cost Before Settlement: *(data pulls from above)*

(Based on YTD Actuals Projected through 6/30 and current agreement)

Salaries	\$ 107,808,334.00	
Benefits	\$ 34,413,202.00	
Total:		\$ 142,221,536.00

Current Year Cost After Settlement: *(data pulls from above)*

(Include any retroactive pay increases or (decreases) or one-time bonuses/stipends or (reductions)):

Salaries	\$ 107,828,533.00	
Benefits	\$ 34,417,434.00	
Total:		\$ 142,245,967.00

TOTAL COST INCREASE OR (DECREASE) <i>(This amount should tie to the multiyear projection sections for 1XXX-3XXX)</i>	\$24,431.00
PERCENTAGE CHANGE	0.02%
1% CHANGE IN SALARY AND STATUTORY BENEFIT COSTS (prior to any settlements):	\$ 1,280,332.70

(Ref. H 6.4)

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

OTHER PROVISIONS (COMPENSATION AND NON-COMPENSATION)

Section 6: The following are additional compensation and non-compensation provisions contained in the proposed agreement: (Indicate, **IN DETAIL**, the terms of the agreement covered in each section)

A. OTHER COMPENSATION: Off-Schedule Stipends/Bonuses, Reductions, etc. (amounts, staff affected, total cost and/or savings).

Memorandum(s) of Understanding (MOU) between the Ontario-Montclair School District (OMSD) and Ontario-Montclair Teachers Association (OMTA) to improve staff retention of qualified employees who work directly with children who receive state subsidized childcare services. Stipend Breakdown: 1. Associate Teacher Permit \$450, 2. Teacher Permit \$450, 3. Master Teacher Permit \$550, 4. Site Supervisor \$975, 5. Director \$1,175.

B. NON-COMPENSATION: Class Size Changes (Indicate before and after class sizes/grades affected; and, if applied for CDE waiver (attach copy)), Staff Development Days, Teacher Prep Time, etc..

N/A

C. REOPENERS, CONTINGENCY AND/OR RESTORATION LANGUAGE: Describe specific areas identified for Reopeners, Contingency, and/or Restoration (include triggers and timing). Provide copy of Board Action to BAS upon approval.

N/A

Section 7: State Minimum Reserve Standard Calculation:

Total Expenditures and Other Uses: *(pulls from MYP Sec. 9)*
 Minimum State Reserve Percentage (input %)
 Minimum State Reserve Requirement: *(Formula includes Total Exp/Uses x Minimum Reserve %)*

\$	280,200,921.00
	3%
\$	8,406,027.63

FISCAL IMPACT IN CURRENT AND TWO SUBSEQUENT FISCAL YEARS

Section 8: Date of governing board approval of budget revisions in Section 9, Col.2 (below) in accordance with E.C. 42142 and Government Code 3547.5. (Pulls from above Governing Board Date plus 45 days)

11/1/2020

Provide proof that board-approved budget revisions have been input within 45 days. Date budget revisions input/BT #'s:

BT #'s:	mm/dd/yy
---------	----------

If the board-approved revisions input are different from the proposed budget adjustments in Col. 2 provide a detailed explanation of differences.

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

Section 9: IMPACT OF PROPOSED AGREEMENT ON THE GENERAL FUND BUDGET IN CURRENT AND TWO SUBSEQUENT FISCAL YEARS. (Reflect both Unrestricted and Restricted General Fund Budget Amounts)
In-Lieu of this form, an updated Form MYP can be supplied which includes the results of the settlement over the most recent Form MYP filed with this office.

		Current Fiscal Year			2020-2021
		(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
		Latest Board- Approved Budget Before Settlement - As of 6/18/2020	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Including Other Proposed BU Agreements) Required to support cost of agreement (i.e. "me-too")	Projected District Budget After Settlement of Agreement (Cols. 1 + 2 + 3)
Please NOTE: The title reflected in Col. 1 can be modified if the agreement is being approved along with the Adopted Budget Process. In this case, Col. 4 should reflect the Adopted Budget including the salary agreement and Col. 1 would reflect the Adopted Budget less Col. 2, the actual cost of the agreement.					
OPERATING REVENUES: LCFF ADA		ADA= 18,929			ADA= 18,929
LCFF Sources (8010-8099)		198,431,427.00	0.00	0.00	198,431,427.00
Remaining Revenues (8100-8799)		60,757,625.00	0.00	0.00	60,757,625.00
	TOTAL	259,189,052.00	0.00	0.00	259,189,052.00
OPERATING EXPENDITURES					
1000 Certificated Salaries		119,932,377.00	20,199.00	137,600.00	120,090,176.00
2000 Classified Salaries		43,312,853.00	0.00	36,367.00	43,349,220.00
3000 Benefits		74,531,980.00	4,232.00	37,714.00	74,573,926.00
4000 Instructional Supplies		8,073,392.00	0.00	0.00	8,073,392.00
5000 Contracted Services		24,996,996.00	0.00	0.00	24,996,996.00
6000 Capital Outlay		1,397,300.00	0.00	0.00	1,397,300.00
7000 Other		(307,045.00)	0.00	0.00	(307,045.00)
	TOTAL	271,937,853.00	24,431.00	211,681.00	272,173,965.00
OPERATING SURPLUS (DEFICIT)		(12,748,801.00)	(24,431.00)	(211,681.00)	(12,984,913.00)
Other Sources and Transfers In		131,694.00	0.00	0.00	131,694.00
Other Uses and Transfers Out		8,026,956.00	0.00	0.00	8,026,956.00
CURRENT YEAR INCREASE/ (DECREASE) TO FUND BALANCE		(20,644,063.00)	(24,431.00)	(211,681.00)	(20,880,175.00)
BEGINNING FUND BALANCE 9791-92		59,497,780.54			59,497,780.54
Prior-Year Adjustments 9793-95		0.00		0.00	0.00
NET BEGINNING BALANCE		59,497,780.54		0.00	59,497,780.54
ENDING FUND BALANCE (EFB)		38,853,718.00	(24,431.00)	(211,681.00)	38,617,606.00
COMPONENTS OF ABOVE EFB:					
Nonspendable (9711-9719)		343,995.00	0.00	0.00	343,995.00
Restricted (9740)		4,805,104.80	0.00	0.00	4,805,104.80
Committed (9750/9760)		25,305,673.93	(25,163.93)	(218,031.43)	25,062,478.57
Assigned (9780)		0.00	0.00	0.00	0.00
Reserve Economic Uncertainties (9789)		8,398,944.27	732.93	6,350.43	8,406,027.63
Unassigned/Unappropriated (9790)		0.00	0.00	0.00	0.00
State Minimum Reserves %		3.00%	Meets		3.00%
Are budgets in balance?		In Balance			In Balance
Did you adjust reserves? s/b \$0		\$0.00	Undesignated Amount		\$0.00
FUND 17 RESERVES (9789) or N/A		\$ -			\$ -

If the total amount of the adjustment in Column 2 does not agree with the amount of the total cost shown in Section 5, Total Costs, please explain below. Also, list any other assumptions used or included in Column 3:

21 FTE x stipend allocation

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

First Subsequent Year 2021 - 2022			
(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
Latest Board- Approved Budget Before Settlement - As of 6/18/2020	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Including Other Proposed BU Agreements) Required to support cost of agreement (i.e. "me-too")	Projected District Budget After Settlement of Agreement (Cols. 1 + 2 + 3)
OPERATING REVENUES: LCFF ADA			
ADA= 18,710			ADA= 18,710
LCFF Sources (8010-8099)	198,261,471.00	0.00	198,261,471.00
Remaining Revenues (8100-8799)	53,085,287.00	0.00	53,085,287.00
TOTAL	251,346,758.00	0.00	251,346,758.00
OPERATING EXPENDITURES			
1000 Certificated Salaries	120,744,858.00	0.00	120,744,858.00
2000 Classified Salaries	43,638,560.00	0.00	43,682,200.00
3000 Benefits	75,752,425.00	0.00	75,766,257.00
4000 Instructional Supplies	7,965,036.00	0.00	7,965,036.00
5000 Contracted Services	25,282,979.00	0.00	25,282,979.00
6000 Capital Outlay	1,171,320.00	0.00	1,171,320.00
7000 Other	(307,045.00)	0.00	(307,045.00)
TOTAL	274,248,133.00	0.00	274,305,605.00
OPERATING SURPLUS/(DEFICIT)	(22,901,375.00)	0.00	(22,958,847.00)
Other Sources and Transfers In	14,311,518.00	0.00	14,311,518.00
Other Uses and Transfers Out	1,973,406.00	0.00	1,973,406.00
CURRENT YEAR INCREASE/ (DECREASE) TO FUND BALANCE	(10,563,263.00)	0.00	(10,620,735.00)
BEGINNING FUND BALANCE (9791) (Pulls from prior year EFB)	38,617,606.00		38,617,606.00
Prior-Year Adjustments (9792-9795)			0.00
NET BEGINNING BALANCE	38,617,606.00		38,617,606.00
ENDING FUND BALANCE (EFB)	28,054,343.00	0.00	27,996,871.00
COMPONENTS OF EFB (above):			
Nonspendable (9711-9719)	343,995.00	0.00	343,995.00
Restricted (9740)	4,805,104.73	0.00	4,805,104.73
Committed (9750/9760)	14,618,597.10	0.00	14,559,400.94
Assigned (9780)	0.00	0.00	0.00
Reserve Economic Uncertainties	8,286,646.17	0.00	8,288,370.33
Unassigned/Unappropriated (9790)	0.00	0.00	0.00
State Minimum Reserves %	3.00%	Meets	3.00%
Are budgets in balance?	In Balance		In Balance
Did you adjust reserves? s/b \$0	\$ (0.00)	Undesignated Amount	\$ -
FUND 17 RESERVES (9789) or N/A	\$ -		\$ -

Assumptions used for LCFF Gap%, Unduplicated %, Other Revenue COLAs, Addl/Reduced staffing, etc., explain below:

N/A

(Ref. H 6.7)

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

Second Subsequent Year 2022 - 2023			
(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
Latest Board- Approved Budget Before Settlement - As of _____ 6/18/2020	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Including Other Proposed BU Agreements) Required to support cost of agreement (i.e. "me-too")	Projected District Budget After Settlement of Agreement (Cols. 1 + 2 + 3)
OPERATING REVENUES: LCFF ADA			
ADA= 18,096			ADA= 18,096
LCFF Sources (8010-8099)	201,851,198.00	0.00	201,851,198.00
Remaining Revenues (8100-8799)	52,420,944.00	0.00	52,420,944.00
TOTAL	254,272,142.00	0.00	254,272,142.00

OPERATING EXPENDITURES

1000 Certificated Salaries	121,137,988.00	0.00	0.00	121,137,988.00
2000 Classified Salaries	43,970,782.00	0.00	43,640.00	44,014,422.00
3000 Benefits	79,680,432.00	0.00	13,832.00	79,694,264.00
4000 Instructional Supplies	8,110,307.00	0.00	0.00	8,110,307.00
5000 Contracted Services	25,371,978.00	0.00	0.00	25,371,978.00
6000 Capital Outlay	1,171,320.00	0.00	0.00	1,171,320.00
7000 Other	(307,045.00)	0.00	0.00	(307,045.00)
TOTAL	279,135,762.00	0.00	57,472.00	279,193,234.00

OPERATING SURPLUS/(DEFICIT)

	(24,863,620.00)	0.00	(57,472.00)	(24,921,092.00)
Other Sources and Transfers In	23,595,655.00	0.00	0.00	23,595,655.00
Other Uses and Transfers Out	2,073,406.00	0.00	0.00	2,073,406.00
CURRENT YEAR INCREASE/ (DECREASE) TO FUND BALANCE	(3,341,371.00)	0.00	(57,472.00)	(3,398,843.00)

**BEGINNING FUND BALANCE (9791)
(Pulls from prior year EFB)
Prior-Year Adjustments (9792-9795)
NET BEGINNING BALANCE**

	27,996,871.00			27,996,871.00
				0.00
NET BEGINNING BALANCE	27,996,871.00			27,996,871.00

ENDING FUND BALANCE (EFB)

	24,655,500.00	0.00	(57,472.00)	24,598,028.00
--	---------------	------	-------------	---------------

COMPONENTS OF EFB (above):

(use whole rounded numbers only)

Nonspendable (9711-9719)	343,995.00			343,995.00
Restricted (9740)	4,805,104.73			4,805,104.73
Committed (9750/9760)	11,070,125.23		(59,196.16)	11,010,929.07
Assigned (9780)	0.00	0.00		0.00
Reserve Economic Uncertainties	8,436,275.04	0.00	1,724.16	8,437,999.20
Unassigned/Unappropriated (9790)	0.00	0.00	0.00	0.00
State Minimum Reserves %	3.00%		Meets	3.00%
Are budgets in balance?	In Balance			In Balance
Did you adjust reserves? s/b \$0	\$0.00		OK	\$0.00
FUND 17 RESERVES (9789) or N/A	\$ -			\$ -

Assumptions used for LCFF Gap%, Unduplicated %, Other Revenue COLAs, Addl/Reduced Staffing, etc., explain below:

N/A

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

Section 10: MULTI-YEAR CONTRACT AGREEMENT PROVISIONS: The proposed agreement contains the following COLAs and other compensation/non-compensation provisions for subsequent years as follows *(text pulls into disclosure)*: Send copy of final Agreement to BAS upon Board Approval

N/A

Section 11:

FINANCIAL IMPACT OF PROPOSED AGREEMENT IN SUBSEQUENT FISCAL YEARS: The following assumptions were used to determine that resources will be available to fund these obligations in future fiscal years. *(Include any compensation/noncompensation provisions specified below.) (text pulls into disclosure)*:

MOU does not apply to subsequent years.

Section 12: NARRATIVE OF AGREEMENT: Provide a brief narrative of the proposed changes in compensation or health premiums, including percentage changes, effective dates, and comments and/or explanations. *(text pulls into disclosure)*:

The MOU is effective from 07/01/2020 - 06/30/2021. To improve staff retention of qualified employees who work directly with children who receive state subsidized childcare services. Stipend Breakdown: 1. Associate Teacher Permit \$450, 2. Teacher Permit \$450, 3. Master Teacher Permit \$550, 4. Site Supervisor \$975, 5. Director \$1,175.

Section 13: SOURCE OF FUNDING FOR PROPOSED AGREEMENT: Provide a brief narrative of the funds available in the current year to provide for the costs of this agreement. *(text pulls into disclosure)*:

Will be paid from the District's fund balance reserves.

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

ADDITIONAL FISCAL INDICATORS- CRITERIA AND STANDARDS A.5

This section is in response to the Criteria and Standards Additional Fiscal Indicators #A.5., which asks: "Has the district entered into a bargaining agreement where any of the budget or subsequent years of the agreement would result in salary increases that are expected to exceed the projected state cost of living adjustment."

Section 14: COMPARISON OF PROPOSED AGREEMENT TO CHANGE IN DISTRICT LOCAL CONTROL FUNDING FORMULA (LCFF):

(A)	Current-year (CY) LCFF Average Rate per ADA: (CY LCFF Entitlement per ADA, FCMAT LCFF Calculator, Calculator Tab, Row 79)		Estimated
			\$10,277.00
(B)	Less Prior-Year (PY) LCFF BASC Calculator Rate per ADA: (PY LCFF Entitlement per ADA, FCMAT LCFF Calculator, Calculator Tab, Row 79)		\$11,041.00
(C)	= Amount of Current-Year Increase or (decrease): (A) minus (B)		(764.00)
(D)	= Percentage Increase or (decrease) in LCFF per ADA: (C) divided by (B)		(6.92%)
(E)	ADA Increase/(Decrease) from Prior Year as % Current year P-2 LCFF funded ADA (greater of PY guarantee or current year)	18,929.00	(2.38%)
	Prior Year P-2 LCFF funded ADA (greater of PY guarantee or current year)	19,390.00	
(F)	Total LCFF % increase or (decrease) plus ADA % change		(9.30%)
(G)	Indicate Total Settlement Percentage Change from Section 5		0.02%

If proposed agreement % on Line G is greater than Line F, please provide explanation below:

Will be paid from the District's fund balance reserves.

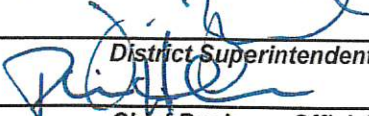
CERTIFICATION

To be signed by the **District Superintendent AND Chief Business Official upon submission to the Governing Board** and by the **Board President upon formal Board action** on the proposed agreement.


Districts with a Qualified or Negative Certification : Per Government Code 3540.2, signatures of the District Superintendent and Chief Business Official must accompany the Summary Disclosure sent to the County Superintendent for review **10 days prior to the board meeting that will ratify the agreement** .

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200, AB 2756, GC 3547.5, and GC 3540.2.

WE HEREBY CERTIFY THAT THE COSTS INCURRED BY THE SCHOOL DISTRICT UNDER THIS AGREEMENT CAN BE MET BY THE DISTRICT DURING THE TERM OF THE AGREEMENT.



District Superintendent - signature



Chief Business Official - signature

9/9/2020

Date

9/9/2020

Date

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on Thursday, September 17, 2020 took action to approve the proposed Agreement with the Certified Ontario-Montclair Teachers Assoc (OMTA) Bargaining Unit.

President, Governing Board - signature

Date

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

Ontario-Montclair

SCHOOL DISTRICT

Government Code Section 3547.5: **Before** a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer.

Intent of Legislation: To ensure that members of the public are informed of the major provisions of a collective bargaining agreement before it becomes binding on the school district.

(This information is pulled from the SUMMARY section of this file which should be completed FIRST)

MAJOR PROVISIONS OF PROPOSED AGREEMENT WITH THE

Certificated Ontario-Montclair Teachers Assoc (OMTA)

BARGAINING UNIT

To be acted upon by the Governing Board at its meeting on

09/17/20

A. PERIOD OF AGREEMENT:

The proposed bargaining agreement covers the period beginning and ending for the following fiscal years

07/01/20
06/30/21

B. TOTAL COST CHANGE TO IMPLEMENT PROPOSED AGREEMENT (SALARIES & BENEFITS)

The total change in costs for salaries and employee benefits in the proposed agreement:

1.	Current Year Costs Before Agreement	\$142,221,536.00
2.	Current Year Costs After Agreement	\$142,245,967.00
3.	Total Cost Change	\$24,431.00
4.	Percentage Change	0.02%
5.	Value of a 1% Change	\$1,280,332.70

C. PERCENTAGE SALARY CHANGE FOR AVERAGE, REPRESENTED EMPLOYEE

The total percentage change in salary, including annual step and column movement on the salary schedule (as applicable), for the average, represented employee under this proposed agreement:

1.	Salary Schedule change (% Change To Existing Salary Schedule) (% change for one time bonus/stipend or salary reduction)	
2.	Step & Column (Average % Change Over Prior Year Salary Schedule)	
3.	TOTAL PERCENTAGE CHANGE FOR THE AVERAGE, REPRESENTED EMPLOYEE	
4.	Change in # of Work Days (+/-) Related to % Change	
5.	Total # of Work Days to be provided in Fiscal Year	184
6.	Total # of Instructional Days to be provided in Fiscal Year (applicable to Certificated BU agreements only)	180

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

Ontario-Montclair SCHOOL DISTRICT

D. PERCENTAGE BENEFITS CHANGE FOR BOTH STATUTORY AND DISTRICT-PROVIDED EMPLOYEE BENEFITS INCLUDED IN THIS PROPOSED AGREEMENT:

1.	Cost of Benefits Before Agreement	\$34,413,202.00
2.	Cost of Benefits After Agreement	\$34,417,434.00
3.	Percentage Change in Total Costs	0.01%

E. IMPACT OF PROPOSED AGREEMENT ON DISTRICT RESERVES

State-Recommended Minimum Reserve Level (after implementation of Proposed Agreement)

1.	Based On Total Expenditures and Other Uses in the General Fund of:	\$280,200,921.00
2.	Percentage Reserve Level State Standard for District:	3.0%
3.	Amount of State Minimum Reserve Standard:	\$8,406,027.63

SUFFICIENCY OF DISTRICT UNRESTRICTED RESERVES to meet the minimum recommended level AFTER IMPLEMENTATION OF PROPOSED AGREEMENT:

GENERAL FUND RESERVES (Fund 01 Unrestricted ONLY)

4.	Reserve for Economic Uncertainties (Object 9789)	\$8,406,027.63
5.	Unassigned/Unappropriated (Object 9790)	
6.	Total Reserves: (Object 9789 + 9790)	\$8,406,027.63

SPECIAL RESERVE FUND (Fund 17, as applicable)

7.	Reserve for Economic Uncertainties (Object 9789)	
----	--	--

TOTAL DISTRICT RESERVES, applicable to State Minimum Reserve Standard:

8.	General Fund & Special Reserve Fund:	\$8,406,027.63
9.	Percentage of General Fund Expenditures/Uses	3.00%
	Difference between District Reserves and Minimum State Requirement	

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

Ontario-Montclair

SCHOOL DISTRICT

F. MULTIYEAR CONTRACT AGREEMENT PROVISIONS

N/A

G. FINANCIAL IMPACT OF PROPOSED AGREEMENT IN SUBSEQUENT FISCAL YEARS

The following assumptions were used to determine that resources will be available to fund these obligations in future fiscal years (including any compensation and/or noncompensation provisions specified below that have been agreed upon if the proposed agreement is part of a multi-year contract):

MOU does not apply to subsequent years.

H. NARRATIVE OF AGREEMENT

The MOU is effective from 07/01/2020 - 06/30/2021. To improve staff retention of qualified employees who work directly with children who receive state subsidized childcare services. Stipend Breakdown: 1. Associate Teacher Permit \$450, 2. Teacher Permit \$450, 3. Master Teacher Permit \$550, 4. Site Supervisor \$975, 5. Director \$1,175.

I. SOURCE OF FUNDING FOR PROPOSED AGREEMENT

The following source(s) of funding have been identified to fund the proposed agreement

Will be paid from the District's fund balance reserves.

FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)

Ontario-Montclair

SCHOOL DISTRICT

CERTIFICATION

To be signed by the District Superintendent AND Chief Business Official when submitted for Public Disclosure and by the Board President after formal action by the Governing Board on the proposed agreement.

Districts with a Qualified or Negative Certification: Per Government Code 3540.2, signatures of the District Superintendent and Chief Business Official must accompany the Summary Disclosure sent to the County Superintendent for review 10 days prior to the board meeting that will ratify the agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted for public disclosure in accordance with the requirements of AB 1200, AB 2756 and GC 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.



District Superintendent - signature

9/9/2020

Date



Chief Business Official- signature

9/9/2020

Date

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on 9/17/2020 took action to approve the proposed Agreement with the Certificated Ontario-Montclair Teachers Assoc (OMTA) Bargaining Unit.

President, Governing Board
(signature)

Date

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

September 17, 2020

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: **Memorandum of Understanding between Ontario-Montclair School District and Ontario Montclair Teachers Association Regarding the Compensation for Special Assignments Support Provider/Mentor**

REQUESTED ACTION

Approve the Memorandum of Understanding between Ontario-Montclair School District and Ontario Montclair Teachers Association Regarding the Compensation for Special Assignments Support Provider/Mentor.

BACKGROUND INFORMATION

In an effort to ensure teachers who are in their first two years of the teaching profession have support from highly qualified mentor teachers' a memorandum of understanding (MOU) was signed as an agreement between the Ontario-Montclair School District and the Ontario-Montclair Teachers Association for the period of July 1, 2020 through June 30, 2021. This MOU (Exhibit A) will assist OMSD in compensating qualified and selected unit members who are performing additional work above their regular work day/duties providing on-going support and guidance, to teacher mentees, including but not limited to:

Content specific coaching in common core, differentiated instruction, academic language development, classroom management, English Learners (EL) strategies, state frameworks, classroom set up, classroom management, lesson planning, lesson delivery, observations, assessments, IEP's, report cards, parent conferences, in-class modeling, facilitation of visits to model classrooms, and support in working with families.

The Support Provider/Mentor will receive the appropriate stipend based on their acceptance of the assigned role and responsibilities. The Support Provider/Mentor is responsible to records and maintain the minimum hours of support required to the mentee per their special assignment. The accompanying forms and exhibits, along with a copy of the summary were submitted to the County office and made available for public review per Assembly Bill (AB) 1200 (Exhibit B).


Prepared by: Hector Macias, Assistant Superintendent, Human Resources



FINANCIAL IMPLICATIONS

The estimated cost for the MOU for Compensation for Special Assignments Support Provider/Mentor is an annual cost of \$151,688.

Reviewed by: Phil Hillman, Chief Business Official

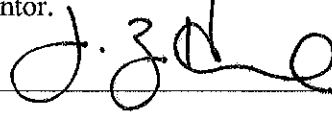


**Memorandum of Understanding between Ontario-Montclair School District and Ontario
Montclair Teachers Association Regarding the Compensation for Special Assignments
Support Provider/Mentor**
September 17, 2020

SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve the Memorandum of Understanding between Ontario-Montclair School District and Ontario Montclair Teachers Association Regarding the Compensation for Special Assignments Support Provider/Mentor.

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 MENTOR/SUPPORT PROVIDER COMPENSATION 2020-2021

Mentor Type	Credentialing Requirements	Additional Training	Number of Annual Supervision Hours	Number of Hours-Additional Guidance	Additional Requirements	University Stipend	OMSD Stipend
Intern Fieldwork (Teacher)	Clear credential authorizing service in same assignment	None	Up to 40	varies	NA	Depending on program, \$0 to \$300	\$500
Induction	Clear credential authorizing service in same assignment	Attend induction workshop	Up to 80	varies	NA	\$0	\$2,000 per CBA
Induction-Eligible, not enrolled	Credential authorizing service in same assignment	None	Up to 40	varies	NA	\$0	\$500
STIP, PIP, Waiver (Emergency credential)	Clear credential authorizing service in same assignment	None	Up to 40	varies	NA	\$0	\$500
TPSL (Sub) Support Provider	Credential authorizing service in same assignment	None	Up to 20	1 hour per each week of long term sub assign.	Provide assistance with lesson plans, IEPs, curriculum	\$0	\$250

Stipends: Paid in two installments

FOR SUBMISSION TO THE GOVERNING BOARD AND THE COUNTY SUPERINTENDENT OF SCHOOLS in compliance with the Public Disclosure requirements of AB 1200 (Statutes 1991, Chapter 1213) as revised by AB 2756 (Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2.

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE SCHOOL DISTRICT

WITH THE BARGAINING UNIT (BU)

To be acted upon by the Governing Board at its meeting on :	(enter Date)	<input type="text" value="9/17/2020"/>
Budget Revisions to be INPUT no later than 45 days after approval: (will calc + 45 days)		<input type="text" value="11/1/2020"/>
Estimated Agreement Payment Date	(enter Date)	<input type="text" value="7/1/2020"/>

GENERAL

Section 1: STATUS OF BARGAINING UNIT AGREEMENTS

This document is REQUIRED whenever a NEW or AMENDED agreement is ratified.

If this Public Disclosure is not applicable to all of the District's bargaining units, indicate the current status (whether settled or pending settlement) of the remaining units:

(Separate disclosures should be made for each bargaining unit agreement)

		# FTE Represented
Certificated:	<input type="text" value="OMTA - Support Providers/Mentors"/>	<input type="text" value="88.0"/>
Classified:	<input type="text" value="Enter Name of BU - Status"/>	<input type="text" value="0.0"/>

Section 2: PERIOD OF AGREEMENT

The proposed agreement covers the period beginning on:	(enter Begin Date)	<input type="text" value="7/1/2020"/>
and ending on:	(enter End Date)	<input type="text" value="6/30/2021"/>

If this agreement is part of a multi-year contract, indicate ALL fiscal years covered:

Fiscal Years:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reopeners: Yes or NO ?	<input type="text"/>	<input type="text"/>	<input type="text"/>
if Yes, what Areas?	<input type="text"/>		

COMPENSATION PROVISIONS

Section 3: SALARIES: PERCENTAGE CHANGE IN SALARIES IN PROPOSED AGREEMENT:

The proposed agreement includes the following costs for salaries for the above-mentioned Bargaining unit:

Current Year Salary Cost Before Settlement (Based on Year to Date (YTD) Actuals Projected through 6/30):	<input type="text" value="\$ 107,808,334"/>
Current Year Salary Cost After Settlement (Include any retroactive pay increases or (decreases) or one time bonuses/stipends or (reductions), as applicable):	<input type="text" value="\$ 107,933,334"/>
Total Cost Increase or (Decrease):	<input type="text" value="\$125,000.00"/>
Percentage Increase or (Decrease):	<input type="text" value="0.12%"/>

SALARY CHANGE FOR AN AVERAGE, REPRESENTED EMPLOYEE FROM PRIOR YEAR

(Includes annual step/column movement on schedule):

<u>Salary Increase or (Decrease)</u>	
% increase or (decrease) to existing schedule	<input type="text" value="0.00%"/> per employee
% increase or (decrease) for one-time bonus/stipend or (salary reduction)	<input type="text" value="0.00%"/> per employee
<u>Step & column</u>	
average % annual change over the prior year schedule	<input type="text" value="0.00%"/> per employee
TOTAL PERCENTAGE CHANGE FOR AVERAGE REPRESENTED EMPLOYEE	<input type="text" value="0.00%"/> per employee

Indicate Change in # of Work Days, Furlough or Additional, Related to % Change	<input type="text" value="0"/>
Indicate Total # of Work Days to be provided for fiscal year:	<input type="text" value="184"/>
Indicate Total # of Instructional Days to be provided for fiscal year:	<input type="text" value="180"/>

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

Section 4: BENEFITS: PERCENTAGE CHANGE IN EMPLOYEE BENEFITS IN PROPOSED AGREEMENT:

The proposed agreement includes the following costs for employee statutory and health/welfare benefits:

Statutory Benefits: *(object 3XXX less 34XX)*

(STRS, PERS, Workers Compensation, Unemployment Insurance, Social Security, Medicare)

Total Statutory Benefit Costs:

Current Costs:	\$ 20,224,936.00
Proposed Costs:	\$ 20,251,124.00
Total Cost Increase or (decrease):	\$26,188.00
Percentage Change:	0.13%

District Health and Welfare Plans - *Object 34XX* (Medical, Dental, Vision, Life Insurance, Other)

Total Health and Welfare Costs:

Current Costs:	\$ 14,188,266
Proposed Costs:	\$ 14,188,266
Total Cost Increase or (decrease):	\$0.00
Percentage Change:	0.00%

Indicate if Health/Welfare Benefits are Capped: (Include details such as different caps per health plans or any super composite rates. Also, indicate if cap includes health benefits only or also other insurances.)			
Health Benefit Cap Based on Medical Plan Selected:			
Single - \$8,616			
Two Party - \$14,695			
Family - \$18,866			
Current Cap:	\$ 18,866.00		
Proposed Cap:	\$ 18,866.00		
Average Capped Amount increase or (decrease) per employee	\$0.00		0.00%

**TOTAL COST OR (SAVINGS) OF COMPENSATION CHANGES
(REGARDLESS OF WHETHER PREVIOUSLY BUDGETED IN WHOLE OR IN PART)**

Section 5: TOTAL COST INCREASE OR (SAVINGS) FOR SALARIES AND BENEFITS IN THE PROPOSED AGREEMENT:

Current Year Combined Cost Before Settlement: *(data pulls from above)*

(Based on YTD Actuals Projected through 6/30 and current agreement)

Salaries	\$ 107,808,334.00		
Benefits	\$ 34,413,202.00		
Total:		\$ 142,221,536.00	

Current Year Cost After Settlement: *(data pulls from above)*

(Include any retroactive pay increases or (decreases) or one-time bonuses/stipends or (reductions)):

Salaries	\$ 107,933,334.00		
Benefits	\$ 34,439,390.00		
Total:		\$ 142,372,724.00	

TOTAL COST INCREASE OR (DECREASE)	\$151,188.00
<i>(This amount should tie to the multiyear projection sections for 1XXX-3XXX)</i>	
PERCENTAGE CHANGE	0.11%
1% CHANGE IN SALARY AND STATUTORY BENEFIT COSTS (prior to any settlements):	\$ 1,280,332.70

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

OTHER PROVISIONS (COMPENSATION AND NON-COMPENSATION)

Section 6: The following are additional compensation and non-compensation provisions contained in the proposed agreement: (Indicate, **IN DETAIL**, the terms of the agreement covered in each section)

A. OTHER COMPENSATION: Off-Schedule Stipends/Bonuses, Reductions, etc. (amounts, staff affected, total cost and/or savings).

Memorandum of Understanding (MOU) between the Ontario-Montclair School District (OMSD) and Ontario-Montclair Teachers Association (OMTA) will assist OMSD in compensating qualified and selected unit members who are performing additional work above their regular work day/duties on-going support and guidance, to teachers mentees. The Support Provider/Mentor will receive the appropriate stipend based on their acceptance of the assigned role and responsibilities.

B. NON-COMPENSATION: Class Size Changes (indicate before and after class sizes/grades affected; and, if applied for CDE waiver (attach copy)), Staff Development Days, Teacher Prep Time, etc..

N/A

C. REOPENERS, CONTINGENCY AND/OR RESTORATION LANGUAGE: Describe specific areas identified for Reopeners, Contingency, and/or Restoration (include triggers and timing). Provide copy of Board Action to BAS upon approval.

N/A

Section 7: State Minimum Reserve Standard Calculation:

Total Expenditures and Other Uses: *(pulls from MYP Sec. 9)*
 Minimum State Reserve Percentage *(input %)*
 Minimum State Reserve Requirement: *(Formula includes Total Exp/Uses x Minimum Reserve %)*

\$	280,200,921.00
	3%
\$	8,406,027.63

FISCAL IMPACT IN CURRENT AND TWO SUBSEQUENT FISCAL YEARS

Section 8: Date of governing board approval of budget revisions in Section 9, Col.2 (below) in accordance with E.C. 42142 and Government Code 3547.5. (Pulls from above Governing Board Date plus 45 days)

11/1/2020

Provide proof that board-approved budget revisions have been input within 45 days. Date budget revisions input/BT #'s:

BT #'s:	mm/dd/yy
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If the board-approved revisions input are different from the proposed budget adjustments in Col. 2 provide a detailed explanation of differences.

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

Section 9: IMPACT OF PROPOSED AGREEMENT ON THE GENERAL FUND BUDGET IN CURRENT AND TWO SUBSEQUENT FISCAL YEARS. (Reflect both Unrestricted and Restricted General Fund Budget Amounts)
In-Lieu of this form, an updated Form MYP can be supplied which includes the results of the settlement over the most recent Form MYP filed with this office.

	Current Fiscal Year			2020-2021
	(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
	Latest Board- Approved Budget Before Settlement - As of 6/18/2020	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Including Other Proposed BU Agreements) Required to support cost of agreement (i.e. "me-too")	Projected District Budget After Settlement of Agreement (Cols. 1 + 2 + 3)
<i>Please NOTE: The title reflected in Col. 1 can be modified if the agreement is being approved along with the Adopted Budget Process. In this case, Col. 4 should reflect the Adopted Budget including the salary agreement and Col. 1 would reflect the Adopted Budget less Col. 2, the actual cost of the agreement.</i>				
OPERATING REVENUES: LCFF ADA	ADA= 18,929			ADA= 18,929
LCFF Sources (8010-8099)	198,431,427.00	0.00	0.00	198,431,427.00
Remaining Revenues (8100-8799)	60,757,625.00	0.00	0.00	60,757,625.00
TOTAL	259,189,052.00	0.00	0.00	259,189,052.00
OPERATING EXPENDITURES				
1000 Certificated Salaries	119,932,377.00	125,000.00	32,799.00	120,090,176.00
2000 Classified Salaries	43,312,853.00	0.00	36,367.00	43,349,220.00
3000 Benefits	74,531,980.00	26,188.00	15,758.00	74,573,926.00
4000 Instructional Supplies	8,073,392.00	0.00	0.00	8,073,392.00
5000 Contracted Services	24,996,996.00	0.00	0.00	24,996,996.00
6000 Capital Outlay	1,397,300.00	0.00	0.00	1,397,300.00
7000 Other	(307,045.00)	0.00	0.00	(307,045.00)
TOTAL	271,937,853.00	151,188.00	84,924.00	272,173,965.00
OPERATING SURPLUS (DEFICIT)	(12,748,801.00)	(151,188.00)	(84,924.00)	(12,984,913.00)
Other Sources and Transfers In	131,694.00	0.00	0.00	131,694.00
Other Uses and Transfers Out	8,026,956.00	0.00	0.00	8,026,956.00
CURRENT YEAR INCREASE/ (DECREASE) TO FUND BALANCE	(20,644,063.00)	(151,188.00)	(84,924.00)	(20,880,175.00)
BEGINNING FUND BALANCE 9791-92	59,497,780.54			59,497,780.54
Prior-Year Adjustments 9793-95	0.00		0.00	0.00
NET BEGINNING BALANCE	59,497,780.54		0.00	59,497,780.54
ENDING FUND BALANCE (EFB)	38,853,718.00	(151,188.00)	(84,924.00)	38,617,606.00
COMPONENTS OF ABOVE EFB:				
Nonspendable (9711-9719)	343,995.00	0.00	0.00	343,995.00
Restricted (9740)	4,805,104.80	0.00	0.00	4,805,104.80
Committed (9750/9760)	25,305,673.93	(155,723.64)	(87,471.72)	25,062,478.57
Assigned (9780)	0.00	0.00	0.00	0.00
Reserve Economic Uncertainties (9789)	8,398,944.27	4,535.64	2,547.72	8,406,027.63
Unassigned/Unappropriated (9790)	0.00	0.00	0.00	0.00
State Minimum Reserves %	3.00%	Meets		3.00%
Are budgets in balance?	In Balance			In Balance
Did you adjust reserves? s/b \$0	\$0.00	Undesignated Amount		\$0.00
FUND 17 RESERVES (9789) or N/A	\$ -			\$ -

If the total amount of the adjustment in Column 2 does not agree with the amount of the total cost shown in Section 5, Total Costs, please explain below. Also, list any other assumptions used or included in Column 3:

Stipend payment to be paid to the Support Provider/Mentor based on their acceptance of the assigned role and responsibilities.

(Ref. H 7.8)

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

First Subsequent Year 2021 - 2022			
(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
Latest Board- Approved Budget Before Settlement - As of 6/18/2020	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Including Other Proposed BU Agreements) Required to support cost of agreement (i.e. "me-too")	Projected District Budget After Settlement of Agreement (Cols. 1 + 2 + 3)
OPERATING REVENUES: LCFF ADA			
ADA= 18,710			ADA= 18,710
LCFF Sources (8010-8099)	198,261,471.00	0.00	198,261,471.00
Remaining Revenues (8100-8799)	53,085,287.00	0.00	53,085,287.00
TOTAL	251,346,758.00	0.00	251,346,758.00
OPERATING EXPENDITURES			
1000 Certificated Salaries	120,744,858.00	0.00	120,744,858.00
2000 Classified Salaries	43,638,560.00	0.00	43,682,200.00
3000 Benefits	75,752,425.00	0.00	75,766,257.00
4000 Instructional Supplies	7,965,036.00	0.00	7,965,036.00
5000 Contracted Services	25,282,979.00	0.00	25,282,979.00
6000 Capital Outlay	1,171,320.00	0.00	1,171,320.00
7000 Other	(307,045.00)	0.00	(307,045.00)
TOTAL	274,248,133.00	0.00	274,305,605.00
OPERATING SURPLUS/(DEFICIT)	(22,901,375.00)	0.00	(22,958,847.00)
Other Sources and Transfers In	14,311,518.00	0.00	14,311,518.00
Other Uses and Transfers Out	1,973,406.00	0.00	1,973,406.00
CURRENT YEAR INCREASE/ (DECREASE) TO FUND BALANCE	(10,563,263.00)	0.00	(10,620,735.00)
BEGINNING FUND BALANCE (9791) (Pulls from prior year EFB)	38,617,606.00		38,617,606.00
Prior-Year Adjustments (9792-9795)			0.00
NET BEGINNING BALANCE	38,617,606.00		38,617,606.00
ENDING FUND BALANCE (EFB)	28,054,343.00	0.00	27,996,871.00
COMPONENTS OF EFB (above):			
Nonspendable (9711-9719)	343,995.00	0.00	343,995.00
Restricted (9740)	4,805,104.73	0.00	4,805,104.73
Committed (9750/9760)	14,618,597.10	0.00	14,559,400.94
Assigned (9780)	0.00	0.00	0.00
Reserve Economic Uncertainties	8,286,646.17	0.00	8,288,370.33
Unassigned/Unappropriated (9790)	0.00	0.00	0.00
State Minimum Reserves %	3.00%	Meets	3.00%
Are budgets in balance?	In Balance		In Balance
Did you adjust reserves? s/b \$0	\$ (0.00)	Undesignated Amount	\$ -
FUND 17 RESERVES (9789) or N/A	\$ -		\$ -

Assumptions used for LCFF Gap%, Unduplicated %, Other Revenue COLAs, Addl/Reduced staffing, etc., explain below:

N/A

(Ref. H 7.9)

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

Second Subsequent Year 2022 - 2023			
(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
Latest Board- Approved Budget Before Settlement - As of _____ 6/18/2020	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Including Other Proposed BU Agreements) Required to support cost of agreement (i.e. "me-too")	Projected District Budget After Settlement of Agreement (Cols. 1 + 2 + 3)
OPERATING REVENUES: LCFF ADA			
ADA= 18,096			ADA= 18,096
LCFF Sources (8010-8099)	201,851,198.00	0.00	201,851,198.00
Remaining Revenues (8100-8799)	52,420,944.00	0.00	52,420,944.00
TOTAL	254,272,142.00	0.00	254,272,142.00

OPERATING EXPENDITURES

1000 Certificated Salaries	121,137,988.00	0.00	0.00	121,137,988.00
2000 Classified Salaries	43,970,782.00	0.00	43,640.00	44,014,422.00
3000 Benefits	79,680,432.00	0.00	13,832.00	79,694,264.00
4000 Instructional Supplies	8,110,307.00	0.00	0.00	8,110,307.00
5000 Contracted Services	25,371,978.00	0.00	0.00	25,371,978.00
6000 Capital Outlay	1,171,320.00	0.00	0.00	1,171,320.00
7000 Other	(307,045.00)	0.00	0.00	(307,045.00)
TOTAL	279,135,762.00	0.00	57,472.00	279,193,234.00

OPERATING SURPLUS/(DEFICIT)

	(24,863,620.00)	0.00	(57,472.00)	(24,921,092.00)
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Other Sources and Transfers In	23,595,655.00	0.00	0.00	23,595,655.00
Other Uses and Transfers Out	2,073,406.00	0.00	0.00	2,073,406.00
CURRENT YEAR INCREASE/ (DECREASE) TO FUND BALANCE	(3,341,371.00)	0.00	(57,472.00)	(3,398,843.00)

**BEGINNING FUND BALANCE (9791)
(Pulls from prior year EFB)
Prior-Year Adjustments (9792-9795)
NET BEGINNING BALANCE**

	27,996,871.00			27,996,871.00
				0.00
NET BEGINNING BALANCE	27,996,871.00			27,996,871.00

ENDING FUND BALANCE (EFB)

	24,655,500.00	0.00	(57,472.00)	24,598,028.00
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COMPONENTS OF EFB (above):

(use whole rounded numbers only)

Nonspendable (9711-9719)	343,995.00			343,995.00
Restricted (9740)	4,805,104.73			4,805,104.73
Committed (9750/9760)	11,070,125.23		(59,196.16)	11,010,929.07
Assigned (9780)	0.00	0.00		0.00
Reserve Economic Uncertainties	8,436,275.04	0.00	1,724.16	8,437,999.20
Unassigned/Unappropriated (9790)	0.00	0.00	0.00	0.00
State Minimum Reserves %	3.00%		Meets	3.00%
Are budgets in balance?	In Balance			In Balance
Did you adjust reserves? s/b \$0	\$0.00		OK	\$0.00
FUND 17 RESERVES (9789) or N/A	\$ -			\$ -

Assumptions used for LCFF Gap%, Unduplicated %, Other Revenue COLAs, Add/Reduced Staffing, etc., explain below:

N/A

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair

SCHOOL DISTRICT

Section 10: MULTI-YEAR CONTRACT AGREEMENT PROVISIONS: The proposed agreement contains the following COLAs and other compensation/non-compensation provisions for subsequent years as follows *(text pulls into disclosure)*: Send copy of final Agreement to BAS upon Board Approval

N/A

Section 11:

FINANCIAL IMPACT OF PROPOSED AGREEMENT IN SUBSEQUENT FISCAL YEARS: The following assumptions were used to determine that resources will be available to fund these obligations in future fiscal years. *(Include any compensation/noncompensation provisions specified below.) (text pulls into disclosure)*:

MOU does not apply to subsequent years.

Section 12: NARRATIVE OF AGREEMENT: Provide a brief narrative of the proposed changes in compensation or health premiums, including percentage changes, effective dates, and comments and/or explanations. *(text pulls into disclosure)*:

The MOU is effective from 07/01/2020 - 06/30/2021. The Support Provider/Mentor will receive the appropriate stipend based on their acceptance of the assigned role and responsibilities.

Section 13: SOURCE OF FUNDING FOR PROPOSED AGREEMENT: Provide a brief narrative of the funds available in the current year to provide for the costs of this agreement. *(text pulls into disclosure)*:

Will be paid from the District's fund balance reserves.

(Ref. H 7.11)

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE Ontario-Montclair SCHOOL DISTRICT

ADDITIONAL FISCAL INDICATORS- CRITERIA AND STANDARDS A.5

This section is in response to the Criteria and Standards Additional Fiscal Indicators #A.5., which asks: "Has the district entered into a bargaining agreement where any of the budget or subsequent years of the agreement would result in salary increases that are expected to exceed the projected state cost of living adjustment."

Section 14: COMPARISON OF PROPOSED AGREEMENT TO CHANGE IN DISTRICT LOCAL CONTROL FUNDING FORMULA (LCFF):

(A)	Current-year (CY) LCFF Average Rate per ADA: (CY LCFF Entitlement per ADA, FCMAT LCFF Calculator, Calculator Tab, Row 79)	Estimated	\$10,277.00
(B)	Less Prior-Year (PY) LCFF BASC Calculator Rate per ADA: (PY LCFF Entitlement per ADA, FCMAT LCFF Calculator, Calculator Tab, Row 79)		\$11,041.00
(C)	= Amount of Current-Year Increase or (decrease): (A) minus (B)		(764.00)
(D)	= Percentage Increase or (decrease) in LCFF per ADA: (C) divided by (B)		(6.92%)
(E)	ADA Increase/(Decrease) from Prior Year as % Current year P-2 LCFF funded ADA (greater of PY guarantee or current year)	18,929.00	(2.38%)
	Prior Year P-2 LCFF funded ADA (greater of PY guarantee or current year)	19,390.00	
(F)	Total LCFF % increase or (decrease) plus ADA % change		(9.30%)
(G)	Indicate Total Settlement Percentage Change from Section 5		0.11%

If proposed agreement % on Line G is greater than Line F, please provide explanation below:

Will be paid from the District's fund balance reserves.

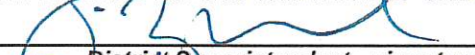

CERTIFICATION

To be signed by the **District Superintendent AND Chief Business Official upon submission to the Governing Board** and by the **Board President upon formal Board action** on the proposed agreement.

Districts with a Qualified or Negative Certification : Per Government Code 3540.2, signatures of the District Superintendent and Chief Business Official must accompany the Summary Disclosure sent to the County Superintendent for review 10 days prior to the board meeting that will ratify the agreement .

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200, AB 2756, GC 3547.5, and GC 3540.2.

WE HEREBY CERTIFY THAT THE COSTS INCURRED BY THE SCHOOL DISTRICT UNDER THIS AGREEMENT CAN BE MET BY THE DISTRICT DURING THE TERM OF THE AGREEMENT.

	9/9/2020 Date
District Superintendent - signature	9/9/2020 Date
	
Chief Business Official - signature	

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on Thursday, September 17, 2020 took action to approve the proposed Agreement with the Certificated Ontario-Montclair Teachers Assoc (OMTA) Bargaining Unit.

President, Governing Board - signature	Date

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

Ontario-Montclair SCHOOL DISTRICT

Government Code Section 3547.5: **Before** a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer.

Intent of Legislation: To ensure that members of the public are informed of the major provisions of a collective bargaining agreement before it becomes binding on the school district.

(This information is pulled from the SUMMARY section of this file which should be completed FIRST)

MAJOR PROVISIONS OF PROPOSED AGREEMENT WITH THE

Certificated Ontario-Montclair Teachers Assoc (OMTA) BARGAINING UNIT

To be acted upon by the Governing Board at its meeting on **09/17/20**

A. PERIOD OF AGREEMENT:
The proposed bargaining agreement covers the period beginning and ending for the following fiscal years

07/01/20
06/30/21

B. TOTAL COST CHANGE TO IMPLEMENT PROPOSED AGREEMENT (SALARIES & BENEFITS)
The total change in costs for salaries and employee benefits in the proposed agreement:

1. Current Year Costs Before Agreement	\$142,221,536.00
2. Current Year Costs After Agreement	\$142,372,724.00
3. Total Cost Change	\$151,188.00
4. Percentage Change	0.11%
5. Value of a 1% Change	\$1,280,332.70

C. PERCENTAGE SALARY CHANGE FOR AVERAGE, REPRESENTED EMPLOYEE
The total percentage change in salary, including annual step and column movement on the salary schedule (as applicable), for the average, represented employee under this proposed agreement:

1. Salary Schedule change (% Change To Existing Salary Schedule) (% change for one time bonus/stipend or salary reduction)	
2. Step & Column (Average % Change Over Prior Year Salary Schedule)	
3. TOTAL PERCENTAGE CHANGE FOR THE AVERAGE, REPRESENTED EMPLOYEE	
4. Change in # of Work Days (+/-) Related to % Change	
5. Total # of Work Days to be provided in Fiscal Year	184
6. Total # of Instructional Days to be provided in Fiscal Year (applicable to Certificated BU agreements only)	180

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

Ontario-Montclair SCHOOL DISTRICT

D. PERCENTAGE BENEFITS CHANGE FOR BOTH STATUTORY AND DISTRICT-PROVIDED EMPLOYEE BENEFITS INCLUDED IN THIS PROPOSED AGREEMENT:

1.	Cost of Benefits Before Agreement	\$34,413,202.00
2.	Cost of Benefits After Agreement	\$34,439,390.00
3.	Percentage Change in Total Costs	0.08%

E. IMPACT OF PROPOSED AGREEMENT ON DISTRICT RESERVES

State-Recommended Minimum Reserve Level (after implementation of Proposed Agreement)

1.	Based On Total Expenditures and Other Uses in the General Fund of:	\$280,200,921.00
2.	Percentage Reserve Level State Standard for District:	3.0%
3.	Amount of State Minimum Reserve Standard:	\$8,406,027.63

SUFFICIENCY OF DISTRICT UNRESTRICTED RESERVES to meet the minimum recommended level AFTER IMPLEMENTATION OF PROPOSED AGREEMENT:

GENERAL FUND RESERVES (Fund 01 Unrestricted ONLY)

4.	Reserve for Economic Uncertainties (Object 9789)	\$8,406,027.63
5.	Unassigned/Unappropriated (Object 9790)	
6.	Total Reserves: (Object 9789 + 9790)	\$8,406,027.63

SPECIAL RESERVE FUND (Fund 17, as applicable)

7.	Reserve for Economic Uncertainties (Object 9789)	
----	--	--

TOTAL DISTRICT RESERVES, applicable to State Minimum Reserve Standard:

8.	General Fund & Special Reserve Fund:	\$8,406,027.63
9.	Percentage of General Fund Expenditures/Uses	3.00%
	Difference between District Reserves and Minimum State Requirement	

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

Ontario-Montclair

SCHOOL DISTRICT

F. MULTIYEAR CONTRACT AGREEMENT PROVISIONS

N/A

G. FINANCIAL IMPACT OF PROPOSED AGREEMENT IN SUBSEQUENT FISCAL YEARS

The following assumptions were used to determine that resources will be available to fund these obligations in future fiscal years (including any compensation and/or noncompensation provisions specified below that have been agreed upon if the proposed agreement is part of a multi-year contract):

MOU does not apply to subsequent years.

H. NARRATIVE OF AGREEMENT

The MOU is effective from 07/01/2020 - 06/30/2021. The Support Provider/Mentor will receive the appropriate stipend based on their acceptance of the assigned role and responsibilities.

I. SOURCE OF FUNDING FOR PROPOSED AGREEMENT

The following source(s) of funding have been identified to fund the proposed agreement

Will be paid from the District's fund balance reserves.

FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)

Ontario-Montclair

SCHOOL DISTRICT

CERTIFICATION

To be signed by the District Superintendent AND Chief Business Official when submitted for Public Disclosure and by the Board President after formal action by the Governing Board on the proposed agreement.

Districts with a Qualified or Negative Certification: Per Government Code 3540.2, signatures of the District Superintendent and Chief Business Official must accompany the Summary Disclosure sent to the County Superintendent for review 10 days prior to the board meeting that will ratify the agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted for public disclosure in accordance with the requirements of AB 1200, AB 2756 and GC 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.


District Superintendent - signature

9/9/2020
Date


Chief Business Official - signature

9/9/2020
Date

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on 9/17/2020 took action to approve the proposed Agreement with the Certificated Ontario-Montclair Teachers Assoc (OMTA) Bargaining Unit.

President, Governing Board
(signature)

Date

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

September 17, 2020

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: **Public Hearing Regarding the Sufficiency of Instructional Materials at All Ontario-Montclair School District Schools for the 2020-2021 School Year**

REQUESTED ACTION

Hold a public hearing regarding the Sufficiency of Instructional Materials at All Ontario-Montclair School District Schools for the 2020-2021 School Year.


BACKGROUND INFORMATION

Districts are required to conduct a textbook inventory and to report the results at an annual instructional materials public hearing, as defined by Education Code (EC) section 60119. The implementation of Senate Bill 550 imposed several requirements for this annual review process including:

- Hold the public hearing in fiscal year 2005-2006 and each year thereafter before the end of the eighth week after the first day of classes.
- Determine at the hearing whether “sufficient instructional materials or textbooks” exist, defined as each student, including each English language learner, has a standards-aligned textbook or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage.

After reviewing the textbook and materials purchasing records and the instructional materials inventory for the 32 schools, the District determined there are sufficient materials for all students in the core content areas. (Exhibit A shows schools which are designated by the San Bernardino County Superintendent of Schools as Williams monitored schools Decile 1-3.)

The purpose of the Public Hearing is to allow for public comment on the Sufficiency of Instructional Materials at all Ontario-Montclair School District schools for the 2020-2021 school year.

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

FINANCIAL IMPLICATIONS

None for this hearing.

Reviewed by: Phil Hillman, Chief Business Official 

SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board hold a public hearing to allow public comment regarding the Sufficiency of Instructional Materials at All Ontario-Montclair School District Schools for the 2020-2021 School Year.

Approved by: James Q. Hammond, Superintendent 

(Ref. H 8.1)

Exhibit A

ONTARIO-MONTCLAIR SCHOOL DISTRICT
TEXTBOOK SUFFICIENCY SURVEY
2020-2021

SCHOOL NAME	LANGUAGE ARTS	MATH	SCIENCE	SOCIAL SCIENCE	WORLD LANGUAGE
Berlyn	X	X	X	X	
Bon View	X	X	X	X	
Central Language Academy	X	X	X	X	
Del Norte	X	X	X	X	
Euclid	X	X	X	X	
Hawthorne	X	X	X	X	
Haynes	X	X	X	X	
Kingsley	X	X	X	X	
Mariposa	X	X	X	X	
Mission	X	X	X	X	
Montera	X	X	X	X	
Sultana	X	X	X	X	
Vineyard	X	X	X	X	
De Anza	X	X	X	X	X
Vernon	X	X	X	X	X
Wiltsey	X	X	X	X	X

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

September 17, 2020

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

FROM: James Q. Hammond, Superintendent

SUBJECT: **Adoption of Resolution 2020-21-11, Sufficiency of Instructional Materials at All Ontario-Montclair School District Schools for the 2020-2021 School Year**

REQUESTED ACTION

Approve the Adoption of Resolution 2020-21-11, Sufficiency of Instructional Materials at All Ontario-Montclair School District Schools for the 2020-2021 school year.

BACKGROUND INFORMATION


Districts are required to conduct a textbook inventory and to report the results at an annual instructional materials public hearing, as defined by Education Code (EC) section 60119. The implementation of Senate Bill 550 imposed several requirements for this annual review process. The requirements are:

- Hold the public hearing in fiscal year 2005-2006 and each year thereafter before the end of the eighth week after the first day of classes.
- Determine at the hearing whether “sufficient instructional materials or textbooks” exist, defined as each student, including each English language learner, has a standards-aligned textbook or instructional materials to use in class and to take home, which may include materials in a digital format, but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage.
- Determine whether each pupil enrolled in a foreign language and/or health course has sufficient standards-aligned textbooks or instructional materials.
- Take action to remedy any insufficiency identified at the hearing within two months of the beginning of the school year.
- Review textbook needs in four core areas: reading/language arts, mathematics, science, and history/social science at schools which are designated by the San Bernardino County Superintendent of Schools as Williams monitored schools (Decile 1-3). Exhibit A identifies these schools within the Ontario-Montclair School District and indicates content area instructional materials sufficiency.
- If insufficient materials are determined, the District must specify the percent of students who lack sufficient standards-aligned materials in each subject area and remedy the insufficiency by the eighth week of the school year.

Adoption of Resolution 2020-21-11, Sufficiency of Instructional Materials at All Ontario-Montclair School District Schools for the 2020-2021 School Year
September 17, 2020

After reviewing the textbook and materials purchasing records and the instructional materials inventory for the 32 schools, the District determined sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner.

Resolution 2020-21-11, Sufficiency of Instructional Materials at All Ontario-Montclair School District Schools for 2020-2021 School Year, is shown as Exhibit B.

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

FINANCIAL IMPLICATIONS

To meet the needs of all student populations, funds are allocated to purchase materials at every grade level at each school site.

Reviewed by: Phil Hillman, Chief Business Official 

SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board adopt Resolution 2020-21-11, Sufficiency of Instructional Materials at All Ontario-Montclair School District Schools for the 2020-2021 school year.

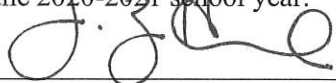
Approved by: James Q. Hammond, Superintendent 

Exhibit A

ONTARIO-MONTCLAIR SCHOOL DISTRICT
 TEXTBOOK SUFFICIENCY SURVEY
 2020-2021

SCHOOL NAME	LANGUAGE ARTS	MATH	SCIENCE	SOCIAL SCIENCE	WORLD LANGUAGE
Berlyn	X	X	X	X	
Bon View	X	X	X	X	
Central Language Academy	X	X	X	X	
Del Norte	X	X	X	X	
Euclid	X	X	X	X	
Hawthorne	X	X	X	X	
Haynes	X	X	X	X	
Kingsley	X	X	X	X	
Mariposa	X	X	X	X	
Mission	X	X	X	X	
Montera	X	X	X	X	
Sultana	X	X	X	X	
Vineyard	X	X	X	X	
De Anza	X	X	X	X	X
Vernon	X	X	X	X	X
Wiltsey	X	X	X	X	X

EXHIBIT B

ONTARIO-MONTCLAIR SCHOOL DISTRICT Ontario, California

Resolution 2020-21-11

Sufficiency of Instructional Materials at All Ontario-Montclair School District Schools for the 2020-2021 School Year

WHEREAS, the Board of Trustees of the Ontario-Montclair School District, in order to comply with the requirements of Education Code 60119, held a public hearing on September 17, 2020, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours; and

WHEREAS, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the District stating the time, place, and purpose of the hearing; and

WHEREAS, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing; and

WHEREAS, information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English language learners, in the Ontario-Montclair School District; and

WHEREAS, the definition of "sufficient textbooks or instructional materials" means that each student, including each English language learner, has a standards-aligned textbook or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage; and

WHEREAS, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 and/or the Common Core State Standards adopted pursuant to Education Code 60605.8; and

WHEREAS, sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English language learners, in the following subjects:

- Mathematics: grades TK-8 (2014) *Eureka Math*, Great Minds; and
- Science: grade Transitional Kinder (2015) Houghton Mifflin Harcourt *Big Day*, K-8 (2020) McGraw Hill, *California Inspire Science*; and
- History/Social Science: grade Transitional Kinder (2015) Houghton Mifflin Harcourt *Big Day*, grades K-5 (2007) *California Vistas*, grades 6-8 (2018) Pearson *myWorld Interactive*; and
- English/Language Arts, including the English language development component of an adopted program: grade Transitional Kinder (2015) Houghton Mifflin Harcourt *Big Day*, grades K-6 (2017) McGraw Hill *Wonders* and *Maravillas*, middle school grades 6-8 (2017) Houghton Mifflin Harcourt *Collections*; and
- World/foreign language: grades 6-8 McDougal Littell *Tu Mundo* or Pearson *Realidades*; and

- Spanish II, High School Credit Course, (2019) Vista Higher Learning *Imagina*; and
- Integrated Math I, High School Credit Course, (2015) Houghton Mifflin Harcourt *Integrated Math I*.

THEREFORE BE IT RESOLVED, that for the 2020-2021 school year, the Ontario-Montclair School District, has provided each student with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

PASSED AND ADOPTED THIS 17th day of September 2020 at a regular meeting of the Board of Trustees by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Attest:

Dr. James Q. Hammond, Board Secretary
Ontario-Montclair School District

Elvia M. Rivas, Board President
Ontario-Montclair School District



ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

September 17, 2020

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: Reappointment of Measure “K” Citizens’ Bond Oversight Committee (CBOC) Members: Judith E. Jasper, Christine Pangelinan and Sergio Sahagun Sr.

REQUESTED ACTION

Approve the Reappointment of Measure “K” Citizens’ Bond Oversight Committee (CBOC) members: Judith E. Jasper, Christine Pangelinan and Sergio Sahagun Sr.

BACKGROUND INFORMATION

On January 19, 2017, the Board approved Adoption of Resolution 2016-17-18, establishing an Independent Citizens' Bond Oversight Committee (CBOC) and Bylaws for Measure K bond. On April 6, 2017, the Board appointed seven members to serve up to three consecutive two year terms.

A summary of recommended reappointments by position is provided below.

Name	At -Large (2 min)	Active Community Business Owner (1 min)	Active Senior Citizen’s Organization Member (1 min)	Active Bona-Fide Taxpayers Associate Member (1 min)	Parent Active in a Parent-Teacher Organization (1 min)	Parent (1 min)
Judith E. Jasper			✓			
Christine Pangelinan	✓					
Sergio Sahagun Sr.		✓				

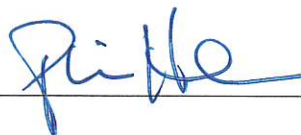
Prepared by: Phil Hillman, Chief Business Official



FINANCIAL IMPLICATIONS

None.

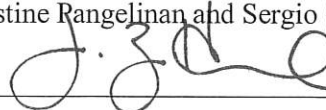
Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT’S RECOMMENDATION

The Superintendent recommends the Board approve the reappointment of Measure “K” Citizens’ Bond Oversight Committee (CBOC) members: Judith E. Jasper, Christine Pangelinan and Sergio Sahagun Sr.

Approved by: James Q. Hammond, Superintendent



ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

September 17, 2020

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

FROM: James Q. Hammond, Superintendent

SUBJECT: First Reading of Board Policies (BPs), Administrative Regulations (ARs), Board Bylaws (BBs), and Exhibits (Es): BP & AR 0430: Comprehensive Local Plan for Special Education; BP 0470: COVID Mitigation Plan; BP & AR 1312.3: Uniform Complaint Procedures; AR 3231: Impact Aid; BP & Exhibit (E) 3555: Nutrition Program Compliance; AR 4030: Nondiscrimination in Employment; BP & Exhibit (E) 4112.9; 4212.9; 4312.9: Employee Notifications; BP & AR 4113: Assignment; BP 4113.5; 4213.5; 4313.5: Working Remotely; BP & AR 4119.11; 4219.11; 4319.11: Sexual Harassment; AR 4119.12; 4219.12; 4319.12: Title IX Sexual Harassment Complaint Procedures; BP, AR & Exhibit (E) 4119.42; 4219.42; 4319.42: Exposure Control Plan for Bloodborne Pathogens; BP & AR 4119.43; 4219.43; 4319.43: Universal Precautions; BP 4151; 4251; 4351: Employee Compensation; BP & AR 5141.22: Infectious Diseases; BP 5141.5: Mental Health; BP & AR 5145.3: Nondiscrimination/Harassment; BP & Exhibit (E) 5145.6: Parental Notifications; BP & AR 5145.7: Sexual Harassment; AR 5145.71: Title IX Sexual Harassment Complaint Procedures; BP & AR 6020: Parent Involvement; BP & AR 6115: Ceremonies and Observations; BP & AR 6142.7: Physical Education and Activity; BP & AR 6159: Individualized Education Program; BP & AR 6159.1: Procedural Safeguards for Special Education; BP & AR 6159.2: Nonpublic, Nonsectarian School and Agency Services for Special Education; AR 6173.4: Title VI Indian Education Program: *(Board Policies and Administrative Regulations are included in the agenda and are provided under separate cover)*

REQUESTED ACTION

Approve the first reading of the presented Board Policies (BPs), Administrative Regulations (ARs), Board Bylaws (BBs), and Exhibits (Es).

BACKGROUND INFORMATION

In accordance with Agreement the between the California School Boards Association (CSBA) and the District, CSBA provides staff assistance with the revisions of Board Policies (BP), Administrative Regulations (AR), Board Bylaws (BB), and Exhibits (E). The Board routinely adopts and/or modifies policies and regulations, which reflect changes in law and legal references, as well as District philosophy, programs, and practices.

The Superintendent is recommending revisions to the following BPs, ARs, BBs, and Es:

Superintendent's Office

BP & AR 0430: Comprehensive Local Plan for Special Education

BP 0470: COVID Mitigation Plan

BP & AR 1312.3: Uniform Complaint Procedures

Business Services

AR 3231: Impact Aid

BP & Exhibit (E) 3555: Nutrition Program Compliance

Human Resources

AR 4030: Nondiscrimination in Employment

BP & Exhibit (E) 4112.9; 4212.9; 4312.9: Employee Notifications

BP & AR 4113: Assignment

(Ref. H 11.1)

First Reading of Board Policies (BPs), Administrative Regulations (ARs), Board Bylaws (BBs), and Exhibits (Es) as Listed
September 17, 2020

Human Resources (Continued)

BP 4113.5; 4213.5; 4313.5: Working Remotely
BP & AR 4119.11; 4219.11; 4319.11: Sexual Harassment
AR 4119.12; 4219.12; 4319.12: Title IX Sexual Harassment Complaint Procedures
BP, AR & Exhibit (E) 4119.42; 4219.42; 4319.42: Exposure Control Plan for Bloodborne Pathogens
BP & AR 4119.43; 4219.43; 4319.43: Universal Precautions
BP 4151; 4251; 4351: Employee Compensation
BP & AR 5141.22: Infectious Diseases
BP 5141.5: Mental Health
BP & AR 5145.3: Nondiscrimination/Harassment
BP & Exhibit (E) 5145.6: Parental Notifications
BP & AR 5145.7: Sexual Harassment
AR 5145.71: Title IX Sexual Harassment Complaint Procedures

Learning & Teaching

BP & AR 6020: Parent Involvement
BP & AR 6115: Ceremonies and Observations
BP & AR 6142.7: Physical Education and Activity
BP & AR 6159: Individualized Education Program
BP & AR 6159.1: Procedural Safeguards for Special Education
BP & AR 6159.2: Nonpublic, Nonsectarian School and Agency Services for Special Education
AR 6173.4: Title VI Indian Education Program

The recommended revisions have been reviewed, and it is agreed that the revisions apply to the District's current procedures and/or practices. Copies of the proposed revisions are available under separate cover and have been provided to District employee organizations. Additional copies are also available upon request in the Superintendent's Office.

These policies will be presented to the Board of Trustees for second reading and adoption at the October 1, 2020 Regular Meeting of the Board of Trustees.

Prepared by: James Q. Hammond, Superintendent



FINANCIAL IMPLICATIONS

None.

Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT'S RECOMMENDATION

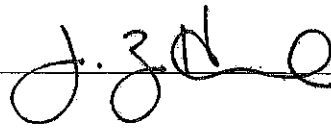
The Superintendent recommends the Board approve the First Reading of Board Policies (BPs), Administrative Regulations (ARs), Board Bylaws (BBs), and Exhibits (Es) BP & AR 0430: Comprehensive Local Plan for Special Education; BP 0470: COVID Mitigation Plan; BP & AR 1312.3: Uniform Complaint Procedures; AR 3231: Impact Aid; BP & Exhibit (E) 3555: Nutrition Program Compliance; AR 4030: Nondiscrimination in Employment; BP & Exhibit (E) 4112.9; 4212.9; 4312.9: Employee Notifications; BP & AR 4113: Assignment; BP 4113.5; 4213.5; 4313.5: Working Remotely; BP & AR 4119.11; 4219.11; 4319.11:

First Reading of Board Policies (BPs), Administrative Regulations (ARs), Board Bylaws (BBs), and Exhibits (Es) as Listed

September 17, 2020

Sexual Harassment; AR 4119.12; 4219.12; 4319.12: Title IX Sexual Harassment Complaint Procedures; BP, AR & Exhibit (E) 4119.42; 4219.42; 4319.42: Exposure Control Plan for Bloodborne Pathogens; BP & AR 4119.43; 4219.43; 4319.43: Universal Precautions; BP 4151; 4251; 4351: Employee Compensation; BP & AR 5141.22: Infectious Diseases; BP 5141.5: Mental Health; BP & AR 5145.3: Nondiscrimination/Harassment; BP & Exhibit (E) 5145.6: Parental Notifications; BP & AR 5145.7: Sexual Harassment; AR 5145.71: Title IX Sexual Harassment Complaint Procedures; BP & AR 6020: Parent Involvement; BP & AR 6115: Ceremonies and Observations; BP & AR 6142.7: Physical Education and Activity; BP & AR 6159: Individualized Education Program; BP & AR 6159.1: Procedural Safeguards for Special Education; BP & AR 6159.2: Nonpublic, Nonsectarian School and Agency Services for Special Education; AR 6173.4: Title VI Indian Education Program.

Approved by: James Q. Hammond, Superintendent

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

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

September 17, 2020

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

FROM: James Q. Hammond, Superintendent

SUBJECT: **Adoption of Resolution 2020-21-05, Recognizing October School Safety Awareness Month**

REQUESTED ACTION

Approve Adoption of Resolution 2020-21-05, Recognizing October as School Safety Awareness Month.

BACKGROUND INFORMATION

School safety is necessary to support the academic success of each child. Students and staff must feel safe before they can focus on instruction. The Ontario-Montclair School District (OMSD) Board of Trustees recognize that safety begins at home and carries throughout the school day and upon the return to home. School safety planning and emergency preparedness are among educators' most critical responsibilities. Therefore, each year, school sites review and revise the School's Safety Plan.

OMSD is committed to supporting our school communities to continue to be as prepared as possible and to maintain safe and secure school environments year-round. OMSD works in partnership with agencies and organizations to support school safety. Great work has already been done, but questions that should always remain at the forefront as we collaborate with our local stakeholders include:

- "What more can we do to protect our students and staff?"
- "How can we develop expertise in design and implementation of effective plans?"
- "How can we expand our collaborative and communication efforts?"
- "How can we better share effective practices?"

The National Center for Safe Routes to School promotes safe places to walk and bike, starting with the trip to school. Safe Routes Partnership also promotes the safe routes to school mission, which is a movement that aims to make it safer and easier for students to walk and bike to school. The first federally funded Safe Routes to School program was created in 2005, and has since undergone several legislative and policy transformations. Additionally, to support safe routes to school, OMSD has collaborated with local municipalities and law enforcement agencies. A few of these collaborative efforts include the offering of the Biking and Pedestrian Safety Campaign, car seat program, placement of crossing guards and support in establishing the OMSD "See Something, Hear Something, Say Something" Campaign.

The OMSD Board of Trustees maintains school safety as a top priority. As such, OMSD created the "See Something, Hear Something, Say Something" Campaign and the OMSD Safety Department as a collaborative effort that promotes a shared responsibility as active and engaged partner with our community in the safety of our campuses and in our neighborhoods. Some of the areas of safety focus include:

- Relationship/Culture building
- Campus Mentors
- OMSD Campus Safety Officers
- Visibility/Vigilance
- Partnership with Local Law Enforcement & First Responders (911-local PD trainings)

(Ref. H 12.1)

Adoption of Resolution 2020-21-05, Recognizing October School Safety Awareness Month
September 17, 2020

- Regular Safety Committee and District Risk Management Team Meetings to discuss best safety practices
- Fingerprint screening of employees/volunteers/contractors
- Ongoing review of norms/protocols
- Ongoing training/practice drills and evaluation of process for responding to various incidents:
 - ✓ Social Media Incidents/Being a Responsible Digital Citizen
 - ✓ Earthquake
 - ✓ Medical Emergencies
 - ✓ Fire Safety Procedures
 - ✓ Drills / Emergency Response
 - ✓ Disruptive or Threatening Behavior
 - ✓ Lockdowns/Precautionary Lockdowns
- Visitor Management System
- Locked rooms/gates
- Security Cameras
- Risk Management Safety Spotlight

School culture and climate is also critically important. As part of OMSD's Multi-Tiered System of Support, the District is able to provide a continuum of services and programs that offer physical, social, emotional, behavioral, and intellectual supports intended to enable all students so have an equal opportunity for success at school by eliminating barriers and promoting engagement in learning through safe and respectful school environments.

Two (2) areas of focus which promote a positive school culture and climate are achieved, include the implementation of Positive Behavior Interventions and Supports (PBIS) and Restorative Practices.

- PBIS – Our PBIS implementation at school sites support every student being successful in making positive behavior decisions by establishing school-wide expectations, teaching what positive behavior looks and sounds like, monitoring and acknowledging positive behavior choices, providing instructional consequences for unwanted behavior, and making team decisions based on data.
- Restorative Practices – The aim of Restorative Practices is to develop community and manage conflict and tensions by repairing harm and restoring relationships. Restorative Practices encourages others to make positive changes in their behavior when those in authority are doing things WITH them, rather than TO them or FOR them by maintaining high control and high support in a nurturing environment with high expectations.

School safety is a community responsibility and as such, staff has prepared the attached resolution (included as Exhibit A) to promote school safety from a wide perspective and has identified October as School Safety Awareness Month. Administrators will be asked to encourage participation from students, staff and families to create activities, conversations and highlight areas of focus that promote the importance of school safety through the lenses of engagement, equity, encouragement, and education as described below.

ENGAGEMENT – All safety initiatives should begin by listening to students, families, staff, and school leaders and working with existing community organizations, to build intentional, ongoing engagement opportunities into the program structure.

(Ref. H 12.2)

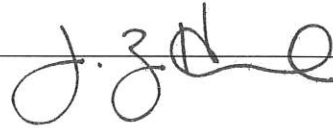
Adoption of Resolution 2020-21-05, Recognizing October School Safety Awareness Month
September 17, 2020

EQUITY – Ensuring that initiatives are benefiting all student groups, with particular attention to ensuring safe, healthy, and fair outcomes for all students, staff, and community members.

ENCOURAGEMENT – Generating enthusiasm and increased participation of students and staff through events, activities, and programs to promote ownership and active engagement.

EDUCATION – Providing students, staff, and community members with resources and instruction on the importance of all aspects of school safety, to support student academic success.

Prepared by: James Q. Hammond, Superintendent _____



FINANCIAL IMPLICATIONS

The resolution above contains many processes and procedures that do have financial implications; however, these costs are accounted for in our adopted budget process and subsequent revisions. There is no cost associated with the adoption of this resolution.

Reviewed by: Phil Hillman, Chief Business Official _____



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board approve the Adoption of Resolution 2020-21-05, Recognizing October as School Safety Awareness Month.

Approved by: James Q. Hammond, Superintendent _____



EXHIBIT A

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

Adoption of Resolution 2020-21-05
Recognizing October as School Safety Awareness Month

WHEREAS, excellence in education is dependent on safe, orderly, secure, and peaceful school environments that promote a positive school culture and climate to support student academic success;

WHEREAS, the Ontario-Montclair School District (OMSD) is committed to maintaining safe and secure school environments year-round;

WHEREAS, OMSD is committed to helping our school communities continue to be as prepared as possible and to maintain safe and secure school environments year-round throughout our emergency preparedness efforts for Earthquakes, Medical Emergencies, Fire Safety Procedures, Drills/Emergency Response practices and school site Emergency Plans;

WHEREAS, OMSD maintains school safety as a top priority and as such, OMSD created the “See Something, Hear Something, Say Something” Campaign and the OMSD Safety Department;

WHEREAS, OMSD supports and recognizes the important roles our Campus Safety Officers, Campus Mentors, School Psychologist, Counselors, Crisis Management Teams, play in ensuring safe school environments that promote a positive school culture;

WHEREAS, OMSD engages partnerships to promote safe routes to school;

WHEREAS, OMSD provides a continuum of services and programs that offer physical, social, emotional, behavioral, and intellectual supports intended to enable all student so have an equal opportunity for success at school by eliminating barriers and promoting engagement in learning through safe and respectful school environments through the efforts of the Family and Collaborative Services Department;

WHEREAS, school safety is a shared responsibility and as such designates October as School Safety Awareness Month in OMSD;

WHEREAS, during the month of October, Administrators will be asked to encourage participation from students, staff and families to create activities, conversations and highlight areas of focus that promote the importance of school safety through the lenses of engagement, equity, encouragement, and education;

Engagement – All safety initiatives should begin by listening to students, families, teachers, and school leaders and working with existing community organizations, and build intentional, ongoing engagement opportunities into the District’s program structure.

Equity– Ensuring that initiatives are benefiting all demographic groups, with particular attention to ensuring safe, healthy, and fair outcomes for all students, staff, and community members.

Encouragement – Generating enthusiasm and increased participation of students and staff through events, activities, and programs to promote ownership and active engagement.

Education – Providing students, staff, and community members with resources and education about the importance of school safety from all aspects, to support student academic success.

NOW THEREFORE, BE IT RESOLVED that the Board hereby determine school safety is a shared responsibility and as such, this resolution promotes school safety from a wide perspective and has designated October as School Safety Awareness Month.

PASSED AND ADOPTED by the following vote by the Board of Trustees of the Ontario-Montclair School District, County of San Bernardino, State of California on September 17, 2020.

Ayes: _____ Noes: _____ Abstain: _____ Absent: _____



Attest:

Elvia M. Rivas, Board President

Information/Announcements

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

September 17, 2020

TO: Elvia M. Rivas, President and Board of Trustees
FROM: James Q. Hammond, Superintendent
SUBJECT: Ontario-Montclair School District 2019-2020 California Physical Fitness Test Results

REQUESTED ACTION

Receive for information the Ontario-Montclair School District 2019-2020 California Physical Fitness Test Results.

BACKGROUND INFORMATION

Board Policy 6142.7-Physical Education and Activity states, "The Board of Trustees recognizes the positive benefits of physical activity on student health and academic achievement. The District shall provide all students the opportunity to be physically active on a regular basis through high-quality physical education instruction and may provide additional opportunities for physical activity throughout the school day." Physical education is a sequential educational program that teaches students to understand and participate in regular physical activity for developing and maintaining physical fitness throughout their lifetime, understand and improve their motor skills, enjoy using their skills and knowledge to establish a healthy lifestyle, and understand how their bodies work. The California Education Code established instruction in physical education for at least 200 minutes each 10 school days for elementary students in grades 1-8, exclusive of recesses and lunch period, and 400 minutes each 10 school days for middle school students in grades 7-8 exclusive of lunch period."

During the months of February through May of each school year, students in grades 5 and 7 are administered the physical fitness test designated by the State Board of Education, known as the FITNESSGRAM. Board Policy 6142.7-Physical Education and Activity requires the Superintendent or designee to annually report to the Board the following:

1. Each school's FITNESSGRAM results for each applicable grade level.
Response: Due to Governor Newsom's Executive Order ordering Californians to shelter in place, the District was unable to complete the FITNESSGRAM, therefore, results are not available for the 2019-2020 school year.
2. The number of instructional minutes offered in physical education for each grade level.
Response: During the 2019-2020 school year, elementary students in grades 1-8 received physical education instruction for at least 200 minutes each 10 school days, exclusive of recesses and lunch period, as evidenced by teacher rosters and schedules showing content, grade level and times. During the 2019-2020 school year, middle school students in grades 7-8 received physical education instruction for at least 400 minutes each 10 school days, exclusive of lunch period, as evidenced by teacher rosters and schedules. This evidence is available in the Learning & Teaching Division office. Executive Order N-56-20 was issued to address minimum physical education instructional minutes, the requirements specified in Education Code sections 51210(a)(7), 51220(d), 51222, and 51223 related to minimum instructional minutes in physical education for grades 1-12 were waived.

Ontario-Montclair School District 2019-2020 California Physical Fitness Test Results

September 17, 2020

3. The number of two-year and permanent exemptions granted pursuant to Education Code 51241.
Response: Education Code 51241 is applicable to high school students, therefore, it is not applicable to students in the Ontario-Montclair School District.

4. Any other data agreed upon by the Board and the Superintendent or designee to evaluate program quality and the effectiveness of the district's program in meeting goals for physical activity.
Response: During the 2020-2021 school year, while students are participating in Distance Learning instruction, students in grades 1-6 at elementary schools will be offered 60 minutes of weekly synchronous and 60 minutes of asynchronous activity. Activities will engage students in age-appropriate activities.

The District is committed to providing additional opportunities for students to develop physical fitness beyond the mandated physical education instructional minutes. The District will continue to offer an array of after-school sports programs once students return to in-classroom instruction, once in-person school resumes. These sports programs include flag football, basketball, volleyball, soccer, and track and field. Additionally, the District is hopeful it will be able to provide the annual summer Sports Academy for Scholars & Athletes for students in grades 3 through 7 during the summer 2021.

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



FINANCIAL IMPLICATIONS

None for this information.

Reviewed by: Phil Hillman, Chief Business Official



SUPERINTENDENT'S RECOMMENDATION

The Superintendent recommends the Board accept the information on the Ontario-Montclair School District 2019-2020 California Physical Fitness Test Results.

Approved by: James Q. Hammond, Superintendent





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



E-mail: info@omsd.net