

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

# AGENDA

Thursday October 7, 2021

Central Language Academy  
415 East G Street  
Ontario, California 91764

Closed Session: 5:30 P.M.  
Open Session: 6:00 P.M.

## Board of Trustees:

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



## Mission Statement

The Ontario-Montclair School District (OMSD) is committed to providing a world-class education to all students in safe, respectful, culturally responsive, and welcoming environments that value and empower students, staff, and families to be successful in a dynamic global society by cultivating college, career, and community partnerships.

## Misión

El Distrito Escolar de Ontario-Montclair (OMSD) se compromete a brindarle a nuestros estudiantes una educación de clase mundial en un ambiente escolar seguro, respetuoso, de competencia cultural y acogedor que valoren y empoderen a los estudiantes, al personal y las familias para que tengan éxito en una sociedad global dinámica y cultiven alianzas con las universidades, en su profesión y con la comunidad.

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





# ONTARIO-MONTCLAIR SCHOOL DISTRICT

## Board of Trustees

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

## Board Secretary

Superintendent  
Dr. James Q. Hammond

## Cabinet

Phil Hillman, Chief Business Official, Business Services  
Tammy Lipschultz, Assistant Superintendent, Learning & Teaching  
Hector Macias, Assistant Superintendent, Human Resources  
  
Irma Sanchez, Executive Assistant to the Superintendent





# ONTARIO-MONTCLAIR SCHOOL DISTRICT

## **BOARD MEETING NOTICE**

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

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

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

The Board is a policy-making body, elected by Trustee Areas<sup>1</sup>. Administration of the District is delegated to a professional administrative staff headed by the Superintendent.

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

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

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

#### 1. Comments from Visitors

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

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

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

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

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

<sup>1</sup>Candidates for the District's Board of Education will need to reside within a specific geographic area of the District called a "Trustee Area" and candidates will be elected only by the voters of that Trustee Area.



## ONTARIO-MONTCLAIR SCHOOL DISTRICT BOARD MEETING NOTICE

### 2. Accessibility, Special Accommodation

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

All individual comments shall **be limited to five minutes**, unless this time limit is waived by action of the Board. The maximum time the Board will hear comments on the same subject shall be **20 minutes**, unless such time limit is waived by action of the Board. In order to ensure non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

The Board encourages proponents on the same subject to determine in advance their principal speakers and the speakers will be afforded first consideration in expending the 20-minute total allocation to the same subject. The Board also encourages all speakers whenever possible, (a) to be direct and concise, (b) to avoid repetition of statements made earlier by fellow proponents on the same subject, and, (c) to place views in writing for the Board and/or Superintendent. If questions are to be submitted to the Board and/or Superintendent, such questions should be in writing. The Superintendent, if requested by the Board, shall provide written responses to such questions in a reasonable timeline.

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

Speakers are encouraged to make their remarks in a courteous manner that is respectful of all members of the education community and of the District's goal of supporting student achievement.

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

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

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

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

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

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



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

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

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

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

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

La Mesa Directiva es una entidad local que utiliza el método de "Área de Fideicomisarios"<sup>1</sup>. La administración del distrito es delegada a empleados profesionales administrativos dirigidos por el superintendente del distrito.

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

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

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

#### **1. Comentarios de los visitantes**

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

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

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

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

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

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

<sup>1</sup>Significa que los miembros de la mesa directiva deben tendrán que residir dentro de un área geográfica específica del Distrito llamada "Área de Fideicomisarios" y los candidatos serán elegidos sólo por los votantes de esa Área fideicomisaria.



## DISTRITO ESCOLAR DE ONTARIO-MONTCLAIR

### AVISO DE LA MESA DIRECTIVA

#### 2. Accesibilidad, Acomodación especial

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

Todos los comentarios individuales deberán **ser limitados a cinco minutos**, a menos que este límite de tiempo sea revocado por acción de la mesa directiva. El tiempo máximo que la directiva escuchará comentarios sobre el mismo asunto será de **20 minutos**, a menos que dicho límite de tiempo sea revocado por acción de la mesa directiva. La mesa directiva sugiere que los proponentes sobre el mismo asunto determinen por anticipado a sus interlocutores principales y a estos se les considerará primero para que expongan en 20 minutos el mismo asunto. Para garantizar que las personas que no hablan inglés tengan la misma oportunidad de dirigirse directamente a la Mesa Directiva, cualquier miembro del público que utilice un traductor deberá ser proporcionado por lo menos doble el tiempo asignado para dirigirse a la Mesa Directiva, a menos que se use el equipo de traducción simultánea para permitir que la Mesa Directiva pueda escuchar el testimonio público traducido simultáneamente (Código de Gobierno 54954.3). La directiva también sugiere a todos los interlocutores, siempre que sea posible, (a) que sean directos y breves, (b) eviten repetición de las declaraciones hechas anteriormente por sus compañeros partidarios sobre el mismo asunto, y (c) redactar por escrito sus puntos de vista para la directiva o superintendente. Si desean hacer preguntas a la directiva o superintendente, dichas preguntas deben ser por escrito. El superintendente, si se lo pide la mesa directiva, deberá dar respuesta a dichas preguntas dentro de plazo de tiempo razonable.

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

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

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

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

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

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

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

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



# ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

## REGULAR MEETING OF THE BOARD OF TRUSTEES

### A G E N D A

Thursday, October 7, 2021

**Meeting Location:** Central Language Academy • 415 East G Street, Ontario, California 91764

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, attendance to the in-person meeting will be limited to observe physical distancing protocols and regulations.

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

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

#### 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 – 5:30 PM CALL TO ORDER**

#### **COMMENTS FROM THE PUBLIC**

#### **CLOSED SESSION**

#### **BOARD OF TRUSTEES**

\_\_\_\_ **Mrs. Alvarado**

\_\_\_\_ **Mrs. Brake**

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

\_\_\_\_ **Mrs. Martinez**

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

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

SA: \_\_\_\_\_ KB: \_\_\_\_\_ SG: \_\_\_\_\_ FM: \_\_\_\_\_ ER: \_\_\_\_\_

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

#### **1. Personnel Actions**

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

#### **2. Conference with Legal Counsel**

- a. Anticipated Litigation: *Pursuant to Government Code Section 54956.9(d)(2)*:
  - One (1) Case
- b. Existing Litigation: *Pursuant to Government Code Section 54956.9*:
  - Case No: CIVDS1928473

#### **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 – 6:00 PM**

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

**D. ADOPTION OF AGENDA**

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

SA: \_\_\_\_\_ KB: \_\_\_\_\_ SG: \_\_\_\_\_ FM: \_\_\_\_\_ ER: \_\_\_\_\_

**E. RECOGNITIONS/PRESENTATIONS: NONE**

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

The Board values and encourages members of the public to make public comments during its meetings. All individual comments shall be limited to five (5) minutes with a maximum time of 20 minutes per topic of discussion, unless the time limits are waived by action of the Board.

In order to ensure non-English speakers receive the same opportunity to address the Board, any member of the public who utilizes a translator, shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously.

Please remember that comments on items not listed on the agenda cannot be responded to during the meeting, but Board Members carefully listen to those comments and those comments often become part of the discussion of future Board meetings.

Speakers are encouraged to make their remarks in a courteous manner that is respectful of all members of the education community and of the District's goal of supporting student achievement.

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

**G. CONSENT CALENDAR**

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

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

SA: \_\_\_\_\_ KB: \_\_\_\_\_ SG: \_\_\_\_\_ FM: \_\_\_\_\_ ER: \_\_\_\_\_

**a. Superintendent's Office**

- a1. Thursday, September 16, 2021, Regular Meeting Minutes of the Board of Trustees: **Approval** (Ref. a 1.1-6)
- a2. Adoption of Resolution 2021-22-35, Board Remuneration for Trustee Sonia Alvarado: **Approval** (Ref. a 2.1-2)
- a3. Adoption of Resolution 2021-22-36, Recognizing September 15, 2021 – October 15, 2021 as Hispanic Heritage Month: **Approval** (Ref. a 3.1-2)



**Superintendent's Office (Continued)**

- a4. Second Reading and Adoption of Board Policies (BPs), Administrative Regulations (ARs), Board Bylaws (BBs), and Exhibits (Es) as Listed: **Approval** *(Additional Supporting Information Available Under Separate Cover)* (Ref. a 4.1-2)

**Superintendent's Office**

AR 1312.3 Uniform Complaint Procedures

**Business Services**

BP & AR 3511.1: Integrated Waste Management

BP & AR 7211: Developer Fees

**Human Resources**

BP & AR 4112.42; 4212.42; 4312.42: Drug and Alcohol Testing for School Bus Drivers

BP 4141; 4241: Collective Bargaining Agreement

BP & AR 4158; 4258; 4358: Employee Security

BP & AR 5141.4: Child Abuse Prevention and Reporting

BP & AR 5141.52: Suicide Prevention

BP & AR 5142.2: Safe Routes to School Program

BP 5145.12: Search and Seizure

BP 5145.9: Hate-Motivated Behavior

BP & AR 5148: Child Care and Development

**Learning & Teaching**

BP 6142.5: Environmental Education

AR 6162.51: State Academic Achievement Tests

**b. Business Services**

- b1. Acceptance of Warrant Registers AP 2122-1007: **Approval** *(Additional Supporting Information Available Under Separate Cover)*
- b2. Purchase Orders 221840 – 222144: **Approval** *(Additional Supporting Information Available Under Separate Cover)*
- b3. Purchasing and Contracts Report 2122-05: **Approval** (Ref. b 3.1-3)
- b4. Acceptance of Gifts/Donations: **Approval** (Ref. b 4.1-2)
- b5. Adoption of Resolution 2021-22-04, Actual 2020-2021 and Estimated 2021-2022 Gann Appropriations Limit: **Approval** (Ref. b 5.1-6)
- b6. Budget Adjustments – July 2021 to August 2021: **Approval** (Ref. b 6.1-2)

**c. Human Resources**

- c1. Certificated Personnel Recommendations Report #CERT2122-1007: **Approval** (Ref. c 1.1-3)
- c2. Classified Personnel Recommendations Report #CLA2122-1007: **Approval** (Ref. c 2.1-6)

**Human Resources (Continued)**

c3. Adoption of Resolution 2021-22-37, Recognizing October 10-16, 2021 a Week of the School Administrator: **Approval** (Ref. c 3.1-3)

c4. Adoption of Resolution 2021-22-33, Recognizing October 11-15, 2021 a National School Lunch Week: **Approval** (Ref. c 4.1-2)

c5. Revised Job Description for Instructional Materials Technician: **Approval** (Ref. c 5.1-4)

**d. Learning & Teaching**

d1. Adoption of Resolution 2021-22-34, Recognizing October 23-31, 2021 as Red Ribbon Week: **Approval** (Ref. d 1.1-2)

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

**Human Resources**

H1. Memorandum of Understanding between the Ontario-Montclair School District and Ontario-Montclair Teachers Association regarding COVID-19 Safety Measures and Instructional Practices for the 2021-2022 School Year: **Approval** (Ref. H 1.1-23)

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

SA: \_\_\_\_\_ KB: \_\_\_\_\_ SG: \_\_\_\_\_ FM: \_\_\_\_\_ ER: \_\_\_\_\_

**Human Resources**

H2. Memorandum of Understanding between the Ontario-Montclair School District and California School Employees Association Chapter # 108 regarding COVID-19 Safety Measures for the 2021-2022 School Year: **Approval** (Ref. H 2.1-8)

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

SA: \_\_\_\_\_ KB: \_\_\_\_\_ SG: \_\_\_\_\_ FM: \_\_\_\_\_ ER: \_\_\_\_\_

**Human Resources**

H3. Adoption of Resolution 2021-22-39, Allowing Legal Provision Authorizing Staff to Teach Local Assignments for the 2021-2022 School Year: **Approval** (Ref. H 3.1-3)

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

SA: \_\_\_\_\_ KB: \_\_\_\_\_ SG: \_\_\_\_\_ FM: \_\_\_\_\_ ER: \_\_\_\_\_

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

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

**K. COMMENTS AND REPORT BY SUPERINTENDENT**

**L. INFORMATION/ANNOUNCEMENTS**

L1. San Bernardino County Superintendent of Schools Review of OMSD's 2021-2022  
Adopted Budget: **Information** (Ref. L 1.1-7)

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 21, 2021 at 6:00 PM (Open Session) \***  
**Central Language Academy**  
**415 East G Street, Ontario, CA 91764**  
Time and location may change.  
*\*Please refer to the posted Agenda or visit our District website, 72-hours prior to the Board Meeting.*

**M. ADJOURNMENT**

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

SA: \_\_\_\_\_ KB: \_\_\_\_\_ SG: \_\_\_\_\_ FM: \_\_\_\_\_ ER: \_\_\_\_\_

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

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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.



# Recognitions/Presentations

## **Recognitions/Presentations**

**E. NONE**

# Consent Calendar

(a) Superintendent's Office



**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

October 7, 2021

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

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

**SUBJECT:** Minutes of the September 16, 2021 Regular Meeting of the Board of Trustees

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**REQUESTED ACTION**

Approve the Minutes of the September 16, 2021 Regular Meeting of the Board of Trustees.

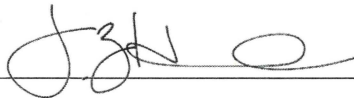
**BACKGROUND INFORMATION**

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

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

As Secretary to the Board of Trustees, the Superintendent presents the minutes of the Regular Meeting of the Board of Trustees held on September 16, 2021.

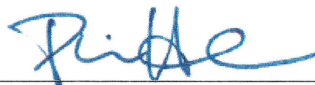
Prepared by: James Q. Hammond, Superintendent



**FINANCIAL IMPLICATIONS**

None.

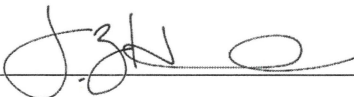
Reviewed by: Phil Hillman, Chief Business Official



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board approve the Minutes of the Regular Meeting of the Board of Trustees held on September 16, 2021.

Approved by: James Q. Hammond, Superintendent



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

**REGULAR BOARD OF TRUSTEES MEETING**

**Thursday, September 16, 2021**  
**MINUTES**

**A. CALL TO ORDER**

A regular meeting of the Ontario-Montclair School District Board of Trustees was called to order at 5:30 PM by President Elvia M. Rivas.

**ROLL CALL**

**Trustees Present:** Elvia M. Rivas, President; Kris Brake, Vice President; Sarah S. Galvez and Flora Martinez, Members. Trustee Sonia Alvarado was absent.

**Administrators Present:** Dr. James Q. Hammond, Superintendent; Phil Hillman, Chief Business Official (Business Services); Hector Macias, Assistant Superintendent (Human Resources); Tammy Lipschultz, Assistant Superintendent (Learning & Teaching); 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 Martinez, seconded by Trustee Brake, the Board entered into Closed Session at 5:30 PM by unanimous vote of 4-0-0 by the Board of Trustees. Trustee Alvarado was absent.

**B. RECONVENE TO OPEN SESSION**

The Board reconvened to Open Session at 6:05 PM.

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

Pledge of Allegiance was led by Alondra Sandoval, Executive Assistant (Confidential), Superintendent's Office.

**D. ADOPTION OF AGENDA**

Upon a motion by Trustee Brake and seconded by Trustee Martinez, the Board of Trustees **APPROVED, Adoption of Agenda**, by unanimous vote of 4-0-0 by the Board of Trustees. Trustee Alvarado was absent.

**E. RECOGNITIONS/PRESENTATIONS:**

1. Presentation on the 2020-2021 Financial Statements (Unaudited Actuals) and Supplementary Schedules as Presented by Phil Hillman, Chief Business Official; and Vanessa Eastland, Chief Financial Officer.

**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**

Mary Kay Scheid expressed her gratitude for all of the support safety measures implemented by administration. Ms. Scheid expressed her concerns about staff absences, which are being caused due to COVID and the challenges the pandemic has caused in the field of education.

**G. CONSENT/INFORMATION CALENDAR**

On a motion by Trustee Martinez, seconded by Trustee Brake, the Board of Trustees **APPROVED with the exception of agenda item a2, Adoption of Resolution 2021-22-02, Board Remuneration for Trustee Flora Martinez, which was pulled for a separate motion, Consent/Information**, by unanimous vote of 4-0-0 by the Board of Trustees. Trustee Alvarado was absent.

**a. Superintendent's Office**

**APPROVED, Agenda Item a1**, Thursday, August 19, 2021, Regular Meeting Minutes of the Board of Trustees;

**PULLED, Agenda Item a2 for separate motion**, Adoption of Resolution 2021-22-02, Board Remuneration for Trustee Flora Martinez;

**APPROVED, Agenda Item a3**, Adoption of Resolution 2021-22-03, Recognizing October as School Safety Awareness Month

**b. Business Services**

**APPROVED, Agenda Item b1**, Acceptance of Warrant Registers AP 2122-0916 (*Additional Supporting Information was Available Under Separate Cover*);

**APPROVED, Agenda Item b2**, Purchase Orders 221389 – 221839 (*Additional Supporting Information was Available Under Separate Cover*);

**APPROVED, Agenda Item b3**, Purchasing and Contracts Report 2122-04;

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

**c. Human Resources**

**APPROVED, Agenda Item c1**, Certificated Personnel Recommendations Report #CERT2122-0916;

**APPROVED, Agenda Item c2**, Classified Personnel Recommendations Report #CLA2122-0916;

**APPROVED, Agenda Item c3**, Revised Classified and Certificated Substitute Pay Rate Schedule, Effective August 16, 2021;

**APPROVED, Agenda Item c4**, New Job Description for Instructional Materials Technician;

**APPROVED, Agenda Item c5**, Revised Job Description for Insurance/Enrollment Specialist



**d. Learning & Teaching:**

**APPROVED, Agenda Item d1**, Adoption of Resolution 2021-22-32, Independent Study Courses Certification;

**APPROVED, Agenda Item d2**, Adoption of Resolutions 2021-22-05 through 2021-22-31, Recognition of Ramona Elementary School and Sultana Elementary School as Positive Behavior Intervention and Support (PBIS) Platinum Schools; Arroyo Elementary School, Berlyn Elementary School, Bon View Elementary School, Central Language Academy, Corona Elementary School, Edison Elementary School, El Camino Elementary School, Elderberry Elementary School, Euclid Elementary School, Richard E. Haynes Elementary School, Howard Elementary School, Kingsley Elementary School, Lehigh Elementary School, Lincoln Elementary School, Mariposa Elementary School, Mission Elementary School, Monte Vista Elementary School, Moreno Elementary School, Vineyard Elementary School, Vista Grande Elementary School, De Anza Middle School, Oaks Middle School, Serrano Middle School, Vina Danks Middle School and Ray Wiltsey Middle School as Positive Behavior Intervention and Support (PBIS) Gold Schools in the Ontario-Montclair School District.

Upon a motion by Trustee Brake and seconded by Trustee Galvez, the Board of Trustees **APPROVED, Agenda Item a2**, Adoption of Resolution 2021-22-02, by a vote of 3-0-1, by the Board of Trustees. Trustee Alvarado was absent and Trustee Martinez abstained from the motion.

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

**Business Services**

Upon a motion by Trustee Martinez and seconded by Trustee Brake, the Board of Trustees **APPROVED, Agenda Item H1**, 2020-2021 Financial Statements (Unaudited Actuals) and Supplementary Schedules: *(Additional Supporting Information Available Under Separate Cover)*, by unanimous vote of 4-0-0, by the Board of Trustees. Trustee Alvarado was absent. The Presentation under item E1 was presented as additional information to this agenda item.

**Learning & Teaching**

Upon a motion by Trustee Martinez and seconded by Trustee Galvez, the Board of Trustees **APPROVED, Agenda Item H2**, Comprehensive Coordinated Early Intervening Services (CCEIS) Plan: *(Additional Supporting Information Available Under Separate Cover)*, by unanimous vote of 4-0-0, by the Board of Trustees. Trustee Alvarado was absent.

**Learning & Teaching**

The **Public Hearing** opened at 6:27 PM for public comments regarding **Agenda Item H3**, Public Hearing Regarding the Sufficiency of Instructional Materials at All Ontario-Montclair School District Schools for the 2021-2022 School Year. The Public Hearing closed at 6:28 PM. There were no comments made.

**Learning & Teaching**

Upon a motion by Trustee Brake and seconded by Trustee Galvez, the Board of Trustees **APPROVED, Agenda Item H4** Adoption of Resolution 2021-22-33, Sufficiency of Instructional Materials at All Ontario-Montclair School District Schools for the 2021-2022 School Year, by unanimous vote of 4-0-0, by the Board of Trustees. Trustee Alvarado was absent.

### **Superintendent's Office**

Upon a motion by Trustee Brake and seconded by Trustee Martinez, the Board of Trustees **APPROVED, Agenda Item H5** First Reading of Board Policies (BPs), Administrative Regulations (ARs), Board Bylaws (BBs), and Exhibits (Es) as Listed: *(Additional Supporting Information Available Under Separate Cover)*, by unanimous vote of 4-0-0, by the Board of Trustees. Trustee Alvarado was absent.

### **Superintendent's Office**

AR 1312.3 Uniform Complaint Procedures

### **Business Services**

BP & AR 3511.1: Integrated Waste Management

BP & AR 7211: Developer Fees

### **Human Resources**

BP & AR 4112.42; 4212.42; 4312.42: Drug and Alcohol Testing for School Bus Drivers

BP 4141; 4241: Collective Bargaining Agreement

BP & AR 4158: 4258; 4358: Employee Security

BP & AR 5141.4: Child Abuse Prevention and Reporting

BP & AR 5141.52: Suicide Prevention

BP & AR 5142.2: Safe Routes to School Program

BP 5145.12: Search and Seizure

BP 5145.9: Hate-Motivated Behavior

BP & AR 5148: Child Care and Development

### **Learning & Teaching**

BP 6142.5: Environmental Education

AR 6162.51: State Academic Achievement Tests

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

Assistant Superintendent (Human Resources) Hector Macias reported there was no business to call out during Closed Session.

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

Trustee Galvez wished the audience to continue to have a great school year and concluded her appreciation for the amazing OMSD community.

Trustee Brake congratulated Lillianne Legra-Rodriguez and Jasmine Saunders for their honorable distinction in being named a San Bernardino County Teacher of the Year. Trustee Brake thanked both distinguished teachers for being a part of OMSD.

Trustee Martinez echoed her appreciation for all of the hard work and efforts done for the OMSD community. Trustee Martinez concluded by wishing the audience to stay safe.

Trustee Rivas thanked Ontario Police Officers for their presence at the Board Meeting. Trustee Rivas highlighted the Promise Scholars Golf Tournament and concluded by wishing everyone a great school year.

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

Superintendent Dr. Hammond commended both Certificated and Classified staff for supporting all of the District's efforts.

Superintendent Dr. Hammond shared his appreciation of the OMSD Parent Ed Center (Family and Community Engagement) staff for their collaboration with the Project to Inspire Program in offering our families the Project to Inspire curriculum. Superintendent Dr. Hammond shared that the program is a 14-week curriculum and that the workshop is being offered to OMSD parents. This program will help support families and parents and support student success. This workshop consists of curriculum objectives to support Multi-Lingualism, Multi-Culturalism and English Language learners.

Superintendent Dr. Hammond concluded his comments by sharing his appreciation for the leadership of the OMSD Board of Trustees, Administrators, Teachers, and Classified Support Staff. Dr. Hammond also shared about the Promise Scholars program and his gratitude for the support of the Promise Scholars Golf Tournament which is a significant fundraiser for the Ontario Montclair Schools Foundation. He shared that the purpose of the Foundation is solely to address the unmet needs of our students. Superintendent Dr. Hammond expressed his sincere appreciation to Toyota Motor Corporation for their annual support in funding the golf tournament.

## **L. INFORMATION/ANNOUNCEMENTS**

- L1. Received for Information the San Bernardino County Superintendent of Schools Letter of Approval for the 2021-2024 Local Control Accountability Plan (LCAP).
- L2. Received for Information the Ontario-Montclair School District 2020-2021 California Physical Fitness Test Results.
- L3. Future Agenda Items (Request for Board consideration must be submitted in writing and meet the criteria as indicated in Board Bylaw 9322)
- L4. Next Regular Board Meeting:  
**October 7, 2021 at 6:00 PM (Open Session) \***  
**Central Language Academy**  
**415 East G Street, Ontario, CA 91764**  
Time and location may change.  
\*Please refer to the posted Agenda or visit our District website,  
72-hours prior to the Board Meeting

## **M. ADJOURNMENT**

On a motion from Trustee Brake and a second by Trustee Galvez, the Board Meeting adjourned at 6:34 PM, by unanimous vote of 4-0-0 by the Board of Trustees. Trustee Alvarado was absent.

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

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**Sonia Alvarado, Board Clerk**

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

### **BOARD APPROVED:**

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

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

October 7, 2021

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

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

**SUBJECT:** Adoption of Resolution 2021-22-35, Board Remuneration for Trustee Sonia Alvarado

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**REQUESTED ACTION**

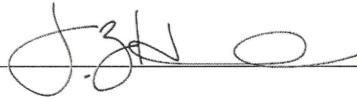
Approve the Adoption of Resolution 2021-22-35, Board Remuneration for Trustee Sonia Alvarado.

**BACKGROUND INFORMATION**

Education Code section 35120 and District Board Bylaw 9250(a) allow for Board members to receive pay for missed Board meeting(s) when the Board, by resolution, finds that the Board member was absent due to illness, hardship, jury duty, or performing designated duties of the district at the time and date of the meeting.

Trustee Sonia Alvarado was absent on Thursday, September 16, 2021.

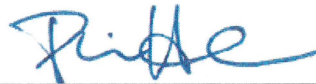
Prepared by: James Q. Hammond, Superintendent



**FINANCIAL IMPLICATIONS**

Release of regular stipend at no additional cost.

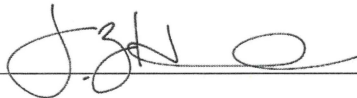
Reviewed by: Phil Hillman, Chief Business Official



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board approve the Adoption of Resolution 2021-22-35, Board Remuneration for Trustee Alvarado and authorizing full compensation for excused absence from the Regular Board Meeting of September 16, 2021.

Approved by: James Q. Hammond, Superintendent





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

Resolution 2021-22-35

**Board Remuneration for Trustee Sonia Alvarado**

**WHEREAS**, California Education Code §35120 states that a school board member may be paid for meetings he/she missed when the Board, by resolution, finds that he/she was performing designated services for the district at the time of the meeting or that he/she was absent because of illness, jury duty or a hardship deemed acceptable by the Board;

**AND WHEREAS**, the Governing Board of the Ontario-Montclair School District acknowledges that Trustee Sonia Alvarado was absent from the Thursday, September 16, 2021, Regular Board of Trustees meetings; and

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees excuses the absence of Trustee Sonia Alvarado from the September 16, 2021, Regular Board of Trustee meetings and authorizes full compensation to Trustee Sonia Alvarado for her excused absence from the Regular Board Meeting.

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Dr. James Q. Hammond, Superintendent and Board Secretary

Board Approved: \_\_\_\_\_

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

October 7, 2021

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

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

**SUBJECT:** Adoption of Resolution 2021-22-36, Recognizing September 15, 2021 – October 15, 2021 as Hispanic Heritage Month

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**REQUESTED ACTION**

Approve the adoption of Resolution 2021-22-36, Recognizing September 15, 2021 – October 15, 2021 as Hispanic Heritage Month.

**BACKGROUND INFORMATION**

Every year, Americans observe National Hispanic Heritage Month from September 15 to October 15, by celebrating and commemorating the histories, cultures, and communities that have influenced and contributed to our American society today. What started as a week-long celebration on September 15 has grown to become a month long celebration, to allow the country to properly observe and coordinate events and activities to celebrate Hispanic culture and achievements. In 1987, U.S. Representative Esteban E. Torres proposed to extend Hispanic Heritage Week to Hispanic Heritage Month to allow more time so that the nation could “properly observe and coordinate events and activities to celebrate Hispanic culture and achievement.” A year later on August 14, 1988, a similar Bill was passed by Congress that officially declared September 15 through October 15 as National Hispanic Heritage Month.

The Board of Trustees values diversity and is committed to policies, systems, practices and processes that support equitable, safe, inclusive and transformative leadership that fosters a culturally responsive learning environment where each person is treated with respect and dignity. The Board acknowledges the importance for celebrating Hispanic Heritage Month.

In alignment with the District’s 5 Year Action Plan, the adoption of this resolution supports OMSD’s commitment to providing a world-class education to our students in safe, respectful, culturally responsive and welcoming school environments that empower students, staff and families to be successful in a dynamic global society, cultivating college, career and community partnerships and celebrates diversity.

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 Adoption of Resolution 2021-22-36, Recognizing September 15, 2021 – October 15, 2021 as Hispanic Heritage Month

Approved by: James Q. Hammond, Superintendent 

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

**RESOLUTION 2021-22-36**

***Recognizing September 15, 2021 – October 15, 2021 as Hispanic Heritage Month***

**WHEREAS**, Hispanic Heritage Month is recognized as a national celebration that honor the history, culture, countless contributions that Latinos have made to the nation over the years, and influence of past generations who came from Spain, Mexico, the Caribbean and Central and South America;

**WHEREAS**, the origin of the festivity's dates back to September 1968, when the 36th President of the United States, Lyndon B. Johnson, signed an executive order for the creation of Hispanic Heritage Week that began on September 17th each year;

**WHEREAS**, in 1988 the observance went from one week to 30 days, by order of the 40th President, Ronald Reagan, who chose to extend the observance of Hispanic Heritage to a month. Since then, it has been held every year around the US through festivals, shows, art, conferences, community gatherings and many more events;

**WHEREAS**, culture influences our views, values, and perspectives. It is important to honor and recognize that when you are working with people and building relationships having some perspective and understanding of diversity in cultures can help strengthen a community;

**WHEREAS**, it is a human and civil right for all students to experience learning environments that are safe, supportive, equitable and inclusive;

**WHEREAS**, Ontario-Montclair School District's (OMSD's) student population of more than 90% Hispanic and that this is reflective of our communities we serve;

**WHEREAS**, The OMSD Board of Trustees adopted Resolution 2020-21-66, Fostering Equity, Diversity and Inclusion within the Ontario-Montclair School District;

**WHEREAS**, the Board of Trustees values diversity and is committed to policies, systems, practices and processes that support equitable, safe, inclusive and transformative leadership that fosters a culturally responsive learning environment where each person is treated with respect and dignity;

**WHEREAS**, the Board of Trustees actively supports equity, social justice, and respect for all and, therefore, recognizes that the District benefits from a diverse school workforce who brings new ideas and experiences where people can learn from each other;

**WHEREAS**, Ontario-Montclair School District classrooms are the ideal environment to integrate the historical contributions of diverse groups, and provide comprehensive, culturally relevant curriculum and pedagogy through a unified effort;

**WHEREAS**, the Board of Trustees is committed to giving necessary and appropriate support to all students as they work to integrate unique aspects of their identities, including but not limited to race, culture, ethnicity, immigrant status, sexual orientation, and gender identity;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Ontario-Montclair School District hereby Adopts Resolution 2021-22-36, Recognizing September 15, 2021 – October 15, 2021 as Hispanic Heritage Month.

**PASSED AND ADOPTED** this seventh of October 2021, by the Board of Trustees of the Ontario-Montclair School District of San Bernardino County, California.

**Attest:**



\_\_\_\_\_  
Elvia M. Rivas, Board President

(Ref. a 3.2)

# ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

October 7, 2021

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

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

**SUBJECT:** **Second Reading and Adoption of Board Policies (BPs), Administrative Regulations (ARs), Board Bylaws (BBs), and Exhibits (Es): AR 1312.3 Uniform Complaint Procedures; BP & AR 3511.1: Integrated Waste Management; BP & AR 7211: Developer Fees; BP & AR 4112.42; 4212.42; 4312.42: Drug and Alcohol Testing for School Bus Drivers; BP 4141; 4241: Collective Bargaining Agreement; BP & AR 4158; 4258; 4358: Employee Security; BP & AR 5141.4: Child Abuse Prevention and Reporting; BP & AR 5141.52: Suicide Prevention; BP & AR 5142.2: Safe Routes to School Program; BP 5145.12: Search and Seizure; BP 5145.9: Hate-Motivated Behavior; BP & AR 5148: Child Care and Development; BP 6142.5: Environmental Education; and AR 6162.51: State Academic Achievement Tests: *(Board Policies and Administrative Regulations are included in the agenda and are provided under separate cover)***

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## **REQUESTED ACTION**

Approve the second reading and adoption 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**

AR 1312.3: Uniform Complaint Procedures

### **Business Services**

BP & AR 3511.1: Integrated Waste Management

BP & AR 7211: Developer Fees

### **Human Resources**

BP & AR 4112.42; 4212.42; 4312.42: Drug and Alcohol Testing for School Bus Drivers

BP 4141; 4241: Collective Bargaining Agreement

BP & AR 4158; 4258; 4358: Employee Security

BP & AR 5141.4: Child Abuse Prevention and Reporting

BP & AR 5141.52: Suicide Prevention

BP & AR 5142.2: Safe Routes to School Program

BP 5145.12: Search and Seizure

BP 5145.9: Hate-Motivated Behavior

BP & AR 5148: Child Care and Development

(Ref. a 4.1)

**Second Reading and Adoption of Board Policies (BPs), Administrative Regulations (ARs), Board Bylaws (BBs), and Exhibits (Es) as Listed**

October 7, 2021

**Learning & Teaching**

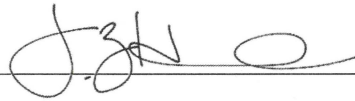
BP 6142.5: Environmental Education

AR 6162.51: State Academic Achievement Tests

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 were presented to the Board of Trustees for first reading at the September 16, 2021 Regular Meeting of the Board of Trustees.

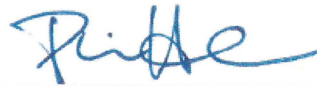
Prepared by: James Q. Hammond, Superintendent



**FINANCIAL IMPLICATIONS**

None.

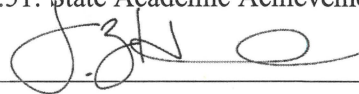
Reviewed by: Phil Hillman, Chief Business Official



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board approve the Second Reading and Adoption of Board Policies (BPs), Administrative Regulations (ARs), Board Bylaws (BBs), and Exhibits (Es): AR 1312.3 Uniform Complaint Procedures; BP & AR 3511.1: Integrated Waste Management; BP & AR 7211: Developer Fees; BP & AR 4112.42; 4212.42; 4312.42: Drug and Alcohol Testing for School Bus Drivers; BP 4141; 4241: Collective Bargaining Agreement; BP & AR 4158; 4258; 4358: Employee Security; BP & AR 5141.4: Child Abuse Prevention and Reporting; BP & AR 5141.52: Suicide Prevention; BP & AR 5142.2: Safe Routes to School Program; BP 5145.12: Search and Seizure; BP 5145.9: Hate-Motivated Behavior; BP & AR 5148: Child Care and Development; BP 6142.5: Environmental Education; and AR 6162.51: State Academic Achievement Tests.

Approved by: James Q. Hammond, Superintendent





# Consent Calendar

## (b) Business Services

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

October 7, 2021

**TO:** Elvia M. Rivas, President and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** Purchasing and Contracts Report (PCR 2122-05)

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**REQUESTED ACTION**

Approve the contracts listed in the Purchasing and Contracts Report (PCR 2122-05).

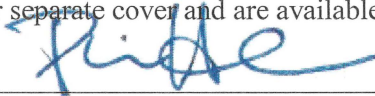
**BACKGROUND INFORMATION**

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.

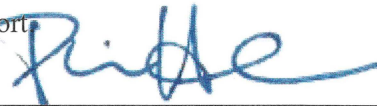
Prepared by: Phil Hillman, Chief Business Official



**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 2122-05).

Approved by: James Q. Hammond, Superintendent



## Purchasing and Contracts Report (PCR 2122-05)

October 7, 2021

The following contracts are included in the October 7, 2021 agenda and are available under separate cover:

1. Contract C-212-131 with **EIDE BAILLY, LLC** to provide audit services for the District. Effective July 1, 2021 through June 30, 2024. Total cost not to exceed \$156,000. [Originator: Fiscal Services/Fund: General]
2. Award of bid and Contract C-212-241 with **LAURA A DAHLEM INC., dba LAD CONSTRUCTION** for Rebid of Haynes Restroom Upgrades at Haynes Elementary School. Effective October 8, 2021 through November 30, 2021. Total cost not to exceed \$179,487. [Originator: Purchasing/Fund: General]
3. Contract C-212-284 with **ENVOY STUDIOS, INC.**, for technical support on helpdesk management software. Effective September 16, 2021 through September 15, 2022. Total cost not to exceed \$6,825. [Originator: Information Services/Fund: General]
4. Award of bid and Contract C-212-291 with **DURHAM SCHOOL SERVICES, LP** for Home to School Transportation Services and Additional Services. Effective October 8, 2021 through June 30, 2022. Total cost not to exceed prices on rate sheet. [Originator: Purchasing/Fund: General]
5. Award of bid and Contract C-212-292 with **CHRISTIAN BROTHERS MECHANICAL SERVICES, INC. dba CB CONTROLS** for HVAC Economizer Adjustment, Unit Price Bid. Effective October 8, 2021 through December 31, 2021. Total cost not to exceed \$60,200. [Originator: Purchasing/Fund: General]
6. Contract C-212-303 with **FACILITRON, INC.** to provide facilities maintenance management and asset management system. Effective October 11, 2021 through October 10, 2022. Total cost not to exceed \$30,000 annually. [Originator: Facilities Planning & Operations/Fund: General]
7. Contract C-212-305 with **CALIFORNIA DEPARTMENT OF EDUCATION** to accept funding for Federal Grant: American Rescue Plan - Homeless Children and Youth. Effective July 1, 2021 through September 30, 2024. Grant in the amount of \$117,653.12. [Originator: Learning & Teaching/Fund: General Restricted]
8. Contract C-212-306 with **HAL LEONARD CORPORATION** for the purchase of licenses for the Broadway Junior show Disney's Aladdin Junior and other music and/or theater productions. Effective October 1, 2021 through May 24, 2022. Total cost not to exceed \$4,000. [Originator: Learning & Teaching/Fund: General]
9. Contract C-212-308 with **RO HEALTH, INC.**, to provide nursing personnel to assist the District's Health Services Department on an as-needed basis. Effective September 21, 2021 through June 30, 2022. Total cost not to exceed rates listed on rate sheet. [Originator: Learning & Teaching/Fund: General]
10. Contract C-212-309 with **BORREGO COMMUNITY HEALTH FOUNDATION** to provide school-based medical and dental care to underserved families within the Ontario-Montclair School District. Effective November 1, 2021 through October 31, 2024. At no cost to the District. [Originator: Learning & Teaching]

## Purchasing and Contracts Report (PCR 2122-05)

October 7, 2021

11. Contract C-212-310 with **REGENTS OF THE UNIVERSITY OF CALIFORNIA on behalf of its UC AGRICULTURAL AND NATURAL RESOURCES and its UC COOPERATIVE EXTENSION SAN BERNARDINO COUNTY** to conduct the Adult Expanded Food and Nutrition Education Program workshops with parents with an emphasis on nutrition and healthy eating. Effective October 1, 2021 through October 1, 2026. At no cost to the District. [Originator: Learning & Teaching]
12. Contract C-212-311 for Memorandum of Understanding with **INLAND SOCIAL UNITED WAY** for partnership to facilitate the implementation of several programs in support of OMSD students and families. Effective July 1, 2021 through June 30, 2022. At no cost to the District. [Originator: Learning & Teaching]
13. Contract C-212-323 with **SUCCESS FOR ALL FOUNDATION, INC.**, to provide professional development, technology support and licenses for the Phonics program in support of student achievement at Haynes Elementary School. Effective July 1, 2021 through June 30, 2022. Total cost not to exceed \$4,300. [Originator: Learning & Teaching/Fund: General]
14. Contract C-212-324 with **POMONA COMMUNITY HEALTH CENTER CLINIC (PCHC)** for a use of facilities agreement to operate a health clinic at Linda Vista Elementary School. Effective September 28, 2021 through September 28, 2026. The contract provides for PCHC reimbursing the District for the pro-rata share of utilities at Linda Vista, estimated at \$12,000 per fiscal year. [Originator: Business Services/Fund: General]
15. 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 **WORKPLACE SOLUTIONS and OFFICE & ERGONOMIC SOLUTIONS, INC.**, with the same advantages, terms and conditions per Public Contract Code 20118. Effective October 1, 2021 through June 30, 2022. Total cost not to exceed \$250,000. [Originator: Purchasing/Fund: General]
16. Authorize use of San Diego Unified School District Bid GD20-0871-30, on an as needed basis, for the purchase of furniture and equipment from **OFFICE & ERGONOMIC SOLUTIONS, INC.**, with the same advantages, terms and conditions per Public Contract Code 20118. Effective October 1, 2021 through June 30, 2022. Total cost not to exceed \$250,000. [Originator: Purchasing/Fund: General]
17. Authorize use of CMAS Contract 3-19-70-2070P on an as needed basis, for the purchase and installation of information technology goods and services from **AVIDEX** with the same advantages, terms and conditions per Public Contract Code 20118. Effective September 15, 2021 through June 30, 2022. Total cost not to exceed \$750,000. [Originator: Purchasing/Fund: Building/School Facility Program]
18. Authorize use of **COUNTY OF RIVERSIDE** bid #PUARC-1175 Fuel Delivery Services, on an as needed basis, for the purchase of fuel from **THE SOCO GROUP, INC.** and **DOWNES ENERGY** Amended Contract ID: RIVCO-40500-002-10/21 Amendment 7, with the same advantages, terms, and conditions per Public Contract Code 10290.1. Effective October 1, 2021 to June 30, 2022. Total annual cost not to exceed \$300,000 [Originator: Transportation/Fund: General]
19. Amendment M2 to Contract C-212-002A with **ALC SCHOOLS, LLC** for Home to School Transportation and Additional Services. Amendment is to rate sheet. All other properties of the agreement remain unchanged. [Originator: Transportation/Fund: General]
20. Amendment M22 to Contract C-156-272 with **RUHNAU CLARKE** to provide architectural and engineering services for AB300 building seismic retrofitting. Amendment is for HVAC upgrades at Lincoln Elementary School. Total cost of amendment not to exceed \$67,672 for a revised total cost not to exceed \$3,992,072. All other properties of agreement remain unchanged. [Originator: Purchasing/Fund: Building/School Facility Program]

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

October 7, 2021

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

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**REQUESTED ACTION**

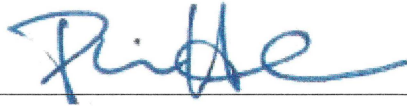
Approve the acceptance of gifts/donations to benefit and provide additional resources for District schools and/or programs.

**BACKGROUND INFORMATION**

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

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

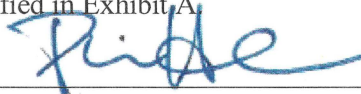
Prepared by: Phil Hillman, Chief Business Official



**FINANCIAL IMPLICATIONS**

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

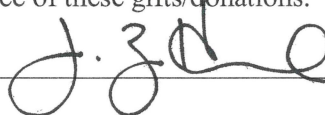
Reviewed by: Phil Hillman, Chief Business Official



**SUPERINTENDENT'S RECOMMENDATION**

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

Approved by: James Q. Hammond, Superintendent



**Exhibit A**

**ACCEPTANCE OF GIFTS/DONATIONS**

Submitted to the Board of Trustees for Approval on October 7, 2021

<b>Name of Donor</b>	<b>School/Department</b>	<b>Designated Use</b>	<b>Monetary/Items Donated</b>
Hawthorne Elementary PTA	Hawthorne Elementary School	General Use	\$4,200
NAFTA Distribution	Purchasing Department	General Use	<i>35 pallets Alcohol Sanitizing Wipes Estimated Value \$60,825.60</i>
James & Kendra Marissen	Serrano Elementary School	School Books	\$500

(Ref. b 4.2)

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



**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

October 7, 2021

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

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

**SUBJECT:** **Adoption of Resolution 2021-22-04, Actual 2020-2021 and Estimated 2021-2022 Gann Appropriations Limit**

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**REQUESTED ACTION**

Approve Adoption of Resolution 2021-22-04, Actual 2020-2021 and Estimated 2021-2022 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 2020-2021 Unaudited Actuals being submitted for approval at this meeting.

Prepared by: Phil Hillman, Chief Business Official

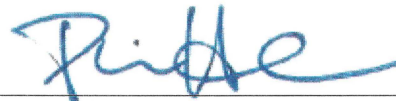
**Adoption of Resolution 2021-22-04, Actual 2020-2021 and Estimated 2021-2022 Gann Appropriations Limit**

October 7, 2021

**FINANCIAL IMPLICATIONS**

None. The District's calculated Actual 2020-2021 and Estimated 2021-2022 Appropriations Limit and Appropriations Subject to Limitations is presented as Form GANN under separate cover with the Unaudited Actuals packet.

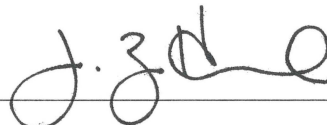
Reviewed by: Phil Hillman, Chief Business Official



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board approve the adoption of Resolution 2021-22-04, Actual 2020-2021 and Estimated 2021-2022 Gann Appropriations Limit.

Approved by: James Q. Hammond, Superintendent



**Exhibit A**

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

**Resolution 2021-22-04**  
**ACTUAL 2020-2021 AND ESTIMATED**  
**2021-2022 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 2020-2021 Fiscal Year, and there is hereby established this District's estimated "Appropriations Limit" for 2021-2022.

**PASSED AND ADOPTED** the 7<sup>th</sup> day of October 2021, by the Board of Trustees of the Ontario-Montclair School District of San Bernardino County, California.

**STATE OF CALIFORNIA**  
**COUNTY OF SAN BERNARDINO**

I, Sonia Alvarado, 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 October 7, 2021, which action is contained in the minutes of the meeting of said Board.

\_\_\_\_\_  
Sonia Alvarado, Board Clerk

October 7, 2021  
Date

# Exhibit B

Ontario-Montclair Elementary  
San Bernardino County

Unaudited Actuals  
Fiscal Year 2020-21  
School District Appropriations Limit Calculations

36 67819 0000000  
Form GANN

	2020-21 Calculations			2021-22 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>A. PRIOR YEAR DATA</b> (2019-20 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	<b>2019-20 Actual</b>			<b>2020-21 Actual</b>		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	131,873,311.96		131,873,311.96			136,792,186.50
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	19,399.50		19,399.50			19,399.33
ADJUSTMENTS TO PRIOR YEAR LIMIT	<b>Adjustments to 2019-20</b>			<b>Adjustments to 2020-21</b>		
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>B. CURRENT YEAR GANN ADA</b> (2020-21 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	<b>2020-21 P2 Report</b>			<b>2021-22 P2 Estimate</b>		
1. Total K-12 ADA (Form A, Line A6)	19,399.33		19,399.33	18,073.14		18,073.14
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)			19,399.33			18,073.14
<b>C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED</b>	<b>2020-21 Actual</b>			<b>2021-22 Budget</b>		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	175,949.96		175,949.96	172,088.00		172,088.00
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)	21,736,038.70		21,736,038.70	21,707,552.00		21,707,552.00
5. Unsecured Roll Taxes (Object 8042)	1,024,484.83		1,024,484.83	756,191.00		756,191.00
6. Prior Years' Taxes (Object 8043)	336,905.99		336,905.99	31,191.00		31,191.00
7. Supplemental Taxes (Object 8044)	628,213.56		628,213.56	615,141.00		615,141.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	(5,708,470.47)		(5,708,470.47)	(5,708,470.00)		(5,708,470.00)
9. Penalties and Int. from Delinquent Taxes (Object 8048)	27,418.56		27,418.56	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)	8,485,111.11		8,485,111.11	580,831.00		580,831.00
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)	26,705,652.24	0.00	26,705,652.24	18,154,524.00	0.00	18,154,524.00
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)	26,705,652.24	0.00	26,705,652.24	18,154,524.00	0.00	18,154,524.00

	2020-21 Calculations			2021-22 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>EXCLUDED APPROPRIATIONS</b>						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			2,326,231.29			2,604,258.00
<b>OTHER EXCLUSIONS</b>						
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)			2,326,231.29			2,604,258.00
<b>STATE AID RECEIVED (Funds 01, 09, and 62)</b>						
24. LCFF - CY (objects 8011 and 8012)	190,443,536.00		190,443,536.00	207,972,120.00		207,972,120.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	0.00		0.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	190,443,536.00	0.00	190,443,536.00	207,972,120.00	0.00	207,972,120.00
<b>DATA FOR INTEREST CALCULATION</b>						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	316,591,483.22		316,591,483.22	329,001,704.00		329,001,704.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	1,316,682.82		1,316,682.82	861,016.00		861,016.00
<b>D. APPROPRIATIONS LIMIT CALCULATIONS</b>	<b>2020-21 Actual</b>			<b>2021-22 Budget</b>		
<b>PRELIMINARY APPROPRIATIONS LIMIT</b>						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			131,873,311.96			136,792,186.50
2. Inflation Adjustment			1.0373			1.0573
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			1.0000			0.9316
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			136,792,186.50			134,737,660.88
<b>APPROPRIATIONS SUBJECT TO THE LIMIT</b>						
5. Local Revenues Excluding Interest (Line C18)			26,705,652.24			18,154,524.00
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 C26 or less than zero)			2,327,919.60			2,168,776.80
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			112,412,765.55			119,187,394.88
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			112,412,765.55			119,187,394.88
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])			581,000.54			360,374.66
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			27,286,652.78			18,514,898.66
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)			111,831,765.01			118,827,020.22
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			27,286,652.78			
b. State Subventions (Line D8)			111,831,765.01			
c. Less: Excluded Appropriations (Line C23)			2,326,231.29			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			136,792,186.50			

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**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

October 7, 2021

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

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

**SUBJECT:** Budget Adjustments – July 2021 to August 2021

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**REQUESTED ACTION**

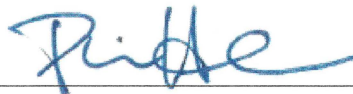
Approve budget adjustments to the District's budget identifying the increases, decreases, and changes to various revenue, expenditure, and fund balance accounts.

**BACKGROUND INFORMATION**

Education Code sections 42600-42602 authorize the Board to approve necessary budget adjustments that increases, decreases, or adjusts the District's budgeted revenues, expenditures and fund balances.

Throughout the fiscal year, adjustments to the District's budget are necessary to reflect any changes in the revenue and expenditure assumptions. Examples of common adjustments range from changes in State revenue assumptions, to changes in expenditure estimates due to collective bargaining agreements, to updated actuarial information. All District fund types are subject to budget adjustments, and as needed are presented as Exhibit 'A' for approval.

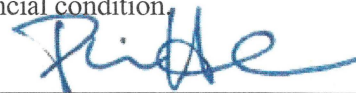
Prepared by: Phil Hillman, Chief Business Official



**FINANCIAL IMPLICATIONS**

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

Reviewed by: Phil Hillman, Chief Business Official



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board approve budget adjustments to the District's budget identifying the increases, decreases, and changes to various revenue, expenditure, and fund balance accounts.

Approved by: James Q. Hammond, Superintendent





**Exhibit A**

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

October 7, 2021

**Budget Adjustments**

The following budget transfers, increases, and decreases to the existing Board-approved budget are presented for approval:

Fund: **Self-Insurance**

Period Covered: **July 1, 2021 – August 31, 2021**

	<u><b>Increases</b></u>	<u><b>Decreases</b></u>	<u><b>Net Change</b></u>
<u><b>Revenues</b></u>			
LCFF	-	-	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	-	-	-
Other Sources and Transfers In	-	-	-
Subtotals – Revenues	-	-	-
<u><b>Expenditures</b></u>			
Certificated Salaries	-	-	-
Classified Salaries	800	-	800
Employee Benefits	900	-	900
Books and Supplies	2,400	-	2,400
Other Operating Expenditures	3,505,500	3,358,600	146,900
Capital Outlay	-	-	-
Other Uses and Transfers Out	-	-	-
Subtotals – Expenditures	3,509,600	3,358,600	151,000
Net Increase/(Decrease) to Fund Balance			(151,000)

**General description of above budget transfers, increases and decreases:**

Other Operating Expenditures increased to reflect updated ASCIP insurance cost.

# Consent Calendar

## (c) Human Resources

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

October 7, 2021

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

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

**SUBJECT:** **Certificated Personnel Recommendations Report #CERT2122-1007**

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**REQUESTED ACTION**

Approve Certificated Personnel Recommendations.

**EMPLOYMENT**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Elizabeth Gonzalez-Chronister	Teacher/Briggs-HR	09/27/2021
Lizbeth Medina Cruz	Itinerant PE Teacher/Briggs-L&T	TBD
Majalyn Larida	Teacher/Briggs-SPED	09/27/2021
LeCourtney Long	Teacher/Briggs-HR	10/01/2021
Alanis Marinelli	Teacher/Briggs-L&T	09/11/2021
Kelsey McKovich	Teacher/Del Norte	09/27/2021
Amanda Populus	Teacher/Wiltsey	TBD
Angela Stephens	Teacher/Briggs-HR	09/21/2021
Susanna Yambao	RSP Teacher/Briggs-SPED	09/13/2021

**ASSIGNMENT, CLASSIFICATION, SCHEDULE CHANGE, TITLE CHANGE**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Caroline Bromley	Teacher/Wiltsey to Serrano	08/04/2021
Jennifer Merry	TOA-Instructional Coach/Arroyo to TOA-Induction/Briggs-L&T	08/04/2021
Elizabeth Olson	TOA-Instructional Coach/Elderberry to TOA-Curriculum Support/Briggs-L&T	08/04/2021
Tracy Taylor	Teacher/Haynes to OMTA President/OMTA Office	07/01/2021
Amy Zoque	TOA/Vineyard to Teacher Vineyard	08/04/2021

**CERTIFICATED SUBSTITUTES**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Caroline Bearden	Substitute Teacher	09/30/2021
Michael Brave	Substitute Teacher	09/24/2021
Tyra Covarrubias	Substitute Teacher	09/30/2021
Andrew Espinoza	Substitute Teacher	09/16/2021
Guillermo Lopez	Substitute Teacher	09/10/2021
Diana Medina	Substitute Teacher	09/09/2021

(Ref. c 1.1)

**Certificated Personnel Recommendations Report #CERT2122-1007**

October 7, 2021

**REHIRE**

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

**REQUESTS FOR LEAVE OF ABSENCE**

<b><u>NAME</u></b>	<b><u>LEAVE REQUEST</u></b>	<b><u>EFFECTIVE</u></b>
Michelle Almada	Teacher/Buena Vista FMLA Leave	09/27/2021-11/05/2021
Monica Ayala	Principal on Assignment/Briggs-L&T Medical Leave	09/02/2021-09/22/2021
Daniel Cieslik	Teacher/Vineyard Medical Leave	09/13/2021-10/28/2021
Evelyn Cortez	TOA-Early Start/Briggs-SPED FMLA Leave	09/15/2021-12/15/2021
Iris Coumparoules	Teacher/Montera Medical Leave	09/20/2021-02/01/2022
Valeria Meza	Intervention Teacher/Mariposa Extended Medical Leave	09/07/2021-10/17/2021
Alicia Parker	Teacher/Moreno Medical Leave	09/03/2021-10/15/2021
Odalys Pereida	Teacher/Bon View FMLA Leave	09/24/2021-01/04/2022
Marissa Perkins	Speech Language Pathologist/Briggs-SPED Extended Medical Leave	10/01/2021-10/08/2021
Vanessa Regalado	Teacher/Haynes Medical Leave	09/23/2021-10/08/2021
Staci Topjian	Teacher/Wiltsey Extended Medical Leave	10/01/2021-10/09/2021
Stacey Van Heerden	TOA-Curriculum Support/Briggs-L&T Unpaid Leave	10/13/2021-06/30/2022
Anna Young	Intervention Teacher/Buena Vista FMLA Leave	09/27/2021-10/22/2021

**Certificated Personnel Recommendations Report #CERT2122-1007**

October 7, 2021

**REVISED APPROVED LEAVE OF ABSENCE**

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>APPROVED DATES</u>	<u>REVISED DATES</u>
Odalys Pereida	Teacher/Bon View Medical Leave	08/04/2021-10/09/2021	08/04/2021-09/23/2021

**VARIABLE TERM WAIVER**

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
Tsz Yin Kan	Certificated Substitute	10/08/2021
Ruth Razura-Olimon	Certificated Substitute	10/12/2021
Elsie Vazquez	Certificated Substitute	10/08/2021

**RETIREMENT, RESIGNATION, RELEASE AND TERMINATION**

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
Joshua Figueroa	Music Teacher/Briggs-L&T	10/01/2021
Monica Seppi	Teacher/Del Norte	09/08/2021

Prepared by: Hector Macias, Assistant Superintendent, Human Resources

Reviewed by: Phil Hillman, Chief Business Official

Approved by: James Q. Hammond, Superintendent

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

October 7, 2021

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

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

**SUBJECT:** **Classified Personnel Recommendations Report #CLA2122-1007**

---

**REQUESTED ACTION**

Approve Classified Personnel Recommendations.

**EMPLOYMENT**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Ruth Alonso	School Office Asst. I/El Camino	09/30/2021
Tamara Carter	Student Mentor & Campus Asst./Briggs-L&T	09/16/2021
Maria Colunga	Bus Driver/Transportation	TBD
Reham Eldeary	IA-Learning Needs/Vina Danks	TBD
Mia Ferrino	Instructional Asst./Bon View	09/22/2021
Joselito Gimenez	School Physical Therapist/Briggs-SPED	TBD
Anna Guzman	Health Service Asst./Health & Wellness Services	09/24/2021
Marykate Guzman	Proctor/Mariposa	09/23/2021
Andrea Lara	Bus Driver/Transportation	10/13/2021
Nancy Lopez	IA-Learning Needs/Lincoln	TBD
Sandra Montano	IA-Behavior Intervention/El Camino	10/12/2021
Kimberly Nystorm	Health Service Asst./Health & Wellness Services	TBD
Jesus Ordonez	Custodian/Kingsley	09/27/2021
Brianda Perez	Student Mentor & Campus Asst./Briggs-L&T	09/16/2021
Suzanne Pierson	School Office Asst. I/Moreno 2 hrs.	10/04/2021
Martha Popoca	IA-Learning Needs/Monte Vista	TBD
Alejandra Ramirez	School Office Asst. I/Buena Vista	10/01/2021
Antonio Robles	Custodian/Lehigh	09/27/2021
Ismara Roman	IA-Learning Needs/Mariposa	09/22/2021
Clarice Ronquillo	IA-Learning Needs/Vista Grande	TBD
Jeanne Sanchez	School Office Asst. I and Library Media Asst./Del Norte	TBD
Paulina Sanchez	Special Needs Program Asst./Sultana	09/16/2021
Valentina Santoyo-Andrade	Food Service Meal Application Specialist/ Central Production Kitchen	09/27/2021
Nancy Sereno	Proctor/Haynes	09/14/2021
Minerva Serriteno	IA-Behavior Intervention/El Camino	09/24/2021
Jeanette Solorzano	Health Service Asst./Health & Wellness Services	09/24/2021
Maria Soto	Proctor/Euclid	09/20/2021
Dayzanae Taylor	Custodian/Mariposa 4 hrs.	10/01/2021
Jacob Vallejo	Custodian/Briggs-Various sites	09/27/2021
Dalila Villarreal	Health Service Asst./Health & Wellness Services	TBD
Nancy Lopez Zegarra	IA-Learning Needs/Lincoln	09/27/2021

**Classified Personnel Recommendations Report #CLA2122-1007**

October 7, 2021

**ASSIGNMENT, CLASSIFICATION, SCHEDULE CHANGE, TITLE CHANGE**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Mauricio Aldaba	PE Asst./Briggs-L&T to Student Mentor & Campus Asst./Briggs-L&T	09/14/2021
Serina Alex	IA-Learning Needs/Bon View to Student Mentor & Campus Asst./Briggs-L&T	09/20/2021
Marina Araya	Switchboard Operator/Reception Mail Services Asst./ Briggs-Purchasing to Human Resources Technician/Briggs-HR	09/27/2021
Maria Avina	Proctor/Ramona 3.25 hrs. to 3.5 hrs.	08/09/2021
Luisina Baltayan	Proctor/Arroyo 2.5 hrs. to 2.75 hrs.	08/09/2021
Renee Brown	IA-Learning Needs/Mariposa to Bon View	09/24/2021
Katie Calderon	Proctor/Moreno 3.25 hrs. to 3.75 hrs.	08/30/2021
Martha Camarena	Bus Driver/Transportation 7.5 hrs. to 8 hrs.	09/15/2021
Julissa Clowers	Bus Driver/Transportation 7.75 hrs. to 8 hrs.	09/10/2021
Arlene Cuddy	Proctor/Haynes 3.25 hrs. to 3.75 hrs.	09/15/2021
Mary Daoud	Food Service Asst. III/Central Production Kitchen to Special Needs Program Asst./Del Norte	09/27/2021
Ana De Caballero	Proctor/Haynes 3.25 hrs. to 3.75 hrs.	09/15/2021
Maria Delgado	Proctor/Berlyn 3.25 hrs. to 3.75 hrs.	08/09/2021
Owen Egger	Technology Training Asst./De Anza 3 hrs. to 6.75 hrs.	08/13/2021
Yolanda Fiero	Proctor/Haynes 3.25 hrs. to 3.75 hrs.	09/15/2021
Debbie Flores	Proctor/Lehigh 3.25 hrs. to 3.5 hrs.	08/09/2021
Karen Rodriguez Garcia	Food Service Asst. I/Central 3 hrs. to Food Service Asst. I/Vineyard 3.5 hrs.	09/27/2021
Marisa Garcia	IA-Learning Needs/Euclid to Student Mentor & Campus Asst./Sultana	09/27/2021
Carlos Valencia Gonzalez	Custodian/Euclid to Head Custodian/Mission	10/04/2021
Nadie Gutierrez-Martinez	Bus Driver/Transportation 6.5 hrs. to 7 hrs.	09/16/2021
Griselda Hernandez	Bus Driver/Transportation 6 hrs. to 6.5 hrs.	09/16/2021
Luz Ibarra	Proctor/Haynes 3 hrs. to 3.75 hrs.	09/15/2021
Stacy Kettle	Proctor/Lehigh 3.25 hrs. to 3.5 hrs.	08/09/2021
Rita Lanis	Bus Driver/Transportation 6 hrs. to 6.5 hrs.	09/16/2021
Kristina Leiva	Bus Driver/Transportation 5.75 hrs. to 6 hrs.	09/16/2021
Karina Maciel	Proctor/Ramona 2.5 hrs. to 3 hrs.	08/09/2021
Leonel Martinez	Custodian/Lincoln 7 hrs. to Custodian/Various sites/Briggs-Operations 8 hrs.	09/27/2021
Carie McComb	Proctor/Lehigh 3.25 hrs. to 3.5 hrs.	08/09/2021
Amanda Medina	Food Service Asst. II/Wiltsey to IA-Behavior Intervention/El Camino	09/27/2021
Carla Mendoza	Proctor/Howard 2.5 hrs. to 2.75 hrs.	09/03/2021
Marie Mikhailidis	Proctor/Monte Vista to Instructional Asst./Monte Vista	09/22/2021
María Angelica Moore	Proctor/Montera 2.25 hrs. to 3.5 hrs.	08/09/2021
Missael Morales	Custodian/Del Norte 6 hrs. to Custodian/Various sites/Briggs-Operations 8 hrs.	09/27/2021
Iris Muro	Proctor/Arroyo 3.25 hrs. to 3.75 hrs.	08/09/2021
Maria Perez	Proctor/Arroyo 1.75 hrs. to 3.25 hrs.	08/09/2021
Christina Perozo	IA-Behavior Intervention/ El Camino to IA-Learning Needs/Vina Danks	09/27/2021
Amanda Piedra	Proctor/Lehigh 2.25 hrs. to 2.5 hrs.	08/09/2021
Francisca Pinedo	Proctor Lehigh 3.25 hrs. to 3.5 hrs.	08/09/2021

**Classified Personnel Recommendations Report #CLA2122-1007**

October 7, 2021

**ASSIGNMENT, CLASSIFICATION, SCHEDULE CHANGE, TITLE CHANGE** (continued)

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Diana Ramirez	Proctor/Haynes 3.5 hrs. to 3.75 hrs.	09/15/2021
Marta Ramirez-Aguirre	Proctor/Ramona 2 hrs. to 2.25 hrs.	08/09/2021
Noemi Ramos	Bus Driver/Transportation 7.75 hrs. to 8 hrs.	09/02/2021
Petra Ramos	Proctor/Berlyn 3.25 hrs. to 3.75 hrs.	08/09/2021
Ivan Rivera	Custodian/Kingsley to Haynes	09/20/2021
Stephanie Rivera	PE Asst./Briggs-L&T to Special Needs Program Asst./Del Norte	09/22/2021
Valerie Romero	Proctor/Arroyo 2.25 hrs. to 3.75 hrs.	08/09/2021
Ana Sanchez	Proctor/Haynes 3.25 hrs. to 3.75 hrs.	09/15/2021
Claudia Sandoval	Proctor/Lehigh 2.25 hrs. to 2.5 hrs.	08/09/2021
Silvia Sierra	Proctor/Lehigh 3.25 hrs. to 3.5 hrs.	08/09/2021
David Tate	Bus Driver/Transportation 5.5 hrs. to 6 hrs.	09/20/2021
Kayleen Valencia	IA-Behavior Intervention/Vina Danks to Special Needs Program Asst./Sultana	TBD
Sandra Velasco	Proctor/Haynes 3.5 hrs. to 3.75 hrs.	09/15/2021
Sabrina Villasenor	Proctor/Wiltsey to IA-Behavior Intervention/El Camino	09/13/2021
Van Wadlington	Instructional Asst./De Anza to Briggs/L&T	08/18/2021
Nathaly Wheat	School Office Asst. I/Haynes to Student Records Asst./Briggs-CWA	10/04/2021

**CLASSIFIED SUBSTITUTES**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Ricky Aguilera	Substitute PE Asst./Proctor	09/22/2021
Antonio Delgado	Substitute Custodian	09/16/2021
Isis Gallagher	Substitute Behavior Intervention Asst./Instructional Asst./ Learning Needs/Special Needs Program Asst./ Special Orthopedic Needs	09/09/2021
Terria Harris	Substitute PE Asst./Proctor	09/10/2021
Valerie Hernandez	Substitute PE Asst./Special Needs Program Asst.	09/22/2021
Helen Hillman	Substitute PE Asst./Student Mentor & Campus Asst.	09/09/2021
Simone Hoey	Substitute Clerical	09/21/2021
Ofelia Huizar	Substitute Proctor	09/10/2021
Cynthia Landgrave	Substitute Behavior Intervention Asst./Instructional Asst./ Learning Needs/Special Needs Program Asst./ Special Orthopedic Needs	09/16/2021
Jennifer Lopez	Substitute Proctor	09/13/2021
Jose Cervantez Lopez	Substitute Custodian	09/29/2021
Evelyn Marquez	Substitute Instructional Asst./Learning Needs	09/14/2021
Alondra Martinez	Substitute Clerical	09/21/2021
Ariana Mora	Substitute AVID Tutor	09/23/2021
Isaiah Munoz	Substitute Custodian	10/01/2021
Jesse Murray	Substitute Instructional Asst.	09/15/2021
Joseph Murray	Substitute Custodian	09/09/2021
Nicole Navarro	Substitute Clerical	09/14/2021
Ivan Nunez	Substitute Custodian	09/28/2021



**Classified Personnel Recommendations Report #CLA2122-1007**

October 7, 2021

**CLASSIFIED SUBSTITUTES** (continued)

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Erin Padilla	Substitute Clerical	09/16/2021
Brianda Perez	Substitute Student Mentor & Campus Asst.	09/09/2021
Ruth Razura-Olimon	Substitute Instructional Asst./Learning Needs/ Special Needs Program Asst.	09/22/2021
Damian Robinson	Substitute Custodian	09/22/2021
Natalie Rosas	Substitute AVID Tutor	09/23/2021
Vincent Solomon	Substitute Custodian	09/20/2021
Daisy Carlos Tobar	Substitute Behavior Intervention Asst./Instructional Asst./ Learning Needs/PE Asst./Special Needs Program Asst. Special Orthopedic Needs	09/29/2021
Yesenia Vazquez	Substitute Proctor	09/17/2021

**SHORT TERM ASSIGNMENT CLASSIFIED SUBSTITUTES**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Ashlyn Colbert	Student Mentor & Campus Asst./El Camino	09/13/2021-11/30/2021
Alyssa Imes	Health Service Asst.-Special Needs/De Anza	08/05/2021-01/31/2022

**SHORT TERM ASSIGNMENT CONTRACTED CLASSIFIED EMPLOYEE-ADDITIONAL HOURS**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Maria Lopez	Proctor/Montera	08/09/2021-10/08/2021

**REHIRE**

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

**REQUESTS FOR LEAVE OF ABSENCE**

<b><u>NAME</u></b>	<b><u>LEAVE REQUEST</u></b>	<b><u>EFFECTIVE</u></b>
Ericka Barnett	IA-Behavior Intervention Asst./Briggs-SPED Extended Medical Leave	09/16/2021-12/05/2021
Veronica Becerra	Custodian/Berlyn Medical Leave	09/08/2021-11/08/2021
Martha Camarena	Bus Driver/Transportation Medical Leave	09/17/2021-10/01/2021

**Classified Personnel Recommendations Report #CLA2122-1007**

October 7, 2021

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

<b><u>NAME</u></b>	<b><u>LEAVE REQUEST</u></b>	<b><u>EFFECTIVE</u></b>
Blanca Escalon	Special Needs Program Asst./Lincoln Medical Leave	09/14/2021-10/17/2021
Miguel Gallardo	IA-Learning Needs/De Anza FMLA Leave	09/20/2021-10/22/2021
Margaret Gauci	IA-Learning Needs/Lehigh Extended Medical Leave	10/10/2021-11/02/2021
Amelia Jimenez	Food Service Asst. I/Monte Vista Extended Medical Leave	09/26/2021-11/07/2021
Karely Ocampo	Early Childhood Education Asst. & IA-Preschool Inclusion/ Sultana FMLA Leave	09/07/2021-12/03/2021
Eric Valencia	Custodian/Corona Medical Leave	09/02/2021-09/22/2021

**REVISED APPROVED LEAVE OF ABSENCE**

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

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

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Julia Bertrand	Food Service Asst. I/Arroyo	09/16/2021
Patricia Castillo	Food Service Asst. I/Ramona	09/08/2021
Liliana Celio	Early Childhood Education Asst./Lincoln	09/10/2021
Ashley Diaz	Student Mentor & Campus Asst./Lehigh	10/01/2021
Jessica Flores	IA-Learning Needs/Bon View	09/16/2021
Luz Ibarra	Proctor/Haynes	09/10/2021
Breana Mendez	Bus Driver/Transportation	09/13/2021
Sara Sakurai	Instructional Asst./El Camino	09/24/2021
Leilani Torres	Proctor/Del Norte	09/14/2021
Elina Urrutia	IA-Learning Needs/Sultana	09/13/2021
Jose Valle	Systems Support Technician/Briggs-IS	10/01/2021

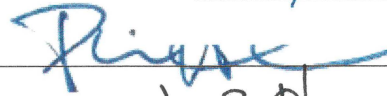
**Classified Personnel Recommendations Report #CLA2122-1007**

October 7, 2021

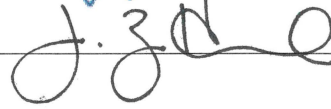
Prepared by: Hector Macias, Assistant Superintendent, Human Resources



Reviewed by: Phil Hillman, Chief Business Official



Approved by: James Q. Hammond, Superintendent



**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

October 7, 2021

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

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

**SUBJECT:** **Adoption of Resolution 2021-22-37, Recognizing October 10-16, 2021 as Week of the School Administrator**

---

**REQUESTED ACTION**

Approve the Adoption of Resolution 2021-22-37, Recognizing October 10-16, 2021 as Week of the School 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 site leaders. However, site and District administrators have a large responsibility to ensure our future leaders receive the best education, especially during these challenging times.

Resolution 2021-22-37 (Exhibit A) recognizes October 10-16, 2021 as Week of the School Administrator in the Ontario-Montclair School District in recognition of the District's certificated and classified administrators.

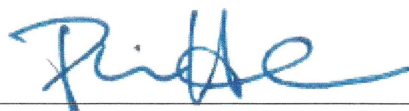
Prepared by: Hector Macias, Assistant Superintendent, Human Resources



**FINANCIAL IMPLICATIONS**

None.

Reviewed by: Phil Hillman, Chief Business Official

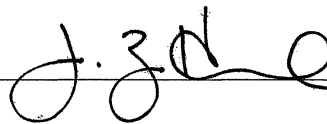


**Adoption of Resolution 2021-22-37, Recognizing October 10-16, 2021 as Week of the School Administrator**  
October 7, 2021

**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board approve the Adoption of Resolution 2021-22-37 recognizing October 10-16, 2021 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  
October 7, 2021



Resolution 2021-22-37

**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 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 10-16, 2021 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 seventh day of October 2021, 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

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

October 7, 2021

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

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

**SUBJECT:** Adoption of Resolution 2021-22-38, Recognizing October 11-15, 2021 as National School Lunch Week

---

**REQUESTED ACTION**

Approve the adoption of Resolution 2021-22-38, Recognizing October 11-15, 2021 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 2021 National School Lunch Week theme is "Wild About School Lunch!," invites creative and fun new menu items to appeal to students in all grade levels. This year, Ontario-Montclair School District (OMSD) will recognize October 11-15, 2021 as National School Lunch Week.

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 2021-22-38 (Exhibit A), Recognizing October 11-15, 2021 as National School Lunch Week.

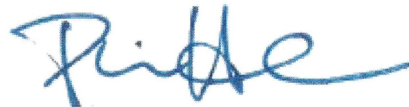
Prepared by: Hector Macias, Assistant Superintendent, Human Resources



**FINANCIAL IMPLICATIONS**

None.

Reviewed by: Phil Hillman, Chief Business Official



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board approve the adoption of Resolution 2021-20-38, Recognizing October 11-15, 2021 as National School Lunch Week.

Approved by: James Q. Hammond, Superintendent





**EXHIBIT A**

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

**RESOLUTION 2021-22-38**

***Recognizing October 11-15, 2021 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 11-15, 2021 as National School Lunch Week.

**PASSED AND ADOPTED** the seventh day of October 2021, 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

October 7, 2021

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

---

**REQUESTED ACTION**

Approve the Revised Job Description for Instructional Materials Technician.

**BACKGROUND INFORMATION**

The Instructional Materials Technician job description was developed to attract and retain the best candidate who excel in the desired deliverables of this classification. This position was approved at the previous Board of Trustees meeting on September 16, 2021, and is being revised to reflect that a bachelor's degree is preferred and not required.

The Instructional Materials Technician is responsible for maintaining the District's Material Center for providing administrative support and assistance to teachers, staff and the general public. The Instructional Materials Technician prepares creative and artistically designed instructional materials, bulletin board designs, graphic drawings, art projects, posters and other materials, requiring skilled technical knowledge of graphics and creative illustration work that reinforces instructional objectives and is consistent with methods, principles and practices of child instruction. The position determines learning objectives and translates them into creative and artistic graphic materials for use by District teachers and staff.

The classification specification is shown in Exhibit A.

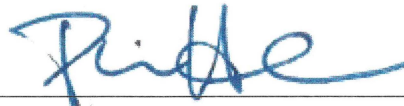
Prepared by: Hector Macias, Assistant Superintendent, Human Resources



**FINANCIAL IMPLICATIONS**

The hourly range for the Instructional Materials Technician position is \$22.11-\$26.38 (range 38) for 212 days.

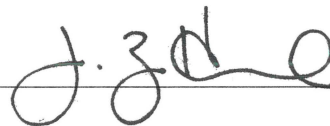
Reviewed by: Phil Hillman, Chief Business Official



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board approve the Revised Job Description for Instructional Materials Technician.

Approved by: James Q. Hammond, Superintendent



# Exhibit A

## Ontario–Montclair School District

### **CLASS SPECIFICATION** **Instructional Materials Technician** **Range 38**

#### **GENERAL PURPOSE**

Under the direction of the Director of Curriculum & Instruction, develops and creates artistically designed instructional materials for classroom and District use; designs and develops patterns for bulletin boards and other visual aids to reinforce class lessons; designs and develops art projects for various subject areas and events; provides support and assistance to teachers and the public in the District's materials center, performs scheduling and clerical tasks as they relate to the Material Center, and performs related duties as assigned. OMSD is a learning organization therefore all stakeholders share responsibility to educate all students and employ culturally appropriate and sustaining practices that support student learning.

#### **DISTINGUISHING CHARACTERISTICS**

Instructional Materials Specialist is responsible for maintaining the District's materials center and providing creative and administrative support and assistance to teachers, staff and the public. The incumbent prepares creative and artistically designed instructional materials, bulletin board designs, graphic drawings, art projects, posters and other materials, requiring skilled technical knowledge of graphics and creative illustration work that reinforces instructional objectives and is consistent with methods, principles and practices of child instruction. The position determines learning objectives and translates them into creative and artistic graphic materials for use by District teachers and staff.

#### **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. Maintains the District's materials center; maintains inventory to ensure the center is well-stocked; ensures working order of center equipment by monitoring service agreements and directing regular service and preventative maintenance; maintains usage records by school, department and community, including monthly billing and deposit and receipt records; establishes and oversees a safe and orderly environment, setting guidelines for center use and safe equipment use;
2. Provides hands-on support and creative assistance to teachers, staff and other visitors to the center; assists in creating templates; works with teachers to ensure needed materials are in stock; conducts workshops and orientations for teachers on center operations and resources; publishes monthly fliers on center resources/activities;
3. Develops and creates instructional materials and components for classroom and District use; designs and creates bulletin board patterns to reinforce class subjects and lessons following curriculum

guidelines; creates and prepares art projects, visual support materials and decorations for various classroom subject areas and District and department events and presentations; using graphics software, creates, prepares and updates graphics and overheads; designs and prepares layouts for publishing; and

4. Manages scheduling and related clerical tasks as they relate to the Material Center.

## **OTHER DUTIES**

1. May assist on other special projects as necessary.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Methods and uses of personal computers and graphics, drawing, presentation and other desktop publishing software for the design and preparation of graphic materials;
2. Methods and practices of child instruction and tutoring;
3. Correct English usage, including spelling, grammar and punctuation; and
4. Administrative practices and procedures, including record keeping, scheduling, and filing practices and procedures.

### **Ability to:**

1. Operate a computer and graphics, design, presentation and desktop publishing software applications to create visually appealing and effective graphics designs;
2. Perform freehand sketches and apply commercial art techniques to create effective illustrations;
3. Properly use and care for center equipment and instruments;
4. Exercise sound independent judgment within established guidelines;
5. Organize, set priorities and exercise sound judgment within areas of responsibility;
6. Communicate clearly and effectively orally and in writing; and
7. Establish and maintain effective working relationships with District staff, the public and others encountered in the course of work.
8. Work effectively in a multi-ethnic setting and model culturally appropriate and sustaining practices that support success for all students.

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

High School diploma or G.E.D. equivalent. Graduation from a recognized college or university with a bachelor's degree preferred.

### **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 class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand. Employees regularly lift up to 30 pounds.

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

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with a high degree of accuracy; and interact with District staff, the public and others encountered in the course of work.

## **WORK ENVIRONMENT**

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

The employee works in the District's materials center, and the noise level may occasionally be loud.

Board Approval:

# Consent Calendar

## (d) Learning & Teaching

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

October 7, 2021

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

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

**SUBJECT:** Adoption of Resolution 2021-22-34, Recognizing October 23-31, 2021 as Red Ribbon Week

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**REQUESTED ACTION**

Approve the Adoption of Resolution 2021-22-34, Recognizing October 23-31, 2021 as Red Ribbon Week.

**BACKGROUND INFORMATION**

In 1988, the National Family Partnership (NFP) sponsored the first National Red Ribbon Week in honor of Enrique (Kiki) Camarena, a Drug Enforcement Administration agent who lost his life in 1985 as a result of his work. When Agent Camarena decided to join the US Drug Enforcement Administration, his mother tried talking him out of it. "I'm only one person," he told her, "but I want to make a difference."

The period from October 23, 2021 through October 31, 2021 has been designated as Red Ribbon Week and serves as a catalyst to mobilize communities to educate youth and encourage participation in drug prevention activities. The NFP and its network of individuals and organizations continue to deliver Agent Camarena's message of hope to millions of people every year. In California, Red Ribbon Week is co-sponsored by the California State Department of Education, the California State Parent-Teacher Association (PTA), the Department of Alcohol and Drug Programs, and the Attorney General's Crime Prevention Center.

The Board of Trustees supports a myriad of activities within OMSD, which promote a healthy lifestyle, and encourage students, parents, and staff members to participate in drug awareness activities by making a visible statement that "we are strongly committed to living a healthy drug-free life".

Exhibit A, Resolution 2021-22-34, Recognizing October 23-31, 2021 as Red Ribbon Week has been prepared in support of these educational activities. Students, teachers, parents, community members, school sites and District staff members are encouraged to participate and promote activities supporting the Red Ribbon Campaign and this year's theme: "*Drug-Free Looks Like Me*".

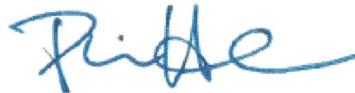
Prepared by: Tammy Lipschultz, Assistant Superintendent, Learning & Teaching



**FINANCIAL IMPLICATIONS**

None.

Reviewed by: Phil Hillman, Chief Business Official



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board adopt Resolution 2021-22-34, Recognizing October 23-31, 2021 as Red Ribbon Week.

Approved by: James Q. Hammond, Superintendent



(Ref. d 1.1)

Exhibit A

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

**RESOLUTION 2021-22-34**

**Recognizing October 23-31, 2021**

**as**

**Red Ribbon Week**

- WHEREAS,** The National Family Partnership (NFP), a national organization and Californians for Drug Free Youth (CADFY), Incorporated, a statewide organization, are sponsoring “Red Ribbon Week” from October 23, 2021 through October 31, 2021; and
- WHEREAS,** In 1988, the National Family Partnership (NFP) sponsored the first National Red Ribbon Week in honor of Enrique (Kiki) Camarena, a Drug Enforcement Administration agent who lost his life in 1985 as a result of his work; and
- WHEREAS,** Red Ribbon Week exemplifies Agent Camarena’s philosophy, "I'm only one person, but I want to make a difference"; and
- WHEREAS,** Schools, businesses, law enforcement agencies, churches, youth organizations, hospitals, service clubs, government agencies, and individuals in the State of California are encouraged to demonstrate their commitment for a drug-free society by participating and promoting activities supporting the Red Ribbon Campaign; and
- WHEREAS,** The Ontario-Montclair School District supports efforts for substance abuse prevention education and to ensure the success of the Red Ribbon Campaign; and
- WHEREAS,** The Board of Trustees encourages students, parents, and staff members to participate in drug awareness activities by making a visible statement that “we are strongly committed to live a healthy drug-free life”; and
- WHEREAS,** The Board of Trustees of the Ontario-Montclair School District hereby supports the Red Ribbon Campaign, and recognizes October 23, 2021 through October 31, 2021 as “Red Ribbon Week” in the Ontario-Montclair School District.
- THEREFORE BE IT RESOLVED,** the Board of Trustees of the Ontario-Montclair School District encourages all students, staff members, parents and community members to pledge:

***“Drug-Free Looks Like Me”***

Adopted this 7th day of October 2021 by the Board of Trustees of the Ontario-Montclair School District of San Bernardino County, California.



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Sonia Alvarado, Clerk



# Discussion/Action/Public Hearing

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

October 7, 2021

**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 Ontario-Montclair Teachers Association regarding COVID-19 Safety Measures and Instructional Practices for the 2021-2022 School Year**

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**REQUESTED ACTION**

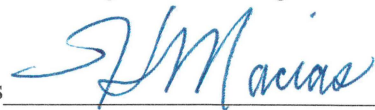
Approve the Memorandum of Understanding (MOU) between the Ontario-Montclair School District (OMSD) and Ontario-Montclair Teachers Association (OMTA) Regarding COVID-19 Safety Measures Instructional Practices for the 2021-2022 school year.

**BACKGROUND INFORMATION**

The District and OMTA (Parties) reconvened their meetings on MOU revisions to the COVID safety measures and instructional practices. Both parties have mutual interest of ensuring compliance with recent statues and mandates issued by state agencies related to measures that mitigate the spread of the virus that causes COVID-19 inside the school. Specifically, the MOU revision includes language on mandated COVID-19 testing and Independent "Short Term" Study (3-15 days) compensation (Exhibit B). The Board of Trustees will be asked to again review and approve the MOU for the 2021-2022 school year.

OMSD and OMTA recognize and agree that opening of all schools with the upmost safety measures is necessary at this time and agree to the MOU, Exhibit A. The MOU will expire on June 30, 2022, and either party may reopen this agreement for further negotiations if there is a significant change in the public health situation with regard to COVID-related regulations.

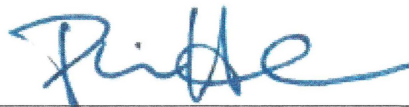
Prepared by: Hector Macias, Assistant Superintendent, Human Resources



**FINANCIAL IMPLICATIONS**

The MOU has no direct financial implications.

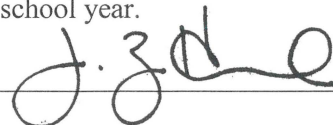
Reviewed by: Phil Hillman, Chief Business Official



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board approve Memorandum of Understanding between the Ontario-Montclair School District and Ontario-Montclair Teachers Association Regarding COVID-19 Safety Measures and Instructional Practices for the 2021-2022 school year.

Approved by: James Q. Hammond, Superintendent



## Exhibit A

### PROPOSED OMSD & OMTA MEMORANDUM OF UNDERSTANDING REGARDING CORONAVIRUS SAFETY MEASURES FOR 2021-2022

This memorandum is agreed between Ontario-Montclair School District (District) and the Ontario-Montclair Teacher's Association (OMTA) concerning safety issues related to the coronavirus (SARS-CoV-2) pandemic for the 2021-2022 school year.

The District and OMTA ("Parties") recognize the importance of maintaining safe facilities, operations, and learning conditions.

The District's operations will adhere to official current safety standards and/or consider guidance from the California Department of Public Health (CDPH), California Department of Education, California Division of Occupational Safety and Health (Cal/OSHA), federal Center for Disease Control and Prevention, Federal Occupational Safety and Health Administration, and county public health authorities. The District shall provide reasonable support and time to ensure adherence to applicable standards.

The District and OMTA agree as follows regarding the OMTA-represented bargaining unit:

1. **Face coverings:** The District shall follow guidance for K-12 on face coverings (e.g. masks, shields) as they relate to a multitude of settings (e.g. with students, without students, general education and special education settings, PE, staff meetings, recess, etc.).
2. **Personal protective equipment (PPE):** The District shall provide sufficient PPE to bargaining-unit employees, including face coverings. PPE may differ depending on the job classification and tasks required of the employee.
3. **Ventilation:** In accordance with CDPH guidance, the District will ensure multiple classroom ventilation strategies are maintained (e.g., MERV-13 filters, air purifiers). In addition, unit members may elect to use ventilation practices that include the opening of multiple windows or doors.
4. **Prevention:** The District shall:
  - provide a self-screening application for employees to self-screen daily or provide daily screening to all persons who come onto District property or attend District events as required by Cal/OSHA and CDPH;
  - provide staff members with the list of COVID-19 symptoms and advise them to call in sick and stay home if having symptoms of COVID-19 and to get tested for SARS-CoV2 if necessary;
  - provide a temporary isolation area for any unit member exhibiting one or more symptoms of COVID-19 while at school, and provide instructions for unit members of the appropriate protocols should such symptoms arise; and
  - ensure that said symptomatic individuals are excluded from District sites and are permitted to return only according to applicable public-health guidance in such a

way as to prevent transmission of the virus; this may include testing to rule out COVID-19.

5. **Testing:** The District shall follow Cal/OSHA regulations related to testing. The District will inform OMTA President, as soon as practicable, should it learn of a confirmed or suspected COVID-19 infection of District employees or students and which campus or worksite said infection was found. The District and OMTA will maintain privacy rights under HIPAA and CMIA. The District will inform bargaining unit members at the site of a confirmed COVID-19 infection of District employees, students, or visitors that may have come into contact with them. The District shall conduct contact tracing when any on-site person(s) have tested positive for COVID-19.
6. **Mandated Testing:** Unit members who decline to provide verification of vaccination, shall be tested weekly to verify their COVID-19 status, as required by state mandate.
  - a) COVID-19 testing will occur during a unit member's work hours and shall occur on paid time in accordance with the site testing schedule. Unit members who fall under the required weekly PCR testing mandate, and elect not to test at the work site, may test after contract hours and coordinate with Human Resources Department to submit results weekly. The unit members will submit test results within 48-72 hours of the coordinated scheduled testing day.
    - i. If a unit member fails to verify test results weekly, they will be required to remain home and a deduction will be made from their personal leave.
    - ii. Human Resources will review unit member extenuating circumstances.
  - b) Testing will occur at the unit member's primary work site. The point of contact shall be their immediate supervisor. Testing will occur congruent with the sites' testing schedules at a time designated by their supervisor.
    - i. Itinerant unit members shall be tested at designated location(s) and times to be determined.
  - c) In the event a unit member is not available to be tested at the designated date and time required by their site, they shall be tested upon the first date of return to work.
  - d) Unit members shall follow the established process for completing their weekly tests. Unit members and the District shall be notified of their test results directly by the third party.
  - e) Based upon availability, vaccinated unit members who are exhibiting COVID symptoms or who have had a workplace exposure to a COVID case shall be provided the opportunity to be tested for COVID at their primary work site.
  - f) The District shall follow all established privacy requirements to ensure confidentiality of unit member information.
7. **Vaccines:** Unit members who are fully vaccinated may qualify to work without a face covering indoors when alone or with other adults, in accordance with the above regulations/guidance. To qualify, unit members must record their vaccination status with the District's Human Resource Department by presenting their vaccine card, an image of

the vaccine card, or a health care document showing vaccination status. The District and OMTA will maintain privacy rights under HIPAA and CMIA.

8. **Vaccination leave:** The District will provide up to two (2) hours through September 30, 2021 of paid leave, which does not draw from existing leave entitlement (but may draw from SB 95 leave), for unit members to be vaccinated against COVID-19, including reasonable time to travel to or from a vaccine appointment. Additional time may be provided upon request of their supervisor.

Should side effects preclude working and/or a booster shot be recommended by public health authorities, the unit member may utilize applicable leave (including SB 95).

9. **Other Leave:** Certificated employees are entitled to those leaves presented in and subject to the collective bargaining agreement. Additionally, in the event a unit member believes they contracted COVID-19 from their employment, they may file a worker compensation claim by contacting the Risk Management Department for more information.

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.

In circumstances for workplace exposure [Appendix A] shall be followed.

After September 30, 2021, in coordination with [Appendix A], if contact tracing determines the bargaining unit member must be quarantined due to workplace exposure and/or contracted COVID-19 at the workplace, the District will place the employee on Paid Administrative Leave. Unit members shall agree to follow District direction on timely COVID -19 testing protocols. If they can complete their essential functions from home, the District will place the bargaining unit member on a "Work From Home" status.

If the employee was not exposed or contract COVID-19 at the work place, and is unable to work remotely during any period of self-quarantine, the employee will use their accrued or other available leaves of absence.

10. **No retaliation:** The District acknowledges that employees have the right to be free from retaliation on bringing potential workplace safety hazards to the District's attention or to the attention of enforcement authorities. Employees shall also be free from retaliation for reporting COVID-19 symptoms or potential exposure.
11. **Meetings:** Meetings may be held virtually or in person in accordance with public health recommendations.
12. **Special Events:** During the various District and school events, additional safety guidelines and measures may be implemented.
13. **Evaluations:** Evaluations will again be postponed. Permanent unit members who would have been evaluated during the 2020-2021 contract year will be evaluated during the

2022-2023 contract year instead. Permanent unit members who would have been evaluated during the 2021-2022 contract year will be evaluated during the 2023-2024 contract year instead. Unit members on a four-year evaluation cycle will have their evaluation calendar extended an additional year.

**14. Online Academy School Independent Study (OASIS) Teacher:**

A. Assignments: In addition to volunteers, administrators shall use the following factors to help make decisions, including but not limited to, and in no particular order: underlying health issues, technological expertise, best instructional practices, grade level, credential, openings, and seniority.

Classroom teachers who are assigned to OASIS will not also serve as an in-person instructor.

B. Instructional Day: The weekly instructional minutes will not exceed the minutes reflected in the collective bargaining agreement (VIII-A). The instructional minutes will be comprised of both synchronous and asynchronous minutes.

C. Class Size:

TK-K	26 to 1 with a maximum of 27
1-3	26 to 1 with a maximum of 27
4-6	31 to 1 with a maximum of 32
Middle School	31 to 1 with a maximum of 32

**15. Independent Study (3-15 days):** Classroom teachers who agree to be assigned independent study students shall be time carded up to two (2) additional hours per week - per student at the Workshop/Preparation rate retroactive to July 1, 2021.

- a) School site identifies a teacher(s) who complete the IS Master Agreement, Student Learning Agreement [Appendix B] provide assignments in the four core area and ELD (where applicable) for middle school; all core areas including PE, SEL, and ELD (where applicable) for elementary school, and determines credit or no credit; or
- b) District IS teachers complete the IS Master Agreement, Student Learning Agreement, provide assignments, and determines credit or no credit.
- c) In extenuating circumstances, Independent Study may be extended.

**16. Special Education (SPED)**


- a) SPED OASIS Teachers/Providers (Speech and Language only students) will be primarily responsible for paperwork and facilitating IEPs for OASIS students. The OASIS teacher shall work in the capacity of the case manager until the student transitions back to in-person instruction. The SPED OASIS teacher and site teacher will collaborate as needed to draft present levels and academic goals.
- b) While special education students are enrolled in OASIS, the site teacher's attendance may be needed at annual or triennial meetings. Program reviews held to check student progress do not require the attendance of the site

teacher. Site teachers/providers will be required to attend IEP meetings (annual, triennial, or program review) when a request is made by the parent.


- c) If the Ed Specialist/Support Provider collaborating from the school site, and the OASIS Teacher/Support Provider is requested to work beyond their contractual day (after exhausting the four (4) hours of beyond school-based hours per month), they will be compensated on Extended Learning pay rate.

17. **Class Size/Combination classes:** Though multiple factors may affect enrollment for in-person classes, District will make a good faith effort to keep all in-person classrooms intact and avoid in-person combination classes as much as reasonably possible.
18. **Problem solving:** Upon either party's request, the District and OMTA will meet expeditiously to problem-solve workplace safety issues or unique instructional issues.
19. **Grievance procedure:** Disputes arising from the enforcement of this agreement are subject to the grievance procedure in the parties' collective bargaining agreement.
20. **Term of agreement:** This agreement shall be effective from July 1, 2021, through June 30, 2022. Either party may reopen this agreement for further negotiations if there is a significant change in the public health situation with regard to COVID-related regulations. Upon request of either party, there may be negotiations about the effects of COVID-related regulations.
21. **Ratification/Board Approval:** This agreement is subject to OMTA unit membership ratification, and the Ontario-Montclair School District Board of Trustees' approval. The conditions of this MOU shall apply at all District sites and to all unit members. Any modifications, as long as they are consistent with the current guidance, must be negotiated between the District and OMTA.
22. **Non-Precedent Setting:** This MOU shall not be precedent setting nor form any biases for a past practice.

For District:

 2/27/2024  
Hector Macias Date  
Asst. Superintendent, Human Resources

For OMTA:

 2/27/24  
Tracy Taylor Date  
OMTA President



## COVID-19 **STUDENT** Contact Tracing Quick Reference Guide

### District CAT Team

- Lead CAT Nurse
- CAT Nurses
- CAT Health Aides
- CAT Call Center Health Aide

### Site CAT Team

- Principal
- Nurse/Health Assistant
- ORC
- Other as determined by the Principal

### Student Contact Tracing Steps

1. Site CAT reports positive COVID student to District CAT via phone or email with the following:
  - a. School name
  - b. Student Name and District ID#
  - c. Positive COVID Test Date
  - d. Additional positive COVID members in the household (student, parent, etc.)
  - e. Range of dates student was on campus
  - f. **Staff** and **Student** name(s) with Student ID#'s in close contact to the positive student
    - i. Indoor Close Contacts - seated within 6 ft. of the positive student and spent >15 minutes together with proper masking (i.e. students, bus drivers, service providers, teachers, etc.).
    - ii. Outdoor Close Contacts - within 6 ft. of the positive student and spent >15 minutes together.
  - g. If applicable and available, class or bus seating charts (may include multiple classrooms).
2. District CAT provides Site CAT letter #1 [COVID Exposure Notification \(Spanish Version\)](#) to distribute to all students in positive student's class(es) – Letter #1 to be distributed by ORC or principal designee (paper, Class Dojo, School Loop, etc.).
3. District CAT provides Site CAT letter #2 [COVID Close Contact Notification \(Spanish Version\)](#) to distribute to identified close contacts through contract tracing by principal designee (paper, Class Dojo, School Loop, etc.), and only distributed to identified students determined as close contacts to a positive student.
  - a. District CAT calls close contacts (not entire class) to verbally explain modified quarantine process to families and offer district free test kits or refer to testing location.
  - a. District CAT instructs Site CAT to send a letter home after phone contact is made ([SPOT Contact Log](#)).
    - i. If District CAT is unsuccessful in contacting parents, they will notify the principal.
    - ii. If a positive case is reported late in the day (close to dismissal) on Monday-Thursday, District CAT contact tracing will resume the following day.
    - iii. If a positive case is reported late in the day (close to dismissal) on Friday, Blackboard message will be sent to classes by HWS Director and District CAT contact tracing will resume on next school day.
  - b. District CAT reports and creates an SB County Department of Public Health (SBCDPH) "intake event" on county COVID portal.
  - c. SBCDPH will advise and guide on any follow-up needed related to exposures
  - d. District CAT team will send follow-up email to the Principal, AP, Health Aide, Nurse, ORC, attendance clerk and office manager with dates when the positive student may return to school.
  - e. District CAT works closely with parents of students on modified quarantine and monitors test results should any students test positive and communicates to principals.
  - f. If parent elects full home quarantine after COVID exposure, parent will be instructed to follow up with school site for short term independent study during 10-day quarantine.
4. If a staff exposure is determined (by District or Site CAT) from a COVID positive student, HR will be notified by the District CAT lead. Principal will be informed accordingly. HR will conduct staff contact tracing with their HR-CAT and provide staff guidance.

## COVID-19 **STAFF** Contact Tracing Quick Reference Guide

### Identification & Tracing:

- The employee communicates to their site/department supervisor that they are symptomatic or have a confirmed COVID-19 test result.
  - If an employee tests positive for COVID-19 and is at home, instruct them to stay home.
  - If an employee is symptomatic while at work/school, send them home immediately.
- Supervisor contacts Human Resources immediately according to their point person noted below to work jointly with the site/department supervisors to conduct contact tracing:
  - [Josie.mejia@omsd.net](mailto:Josie.mejia@omsd.net): East Region schools and All Departments
  - [milissa.checchi@omsd.net](mailto:milissa.checchi@omsd.net): West region schools
- Contact tracing will be facilitated by HR management starting with interviewing the infected employee and close contact. The process consists of determining whether the infected employee has had prolonged direct contact with other employees, students or members of the community.
  - Direct contact: Employee(s) was not wearing a mask, was within six feet, and for a cumulative total of 15 minutes on any given day
  - HR will factor in vaccinated and unvaccinated status of employees in making a final determination to quarantine
- HR will collect demographic information of any individuals who may have been exposed to the infected employee and interview them. HR will identify the last date the exposed individual(s) may have been in contact with the infected employee.
  - HR documents the employee findings into a confidential system.
- The COVID positive employee and exposed employee(s) receive an email from HR providing direction on their working from home or taking leave over the ten-day quarantine.
  - A substitute is requested by the employee/school site as needed.
- The symptomatic employee will be directed to take the COVID-19 test after the 5<sup>th</sup> day of exposure. They may test with their medical provider, at a location administering the test (free clinic), or may request a test from their employer.
- The employee may return after a 10-day quarantine as long as they are not exhibiting COVID symptoms. HR to advise as needed.
- Supervisor at the site/department sends staff a communication informing them of the symptomatic/confirmed COVID-19 case.
- Supervisor/Human Resources will request a thorough cleaning of the infected employee work area and other potentially impacted areas on the day of the reported case(s).
  - Please note: disinfecting/fogging of classrooms and offices is occurring each evening.

Appendix B  
**ONTARIO-MONTCLAIR SCHOOL DISTRICT**  
**INDEPENDENT STUDY MASTER AGREEMENT (Short Term)**

Name of Student: \_\_\_\_\_  
School Enrolled: \_\_\_\_\_  
Student ID: \_\_\_\_\_  
Grade: \_\_\_\_\_  
Phone: \_\_\_\_\_

Parent/ Guardian Name: \_\_\_\_\_  
Duration of Agreement: \_\_\_\_\_ Beginning Date: \_\_\_\_\_ End Date: \_\_\_\_\_

This agreement defines the school, student and parent/guardian responsibilities for engagement in this Independent Study Program.

**School Responsibilities:**

- This agreement is designed to support the student in successfully meeting the objectives and completing the assignments identified in the *Student Learning Agreement* in conjunction with this *Master Agreement*. With the support of the parent or guardian, the student will submit assignments on or before the due date specified in the *Student Learning Agreement*.
- The Ontario-Montclair School District will provide teacher services, instructional materials, and other necessary items and resources as specified for each assignment, including student devices and internet connectivity (as needed).
- All course work will be consistent with the Ontario-Montclair School District adopted curriculum. The *Student Learning Agreement* includes the course/subject, objectives, study methods, evaluation methods, and resources covered by this agreement.
- Independent Study is a voluntary optional alternative in which no pupil may be required to participate; a classroom option will always be available to the student. In the case of a pupil who is referred or assigned pursuant to Education Code 48915 or 48917, an alternative classroom has been offered and is available at all times at the school specified above.
- The student's work will be evaluated by the method specified in the *Student Learning Agreement*.
- The student agrees to meet with or report to the teacher regularly, in accordance with the frequency, time, and location specified in the *Student Learning Agreement*.
- Participation in Independent Study may extend to one trimester/semester and is renewable for a period not to exceed one full school year.
- The classroom teacher will meet with the student twice per month to monitor student progress and provide feedback. This may be done in person, via video conferencing or by telephone.

**Student Responsibilities:**

*I understand that:*

- Independent Study is a form of education for which I have volunteered and I will always have a classroom option available.
- I am entitled to textbooks and supplies, supervision by a teacher and all the services and resources received by other students enrolled in my grade.
- I have the same rights as other students in my grade at my school, and I must follow the discipline code and behavior guidelines of the school and the district.
- If I do not complete three consecutive assignments, my incomplete work will result in review of my agreement and I may not be allowed to continue in Independent Study.
- FOR 15 DAYS OR MORE: I will participate in daily, live instruction (TK-3); daily, live interaction and weekly, live instruction (4-8) as directed by my teacher. Methods of study will include synchronous and asynchronous learning.

*I agree to:*

- Be supervised by and report to the assigned teacher, in accordance with the frequency, time, and location specified in the *Student Learning Agreement*.
- Complete my assigned work by its due date, as explained by my teacher and described in my written assignments.
- Meet with my teacher twice monthly, in person, via video conferencing or by telephone.

**Parent/Guardian Responsibilities:**

*I understand that the purpose of Independent Study is to provide a voluntary educational alternative for my child. I agree to the conditions listed under "Student." I also understand that:*

- Learning objectives are consistent with and evaluated in the same manner that they would be if enrolled in a regular school program.
- If my child has an individualized educational program (IEP), the IEP must specifically provide for his or her enrollment in Independent Study.
- Unless otherwise indicated, the supervising teacher who signs this agreement will meet with my child twice monthly as specified in the *Student Learning Agreement* to direct student learning and measure progress toward the objectives in this agreement. It is my responsibility to promptly reschedule any missed appointment.
- I am responsible for supervising my child while he or she is completing the assigned work and for ensuring the submission of all completed assignments necessary for evaluation.
- FOR 15 DAYS OR MORE: My child will participate in daily, live instruction (TK-3); both daily, live interaction and weekly, live instruction (4-8) as directed by my child's teacher.
- I am liable for the cost of replacement or repair for willfully damaged books and other school property checked out to my child.
- It is my responsibility to provide any needed transportation for my child's scheduled meetings and any other travel covered by this agreement.
- I have the right to appeal to the Child Welfare and Attendance Director, any decision about my child's placement or school program in accordance with the Ontario-Montclair School District's policies and procedures.
- I understand that if my student fails to adhere to the terms of this agreement, he/she may be subject to return to a school-based, in-person program.

**AGREEMENT:**

We have read these responsibilities and the *Student Learning Agreement* and hereby agree to all conditions set forth within.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_

Supervising Teacher: \_\_\_\_\_ Date: \_\_\_\_\_



ONTARIO-MONTCLAIR SCHOOL DISTRICT  
Student Learning Agreement (Short Term)

Student Name:  
ID Number:  
School Name:  
Classroom Teacher:  
Grade:  
Special Program(s):  
English Learner:

Duration of Agreement \_\_\_\_\_ Beginning Date \_\_\_\_\_ End Date \_\_\_\_\_

**SCHEDULE FOR REPORTING OR SUBMITTING ASSIGNMENTS TO ASSIGNED TEACHER:**

The student shall submit assignments to the assigned teacher for evaluation according to the frequency and time as indicated on the teacher's Google Classroom.

*Satisfactory progress includes completion of a minimum of 80% of assigned work by the scheduled due date for full credit. Incomplete assignments will result in re-evaluation of this student's Independent Study agreement as indicated on the Master Agreement.*

**OBJECTIVES AND METHODS OF STUDY:**

The student will have access to school district personnel, curriculum, textbooks, supplementary materials, and community resources that are available to all other students in the school. The following lists specific assignments, materials and due dates for those assignments. **Assignments may be issued weekly using the format below.**

Subject Area/Course: ELA, Math, Social Studies, Science			
Materials			Due Date
Evaluation:	___ Written performance	___ Verbal performance	___ Completion of assignments
	___ Other:		

**I HAVE READ THE TERMS OF THIS AGREEMENT AND HEREBY AGREE TO ALL THE CONDITIONS SET FORTH.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher log of work completion/time value/apportionment credit assigned, please use the Independent Study ADA Credit Record Form: [Independent Study ADA Credit Record Form](#)

**SUPERVISING TEACHER EVALUATION/CERTIFICATION STATEMENT**

My signature below indicates that I, the assigned supervising teacher, have personally evaluated the time value (apportionment credit) of the student's work products, or that I have personally reviewed the evaluation made by other certificated teachers.

Supervising Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Independent Study files must be maintained by the school site for each student and kept for three full school years for auditing purpose)

## DISTRICT Independent Study Process

**Short-Term** [3-14 days] and **Extended Short-Term** [15+ days]

### School Site Steps

#### SCHOOL OFFICE RESPONSIBILITIES

1. Check Q to determine how many days the student has participated in Independent Study at this point (add together all 'I' and 'J' codes)
2. If the student is within 3-14 days, refer to **Short-Term IS**. If the student is at 15+ days, refer to **Extended Short-Term IS**
3. Ask the parent AND student to sign the [master agreement and the student learning agreement](#)
  - a. OPTIONS -
    - i. Wet signature
    - ii. Digital signature
    - iii. Email consent - send the agreements, parent responds in the body of the email that they agree
4. Send the signed agreements (and consent) to [Christina.Jimenez@omsd.net](mailto:Christina.Jimenez@omsd.net)
5. Provide a laptop
6. Provide the parent with the "[Short-Term Independent Study One Pager](#)" (ONLY FOR GOOGLE CLASSROOM OPTION)
7. Complete the [Short-Term Independent Study Form \(gen ed., RSP, Speech\)](#) or [Short-Term Independent Study Form \(SDC\)](#).
8. All Extended Short-Term IS students will go through the district for the live instruction/live interaction components. Indicate on the form from step 7 above if a paper packet is being sent home or if the district is providing Google Classroom assignments.

#### DISTRICT OFFICE RESPONSIBILITIES

Short-Term IS [3-14 days]	Extended Short-Term IS [15+ days]
9. District teacher will call parent to sign the master agreement and student learning agreement (if it hasn't been done)	
10. District teacher will assign student to Google Classroom	
11. District will provide laptop (if it hasn't been done)	
12. District teacher will check work at the end of the short-term independent study term ** and send a file folder to the site with: <ol style="list-style-type: none"> <li>a. Master Agreement</li> <li>b. Student Learning Agreement</li> <li>c. Student work samples</li> <li>d. ADA credit form</li> </ol>	12. District teacher will check work at the end of the short-term independent study term ** and send a file folder to the site with: <ol style="list-style-type: none"> <li>a. Master Agreement</li> <li>b. Student Learning Agreement</li> <li>c. Student work samples (if applicable)</li> <li>d. ADA credit form (if applicable)</li> <li>e. <a href="#">Extended short-term IS weekly engagement record</a></li> <li>f. <a href="#">Extended short-term IS participation record</a></li> </ol>

#### SCHOOL OFFICE RESPONSIBILITIES

13. Check the ADA credit form to give credit to the student in Q (I=no credit and J=credit)
14. If the student has not signed the agreements, obtain a student signature
15. File the paperwork in the student's cumulative file - keep for 3 years

\*\* If a student returns to school prior to the end of the independent study term or if a parent indicates to you they no longer want independent study, email [Christina.Jimenez@omsd.net](mailto:Christina.Jimenez@omsd.net)

\*\*\* Parent questions here: [bit.ly/parentis](http://bit.ly/parentis)



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 Ontario-Montclair School District SCHOOL DISTRICT

WITH THE Certificated Ontario-Montclair Teachers Assoc (OMTA) BARGAINING UNIT (BU)

To be acted upon by the Governing Board at its meeting on :	(enter Date)	10/7/2021
Budget Revisions to be INPUT no later than 45 days after approval: (will calc + 45 days)		11/21/2021
Estimated Agreement Payment Date	(enter Date)	10/1/2021

### 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: <u>OMTA - Certificated Teachers - Short Term I/S</u>	1,114.0
Classified: <u>Enter Name of BU - Status</u>	0.0

#### Section 2: PERIOD OF AGREEMENT

The proposed agreement covers the period beginning on:	(enter Begin Date)	7/1/2021
and ending on:	(enter End Date)	6/30/2022

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

Fiscal Years:			
Reopeners: Yes or NO ?			
if Yes, what Areas?			

### 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):	\$ 128,286,893.00
Current Year Salary Cost After Settlement (Include any retroactive pay increases or (decreases) or one time bonuses/stipends or (reductions), as applicable):	\$ 128,611,233.00
Total Cost Increase or (Decrease):	\$324,340.00
Percentage Increase or (Decrease):	0.25%

#### 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	0.00% per employee
% increase or (decrease) for one-time bonus/stipend or (salary reduction)	0.00% per employee
<u>Step &amp; column</u>	
average % annual change over the prior year schedule	0.00% per employee
<b>TOTAL PERCENTAGE CHANGE FOR AVERAGE REPRESENTED EMPLOYEE</b>	<b>0.00% per employee</b>

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

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:

\$ 29,858,617.00

Proposed Costs:

\$ 29,932,664.00

Total Cost Increase or (decrease):

\$74,047.00

Percentage Change:

0.25%

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

Total Health and Welfare Costs:

Current Costs:

\$ 13,873,430.00

Proposed Costs:

\$ 13,873,430.00

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 - 2021-2022: \$8,939

Two Party - 2021-2022: \$15,018

Family - 2021-2022: \$19,189

Current Cap:

\$ 19,189.00

Proposed Cap:

\$ 19,189.00

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

\$ 128,286,893.00

Benefits

\$ 43,732,047.00

Total:

\$ 172,018,940.00

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

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

Salaries

\$ 128,611,233.00

Benefits

\$ 43,806,094.00

Total:

\$ 172,417,327.00

TOTAL COST INCREASE OR (DECREASE)

\$398,387.00

(This amount should tie to the multiyear projection sections for 1XXX-3XXX)

PERCENTAGE CHANGE

0.23%

1% CHANGE IN SALARY AND STATUTORY BENEFIT COSTS (prior to any settlements):

\$ 1,581,455.10

# SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair School District

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).**

MOU for the period of July 1, 2021 through June 30, 2022. Classroom teachers who agree to be assigned independent study (3-15 days) students shall be time carded up to two (2) additional hours per week/per student at the Workshop/Preparation rate retroactive to July 1, 2021.

**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 %)

\$	347,296,027.00
	3%
\$	10,418,880.81

## 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)

11/21/2021

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

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			2021 -2022
	(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
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.	Latest Board-Approved Budget Before Settlement - As of 6/17/2021	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)
<b>OPERATING REVENUES: LCFF ADA</b>	ADA= 18,064			ADA= 18,064
LCFF Sources (8010-8099)	226,126,644.00	0.00	0.00	226,126,644.00
Remaining Revenues (8100-8799)	102,875,060.00	0.00	0.00	102,875,060.00
<b>TOTAL</b>	<b>329,001,704.00</b>	<b>0.00</b>	<b>0.00</b>	<b>329,001,704.00</b>
<b>OPERATING EXPENDITURES</b>				
1000 Certificated Salaries	140,049,605.00	324,340.00	0.00	140,373,945.00
2000 Classified Salaries	47,786,147.00	0.00	0.00	47,786,147.00
3000 Benefits	86,569,243.00	74,047.00	0.00	86,643,290.00
4000 Instructional Supplies	25,316,408.00	0.00	0.00	25,316,408.00
5000 Contracted Services	35,290,469.00	0.00	0.00	35,290,469.00
6000 Capital Outlay	8,471,240.00	0.00	0.00	8,471,240.00
7000 Other	(102,694.00)	0.00	0.00	(102,694.00)
<b>TOTAL</b>	<b>343,380,418.00</b>	<b>398,387.00</b>	<b>0.00</b>	<b>343,778,805.00</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(14,378,714.00)</b>	<b>(398,387.00)</b>	<b>0.00</b>	<b>(14,777,101.00)</b>
Other Sources and Transfers In	131,694.00	0.00	0.00	131,694.00
Other Uses and Transfers Out	3,517,222.00	0.00	0.00	3,517,222.00
<b>CURRENT YEAR INCREASE/ (DECREASE) TO FUND BALANCE</b>	<b>(17,764,242.00)</b>	<b>(398,387.00)</b>	<b>0.00</b>	<b>(18,162,629.00)</b>
<b>BEGINNING FUND BALANCE 9791-92</b>	<b>80,862,751.00</b>			<b>80,862,751.00</b>
Prior-Year Adjustments 9793-95	0.00		0.00	0.00
<b>NET BEGINNING BALANCE</b>	<b>80,862,751.00</b>		<b>0.00</b>	<b>80,862,751.00</b>
<b>ENDING FUND BALANCE (EFB)</b>	<b>63,098,509.00</b>	<b>(398,387.00)</b>	<b>0.00</b>	<b>62,700,122.00</b>
<b>COMPONENTS OF ABOVE EFB:</b>				
Nonspendable (9711-9719)	693,457.00	0.00	0.00	693,457.00
Restricted (9740)	3,349,100.00	0.00	0.00	3,349,100.00
Committed (9750/9760)	48,649,022.80	(410,338.61)	0.00	48,238,684.19
Assigned (9780)	0.00	0.00	0.00	0.00
Reserve Economic Uncertainties (9789)	10,406,929.20	11,951.61	0.00	10,418,880.81
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
<b>FUND 17 RESERVES (9789) or N/A</b>	<b>\$ -</b>			<b>\$ -</b>

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:

MOU for the period of July 1, 2021 through June 30, 2022 for short term independent study.



# SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair School District

SCHOOL DISTRICT

First Subsequent Year 2022 - 2023			
(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
Latest Board- Approved Budget Before Settlement - As of _____ 6/17/2021	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)
ADA= 17,464			ADA= 17,464
<b>OPERATING REVENUES: LCFF ADA</b>			
LCFF Sources (8010-8099)	215,523,369.00	0.00	215,523,369.00
Remaining Revenues (8100-8799)	96,527,515.00	0.00	96,527,515.00
<b>TOTAL</b>	<b>312,050,884.00</b>	<b>0.00</b>	<b>312,050,884.00</b>
<b>OPERATING EXPENDITURES</b>			
1000 Certificated Salaries	134,294,198.00	0.00	134,294,198.00
2000 Classified Salaries	46,667,930.00	0.00	46,667,930.00
3000 Benefits	88,010,385.00	0.00	88,010,385.00
4000 Instructional Supplies	17,775,223.00	0.00	17,775,223.00
5000 Contracted Services	31,690,679.00	0.00	31,690,679.00
6000 Capital Outlay	6,957,743.00	0.00	6,957,743.00
7000 Other	(102,694.00)	0.00	(102,694.00)
<b>TOTAL</b>	<b>325,293,464.00</b>	<b>0.00</b>	<b>325,293,464.00</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(13,242,580.00)</b>	<b>0.00</b>	<b>(13,242,580.00)</b>
Other Sources and Transfers In	131,694.00	0.00	131,694.00
Other Uses and Transfers Out	3,617,222.00	0.00	3,617,222.00
<b>CURRENT YEAR INCREASE/ (DECREASE) TO FUND BALANCE</b>	<b>(16,728,108.00)</b>	<b>0.00</b>	<b>(16,728,108.00)</b>
<b>BEGINNING FUND BALANCE (9791) (Pulls from prior year EFB)</b>	62,700,122.00		62,700,122.00
Prior-Year Adjustments (9792-9795)			0.00
<b>NET BEGINNING BALANCE</b>	<b>62,700,122.00</b>		<b>62,700,122.00</b>
<b>ENDING FUND BALANCE (EFB)</b>	<b>45,972,014.00</b>	<b>0.00</b>	<b>45,972,014.00</b>
<b>COMPONENTS OF EFB (above):</b>			
Nonspendable (9711-9719)	693,457.00	0.00	693,457.00
Restricted (9740)	3,349,100.00	0.00	3,349,100.00
Committed (9750/9760)	32,062,136.42	0.00	32,062,136.42
Assigned (9780)	0.00	0.00	0.00
Reserve Economic Uncertainties	9,867,320.58	0.00	9,867,320.58
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	\$ -	OK	\$ -
FUND 17 RESERVES (9789) or N/A	\$ -		\$ -

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

# SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair School District

SCHOOL DISTRICT

Second Subsequent Year 2023 - 2024			
(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
Latest Board- Approved Budget Before Settlement - As of _____ 6/17/2021	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)
ADA= 17,053			ADA= 17,053
LCFF Sources (8010-8099)	214,380,871.00	0.00	214,380,871.00
Remaining Revenues (8100-8799)	70,820,972.00	0.00	70,820,972.00
<b>TOTAL</b>	<b>285,201,843.00</b>	<b>0.00</b>	<b>285,201,843.00</b>

## OPERATING REVENUES: LCFF ADA

LCFF Sources (8010-8099)	214,380,871.00
Remaining Revenues (8100-8799)	70,820,972.00
<b>TOTAL</b>	<b>285,201,843.00</b>

## OPERATING EXPENDITURES

1000 Certificated Salaries	134,928,391.00	0.00	0.00	134,928,391.00
2000 Classified Salaries	47,006,796.00	0.00	0.00	47,006,796.00
3000 Benefits	86,048,083.00	0.00	0.00	86,048,083.00
4000 Instructional Supplies	6,942,601.00	0.00	0.00	6,942,601.00
5000 Contracted Services	24,690,679.00	0.00	0.00	24,690,679.00
6000 Capital Outlay	1,957,743.00	0.00	0.00	1,957,743.00
7000 Other	(102,694.00)	0.00	0.00	(102,694.00)
<b>TOTAL</b>	<b>301,471,599.00</b>	<b>0.00</b>	<b>0.00</b>	<b>301,471,599.00</b>

## OPERATING SURPLUS/(DEFICIT)

	(16,269,756.00)	0.00	0.00	(16,269,756.00)
Other Sources and Transfers In	131,694.00	0.00	0.00	131,694.00
Other Uses and Transfers Out	3,617,222.00	0.00	0.00	3,617,222.00
<b>CURRENT YEAR INCREASE/ (DECREASE) TO FUND BALANCE</b>	<b>(19,755,284.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>(19,755,284.00)</b>

## BEGINNING FUND BALANCE (9791)

(Pulls from prior year EFB)

Prior-Year Adjustments (9792-9795)

## NET BEGINNING BALANCE

45,972,014.00			45,972,014.00
			0.00
<b>45,972,014.00</b>			<b>45,972,014.00</b>

## ENDING FUND BALANCE (EFB)

26,216,730.00	0.00	0.00	26,216,730.00
---------------	------	------	---------------

## COMPONENTS OF EFB (above):

(use whole rounded numbers only)

Nonspendable (9711-9719)	693,457.00			693,457.00
Restricted (9740)	3,349,100.00			3,349,100.00
Committed (9750/9760)	13,021,508.37			13,021,508.37
Assigned (9780)	0.00	0.00		0.00
Reserve Economic Uncertainties	9,152,664.63	0.00	0.00	9,152,664.63
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	\$ -			\$ -

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



## SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair School District

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 for the period of July 1, 2021 through June 30, 2022. No impact in 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)*:

MOU for the period of July 1, 2021 through June 30, 2022 regarding safety measures and instructional practices for the 2021-2022 school year. Classroom teachers who agree to be assigned independent study (3-15 days) students shall be time carded up to two (2) additional hours per week/per student at the Workshop/Preparation rate retroactive to July 1, 2021.

**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 ESSER II funding.

# SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

Ontario-Montclair School District

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	
			\$11,656.00
(B)	Less Prior-Year (PY) LCFF BASC Calculator Rate per ADA: (PY LCFF Entitlement per ADA, FCMAT LCFF Calculator, Calculator Tab, Row 79)		\$11,110.00
(C)	= Amount of Current-Year Increase or (decrease): (A) minus (B)		546.00
(D)	= Percentage Increase or (decrease) in LCFF per ADA: (C) divided by (B)		4.91%
(E)	ADA Increase/(Decrease) from Prior Year as % Current year P-2 LCFF funded ADA (greater of PY guarantee or current year)		0.00%
		19,399.33	
	Prior Year P-2 LCFF funded ADA (greater of PY guarantee or current year)	19,399.33	
(F)	Total LCFF % increase or (decrease) plus ADA % change		4.91%
(G)	Indicate Total Settlement Percentage Change from Section 5		0.23%

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

N/A

## 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.

*[Signature]*  
District Superintendent - signature

*[Signature]*  
Chief Business Official - signature

1 OCT 2021

9/30/21 Date

9/30/21 Date

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on Thursday, October 7, 2021 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**

**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

**10/07/21**

**A. PERIOD OF AGREEMENT:**

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

**07/01/21**

**08/30/22**

**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

**\$172,018,940.00**

2. Current Year Costs After Agreement

**\$172,417,327.00**

3. Total Cost Change

**\$398,387.00**

4. Percentage Change

**0.23%**

5. Value of a 1% Change

**\$1,581,455.10**

**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**

**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	\$43,732,047.00
2.	Cost of Benefits After Agreement	\$43,806,094.00
3.	Percentage Change in Total Costs	0.17%

**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:	\$347,296,027.00
2.	Percentage Reserve Level State Standard for District:	3.0%
3.	Amount of State Minimum Reserve Standard:	\$10,418,880.81

**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)	\$10,418,880.81
5.	Unassigned/Unappropriated (Object 9790)	
6.	<b>Total Reserves: (Object 9789 + 9790)</b>	<b>\$10,418,880.81</b>

**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:	\$10,418,880.81
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**

**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 for the period of July 1, 2021 through June 30, 2022. No impact in subsequent years.

**H. NARRATIVE OF AGREEMENT**

MOU for the period of July 1, 2021 through June 30, 2022 regarding safety measures and instructional practices for the 2021-2022 school year. Classroom teachers who agree to be assigned independent study (3-15 days) students shall be time carded up to two (2) additional hours per week/per student at the Workshop/Preparation rate retroactive to July 1, 2021.

**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 ESSER II funding.



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

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.*

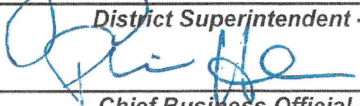
**We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.**



District Superintendent - signature

1 OCT 2021

Date



Chief Business Official- signature

9/30/21

Date

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on 10/7/2021 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

October 7, 2021

**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 Chapter #108 regarding COVID-19 Safety Measures for the 2021-2022 School Year**

---

**REQUESTED ACTION**

Approve the Memorandum of Understanding (MOU) between the Ontario-Montclair School District (OMSD) and California School Employees Association Chapter #108 (CSEA) Regarding COVID-19 Safety Measures for the 2021-2022 school year.

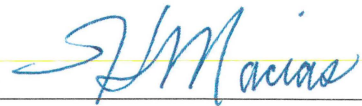
**BACKGROUND INFORMATION**

The District and CSEA (Parties) recognize the importance of maintaining safe facilities and operations. The District has adopted and diligently implemented measures that mitigate the spread of the virus that causes COVID-19. The District's operations will adhere to current safety standards and/or consider guidance from the California Department of Public Health (CDPH), California Department of Education, California Division of Occupational Safety and Health (Cal/OSHA), federal Center for Disease Control and Prevention, Federal Occupational Safety and Health Administration, and county public health authorities. The District shall provide reasonable support and time to ensure adherence to applicable standards.

In preparation for the 2021-2022 school year, the District acknowledges that all students and employees' physical and social emotional wellness is a priority to ensure a safe and caring learning and working environment. The District recognizes that schools are critical to daily life and that collaboration between local public health, education officials, and educators is the best means to determine and balance competing concerns surrounding the start of the school year.

OMSD and CSEA recognize and agree that maintaining safe facilities and operations remains necessary at this time and agree to the MOU, Exhibit A. The MOU will expire on June 30, 2022, and either party may reopen this agreement for further negotiations if there is a significant change in the public health situation with regard to COVID-related regulations.

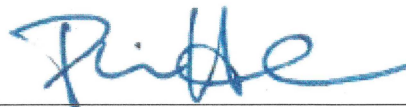
Prepared by: Hector Macias, Assistant Superintendent, Human Resources



**FINANCIAL IMPLICATIONS**

The MOU has no direct financial implications.

Reviewed by: Phil Hillman, Chief Business Official



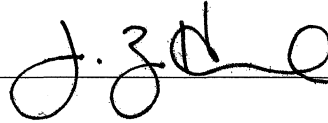
**Memorandum of Understanding between the Ontario-Montclair School District (District) and California School Employees Association Chapter #108 (CSEA) Regarding COVID-19 Safety Measures for the 2021-2022 School Year**

October 7, 2021

**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board approve Memorandum of Understanding between the Ontario-Montclair School District and California School Employees Association Chapter #108 (CSEA) Regarding COVID-19 Safety Measures for the 2021-2022 school year.

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**  
**MEMORANDUM OF UNDERSTANDING**  
*By and Between*  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its ONTARIO-MONTCLAIR CHAPTER**  
**#108**  
*And the*  
**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

**CORONAVIRUS SAFETY FOR 2021-2022**

September 3, 2021

This memorandum is agreed between Ontario-Montclair School District (District) and the California School Employees Association and its Chapter 108 (together "CSEA) concerning safety issues related to the coronavirus (SARS-CoV-2) pandemic for the 2021-2022 school year.

The District and CSEA ("Parties") recognize the importance of maintaining safe facilities and operations. The District and CSEA agree as follows regarding the CSEA-represented bargaining unit:

For the purposes of this agreement, the District will adhere to applicable standards from the following organizations: to official safety standards and/or guidance to the greatest extent possible from the California Department of Public Health, California Department of Education, California Division of Occupational Safety and Health (Cal/OSHA), Federal Center for Disease Control and Prevention, Federal Occupational Safety and Health Administration, and county public health authorities. The District will clearly communicate and enforce the applicable standards and/or guidance referenced previously.

**1. Face Coverings:**

The District shall follow Cal/OSHA regulations and CDPH guidelines for K-12 on face coverings.

**2. Personal Protective Equipment (PPE):**

The District shall provide sufficient PPE to bargaining-unit employees, including face coverings. "Sufficient PPE" may differ depending on the job classification and tasks required of the employee.

**3. Screening and Prevention:**

The District shall adhere to general guidance of screening requirements for students, staff, and community.

For community:

- Visitors will continue to symptom screen at school sites or departments;
- Non-essential visitors will be limited to entry at the front office and reasonable occupancy will be monitored; and
- Essential visitors will be asked to follow the current protocols.

For students:

- Provide the families with the list of COVID-19 symptoms and be instructed to monitor their children symptoms and keep them at home if they are exhibiting illness and to be tested SARS-CoV2 if necessary;
- Staff shall monitor for symptoms and refer students to the site COVID-19 Action Team (CAT) if necessary; and
- The District shall send out reminders to parents regarding symptoms and exposure using a practical method such as text message reminder, an online, and/or phone.

For staff:

- Provide multiple options for self-screening to be done daily (e.g. online application, paper screening tool, or temperature check, in coordination of other self-screening);
- Provide staff members with the list of COVID-19 symptoms and be instructed to call in sick and stay home if having symptoms of COVID-19 and to get tested for SARS-CoV2;
- Provide an isolation area for any unit member exhibiting one or more symptoms of COVID-19 while at school, and providing instructions for unit members for proper procedure should such symptoms arise; and
- Ensure that symptomatic individuals are excluded from District sites and are permitted to return only according to applicable public-health guidance in such a way as to prevent transmission of the virus; this may include testing to rule out COVID-19.

**4. Sanitation:**

In the event that a COVID-19 infection is reported, the District shall respond with detailed cleaning. “Detailed Cleaning” is defined as any deep, disinfecting 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.

**5. Required Testing:**

The District shall follow Cal/OSHA and CDPH regulations related to testing.

**6. Notification and Monitoring:**

The District will inform CSEA President, as soon as practicable, should it learn of a confirmed or suspected COVID-19 infection of District employees or students and which campus or worksite said infection was found. The District and CSEA will maintain privacy rights under HIPAA and CMIA. The District will inform bargaining unit members at the site of a confirmed COVID-19 infection of District employees or visitors that may have come into contact. The District shall conduct contact tracing when any on-site person(s) have tested positive for COVID-19.

**7. Vaccination Attestation:**

All unit members must attest their vaccination status through the OMSD Vaccination Self-Attestation Survey. Unit members who are fully vaccinated must record their vaccination status with the District's Human Resource Department by presenting their vaccine card, and image of the vaccine card, a health care document showing vaccination status.

**8. COVID-19 Testing:**

COVID-19 testing will occur during a unit member's work hours and shall occur on paid time. Unit members who fall under the required weekly testing for unvaccinated status and elect not to test at the worksite must use their own applicable leaves and must coordinate in advanced with the Human Resources Department.

Testing will occur at the unit member's primary worksite or satellite location. The point of contact shall be their immediate supervisor. Testing will occur on an assigned day(s) of the weekday at a times mutually acceptable to the unit member and designated by their supervisor. Bargaining unit members shall receive information on COVID-19 testing and locations.

- a) Itinerate unit members shall be tested at designated location(s) and times to be determined. The point of contact shall be their immediate supervisor;
- b) In the event a unit member is not available to be tested at the set date and time required by their site, they shall be tested upon the first date of return to work;
- c) Unit members shall follow the established process for submitting their weekly testing;
- d) Unit members shall be notified of their test results as soon as they become available;
- e) Based upon availability, vaccinated unit members who elect to take a COVID-19 test due to exhibiting COVID-19 symptoms to a COVID-19 case shall be provided the opportunity to be tested for COVID-19 at their primary work site during a mutually agreeable time between the unit member and their supervisor; and
- f) The District shall follow all established privacy requirements to ensure confidentiality of unit member information.

**9. Quarantine and Return to Work Criteria for Positive COVID-19 Test:**

Bargaining unit members shall be excluded from District facilities for the purposes of quarantine, in accordance with CDPH and Cal/OSHA standards [Appendix A].

These provisions do not prohibit a unit member from remote work options, upon mutual agreement between the bargaining unit member and the immediate supervisor, given that the essential functions may be completed remotely.

- a. Workplace exposure procedures for staff and students [Appendix B].

#### **10. 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 2021 COVID-19 Supplemental Paid Sick Leave to the extent provided by law, which expires on September 30, 2021. Bargaining unit members may contact the Payroll Department for more information.

In addition to the above 2021 COVID-19 Supplemental Paid Sick 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.

In circumstances for workplace exposure [Appendix B] shall be followed.

After September 30, 2021, in coordination with [Appendix B], if contact tracing determines the bargaining unit member contracted COVID-19 at the workplace, the District will place the employee on Paid Administrative Leave. If they can complete their essential functions from home, the District will place the bargaining unit member on a "Work From Home" status. 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 the 2021 COVID-19 Supplemental Paid Sick Leave, if available.

#### **11. Specific Out of Class for Job Classifications 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.

#### **12. 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 assisting with front office support, parent phone calls, and COVID-19 Action Team (CAT) deliverables.

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.

(Ref. H 2.6)



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.

**13. Vaccination Leave:**

The District will provide up to two (2) hours through September 30, 2021 of paid leave, which does not draw from existing leave entitlement (but may draw from SB95 leave), for bargaining unit employees to be vaccinated against COVID-19, including reasonable time to travel to or from a vaccine appointment. Should side effects preclude working, and time for a booster shot be recommended by public health authorities, the unit member may utilize applicable leave (including SB 95).

**14. No Retaliation:**

The District acknowledges that employees have the right to be free from retaliation on bringing potential workplace safety hazards to the District's attention or to the attention of enforcement authorities. Employees shall also be free from retaliation for reporting COVID-19 symptoms or potential exposure.

**15. Problem Solving:**

Upon either party's request, the District and CSEA will meet expeditiously to problem-solve about workplace safety issues.

**16. Grievance Procedure:**

Disputes arising from the enforcement of this agreement are subject to the grievance procedure in the parties' collective bargaining agreement.

**17. Term of the Agreement:**


This agreement shall be effective from July 1, 2021, through June 30, 2022. Either party may reopen this agreement for further negotiations if there is a significant change in the public health situation with regard to COVID-19 related regulations. Upon request of either party, there may be negotiations about the effects of COVID-19 related regulations.


This agreement is subject to CSEA's Policy 610 review, unit membership ratification, and the Ontario-Montclair School District Board of Trustees approval.

This MOU shall not be precedent setting nor form any biases for a past practice.



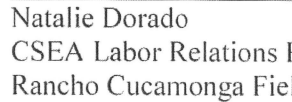
For the District


 9/7/2021  
Hector Macias *Date*  
Assistant Superintendent, Human Resources  
Ontario Montclair School District

 9-7-2021  
Robert Gallagher *Date*  
Executive Director, Human Resources  
Ontario Montclair School District

For the Association

 09/07/21  
Chris Vargas-Rojas *Date*  
CSEA President  
Chapter #108 Ontario Montclair

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

  
Noah Snyder  
CSEA Labor Relations Representative  
Rancho Cucamonga Field Office

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

October 7, 2021

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

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

**SUBJECT:** **Adoption of Resolution 2021-22-39, Allowing Legal Provisions Authorizing Staff to Teach Local Assignments for the 2021-2022 School Year**

---

**REQUESTED ACTION**

Approve the adoption of Resolution 2021-22-39, allowing Legal Provisions Authorizing Staff to Teach Local Assignments for the 2021-2022 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 2021-2022 school year are appropriate and that the conditions required by law have been met. Attachment A, included as part of the Resolution 2021-22-39, is a comprehensive list of the District's 2021-2022 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 2021-22-39, allowing Legal Provisions Authorizing Staff to Teach Local Assignments for the 2021-2022 school year.

Approved by: James Q. Hammond, Superintendent 

**Exhibit A**

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

October 7, 2021

**RESOLUTION 2021-22-39**

**ALLOWING LEGAL PROVISIONS AUTHORIZING STAFF  
TO TEACH LOCAL ASSIGNMENTS FOR THE 2021-2022 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 2021-2022 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 seventh day of October 2021, by the Board of Trustees, Ontario-Montclair School District, County of San Bernardino, California.

Attest:



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

**Adoption of Resolution 2021-22-39, Allowing Legal Provisions Authorizing Staff to Teach Local Assignments for the 2021-2022 School Year**

October 7, 2021

**Attachment A**

NAME	SITE	COURSE	CREDENTIAL	LOCAL ASSIGNMENT OPTION	ED CODE
Hurley, Malinda	Oaks Middle School	Photography	Clear Single Subject English; Clear Multiple Subject	AA in Photography	EC §44256(b)
Kapoor, Mona	Oaks Middle School	Integrated Science	Clear Single Subject Teaching Credential, Home Economics; Supplemental Auth Biological Science	23.5 Semester units science	EC §44258.2
Aref, Dalia	Serrano Middle School	Arabic Culture & Language	Clear Multiple Subject Teaching Credential	15 units in Arabic	EC §44256(b)
Canape, Gina	Serrano Middle School	Journalism	Clear Multiple Subject Teaching Credential	12 units in English	EC §44256(b)
Perri, Michelle	Serrano Middle School	Social Studies 7	Clear Multiple Subject Teaching Credential	16 units in Social Science	EC §44256(b)
Westbrook, Judy	Vernon Middle School	Yearbook	Clear Multiple Subject Teaching Credential	14 2/3 semester units English	EC §44256(b)
Morissett, Matthew	Wiltsey Middle	Drama	Prelim Single Subject Soc Science	24 units in English	EC §44258.2

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

# Information/Correspondence

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

October 7, 2021

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

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

**SUBJECT:** San Bernardino County Superintendent of Schools Review of OMSD's 2021-2022 Adopted Budget

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**REQUESTED ACTION**

Receive for information the San Bernardino County Superintendent of Schools Review of OMSD's 2021-2022 Adopted Budget.

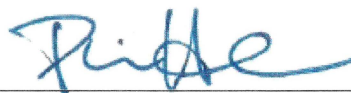
**BACKGROUND INFORMATION**

In accordance with California Education Code (EC) Section 42127, the San Bernardino County Superintendent of Schools reviews the District's 2021-2022 Adopted Budget and determines whether it complies with the criteria and standards adopted by the State Board of Education and whether it allows the District to meet its financial obligations for the current fiscal year, as well as satisfy its multi-year financial commitments.

The San Bernardino County Superintendent of Schools has reviewed the Adopted Budget submitted by the District, which is presented as Exhibit A.

Based on the San Bernardino County Superintendent of Schools analysis, the data provided supports the Board's Positive Certification of the District's financial condition and ability to meet its financial obligations in the current and two subsequent years.

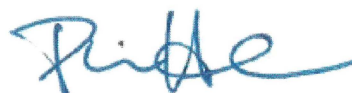
Prepared by: Phil Hillman, Chief Business Official



**FINANCIAL IMPLICATIONS**

None.

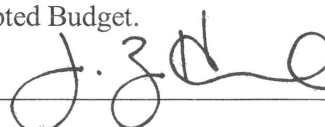
Reviewed by: Phil Hillman, Chief Business Official



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends the Board receive for information the San Bernardino County Superintendent of Schools Review of OMSD's 2021-2022 Adopted Budget.

Approved by: James Q. Hammond, Superintendent





## Exhibit A



### San Bernardino County Superintendent of Schools

*Transforming lives through education*

Ted Alejandro  
County Superintendent

SUPERINTENDENT'S OFFICE  
21 SEP 23 AM 11:05

September 13, 2021

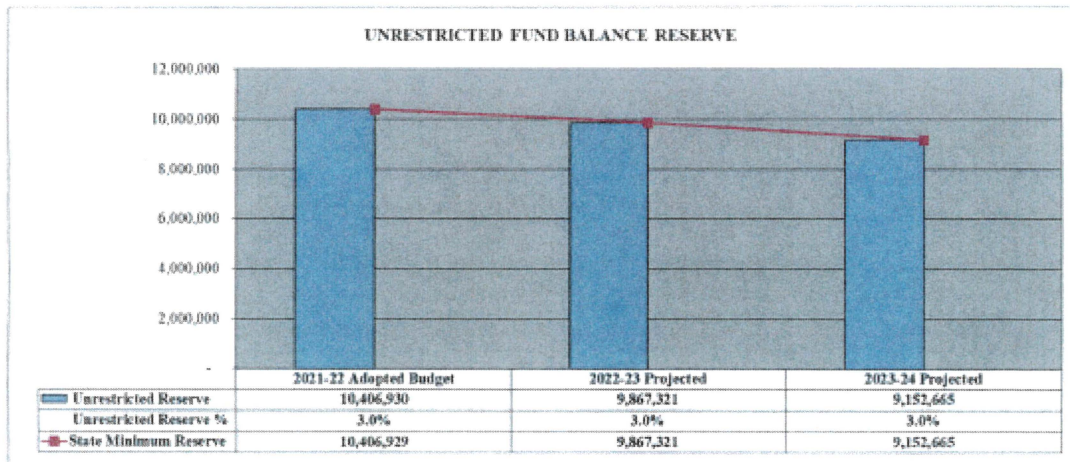
Elvia M. Rivas  
Board President  
Ontario-Montclair Elementary School District  
950 West D Street  
Ontario, CA 91762

Dear Ms. Rivas:

Thank you for the submission of the 2021-22 Adopted Budget. We recognize the district's efforts in the development of a budget and financial plan that provides for ongoing financial stability. The Governor signed the State Budget Act on June 29, 2021, AB 104 on July 2, 2021, and the Education trailer bill on July 9, 2021. The provisions of these bills, coupled with the advice contained in the Common Message – Adopted Budget/45-Day Revision 2021, were used in our review.

The Education Support Services (ESS) Local Control Accountability Plan (LCAP) Office has informed Business Advisory that the district's LCAP has been approved. The 2021-22 Adopted Budget of the **Ontario-Montclair Elementary School District** has been reviewed and **approved** pursuant to the provisions of Education Code Section 42127 (a) through (d) and the approval of the district's LCAP pursuant to the provisions of Education Code 52060.

As adopted by the district's Governing Board, the budget reflects an unrestricted ending balance reserve in the General Fund of 3.0% in 2021-22, 3.0% in 2022-23, and 3.0% in 2023-24.

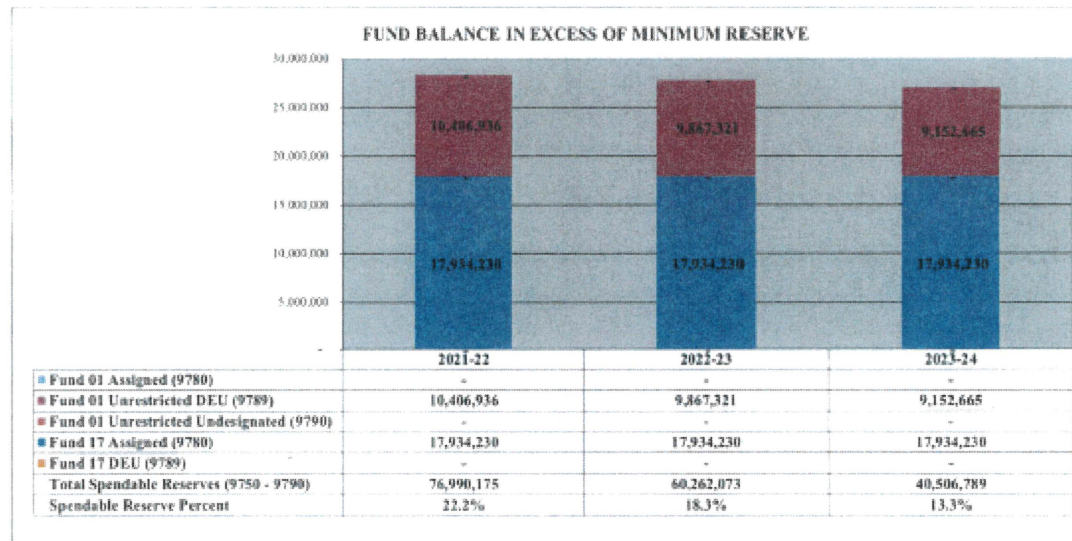


In addition, EC 42127.01 prohibits school districts from having assigned and unassigned fund balances in excess of 10% in the fiscal year immediately after a fiscal year in which the amount of moneys in the Public School System Stabilization Account (PSSSA), also known as the Proposition 98 Rainy Day Fund, exceeds

Business Services • Richard De Nava, Assistant Superintendent

Business Advisory Services • Thomas Cassida, Director  
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3% of the combined total of General Fund revenues appropriated for school districts statewide. This provision is commonly known as the reserve cap. School districts identified as Basic Aid or that have fewer than 2,501 ADA are exempt from the reserve cap. All of the conditions will be met in the 2021-22 fiscal year, making the 10% cap operable in the 2022-23 fiscal year. The following chart shows the total of Assigned and Unassigned balances in the General and Special Reserve for Other than Capital Outlay Funds.



The approval of the Adopted Budget is based on an assessment and analysis of the following additional major components of the district's budget:

- Unrestricted Deficit Spending Trends
- Average Daily Attendance (ADA) & Enrollment Projections
- Current and Multiyear Projections
- Negotiations Status/Salaries and Benefits Trends
- Long Term Debt
- Cash Flow
- Future Risks
- State Enacted Budget – 45 Day Revision

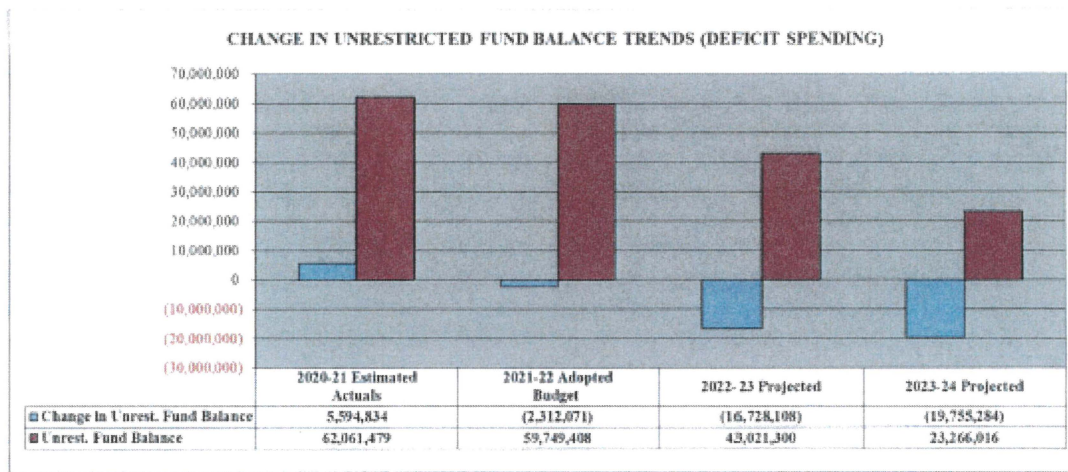
The budget is a dynamic document that reflects the Governing Board's plan for receipt of revenues and utilization of expenditures to meet the goals and financial obligations of the school district in the coming year based on the information known to the district and board at the time of adoption. To assure that the budget continues to reflect that plan, the following items should be taken into consideration:

**UNRESTRICTED DEFICIT SPENDING TRENDS** – The district is projecting unrestricted deficit spending of \$2,312,071 in the current fiscal year, primarily due to ongoing operational costs. This trend of deficit spending is continuing in fiscal year 2022-23 by \$16,728,108 and in fiscal year 2023-24 by \$19,755,284. This ongoing and increasing deficit spending appears to be attributed to increasing costs of salaries and benefits, including employer contributions for STRS and PERS, and declining enrollment. Anticipated deficit spending should be for one-time, non-recurring expenditures to avoid depletion of the district's ongoing unrestricted reserves.



The district's deficit spending is within the established state standards for the current and two subsequent fiscal years. The State's established standard is one-third (1/3) of the district's available unrestricted reserve percentage.

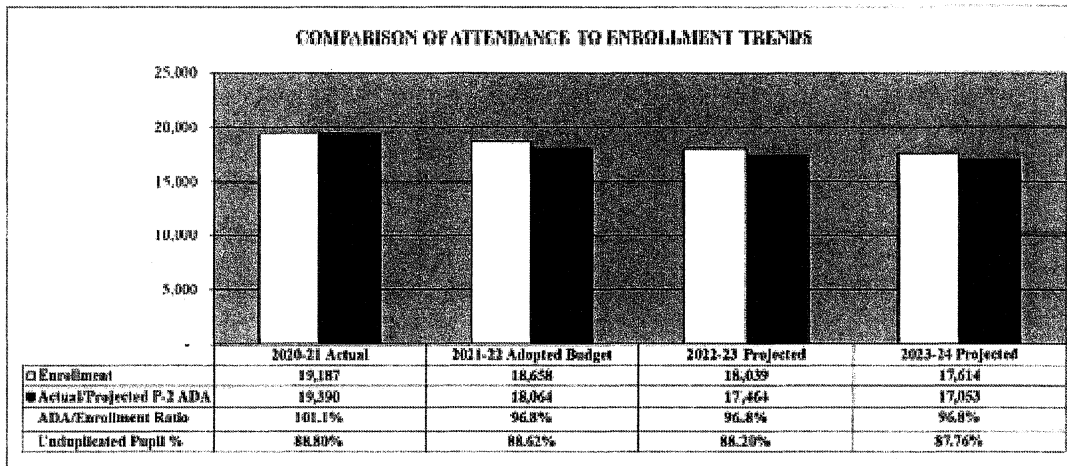
The following chart displays the actual Unrestricted General Fund balance change for the prior fiscal year, the projected adopted budget, and board approved multi-year financial projections reflecting the 2022-23 and 2023-24 fiscal years.



**AVERAGE DAILY ATTENDANCE (ADA) & ENROLLMENT PROJECTIONS** – The district is projecting 2021-22 P-2 ADA of 18,064 or a 6.79% decrease over prior year P-2 ADA. Based on an enrollment projection of 18,658, current year ADA to enrollment ratio is anticipated to be 96.8%. Enrollment and ADA to enrollment ratio are projected to be 18,039 and 96.8% for 2022-23 and 17,614 and 96.8% 2023-24. Additionally, the district is projecting its Unduplicated Pupil Percentage (UPP) to be 88.62% in 2021-22, 88.20% in 2022-23, and 87.76% in 2023-24.

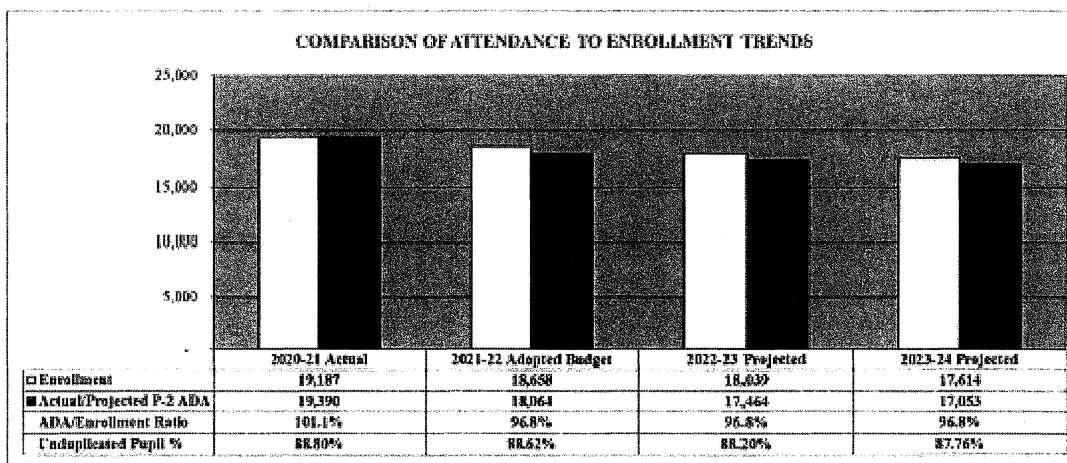
The state's standard is based on the average ratio of P-2 ADA to enrollment over the past three years. Based on the enrollment and ADA projections for the current and two subsequent fiscal years, the district is within the state standard of 98.7% for each of those years. Although the district appears to be projecting ADA at a reasonable level based on state standards, we recommend that the district continue to monitor changes in attendance and enrollment closely. If the projected ADA or enrollment does not materialize as anticipated, the board will need to adjust the budget accordingly.

The following chart displays the district's actual reported ADA and enrollment in the 2020-21 fiscal year along with the district's projected ADA and enrollment for the budget and two subsequent fiscal years. Since a significant portion of a school district's revenue is derived from ADA, it is imperative to monitor the correlation between enrollment and ADA closely.



**CURRENT AND MULTIYEAR PROJECTIONS** Our review included an analysis of the district's projection of revenues and expenditures in the current and two subsequent fiscal years. The projection of current and subsequent state aid appears to be reasonable. Expenditure projections for the current and two subsequent years also appear to be reasonable. Our review of the district's current and projected expenditures indicated that the district has made a total of \$1,100,000 of reductions in salary costs in the 2022-23 and 2023-24 fiscal years and represents a reduction of 20 FTE due to declining enrollment. In addition, the district's 2021-22 budget appears to include sufficient expenditures to implement the district's LCAP goals and actions based on the projections of the costs included in the plan and as submitted to our office.

The district is projecting a decline in current year ADA and is utilizing the state's prior year guarantee of ADA in the state aid projections. The state allows districts to utilize the current or prior year P-2 district ADA, whichever is higher, to determine annual state aid projections. Any ADA related to county operated programs or contracted programs, such as Non-Public School (NPS) are always funded on the current year reported annual attendance.

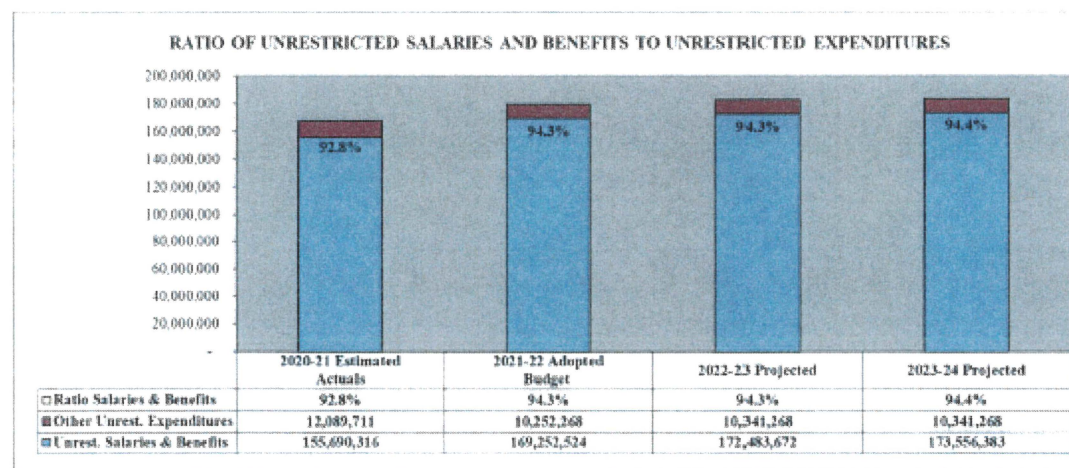


**NEGOTIATIONS STATUS/SALARIES AND BENEFITS TRENDS** – The information submitted with your Adopted Budget indicates that salary negotiations have been concluded for the 2021-22 fiscal year with the certificated bargaining unit, but not the classified bargaining unit. The certificated agreement included a one-time salary payment of 2.0% for 2020-21 and a salary schedule increase of 3.19% for 2021-22. The classified bargaining unit included a one-time salary payment of 2.0% for 2020-21. Please keep us apprised of the status of the district's negotiations process for 2021-22.

Pursuant to AB 1200/2756 (GC 3540 et. seq.), please provide an analysis and disclosure of the costs or savings associated with any proposed or tentative agreements and/or Memoranda of Understanding (MOUs) at least ten days prior to adoption by the board. This analysis must be disclosed at a public board meeting regardless of whether there is an increase, decrease, or no change in expenditures or language. Budget transfers implementing the adjustments must also be posted in the financial system no later than 45 days after approval of the agreement by the Governing Board. If the costs associated with a negotiated salary or benefits increase reduce the available unrestricted ending balance below the required state minimum reserve level in the current and/or two subsequent fiscal years, the district's Governing Board will be required to take action to reduce other expenditures to maintain the required state reserves in the current and two subsequent fiscal years.

An outline of the disclosure procedures and a copy of the required disclosure documents are available in an EXCEL format on the San Bernardino County Superintendent of Schools, Business Advisory Services website (<http://www.sbcss.k12.ca.us/index.php/business-services/business-advisory-services/forms-financial-information>), under AB1200/AB2756 Salary disclosure. Instructions for completing these forms are also available on the website.

Most of a school district's budget is spent on salaries and benefits. If salaries and benefits are growing at a rate faster than total expenditures, these costs will consume a disproportionately greater share of the district's resources, putting significant pressures on the rest of the budget. The following chart shows the percentage of unrestricted salaries and benefits to the total unrestricted general fund expenditures for the prior year, adopted budget, and multi-year projections. The state's established standard is based on an average of the district's three prior years of unrestricted salaries to total unrestricted expenditures. The district's ratio of unrestricted salaries and benefits to total unrestricted expenditures is within the state's established standard for the current fiscal year, with 94.3% of unrestricted expenditures being consumed by salaries and benefits costs.





- **LONG TERM DEBT** – The district's 2019-20 Audit report includes non-voter approved long-term debt of \$3,779,153 which constitutes 1.09% of the district's general fund budget. The debt repayment is budgeted in the Self Insurance Fund. The district should monitor the revenue stream of this fund closely to ensure that adequate revenues are received to provide for the current debt repayment schedule for principal and interest payments and take appropriate action should revenues not materialize as anticipated. Additionally, the Audit Report identifies the district's Net Liability for Other Post-Employment Benefits (OPER) of \$49,687,005. The Audit Report also identifies the district's Net Pension Liability of \$289,947,474. This is recognition of the present value of the district's portion of the unfunded liability for earned CalSTRS and CalPERS retirement benefits. The district's portion is approximately 0.2172% (CalSTRS) and 0.3218% (CalPERS) of the Statewide liability.
- **CASH FLOW:** Our review of the 2021-22 cash flow provided with the Adopted Budget, in conjunction with our internal cash analysis, indicates that the district will have a positive cash balance at the end of each month and at the end of the current fiscal year.

Additionally, the district's LCFF is computed to be 8.0% Property Taxes and 92.0% State Aid. A good cash projection will allow the district to schedule expenditures in months when adequate cash will be available and plan for temporary borrowing as necessary.

- **CONCLUSION** – In these times of uncertainty, districts are reminded that financial pressures are prevalent, even with the large influx of one-time dollars. Base costs of step and column, health benefits, and especially retirement contributions will continue to increase but one-time dollars will eventually be gone. It is important during these times that school districts stay proactive and cautious by developing budgets and contingency plans that allow the most flexibility in resource allocation as possible so that they can quickly react to unexpected decreases in revenues and/or unexpected increases in expenditures.

We anticipate a timely year-end closing of the 2020-21 financial records by the district, along with the annual audit by the district's external auditors, which will determine the actual beginning fund balances for 2021-22 and audited ending balances for 2020-21. These actions will ultimately affect the availability of reserves for the 2021-22 operating budgets. The audit report is due to our office on or before December 15, 2021.

Any questions concerning the review of the district's 2021-22 Adopted Budget may be addressed to me at (909) 386-9680.

Sincerely,



Susan Killian  
Business Services Advisor  
Business Advisory Services

SK:bp

cc: Rich De Nava, Assistant Superintendent, Business Services – SBCSS  
Miki Inbody, Assistant Superintendent, Education Support Services – SBCSS  
Tom Cassida, Director, Business Advisory Services – SBCSS  
Robin McIver-Brown, Director, Local Control and Accountability Plan – SBCSS

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