

# ONTARIO-MONTCLAIR SCHOOL DISTRICT

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



## REGULAR BOARD OF TRUSTEES MEETING

# AGENDA

**Thursday, July 21, 2011**

**Briggs Education Center**  
**950 West "D" Street**  
**Ontario, California 91762**  
Conference Rooms D1-D2

**6:00 PM - Closed Session**  
**7:00 PM - Open Session**

## **Ontario-Montclair School District**

950 West "D" Street, Ontario, CA 91762

(909) 459-2500

FAX: (909) 459-4542 (Superintendent's Office)

[www.omsd.k12.ca.us](http://www.omsd.k12.ca.us)

Email: [info@omsd.k12.ca.us](mailto:info@omsd.k12.ca.us)

### **BOARD OF TRUSTEES**

Paul Vincent Avila

Kristen Brake

Samuel Crowe

Maureen "Moe" Mendoza

Elvia Rivas

### **SUPERINTENDENT/BOARD SECRETARY**

Dr. James Q. Hammond

### **CABINET**

Kim Stallings, Deputy Superintendent, Administrative Services

Dr. Cyndy Byrd, Assistant Superintendent, Human Resources

Karla E. Wells, Assistant Superintendent, Learning & Teaching

Hector Macias, Executive Director, Student & Family Services

Irma Sanchez, Executive Assistant to the Superintendent

Jana Dupree, Senior Assistant

### **MISSION STATEMENT**

Ontario-Montclair School District is committed to providing a world-class education to all students in safe and respectful school environments that empower students, staff, and families and cultivates partnerships with community, business, and non-profit agencies.



# ONTARIO-MONTCLAIR SCHOOL DISTRICT

## BOARD MEETING NOTICE

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

This agenda and its extensive background materials is available to all schools and departments in the school district, as well as representatives of the teachers', principals', and classified organizations. A limited number of copies of the agenda will be available at the board meeting and the agenda index can be accessed on the district's web page at [www.omsd.k12.ca.us](http://www.omsd.k12.ca.us), Board of Trustees link.

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

The board is a policy-making "at large" <sup>1</sup> body. Administration of the district is delegated to a professional administrative staff headed by the district superintendent.

Each member of the board has an opportunity to review the agenda and its extensive background materials for at least four 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  
board action  
on Consent/  
Information  
Calendar**

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 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 and at the meeting cannot take board action on anything not on the agenda.

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

# ONTARIO-MONTCLAIR SCHOOL DISTRICT

## BOARD MEETING NOTICE

### 2. Accessibility, Special Accommodation

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

All individual comments shall **be limited to four minutes**, unless this time limit is waived by action of the board. The maximum time that the board will hear comments on the same subject shall be **12 minutes**, unless such time limit is waived by action of the board. The board encourages proponents on the same subject to determine in advance their principal speakers and the speakers will be afforded first consideration in expending the 12-minute total allocation to the same subject. The board also encourages all speakers whenever possible, (a) to be direct and concise, (b) to avoid repetition of statements made earlier by fellow proponents on the same subject, and, (c) to place views in writing for the board and/or superintendent. If questions are to be submitted to the board and/or superintendent, such questions should be in writing. The superintendent, if requested by the board, shall provide written responses to such questions in a reasonable timeline.

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

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

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

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

**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 questions.

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

Public records related to the public session agenda and distributed to the Governing Board 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.

# 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.k12.ca.us](http://www.omsd.k12.ca.us), que es la dirección de la Mesa Directiva.

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

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

Cada uno de los miembros de la directiva tiene oportunidad de repasar el orden del día y sus materiales de contexto extensivos por lo menos con cuatro días de anticipación de la junta. Antes de la junta de la 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

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

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

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

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

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

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

La hoja amarilla para dirigirse a la directiva debe ser entregada antes que la mesa directiva tome acción sobre Consentimiento /Información de calendario

# DISTRITO ESCOLAR DE ONTARIO-MONTCLAIR

## AVISO DE LA MESA DIRECTIVA

### 2. Accesibilidad, Acomodación especial

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

Todos los comentarios individuales deberán **ser limitados a cuatro minutos**, a menos que este límite de tiempo sea revocado por acción de la mesa directiva. El tiempo máximo que la directiva escuchará comentarios sobre el mismo asunto será de **12 minutos**, a menos que dicho límite de tiempo sea revocado por acción de la mesa directiva. La mesa directiva sugiere que los proponentes sobre el mismo asunto determinen por anticipado a sus interlocutores principales y a estos se les considerará primero para que expongan en 12 minutos el mismo asunto. 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 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 cortés 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 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 pública 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.

ONTARIO-MONTCLAIR SCHOOL DISTRICT  
Ontario, California

REGULAR BOARD OF TRUSTEES MEETING

A G E N D A

Thursday, July 21, 2011

Meeting Location

Homer F. Briggs Education Center  
950 West D Street, Ontario, California 91762

For assistance with clarification or language translation of a specific board meeting agenda item, you may contact the applicable department in charge of the subject matter: Student and Family Support Services (909) 418-6477; Business Services (909) 418-6450; Human Resources (909) 418-6310; Instructional Services (909) 418-6436; or you may contact the Superintendent's Office at (909) 418-6445.

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

A. PUBLIC MEETING – 6:00 P.M.  
CALL TO ORDER

COMMENTS FROM THE PUBLIC

CLOSED SESSION

BOARD OF TRUSTEES

\_\_\_\_\_ Mr. Avila  
\_\_\_\_\_ Mrs. Brake  
\_\_\_\_\_ Mr. Crowe  
\_\_\_\_\_ Ms. Mendoza  
\_\_\_\_\_ Ms. Rivas

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

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

1. **Personnel Actions**
  - a. Public Employee Discipline/Dismissal/Release: Pursuant to Government Code Section 54957
2. **Conference with Legal Counsel**
  - a. Anticipated Litigation Pursuant to Government Code Section 54956.9  
- One Potential Case
3. **Negotiations**

Conference with Labor Negotiator Pursuant to Government Code Section 54957.6

  - a. Agency Negotiator: Cynthia Byrd  
Employee Organizations: OMTA and CSEA Chapter # 108

ADJOURNMENT OF CLOSED SESSION

**B. RECONVENE TO OPEN SESSION – 7:00 P.M.**

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

**D. ADOPTION OF AGENDA**

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

1. Adoption of Agenda

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

**E. RECOGNITIONS/PRESENTATIONS: None**

**F. COMMENTS BY VISITORS (BB 9323.d 5)**

The Board of Trustees welcomes comments and/or questions from visitors. Should you wish to make comments or ask questions, you may voluntarily complete a yellow speaker information form located at the table in the lobby, the auditorium podium, or obtain from the Executive Assistant to the Superintendent. The form should be given to the Executive Assistant **before** the Consent/Information Calendar. Comments or questions from visitors on **non-agenda** items will be heard at this time.

Per Brown Act requirements, the Board may respond **briefly** to public comments and at the meeting cannot take Board action on anything not on the agenda.

1. **Comments from the Floor:** At this time, any person wishing to speak to any item **not** on the Agenda will be granted four minutes to make a presentation.

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

All individual comments shall be limited to **4 minutes**, unless the time limit is waived by action of the Board. The maximum time allowed for the Board to hear various comments on the same subject will be **12 minutes**, unless such time limit is waived by action of the Board.

**G. CONSENT CALENDAR**

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

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

**a. Superintendent's Office: None**

**b. Business Services**

- b1. Acceptance of Warrant Registers: Fund 01 Batch # 1, 8, 9, 13-27, 29-31, 58; Fund 13 Batch # 28; Fund 14 Batch # 3, 4, 7, 10, 11; Fund 21 Batch # 2, 5, 6, 12, 54-57; Fund 35 Batch # 32-53: **Approval** (Supporting Information Available Under Separate Cover)

- b2. Purchase Orders 320603-320711 and 30190-30192: **Approval** (Supporting Information Available Under Separate Cover)

- b3. Gifts/Donations: **Approval**

(Ref. b 3.1)

b4. Purchasing and Contracts Report: **Approval** (Ref. b 4.1-5)

b5. Signature Authorization Changes: **Approval** Ref. b 5.1-3)

**c. Human Resources**

c1. Acceptance of Certificated Personnel Recommendations: Employment; One Year Extension; Clear Multiple Subject; Clear Single Subject; Subsequent Variable Term Waivers; Short Term Waivers; Substitutes 30-Day; 39 Month Rehire; Rehire; Added Authorization, Reinstatement; Assignment, Classification, Schedule Change; Requests for Leave of Absence; Returns from Leave of Absence; Resignations and Terminations: **Approval** (Ref. c 1.1-5)

c2. Acceptance of Classified Personnel Recommendations: Employment; Assignment, Classification, Schedule Change; Substitute, Noon Aide Staff Additions; Requests for Leave of Absence; Returns from Leave of Absence; Resignations, Terminations and Layoffs; Retirement; 39 Month Disability Reemployment List: **Approval** (Ref. c 2.1-2)

c3. New Job Description for Human Resource Coordinator: **Approval** (Ref. c 3.1-5)

**d. Learning & Teaching**

d1. Acceptance of Funds and Adoption of Resolution 2011-12-04 for State-Funded Preschool: **Approval** (Ref. d 1.1-3)

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

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

**Human Resources**

**Public Hearing Opened \_\_\_\_\_ Public Hearing Closed \_\_\_\_\_**

H1. Public Hearing Regarding the Ontario-Montclair Teachers Association Recommended Initial Re-Opener Proposal for Negotiations with the Ontario-Montclair School District: **Public Hearing** (Ref H 1.1-2)

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

H2. Approve Adoption of Resolution Number 2011-12-05 of the Governing Board of the Ontario-Montclair School District (OMSD) Authorizing Participation on the San Bernardino County Superintendent of Schools (SBCSS) School Bonds Construction (SBC) Fast Track Program: **Approval** (Ref. H 2.1-4)

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

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

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

**K. SUPERINTENDENT'S COMMENTS**

**L. INFORMATION/ANNOUNCEMENTS**

L1. Future Agenda Items

L3. **Next Regular Board Meeting:** August 25, 2011 at 7:00 P.M. (Open Session)\*

Location: Central Language Academy  
415 East G Street  
Ontario, CA

**\*Time may change. Please refer to posted agenda.**

**M. ADJOURNMENT**

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

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

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

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# **Presentations/Recognitions**

**Presentations/Recognitions: NONE**

# Consent Calendar

(a) Superintendent's Office

**(a) Superintendent's Office: NONE**

# Consent Calendar

(b) Business Services

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

July 21, 2011

**TO:** Samuel Crowe, President, and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** Acceptance of Gift

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**REQUESTED ACTION**

Approve the gift/donation to benefit and provide additional resources for District schools and/or programs.

**BACKGROUND INFORMATION**

In accordance with Board Policy/Administrative Regulation 3290, the administration presents all donations made to the District by individuals and organizations to the Board of Trustees for approval. Subject to the Board's acceptance, the Board president sends a letter of appreciation to the group and/or individuals.

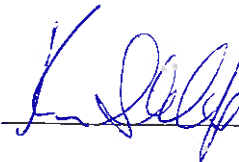
**CURRENT CONSIDERATIONS**

The following gift is recommended for use as indicated by the appropriate management personnel of the District and is presented for acceptance by the Board of Trustees:

1. Imaging Plus: Donated \$1,000.00 to Ontario-Montclair School District for staff development binders and supplies for the ALT Retreat.

For non-monetary items estimated values are provided by donor.

Prepared by: Kim Stallings, Deputy Superintendent, Administrative Services



**FINANCIAL IMPLICATIONS**

All monetary/items donated become District property and at the Superintendent or designee's discretion, may be used at a particular site.

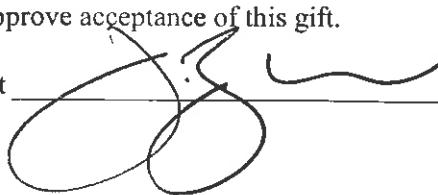
Reviewed by: Kim Stallings, Deputy Superintendent, Administrative Services



**STAFF RECOMMENDATION**

The Superintendent recommends that the Board approve acceptance of this gift.

Approved by: James Q. Hammond, Superintendent



**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

July 21, 2011

**TO:** Samuel Crowe, President, and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** **Purchasing and Contracts Report**

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**REQUESTED ACTION**

Approve the agreements listed in the Purchasing and Contracts Report.

**BACKGROUND INFORMATION**

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

**CURRENT CONSIDERATIONS**

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: Kim Stallings, Deputy Superintendent, Administrative Services



**FINANCIAL IMPLICATIONS**

The fiscal impact and funding sources are identified.

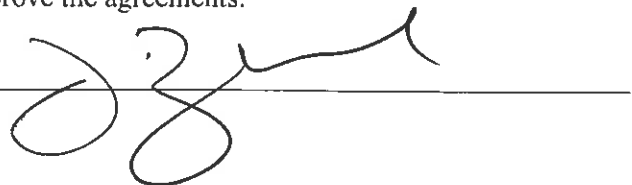
Reviewed by: Kim Stallings, Deputy Superintendent, Administrative Services



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends that the Board approve the agreements.

Approved by: James Hammond, Superintendent



The following contracts are included in the July 21, 2011 agenda and are available under separate cover:

1. Agreement C-112-02 with **AEQUITAS SOLUTIONS, INC.** for annual support and maintenance for Zangle student information system. Agreement effective from July 1, 2011 through June 30, 2012. Total cost for the year is \$68,799. [Originator: Information Services/Fund: Information Services]
2. Agreement C-112-01 with **VIATRON SYSTEMS, INC.**, for software, hardware, and technical support for District scanners. Agreement effective from July 1, 2011 through June 30, 2012. Total cost for the year is \$17,549. [Originator: Information Services/Fund: Information Services]
3. Agreement T-112-02A, **AEROCOACH TRANSPORTATION, LLC** to provide transportation services for field trips, athletic events, and other school sponsored activities. Transportation Service Agreement effective July 1, 2011 to June 30, 2012. The cost is \$380.00 per trip (5 hour minimum) plus \$62.00 for each additional hour. [Originator: Transportation/Fund: 0265 Regular Education Transportation]
4. Agreement T-112-02B, **ALLIANCE BUS LINES, INC.**, to provide transportation services for field trips, athletic events, and other school sponsored activities. Transportation Service Agreement effective July 1, 2011 to June 30, 2012. The cost is \$379.00 per trip (5 hour minimum) plus \$61.00 for each additional hour. [Originator: Transportation/Fund: 0265 Regular Education Transportation]
5. Agreement T-112-02C, **CERTIFIED TRANSPORTATION SERVICES, INC.**, to provide transportation services for field trips, athletic events, and other school sponsored activities. Transportation Service Agreement effective July 1, 2011 to June 30, 2012. The cost is \$421.00 per trip (5 hour minimum) plus \$64.00 for each additional hour. [Originator: Transportation/Fund: 0265 Regular Education Transportation]
6. Agreement T-112-02D, **DURHAM SCHOOL SERVICES, L.P.** to provide transportation services for field trips, athletic events, and other school sponsored activities. Transportation Service Agreement effective July 1, 2011 to June 30, 2012. The cost is \$294.22 per trip (5 hour minimum) plus \$48.00 for each additional hour. [Originator: Transportation/Fund: 0265 Regular Education Transportation]
7. Agreement T-112-02E, **EMPIRE TRANSPORTATION SERVICES, INC.**, to provide transportation services for field trips, athletic events, and other school sponsored activities. Transportation Service Agreement effective July 1, 2011 to June 30, 2012. The cost is \$365.00 per trip (5 hour minimum) plus \$60.00 for each additional hour. [Originator: Transportation/Fund: 0265 Regular Education Transportation]
8. Agreement T-112-02F, **H&L CHARTER CO., INC.**, to provide transportation services for field trips, athletic events, and other school sponsored activities. Transportation Service Agreement effective July 1, 2011 to June 30, 2012. The cost is \$600.00 per trip (5 hour minimum) plus \$100.00 for each additional hour. [Originator: Transportation/Fund: 0265 Regular Education Transportation]
9. Agreement T-112-02G, **VISSER BUS SERVICE** to provide transportation services for field trips, athletic events, and other school sponsored activities. Transportation Service Agreement effective July 1, 2011 to June 30, 2012. The cost is \$374.00 per trip (5 hour minimum) plus \$60.00 for each additional hour. [Originator: Transportation/Fund: 0265 Regular Education Transportation]

(Ref. b 4.2)

10. Consultant Services Agreement C-112-11 with **360 DEGREE THERAPY**, a Division of 360 Degree Customer Inc., for speech therapy services. In order to address the current shortage of credentialed speech therapists in OMSD, it is necessary to contract with an outside agency to cover mandated services across the District. Contracted therapists will be responsible for providing therapy, conducting assessments, developing individual education plans, monitoring services, attending district speech therapist meetings, and attending IEP meetings. In the event that suitable applicants are found to fill existing vacancies as regular employees, the District is able to cancel the agreement with a 45 day notice. It is anticipated that up to three contract therapists will be needed to begin the 2011-12 school year. Agreement effective July 22, 2011 through June 30, 2012. Total cost not to exceed \$420,000. [Original: Learning & Teaching/Fund: Special Education]
11. Consultant Services Agreement C-112-12 with **CASA COLINA COMPREHENSIVE OUTPATIENT SERVICES** to provide a social skills training to ensure services defined within IEPs are being provided. Payment will be made only for the direct services provided to the identified students. The Ontario-Montclair School District is committed to providing a quality education to all students. In implementing Individual Education Plans (IEPs) and Accommodation Plans (504 Plans), supplemental services that exceed the scope of District programs may become necessary. In order to ensure services defined within students' IEPs are being provided, contracts have been developed to provide for independent assessments and services as needed to support student IEPs as required by Individuals with Disabilities Education Act (IDEA)-2004 and California Title 5 Regulations. Agreement effective July 22, 2011 through June 30, 2012. Total cost not to exceed \$5,000. [Originator: Learning & Teaching/Fund: Special Education]
12. Consultant Services Agreement I-112-12 with **CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO - CSUSB** is requesting the District enter into an agreement to allow Educational Psychology and Counseling students to participate in a field experience program with the District. The students from CSUSB are pursuing a graduate degree (Masters of Science) in educational counseling guidance, as well as their Pupil Personnel Services credential. Students will be required to have 600 hours of supervised field work and must possess a certificate of clearance (tuberculosis testing and fingerprint clearance) and liability insurance. CSUSB will work with the appropriate departments in the District to obtain approval prior to the placement of any student. Agreement effective July 22, 2011 through June 30, 2014. Total cost is none. [Originator: Learning & Teaching]
13. Consultant Services Agreement C-112-13 with **HOPE COUNSELING FAMILY THERAPY** to provide a non-public school setting for special education children as defined within IEPs. Payment will be made only for the direct services provided to the identified students. The Ontario-Montclair School District is committed to providing a quality education to all students. In implementing Individual Education Plans (IEPs) and Accommodation Plans (504 Plans), supplemental services that exceed the scope of District programs may become necessary. In order to ensure services defined within students' IEPs are being provided, contracts have been developed to provide for independent assessments and services as needed to support student IEPs as required by Individuals with Disabilities Education Act (IDEA)-2004 and California Title 5 Regulations. Agreement effective July 22, 2011 through June 30, 2012. Total cost not to exceed \$6,000. [Originator: Learning & Teaching/Fund: Special Education]

14. Consultant Services Agreement C-112-05 with **LEARNING TOGETHER** for professional development training. Learning Together is a cross-age tutoring program that uses research based, scripted interventions. Trainers from Learning Together will provide two session of professional development training in Reading Together for grades two through six (maximum of 20 participants per session). The sessions will include on-site consultation, evaluation, and debriefing. Agreement effective July 22, 2011 through June 30, 2012. Total cost not to exceed \$3,350. [Originator: Learning & Teaching/Fund: Title I Professional Development]
15. Consultant Services Agreement C-112-14 with **NOVA SOUTHEASTERN UNIVERSITY** to provide a speech therapist program for Ontario-Montclair School District teachers during the 2011-2012 school year. Cost will be inclusive of tuition, student fees, registration fees, and lab fees. Agreement effective July 22, 2011 through June 30, 2012. Total cost not to exceed \$40,000. [Originator: Learning & Teaching/Fund: Special Education]
16. Consultant Services Agreement C-112-04 with **SPRINGBOARD** for professional development training. Trainers from SpringBoard will provide three days of ELA and Math Initial Teacher Institute professional development and two days of ELA and Math Curriculum Mapping professional development for participating administrators and teachers from Berlyn Elementary School and Vina Danks Middle School. Agreement effective July 22, 2011 through June 30, 2012. Total cost not to exceed \$27,000. [Originator: Learning & Teaching/Fund: Title I Professional Development]
17. Authorize use of **CLAREMONT UNIFIED SCHOOL DISTRICT CANNED GOODS AND CONDIMENTS** Bid CFB-07-01-1112 on an as needed basis for the purpose of canned goods and condiments from A&R Food Distribution, Campus Foods, Goldstar Foods, Newport Farms, Sysco, and US Foods with the same advantages, terms and conditions per Public Contract Code 10290.1. Authorization to be valid through June 30, 2012. Estimated District Expenditure of \$100,000. [Originator: Food and Nutrition/Fund: Fund 13 Cafeteria]
18. Award of bid and Contract M-112-18 for manage print services for Hewlett Packard Printers to **DAISY WHEEL RIBBON CO., INC. dba DAISY IT SUPPLIES, SALES & SERVICES**, effective August 1, 2011 through July 30, 2012. Total estimated cost \$187,000 per year. [Originator: Purchasing/Fund: Various Site Discretionary]
19. Consultant Services Agreement C-112-15 with **J.J. FRANCOISSE** to provide 2011 Academic Performance Index (API) and Adequate Yearly Progress (AYP) projections and disaggregation (District, schools, grades, and subgroups) for the Research & Assessment Department. Agreement effective July 22, 2011 through August 31, 2011. Total cost not to exceed \$1,460. [Originator: Learning & Teaching/Fund: Categorical]
20. Amendment M1 to Consultant Services Agreement I-112-09 with **HOWARD L. FULLER, Ph.D.** for professional development. Amendment M1 will increased compensation by \$2,000 to cover expenses including travel, lodging, and food. Agreement effective July 1, 2011 through August 31, 2011. Total cost not to exceed \$4,000. [Originator: Superintendent's Office/Fund: Categorical]
21. Contract for Employment, **CASEY CRIDELICH**, Assistant Superintendent, Business Services. Amend the employment contract of Casey Cridelich, effective June 28, 2011. [Originator: Superintendent/Fund: General Fund]

22. Award of bid and Contract C-112-03 for home to school transportation services-special needs to **AMERICAN LOGISTICS COMPANY LLC**, agreement effective July 21, 2011 through July 30, 2012. Total estimated cost \$100,000 per year. [Originator: Transportation/Fund: Transportation]
  
23. Authorize the use of Riverside Unified School District, Bid 1(11-12)NS for food service paper supplies to **AMERICAN PAPER & PLASTICS, AMERICAN TEX-CHEM, P&R PAPER, SYSCO LA, US FOOD SERVICE, AND WAXIE SANITARY SUPPLY** with the same advantages, terms, and conditions per Public Contract Code 20118. Authorization to be valid through June 30, 2012. Total estimated expenditure \$100,000. [Originator: Food and Nutrition Services/Fund: Cafeteria]

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

July 21, 2011

**TO:** Samuel Crowe, President, and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** **Signature Authorization Changes**

---

**REQUESTED ACTION**

Approve authorization of signature changes.


**BACKGROUND INFORMATION**

Education Code sections 39656 and 44032 require the Board of Trustees designate particular employees to be authorized to sign certain documents. When changes occur in staff, the District's authorized signatures must be updated.

**CURRENT CONSIDERATIONS**

Exhibit A, "Signature Authorization Changes," contains the necessary changes in authorization for signing documents and bank accounts.

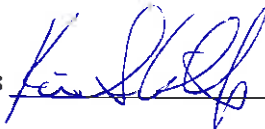
Prepared by: Kim Stallings, Deputy Superintendent, Administrative Services



**FINANCIAL IMPLICATIONS**

None.

Reviewed by: Kim Stallings, Deputy Superintendent, Administrative Services



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends that the Board approve the Signature Authorization Changes, effective July 22, 2011.

Approved by: James Q. Hammond, Superintendent

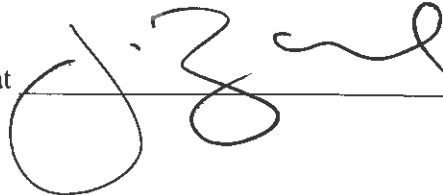


Exhibit A  
**ONTARIO-MONTCLAIR SCHOOL DISTRICT**  
**SIGNATURE AUTHORIZATION CHANGES**  
 Effective as of July 21, 2011

Document	Currently Authorized	Add/Change	Delete
<b>Certification of</b>	James Q. Hammond		
	Kim Stallings		
<b>Board Minutes</b>	Casey Cridelich		Casey Cridelich
	Cynthia L. Byrd		
	Kristen Brake		
	Samuel Crowe		
<b>Accounts Payable</b>	James Q. Hammond - No Limitations U.R.		
	Kim Stallings - No Limitations U.R.		
<b>Orders</b>	Casey Cridelich - No Limitations U.R.		Casey Cridelich
	Cynthia L. Byrd - No Limitations U.R.		
	Craig Misso- No Limitations U.R.		
	Patricia Pacheco - No Limitations U.R.		Patricia Pacheco
<b>Payroll Orders</b>	James Q. Hammond - No Limitations U.R.		
	Kim Stallings - No Limitations U.R.		
	Casey Cridelich- No Limitations U.R.		Casey Cridelich
	Cynthia L. Byrd - No Limitations U.R.		
	Craig Misso - No Limitations U.R.		
	Patricia Pacheco - No Limitations U.R.		Patricia Pacheco
<b>"S" Account</b>	Casey Cridelich	Amber Christman	Casey Cridelich
	Patricia Pacheco		Patricia Pacheco
<b>Notice of</b>	James Q. Hammond		
	Kim Stallings		
<b>Employment</b>	Cynthia L. Byrd		
<b>(All Categories)</b>	Guy Roubian		
<b>Purchase Orders</b>	James Q. Hammond - No Limitations U.R.		
	Kim Stallings - No Limitations U.R.		
	Casey Cridelich - No Limitations U.R.		Casey Cridelich
<b>(Duration/Limit)</b>	Craig Misso - No Limitations U.R.		
<b>U.R.=Until Rescinded</b>	Angie Redelsperger (\$100K- U.R.)	No Limitations U.R.	\$100K-U.R.
	Patricia Pacheco - (\$50K - U.R.)		Patricia Pacheco
<b>Journal Entries</b>	James Q. Hammond		
	Kim Stallings		
	Casey Cridelich		Casey Cridelich
	Cynthia L. Byrd		
	Patricia Pacheco		Patricia Pacheco
<b>Interfund Transfers</b>	James Q. Hammond - No Limitations U.R.		
	Kim Stallings - No Limitations U.R.		
	Casey Cridelich - No Limitations U.R.		Casey Cridelich
	Cynthia L. Byrd - No Limitations U.R.		
	Patricia Pacheco - No Limitations U.R.		Patricia Pacheco
<b>Budget Transfers</b>	James Q. Hammond - No Limitations U.R.		
	Kim Stallings - No Limitations U.R.		
	Casey Cridelich - No Limitations U.R.		Casey Cridelich
	Cynthia L. Byrd - No Limitations U.R.		
	Patricia Pacheco - No Limitations U.R.		Patricia Pacheco
<b>Secure ID Issued</b>	Casey Cridelich	Kim Stallings	Casey Cridelich
<b>(Secure ID Keys)</b>	Craig Misso		
	Patricia Pacheco	Amber Christman	Patricia Pacheco
<b>Contracts</b>	James Q. Hammond - No Limitations U.R.		
	Kim Stallings - No Limitations U.R.		
	Casey Cridelich - No Limitations U.R.		Casey Cridelich
	Cynthia L. Byrd - No Limitations U.R.		
<b>(Duration/Limit)</b>	Craig Misso - No Limitations U.R.		
<b>U.R.=Until Rescinded</b>	Angie Redelsperger - (\$100K - U.R.)	No Limitations U.R.	\$100K-U.R.

Exhibit A  
**ONTARIO-MONTCLAIR SCHOOL DISTRICT**  
**SIGNATURE AUTHORIZATION CHANGES**  
 Effective as of July 21, 2011

Document	Currently Authorized	Add/Change	Delete
<b>Revolving Cash Fund Custodian</b>	James Q. Hammond		
<b>BANK ACCOUNTS:</b>	James Q. Hammond		
	Kim Stallings		
<b>Clearing Account</b>	Casey Cridelich		Casey Cridelich
	Cynthia L. Byrd		
	Craig Misso		
	Patricia Pacheco		Patricia Pacheco
<b>Revolving Cash Account</b>	James Q. Hammond		
	Kim Stallings		
	Casey Cridelich		Casey Cridelich
	Cynthia L. Byrd		
	Craig Misso		
	Patricia Pacheco		Patricia Pacheco
<b>Student Body Accounts</b>	James Q. Hammond		
	Kim Stallings		
	Casey Cridelich		Casey Cridelich
	Cynthia L. Byrd		
	Craig Misso		
	Patricia Pacheco		Patricia Pacheco
<b>OMSD Student Welfare Fund-Health Services</b>	James Q. Hammond		
	Kim Stallings		
	Casey Cridelich		Casey Cridelich
	Cynthia L. Byrd		
	Hector Macias		
	Bonnie Mooney		
	Patricia Pacheco		Patricia Pacheco
<b>Trust Account for Loans to Certificated Employees</b>	James Q. Hammond		
	Kim Stallings		
	Casey Cridelich		Casey Cridelich
	Cynthia L. Byrd		
	Patricia Pacheco		Patricia Pacheco
<b>State Allocation Board CEQA Office of Public School Construction</b>	James Q. Hammond		
	Kim Stallings		
	Casey Cridelich		Casey Cridelich
	Craig Misso		
<b>Food Services Accounts</b>	<b>Two Signatures Required including one of the following:</b>		
	James Q. Hammond		
	Kim Stallings		
	Casey Cridelich		Casey Cridelich
	Cynthia L. Byrd		
	Patricia Pacheco		Patricia Pacheco
	<b>Plus one of the following:</b>		
	Sara Maragni		
		Jay Toma	
		Jamie Sanchez	

Consent Calendar  
(c) Human Resources

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

July 21, 2011

**TO:** Samuel Crowe, President, and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** **Acceptance of Certificated Personnel Recommendations**

---

**REQUESTED ACTION**

Approve Certificated Personnel Recommendations.

**EMPLOYMENT**

None.

**RATIFICATION**

None.

**ONE YEAR EXTENSION**

None.

**CLEAR MULTIPLE SUBJECT**

None.

**CLEAR SINGLE SUBJECT**

None.

**SUBSEQUENT VARIABLE TERM WAIVER**

None.

**SUBSTITUTES 30-DAY**

None.

**39 MONTH REHIRE**

None.

**Acceptance of Certificated Personnel Recommendations**  
**July 21, 2011**

**REHIRE**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Julie Allender	Vina Danks	08/03/2011
Desiree Aluyon	Vineyard	08/03/2011
Lisa Baird	Elderberry	08/03/2011
Sophia Barrera	Corona	08/03/2011
Katelyn Boales	Vineyard-STEM	08/03/2011
Michelle Bonilla	Corona	08/03/2011
John Borrowman	Sultana	08/03/2011
Tiffani Bossieux	Berlyn	08/03/2011
Tangie Brambila	Kingsley	08/03/2011
Leslie Canales	Mission	08/03/2011
Stephanie Castro	Lehigh	08/03/2011
Joe Correia	Vernon	08/03/2011
Joseph Cipres	Linda Vista	08/03/2011
Caroline Cook	Ramona	08/03/2011
Steven Cornejo	Vineyard-STEM	08/03/2011
Sandra Cuzquen	Edison	08/03/2011
Abel De Casas	Mission	08/03/2011
Nila Delise	Vineyard-STEM	08/03/2011
Natalie Delzell	Lincoln	08/03/2011
Jewel Desosa	Corona	08/03/2011
Erica Diaz	Berlyn	08/03/2011
Katie Dwight	Elderberry	08/03/2011
Keri Eaton	Sultana	08/03/2011
Krista Einfalt	Vineyard	08/03/2011
Trisha Enterrios	Mission	08/03/2011
Eufemio Escalante	Vina Danks	08/03/2011
Dinae Geer	Corona	08/03/2011
Stephanie Gomez	Mission	08/03/2011
Yvonne De Anda Gonzales	Ramona	08/03/2011
Tiffani Greenlee	Hawthorne	08/03/2011
Yuri Ham	Montera	08/03/2011
Jenah Hamsher	Wiltsey	08/03/2011
Margaret Helander	Monte Vista	08/03/2011
Melissa Hernandez	Ramona	08/03/2011
Jennifer Holmes	Sultana	08/03/2011
Juliann Ingersoll	Wiltsey	08/03/2011
Veronica Jimenez	Lehigh	08/03/2011

**Acceptance of Certificated Personnel Recommendations**  
 July 21, 2011

**ASSIGNMENT, CLASSIFICATION, SCHEDULE CHANGE**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Stephanie Barbee	Teacher/Serrano to Teacher/Sultana	08/03/2011
Amy Benson	Teacher/Ramona to Teacher/Mariposa	08/03/2011
Allison Thacher Burgess	SDC Moderate/Severe/Lincoln to SDC Moderate Severe/Vernon	08/03/2011
Christopher Catuara	TOA-Tech Support/HFB to TOA Instructional Coach/HFB	08/03/2011
Joan Evans	RSP Teacher/Bon View & Lincoln to SDC Mild/Moderate/Kingsley	08/03/2011
Mari Fedrow	Director II/Humanities to Director II/Professional Development	07/01/2011
Sharon Flores	Project Admin/LSS/Elem Admin/Arroyo to Elem Admin/Arroyo	08/03/2011
Kathryn Kirui	SDC Moderate/Severe/Lincoln to SDC Moderate/Severe/Vernon	08/03/2011
Natalie Luna-Jensen	Teacher/Edison to Teacher/Del Norte	08/03/2011
Debbie Marino	SPAC/Vina Danks to Data Coach/Vina Danks	08/03/2011
Celina Marshall	Teacher/Vista Grande to Teacher/Hawthorne	08/03/2011
Delia Melgoza	SPAC/Vineyard to Data Coach/Vineyard	08/03/2011
Celeste Messina	Student Services Counselor/Oaks to School Counselor/Oaks	08/03/2011
Derek Moisant	TOA/Academic Intervention/Kingsley to TOA/Instructional Coach/Kingsley	08/03/2011
Claudia Monroy	Teacher/Vina Danks to Teacher/Berlyn	08/03/2011
Rosario Montoya	TOA Academic Counselor/Vina Danks to School Counselor/Vina Danks	08/03/2011
Laura Morrison	Teacher/Ramona to Teacher Buena Vista	08/03/2011
Rebeka Nall	Outreach Consultant/Buena Vista to .50 Outreach Consultant/Buena Vista .50 Outreach Consultant/Monte Vista	08/03/2011
Irene Navarro	SDC Mild/Moderate/Edison to SDC Mild/Moderate/Haynes	08/03/2011
Stacia Neer	SPAC/Lehigh to Data Coach/Lehigh	08/03/2011

**Acceptance of Certificated Personnel Recommendations**  
 July 21, 2011

**ASSIGNMENT, CLASSIFICATION, SCHEDULE CHANGE** (Continued)

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
Loretta Parker	TOA Instructional Coach/SPAC/Corona to Data Coach/Corona	08/03/2011
Maria Patterson	SPAC/Vista Grande to Data Coach/Vista Grande	08/03/2011
Jered Phillips	TOA Inst Coach/Model Classroom Teacher/Sultana to Teacher/Haynes	08/03/2011
Denise Rapa (correction)	TOA Inst Coach/Model Classroom Teacher/Vineyard to .50 IB Coach/.50 Teacher/Del Norte	08/03/2011
Stephanie Regala	Teacher/Del Norte to .50 Job Share/Teacher/Del Norte	08/03/2011
Mindy Rich	Student Services Counselor/De Anza to School Counselor/De Anza	08/03/2011
Leticia Rook	Outreach Consultant/Arroyo to Data Coach/Arroyo	08/03/2011
Mildred Ruh-Tourangeau	Dean of Students/De Anza to Outreach Consultant/De Anza	08/03/2011
Maricela Sanchez	SPAC/Central to Data Coach/Central	08/03/2011
Deana Shoultz	Teacher/Wiltsey School Counselor/De Anza	08/03/2011
Janna Southworth	TOA Curriculum Support/HFB to GATE Teacher/Edison	08/03/2011
Leticia Tello	Student Services Counselor/Vernon to School Counselor/Vernon	07/01/2011
Frances Vinciullo	Counselor/Outreach Consultant/Bon View to School Counselor/Wiltsey	08/03/2011
Mary Walls	TOA Inst Coach/Vina Danks to .50 TOA Inst Coach/.50 Teacher/Vina Danks	08/03/2011
Kelly Williams	TOA Curriculum Support/HFB to GATE Teacher/Edison	08/03/2011

**REQUESTS FOR LEAVE OF ABSENCE**

None.

**RESIGNATIONS & TERMINATIONS**

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
Brian Bettger	Vernon	06/30/2011
Angela Harvey-Bowen	PPS	05/26/2011

**Acceptance of Certificated Personnel Recommendations**  
July 21, 2011

**RETIREMENT**

**NAME**

Paula Zitney

**ASSIGNMENT**

Haynes

**EFFECTIVE**

05/26/2011

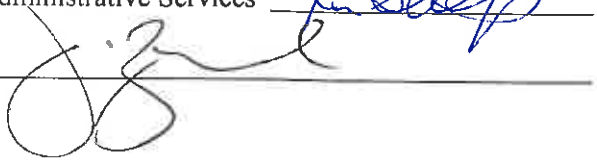
Prepared by: Cynthia L. Byrd, Assistant Superintendent, Human Resources



Reviewed by: Kim Stallings, Deputy Superintendent, Administrative Services



Approved by: James Q. Hammond, Superintendent



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

July 21, 2011

**TO:** Samuel Crowe, President, and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** **Acceptance of Classified Personnel Recommendations**

---

**REQUESTED ACTION**

Approve Classified Personnel Recommendations.

**EMPLOYMENT**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
Stephanie Armenta	Food Service Asst. I/ Haynes	08/08/2011
Christina Brooks	Student Mentor/Campus Asst./Vina Danks	08/08/2011
Orlando Lugo	Student Mentor/Campus Asst./Vernon	08/08/2011
Michael Sambrano	Food Service Asst. I/ Bon View	08/08/2011
Lisa Stadler	Food Service Asst. I/ Del Norte	08/08/2011

**ASSIGNMENT, CLASSIFICATION, SCHEDULE CHANGE**

Elizabeth Chavez	Food Service Asst. I /Montera to Lincoln	08/08/2011
Sandra Manderville	IA-Resource Center/Howard-5 hrs to 6 hrs	07/01/2011
Flavio Medina-Martin	Executive Asst.-Confidential/HR Coordinator	07/22/2011
Rebecca Ruiz	Food Service Asst. II/Vernon to Serrano	07/01/2011
Luann Schaar	IA-Resource Center/Howard-5 hrs to 6 hrs	07/01/2011

**SUBSTITUTE, NOON AIDE STAFF ADDITIONS**

None.

**REQUESTS FOR LEAVE**

Richard Mills	Utility Maintenance Worker/Operations Medical	05/26/2011
Ricardo Salazar	Skilled Trades Technician/Operations Medical	07/01/2011

**RETURNS FROM LEAVE OF ABSENCE**

None.

**RESIGNATIONS, PROBATIONARY RELEASE, TERMINATIONS, VACANCIES**

Leslie Maldonado	Family Services Case Manager Asst./MCC	06/30/2011
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**Acceptance of Classified Personnel Recommendations**  
July 21, 2011

**EMPLOYMENT**

<b><u>NAME</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>EFFECTIVE</u></b>
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**RETIREMENT**

JoAnn Rizzo	Special Needs Program Assistant/Lincoln	09/30/2011
Yolanda Takacs	Bus Driver/Transportation	06/29/2011

**39 MONTH DISABILITY REEMPLOYMENT LIST**

None.

Prepared by: Cynthia L. Byrd, Assistant Superintendent, Human Resources 

Reviewed by: Kim Stallings, Deputy Superintendent, Administrative Services 

Approved by: James Q. Hammond, Superintendent 

ONTARIO-MONTCLAIR SCHOOL DISTRICT  
Ontario, California

July 21, 2011

**TO:** Samuel Crowe, President, and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** New Job Description for Human Resources Coordinator

---

**REQUESTED ACTION**

Approve new job description for Human Resources Coordinator.

**BACKGROUND INFORMATION**

As a result of the planned District reorganization, it is necessary to create a new job description for a Human Resources Coordinator.

**CURRENT CONSIDERATIONS**

The Coordinator of Human Resources, under the direction of the Assistant Superintendent and Director of Human Resources, is responsible for coordinating routine tasks in the Human Resources Division to assure maximum efficiency without increasing department staffing or costs. The coordinator will handle routine yet time-consuming tasks, such as unemployment inquiries, interactive reasonable accommodations meetings, employee recruitment and intake, as well as other duties as specified in the classification specification.

The Coordinator of Human Resources classification specification is shown as Exhibit A.

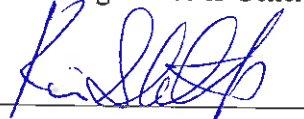
Prepared by: Cynthia L. Byrd, Assistant Superintendent, Human Resources



**FINANCIAL IMPLICATIONS**

The management salary range for this new position is \$73,824 to \$86,423 total compensation (management compensation schedule). The work year will be 260 days. The funding source is General Fund [Unrestricted].

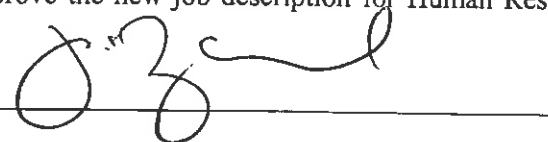
Reviewed by: Kim Stallings, Deputy Superintendent, Administrative Services



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends that the Board approve the new job description for Human Resources Coordinator.

Approved by: James Q. Hammond, Superintendent



(Ref. c 3.1)

## **Ontario-Montclair School District**

### **CLASS SPECIFICATION Human Resources Coordinator**

#### **GENERAL PURPOSE**

Under the direction of the Assistant Superintendent of Human Resources, coordinates and manages the recruitment and assignment of regular, temporary, and substitute personnel; coordinates the personnel functions, assists in the conduct of personnel related administrative matters; trains, supervises and evaluates paraprofessional and clerical staff; performs specialized studies and prepares reports; develops and coordinates training programs; advises employees and supervisors regarding the principles of progressive discipline and administers the disciplinary process; provides guidance to managers, supervisors, employees and candidates regarding personnel procedures, employee agreements and related personnel matters; coordinates personnel recruitment/selection and staffing activities, serves on or chairs committees as assigned; recommends procedural changes; develops sound personnel procedures in response to new personnel programs, laws, regulations, and County requirements; acts in the absence of the Assistant Superintendent, Human Resources and Director of Human Resources as assigned; and performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

The Human Resources Coordinator is responsible for overseeing the daily operational activities of the Human Resources Department, ensuring work is performed accurately, deadlines are met, and work is performed in accordance with established personnel practices and procedures. An employee in this class assists the Assistant Superintendent of Human Resources and Director of Human Resources in coordinating, reviewing and evaluating the personnel program including recruitment, certification, selection and processing employees. The incumbent is expected to participate in the identification of annual goals and objectives for the Human Resources Department. He/she will confer with management on major procedural changes and sensitive issues such as disciplinary matters. Otherwise, the incumbent regularly exercises independent judgment such as establishing priorities, assigning staff, modifying procedures and solving problems in order to achieve the desired goals and objectives. An employee in this class is expected to possess management and technical skills complimented with excellent interpersonal skills.

#### **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.

- Supervises a group of paraprofessional and clerical employees including selecting, training, distributing, prioritizing, reviewing work, preparing performance evaluations, counseling and disciplining.

(Ref. c 3.2)

- Oversees personnel operations including recruitment/selection, credentialing, employee processing, personnel/payroll functions, teacher substitute recruitment/placement. Performance evaluations, special projects/reports, district office switchboard/reception, and maintenance of employee records/files.
- Reviews personnel requests for transfer, promotion, leave of absence, termination or retirement from service.
- Organizes training programs for substitute teachers, new employees , human resources staff by identifying need, proposing methods of delivery to meet needs and evaluating results.
- Monitors the assignment of substitute teachers.
- Resolves problems/concerns regarding substitutes, conducts investigations as needed and recommends course of action.
- Coordinates the County EPICS; provides for the input and integration of data in conjunction with Fiscal Services.
- Assists applicants, employees, supervisors and managers with information; interprets and explains rules, regulations, policies and employee agreements.
- Provides technical expertise and advice to supervisors and managers regarding staffing, personnel practices, classified employee disciplinary problems.
- Prepares a variety of correspondence and develops forms
- Develops and maintains certificated job descriptions
- Reviews and monitors personnel requisitions, employee transfer requests, teacher contracts
- Prepares and maintains staffing lists
- Attends meetings and workshop of professional personnel organizations
- Develops and oversees computer related functions of Human Resources, including Web page
- Organizes and operates the substitute program
- Serves as the liaison for the University Student Teacher Program and intern partnerships; attends intern board meetings, places student teachers, plans and chairs student teacher orientation programs
- Conducts monthly staff meetings to update staff on special projects and activities; determine work activities, establish priorities, assign work, identify and resolve staff issues; promotes team work
- Periodically reviews applications and updates files
- Oversees employee requests related to leaves of absence (i.e. ADA and FMLA)
- Oversees fingerprint processing;
- Reviews existing procedures and recommends/implements changes to improve operations.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Personnel laws, rules, regulations, Education Code, court decisions, PERB decisions;
- Principles, procedures and policies relating to the employment of certificated, classified and non-classified personnel;
- Practices and trends of public personnel administration, including employee due process procedures;
- Management principles and practices, including organizational behavior, procedural analysis; forms control, work simplification, etc.;

(Ref. c 3.3)

- Problem solving methods and techniques, including the interest –based model;
- Training concepts and techniques;
- Principles of good public relations and customer service;
- School district organization, policies, employee organization contracts and agreements and personnel procedures;
- Supervisory principles and practices including interviewing, training, evaluating and administrating progressive discipline;
- Retirement programs including STRS and PERS

**Ability to:**

- Independently plan and organize work for self and others, establish priorities and meet deadlines;
- Solve supervisory/employee problems with very little direction;
- Work on confidential and highly sensitive issues with discretion;
- Exercise sound judgments and make independent decisions;
- Gather, read, analyze and interpret statistical and narrative data
- Prepare clear and comprehensive reports;
- Develop and monitor computer templates to replace forms;
- Establish and maintain effective and cooperative working relationships;
- Follow oral and written directions;
- Communicate effectively in oral and written form using correct English, grammar, spelling and punctuation.

**Training and Experience:**

Bachelor’s degree in business administration, public administration, human resources administration, psychology, sociology or other related field is required. A Master’s degree in one of the referenced fields is desirable. Up to two years of the required education (i.e. 60 semester or 90 quarter units) may be substituted by an additional two years of the experience noted below.

The equivalent of at least four years of full-time progressively responsible classified or certificated management experience.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge abilities and traits may be considered.

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

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 Demands:**

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

An employee is frequently required to walk and stand and occasionally to lift up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

(Ref. c 3.4)

**Mental Demands:**

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

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is moderate.

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

# Consent Calendar

(d) Learning & Teaching

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

July 21, 2011

TO: Samuel Crowe, President, and Board of Trustees  
FROM: James Q. Hammond, Superintendent  
SUBJECT: Acceptance of Funds and Adoption of Resolution 2011-12-04 for State-Funded Preschool

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**REQUESTED ACTION**

Approve the acceptance of funds and adoption of Resolution 2011-12-04 for State-funded Preschool.

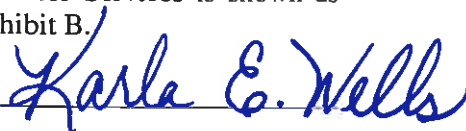
**BACKGROUND INFORMATION**

An application for continued funding for Fiscal Year 2011-2012 Child Development contract was submitted in December 2010 and approved. The application included a request for State-funded preschool funds.

**CURRENT CONSIDERATIONS**

The Child Development Division of the California Department of Education has notified the District that the request for the State-funded preschool program has been approved for the following schools: Bon View, Corona, El Camino, Haynes, Kingsley, Lehigh, Lincoln, Monte Vista, Montera, Moreno, Ramona, Sultana, and Vineyard elementary schools. A copy of the Local Agreement for Services is shown as Exhibit A. Resolution 2011-12-04 for State-funded preschool is shown as Exhibit B.

Prepared by: Karla E. Wells, Assistant Superintendent, Learning & Teaching



**FINANCIAL IMPLICATIONS**

The State-funded preschool contract for 2011-2012 is for a maximum reimbursable amount of \$2,027,629, based on the rate of \$34.38 per child, per day of full enrollment. The minimum number of days of operation is 175.


Reviewed by: Kim Stallings, Deputy Superintendent, Administrative Services



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends that the Board approve the acceptance of funds and adoption of Resolution 2011-12-04 for State-funded Preschool.

Approved by: James Q. Hammond, Superintendent





**CALIFORNIA DEPARTMENT OF EDUCATION**

1430 N Street

Sacramento, CA 95814-5901

**F. Y. 11 - 12**

DATE: July 01, 2011

CONTRACT NUMBER: CSPP-1432

PROGRAM TYPE: CALIFORNIA STATE  
PRESCHOOL PROGRAM

PROJECT NUMBER: 36-6781-00-1

**LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES**

CONTRACTOR'S NAME: ONTARIO-MONTCLAIR SCHOOL DISTRICT

By signing this contract and returning it to the State, you are agreeing to provide services in accordance with the FUNDING TERMS AND CONDITIONS (FT&C - available online at <http://www.cde.ca.gov/fg/aa/cd/>) and the CURRENT APPLICATION which by this reference are incorporated into this contract. The FT&C and Requirements specify the contractual responsibilities of the State and the contractor. The contractor's signature also certifies compliance with "General Terms and Conditions," (GTC 610/Exhibit A) which by this reference is incorporated herein.

Funding of this contract is contingent upon appropriation and availability of sufficient funds. This contract may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this contract.

The period of performance for this contract is July 01, 2011 through June 30, 2012. For satisfactory performance of the required services, the contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed \$34.38 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of \$2,027,629.00.

**SERVICE REQUIREMENTS**

Minimum Child Days of Enrollment (CDE) Requirement                      58,977.0

Minimum Days of Operation (MDO) Requirement                              175

Any provision of this contract found to be in violation of Federal and State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this contract.

Exhibit A, General Terms and Conditions attached.

STATE OF CALIFORNIA		CONTRACTOR				
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)				
PRINTED NAME OF PERSON SIGNING Margie Burke, Manager		PRINTED NAME AND TITLE OF PERSON SIGNING				
TITLE Contracts, Purchasing & Conference Services		ADDRESS				
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 2,027,629	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE		Department of General Services use only		
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	(OPTIONAL USE) See Attached					
TOTAL AMOUNT ENCUMBERED TO DATE \$ 2,027,629	ITEM See Attached	CHAPTER	STATUTE			FISCAL YEAR
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702					
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above		T B A NO	B R NO			
SIGNATURE OF ACCOUNTING OFFICER See Attached		DATE				

ONTARIO-MONTCLAIR SCHOOL DISTRICT  
Ontario, California

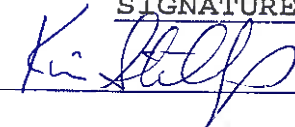
**RESOLUTION**  
Resolution 2011-12-04

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2011-12.

RESOLUTION

BE IT RESOLVED that the Governing Board of Ontario-Montclair School District

authorizes entering into local agreement number/s CSPP-1432 <sup>California State</sup> Preschool Program and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Kim Stallings</u>	<u>Deputy Superintendent</u>	
_____	_____	_____
_____	_____	_____

PASSED AND ADOPTED THIS 21 day of July 2011-12, by the Governing Board of Ontario-Montclair School District of San Bernardino County, California.

I, Kristen Brake, Clerk of the Governing Board of Ontario-Montclair School District, of San Bernardino, County,

California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a July 21, 2011 meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

	July 21, 2011
(Clerk's signature) Kristen Brake	(Date)

# Discussion/Action/Public Hearing

ONTARIO-MONTCLAIR SCHOOL DISTRICT  
Ontario, California

July 21, 2011

**TO:** Samuel Crowe, President, and Board of Trustees  
**FROM:** James Q. Hammond, Superintendent  
**SUBJECT:** Public Hearing regarding the Ontario-Montclair Teachers Association Recommended Initial Re-Opener Proposal for Negotiations with the Ontario-Montclair School District

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**REQUESTED ACTION**

Hold a public hearing to hear public comments regarding the Ontario-Montclair Teachers Association (OMTA) recommended Initial Re-Opener Proposal for negotiations with the Ontario-Montclair School District (OMSD).

**BACKGROUND INFORMATION**

At the June 30, 2011 Board meeting, the Ontario-Montclair Teachers Association, acting in accordance with Government Code section 3547, presented its recommended Initial Re-Opener Proposal for negotiations with the District.

**CURRENT CONSIDERATIONS**

Copies of OMTA's recommended Initial Re-Opener Proposal (Exhibit A) have been presented to OMSD, with copies also being made available to the press and other interested individuals. A copy has also been posted in the lobby of the Homer F. Briggs Education Center for public inspection.

At this meeting, the Board is asked to conduct the legally required public hearing on the OMTA recommended Initial Re-Opener Proposal.

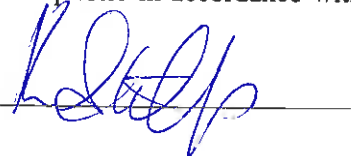
Prepared by: Cynthia L. Byrd, Assistant Superintendent, Human Resources



**FINANCIAL IMPLICATIONS**

As this proposal has been written in a Collaborative Bargaining format, the financial implications are not available until specific contract language is settled. At that point in time, prior to approval by the Board, a full financial disclosure, along with a chance for public comment, will be made public in accordance with Assembly Bills 1200 and 2756.

Reviewed by: Kim Stallings, Deputy Superintendent, Administrative Services



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends that the Board hold a public hearing on the Ontario-Montclair Teachers Association recommended Initial Re-Opener Proposal for negotiations with the Ontario-Montclair School District.

Approved by: James Q. Hammond, Superintendent



(Ref. H 1.1)



ONTARIO - MONTCLAIR TEACHERS ASSOCIATION CTA/NEA

417 WEST "E" STREET • ONTARIO, CALIFORNIA 91762  
(909) 986-2414 • FAX (909) 983-0585

June, 2011

Initial Re-Opener Agreement Proposal from the  
Ontario-Montclair Teachers Association  
to the  
Ontario-Montclair School District

The Ontario-Montclair Teachers Association has an interest in opening the following Articles and/or Appendixes of the Master Contract. In addition, the Association reserves the right to bring forth additional Articles, Appendixes and/or Memorandums of Understanding (MOUs) in which issues of interest arise.

**Article VIII – Hours of Work**

The Association would like to discuss the following topics relating to Hours of Work:

School site committees

Extra duties

Expectations at magnet schools, academy schools, and distinctive schools

Meetings, especially the difference between Tuesday site level meetings and Wednesday staff meetings

Grade level and department meetings

Workday for Nurses

**Article XI – Evaluation**

The Association would like to discuss the following topics relating to Evaluation:

When formal observations are scheduled

Pre and post observation meetings

**Article XVII – Salary Schedule and Rules**

Provide salaries that are comparable to surrounding districts.

**Article XIX – Fringe Benefits**

Increase the amount of money provided for Fringe Benefits.

(Ref. H 1.2)

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

July 21, 2011

**TO:** Samuel Crowe, President, and Board of Trustees

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

**SUBJECT:** **Adoption of Resolution 2011-12-05, Authorizing Participation in the San Bernardino County Superintendent of Schools (SBCSS) School Bonds Construction (SBC) Fast Track Program**

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**REQUESTED ACTION**

Adoption of Resolution 2011-12-05, the Governing Board of the Ontario-Montclair School District (OMSD) Authorizing Participation in the San Bernardino County Superintendent of Schools (SBCSS) School Bonds Construction (SBC) Fast Track Program.

**BACKGROUND INFORMATION**

In 2004, after the passage of the new State Bonds, the SBCSS DFS implemented the SBC construction payment process that, through minor restructuring and training of school district staff, streamlined the old process in order to speed up the construction payment process.

**CURRENT CONSIDERATIONS**

By adopting Resolution 2011-12-05, the District commits to:

1. Participating in the SBC Fast Track Program and abide by the guidelines and requirements of the program and the Public Works Building Contract Procedures.
2. Having its Purchasing Director and its Chief Business Official (i.e. Deputy Superintendent, Administrative Services) execute an Initial Set-Up form certifying that all required documents on that form have been obtained by the District and that all public bidding requirements have been satisfied. These two individuals may also be required to execute documentation relating to changes to the original construction contracts. The District's Chief Business Official and Director of Purchasing are hereby authorized to execute all necessary documents for participation in the SBC Fast Track Program.
3. Having its participation revoked if complying with the Fast Track Program's requirements and guidelines (step by step), and the Public Works Building Contract Procedures
4. The District's Chief Business Official and Purchasing Director will be responsible for the District's compliance with all legal requirements and Fast Track Program requirements. In exchange, the District's construction payments will be expedited.

**Adoption of Resolution 2011-12-05, Authorizing Participation in the San Bernardino County Superintendent of Schools (SBCSS) School Bonds Construction (SBC) Fast Track Program**  
July 21, 2011

5. Sending the Deputy Superintendent, Administrative Services; Assistant Superintendent, Business Services; Director of Purchasing; Director of Maintenance Operations & Facilities; Director of Fiscal Services; and Manager of Fiscal Services to a training workshop provided by District Financial Services and these individuals understand the obligations involved with participating in the Fast Track Program.
6. Any changes in authority regarding the execution of any documents relating to the SBC Fast Track Program will be approved by Ontario-Montclair School District Board of Trustees.

Reviewed by: Kim Stallings, Deputy Superintendent, Administrative Services



**FINANCIAL IMPLICATIONS**

None.

Reviewed by: Kim Stallings, Deputy Superintendent, Administrative Services



**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends that the Board approve the adoption of Resolution 2011-12-05, Authorizing Participation in the San Bernardino County Superintendent of Schools (SBCSS) School Bonds Construction (SBC) Fast Track Program

Approved by: James Q. Hammond, Superintendent



## **ONTARIO-MONTCLAIR SCHOOL DISTRICT**

Ontario, California

July 21, 2011

### **RESOLUTION 2011-12-05**

#### **AUTHORIZING PARTICIPATION IN THE SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS SCHOOL BONDS CONSTRUCTION FAST TRACK PROGRAM**

**WHEREAS**, the San Bernardino District Financial Services, on behalf of the San Bernardino County Superintendent of Schools and San Bernardino County Auditor/Controller-Recorder is instituting the School Bonds Construction ("SBC") Fast Track Program for the expenditure of State bond funds for the construction and/or modernization of school facilities; and

**WHEREAS**, the purpose of the SBC Fast Track Program is to streamline the payment process for construction contracts; and

**WHEREAS**, the Ontario-Montclair School District desires to participate in the SBC Fast Track Program.

**NOW, THEREFORE**, be it resolved as follows:

1. The Ontario-Montclair School District agrees to participate in the SBC Fast Track Program and abide by the guidelines and requirements of the program.
2. The District's Purchasing Director and its Chief Business Official (i.e. Deputy Superintendent, Administrative Services) will be required to execute an Initial Set-Up form certifying that all required documents on that Form have been obtained by the District and that all public bidding requirements have been satisfied. These two individuals may also be required to execute documentation relating to changes to the original construction contracts. The District's Chief Business Official and Director of Purchasing are hereby authorized to execute all necessary documents for participation in the SBC Fast Track Program.
3. District Financial Services will review the District's compliance with the Fast Track Program's requirements and guidelines (Step by Step), and the Public Works Building Contract Procedures. Violation of the requirements or guidelines (Step by Step), or Public Works Building Contract Procedures will result in Letters of Notice to the District. If the District receives three (3) Letters of Notice or commits a major violation (for instance, failure to comply with the public bid requirements), participation in the Fast Track Program can be revoked.
4. The District's Chief Business Official and Purchasing Director will be responsible for the District's compliance with all legal requirements and Fast Track Program requirements. In exchange, the District's construction payments will be expedited.

# Information/Announcements