



## BOARD OF EDUCATION - REGULAR MEETING

### AGENDA

District Office - Board Room  
500 N. Walnut Street, La Habra, CA 90631

Thursday, October 13, 2022 06:00 PM

**4:00 p.m. - Work/Study Session**

**5:00 p.m. - Closed Session**

**6:00 p.m. – Call to Order/Regular Meeting**  
(Meetings are recorded for use in official minutes)

#### 1. Work/Study Session

Start time: 04:00 PM

Assistant Superintendent, Dr. Marcie Poole and CollaborativeEDU will present on the continuous improvement in teaching and learning.

#### 2. Formal Call to Order

Start time: 05:00 PM

#### 3. Adjourn to Closed Session

#### 4. Closed Session

- a. Public Employee Discipline/Dismissal/Release/Personnel Matters  
Government Code Sections 54954.5(d), 54957
- b. Conference with Labor Negotiators District Representatives:  
Dr. Mario A. Carlos, Superintendent  
Employee Organization(s): California School Employees Association (CSEA),  
Chapter #135/La Habra Education Association (LHEA)  
Government Code Sections 54954.5(f), 54957.6
- c. Settlement Agreement for Student #1218944  
OAH Case No. 2022050555

#### 5. Second Call to Order

Start time: 06:00 PM

- Welcome
- Pledge of Allegiance

6. Report from Closed Session

7. Action Item: Adoption of Agenda (Action)

Motion\_\_\_\_\_ Second\_\_\_\_\_ Board Action\_\_\_\_\_

8. Action Item: Approval of Minutes of the Regular Meeting of September 8, 2022 (Action)

Motion\_\_\_\_\_ Second\_\_\_\_\_ Board Action\_\_\_\_\_

9. Correspondence: Clerk of the Board

10. Public Interest

- Imperial Middle School
- New Teacher Introduction
- Retiree

11. Public Comment

*Members of the audience may address the Board of Education on agenda items during consideration of that item and items not on the agenda that are within the Board's subject matter jurisdiction. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic. Persons wishing to address the Board should complete and submit a Presentation Card, available on the table near the hallway door. The Presentation Card must be completed and given to the Secretary prior to the meeting. Matters not on the agenda may neither be acted upon nor discussed by the Board, but will be researched and responded to in any one of the following ways: 1) by telephone after research; 2) by mail after research; or 3) at a subsequent Board meeting as an agenda item.*

12. CONSENT CALENDAR (Action)

Motion\_\_\_\_\_ Second\_\_\_\_\_ Board Action\_\_\_\_\_

a. EDUCATIONAL SERVICES (Consent Agenda)

1. Contract Reports - Educational Services

[Educational Services \(p. 6\)](#)

2. Staff Development

[Staff Development \(p. 8\)](#)

3. Memberships

[Memberships \(p. 11\)](#)

4. University Agreements

[Chapman \(p. 12\)](#)

[University of Massachusetts \(p. 19\)](#)

b. BUSINESS SERVICES (Consent Agenda)

1. Contract Reports - Business Services

[Business Services \(p. 30\)](#)

**2. Expenditures Report**

[Expenditures \(p. 31\)](#)

**3. Donations**

[Donations \(p. 32\)](#)

**4. Field Contracts**

[Field Contracts \(p. 34\)](#)

**c. PERSONNEL SERVICES**

**(Consent Agenda)**

**1. Separations/New Hires**

[Separations \(p. 36\)](#)

[New Hires \(p. 38\)](#)

**2. Change of Status**

[Change of Status \(p. 41\)](#)

**13. INSTRUCTION AND PERSONNEL**

**a. Information Item: Williams Settlement Legislation 4th Quarter Report**

**(Information)**

Trustees will be apprised of the Williams Settlement Legislation 4th Quarter Report for the 2021-22 fiscal year. This report represents activity conducted by the Orange County Department of Education (OCDE) during April, May, and June 2022.

[Williams 4th Qtr Report Board Memo \(p. 43\)](#)

[Williams 4th Quarter Report \(p. 44\)](#)

**b. Information Item: Williams Settlement Legislation Annual Report**

**(Information)**

Trustees will be apprised of the required Williams Settlement Legislation Annual Report per California Education Code Section 1240(2)(H) requirements.

[Williams Annual Report Memo \(p. 45\)](#)

[Annual Williams Report Sept 2022 \(p. 46\)](#)

**c. Public Hearing: Textbooks/Instructional Materials**

A Public Hearing will be held to allow for public comment regarding the adoption of Resolution #16-2022 to ensure availability of textbooks and instructional materials and certification of provision of standards-aligned instructional materials for the 2022-23 school year.

[Instructional Materials Board Memo 2022 \(p. 50\)](#)

[District Curriculum 2022-2023 \(p. 51\)](#)

**d. Action Item: Approval of Resolution #16-2022 - Textbooks/Instructional Materials**

**(Action)**

Following an affirmative Public Hearing, Trustees are requested to adopt Resolution #16-2022 certifying that each pupil in the La Habra City School District has been provided with the standards-aligned textbooks and/or instructional materials for each major academic subject for the 2022-23 school year per the attachment.

**Motion**\_\_\_\_\_

**Second**\_\_\_\_\_

**Roll Call**\_\_\_\_\_

[Textbooks and Instructional Materials - Resolution 16-2022 \(p. 53\)](#)

- e. Information/Action Item: First/Second Possible Reading of New Classified Job Description (Action)

Trustees are requested to approve a first and possible second reading of a new classified job description for a Digital Media Production Specialist per the attachment.

Motion\_\_\_\_\_ Second\_\_\_\_\_ Board Action\_\_\_\_\_

[Digital Media Production Specialist-Job Description \(p. 55\)](#)

#### 14. GENERAL MATTERS

- a. Action Item: Approval of Resolution #13-2022 - Red Ribbon Week (Action)

Trustees are requested to adopt Resolution 13-2022 proclaiming October 24, 2022 to October 28, 2022 as Red Ribbon Week per the attachment.

Motion\_\_\_\_\_ Second\_\_\_\_\_ Roll Call\_\_\_\_\_

[Red Ribbon Week - Resolution 13-2022 \(p. 58\)](#)

- b. Action Item: Approval of Proposed Amendments to Conflict of Interest Code (Action)

Trustees are requested to approve the proposed amendments to the Conflict of Interest Code Designated Filer Exhibits per the attachments.

Motion\_\_\_\_\_ Second\_\_\_\_\_ Board Action\_\_\_\_\_

[Conflict of Interest Codes Memo \(p. 59\)](#)

[Conflict of Interest Codes Report \(p. 60\)](#)

- c. Action Item: Approval of 2023-24 School Year Calendar (Action)

Trustees are requested to adopt the 2023-24 School Year Calendar as presented.

Motion\_\_\_\_\_ Second\_\_\_\_\_ Board Action\_\_\_\_\_

[School Year Calendar Memo \(p. 62\)](#)

[2023-24 Student Calendar \(p. 63\)](#)

#### 15. BUSINESS MATTERS

- a. Action Item: Authorization to utilize the National Association of State Procurement Officials (NASPO) ValuePoint Master Agreement (Action)

Trustees are requested to approve the authorization to utilize the National Association of State Procurement Officials (NASPO) ValuePoint Master Agreement Number 140603, CA - Participating Addendum# 7-19-70-46-07 for the purchase of copiers and maintenance services.

Motion\_\_\_\_\_ Second\_\_\_\_\_ Board Action\_\_\_\_\_

[NASPO Board Memo \(p. 64\)](#)

#### 16. Board/Superintendent Comments:

#### 17. Adjournment

Motion\_\_\_\_\_ Second\_\_\_\_\_ Board Action\_\_\_\_\_

## **18. NEXT BOARD MEETING:**

The next regular meeting of the Board of Education is scheduled for November 10 at 6:00 p.m., at the District Education Board Room, 500 N. Walnut Street, La Habra, California.

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**La Habra City School District is a tobacco-free district. Tobacco use is prohibited on District property at all times. Any individual with a disability who requires reasonable accommodation to participate in a Board meeting may request assistance by contacting the Superintendent's Office at 562-690-2300; fax: 562-690-4154.**



## La Habra City School District

500 North Walnut, La Habra, California 90631-3769

**Board of Education**  
 CYNTHIA AGUIRRE, *President*  
 OFELIA HANSON, *Clerk/Vice-President*  
 EMILY PRUITT, *Member*  
 SUE PRITCHARD, Ph.D., *Member*  
 ADAM ROGERS, *Member*  
 MARIO A. CARLOS, Ed.D., *Superintendent*

### REQUEST FOR APPROVAL OF CONTRACTS / AGREEMENTS / EDUCATIONAL SERVICES

PROGRAM	LOCATION	START DATE	END DATE	CONSULTANT	INVOICE AMOUNT	FUNDING SOURCE
Agreement to provide an assembly promoting personal responsibility and making good choices	Las Positas	10/20/2022	10/20/2022	Marc Griffiths	\$850.00	Unrestricted
<b><u>RATIFICATION</u></b>						
Staffing Services Agreement to provide an occupational therapist to the District	District	8/22/2022	6/1/2023	Sea Change Therapy	\$122,400.00	Special Education
PBIS Apps for SWIS Suite annual license	Las Positas	9/1/2022	8/31/2023	University of Oregon	\$350.00	Title I; S & C
Agreement to provide transportation services as requested by the District	District	8/26/2022	6/30/2023	Everdriven (formerly ALC Schools)	\$33,300.00	Special Education
Addition of a Unique Learning System and a SymbolStix PRIME annual license	District	8/29/2022	8/13/2023	n2y	\$750.21	Special Education
Agreement to be a District resource to provide behavioral health services and community resources	District	9/1/2022	6/30/2023	Friends of Family Health Center	N/A	N/A
Agreement to provide professional development and consult with the district to develop a multiyear plan for acceleration of learning in math	District	7/1/2022	6/30/2023	OCDE	\$36,000.00	ESSER III

**Board Approved: October 13, 2022**



## La Habra City School District

500 North Walnut, La Habra, California 90631-3769

### Board of Education

CYNTHIA AGUIRRE, *President*  
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EMILY PRUITT, *Member*  
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MARIO A. CARLOS, Ed.D., *Superintendent*

### REQUEST FOR APPROVAL OF CONTRACTS / AGREEMENTS / EDUCATIONAL SERVICES

PROGRAM	LOCATION	START DATE	END DATE	CONSULTANT	INVOICE AMOUNT	FUNDING SOURCE
<b><u>RATIFICATION</u></b>						
Agreement to provide Project GLAD training and demonstrations	District	10/1/2022	6/30/2023	OCDE	\$37,000.00	Title III
Agreement to provide Professional Development	District	9/1/2022	8/31/2023	Twig Science	\$18,000.00	S&C
Agreement to provide access to online interactive learning	District	7/1/2022	6/30/2023	Nearpod	\$49,637.37	S&C
Agreement to conduct a central auditory processing assessment	District	9/19/2022	6/30/2023	Maria Abramson, Au.D., CCC-A	\$1,000.00	Special Education
Agreement to support the District's efforts to improve school climate and culture by reducing inequity for and increasing engagement among LGBTQ youth and their families	District	9/19/2022	6/30/2023	Kinder Future	\$1,750.00	EEBG
Agreement to provide for the education of individual pupils in special education programs which are not available within the District	OCDE Special Schools	7/1/2022	6/30/2023	OCDE	\$500,000.00	Special Education

**Board Approved: October 13, 2022**

**LA HABRA CITY SCHOOL DISTRICT**  
**REQUEST FOR APPROVAL/RATIFICATION OF PROFESSIONAL DEVELOPMENT PROGRAMS**

<b>GENERAL PROGRAM</b>	<b>LOCATION</b>	<b>DATE</b>	<b>OVERVIEW</b>	<b>ATTENDEE(S)</b>	<b>ESTIMATED EXPENSE</b>	<b>FUNDING SOURCE</b>
MTSS Conference	Anaheim	7/12/22 - 7/14/22	Learn how to support MTSS systems	Brittany Contreras	\$395.00	EEBG
6th Annual Interpreters and Translators Conference	Virtual	9/22/22 - 9/24/22	Training in additional interpreting and translating skills	Nataly Tejeda-Duran	\$150.00	Unrestricted
Access and Equity for English Learners	Virtual	Various Dates Between 9/24/22 4/22/23	To learn up to date compliance and instruction for EL students	Adrienne Navarro	\$1,285.00	S & C
ATDLE - La escritura en español : pensamiento y palabra	Virtual	Various Dates Between 10/1/22 - 10/22/22	Learn writing options for dual language instruction	Lorena Cortez	\$225.00	S & C
Northern Region School Personnel Commissioners Assoc Conference	Walnut Creek	10/3/22	Merit System ideas and knowledge	Danelle Bautista	\$99.00	Personnel Commission
California Association of School Counselors (CASC) Conference	Riverside	10/6/22	Receive current training and resources to enhance counseling program	Heidi Quirk Julie Cruz Alyssa Campos Kimberly Michel Alyssa Martinez Elaine Young Andrea Ramirez Thien Do Emily Rolon Hong Yee	\$3,290.00	ESSER
PAL Elementary Advisor Training	Costa Mesa	10/10/22 - 10/11/22	Training in student engagement and building a positive school climate	Elaine Young Mayra Hernandez Kimberly Michel Veronica Arriaga - Hernandez	\$2,380.00	Title I - EC/EEBG



**LA HABRA CITY SCHOOL DISTRICT**  
**REQUEST FOR APPROVAL/RATIFICATION OF PROFESSIONAL DEVELOPMENT PROGRAMS**

<b>GENERAL PROGRAM</b>	<b>LOCATION</b>	<b>DATE</b>	<b>OVERVIEW</b>	<b>ATTENDEE(S)</b>	<b>ESTIMATED EXPENSE</b>	<b>FUNDING SOURCE</b>
Cognitively Guided Instruction	Riverside	10/20/22, 11/1/22, 11/15/22	Learn more about what CGI offers for English Learners and students with disabilities	Alejandra Maurin Moises Rodriguez Cecilia Chung Lorena Cortez Sara Ortiz	\$2,050.00	S & C
California Assoc of School Psychologist Conference	Los Angeles	10/12/22 - 10/13/22	School Psychologist annual conference	Brittany Contreras	\$310.00	Unrestricted
California Assessment Conference	Riverside	10/18/22 - 10/20/22	Learn and discuss student assessment tools and ideas	Marcie Poole Emily Flesher	\$700.00	EEBG
ACSA Leadership Summit	San Diego	11/3/22 - 11/5/22	Learn new strategies to benefit our students and community	Alma Noche	\$1,400.00	ESSER
La Cosecha Dual Immersion National Conference	Santa Fe, New Mexico	11/3/22 - 11/5/22	To present Ladera Palma's MTSS program to other Dual Immersion schools in the country	Rosamaria Murillo Adrienne Navarro	\$3,255.00	S&C, ESSER
The Breakthrough Coach	Virtual	11/14/22 - 11/15/22	Fundamental practices to empower staff and work efficiently	Erik Bagger Anna Ruiz	\$1,043.00	ESSER
Advanced Topics in Teaching for Biliteracy	Virtual	11/30/22 - 12/1/22	Learn more about the implementation of biliteracy strategies	Alejandra Maurin	\$650.00	S & C

**LA HABRA CITY SCHOOL DISTRICT**  
**REQUEST FOR APPROVAL/RATIFICATION OF PROFESSIONAL DEVELOPMENT PROGRAMS**

<b>GENERAL PROGRAM</b>	<b>LOCATION</b>	<b>DATE</b>	<b>OVERVIEW</b>	<b>ATTENDEE(S)</b>	<b>ESTIMATED EXPENSE</b>	<b>FUNDING SOURCE</b>
CSBA Annual Education Conference and Trade Show 2022	San Diego	12/1/22 - 12/3/22	Learn practical solutions to help governance teams improve student learning and achievement	Mario A. Carlos Sheryl Tecker 5 Board Members (TBD)	\$8,400.00	Unrestricted
IB PYP Training Workshop	Los Angeles	1/20/23 - 1/23/23	Required IB training	Suena Chang Dana Riggs Kristine Coffman Thien Do Denise Olynyk Evangeline Manzon Kaitlyn Nall Jeanine Bui Jennifer Peecher Hoda Katicha	\$15,750.00	Unrestricted
SEL and PBIS : Intergrating Social- Emotional Learning into Established PBIS Systems	Costa Mesa	3/1/23 - 3/3/23	Learn how to train PBIS Teams on how to integrate universal SEL practices	Helen Fernandez	\$100.00	S & C

La Habra City School District Memberships

<b>ORGANIZATION</b>	<b>PERIOD</b>	<b>FEES</b>	<b>EMPLOYEE</b>	<b>PO#</b>	<b>ACCOUNT#</b>
California Association of IB World Schools	2022 - 2023	\$100.00	Imperial Middle School Membership	S30P0317	0101-3212-0-5300-1110-1000-100-00000000
Leadership Associates	2022 - 2023	\$2,000.00	Marcie Poole	S30P0248	0101-6266-0-5300-0000-2100-3000-00000000
Society for Human Resource Management	2022 - 2023	\$229.00	Danelle Bautista	S30P0464	0101-0000-0-5300-0000-7400-410-00000000



CHAPMAN  
UNIVERSITY  
Orange, California 92866

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## **COUNSELING AND SCHOOL PSYCHOLOGY SUPERVISED PRACTICUM AND INTERNSHIP FIELDWORK AGREEMENT (this "Agreement")**

THIS AGREEMENT is made and entered into by and between Chapman University hereinafter called the "UNIVERSITY," and the **La Habra City School District**, hereinafter called "FIELDWORK SITE" for the purpose of establishing a mutually beneficial supervised practicum or fieldwork experience program (the "Program") for UNIVERSITY students.

### **I. RESPONSIBILITIES OF THE UNIVERSITY**

- A. The UNIVERSITY will assure that the students shall have completed the necessary educational prerequisites, health and background checks, including proof of negative TB test current within one year of supervised fieldwork and issuance of fingerprint clearance, if so required for the students to be eligible for the Program.
- B. The UNIVERSITY shall designate a faculty or staff member to coordinate, consult, and collaborate with the classroom teacher or designee of the FIELDWORK SITE, the activities of each student assigned to FIELDWORK SITE for the Program.
- C. The UNIVERSITY shall complete periodic observations and/or evaluations of the student regarding his/her performance at the FIELDWORK SITE as per arrangement between the UNIVERSITY faculty or staff member and the FIELDWORK SITE supervisor.

### **II. RESPONSIBILITIES OF THE FIELDWORK SITE**

- A. The FIELDWORK SITE shall provide field experiences in such sessions, schools, or classes of the FIELDWORK SITE and under the direct supervision and instruction of such employees of the FIELDWORK SITE, as specified by the duly authorized representatives of the FIELDWORK SITE and in collaboration with the UNIVERSITY.
- B. The FIELDWORK SITE may, for good cause, refuse to accept for field experiences, or terminate the field experience assignment of any student of the UNIVERSITY assigned to the FIELDWORK SITE in writing. Prior to removal of a student, the FIELDWORK SITE shall consult with the UNIVERSITY about its concerns and proposed course of action. The UNIVERSITY may terminate the field experience assignment of any student of the UNIVERSITY at the FIELDWORK SITE at any time, and may do so if the FIELDWORK SITE so requests in writing with a statement of reasons why the FIELDWORK SITE wishes to have the student withdrawn.
- C. The FIELDWORK SITE shall provide students with experiences with a student population that is diverse in terms of ethnicity, culture, language, socio-economics and/or special needs.
- D. The FIELDWORK SITE staff will promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the FIELDWORK SITE or involving employees or agents of the FIELDWORK SITE, take prompt and effective remedial action when discrimination or harassment is found to have occurred, and promptly notify the UNIVERSITY of

the existence and outcome of any complaint of harassment by, against, or involving any participating student.

- E. The FIELDWORK SITE staff will provide, upon request by any participating student, such reasonable accommodations at the FIELDWORK SITE as required by law in order to allow qualified students with disabilities to participate in the program.
- F. To provide for emergency health care of the student in case of accident at the expense of the student.
- G. To provide all participating students with a copy of the FIELDWORK SITE'S rules, regulations, policies, and procedures with which the students are expected to comply and notify the UNIVERSITY of any change in its personnel, operation, or policies which may affect the field education experience.
- H. Comply with all federal, state and local statutes and regulations applicable to the operation of the Program, including without limitation, laws relating to the confidentiality of student records.
- I. In its operation of the Program, the FIELDWORK SITE shall comply with and execute the requirements contained on APPENDIX A, attached hereto and incorporated herein, regarding the supervision, experience and training of the UNIVERSITY students.
- J. If the FIELDWORK SITE pays the students as its own temporary employees to perform the activities of the field experience as set forth on APPENDIX A, it shall be solely responsible for all employment related benefits and obligations.

### **III. THE PARTIES MUTUALLY AGREE**

- A. Neither party shall discriminate in the assignment of students on the basis of race, color, disability, sex, religion, national origin, ancestry, sexual harassment, or any other basis prohibited by law.
- B. Neither party shall receive any compensation, pay or remuneration in connection with the Program.
- C. The UNIVERSITY agrees to indemnify, hold harmless, and defend the FIELDWORK SITE, its agents, and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the FIELDWORK SITE because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its trustees, agents, or employees.
- D. The FIELDWORK SITE agrees to indemnify, hold harmless, and at the UNIVERSITY'S request, defend the UNIVERSITY, its trustees, agents, and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the UNIVERSITY because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement, and due or claimed to be due to the negligence of the FIELDWORK SITE, its agents, or employees.
- E. UNIVERSITY and FIELDWORK SITE each agree to maintain insurance or a program of self-insurance throughout the term of this Agreement as follows:
  - i. General liability coverage, written on an occurrence form, with limits of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the aggregate, and
  - ii. Professional liability insurance written on a claims-made form or Occurrence form, with limits of One Million Dollars (\$1,000,000) per claim/occurrence and Two Million Dollars (\$2,000,000) in the aggregate. For students who are not classified as employees of the FIELDWORK SITE, University shall provide coverage for students under school's professional liability policy or shall ensure that all students maintain individual professional liability insurance coverage with limits of not less than

One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in aggregate, and

iii. UNIVERSITY and FIELDWORK SITE shall maintain statutory Workers' Compensation coverage on their respective employees working at the FIELDWORK SITE pursuant to this Agreement. The parties agree that the students are considered learners who are fulfilling specific requirements for field experiences as part of a degree and/or credential requirement. Students are not employees of the UNIVERSITY and are not eligible for Automobile Liability Insurance coverage, employee benefit programs, or Workers' Compensation coverage through the UNIVERSITY. However, if any students are paid by the FIELDWORK SITE for participating in the Program, and are classified as employees of the FIELDWORK SITE, then the FIELDWORK SITE shall provide such students with Workers' Compensation insurance, Professional liability insurance, and any other employee benefits otherwise offered to its employees similarly classified.

iv. UNIVERSITY and FIELDWORK SITE shall provide certificates of insurance evidencing all coverage described herein, naming the other party as a Certificate Holder with policy endorsements for Waiver of Subrogation against the other party and naming the other party as an Additional Insured. Such evidence will be provided on a basis consistent with the effective date of this Agreement and annually thereafter. Each party shall provide the other party with written notice at least thirty (30) days in advance of any material modification or cancellation of such coverage. With respect to individual policies of insurance maintained by students, such evidence will be provided prior to the date when any new student commences participation in the Program.

- F. Both parties acknowledge they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise, or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.
- G. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any provisions contained herein.
- H. Notices required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class to the parties that signed this agreement and to the addresses below.

FIELDWORK SITE INFORMATION:

La Habra City School District  
500 North Walnut Street  
La Habra, CA 90631

UNIVERSITY CONTACT INFORMATION:

Attn: Harold W. Hewitt, Jr.,  
Executive Vice President & COO  
Chapman University  
One Chapman Drive  
Orange, CA 92866

- I. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- J. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.
- K. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.

- L. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be Orange County, California.
- M. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.

#### IV. TERM AND TERMINATION OF AGREEMENT

- A. THE TERM of this Agreement shall be effective **August 1, 2022, and** shall continue in full force and effect through **September 30, 2027**. This Agreement may be renewed for one (1) additional term of the contract by mutual written consent of the parties.
- B. THIS AGREEMENT may be terminated by either the UNIVERSITY or the FIELDWORK SITE with or without cause upon thirty (30) days written notice provided that (subject to the other terms of this Agreement) all students performing fieldwork at the time of notice of termination are given the opportunity to complete their fieldwork at the Fieldwork Site.
- C. This Agreement may be executed in one or more counterparts, each of which shall constitute one and the same agreement. Further, the parties may execute this Agreement via fax or electronic mail transmission. A true and correct copy of this Agreement, as executed by the parties, may be used in lieu of an original for all purposes permitted by law.

#### SIGNATURES:

FIELDWORK SITE:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

UNIVERSITY:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix A**

### **Specific School Counseling Fieldwork and Supervision Requirements**

Agreement Type. Please select all that apply:

- Unpaid: The student will not receive payment of any type during their fieldwork experience.
  - Paid: The student will receive a payment by the FIELDWORK SITE via stipend, hourly or salary during their fieldwork experience.
  - Internship Credential: Required for some types of paid internship experiences and are recommended by the program for students in good academic standing only.
- A. The FIELDWORK SITE shall ensure that the student receives an average of one hour of individual or one and a half hours of group face-to-face supervision per week. More supervision time may be needed, especially at the beginning of the FIELDWORK experience.
- B. The FIELDWORK SITE in collaboration with the UNIVERSITY will designate one school counselor who has at least two years experience in school counseling to serve as the primary supervisor. The student may also work with other experienced school counselors for specific activities. In no case shall any supervisor be assigned by the FIELDWORK SITE to provide concurrent supervision for more than two interns or students unless otherwise approved by the program director.
- C. Provide opportunities for students to gain a comprehensive range of experiences, including activities that align with the following state and program standards:
- Commission on Teacher Credentialing School Counseling Performance Expectations (SCPEs):
1. Foundations of School Counseling Professional Standards
  2. Professionalism, Ethics, and Legal Mandates
  3. Student Academic Development
  4. Student College and Career Development
  5. Social/Emotional Development
  6. Educational Foundations: Growth and Development, Learning Theory, Academic Achievement
  7. Leadership and Advocacy in Social Justice, Equity, and Access
  8. Program Development
  9. Research, Program Evaluation, and Technology
- D. The FIELDWORK SITE shall provide activities that occur across at minimum of two of four settings, including (a) preschool, (b) elementary, (c) middle school or junior high, and (d) high school.
- E. The FIELDWORK SITE shall provide opportunities for students to provide direct counseling services and work with PK-12 students and/or clients of diverse cultural backgrounds.
- F. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluation of the student's performance near the end of each university semester.
- G. The FIELDWORK SITE shall ensure that the student will be treated by the district as part of the professional staff and provided a supportive work environment, adequate supplies, counseling and test materials. In addition, it shall see that the student is encouraged to participate in district, SELPA, or county committees; and that he/she is provided release time as needed to attend professional development experiences or professional association meetings.
- H. Audio and/or video taping of selected counseling activities by the student for purposes of supervision shall be conducted by the FIELDWORK SITE or UNIVERSITY provided that all parties to be recorded have separately consented to such taping.
- I. The FIELDWORK SITE will ensure that the student will be expected to adhere to all health/COVID protocols of the FIELDWORK SITE as deemed necessary.



**Appendix B**  
**Specific School Psychology Fieldwork and Supervision Requirements**

**Agreement Type. Please select all that apply:**

- Unpaid: The student will not receive payment of any type during their fieldwork experience.
  - Paid: The student will receive a payment by the Facility or District via stipend, hourly or salary during their fieldwork experience.
  - Internship Credential: Required for some types of paid internship experiences and are recommended by the program for students in good academic standing only.
- A. Provide an average of one 2 hours of individual or small group supervision per week from a school psychologist with at least three years of professional experience.
- B. Provide experiences with a diverse student population.
- C. Provide experiences with a variety of educational programs
- D. Provide opportunities for students to gain a broad range of experiences, including experiences in:
- a. Data-Based Decision Making
  - b. Consultation and Collaboration
  - c. Academic Interventions and Instructional Supports
  - d. Mental Health and Behavioral Health Services and Interventions
  - e. School-Wide Practices to Promote Learning
  - f. Services to Promote Safe and Supportive Schools
  - g. Family, School, and Community Collaboration
  - h. Equitable Practices for Diverse Student Populations
  - i. Research and Evidence-Based Practice
  - j. Legal, Ethical, and Professional Practice
- E. The FIELDWORK SITE in collaboration with the UNIVERSITY will designate one school psychologist who has at least three years experience in School Psychology to serve as the primary supervisor. The student may also work with other experienced school psychologists for specific activities. In no case shall any supervisor be assigned by the FIELDWORK SITE to provide concurrent supervision for more than two interns or students.
- F. The FIELDWORK SITE shall ensure that the student receives an average of two hours of individual or group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.
- G. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluation of the student's performance near the end of each university semester.
- H. The FIELDWORK SITE shall ensure that the student will be treated by the district as part of the professional staff and provided a supportive work environment, adequate supplies, counseling and test materials. In addition, it shall see that the student is encouraged to participate in district, SELPA, or county committees; and that he/she is provided release time as needed to attend professional development experiences or professional association meetings.
- I. Audio and/or video taping of selected psychology activities by the student for purposes of supervision shall be conducted by the FIELDWORK SITE or UNIVERSITY provided that all parties to be recorded have separately consented to such taping.

- J. The FIELDWORK SITE will ensure that the student will be expected to adhere to all health/COVID protocols of the FIELDWORK SITE as deemed necessary.

### TRADITIONAL CLINICAL PRACTICE AGREEMENT

Please check below all the applicable supervised practicum and/or fieldwork in which in your District will be participating with University of Massachusetts Global Irvine Campus.

<b>TEACHER EDUCATION</b>	<input type="checkbox"/>	<b>SCHOOL PSYCHOLOGY</b>	<input checked="" type="checkbox"/>
<b>SCHOOL COUNSELING</b>	<input checked="" type="checkbox"/>	<b>EDUCATION ADMINISTRATION</b>	<input type="checkbox"/>

THIS AGREEMENT is made and entered into by and between University of Massachusetts Global hereinafter called the "UNIVERSITY," and the La Habra City School District, hereinafter called "FIELDWORK SITE."

#### I. RESPONSIBILITIES OF THE UNIVERSITY

- A. The UNIVERSITY will assure that the student shall have completed the necessary educational prerequisites, to be eligible for supervised fieldwork including proof of negative TB test current within one year of supervised fieldwork and issuance of certificate of clearance.
- B. The UNIVERSITY shall designate a faculty or staff member to coordinate, consult, and collaborate with the classroom teacher or district designee of the FIELDWORK SITE, the activities of each student assigned to FIELDWORK SITE and student fieldwork experience.
- C. The UNIVERSITY may provide monetary compensation for services rendered by the FIELDWORK SITE in an amount not to exceed the actual cost of the services rendered by the FIELDWORK SITE per Appendix A.

#### II. RESPONSIBILITIES OF THE FIELDWORK SITE

- A. The FIELDWORK SITE shall provide students with experiences with a student population that is diverse in terms of ethnicity, culture, language, socio-economics and/or special needs.
- B. The FIELDWORK SITE staff will promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the FIELDWORK SITE or involving employees or agents of the FIELDWORK SITE, take prompt and effective remedial action when discrimination or harassment is found to have occurred, and promptly notify the UNIVERSITY of the existence and outcome of any complaint of harassment by, against, or involving any participating student.
- C. The FIELDWORK SITE staff will provide, upon request by any participating student, such reasonable accommodations at the FIELDWORK SITE as required by law in order to allow qualified disabled students to participate in the program.
- D. To provide for emergency health care of the student in case of accident at the expense of the student.

- E. To provide all participating students with a copy of the FIELDWORK SITE'S rules, regulations, policies, and procedures with which the students are expected to comply and notify the UNIVERSITY of any change in its personnel, operation, or policies which may affect the field education experience.
- F. Comply with all federal, state and local statutes and regulations applicable to the operation of the program, including without limitation, laws relating to the confidentiality of student records.
- G. The FIELDWORK SITE staff shall comply with APPENDIX B regarding the FIELDWORK SITE'S supervision of UNIVERSITY students.

### **III. THE PARTIES MUTUALLY AGREE**

- A. The FIELDWORK SITE shall provide field experiences in such schools or classes of the FIELDWORK SITE and under the direct supervision and instruction of such employees of the FIELDWORK SITE, as specified by the duly authorized representatives of the FIELDWORK SITE and the UNIVERSITY.
- B. The FIELDWORK SITE may, for good cause, refuse to accept for field experiences, or terminate the field experience assignment of any student of the UNIVERSITY assigned to the FIELDWORK SITE in writing. Prior to removal of a student, the FIELDWORK SITE shall consult with the UNIVERSITY about its concerns and proposed course of action. The UNIVERSITY may terminate the field experience assignment or student teaching assignment of any student of the UNIVERSITY at the FIELDWORK SITE at any time, and may do so if the FIELDWORK SITE so requests in writing with a statement of reasons why the FIELDWORK SITE desires to have the student withdrawn.
- C. Neither party shall discriminate in the assignment of students on the basis of race, color, disability, sex, religion, national origin, ancestry, sexual orientation, or any other basis prohibited by law.
- D. The UNIVERSITY agrees to indemnify, hold harmless, and defend the FIELDWORK SITE, its agents, and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the FIELDWORK SITE because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its agents, employees, or students.
- E. The FIELDWORK SITE agrees to indemnify, hold harmless, and at the UNIVERSITY'S request, defend the UNIVERSITY, its agencies and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the UNIVERSITY because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement, and due or claimed to be due to the negligence of the FIELDWORK SITE, its agents, or employees.
- F. The parties agree that the students are considered learners who are fulfilling specific requirements for field experiences as part of a degree and/or credential requirement. Therefore, regardless of the nature or extent of the acts performed by them, students are not to be considered employees or agents of either the UNIVERSITY or the FIELDWORK SITE for any purpose including Workers' Compensation or any other employee benefit programs. The students shall not be entitled to any monetary remuneration for services performed by them in the course of their training.
- G. The parties mutually agree each shall provide and maintain commercial general liability insurance or self-insurance acceptable to both parties in the minimum amounts of \$1,000,000 per occurrence, \$3,000,000 general aggregate and upon request shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date of this Agreement. Each Certificate of Insurance shall specify that should any above described policies be cancelled before the

expiration date thereof, notice will be delivered in accordance with the policy provisions.

- H. Both parties acknowledge they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.
- I. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any provisions contained herein.
- J. Notices required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class to the parties that signed this agreement and to the addresses below.

**FIELDWORK SITE CONTACT INFORMATION:**

La Habra City School District  
500 North Walnut Street  
La Habra, CA 90631  
Attn: Keri Tucker  
Phone: 562-690-2303

**UNIVERSITY CONTACT INFORMATION:**

University of Massachusetts Global  
16355 Laguna Canyon Road  
Irvine, CA 92618  
Attn: School of Education, Dean  
Fax: (800) 775-0128

- K. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- L. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.
- M. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.
- N. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be Orange County, California.

#### **IV. TERM AND TERMINATION OF AGREEMENT**

- A. THE TERM of this Agreement shall be effective 10/24/2022 and shall continue in full force and effect through 10/24/2025. This Agreement may be renewed for one (1) additional term of the contract by mutual written consent of the parties.
- B. THIS AGREEMENT may be terminated by either the UNIVERSITY or the FIELDWORK SITE with or without cause upon thirty (30) days written notice provided that (subject to the other terms of this Agreement) all students performing fieldwork at the time of notice of termination are given the opportunity to complete their fieldwork at the Fieldwork Site.

**SIGNATURES:**

FIELDWORK SITE:    Signature: \_\_\_\_\_  
                                 Name: \_\_\_\_\_  
                                 Title: \_\_\_\_\_  
                                 Date: \_\_\_\_\_

UNIVERSITY:        Signature: \_\_\_\_\_  
                                 Name:        Phillip L. Doolittle  
                                 Title:        Executive Vice Chancellor of Finance and  
                                                   Administration and Chief Financial Officer  
                                 Date:        \_\_\_\_\_

Appendix A  
Payment for Cooperating Teachers for Teacher Education Fieldwork Only

**I. SPECIAL PROVISIONS – RATES and PAYMENTS**

- (a) \$ 200 Cooperating Teacher stipend per eight (8) week session of full-time student teaching consisting of three to six (3-6) units for Multiple and Single Subject Credential candidates.
- (b) \$ 200 Cooperating Teacher stipend per eight (8) week session of full-time student teaching consisting of three to six (3-6) units for Education Specialist Instruction Credential (Special Education) candidates.

METHOD OF PAYMENT: Stipend is to be paid directly to the Cooperating Teacher.

In the event the assignment of a UNIVERSITY student is terminated by the UNIVERSITY and/or the FIELDWORK SITE for any reason after the student has been in student teaching and has been at the assignment for a minimum of two weeks, COOPERATING TEACHER shall receive payment for one assignment on account of each student as though there had been no termination of the assignment. Said payment is to exceed no more than six (6) units per session of terminated assignment. In the event the field experience of a UNIVERSITY student is terminated by the UNIVERSITY and/or the COOPERATING TEACHER for any reason after the student has been in the field experience for a minimum of two weeks, COOPERATING TEACHER shall receive payment for one assignment on account of each student as though there had been no termination of the assignment.

Within thirty (30) days following the close of each session or academic session of the UNIVERSITY, the COOPERATING TEACHER shall submit an invoice and I-9 form as provided and signed to them by the UNIVERSITY, to the UNIVERSITY for payment at the rate provided therein for all field experiences provided by the FIELDWORK SITE under and in accordance with this agreement during said session. This process may be altered according to individual districts procedures as to the manner in which the invoicing will proceed so long as the parties mutually agree to such alteration in advance.

## **Appendix B**

### **Specific Supervision Requirements for Each Program**

#### **Teacher Education Fieldwork:**

- A. "Field Experience" as used herein and elsewhere in this agreement means active participation in the duties and function of classroom under the direct supervision and instruction of employees of the FIELDWORK SITE who hold valid clear teaching credentials issued by the California Commission on Teacher Credentialing, authorizing them to serve as classroom teachers in the schools or classes in which the field experience is provided, and have completed a minimum of three years successful teaching experience. "Student Teaching" is used herein and elsewhere in this agreement means participation in the duties and function of classroom teaching under the direct supervision and instruction of employees of the FIELDWORK SITE who hold valid, teaching credentials issued by the California Commission on Teacher Credentialing, authorizing them to serve as classroom teachers in the schools or classes in which the student teaching experience is provided, and have completed a minimum of three years successful teaching experience.
- B. The UNIVERSITY'S Teacher Education Policy provides that student teachers without emergency or substitute permits may not be asked by the school districts to serve and be paid for substitute teaching as, under California law, student teachers are not certificated personnel and as they require full-time supervision. Those holding substitute or emergency permits may substitute for their Cooperating Teacher only (a maximum of four (4) days only): when s/he is ill; when it is determined by the principal that this is in the best interest of the students in the classroom as well as the candidate; after the first four weeks of the first assignment; and/or when the candidate is paid.
- C. "Session of Student Teaching," for Multiple Subject and Single Subject Credential candidates as used herein and elsewhere in this agreement is considered to be a full day of student teaching daily for five (5) days a week for a minimum of eight (8) weeks for elementary credential candidates (for this, the elementary credential candidate receives three to six (3-6) session units of practice teaching credit), and three periods a day for five (5) days a week for a minimum of eight (8) weeks for secondary credential candidates (for this, the secondary credential candidate receives three to six (3-6) session units of practice teaching credit).
- D. "Session of Student Teaching," for Education Specialist Instruction Credential (Special Education) candidates as used herein and elsewhere in this agreement is considered to be a full day of student teaching daily for five (5) days a week for a minimum of eight (8) weeks for elementary credential candidates (for this, the elementary credential candidate receives three to six (3-6) session units of practice teaching credit), and three periods a day for five (5) days a week for a minimum of eight (8) weeks for secondary credential candidates (for this, the secondary credential candidate receives three to six (3-6) session units of practice teaching credit).
- E. An assignment of a Multiple Subject and Single Subject Credential candidate of the UNIVERSITY to student teaching in classes of schools of the FIELDWORK SITE shall be for a two eight (8) week session as mutually agreed between the UNIVERSITY and FIELDWORK SITE.
- F. An assignment of an Education Specialist Instruction Credential (Special Education) candidate of the UNIVERSITY to student teaching in classes of schools of the FIELDWORK SITE shall be for a single eight (8) week session as mutually agreed between the UNIVERSITY and FIELDWORK SITE.
- G. The assignment of a UNIVERSITY student to field experiences and student teaching at FIELDWORK SITE shall be deemed to be effective for the purposes of this agreement as of the date the student presents to the proper FIELDWORK SITE officials the assignment papers or other documents provided by the UNIVERSITY effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.



- H. School Site-employed supervisors for multiple and single subject candidates must complete an orientation to the program's expectations to be knowledgeable regarding program curriculum and assessments, including the TPEs and the California Teaching Performance Assessment (CAL TPA). School Site employed supervisors are required to complete a minimum of 10 hours of initial orientation provided through University of Massachusetts Global on the program curriculum, effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices, program curriculum and assessments, including the TPEs and the CAL TPA. The program ensures that district employed supervisors remain current in the knowledge and skills for candidate supervision and program expectations. Eight hours of the ten-hour orientation may be met via experience and professional development pertaining to cognitive coaching, adult learning theory, instructional practices, and inclusion. Two hours of the ten-hour orientation are specific to University of Massachusetts Global and take place via the shared candidate supervision process.
- I. School Site with Student Teachers must have a fully qualified administrator.
- J. University may request use of video capture (GoReact) for candidate reflection and CAL TPA completion to reflect to the extent possible Student Teacher's knowledge, skills, and abilities to instruct TK-12 students while meeting state-adopted academic standards for their program. School Site shall inform Credential Student Teachers of video recording policies in place for the CAL TPA video capture requirement. If the site does not have a video request form or permission slip a generic form is available to the candidate via the CTC webpage.
- K. The UNIVERSITY shall complete formal observations and/or evaluations of the student approximately every 3 weeks regarding his/her performance at the FIELDWORK SITE. This may be conducted in person or via secure video (GoReact).

#### **School Counseling Fieldwork:**

- A. Provide an average of one (1) hour of individual or one-and-one-half (1.5) hours of small group supervision per week from an experienced school counselor with at least two years of professional experience.
- B. The program assigns qualified supervisors and provides training based on the program's design.

Qualifications for supervisors must include, but are not limited to:

- a. Possession of a PPS School Counselor credential and a minimum of two years PPS experience as appropriate to the candidate's fieldwork setting.
- b. The University will provide materials for supervisors on training in models of supervision, the SCPEs, and program fieldwork requirements share responsibility for the quality of field experience, design of field experiences, quality of clinical progress, and assessment and verification of candidate competence.

Candidates are required to:

- c. Complete a minimum of eight hundred (800) clock hours in two of three school levels such as elementary, middle, high school with a minimum of two hundred (200) clock hours within each level. Two hundred (200) hours of the eight hundred (800) clock hours may be completed in other areas related to schools and/or counseling, such as field work hours needed for a Child Welfare and Attendance (CWA) authorization.
- d. Meet with their supervisor for one (1) hour of individual or one-and-one-half (1.5) hours of small group (limit 8 candidates per group) supervision per week. 600 clock hours are required in a public Pre-K-12 school, must be supervised by a professional who holds a valid PPS credential and is always also accessible to the candidate while the candidate is accruing fieldwork hours.

C. University Supervision Requirements include:

- e. One-and-one-half (1.5) hours per week of group supervision provided on a regular schedule throughout the field experience, usually performed by a program faculty member.
- f. The program provides preparation and continuing education for field experience supervisors on program requirements, models of supervision, and the SCPEs, in collaboration with site supervisors. Site Supervisors share responsibility for the quality of field experience, design of field experiences, quality of clinical progress, and assessment and verification of candidate competence.

D. Provide opportunities for students to gain a broad range of experiences, including experiences in:

- a. Personal and career assessments
- b. Personal counseling experience in either an individual or group context
- c. Experience in School-based programs serving parents and family members
- d. Observing classroom instruction
- e. Attending district and school-based meetings
- f. Mapping school-based community resources
- g. The candidate is to perform, under supervision, the functions of school counselors in school counseling domains.
- h. Participating in professional development activities.
- i. Participating in individual or group supervision.
- j. Learning about and using technology and information systems.
- k. Learning about Individual differences and student diversity.

E. The FIELDWORK SITE shall provide activities that occur across at minimum of two of four settings, including, (a) elementary, middle school or junior high, and (b) high school.

F. The FIELDWORK SITE in collaboration with the UNIVERSITY will designate one school counselor who has at least two years' experience in school counseling to serve as the primary supervisor. The candidate may also work with other experienced school counselors for specific activities. In no case shall any supervisor be assigned by the FIELDWORK SITE to provide concurrent supervision for more than two candidates.

G. The FIELDWORK SITE shall ensure that the candidate receives an average of one hour of individual or one and one-half hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.

H. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluation of the student's performance near the end of each university session.

I. The FIELDWORK SITE shall ensure that the candidate will be treated by the district as part of the professional staff and provided a supportive work environment, adequate supplies, counseling and test materials. In addition, it shall see that the candidate is encouraged to participate in district, SELPA, or county committees; and that he/she is provided release time as needed to attend

professional development experiences or professional association meetings.

### **Specific Supervision Requirements School Psychology Fieldwork:**

There are two required levels of field based activities. The first level, practicum, consists of a series of supervised experiences that occur prior to the culminating field experience or internship, and is conducted in field-based settings. The practicum provides for the application of pedagogical knowledge, skills and abilities as identified in the SPPEs.

A minimum of 450 clock hours of practicum is required according to the following standards and guidelines:

1. A minimum of three hundred (300) clock hours in a preschool to grade 12 school setting providing direct and indirect pupil services.
  2. Up to 150 hours of experience may be offered through on-campus agencies (for example, child study center, psychology clinic, relevant educational research or evaluation activities), or community agencies (for example, private schools, community mental health centers).
- 
- J. Provide an average of two (2) hours of individual or small group supervision per week from an experienced school psychologist.
  - K. Assigned practicum supervisors must meet the following qualifications for practicum/fieldwork supervisors must include but are not limited to:
    - Minimum of 3 years of experience as professional in the field
    - Possession of a PPS School Psychology Credential
    - Knowledge of context and content appropriate to the practicum experience. A field-based professional holding a current and valid credential authorizing service as a school psychologist provides direct culminating fieldwork or internship supervision.
  - L. Provide experiences with a diverse student population.
  - M. Provide experiences with a variety of educational programs.
  - N. A minimum of twelve hundred (1,200) clock hours of field experience is required as part of the culminating fieldwork or internship according to the following guidelines:
    - i. The culminating field experience or internship is typically completed within one (1) academic year but shall be completed within no more than two (2) consecutive academic years.
    - ii. The culminating field experience or internship must include a minimum of one thousand (1000) clock hours in a preschool –grade 12 school setting providing direct and indirect services to pupils.
    - iii. Up to two hundred (200) hours of field experience may be acquired in other settings such as (a) private, state-approved educational programs; (b) other appropriate mental health-related program settings involved in the education of pupils; (c) relevant educational research or evaluation activities. Supervision and principal responsibility for the field experience in other settings is the responsibility of the off-campus agency.
    - iv. A written plan for the culminating field (or intern) experience is prepared and agreed upon by representatives of the local educational agency, the field (or intern) supervisor(s), and program supervisory staff. The field experience plan is completed early in the field experience and is periodically reviewed and revised by the University Supervisor along with input from the site supervisor. The plan identifies the field experience objectives, describes appropriate experiences for the achievement of the objectives across settings, and outlines the evaluation plan for determining the achievement of each objective. The plan also delineates the responsibilities of both the university and the local supervisory personnel.

O. Provide opportunities for candidates to gain a broad range of experiences, including experiences in:

- a. Data based decision making: Assessing and reevaluating individual pupils and their programs.
- b. Collaboration and consultation with school personnel and participation on interdisciplinary teams.
- c. Developing, implementing and evaluating academic and behavioral interventions.
- d. Providing counseling and other mental health interventions.
- e. Home, school, community collaboration: working with parents and community members.
- f. Learning about, helping develop, or evaluating policy, practices and programs.
- g. Participating in professional development activities.
- h. Participating in individual or group supervision.
- i. Learning about and using technology and information systems.

P. Learning about Individual differences and student diversity.

Q. The University will provide materials for supervisors on training in models of supervision, the SPPEs, and program fieldwork requirements share responsibility for the quality of field experience, design of field experiences, quality of clinical progress, and assessment and verification of candidate competence.

R. The FIELDWORK SITE shall provide activities that occur across at minimum of two of four settings, including (a) preschool, (b) elementary, (c) middle school or junior high, and (d) high school.

S. The FIELDWORK SITE in collaboration with the UNIVERSITY will designate one school psychologist who has at least three years' experience in School Psychology to serve as the primary supervisor. The student may also work with other experienced school psychologists for specific activities. In no case shall any supervisor be assigned by the FIELDWORK SITE to provide concurrent supervision for more than two interns or students.

T. The FIELDWORK SITE shall ensure that the student receives an average of two hour of individual or two hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.

U. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluations of the student's performance near the end of each university session.

V. The FIELDWORK SITE shall ensure that the candidate will be treated by the district as part of the professional staff and provided a supportive work environment, adequate supplies, counseling and test materials. In addition, it shall see that the candidate is encouraged to participate in district, SELPA, or county committees; and that he/she is provided release time as needed to attend professional development experiences or professional association meetings.

#### **School Administration:**

A. The FIELDWORK SITE shall provide student with individual and/or small group supervision from an experienced school administrator.

B. The FIELDWORK SITE shall ensure that the student receives an average of one hour of individual and/or one and one-half hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.

- C. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluation of the student's performance near the end of each university session.
- D. The FIELDWORK Site shall support the Administration of the California Administrator Performance Assessment (CalAPA) Video.
  - a. For purposes of implementing any video requirement, candidates must be able to record interactions with faculty, staff, and PK-12 students.
  - b. The program assures that each school or district where the candidate is completing fieldwork has a media release for all who are videotaped on file.
  - c. The program requires candidates to affirm that the candidate has followed all applicable video policies for any CalAPA task requiring a video, and maintains records of this affirmation for a full Accreditation cycle
- E. The FIELDWORK Site shall provide a range of activities in educational settings. The settings must:
  - a. support the candidate's ability to complete the CalAPA;
  - b. demonstrate commitment to collaborative student-centered practices and continuous program improvement.
  - c. have partnerships with appropriate other educational, social, and community entities that support teaching and learning for all students;
  - d. create a learning culture that supports all students;
  - e. understand and reflect socioeconomic and cultural diversity;
  - f. support the candidate to access data, work with other educators, and observe teaching practice; and
  - g. permit video capture, where designated, for candidate reflection and CalAPA task completion.



## La Habra City School District

500 North Walnut, La Habra, California 90631-3769

### Board of Education

CYNTHIA AGUIRRE, *President*  
OFELIA HANSON, *Clerk/Vice-President*  
EMILY PRUITT, *Member*  
SUE PRITCHARD, Ph.D., *Member*  
ADAM ROGERS, *Member*  
MARIO A. CARLOS, Ed.D., *Superintendent*

### REQUEST FOR APPROVAL OF CONTRACTS / AGREEMENTS / BUSINESS SERVICES

PROGRAM	LOCATION	START DATE	END DATE	CONSULTANT	INVOICE AMOUNT	FUNDING SOURCE
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#### RATIFICATION

Agreement to provide Sophos Antivirus for PC's and Servers	District	9/1/2022	8/20/2025	Trebron Company, LLC	\$28,317.00	Unrestricted
Facilitate the LHEA and CSEA negotiations	District	7/1/2022	6/30/2023	McKenna Education Associates	\$20,000.00	General Fund

Board Approved: October 13, 2022

Warrant Reports: August 23, 2022 – October 03, 2022

Approve warrants numbered 30-090479 through 30-090723 for the amount of \$2,917,211.66 as presented.

0101	General fund	\$2,917,211.66
1212	Child Development	\$1,725.30
1313	Nutrition Services	\$90,706.92
2129	Building Fd GO Bond S-2012E	\$744,809.80
2525	Capital Facilities	\$85,504.00
4040	Special Reserve FD for Capital Outlay	\$2,031.55
	<b>TOTAL</b>	<b>\$2,917,211.66</b>

# DONATIONS MADE TO LA HABRA CITY SCHOOL DISTRICT 2022-2023

<b>DJ Quadrant 2, INC</b>	Band Program Donation <i>IMS</i>	<u>\$ 375.00</u>
<b>Peter F. Marsh Foundation</b>	Band Program Donation <i>IMS</i>	<u>\$ 1,000.00</u>
<b>IMS Parents</b>	Band Program Donation <i>IMS</i>	<u>\$ 1,480.00</u>
<b>Parker &amp; Convert</b>	<i>Misc Donation</i> <i>District</i>	<u>\$ 250.00</u>
<b>Keenan &amp; Associates</b>	<i>Misc Donation</i> <i>District</i>	<u>\$ 1,000.00</u>
<b>ABF Printing &amp; Marketing Inc</b>	<i>Gift Cards</i> <i>District</i>	<u>\$ 200.00</u>
<b>McGraw Hill Education</b>	<i>3 Gift Bags</i> <i>District</i>	<u>\$ 75.00</u> <i>Value</i>
<b>Little Diversified</b>	<i>Misc Donation</i> <i>District</i>	<u>\$ 250.00</u>
<b>Piper Sandler</b>	<i>Misc Donation</i> <i>District</i>	<u>\$ 250.00</u>
<b>Jones &amp; Mayer</b>	<i>Misc Donation</i> <i>District</i>	<u>\$ 250.00</u>
<b>Wolverine Fence</b>	<i>Samsung TV</i> <i>District</i>	<u>\$ 350.00</u> <i>Value</i>
<b>USA Shade</b>	<i>Gift Card</i> <i>District</i>	<u>\$ 500.00</u>



<b>KickUp</b>	<i>Gift Card District</i>	<u>\$ 100.00</u>
<b>La Habra Family Vision Optometry</b>	<i>Gift Cards District</i>	<u>\$ 250.00</u>
<b>Northgate Market</b>	<i>Gift Cards District</i>	<u>\$ 400.00</u>
<b>SchoolsFirst</b>	<i>Misc Donation District</i>	<u>\$ 150.00</u>
<b>Jones &amp; Mayer</b>	<i>Misc Donation District</i>	<u>\$ 250.00</u>
<b>La Habra Host Lions Club</b>	<i>Misc Donation District</i>	<u>\$ 500.00</u>
<b>Williams Tree Service</b>	<i>Misc Donation District</i>	<u>\$ 500.00</u>
<b>Corner Bakery</b>	<i>Cake District</i>	<u>\$ 40.00</u>
<b>Burrito Brothers</b>	<i>Gift Cards, hats &amp; shirts District</i>	<u>\$ 250.00</u> <i>Value</i>
<b>J &amp; S Security</b>	<i>Misc Donation District</i>	<u>\$ 250.00</u>
	<b>Total</b>	<u><b>\$ 8,670.00</b></u>



## La Habra City School District

500 North Walnut, La Habra, California 90631-3769

### Board of Education

CYNTHIA AGUIRRE, *President*  
OFELIA HANSON, *Clerk/Vice-President*  
EMILY PRUITT, *Member*  
SUE PRITCHARD, Ph.D., *Member*  
ADAM ROGERS, *Member*

MARIO A. CARLOS, Ed.D., *Superintendent*

### REQUEST FOR RATIFICATION OF FIELD CONTRACTS

VENDOR	DESCRIPTION	LOCATION	AMOUNT
Atlas Backflow Inc.	Labor and materials to perform backflow testing	District	\$1,485.00
Avidex Industries	Labor and materials to furnish and install new audio equipment in the music room	Washington	\$12,913.28
California Arborist Complete Tree Care	Labor and materials to trim palm trees	Various	\$6,725.00
Cal Building Systems	Labor and materials to install a new duct detector and five smoke heads	Washington	\$2,979.30
4 Seasons Roofing	Labor and materials for the removal of the existing roof system and installation of new roof system on MPR	Walnut	\$58,800.00
Golden Coast Construction	Labor and materials to remove the wall dividing the computer lab	Washington	\$4,763.00
Golden Coast Paving	Labor and materials to repair and seal asphalt; cut, form and pour concrete	Various	\$18,812.00
KYA Services	Labor and materials to remove existing carpet, install LVT, walk off mat, base and reducers	Washington	\$67,605.92
KYA Services	Labor and materials to remove existing carpet, install new carpet, walk off mat, base and reducers	El Cerrito	\$9,086.62
KYA Services	Labor and materials to remove existing carpet, install new carpet, walk off mat, base and reducers	Las Positas	\$9,856.11
Luna Construction	Labor and materials to install a fire access walking entry point for shade structure	El Cerrito	\$2,150.00
Luna Construction	Labor and materials to install a concrete curb, door frame and paint tile walls and wood paneling	Various	\$17,809.00
Pacific Coast Entertainment	Labor and materials to furnish and install wireless microphones	Washington	\$9,849.44
Quiel School Signs	Labor and materials to repair the electronic marquee	Imperial	\$1,874.25

**Board Approved: October 13, 2022**



## ***La Habra City School District***

500 North Walnut, La Habra, California 90631-3769

### **Board of Education**

CYNTHIA AGUIRRE, *President*  
OFELIA HANSON, *Clerk/Vice-President*  
EMILY PRUITT, *Member*  
SUE PRITCHARD, Ph.D., *Member*  
ADAM ROGERS, *Member*

MARIO A. CARLOS, Ed.D., *Superintendent*

William Tree Service	Labor and materials to trim various trees	Imperial, Washington	\$13,400.00
Wolverine Fence	Labor and materials to fabricate and install four sets of chain link fence backing to existing aluminum bleachers	Las Positas	\$13,600.00
Wolverine Fence	Labor and materials to fabricate and install rails, posts and chain link fencing	Ladera Palma	\$9,650.00
Weatherproofing Technologies, Inc.	Change Order #1- Furnish and install an additional 190 feet of gutter systems due to unforeseen work	Las Lomas	\$6,992.00

**Board Approved: October 13, 2022**

## La Habra City School District

**To:** Board of Trustees  
**From:** Danelle Bautista, Director of Classified Personnel/Insurance Supervisor  
**Date:** October 13, 2022  
**CC:** Superintendent  
**Re:** Separations

NAME/JOB TITLE/ SCHOOL	HIRE DATE	REASON	EFFECTIVE DATE
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### CLASSIFIED

Cassady, Christie I A I-Sp Ed Imperial	10/15/2007	Resigned	6/2/2022
Lasater Verdugo, Priscilla Extended Care Worker KidZone	5/17/2021	Resigned	9/29/2022
Nguyen, Dan-Thanh Info Svcs Tech II District Office	10/19/2021	Resigned	9/12/2022
Orona, Rosie Student Supervisor Las Positas	2/12/2009	Resigned	9/16/2022
Ricardo Villagrana, Manuel Bus Driver Transportation	3/22/2022	Resigned	6/3/2022
Romero, Marie Student Supervisor Washington	2/18/2020	Resigned	10/11/2022
Rubio, Martha Inclusion Asst Walnut	4/20/2022	Resigned	9/8/2022
Santoyo, Paulina I A III-SE/Behavior Las Positas	1/4/2012	Resigned	6/30/2022
Zamora, Rocio Educational Asst Ladera Palma	11/9/2020	Resigned	9/5/2022

## La Habra City School District

NAME/JOB TITLE/ SCHOOL	HIRE DATE	REASON	EFFECTIVE DATE
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**CLASSIFIED (continued)**

Zepeda, Rudy Groundskeeper M & O	9/7/2021	Resigned	9/2/2022
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**Board Approved: October 13, 2022**

## La Habra City School District

**To:** Board of Trustees

**From:** Danelle Bautista, Director of Classified Personnel/Insurance Supervisor  
Sheryl Tecker, Ed.D., Associate Superintendent of Human Resources

**Date:** October 13, 2022

**CC:** Superintendent

**Re:** Ratification of New Employees

NAME/ JOB TITLE SCHOOL	STATUS	COLUMN/STEP	RATE OF PAY	HIRE DATE
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### CLASSIFIED

***Benjamin, Jehan Educational Asst Sierra Vista	Probationary	17-1	\$17.32/hour	8/11/2022
Campa, Andrea Student Supervisor Las Lomas	Probationary	Student Supervisor	\$15.00/hour	8/15/2022
***Craig, Ana I A III-Sp Ed/Behavior El Cerrito	Probationary	21-6 +20yr longevity	\$25.44/hour	8/11/2022
**Cuevas, Yisel Student Supervisor Imperial	Probationary	Student Supervisor	\$15.00/hour	9/22/2022
Darlow, Lauren I A I-Sp Ed El Cerrito	Probationary	17-1	\$17.32/hour	8/31/2022
**Davalos, Maria Educational Asst Las Lomas	Probationary	17-1	\$17.32/hour	8/15/2022
Diaz, Fatima I A I-Sp Ed Sierra Vista	Probationary	17-2	\$18.17/hour	8/11/2022
Echeverria, Isabeth Accounting Technician II District Office	Probationary	29-1	\$4,094/month	8/22/2022
**Elliott, Alysha I A III-SE/Behavior Walnut	Probationary	21-1	\$19.11/hour	8/11/2022

## La Habra City School District

NAME/ JOB TITLE SCHOOL	STATUS	COLUMN/STEP	RATE OF PAY	HIRE DATE
<b><u>CLASSIFIED (continued)</u></b>				
Flores, Kellie I A I-Sp Ed Walnut	Probationary	17-1	\$17.32/hour	8/11/2022
**Franquez, Andrea Speech & Language Asst District Office	Probationary	28-2	\$23.86/hour	8/31/2022
Hernandez, Daniel Accounting Technician III District Office	Probationary	33-2	\$4,749/month	9/6/2022
Hernandez Rodriguez, Gloria Extended Care Worker KidZone	Probationary	4-1	\$15.00/hour	9/6/2022
**Jarrin, Maria Educational Asst Las Positas	Probationary	17-6	\$22.17/hour	8/11/2022
Long, Kaylie I A I-Sp Ed Walnut	Probationary	17-1	\$17.32/hour	8/11/2022
***Martin, Brandon I A III-Sp Ed/Behavior Las Positas	Probationary	21-1	\$19.11/hour	8/11/2022
Mendez, Valerie Student Supervisor Las Lomas	Probationary	Student Supervisor	\$15.00/hour	9/6/2022
Ochoa, Diana Extended Care Worker KidZone	Probationary	4-1	\$15.00/hour	9/2/2022
*Orozco, Roxanne LVN Las Positas	Probationary	31-2	\$25.69/hour	8/15/2022
Rodriguez, Sulen Community Liaison Ladera Palma	Probationary	20-1	\$18.65/hour	8/11/2022
***Palacios, Liseth Language Assessment Asst District Office	Probationary	23-2	\$21.09/hour	8/11/2022

## La Habra City School District

NAME/ JOB TITLE SCHOOL	STATUS	COLUMN/STEP	RATE OF PAY	HIRE DATE
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### **CLASSIFIED (continued)**

Sanchez, Kevin Student Supervisor Washington	Probationary	Student Supervisor	\$15.00/hour	8/15/2022
*Santos, Rustico Evening Custodian District Office	Probationary	25-2 +5% differential	\$22.17/hour	8/16/2022

\*Previously substitute status

\*\*\*Promoted from another position

### **INTERNS**

**Chung, Sarah School Psych Intern District Office	Temporary	Stipend	60% of \$15,000/month	8/4/2022
**Wright, Sarina School Psych Intern District Office	Temporary	Stipend	60% of \$15,000/month	8/4/2022

\*\*Rehire

**Board Approved: October 13, 2022**



## La Habra City School District

**To:** Board of Trustees

**From:** Danelle Bautista, Director of Classified Personnel/Insurance Supervisor  
Sheryl Tecker, Ed.D., Associate Superintendent of Human Resources

**Date:** October 13, 2022

**CC:** Superintendent

**Re:** Change of Status

NAME/JOB TITLE/ LOCATION	CHANGE	FROM	TO
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### CLASSIFIED

Baes, Erica I A III-SE/Behavior El Cerrito	Hours	8/day	7/day
Breen, Elizabeth I A III-SE/Behavior Arbolita	Hours	4/day	7/day
Cabral, Lorinda I A I-SE El Cerrito	Hours	8/day	4/day
Escobar, Alexis Bus Driver Transportation	Hours	5.5/day	5.75/day
Ghawaly, Elizabeth I A III-SE/Behavior Las Positas	Hours	8/day	7/day
Holguin, Yovana I A III-SE/Behavior El Cerrito	Hours	4/day	7/day
Jaimes, Karina Bus Driver Transportation	Hours	5.25/day	5.5/day
Juncaj, Joshua I A III-SE/Behavior Arbolita	Hours	4/day	7/day

## La Habra City School District

NAME/JOB TITLE/ LOCATION	CHANGE	FROM	TO
-----------------------------	--------	------	----

### **CLASSIFIED (continued)**

Juncaj-Minjarez, Michelle I A III-SE/Behavior Arbolita	Hours	4/day	7/day
Morales, Rocio I A III-SE/Behavior Imperial	Hours	3.5/day	7/day
Ramirez, Judith Educational Asst Sierra Vista	Location	Las Lomas	Sierra Vista
Sanchez, Jasmine I A III-SE/Behavior Arbolita	Hours	4/day	7/day
Torres-Martinez, Angela Bus Driver Transportation	Hours	4.25/day	5/day

### **CONFIDENTIAL**

Holman, Carol Administrative Asst District Office	Classification	34-6	52-2
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**Board Approved: October 13, 2022**

## La Habra City School District

**To:** Board of Trustees  
**From:** Emily Flesher, Director of Special Programs & Assessment  
**Date:** October 13, 2022  
**CC:** Superintendent  
**Re:** Williams Legislation Uniform Complaints 4th Quarter Report

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### **Background:**

The Williams Settlement Legislation Annual Report represents a summary of the activity reviewed by the Orange County Department of Education (OCDE) during April 2022, May 2022, and June 2022. OCDE reviewed data regarding Uniform Complaints related to textbooks and instructional materials and facility conditions, as well as teacher vacancies or misassignments.

In the 1st quarter of the 2022-23 school year, the following areas will be reviewed:

- Instructional materials
- School facilities
- Uniform Complaints

### **Rationale:**

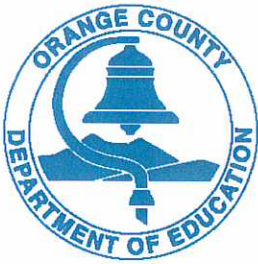
California Education Code Section 35186 (d) requires this report to be provided to the Board of Trustees at a regularly scheduled meeting held in accordance with public notification requirements.

### **Recommended Action:**

No complaints were filed. No action is required.

### **Financial Implications, if any:**

None.



**ORANGE COUNTY  
DEPARTMENT  
OF EDUCATION**

200 KALMUS DRIVE  
P.O. BOX 9050  
COSTA MESA, CA  
92628-9050

(714) 966-4000

FAX (714) 432-1916

[www.ocde.us](http://www.ocde.us)

**AL MIJARES, Ph.D.**  
County Superintendent  
of Schools

**ORANGE COUNTY  
BOARD OF EDUCATION**

MARI BARKE

TIM SHAW

LISA SPARKS, PH.D.

KEN L. WILLIAMS, D.O.

**DATE:** July 29, 2022

**TO:** Mario Carlos, Ed.D., Superintendent, La Habra City School District

**FROM:** Nicole Savio Newfield, Administrator, Student Achievement and Wellness

**SUBJECT:** Williams Settlement Legislation 4<sup>th</sup> Quarter Report

I am pleased to provide the fourth quarter Williams Settlement Legislation report for the 2021-22 fiscal year. This report represents activity conducted by the Orange County Department of Education (OCDE) during April, May, and June 2022. California Education Code section 1240(2)(H) requires this report to be provided to your Board at a regularly scheduled meeting held in accordance with public notification requirements.

**FOURTH QUARTER REPORT**

**Uniform Complaint Procedures (UCP)**

- OCDE requested data regarding uniform complaints related to textbooks and instructional materials, facility conditions, and teacher vacancies or misassignments received during the third quarter.
- No complaints were filed in your district during the period of January through March 2022.

**Upcoming Quarter**

- Instructional materials reviews
- School facilities reviews
- Uniform Complaint Procedure reporting

Planning for the 2022-23 Williams Settlement Legislation reviews has begun. OCDE has requested required documentation from districts regarding instructional materials.

If you have any questions regarding this report, please contact me at (714) 966-4385 or [nsavio@ocde.us](mailto:nsavio@ocde.us).

On behalf of Dr. Al Mijares, County Superintendent of Schools, thank you for your diligent efforts to address the Williams Settlement Legislation requirements.

NSN:ag

c: Al Mijares, Ph.D., County Superintendent of Schools  
Marcie Poole, Ed.D., Director, Special Programs and Assessment, /  
La Habra City School District

## La Habra City School District

**To:** Board of Trustees  
**From:** Emily Flesher, Director of Special Programs & Assessment  
**Date:** October 13, 2022  
**CC:** Superintendent  
**Re:** Williams Settlement Legislation - Annual Report

---

**Background:**

The Williams Settlement Legislation Annual Report represents a summary of the activity reviewed by the Orange County Department of Education (OCDE). OCDE conducts reviews of decile 1-3 schools based on the 2012 Academic Performance Index (API) to ensure compliance with Williams Settlement Legislation. OCDE reviewed data and provided aggregate findings for La Habra City School District in the areas of the sufficiency of textbooks and instructional materials, maintenance of facilities, and accuracy of data reported on the School Accountability Report Cards (SARC).

**Rationale:**

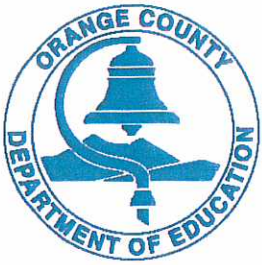
California Education Code Section 1240(2) (H) requires this report be provided to the Board of Trustees at a regularly scheduled meeting held in accordance with public notification requirements. This report will also be shared with the Orange County Board of Education and the County of Orange Board of Supervisors.

**Recommended Action:**

No action is required.

**Financial Implications, if any:**

None.



September 23, 2022

Mario Carlos, Ed.D.  
Superintendent  
La Habra City School District  
500 North Walnut Street  
La Habra, CA 90631

Dear Dr. Carlos:

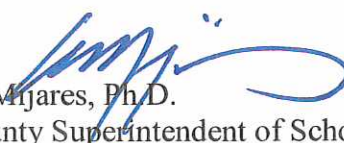
Per Education Code Section 1240, I am charged with the responsibility to conduct reviews of schools identified for Williams Settlement Legislation monitoring by the California Department of Education.

The enclosed annual report for fiscal year 2021-22 provides aggregate findings for La Habra City School District in the areas of sufficiency of textbooks and instructional materials, maintenance of facilities, and accuracy of data reported on School Accountability Report Cards (SARC). The California Commission on Teacher Credentialing will release the 2021-22 Assignment Monitoring results in December 2022. After the results are made available, OCDE will provide the data to districts in a quarterly report.

Please share this annual report at a public meeting with your Board during the month of November as required by the Williams Settlement Legislation. As required by Education Code Section 1240, it will also be shared with the Orange County Board of Education and the County of Orange Board of Supervisors.

Your dedicated efforts and those of your school board members, administrative staff, and school site staff demonstrate professional commitment to improving student achievement and well-being. I am proud to acknowledge your district's exemplary service to the students, families, and community members of Orange County.

Sincerely,

  
Al Mijares, Ph.D.  
County Superintendent of Schools

AM:ag

Enclosure

c: **Marcie Poole, Ed.D., Director, Special Programs and Assessment**

**ORANGE COUNTY  
DEPARTMENT  
OF EDUCATION**

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**AL MIJARES, Ph.D.**  
**County Superintendent  
of Schools**

**ORANGE COUNTY  
BOARD OF EDUCATION**

MARI BARKE

TIM SHAW

LISA SPARKS, PH.D.

JORGE VALDES, Esq.

KEN L. WILLIAMS, D.O.



Orange County Department of Education  
Educational Services Division

**Williams Settlement Legislation  
Annual Report  
La Habra City School District  
2021-22**

This report summarizes the results of schools identified for Williams Settlement Legislation monitoring by the California Department of Education.

**INSTRUCTIONAL MATERIALS**

Schools were reviewed to determine the sufficiency of textbooks and instructional materials.<sup>1</sup>

School	Review Date	Textbook/Instructional Materials Insufficiencies	Subject	Grade	Room	Materials Needed	Correction Date
Ladera Palma Elementary	August 24, 2021	NONE					
Walnut Elementary	August 24, 2021	NONE					

<sup>1</sup>“Sufficient textbooks and instructional materials” means that each pupil, including English learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home in the core subject areas of mathematics, science, history-social science, and English language arts, including the English language development component of an adopted program. Middle and high schools include foreign language and health.





Orange County Department of Education  
Educational Services Division

**Williams Settlement Legislation  
Annual Report  
La Habra City School District  
2021-22**

**FACILITIES**

Schools were reviewed to determine safety, cleanliness, and functionality of facilities. Any deficiencies were reported to school administrators for remediation.<sup>2</sup>

School	Review Date	Room/Area	Facility Conditions Identified
Ladera Palma Elementary	October 7, 2021	Playground #1/Basketball Courts	Holes in rubber surface (trip hazard)
Ladera Palma Elementary	October 7, 2021	Boy's Restroom by Room 304	Light out (inadequate lighting)
Ladera Palma Elementary	October 7, 2021	Girl's Restroom by Room 404	Missing floor tiles in handicap stall
Ladera Palma Elementary	October 7, 2021	Room 312/FIT Room	Carpet ripples throughout room (trip hazard)
Walnut Elementary	October 7, 2021		NONE

<sup>2</sup>Districts are not required to report corrections to the Orange County Department of Education.





Orange County Department of Education  
Educational Services Division

**Williams Settlement Legislation  
Annual Report  
La Habra City School District  
2021-22**

**SCHOOL ACCOUNTABILITY REPORT CARD (SARC)**

The SARCs published in 2021-22 were reviewed to determine the accuracy of information reported for sufficiency of textbooks and instructional materials and safety, cleanliness, and functionality of school facilities.

School	SARC Review Date(s)	Instructional Materials Accurate	Instructional Material Discrepancies	Facility Conditions Accurate	Facility Condition Discrepancies
Ladera Palma Elementary	April 11, 2022	Yes	N/A	Yes	N/A
Walnut Elementary	April 11, 2022	Yes	N/A	Yes	N/A

Respectfully submitted,

Nicole Savio Newfield  
Administrator, Student Achievement and Wellness

9/23/22

Date

## La Habra City School District

**To:** Board of Trustees  
**From:** Emily Flesher, Director of Special Programs and Assessments  
**Date:** October 13, 2022  
**CC:** Superintendent  
**Re:** Public Hearing: Textbooks/Instructional Materials

---

### **Background:**

Education Code Section 60119 requires that the governing board of any school district receiving funds for instructional materials hold an annual public hearing within the first eight weeks of the school year and adopt a resolution stating whether each pupil in the district has sufficient standards-aligned textbooks and other instructional materials. As you know, this is the reason that you, as Trustees, set the date and time of this required Public Hearing at the October 13, 2022 Board Meeting.

For your review, the District Curriculum Matrix listing the required basic texts and instructional materials for each major subject has been included with this attachment.

### **Rationale:**

The Instructional Materials Funding Realignment Program, our current funding for instructional materials, requires that all pupils be provided with standards-aligned textbooks and/or basic instructional materials in Reading/Language Arts, Mathematics, Science, and History/Social Studies.

### **Recommended Action:**

1. Under Public Hearing Item 13c., the President is to call for a Public Hearing, and that which is heard will determine the next course of action listed under #2.
2. Should the Public Hearing be in the affirmative, Trustees will be requested (under Action Item 13d.) to certify that each pupil has been provided with the textbooks and instructional materials listed on the attached matrix.

### **Financial Implications, if any:**

None.

**LA HABRA CITY SCHOOL DISTRICT**  
**2022-2023**  
**DISTRICT CURRICULUM TK-8**

<b>Grade</b>	<b>Language Arts</b>	<b>English Language Development</b>	<b>Math</b>	<b>History Social Science</b>	<b>Science Health</b>	<b>Visual and Performing Arts</b>
<b>Transitional Kindergarten</b>	McGraw Hill <i>Wonders Maravillas</i>	McGraw Hill <i>Wonders</i>	The Math Learning Center <i>Bridges</i>	McMillan McGraw Hill <i>California Vistas</i>	Imagine Learning <i>Twig Science California</i>	2001 Visual and Performing Arts Standards
<b>Kindergarten</b>	McGraw Hill <i>Wonders Maravillas</i>	McGraw Hill <i>Wonders</i>	The Math Learning Center <i>Bridges &amp; Number Corners</i>	McMillan McGraw Hill <i>California Vistas We Learn Together</i>	Imagine Learning <i>Twig Science California</i>	2001 Visual and Performing Arts Standards
<b>Grade 1</b>	McGraw Hill <i>Wonders Maravillas</i>	McGraw Hill <i>Wonders</i>	The Math Learning Center <i>Bridges &amp; Number Corners</i>	McMillan McGraw Hill <i>California Vistas Family &amp; Friends</i>	Imagine Learning <i>Twig Science California</i>	2001 Visual and Performing Arts Standards
<b>Grade 2</b>	McGraw Hill <i>Wonders Maravillas</i>	McGraw Hill <i>Wonders</i>	The Math Learning Center <i>Bridges &amp; Number Corners</i>	McMillan McGraw Hill <i>California Vistas People &amp; Places</i>	Imagine Learning <i>Twig Science California</i>	2001 Visual and Performing Arts Standards
<b>Grade 3</b>	McGraw Hill <i>Wonders Maravillas</i>  Houghton Mifflin-Harcourt Brace <i>System 44 (Intervention)</i>	McGraw Hill <i>Wonders</i>	The Math Learning Center <i>Bridges &amp; Number Corners</i>	McMillan McGraw Hill <i>California Vistas California Communities</i>	Imagine Learning <i>Twig Science California</i>	2001 Visual and Performing Arts Standards
<b>Grade 4</b>	McGraw Hill <i>Wonders Maravillas</i>  Houghton Mifflin-Harcourt Brace <i>System 44 (Intervention)</i>	McGraw Hill <i>Wonders</i>	The Math Learning Center <i>Bridges &amp; Number Corners</i>	McMillan McGraw Hill <i>California Vistas Our Golden State</i>	Imagine Learning <i>Twig Science California</i>	2001 Visual and Performing Arts Standards
<b>Grade</b>	<b>Language Arts</b>	<b>English Language Development</b>	<b>Math</b>	<b>History Social Science</b>	<b>Science Health</b>	<b>Visual and Performing Arts</b>
<b>Grade 5</b>	McGraw Hill <i>Wonders</i>  Houghton Mifflin-Harcourt Brace <i>System 44 (Intervention)</i>	McGraw Hill <i>Wonders</i>	The Math Learning Center <i>Bridges &amp; Number Corners</i>	McMillan McGraw Hill <i>California Vistas Making a New Nation</i>	Imagine Learning <i>Twig Science California</i>	2001 Visual and Performing Arts Standards
<b>Grade 6</b>	Amplify Education Inc. <i>Amplify</i>	Amplify Education Inc. <i>Amplify</i>	The Center for Mathematics and Teaching	Teacher's Curriculum Institute (TCI)	Prentice Hall <i>Earth Science</i>	2001 Visual and Performing Arts Standards

Revised Oct. 13, 2022

**LA HABRA CITY SCHOOL DISTRICT**

**2022-2023**

**DISTRICT CURRICULUM TK-8**

	Houghton Mifflin-Harcourt Brace <i>System 44</i> <i>Read 180</i> (Intervention)		<i>Math Links</i>	<i>Ancient Civilizations History Alive!</i>		
<b>Grade 7</b>	Amplify Education Inc. <i>Amplify</i>  Houghton Mifflin-Harcourt Brace <i>System 44</i> <i>Read 180</i> (Intervention)	Amplify Education Inc. <i>Amplify</i>	The Center for Mathematics and Teaching <i>Math Links</i>	Teacher's Curriculum Institute (TCI) <i>Medieval World History Alive!</i>	Prentice Hall <i>Life Science</i>	2001 Visual and Performing Arts Standards
<b>Grade 8</b>	Amplify Education Inc. <i>Amplify</i>  Houghton Mifflin-Harcourt Brace <i>System 44</i> <i>Read 180</i> (Intervention)	Amplify Education Inc. <i>Amplify</i>	The Center for Mathematics and Teaching <i>Math Links</i>  Holt <i>California Mathematics Algebra 1</i>	Teacher's Curriculum Institute (TCI) <i>United States History Alive!</i>	Prentice Hall <i>Physical Science</i>	2001 Visual and Performing Arts Standards

All curriculum are aligned to the California State Standards

RESOLUTION OF THE LA HABRA CITY SCHOOL DISTRICT GOVERNING  
BOARD DETERMINING STEPS TO ENSURE AVAILABILITY OF TEXTBOOKS  
AND INSTRUCTIONAL MATERIALS FOR 2022-2023  
RESOLUTION #16-2022

**WHEREAS**, Education Code Section 60119 establishes steps and procedures to ensure the availability of textbooks and instructional materials in order to be eligible to receive funds for that purpose, and;

**WHEREAS**, the procedures require that school districts take appropriate action to ensure the availability of textbooks and instructional materials on a yearly basis, and;

**WHEREAS**, pursuant to Education Code Sections 60119, the Board is required to hold a public hearing to encourage participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders, and;

**WHEREAS**, the Board is required to provide 10 days' notice of the public hearing or hearings, and;

**WHEREAS**, the notice shall contain the time, place, and purpose of the hearing and be posted in three public places within the school district, and;

**WHEREAS**, the hearing shall be held at a time that will encourage the attendance of teachers and parents and guardians of pupils who attend the schools in the district and shall not take place during or immediately following school hours, and;

**WHEREAS**, the governing Board of a school district, as part of the required hearing, shall also make a written determination as to whether each pupil enrolled in a world language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the curriculum frameworks adopted by the state board for those subjects, and;

**WHEREAS**, the governing Board shall also determine the availability of laboratory science equipment as applicable to science laboratory courses, and;

**WHEREAS**, a public hearing was held on October 13, 2022, at 6:00 o'clock;

**WHEREAS**, the Board is required to make a determination, through a resolution, as to whether each pupil in each school in the district has, sufficient textbooks or instructional materials, or both, that are aligned to the content standards adopted pursuant to Education Code Section 60605 and Education Code 33126 in each of the following subjects, as appropriate, that are consistent with the content and cycles of the curriculum framework adopted by the State Board:

- (i) Mathematics,
- (ii) Science,
- (iii) History-social science,

(iv) English/language arts, including the English language development component of an adopted program,

(v) Visual and performing arts. (Not listed in 60605 or 33126)

**NOW, THEREFORE BE IT RESOLVED**, that the governing Board makes the determination that each pupil of the district, has available sufficient textbooks or instructional materials, or both, that are aligned to the content standards adopted pursuant to Education Code Section 60605 and Education Code Section 33126 in each subject listed above, consistent with the content and cycles of the curriculum framework adopted by the State Board and adopted by this Board in accordance with the procedures as established.

**BE IT FURTHER RESOLVED**, that for the 2022-23 school year, the La Habra City School District, has provided each pupil with sufficient textbooks or instructional materials, or both, that are aligned to the content standards adopted pursuant to Education Code Section 60605 and Education Code Section 33126 in each subject listed above, consistent with the content and consistent with the cycles and content of the curriculum framework adopted by the State Board for those subjects.

**BE IT FURTHER RESOLVED**, that for the 2022-23 school year, the La Habra City School District has provided sufficient textbooks or instructional materials, or both, that are consistent with the content and cycles of the curriculum frameworks adopted by the state board, to each pupil enrolled in a world language or health course.

AYES:                      Members:

NOES:                     Members:

ABSENT:                 Members:

STATE OF CALIFORNIA

COUNTY OF ORANGE

I hereby certify that the foregoing Resolution was duly and regularly adopted  
by the Board of Trustees at a regular meeting of the said board held  
at La Habra, California on the 13<sup>th</sup> day of October, 2022.

ATTEST:

\_\_\_\_\_  
Cynthia Aguirre

President

\_\_\_\_\_  
Ofelia Hanson

Clerk

**LA HABRA CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

**DIGITAL MEDIA PRODUCTION SPECIALIST**

**Definition**

Under the direction of the Chief Technology Officer/PIO, the Digital Media Production Specialist (DMPS) will plan, manage, produce, create and maintain all components of the design, development and production of District instructional and promotional videos, photos, images, brochures, newsletters and other media to meet the needs of the District. The DMPS will accomplish the bulk of the technical tasks related to production and post- production, including production utilizing web-based platforms. The DMPS will work closely with District leaders and departments/schools to execute a concept through to completion.

**Essential Duties**

- Establishes effective and ongoing communication with district administrators and others regarding the design, layout, and preparation of media related to a variety of district programs and services.
- Participates in meetings; provides technical support; and participates in the district's communications programs as appropriate.
- Creates graphic and digital media-based productions including but not limited to: instructional content; district, school and community events; promotional videos, press releases, presentations, and advertisements; interview footage; and website, digital and other social media content for use by district administrators and supervisors to communicate information to the Board, Superintendent, employees, parents, the general public, other school districts, professional organizations, and media representatives.
- Develops briefings, brochures, multimedia presentations, web pages, promotional products, technical illustrations, and computer artwork for use in products, technical manuals, literature, newsletters and slide shows.
- Advises users on the types of media to maximize results, especially to improve instruction; reviews concepts and develops alternative plans, as necessary.
- Develops media in various stages of set up including recording material, photography, set and light design and graphic design; efficiently organizes, prepares and edits visual aids.
- Coordinates the district's implementation of online video streaming for professional development and communications-related activities.
- Coordinates, designs and executes targeted mail, e-mail and print campaigns as directed to support District parent, staff and community communication efforts.
- Maintains an organized repository of all footage and productions and any related documentation.
- Helps to sustain and guide creative process.
- Determines what digital production equipment is necessary and obtains equipment.
- Transports, sets up, and operates various production equipment including computers and other devices, cameras, audio and video recorders, lighting equipment, props, and microphones for location and studio production.
- Operates and maintains proper levels and calibration of cameras, audio and video recorders, and other production equipment; maintains equipment and coordinates equipment repairs in a reasonable, timely manner to meet the needs of the District and community; manages equipment repair budgets as needed.
- Performs other duties as assigned that support the overall objective and mission of the position.

**Minimum Qualifications**

**Education:** Completion of an Associate of Arts Degree in photography, videography, graphic design, communications, marketing or related fields highly desirable.

**Experience:** Prefer minimum of two (2) years of experience in the development and execution of digital marketing, production of multi-media promotional materials, and communications with a proven record of success. Technical certification may substitute for some experience.

**Knowledge of:**

- Current graphic design and video editing software, including web-based software and platforms
- Basic record-keeping and cataloging
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Technical aspects of field of specialty
- Principles of learning as applied to media production
- Basic knowledge of copyright laws
- Methods and procedures of operating computers and various software programs
- Correct English usage, grammar, spelling, punctuation and vocabulary

**Ability to:**

- Design complex graphics and animation, using independent judgment, creativity, and computer equipment.
- Participate in design and production of multimedia campaigns, handling and scheduling, and assisting with such responsibilities as production coordination, background design and progress tracking.
- Create two-dimensional and three-dimensional images depicting objects in motion or illustrating a process, using computer animation or modeling programs.
- Operate photographic and audio, video recording equipment
- Plan, organize, write and edit script material and produce instructional media
- Communicate, understand and follow both oral and written directions effectively
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Maintain current knowledge of technological advances in the field
- Meet schedules and timelines
- Work independently with little direction
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Actively participate in meeting District goals and outcomes

**Other Requirements/**

**License:** Valid California drivers' license; have transportation; and be insurable.



### **PHYSICAL REQUIREMENTS**

The work environment and physical demands of the position as described below is representative of those that must be met by an employee to successfully perform the essential functions of a position in this Technology classification. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

### **Work Environment**

The employee's work environment in this classification consists of mainly working indoors. While performing the duties of this job, the employee occasionally works near moving mechanical parts, electrical power supply and high voltage. This position also requires working in cramped or restrictive work areas and occasional exposure to cleaning fluids. The employee's work environment may also involve the following: frequent interruption and direct contact with students, staff and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

### **Physical Demands**

The physical demands of this position include the ability to frequently lift, carry, pull or otherwise move moderately heavy objects of up to 50 pounds without assistance. The employee must have dexterity of hands and fingers to operate various equipment and handle, or feel objects, tools, or controls. The employee will frequently stand or sit for an extended period of time. The employee must constantly bend at the waist, kneel, squat and crouch, reach overhead, above the shoulders and horizontally. The employee will perform frequent pushing, pulling loads, climbing stairs, and occasionally climbing ladders. While performing the duties of this job, the employee is regularly required to walk on various surfaces; reach with hands and arms; and use hearing and speaking to exchange information in person, on the telephone or via email. The employee will need vision abilities to diagnose and handle technology requests and read a variety of materials. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to handle the physical requirements of installing computer equipment in difficult to reach locations. Employees in this position may be exposed to childhood diseases and anti-social behavior.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

***Candidate must pass pre-employment physical prior to employment.***

Work Schedule: 1

Salary Range:

Approval by the Board:

Approval by Personnel Commission:

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
LA HABRA CITY SCHOOL DISTRICT**

**Proclaiming October 24 to October 28, 2022 as “Red Ribbon Week”**

**RESOLUTION NO. 13-2022**

October 13, 2022

**WHEREAS**, tobacco products (including electronic cigarettes and vaping), alcohol and other substance abuse continue to put lives at risk both in California and throughout the United States;

**WHEREAS**, it is imperative that visible, unified prevention education efforts by the District and community members be supported to eliminate the demand for drugs;

**WHEREAS**, the National Federation of Parents for Drug-Free Youth, Inc., a national parent/community organization, and La Habra City School District are sponsoring the National Red Ribbon Campaign offering staff and students the opportunity to demonstrate their commitment to drug free lifestyles (no use of illegal drugs, no illegal use of legal drugs);

**WHEREAS**, the Red Ribbon Week Campaign will be observed by the La Habra City School District from October 24, 2022 to October 28, 2022;

**WHEREAS**, business, government, parents, law enforcement, media, medical, schools, service organizations, and youth will demonstrate their commitment to healthy, drug-free lifestyles by wearing and displaying Red Ribbons during this week-long campaign;

**WHEREAS**, the La Habra City School District further commits resources to ensure the success of the Red Ribbon Week Campaign;

**THEREFORE, BE IT RESOLVED** that the Board of Trustees of the La Habra City School District hereby proclaims October 24, 2022 to October 28, 2022 as Red Ribbon Week and encourages its staff and students to participate in drug prevention education activities, making a visible statement that we are strongly committed to a drug-free community.

The foregoing resolution was passed and adopted at a regular meeting of the Board of Trustees on October 13, 2022.

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Mario A. Carlos, Ed.D.  
Secretary to the Board

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Cynthia Aguirre  
Board President

## La Habra City School District

**To:** Board of Trustees  
**From:** Gina Cosylion, Executive Assistant to Superintendent  
**Date:** October 13, 2022  
**CC:** Superintendent  
**Re:** Conflict of Interest Codes

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### **Background:**

The County Board of Supervisors is the code reviewing authority for the La Habra City School District's Conflict of Interest Code. This authority adopted the State's Model Code pursuant to the Board's policy and is requesting the District's formal action prior to the County Board of Supervisors final action to amend the positions designated in the exhibit. These positions make or participate in the making of governmental decisions, which may foreseeably have a material financial effect on a financial interest.

### **Rationale:**

Approval is requested for the proposed Designated Filer amendment to the Conflict of Interest Code Exhibits to allow the County Board of Supervisors to place on their agenda for final approval.

- Rename Director of Technology to Chief Technology Officer/Public Information Officer
- Delete Chief Business Official\*
- Delete Director of Special Education\*

\*Both positions will fall under Associate/Assistant Superintendent

### **Recommended Action:**

It is requested the Board of Trustees approve the proposed amendments to the Conflict of Interest Code Designated Filer Exhibits.

### **Financial Implication, if any:**

None.



## Conflict of Interest Code EXHIBIT A (Working Draft)

**Entity:** School Districts

**Agency:** La Habra City School District

Position	Disclosure Category	Files With	Status
Administrative Director	OC-01	COB	Unchanged
Associate/Assistant Superintendent	OC-01	COB	Unchanged
Bond Oversight Committee Member - Measure O	OC-01	COB	Unchanged
Chief Business Official	OC-01	COB	Deleted
<b>Reason:</b> Reclassified to Assistant Superintendent of Business Services			
Chief Technology Officer/Public Information Officer	OC-02	COB	Renamed
<b>Reason:</b> Reclassified from Director of Technology to Chief Technology Officer/Public Information Officer			
Director of Maintenance and Operations	OC-01	COB	Unchanged
Director of Special Education	OC-02	COB	Deleted
<b>Reason:</b> Reclassified to Assistant Superintendent of Special Education and Student Services			
District Consultant	OC-30	Agency	Unchanged
Food Service Director	OC-01	COB	Unchanged
Legal Counsel	OC-01	COB	Unchanged
Principal	OC-01	COB	Unchanged
Superintendent	OC-01	COB	Unchanged
Supervisor Purchasing & Stores	OC-02	COB	Unchanged

**Total: 13**

### OFFICIALS WHO ARE SPECIFIED IN GOVERNMENT CODE SECTION 87200

Officials who are specified in Government Code section 87200 (including officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3 (b)), are NOT subject to the Agency's Conflict of Interest Code, but are subject to the disclosure requirements of the Political Reform Act, Government Code section 87100, et seq. Gov't Code § 87203. These positions are listed here for informational purposes only.

The positions listed below are officials who are specified in Government Code section 87200:

Member of the Board of Education	Files with	COB	Unchanged
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The disclosure requirements for these positions are set forth in Government Code section 87200, et. seq. They require the disclosure of interests in real property in the agency's jurisdiction, as well as investments, business positions and sources of income (including gifts, loans and travel payments).



## Disclosure Descriptions EXHIBIT B (Working Draft)

Entity: School Districts

Agency: La Habra City School District

Disclosure Category	Disclosure Description	Status
87200 Filer	Form 87200 filers shall complete all schedules for Form 700 and disclose all reportable sources of income, interests in real property, investments and business positions in business entities, if applicable, pursuant to Government Code Section 87200 <i>et seq.</i>	Unchanged
OC-01	All interests in real property in Orange County, the authority or the District as applicable, as well as investments, business positions and sources of income (including gifts, loans and travel payments).	Unchanged
OC-02	All investments, business positions and sources of income (including gifts, loans and travel payments).	Unchanged
OC-30	Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation: The County Department Head/Director/General Manager/Superintendent/etc. may determine that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure required. The determination of disclosure is a public record and shall be filed with the Form 700 and retained by the Filing Officer for public inspection.	Unchanged

**Grand Total: 4**

## La Habra City School District

**To:** Board of Trustees  
**From:** Sheryl Tecker, Ed.D, Associate Superintendent of Human Resources  
**Date:** October 13, 2022  
**CC:** Superintendent  
**Re:** 2023-2024 School Year Calendars

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**Background:**

To meet the needs of the families in our community, LHCSD makes an effort to align the school year calendar with the adopted calendar of the Fullerton Joint Union High School District (FJUHSD). FJUHSD has adopted and approved their school year calendar for the 2023-24 school year.

**Rationale:**

The proposed 2023-2024 school year calendar is attached for your review. It includes the first and last days of school, holidays, and professional development days. It also includes dates of parent conferences and minimum days for teacher preparation for conferences and report cards, which are subject to negotiations with the La Habra Education Association.

**Recommended Action:**

Adopt the 2023-2024 School Year Calendar as presented.

**Financial Implication, if any:**

None.

### Trimesters

1st - 8/14/2023 - 11/9/2023  
2nd - 11/13/2023 - 2/23/2024  
3rd - 2/26/2024 - 5/31/2024

## LA HABRA CITY SCHOOL DISTRICT School Year 2023 - 2024

### August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	(11)	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8/8 - 8/9 - Professional Develop. Day  
8/10 - Pre-Service Day  
8/11 - Kdg. Orientation Day  
8/14 - First Day of Instruction for grades TK/K-6 gr.  
8/14 - First Day of Instruction for IMS gr. 6-7 and WMS gr. 7 (Min. Day)  
8/15 - First Day of Instruction for IMS and WMS gr. 8  
14 Days for TK/K ~ 7  
13 Days for 8th

### February 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	[23]	24
25	26	27	28	29		

2/12 - Lincoln's Birthday  
2/19 - Presidents Day  
2/23 - Min. Day Teacher Prep. for 2nd trimester Report Cards

19 Days

### September 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	[29]	30

9/4 - Labor Day  
9/29 - Min. Day Teacher Prep. for K-8 Parent Conferences

20 Days

### March 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3/18 ~ 3/22 - Spring Break

16 Days

### October 2023

S	M	T	W	T	F	S
1	[2]	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10/2 ~ 10/6 - Min. Days Parent Conferences K-8

22 Days

### April 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22 Days

### November 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	[9]	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11/1 - Staff Development Day  
11/9 - Min. Day Teacher Prep. for 1st trimester Report Cards  
11/10 - Veterans Day  
11/20 ~ 11/24 - Thanksgiving Recess

15 Days

### May 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	[10]	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/10 - Min. Day Prep. for Conferences  
5/27 - Memorial Day  
5/28 - Last Day of Instruction for gr. TK/K-6 (Min. Day)  
5/30 - Last Day of Instruction for IMS gr. 6-7 and WMS gr. 7 (Full Day)  
5/31 - Last Day of Instruction for IMS and WMS gr. 8 (Min. Day)  
21 Days for TK/K ~ 7  
22 Days for 8th

### December 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12/22 - Staff Development Day  
12/25 ~ 12/29 - Winter Recess

15 Days

### June 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### January 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	[19]	20
21	22	23	24	25	26	27
28	29	30	31			

1/1 ~ 1/5 - Winter Recess  
1/8 - Students Return  
1/15 - Martin Luther King Day  
1/19 - Min. Day K-8 Teach. Prep. for Parent Conferences  
1/22 ~ 1/26 - Min. Days Parent Conferences K-8

17 Days

### July 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

\*Dates Subject to Negotiations

9/26/2022

## La Habra City School District

**To:** Board of Trustees  
**From:** Manuel Tafoya, Supervisor Purchasing and Stores  
**Date:** October 13, 2022  
**CC:** Superintendent  
**Re:** Authorization to utilize the National Association of State Procurement Officials (NASPO) ValuePoint Master Agreement

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**Background:**

Public Contract Code Sections 10298 & 10299 authorizes school districts to contract, without further competitive bidding, with suppliers awarded State of California Department of General Services (DGS) contracts, master agreements, multiple awards schedules or cooperative agreements, including agreements with entities outside the State which have a California Participating Addendum.

**Rationale:**

Our current school sites and District Office copiers are over eight years old and after millions of copies are at the end of their productive life. As a result, the District has an immediate need to acquire new copiers and maintenance services.

**Recommended Action:**

It is recommended that the Board find that it is in the best financial and timely interest of the La Habra City School District to utilize the National Association of State Procurement Officials (NASPO) ValuePoint Master Agreement Number 140603, CA - Participating Addendum# 7-19-70-46-07 for the purchase of ten copiers and five years of related maintenance services using Sharp Electronic Corporation's authorized dealer Cell Business Equipment for the purchase.

**Financial Implications, if any:**

Equipment expenditure including taxes and options of \$127,445.97 from Fund 40 Capital Outlay.