

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**  
**600 SIXTH STREET, SUITE 400,**  
**LINCOLN, CALIFORNIA 95648**  
**Phone: 916.645.6350 Fax: 916.645.6356**

**MEMBERS OF THE GOVERNING BOARD**

Brian Haley - President  
 Damian Armitage - Vice President  
 Kris Wyatt - Clerk  
 Paul Long - Member  
 Paul Carras - Member

**DISTRICT ADMINISTRATION**

Scott Leaman, Superintendent  
 Ryan Davis, Assistant Superintendent of Personnel Services  
 Audrey Kilpatrick, Assistant Superintendent of Business & Operations  
 Kerry Callahan, Assistant Superintendent of Educational Services

<b>School</b>	<b><u>STUDENT ENROLLMENT</u></b>		
	<b>2013-14 CALPADS</b>	<b>12/1/2014</b>	<b>1/1/2015</b>
Sheridan Elementary (K-5)	86	80	77
First Street Elementary (K-5)	492	459	460
Carlin C. Coppin Elementary (K-5)	402	394	399
Creekside Oaks Elementary (K-5)	635	617	618
Twelve Bridges Elementary (K-5)	682	634	632
Foskett Ranch Elementary (K-5)	529	475	475
Lincoln Crossing Elementary (K-5)	701	660	654
Glen Edwards Middle School (6-8)	732	793	782
Twelve Bridges Middle School (6-8)	824	804	799
Lincoln High School (9-12)	1,610	1,620	1,612
Phoenix High School (10-12)	62	73	73
<b>TOTAL</b>	<b>6755</b>	<b>6,609</b>	<b>6,581</b>

**Fee Based Programs**

Twelve B.E. 21 A.M.  
 First Street 12 A.M./10 P.M.

**Pre-K/Special Ed**

Foskett 14  
 First Street 8  
 FSS PPPIP 41

**Parent Education** 119

**State Preschool**

First & L Street 24 A.M. /24 P.M.  
 Carlin Coppin 24 A.M.  
 Sheridan 10 A.M.

**GLOBAL DISTRICT GOALS**

- Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.
- Foster a safe, caring environment where individual differences are valued and respected.
- Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.
- Promote the involvement of the community, local government, business, service organizations, etc. as partners in the education of our students.
- Promote student health and nutrition in order to enhance readiness for learning.

**Western Placer Unified School District**  
**Regular Meeting of the Board of Trustees**  
February 3, 2015, 7:00 P.M.  
**LINCOLN HIGH SCHOOL – LIBRARY**  
790 J Street, Lincoln, CA 95648

**AGENDA**

**2013-2014 Goals & Objectives (G & O) for the Management Team:** Component I: Quality Student Performance; Component II: Curriculum Themes; Component III: Special Student Services; Component IV: Staff & Community Relations; Component V: Facilities/Administration/Budget.

**All Open Session Agenda related documents are available to the public for viewing at the Western Placer Unified School District Office located at 600 Sixth Street, Fourth Floor in Lincoln, CA 95648.**

**6:00 P.M. START**

1. **CALL TO ORDER** – Lincoln High School – Performing Arts Theater

**6:05 P.M.**

2. **CLOSED SESSION** – Lincoln High School – Library

- 2.1 **CONFERENCE WITH LABOR NEGOTIATOR**

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators: Scott Leaman, Superintendent, Ryan Davis, Assistant

Superintendent of Personnel Services, Audrey Kilpatrick, Assistant

Superintendent of Business and Operations, Kerry Callahan, Assistant

Superintendent of Educational Services

- 2.2 **PERSONNEL**

Public Employee Employment/Discipline/Dismissal/Release

- 2.3 **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Case: Mark Babbin and Cal200.

**7:00 P.M.**

3. **ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE**—Lincoln High Performing Arts Theater

The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

- 3.1 **CONFERENCE WITH LABOR NEGOTIATOR**

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators: Scott Leaman, Superintendent, Ryan Davis, Assistant

Superintendent of Personnel Services, Audrey Kilpatrick, Assistant

Superintendent of Business and Operations, Kerry Callahan, Assistant

Superintendent of Educational Services

- 3.2 **PERSONNEL**

Public Employee Employment/Discipline/Dismissal/Release

**Agenda**

**3.3 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Case: Mark Babbin and Cal200.

**4. CONSENT AGENDA**

**NOTICE TO THE PUBLIC**

All items on the Consent Agenda will be approved with one motion, which is not debatable and requires a unanimous vote for passage. If any member of the Board, Superintendent, or the public, so request, items may be removed from this section and placed in the regular order of business following the approval of the consent agenda.

- 4.1 Approval of Meeting Minutes for:
    - January 20, 2015 Regular Board of Trustee Meeting
  - 4.2 Approval of Warrants
  - 4.3 Certificated Personnel Report
  - 4.4 Classified Personnel Report
  - 4.5 Williams Uniform Quarterly Complaint Report.
  - 4.6 Approval of Out of State Travel
  - 4.7 Change of Title I Status from "Targeted Assistance" to "Schoolwide" for Phoenix High School.
  - 4.8 Ratification of Contract with All West Coachlines - Transportation Services Sonoma State Historic Park First Street School.
  - 4.9 Ratification of Professional Services Authorization with LPA, Inc. for Lincoln High School Shop Structural Upgrade and Roof Replacement.
  - 4.10 Student Discipline Stipulated Expulsion Student # 14/15 – G.
- Roll call vote:*

**5. COMMUNICATION FROM THE PUBLIC**

This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Board regarding matters not on the agenda, but within the board's subject matter jurisdiction. The Board is not allowed to take action on any item, which is not on the agenda except as authorized by Government Code Section 54954.2. Request forms for this purpose "Request to Address Board of Trustees" are located at the entrance to the Performing Arts Theater. Request forms are to be submitted to the Board Clerk prior to the start of the meeting.

**6. REPORTS & COMMUNICATION**

- 6.1 Lincoln High School, Student Advisory – Jillian Loya
- 6.2 Western Placer Teacher's Association – Tara McCroskey
- 6.3 Western Placer Classified Employee Association – Mike Kimbrough
- 6.4 Superintendent - Scott Leaman

**7. ♦ACTION ♦DISCUSSION ♦INFORMATION**

Members of the public wishing to comment on any items should complete a yellow **REQUEST TO ADDRESS BOARD OF TRUSTEES** form located on the table at the entrance to the Performing Arts Theater. Request forms are to be submitted to the Board Clerk before each item is discussed.

- 7.1 Action **APPROVAL OF DEVELOPER FEE REPORT FOR THE 2013-2014 FISCAL YEAR - Adell (14-15 G & O Component I, II, III, V, IV)**

**Agenda**

- Government Code Section 66006 requires any District collecting developer fees (Stirling Fees) to annually report the activity in the Capital Facilities Fund, which is commonly referred to as the Develop Fee Report.

**7.2 Action**

**ADOPTION OF REVISED/NEW POLICIES, REGULATIONS AND EXHIBITS – Leaman (14-15 G & O Component I, II, III, IV, V)**

- The District Policy Committee and Management Team has reviewed the following new and revised policies/regulations/exhibits as per CSBA. They are now being presented for adoption by the Board of Trustees.

- BP/AR 3311 – Bids
- BP 3350 – Travel Expenses
- BP 3511.1 – Integrated Waste Management
- AR 3514 – Environmental Safety
- AR 3542 – School Bus Drivers
- BP/AR 4154/4254/4354 – Health and Welfare Benefits
- BP/AR 5141.27 – Food Allergies/Special Dietary Needs
- BB/E 9250 – Remuneration, Reimbursement and Other Benefits

**8. BOARD OF TRUSTEES**

**8.1 FUTURE AGENDA ITEMS**

The following are a number of agenda items that the Board of Trustees has been monitoring. They are NOT action items for tonight's meeting, but are noted here for continuing purposes and to ensure that when there are changes or new information they will be called up as Action/Discussion/Information.

- High School in Twelve Bridges
- Lincoln Crossing Elementary South/Facilities Update
- Community Information Breakfast (*Springtime*)

**8.2 BOARD MEMBER REPORTS/COMMENTS**

**9. ESTABLISHMENT OF NEXT MEETING(S)**

The President will establish the following meeting(s):

- February 17, 2015 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School – Performing Arts Theater

**10. ADJOURNMENT**

**BOARD BYLAW 9320:** Individuals requiring disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing at least two days prior to meeting date. (American Disabilities Act) Government Code 54954.1

Posted: 013015

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**DISCLOSURE**

**OF ACTION**

**TAKEN IN**

**CLOSED SESSION,**

**IF ANY**

# Western Placer Unified School District

## CLOSED SESSION AGENDA

Place: Lincoln High School – Library

Date: Tuesday, February 3, 2015

Time: 6:05 P.M.

1. LICENSE/PERMIT DETERMINATION
2. SECURITY MATTERS
3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
4. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
5. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
6. LIABILITY CLAIMS
7. THREAT TO PUBLIC SERVICES OR FACILITIES
8. PERSONNEL
  - \* PUBLIC EMPLOYEE APPOINTMENT
  - \* PUBLIC EMPLOYEE EMPLOYMENT
  - \* PUBLIC EMPLOYEE PERFORMANCE EVALUATION
  - \* PUBLIC EMPLOYEE EMPLOYMENT/DISCIPLINE/DISMISSAL/RELEASE
  - \* COMPLAINTS OR CHARGES AGAINST AN EMPLOYEE
9. CONFERENCE WITH LABOR NEGOTIATOR
10. STUDENTS
  - \* STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918
  - \* STUDENT PRIVATE PLACEMENT
  - \* INTERDISTRICT ATTENDANCE APPEAL
  - \* STUDENT ASSESSMENT INSTRUMENTS
  - \* STUDENT RETENTION APPEAL, Pursuant to BP 5123
  - \* DISCLOSURE OF CONFIDENTIAL STUDENT RECORD INFORMATION
  1. LICENSE/PERMIT DETERMINATION
    - A. Specify the number of license or permit applications.
  2. SECURITY MATTERS
    - A. Specify law enforcement agency
    - B. Title of Officer

3. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
  - A. Property: specify the street address, or if no street address the parcel number or unique other reference to the property under negotiation.
  - B. Negotiating parties: specify the name of the negotiating party, not the agent who directly or through an agent will negotiate with the agency's agent.
  - C. Under negotiations: specify whether the instructions to the negotiator will concern price, terms of payment or both.
4. **CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**
  - A. Name of case: specify by reference to claimant's name, names or parties, case or claim number.
  - B. Case name unspecified: specify whether disclosure would jeopardize service of process or existing settlement negotiations.
5. **CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**
  - A. Significant exposure to litigation pursuant to subdivision (b) of Government Code section 54956.9 (if the agency expects to be sued) and also specify the number of potential cases.
  - B. Initiation of litigation pursuant to subdivision (c) of Government Code Section 54956.9 (if the agency intends to initiate a suit) and specify the number of potential cases.
6. **LIABILITY CLAIMS**
  - A. Claimant: specify each claimants name and claim number (if any). If the claimant is filing a claim alleging district liability based on tortuous sexual conduct or child abuse, the claimant's name need not be given unless the identity has already been publicly disclosed.
  - B. Agency claims against.
7. **THREATS TO PUBLIC SERVICES OR FACILITIES**
  - A. Consultation with: specify name of law enforcement agency and title of officer.
8. **PERSONNEL:**
  - A. **PUBLIC EMPLOYEE APPOINTMENT**
    - a. Identify title or position to be filled.
  - B. **PUBLIC EMPLOYEE EMPLOYMENT**
    - a. Identify title or position to be filled.
  - C. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
    - a. Identify position of any employee under review.
  - D. **PUBLIC EMPLOYEE EMPLOYMENT/DISCIPLINE/DISMISSAL/RELEASE**
    - a. It is not necessary to give any additional information on the agenda.
  - E. **COMPLAINTS OR CHARGES AGAINST AN EMPLOYEE, UNLESS EMPLOYEE REQUESTS OPEN SESSION**
    - a. No information needed
9. **CONFERENCE WITH LABOR NEGOTIATOR**
  - A. Name any employee organization with whom negotiations to be discussed are being conducted.
  - B. Identify the titles of unrepresented individuals with whom negotiations are being conducted.
  - C. Identify by name the agency's negotiator
10. **STUDENTS:**
  - A. **STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**
  - B. **STUDENT PRIVATE PLACEMENT**
    - a. Pursuant to Board Policy 6159.2
  - C. **INTERDISTRICT ATTENDANCE APPEAL**
    - a. Education Code 35146 and 48918
  - D. **STUDENT ASSESSMENT INSTRUMENTS**
    - a. Reviewing instrument approved or adopted for statewide testing program.
  - E. **STUDENT RETENTION/ APPEAL**
    - a. Pursuant to Board Policy 5123
  - F. **DISCLOSURE OF CONFIDENTIAL STUDENT RECORD INFORMATION**
    - a. Prevent the disclosure of confidential student information.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEE MEETING FACT SHEET**

**MISSION STATEMENT:** Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.

**DISTRICT GLOBAL GOALS**

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students
2. Foster a safe, caring environment where individual differences are valued and respected.
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5. Promote student health and nutrition in order to enhance readiness for learning.

**SUBJECT:**

Bargaining Groups:

WPTA & CSEA Negotiations

Agency Negotiators:

Scott Leaman, Superintendent

Ryan Davis, Assistant Superintendent  
of Personnel Services

Audrey Kilpatrick, Assistant Superintendent  
Business and Operations

Kerry Callahan, Assistant Superintendent of  
Educational Services

**AGENDA ITEM AREA:**

Disclosure of action taken in  
closed session

**REQUESTED BY:**

Ryan Davis

Assistant Superintendent  
of Personnel Services

**ENCLOSURES:**

No

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

February 3, 2015

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

Labor Negotiator will give the Board of Trustees an update on Western Placer Teachers Association & Classified Schools Employee Association Bargaining Groups.

**ADMINISTRATION RECOMMENDATION:**

Administration recommends the board of trustees be updated on negotiations.



**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEE MEETING FACT SHEET**

**MISSION STATEMENT:** Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.

**DISTRICT GLOBAL GOALS**

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5. Promote student health and nutrition in order to enhance readiness for learning.

**SUBJECT:**

PUBLIC EMPLOYEE EMPLOYMENT/DISCIPLINE/  
DISMISSAL/RELEASE

**AGENDA ITEM AREA:**

Closed Session

**REQUESTED BY:**

Ryan Davis  
Assistant Superintendent of Personnel Services

**ENCLOSURES:**

No

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

February 3, 2015

**ROLL CALL REQUIRED:**

Yes

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**BACKGROUND:**

The Board of Trustees will disclose any action taken in closed session in regards to Public Employee Discipline/Dismissal/Release.

**RECOMMENDATION:**

Administration recommends the Board of Trustees disclose action taken in closed session in regards to Public Employee Discipline/Dismissal/Release.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEE MEETING FACT SHEET**

<b>MISSION STATEMENT:</b> Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.	
<b>DISTRICT GLOBAL GOALS</b>	
1.	Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students
2.	Foster a safe, caring environment where individual differences are valued and respected.
3.	Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.
4.	Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5.	Promote student health and nutrition in order to enhance readiness for learning.


**SUBJECT:**

CONFERENCE WITH LEGAL COUNSEL –  
ANTICIPATED LITIGATION

**AGENDA ITEM AREA:**

Disclosure of Action Taken in  
Closed Session

**REQUESTED BY:**

Ryan Davis,   
Assistant Superintendent of  
Personnel Services

**ENCLOSURES:**

No

**DEPARTMENT:**

Administration

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

February 3, 2015

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

The Board of Trustees will disclose any action taken in closed session in regard to potential litigation with Mark Babbin and Cal200.

**RECOMMENDATION:**

Administration recommends the Board of Trustees disclose action taken in closed session in regard to Anticipated Litigation.

**CONSENT**

**AGENDA**

**ITEMS**

**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEE MEETING FACT SHEET**

**MISSION STATEMENT:** Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.

**DISTRICT GLOBAL GOALS**

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students
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4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5. Promote student health and nutrition in order to enhance readiness for learning.

**SUBJECT:**

Approval of Minutes:

- 01/20/15 Regular Board of Trustee Meeting

**AGENDA ITEM AREA:**

CONSENT AGENDA

**REQUESTED BY:**

Scott Leaman,  
Superintendent

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Administration

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

February 3, 2015

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

The Board of Trustees will consider adoption of the following minutes:

- January 20, 2015 Regular Board of Trustee Meeting

**RECOMMENDATION:**

Administration recommends the Board of Trustees take action to approve minutes.

Western Placer Unified School District  
**Regular Meeting of the Board of Trustees**  
January 20, 2015, 7:00 P.M.  
Glen Edwards Middle School – Spirit Center  
204 L Street, Lincoln, CA 95648

**MINUTES**

2014-2015 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; Component II: Curriculum Themes; Component III: Special Student Services; Component IV: Staff & Community Relations; Component V: Facilities/Administration/Budget.

All Open Session Agenda related documents are available to the public for viewing at the Western Placer Unified School District Office located at 600 Sixth Street, Fourth Floor in Lincoln, CA 95648.

**Board Members Present:**

Brian Haley, President  
Damian Armitage, Vice President  
Kris Wyatt, Clerk  
Paul Carras, Member  
Paul Long, Member

**Others Present:**

Scott Leaman, Superintendent  
Audrey Kilpatrick, Assistant Superintendent of Business & Operations  
Ryan Davis, Assistant Superintendent of Personnel Services  
Kerry Callahan, Assistant Superintendent of Educational Service  
Mike Adell, Director of Facilities  
Rosemary Knutson, Secretary to the Superintendent  
Stacy Brown, Principal  
Josh O'Geen, Vice Principal  
Carol Percy, Lincoln News Messenger

**6:30 P.M. START**

1. **CALL TO ORDER** – Glen Edwards Middle School – Spirit Center

**6:35 P.M.**

2. **CLOSED SESSION** – Glen Edwards Middle School – Staff Room

- 2.1 **CONFERENCE WITH LABOR NEGOTIATOR**

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators:

- ~Scott Leaman, Superintendent
- ~Ryan Davis, Assistant Superintendent of Personnel Services
- ~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
- ~Kerry Callahan, Assistant Superintendent of Educational Services

- 2.2 **PERSONNEL**

Public Employee Employment/Discipline/Dismissal/Release

4-1-1

Minutes

7:00 P.M.

**3. ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE**— Glen Edwards Middle School, Spirit Center

The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

**3.1 CONFERENCE WITH LABOR NEGOTIATOR**

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators:

~Scott Leaman, Superintendent

~Ryan Davis, Assistant Superintendent of Personnel Services

~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

~Kerry Callahan, Assistant Superintendent of Educational Services

No action was taken

**3.2 PERSONNEL**

Public Employee Employment/Discipline/Dismissal/Release

No action was taken

**4. SPECIAL ORDER OF BUSINESS**

**4.1 School Being Featured:** Glen Edwards Middle School

Mr. Leaman introduced Stacey Brown, Principal. Mr. Brown welcomed everyone, and then introduced Josh O'Geen, Vice Principal of GEMS. He shared information on the 6<sup>th</sup> Grade Science Program which consists of the OLE property. This program allows full participation of students from Glen Edwards and Twelve Bridges middle school students. The cost is \$20.00, which includes collaborative, hands on learning in a multitude of subjects. After two days at OLE, the students that go to the school farm, where they learn Ecology art, Communities, farm animals, forestry, vernal pools, raptors, and soils

Jessica Armistead teaches Agricultural Exploration classes. She spoke about her program, and the curriculum being use. She uses the three ring model (Instruction/SAE/FFA). *Instruction* includes agriculture, animal science, plant science, Ag mechanics, and introduction to FFA. *FFA* will host mini competitions, project shadowing, career development events, Ag career network, Leadership. *SAE* includes plant science, animal science, LHS Farm field trips, and Ag mechanics.

**4.2 Receipt of the 2013-14 Audited Financial Statements:**

The 2013-14 Unaudited Actuals were presented to the Board of Trustees in September. The firm of Crowe Horwath, LLP, has performed the required independent annual audit and submitted our audit report to the State Controller's Office by December 15 as required by Law. The auditors will be present at the Board Meeting to present highlights of the Audited Financial Statements.

Jeffery Jenson from Crowe Horwath, LLP presented a review of the audit report — GASBE 68, STERS/PERS, no audit adjustments were found, no corrections, this was very clean and smooth. Student body had only one finding with student store inventories, and deposit verifications, which administration is addressing. After the presentation, it was the consensus of the board to accept the audit report.

4-1-2

January 20, 2015

Minutes**5. CONSENT AGENDA**

- 5.1 Approval of Meeting Minutes for:
  - December 2, 2014 Regular Board of Trustee Meeting
  - December 16, 2014 Annual Organization Board of Trustee Meeting
- 5.2 Approval of Warrants
- 5.3 Certificated Personnel Report
- 5.4 Classified Personnel Report
- 5.5 Ratification of Contract with Sutter County Superintendent of Schools and Western Placer Unified School District –Medi-Cal Administrative Claiming Services
- 5.6 Ratification of Contract with Placer County Office of Education and Western Placer Unified School District - State Preschool Program at Sheridan Elementary School – January 1, 2015 through June 30, 2015.
- 5.7 Ratification of Purchase of Used 2006 Ford E150 Super Duty Passenger XL Van for the Transportation Department
- 5.8 Approval of Out of State Travel
- 5.9 Ratification of Contract with Silverado Stages – Transportation Services Shakespeare Festival, Lincoln High School Field Trip
- 5.10 Approval of Construction Change Directive #2 (CCD 2) for Lincoln High School Kitchen HVAC Project.
- 5.11 Waiver Request and Affidavit – Request for Allowance of Attendance Credit During Periods of Emergency Severe Storm Weather Conditions for Western Placer Unified School District on December 11, 2014.

Motion by Mrs. Wyatt, seconded by Mr. Long, and passed by a 5-0 (Ayes: Long, Wyatt, Carras, Armitage, Haley No: None) roll call vote to approve consent agenda as presented.

**6. COMMUNICATION FROM THE PUBLIC**

No communication from the public

**7. REPORTS & COMMUNICATION**

- 7.1 Lincoln High School Student Advisory – Jillian Loya – not present
- 7.2 Western Placer Teacher's Association – Tara McCroskey shared information on the governor's budget, and that there would be no matching state bonds, which is a bummer. She is excited about the LCAP, and amazing growth. She is looking forward to the support to teachers, students, and all employees in all areas, which are areas where we do well, and areas that need improvements.
- 7.3 Western Placer Classified Employee Association, Mike Kimbrough had no report
- 7.4 Superintendent - Scott Leaman reported on the following:
  - Wished everyone a happy new year
  - Looking forward to the LCAP, looking at a team effort with the district
  - Proud to report new District clerk, Evelyn Keaton
  - Measure "A", looking at oversight committee. Cathy Dominico will come and talk about funding the bond.
  - Looking at staffing, Ryan Davis and Audrey Kilpatrick will work together on that as a team effort. Looking at next year.
  - Noticed board packet is half of what it should be, this is due to saving paper.

413

- Cathy Dominico will bring back an item on refinance of a bond. This would allow the district to refinance at a lower rate, which would lessen our payment.

8. ♦ACTION ♦DISCUSSION ♦INFORMATION

8.1 Information GOVERNOR'S STATE BUDGET PROPOSALS 2015-16 - Kilpatrick (14-15 G & O Component I, II, III, V, IV)

- The governor's January Budget was released on January 9, 2015. Staff attended the School Services of California Governor's Budget Workshop on January 15, 2015. For K-12 schools, the Governor is proposing: (*See list of proposals in board packet*)

Audrey Kilpatrick presented the Governor's Proposals for the 2015-16 State Budget and K-12 Education. She presented the following topics:

- Themes for 2015-16 Governor's Budget
- 2015-16 Governor's Budget General Fund Budget Summary (in Millions)
- Overall, a Positive Year for Education
- What's Proposed for the Rest of the Budget
- What's Not in the State Budget
- Proposition 98 and the Major K-12 Proposals
- Progress Toward LCFF Implementation
- Discretionary Funds
- 2015-16 Local Control Funding Formula
- LCFF COLA and Categorical Funds
- 2015-16 LCFF Funding Factors
- CalSTRS Rate Increases
- CalPERS Rate Increases
- Career Technical Education
- Federal Programs
- Managing Multi-Year Projections
- Enacting the State Budget

8.2 Action APPROVE RESOLUTION 14/15.13 CONFIRMING CERTIFICATION OF ELECTION RESULTS AND ENTRY UPON MINUTES OF FAVORABLE VOTE - Kilpatrick (14-15 G & O Component I, II, III, V, IV)

- Western Placer Unified School District, through the Governing Board, submitted to the electors of the District, its general obligation bond proposal in the amount of Sixty Million Dollars (\$60,000,000) for the election that was held on November 4, 2014.

Motion by Mrs. Wyatt, seconded by Mr. Armitage, and passed by a 5-0 (Ayes: Wyatt, Carras, Armitage, Long, Haley, No: None) roll call vote to approve Resolution No. 14/15.13 confirming Certification of Election Results and entry upon minutes of favorable vote.

8.3 Action APPROVE RESOLUTION 14/15.14 ESTABLISHING MEASURE "A" CITIZENS' OVERSIGHT COMMITTEE AND ADOPTING

4.1.4



**OVERSIGHT COMMITTEE BYLAWS AND OPERATIONAL**

**GUIDELINES** - Kilpatrick (14-15 G & O Component I, II, III, V, IV)

•Based on Canvass and Statement of Results for Placer County, more than fifty-five percent of the votes cast on Measure "A" were in favor of issuing the aforementioned Bonds. As stated in Resolution 14/15.14, the Board must establish and appoint members to an independent Citizens' Oversight Committee as an additional accountability measure for the voters and taxpayers of the District. The purpose of the Oversight Committee is to inform the public concerning the expenditure of bond revenues.

Motion by Mr. Long, seconded by Mr. Armitage, and passed by a 5-0 (Ayes: Carras, Armitage, Long, Wyatt, Haley No: None) roll call vote approving Resolution No. 14/15.14 establishing Measure "A" citizens oversight committee and adopting oversight committee bylaws and operational guidelines.

**8.4 Information** **HORIZON CHARTER SCHOOL'S 2013-14 ANNUAL FINANCIAL STATEMENTS AND AUDIT REPORT** - Kilpatrick (14-15 G & O Component I, II, III, V, IV)

•Western Placer Unified School District, as the sponsoring authority for Horizon Charter School, is responsible for fiscal oversight. Accordingly, their annual financial statements and audit report are provided for your review.

Audrey Kilpatrick presented and reviewed the Horizon Charter School's 2013-14 Financial Statements and Audit Report. This was information only, no action was taken.

**8.5 Action** **APPROVAL OF ELEMENTARY EDUCATIONAL SPECIFICATIONS** - Adell (14-15 G & O Component I, II, III, V, IV)

•Educational specifications are a vital component in the planning and design of new schools and modernization of existing schools. The District has committed to updating its outdated Educational

Mike Adell presented Elementary Educational Specifications, a vital component of planning and design of new schools. Steve Newsome, Architect was present to answer any questions. Motion by Mr. Carras, seconded by Mrs. Wyatt and passed by a 5-0 (Ayes: Armitage, Haley, Long, Carras, Wyatt, No: None) vote to approve Elementary Educational Specifications.

**8.6 Action** **APPROVAL OF DEVELOPER FEE REPORT FOR THE 2013-2014 FISCAL YEAR** - Adell (14-15 G & O Component I, II, III, V, IV)

•Government Code Section 66006 requires any District collecting developer fees (Stirling Fees) to annually report the activity in the Capital Facilities Fund, which is commonly referred to as the Developer Fee Report.

This will be brought back for action at the next meeting

**8.7 Action** **LOCAL EDUCATIONAL AREA PLAN (LEAP)** - Callahan (14-15 G & O Component I, II, III, V, IV)

•In May, 2002, the CA State Board of Education (SBE) adopted five goals and twelve performance indicators for No Child Left Behind as part of California's commitment to the development of an accountability system to achieve the goals of NCLB. CDE has advised districts to continue updating their LEAP plans as we await new and/or revised NCLB regulations from the federal government.

Kerry Callahan presented the LEAP Plan for approval. Motion by Mrs. Wyatt, seconded by Mr. Armitage, and passed by 4-0 (Ayes: *Armitage, Long, Wyatt, Haley* No: *None*) vote to approve LEAP Plan with the correction to Goal 5: 5.2 Activities/Actions (c) *numerous clubs are offered to connect students with school*. Mr. Carras stepped out of the meeting briefly.

8.8 Discussion/  
Action **INTERDISTRICT PROCESS (Board Policy 5117) RESIDENCY  
BASED ON EMPLOYMENT (BOARD POLICY 5111.12) – Leaman**  
*(14-15 G & O Component I, II, III, IV, V)*

•The District will begin to accept applications for interdistrict attendance February 2, 2015. The district Board Policy and handbook are attached. Although no changes to the interdistrict policy are being forwarded at this time, a Board discussion is being requested to confirm the criteria for approval.

Mr. Leaman presented the Interdistrict process criteria for review. This includes residency based on employment, which currently we are over our allotment. Mr. Haley recommended we leave as is. After some discussion it was the consensus of the board to keep as is. No action was required since no changes were made.

8.9 Action **ADOPTION OF REVISED/NEW POLICIES/REGULATIONS/  
EXHIBITS – Leaman** *(14-15 G & O Component I, II, III, IV, V)*

•The District Policy Committee and Management Team have reviewed the following new and revised policies/regulations/exhibits as per CSBA. They are now being presented for adoption by the Board of Trustees.

- BP/AR 0420 – School Plans/Site Councils
- BP/AR 0520.1 – High Priority Schools Grant Program
- AR 0520.2 – Title I Program Improvement Schools
- BP/AR 1113 – District and School Web Sites
- AR 1340 – Access to District Records
- BP 1431 – Waivers
- AR 3515.2 – Disruptions
- BP/AR 5111 – Admission
- AR 5111.2 – Nonresident Foreign Students
- AR 5111.13 – Residency for Homeless Children
- BP/AR 5112.3 – Student Leave of Absence
- BP/AR 5113 – Absences and Excuses
- BP/AR 5116.1 – Intradistrict Open Enrollment
- AR/E 5125.1 – Release of Directory Information
- BP/AR 5126 – Awards for Achievement
- BP 5141.33 – Head Lice
- AR 5142.1 – Identification and Reporting of Missing Children
- BP/AR 6143 – Courses of Study
- BP 6145.2 – Athletic Competition
- AR 6146.2 – Certificate of Proficiency/High School Equivalency
- BP 6161 – Equipment, Books and Materials

4.1.6

Regular Meeting of the Board of Trustees  
January 20, 2015  
Minutes

7

- AR 6161.1 – Selection and Evaluation of Instructional Materials
- BP/AR 6162.51 – State Academic Achievement Tests
- BP 6163.1 – Library Media Centers
- BP 6177 – Summer Learning Programs
- BB 9321 – Closed Session Purposes and Agendas

Motion by Mr. Carras, seconded by Mrs. Wyatt and passed by a 5-0 (Ayes: Armitage, Carras, Haley, Long, Wyatt, No: None) vote to approve new and revised policies/regulations/exhibits as presented.

**8.10 Action**      **COMPREHENSIVE SAFE SCHOOL PLANS - Kilpatrick (14-15 G & O Component I, II, III, V, IV)**

• School safety is paramount in Western Placer Unified School District. Each of our eleven school sites and the district office practice safety on a daily basis by implementing processes and procedures to safeguard our students and staff as well as scheduling regular safety drills to practice responses to potential fire, lock-down and/or shelter-in-place situations. The District communicates with local law enforcement to determine and communicate best safety practices.

Audrey Kilpatrick presented the Comprehensive Safe School Plans. Motion by Mr. Armitage, seconded by Mrs. Wyatt, and passed by a 5-0 (Ayes: Armitage, Carras, Haley, Long, Wyatt, No: None) vote to approve the Comprehensive Safe School Plans.

**9. BOARD OF TRUSTEES**

**9.1 FUTURE AGENDA ITEMS**

The following are a number of agenda items that the Board of Trustees has been monitoring. They are NOT action items for tonight's meeting, but are noted here for continuing purposes and to ensure that when there are changes or new information they will be called up as Action/Discussion/Information.

- Twelve Bridges High School – change to High School at Twelve Bridges
- Lincoln Crossing Elementary South/Facilities Update
- ~~Foreign Exchange Students Criteria~~ Remove from list
- Community Information Breakfast (*Springtime*)

**9.2 BOARD MEMBER REPORTS/COMMENTS**

Mr. Long – thanked Mr. Brown for the programs presented

Mrs. Wyatt – thanked Mr. Brown, Mr. O'Geen and Mrs. Armistead. Spoke about Keri, student from Lincoln Crossing, helping "Rise above the noise" looking at raising funds, cool event.

Mr. Carras had no report

Mr. Armitage thanked Stacey, and shared it is nice to see these programs, and looking forward to going to Zebra Showcase.

Mr. Haley currently on the Education Foundation, so associated with OLE, the programs tie in so well.

**10. ESTABLISHMENT OF NEXT MEETING(S)**

The President will establish the following meeting(s):

➤ February 3, 2015 7:00 P.M., Regular Meeting of the Board of Trustees – Lincoln High School - Performing Arts Theater

4.1.7

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➤February 17, 2015 7:00 P.M., Regular Meeting of the Board of Trustees –  
Lincoln High School - Performing Arts Theater

**11. ADJOURNMENT**

There being no further business the meeting was adjourned at 9:04 p.m.

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**Brian Haley, President**

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**Kris Wyatt, Clerk**

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**Scott Leaman, Superintendent**

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**Rosemary Knutson, Secretary to the  
Superintendent**

**Adopted:**

**Ayes:**

**Noes:**

**Absent:**

<p><b>BOARD BYLAW 9320:</b> Individuals requiring disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing at least two days prior to meeting date. (American Disabilities Act) Government Code 54954.1</p>
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**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEE MEETING FACT SHEET**

**MISSION STATEMENT:** Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.

**DISTRICT GLOBAL GOALS**

1. Develop and continually upgrade a well-articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students
2. Foster a safe, caring environment where individual differences are valued and respected.
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5. Promote student health and nutrition in order to enhance readiness for learning.

**SUBJECT:**

Approval of Warrants

**AGENDA ITEM AREA:**

Consent Agenda

**REQUESTED BY:**

Audrey Kilpatrick  
Assistant Superintendent of  
Business and Operations

**ENCLOSURES:**

Warrants may be found at  
[www.wpusd.k12.ca.us](http://www.wpusd.k12.ca.us)

**DEPARTMENT:**

Business Services

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

February 3, 2015

**ROLL CALL REQUIRED:**

N/A

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**BACKGROUND:**

The Board of Trustees will consider approval of warrants paid since the January 20, 2015 board meeting.

**RECOMMENDATION:**

Administration recommends the Board of Trustees take action to approve warrants as submitted.

## Checks Dated 01/23/2015

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85412228	01/23/2015	"DANIELSEN COMPANY, THE"	13-4380	108.20	
			13-4710	2,872.34	
			Unpaid Sales Tax	2.03	2,978.51
85412229	01/23/2015	CROWN DISTRIBUTING INC.	13-4380		623.70
85412230	01/23/2015	ED JONES FOOD SERVICE	13-4710		3,499.50
85412231	01/23/2015	GOLDEN STATE EQUIPMENT REPAIR	13-5600		450.00
85412232	01/23/2015	PIZZA GUYS	13-4710		1,035.20
85412233	01/23/2015	PROPACIFIC FRESH	13-4710		105.76
85412234	01/23/2015	SARA LEE	13-4710		290.98
85412235	01/23/2015	STAFFORD MEAT COMPANY	13-4710		288.00
85412236	01/23/2015	GABRIEL & OFELIA VELASQUEZ	12-8699		53.20
85412237	01/23/2015	WATER WALKERS INC DBA A HIGHER LEVEL	13-5800		2,033.00
85412238	01/23/2015	Carrie A. Garbett	01-9550		3,308.33
85412239	01/23/2015	247SECURITY INC.	01-5600		320.63
85412240	01/23/2015	ADVANCED INTEGRATED PEST	01-5800		1,218.00
85412241	01/23/2015	APPLE INC.	01-4400		2,126.12
85412242	01/23/2015	CPR - CELL PHONE REPAIR	01-4300	158.63	
			01-5600	137.13	295.76
85412243	01/23/2015	DAWSON OIL COMPANY	01-4345		3,461.79
85412244	01/23/2015	ESS ENVIRONMENTAL	21-5800		700.00
85412245	01/23/2015	FLAG HOUSE	01-4300		38.74
85412246	01/23/2015	GRAINGER	01-4300		68.50
85412247	01/23/2015	HOLT OF CALIFORNIA	01-4365		224.98
85412248	01/23/2015	LOZANO SMITH, LLP	01-5810	18,199.99	
			21-5810	2,698.06	
			25-5810	2,169.52	23,067.57
85412249	01/23/2015	LPA INC.	21-5800		9,300.00
85412250	01/23/2015	MEDICAL BILLING TECHNOLOGIES	01-5800		237.60
85412251	01/23/2015	ODYSSEY LEARNING CENTER, INC.	01-5800		7,795.85
85412252	01/23/2015	PRO-ED	01-4300	206.80	
			Unpaid Sales Tax	13.20	193.60
85412253	01/23/2015	RAINFORTH GRAU ARCHITECTS	21-6210		8,707.64
85412254	01/23/2015	RAY MORGAN CO. / CHICO	01-4300		395.66
85412255	01/23/2015	ROY R. RADTKE - DBA APPROVED SAFE & LOCK	01-4300	241.73	
			01-5600	95.31	337.04
85412256	01/23/2015	SAC VAL JANITORIAL SALES	01-4300		29.56
85412257	01/23/2015	SAFeway INC	01-4300		20.15
85412258	01/23/2015	SCHOOL SERVICES OF CA INC	01-5300		1,000.00
85412259	01/23/2015	SCHOOL WORKS INC.	25-5800		5,000.00
85412260	01/23/2015	SILVER KITE	01-4300		467.51
85412261	01/23/2015	SWRCB/STATE WATER RESOURCES	01-5800		1,632.00
85412262	01/23/2015	TARGET BANK	01-4300		134.98
85412263	01/23/2015	THE CALIF GEOLOGICAL SURVEY	01-6220		3,600.00
85412264	01/23/2015	THE VIDEO PROJECT	01-4300		174.03
85412265	01/23/2015	THERAPY SHOPPE INC	01-4300	465.16	
			Unpaid Sales Tax	29.69	435.47

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE

CONSENT

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Checks Dated 01/23/2015					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85412266	01/23/2015	TOTAL EDUCATION SOLUTIONS	01-5800		403.75
85412267	01/23/2015	ZEP SALES & SERVICE	01-4300		185.74
85412268	01/23/2015	Christy L. Aday	01-4300		21.41
85412269	01/23/2015	Debra D. Azar	01-4300		48.32
85412270	01/23/2015	Nicole R. Bartlett	01-4300		191.15
85412271	01/23/2015	Conni B. London	01-4300		31.54
85412272	01/23/2015	AIRGAS	01-4300		68.47
85412273	01/23/2015	B&H PHOTO VIDEO	01-4300	214.89	
			Unpaid Sales Tax	15.00	199.89
85412274	01/23/2015	BSN SPORTS SPORTS SUPPLY GROUP	01-4300		573.11
85412275	01/23/2015	BUREAU OF EDUCATION & RESEARCH	01-5200		239.00
85412276	01/23/2015	CALTRONICS BUSINESS SYSTEMS	01-5600		83.66
85412277	01/23/2015	CITY OF ROSEVILLE DBA: MAIDU INTERPRETIVE CENTER	01-5800		567.00
85412278	01/23/2015	DEMCO MEDIA	01-4300		67.33
85412279	01/23/2015	DISCOUNT SCHOOL SUPPLY	01-4300		189.45
85412280	01/23/2015	DISNEY EDUCATIONAL PRODUCTIONS	01-4300	229.57	
			Unpaid Sales Tax	15.31	214.26
85412281	01/23/2015	EASTBAY / FOOTLOCKER.COM	01-4300		594.38
85412282	01/23/2015	LINCOLN HIGH SCHOOL	01-5715		261.00
85412283	01/23/2015	LOOMIS UNION SCHOOL DISTRICT	01-4300		155.00
85412284	01/23/2015	LOWE'S	01-4300		718.54
85412285	01/23/2015	OFFICE DEPOT	01-4300		377.77
85412286	01/23/2015	ORIENTAL TRADING COMPANY INC	01-4300	133.25	
			Unpaid Sales Tax	8.32	124.93
85412287	01/23/2015	PACIFIC ENVIRONMENTAL	01-5800		500.00
85412288	01/23/2015	RAY MORGAN CO. / CHICO	01-4300	183.88	
			01-5600	155.75	339.63
85412289	01/23/2015	RENAISSANCE LEARNING INC.	01-5800		667.40
85412290	01/23/2015	SCHOLASTIC MAGAZINE	01-4300		166.16
85412291	01/23/2015	STAPLES ADVANTAGE	01-4300		4,742.98
85412292	01/23/2015	TROXELL COMMUNICATIONS	01-4300	16.13	
			01-4400	483.75	499.88
85412293	01/23/2015	U.S. BANK NATIONAL ASSOCIATION U.S. BANCORP PURCHASING CARD	01-4300	363.63	
			01-5200	567.60	
			01-5810	1,317.00	
			13-4300	44.27	
			13-4710	181.40	
			21-5600	278.44	2,752.34
Total Number of Checks			66		100,633.45

## Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	52	60,277.79
12	Child Development Fund	1	53.20

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ☐ STACIE ☒

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## Checks Dated 01/23/2015

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
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## Fund Summary

Fund	Description	Check Count	Expensed Amount
13	Cafeteria Fund	10	11,532.35
21	Building Fund #1	5	21,684.14
25	Capital Facilities Fund	2	7,169.52
Total Number of Checks		66	100,717.00
Less Unpaid Sales Tax Liability			83.55
Net (Check Amount)			100,633.45

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 01/16/2015					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85411110	01/16/2015	CITY OF LINCOLN / PG&E REIMB	01-5510		1,824.73
85411111	01/16/2015	PACIFIC GAS & ELECTRIC CO	01-5510		42,776.91
85411112	01/16/2015	SPURR	01-5530		16,143.30
85411113	01/16/2015	"DANIELSEN COMPANY, THE"	13-4380	54.15	
			13-4710	2,473.61	
			Unpaid Sales Tax	2.03	2,525.73
85411114	01/16/2015	CROWN DISTRIBUTING INC.	13-4380		1,105.50
85411115	01/16/2015	ED JONES FOOD SERVICE	13-4710		12,114.28
85411116	01/16/2015	GOLDEN STATE EQUIPMENT REPAIR	13-5600		450.32
85411117	01/16/2015	MILLERS CITRUS GROVE	13-4710		510.00
85411118	01/16/2015	MISSION UNIFORM SERVICE INC	13-5800		495.51
85411119	01/16/2015	ORIENTAL TRADING COMPANY INC	01-4300	1,555.96	
			Unpaid Sales Tax	108.56	1,447.40
85411120	01/16/2015	PIZZA GUYS	13-4710		1,299.38
85411121	01/16/2015	PROPACIFIC FRESH	13-4710		278.54
85411122	01/16/2015	S & S WORLDWIDE	01-4300		741.00
85411123	01/16/2015	SARA LEE	13-4710		1,133.60
85411124	01/16/2015	STATE BOARD OF EQUALIZATION	01-4300		68.46
85411125	01/16/2015	SYSCO SACRAMENTO	13-4380		245.10
85411126	01/16/2015	Cristina M. Dobon-Claveau	01-4300		165.36
85411127	01/16/2015	Nancyann M. Rowell	01-5200		126.56
85411128	01/16/2015	Tammy J. Sommer	01-5200		17.03
85411129	01/16/2015	ADI HONEYWELL INTERNATIONAL	01-4300		224.62
85411130	01/16/2015	ALAN S BROOKS	35-6290		450.00
85411131	01/16/2015	BANK OF AMERICA #4408	01-4300	120.50	
			01-5200	1,538.03	
			11-5200	747.05	2,405.58
85411132	01/16/2015	CA ASSOCIATION FOR THE GIFTED	01-5200		120.00
85411133	01/16/2015	CDE - CALIF DEPT OF EDUCATION	12-7439		13,000.00
85411134	01/16/2015	CROWE HORWATH LLP	01-5811		5,175.00
85411135	01/16/2015	CRUSADER FENCE CO. INC.	21-5800		3,623.00
85411136	01/16/2015	DEPT. OF INDUSTRIAL RELATIONS	01-5800		125.00
85411137	01/16/2015	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-5600		957.83
85411138	01/16/2015	EXCELCHEM ENVIRONMENTAL LAB	01-5800		197.50
85411139	01/16/2015	FERGUSON ENTERPRISES #686	01-4400		692.30
85411140	01/16/2015	GCR TIRES & SERVICE	01-4360		396.85
85411141	01/16/2015	GRAINGER	01-4300		296.70
85411142	01/16/2015	GUIDING FITNESS	01-5800		800.00
85411143	01/16/2015	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		25.79
85411144	01/16/2015	J & J SCREEN & GLASS	01-5600		379.37
85411145	01/16/2015	JABBERGYM INC.	01-5800		3,586.25
85411146	01/16/2015	JOHN DEERE LANDSCAPES	01-4300		255.43
85411147	01/16/2015	K S TELECOM INC	21-5800		1,775.00
85411148	01/16/2015	KINKO'S INC. FEDEX ACCOUNT# 0579238461 0001	01-4300		101.77

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE

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4.2.4

## Checks Dated 01/16/2015

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85411149	01/16/2015	LOWE'S	01-4300		1,275.33
85411150	01/16/2015	LOY MATTISON DBA LOY MATTISON ENTERPRISES	01-5800		840.00
85411151	01/16/2015	MEDICAB OF SACRAMENTO/SIERRA	01-5800		332.00
85411152	01/16/2015	MEDICAL BILLING TECHNOLOGIES	01-5800		765.85
85411153	01/16/2015	PCOE - PLACER CO OFFICE OF ED	01-5200	25.00	
			01-5800	1,878.52	1,903.52
85411154	01/16/2015	PLACER COUNTY SELPA	01-5200		25.00
85411155	01/16/2015	PLACER COUNTY TREASURER TAX COLLECTOR	01-5800		28,497.41
85411156	01/16/2015	QUEST MEDIA & SUPPLIES INC	01-5800		10,006.25
85411157	01/16/2015	RAY MORGAN CO. / CHICO	01-5600		15.06
85411158	01/16/2015	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		189.48
85411159	01/16/2015	RESILITE SPORTS PRODUCTS INC	40-6400		10,485.33
85411160	01/16/2015	RIEBES AUTO PARTS	01-4365		1,772.46
85411161	01/16/2015	SAC VAL JANITORIAL SALES	01-4300		389.15
85411162	01/16/2015	SAFEWAY INC	01-4300		25.07
85411163	01/16/2015	SCHOOL STEPS, INC.	01-5800		13,282.50
85411164	01/16/2015	SIERRA FOOTHILLS ACADEMY	01-5800		18,651.54
85411165	01/16/2015	SIERRA OFFICE SUPPLIES &	01-4300		67.89
85411166	01/16/2015	STATE OF CALIFORNIA - DOJ	01-5821		64.00
85411167	01/16/2015	SUTTER MEDICAL FOUNDATION	01-5800		324.00
85411168	01/16/2015	TAG / AMS INC	01-5800		125.00
85411169	01/16/2015	TARGET BANK	01-4300		39.33
85411170	01/16/2015	TEAM VIEWER GMBH	01-5800		1,448.94
85411171	01/16/2015	UNIVERSAL SPECIALTIES, INC.	01-4300		252.42
85411172	01/16/2015	US BANK CORP TRUST SERVICE	49-5800		1,760.00
85411173	01/16/2015	WILCO SUPPLY	01-4300		207.34
85411174	01/16/2015	Courtney H. Eller	01-5200		308.87
85411175	01/16/2015	Scott E. Pickett	01-4300		165.48
85411176	01/16/2015	Joseph Uptain-Villa	01-5200		290.76
85411177	01/16/2015	Melissa B. Willes	12-4300		84.29
85411178	01/16/2015	ADORAMA INC	01-4300	1,112.15	
			Unpaid Sales Tax	77.60-	1,034.55
85411179	01/16/2015	APPLE INC.	01-4300	52.68	
			01-4400	517.93	570.61
85411180	01/16/2015	ATHLETICS UNLIMITED	01-4300		865.72
85411181	01/16/2015	B&H PHOTO VIDEO	01-4300	429.99	
			Unpaid Sales Tax	30.00-	399.99
85411182	01/16/2015	BEST BUY FOR BUSINESS	01-4300		273.57
85411183	01/16/2015	BURKETT'S OFFICE	01-4300		3,739.56
85411184	01/16/2015	CALTRONICS BUSINESS SYSTEMS	01-5600		188.11
85411185	01/16/2015	CDW GOVERNMENT INC	01-4300		218.17
85411186	01/16/2015	FOLLETT LIBRARY RESOURCES	01-4300		1,339.20
85411187	01/16/2015	FUTURE FARMERS OF AMERICA CALIFORNIA ASSOCIATION	01-4300	53.75	
			Unpaid Sales Tax	3.75-	50.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE

Page 2 of 3

42.5

## Checks Dated 01/16/2015

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85411188	01/16/2015	MEDICAL SUPPLIES & EQUIPMENT	01-4300	182.32	
			Unpaid Sales Tax	11.26	171.06
85411189	01/16/2015	MICHAEL THOMAS SMITH - DBA MICHAEL SMITH PHOTOGRAPHY	01-5800		225.00
85411190	01/16/2015	MJB WELDING SUPPLY, INC.	01-4300		18.00
85411191	01/16/2015	ODYSSEYWARE	01-4300		12,000.00
85411192	01/16/2015	OFFICE DEPOT	01-4300		711.48
85411193	01/16/2015	ROSEVILLE THEATER ARTS ACADEMY	01-4300		658.00
85411194	01/16/2015	SAFEWAY INC	01-4300		23.62
85411195	01/16/2015	SCHOLASTIC BOOK CLUBS	01-4300		58.00
85411196	01/16/2015	SCHOLASTIC BOOKS	01-4300		499.32
85411197	01/16/2015	SIERRA HAY & FEED	01-4300		113.76
85411198	01/16/2015	TOLEDO P.E. SUPPLY	01-4300	106.55	
			Unpaid Sales Tax	6.53	100.02
85411199	01/16/2015	US BANK BUSINESS EQUIPMENT	01-5600		499.38
85411200	01/16/2015	WARD'S NATURAL SCIENCE	01-4300		61.01
85411201	01/16/2015	WESTERN BLUE AN NWN COMPANY	01-4300		6,291.17
85411202	01/16/2015	Marcy Newman	01-4300		43.00
Total Number of Checks				93	241,803.27

## Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	76	189,958.34
11	Adult Education Fund	1	747.05
12	Child Development Fund	2	13,084.29
13	Cafeteria Fund	10	20,159.99
21	Building Fund #1	2	5,398.00
35	Schools Facilities (Prop 1A)	1	450.00
40	Spec Res For Capital Outlay	1	10,485.33
49	Mello Roos Capital Projects	1	1,760.00
Total Number of Checks		93	242,043.00
Less Unpaid Sales Tax Liability			239.73
Net (Check Amount)			241,803.27

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE

Page 3 of 3

4.2.6

**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEE MEETING FACT SHEET**

**MISSION STATEMENT:** Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.

**DISTRICT GLOBAL GOALS**

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students
2. Foster a safe, caring environment where individual differences are valued and respected.
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5. Promote student health and nutrition in order to enhance readiness for learning.

**SUBJECT:**

Certificated Personnel Report

**AGENDA ITEM AREA:**

Consent Agenda

**REQUESTED BY:**

Ryan Davis  
Assistant Superintendent of Personnel Services

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

Categorical/General

**MEETING DATE:**

February 3, 2015

**ROLL CALL REQUIRED:**

---

**BACKGROUND:**

The Board of Trustees will take action to approve the certificated personnel report.

**RECOMMENDATION:**

Administration recommends ratification of the certificated personnel report.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**

**PERSONNEL REPORT**

**February 3, 2015**

**CERTIFICATED/MANAGEMENT**

**REQUEST FOR LEAVE OF ABSENCE:**

1.	Name:	Karla Marquez
	Position:	RSP Teacher
	FTE:	.83
	Effective Date:	March 16, 2015
	Site:	Lincoln High School

**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEE MEETING FACT SHEET**

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**SUBJECT:**

Classified Personnel Report

**AGENDA ITEM AREA:**

Consent Agenda

**REQUESTED BY:**

Ryan Davis

Assistant Superintendent, Personnel Services



**ENCLOSURES:**

Yes

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

General Fund/Categorical

**MEETING DATE:**

February 3, 2015

**ROLL CALL REQUIRED:**

---

**BACKGROUND:**

The Board of Trustees will take action to approve the classified personnel report.

**RECOMMENDATION:**

Administration recommends ratification of the classified personnel report.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
PERSONNEL REPORT**

February 3, 2015

**CLASSIFIED/MANAGEMENT**

**NEW HIRES**

- |                                                                                                                                                                                |                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>1. Name:</b> Melody Boyd<br><b>Position:</b> Food Service Asst.<br><b>Salary:</b> CSEA, Range 12, Step A<br><b>Hours:</b> 2.25 Hours/Day<br><b>Days:</b> 10 Months/Year     | <b>Effective:</b> 1/26/15<br><b>Site:</b> LHS<br><b>Replacement</b>                   |
| <b>2. Name:</b> Evelyn Keaton<br><b>Position:</b> District Office Clerk<br><b>Salary:</b> CSEA, Range 20, Step A<br><b>Hours:</b> 3.5 Hours/Day<br><b>Days:</b> 12 Months/Year | <b>Effective:</b> 1/20/15<br><b>Site:</b> District Office<br><b>Replacement</b>       |
| <b>3. Name:</b> Casandra Kelly<br><b>Position:</b> Bus Driver<br><b>Salary:</b> CSEA, Range 13, Step A<br><b>Hours:</b> 2 Hours/Day<br><b>Days:</b> 10 Months/Year             | <b>Effective:</b> 1/22/15<br><b>Site:</b> Twelve Bridges Middle<br><b>Replacement</b> |

**ADDITIONAL POSITION**

- |                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Name:</b> Kerry Beltram<br><b>Position:</b> Custodian/Groundsman<br><b>Site:</b> 1 <sup>st</sup> & L<br><b>Hours:</b> 2 Hours/Day<br><b>Effective:</b> 1/26/15<br><b>Replacement</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**TRANSFER**

- |                                                                                                                                                                      |                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>3. Name:</b> Rebecca Hickey<br><b>Position:</b> Program Facilitator<br><b>Salary:</b> Range 3, Step A<br><b>Hours:</b> 4 Hours/Day<br><b>Days:</b> 10 Months/Year | <b>Effective:</b> 1/26/15<br><b>Site:</b> Creekside Oaks Elementary<br><b>Replacement</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|

**RESIGNATION**

- |                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Name:</b> Anayat Sharifie<br><b>Positions:</b> District/Site Support Tech<br>Tech Support Tech-Special Projects<br><b>Site:</b> Technology<br><b>Hours:</b> 8 Hours/Day<br><b>Effective:</b> 2/3/15 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEE MEETING FACT SHEET**

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**SUBJECT:**

Williams Uniform Quarterly  
Complaint Report

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Scott Leaman,  
Superintendent

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Administration

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

February 3, 2015

**ROLL CALL REQUIRED:**

No

---

**BACKGROUND:**

One component of the Williams Settlement Legislation requires each district to submit a quarterly report to the County Superintendent and the Governing Board on the nature and resolution of complaints addressing insufficient instructional material, teacher vacancies and misassignments, and emergency or urgent facilities issues.

**RECOMMENDATION:**

Administration recommends the Board of Trustees approve the results of the Williams Uniform Complaint report.



Quarterly Report on Williams Uniform Complaints  
[Education Code § 35186(d)(e)]

District: Western Placer Unified School

Person completing this form: Rosemary Knutson

Title: Secretary to the Superintendent

Quarterly Report Submission Date:  
(Check one)

☐

April

Due: April 30<sup>th</sup>

☐

July

Due: July 31<sup>st</sup>

☐

October

Due: October 31<sup>st</sup>

☒

January

Due: January 31<sup>st</sup>

Date quarterly report was or will be reported publicly at a regularly scheduled board meeting: 2/03/15

☒

No complaints were filed with any school in the district or with a district official during the quarter indicated above.

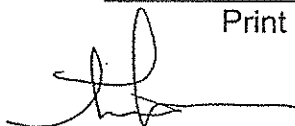
☐

Complaints were filed with a school(s) in the district or with a district official during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	-0-		
Teacher Vacancy or Misassignment	-0-		
Facilities Conditions	-0-		
CAHSEE Intensive Instruction & Services	-0-		
<b>TOTALS</b>	-0-		

Scott Leaman

Print Name of District Superintendent



Signature of District Superintendent

1/30/15

Date

Please submit to: Suzie Arcuri, Executive Assistant to the County Superintendent of Schools  
Placer County Office of Education  
360 Nevada Street, Auburn, CA 95603  
(530) 889-5941 / Fax: (530) 886-5841

4.5.1

# WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

**MISSION STATEMENT:** Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.

## DISTRICT GLOBAL GOALS

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5. Promote student health and nutrition in order to enhance readiness for learning.

**SUBJECT:**

Approval of Out of State Travel

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Susan Watkins  
Director of Special Education

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Special Education

**FINANCIAL INPUT/SOURCE:**

Medi-Cal

**MEETING DATE:**

March 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>, 2015

**ROLL CALL REQUIRED:**

No

---

**BACKGROUND:**

Per District Administrative Regulation 3350- Travel Expenses, all out-of-state travel shall be presented to the Board for approval with a complete explanation of the school business purpose to be served.

Team consisting of Chris Bombard, Tom Kelly, Cristina Dobon Claveau, Emily Coffee, and Sandi Miller will attend the Northwest PBIS Spring Conference in Eugene, OR.

Team is implementing PBIS in schools throughout the district. Tom and Chris are LHS staff members. Sessions include School wide Tier 1 and 2 PBIS, academics and response to intervention, culturally responsive PBIS/Equity, Instructional Coaching, Families and Community and over 100 other break out sessions.

Total cost: Registration \$1625.00, Airfare \$1181.00 plus hotel and meals. Approximately \$5000.00.

**RECOMMENDATION:** Administration recommends Board approval for this out of state travel request to attend the PBIS Northwest conference.

13<sup>TH</sup> ANNUAL

## NORTHWEST PBIS SPRING CONFERENCE

March 4<sup>th</sup> - March 6<sup>th</sup>, 2015

Eugene Hilton Conference Center • Eugene, OR

Presented by NorthWest PBIS Network, Inc.

[Home](#)[Create Profile](#) | [Log in](#)[Register](#)[Agenda](#)[Keynote & Featured Speakers](#)[Hotel and Travel](#)[Contact Info](#)[More Info & FAQs](#)[Sponsor & Exhibitor Opportunities](#)[Poster & Volunteer Opportunities](#)

Join NorthWest PBIS in Eugene, OR on March 4<sup>th</sup> and 5<sup>th</sup> to engage with nearly 1500 colleagues from across the nation and around the world. The 13th Annual NorthWest PBIS Spring Conference will include well-renowned presenters, including keynote speaker Dr. Anita Archer. This is the practitioner's conference for school, home and community with dynamic sessions focused on resources and strategies to support school and early childhood professionals, family members and community practitioners.

**Wednesday March 4th:** Intensive half or full-day workshops

**Thursday and Friday, March 5th and 6th:** Choose from nearly 150 sessions focused on "Equity, Engagement, Opportunity." Session topics include:

- School wide/Tier 1 PBIS
- Tier 2 PBIS
- Tier 3 PBIS (Including EBD and Alternative Settings)
- Academics & Response to Intervention/MTSS
- Culturally Responsive PBIS/Equity
- Data-based Decisions
- Early Childhood PBIS
- Families & Community
- High School PBIS
- Instructional Coaching
- Leadership & Policy
- Working with Individuals with Autism or other Developmental Disabilities

**Conference Location:**

Hilton Eugene Conference Center  
66 E 6th Ave, Eugene, OR 97401  
(541) 342-2000

**\*Registration Fees:**

*Early Bird Rates (available through February 3, 2015):*

- \$325 Full Conference (3 days)
- \$250 for Two-day Registration
- \$150 for One-day Registration

*\*Fees increase by \$25 on February 4 2015. An additional \$10 charge will be added for on-site registration after 5:00 pm on March 3, 2015 to reduce additional costs incurred.*

**Meals:** Light breakfast and lunch provided

Credit/Clock Hours Available ([see the Info and FAQ page](#))



NorthWest PBIS Network, Inc.

210 S Hudson, Seattle WA 98134

5200 SW Meadows Road, Suite 150, Lake Oswego OR 97035

[www.pbisnetwork.org](http://www.pbisnetwork.org)

4.6.1

1/26/2015 9:51 AM

**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEE MEETING FACT SHEET**

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**SUBJECT:**

Change of Title I Status from "Targeted Assistance"  
to "Schoolwide" for Phoenix High School

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Kerry Callahan  
Assistant Superintendent

**ENCLOSURES:**

Yes

**DEPARTMENT:**

**INPUT/SOURCE:**

Educational Services

**FINANCIAL**

N/A

**MEETING DATE:**

February 3, 2015

**ROLL CALL REQUIRED:**

No

---

**BACKGROUND:**

Phoenix High School qualifies for Federal Title I funding due to having a percentage of socio-economically disadvantaged (SED) students at or above 35%. When the percentage on a campus reaches 40%, the school has the option of considering "Title I Schoolwide" designation. Title I Schoolwide designation allows a site to allocate Title I funding for the benefit of all students on the site, realizing that the relatively high percentage of SED students will also benefit. Without a Schoolwide designation, a site may only spend Title I funds on specified SED students, which is a challenging endeavor since the SED designation is considered confidential information yet students must be then served according to their SED status. A request for Board approval of Title I Schoolwide designation is an option that must be approved by the School Site Council. Phoenix High School has 54% SED students; therefore, the School Site Council has approved a request for Board approval of Title I Schoolwide designation and will make adjustments to their Single Plan for Student Achievement (SPSA) accordingly.

**RECOMMENDATION:**

Approve Title I Schoolwide designation for Phoenix High School.

**PHOENIX HIGH SCHOOL  
SCHOOL-SITE COUNCIL MEETING  
January 20, 2015**

**Agenda**

- 1. Old Business**
  - A) Review and approve minutes**
- 2. New Business**
- 3. Discuss and vote – Title I Schoolwide Operational**
- 4. Parenting Classes**
  - A) Open House/Coffee & Conversation**
- 5. Schedule next meeting**
  - Date: 2/17/15, 4pm**
- 6. Parent Input**
- 7. Adjournment**



WESTERN PLACER  
UNIFIED SCHOOL DISTRICT

Chuck Whitecotton <cwhitecotton@wpusd.k12.ca.us>

## Site Council Meeting Minutes

1 message

Tracy Gruber <tgruber@wpusd.k12.ca.us>

Wed, Jan 21, 2015 at 8:49 AM

To: Chuck Whitecotton <cwhitecotton@wpusd.k12.ca.us>, Clint Nelson <CNelson@wpusd.k12.ca.us>, Jennifer Nelson <JNelson@wpusd.k12.ca.us>, Dan Alcorn <DAcorn@wpusd.k12.ca.us>, Sandra Hackbarth <shackbarth@wpusd.k12.ca.us>

Hello,

At 4pm on Tuesday (January 20, 2015) we held a Site Council Meeting at Phoenix. Present: Chuck Whitecotton, Karly McFarren, Cheryl McFarren and Tracy Gruber.

We reviewed the minutes from the November 18, 2014 meeting (thank you Ashley Wilson), and they were approved.

Agendas were distributed, and we went straight to item #4 the Lincoln and Phoenix High Parenting Class. The class is for any parent who has a teenager and would like to look at strategies for helping parents deal with issues. Chuck is going to hold an Open House "Coffee and Conversation" for any Phoenix parents, or potential Phoenix parents. It will be in room 2 at the same time as the parenting class.

In order to get the word out about Phoenix, we discussed the idea of putting together a flyer "Why Phoenix?" All of the good things about Phoenix would be listed.

- You receive a high school diploma from an accredited high school
- There is a graduation ceremony for students to walk the stage.
- You may graduate early and get a full time job early
- Individual tutoring
- Work at your own pace

(anyone want to add here? please reply to the email with your list)

We could have the flyer at PHS and LHS (with counselors) as well as other places to promote Phoenix (on the door before you walk into Horizon)

We then talked about changing Phoenix from a Title I targeted school to a Title I Schoolwide Operational School. Because Phoenix has had an over 40% free and reduced lunch population, we are able to switch. This will eliminate some of the tracking of where are Title I money goes, and the idea is that the whole school needs the money, so we will use it for everyone. It is not much different from what we did before, except we don't have to track the money to make sure it was spent on those who do qualify (who have applied) for free and reduced lunches. We could only think of positive sides, so we voted and it was approved.

Karly will be graduating any day now, so we are looking for a replacement for her. It would be great if we got a student and parent, but Karly's mom said she would continue to make the meetings. So, if you have a student you think might want to join, please let Chuck know.

Next meeting - February 17.

Have a wonderful Wednesday.

T

4.7.2

# WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

**MISSION STATEMENT:** Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.

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### SUBJECT:

Ratification of Contract with All West Coachlines -  
Transportation Services Sonoma State Historic  
Park First Street School

### AGENDA ITEM AREA:

Consent

### REQUESTED BY:

Audrey Kilpatrick   
Assistant Superintendent of Business  
Services and Operations

### ENCLOSURES:

Yes

### DEPARTMENT:

Business Services

### FINANCIAL INPUT/SOURCE:

Co-Curricular/Categorical

### MEETING DATE:

February 3, 2015

### ROLL CALL REQUIRED:

No

---

### BACKGROUND:

The attached contract is for transportation services with All West Coachlines for students and teachers of First Street School for District sponsored field trip to the Sonoma State Historic Park on March 11, 2015. The services will be funded with Co-Curricular/Categorical.

### RECOMMENDATION:

Administration recommends that the Board ratify the contract proposal agreement between All West Coachlines and Western Placer Unified School District.

# CONFIRMATION

Charter ID	55628
Movement ID	61306
Move Date	03/11/2015
ClientID	FIST001
Phone	NEED PHONE NUMBER
Contact Customer	FIRST STREET SCHOOL ATTN: MISTY ALARCON 1400 FIRST STREET LINCOLN, CA 95648
Group Name	

All West Coachlines  
7701 Wilbur Way  
Sacramento, CA 95828  
Phone: (916) 423-4000 • (800) 843-2121  
Fax: (916) 689-5926

Salesperson: Tammy Tiner

Pickup Time	3/11/15 6:45 am
First Pickup	1400 FIRST ST, LINCOLN, CA
Arrival	3/11/15 9:00 am

Destination	363 3RD STREET WEST, SONOMA, CA
Leave Time	3/11/15 5:00 pm
Back Time	3/11/15 7:00 pm

## First Pickup Instructions

FIRST STREET SCHOOL - DEPARTING @ 7:00 AM

\*\*\*SPAB\*\*\*

## VEHICLES

Seats	Vehicle Description	Vehicle ID	
56	56 Coach		\$1,379.90
56	56 Coach		\$1,379.91
Vehicle Total including PUC Tax if applicable			\$2,759.81

## EXTRAS

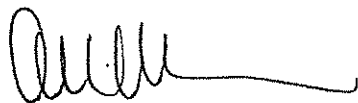
Quantity	Description	Unit Price	Price
2,759.81	3% Fuel Surcharge	0.03	82.79

Movement Total \$2,842.60

Payment Terms: Payment is due 10 days in advance of charter  
Deposit Requirements: Please provide copy of purchase order

Please sign and return one copy of this agreement to confirm your order. Agreement includes terms on the reverse side.  
Should you need to change or cancel this reservation please call the charter department at All West Coachlines, (800) 843-2121.

Signature:



Title: Asst Supt of Business Svs and Operations

Date:

1/23/15

4,811



## GENERAL TERMS AND CONDITIONS

1. **GENERAL.** This document contains all of the terms and conditions under which CUSA AWC LLC, dba All West Coachlines (the "Company", "Us", "We") agrees to furnish service to you ("Customer" or "You"). When you sign this document it is a legally binding contract, and it can only be changed by a later written agreement between us. Carefully read this entire document before signing.

2. **ITINERARY.** A written itinerary must be received no later than fourteen (14) days before departure. Our driver will be given a copy of your entire itinerary, and he will be instructed to follow it strictly. He has no authority to agree to make any changes in the trip schedule without the prior approval of an authorized Company supervisor. Therefore, if, after your trip begins, you want to make any change in the agreed itinerary, you must notify your driver at once and he will contact the Company. If we agree to the change you request, you must then pay the full amount of any increase in the contract price immediately upon completion of the trip. Any additional charges will be based on the Company's current published rates.

3. **COMPLIANCE WITH LAWS.** All itineraries must allow the driver and the Company to comply with all Federal, State and local regulations or ordinances. Drivers are limited to: a) 15 consecutive hours on duty in any one day (including ½ hour driver preparation; and b) of this 15 hours, a maximum of 10 hours may be actual driving hours. If your itinerary requires the use of more than one driver, either the price of the charter will be adjusted or the itinerary must be changed to allow for only one driver. Upon reaching your destination, if the drivers' total on-duty hours have been used, the driver must have a minimum of 9 hours off-duty. The Customer is responsible for the driver(s) overnight room accommodations unless you and the Company have agreed in advance that the Company will provide the driver's room and bill you for the charges.

4. **RESPONSIBILITY FOR BAGGAGE.** The Company assumes no risk for handling baggage and other passenger's property and is not liable for any loss of such items stored anywhere in the bus. Passengers may only bring baggage and other property in an amount that can conveniently be carried in the chartered bus. Each passenger is responsible for removing all of their personal property and baggage from the interior of the bus at the end of each travel day and when the trip ends.

5. **STANDING WHILE BUS IN MOTION.** Buses may start or stop suddenly. Passengers are requested not to change seats or utilize the restroom when the bus is in motion unless exercising extreme caution. The Company will not be responsible for injuries to passengers who stand or walk while the bus is in motion. Charter groups must provide adequate supervision and discipline.

6. **SERVICE SUBJECT TO TARIFF.** Customer agrees that the performance of the service described in this order is subject to tariff regulations.

7. **RIGHT TO SUBSTITUTE EQUIPMENT.** The Company has the right, at its sole discretion to substitute equipment from our fleet or from other companies in order to fulfill this charter agreement.

8. **CHARGES.** The "TOTAL CHARTER PRICE" shown is the Company's estimate based upon our current tariff and our best estimate of the specific services you have requested before adding any fuel surcharge. Charters exceeding the miles or hours booked will be billed for additional charges. Additional hours are billed in 1 hour increments. Charges do not include driver gratuity.

9. **FUEL SURCHARGE.** All trips are subject to a fuel surcharge. Fuel surcharges are subject to change.

10. **DEPOSIT.** When a deposit is required, there is a 50% deposit per bus due 10 days after you receive your confirmation in the mail. If the deposit is not received when it is due, we may cancel the charter.

11. **PAYMENT.** Payment is due 14 days before departure unless satisfactory credit arrangements have been made and approved. Payment must be made in cash or by check payable to All West Coachlines. We accept VISA, MasterCard, American Express or Discover Card. A handling fee will be charged when paying with a credit card.

12. **FINANCE CHARGES.** If you have made credit arrangements with us to pay after departure and you fail to pay on time, we will charge you a finance charge on all past-due amounts of 1.5% for each 30 day period that the bill is past-due.

13. **CLEANING AND REPAIRS.** The Customer is liable for extraordinary cleaning and for all repairs to our vehicle (beyond normal wear) caused by members of your party. You agree to pay for all repairs and excess cleaning charged within the company's terms of payment.

14. **EXTRA FEES.** Parking, tolls, airport fees and entry fees for parks and/or attractions are the responsibility of the Customer.

15. **ALCOHOLIC BEVERAGES.** If alcoholic beverages are brought on board our vehicle, a \$300.00 deposit is required. Alcohol deposits will be refunded after completion of the trip if the coach is left in good condition. Please allow 10 working days for refund to be processed. The Company reserves the right to refuse or terminate transportation to any person that displays aggressive behavior or appears to be under the influence of alcohol, or other intoxicating substances. Glass containers and kegs are not allowed on our buses.

16. **SMOKING ON THE BUS.** No smoking is permitted on our buses.

17. **CANCELLATIONS.** Charters booked, but not prepaid or confirmed by either party, may be cancelled by either You or the Company without notice. Trips cancelled less than 72 hours but more than 24 hours before spot time are subject to a \$250.00 per bus cancellation fee. Trips cancelled less than 24 hours before spot time are subject to a cancellation fee of 50% of the charter price. Cancellation at spot is subject to no refund.

18. **TIME OF ARRIVAL AND DEPARTURE.** The Company does not guarantee to arrive at or depart from any point at a specific time, but will endeavor to meet the schedule submitted by its agent or employee.

19. **FORCE MAJEURE.** The Company is not responsible for any delays, changes of schedule or cancellations resulting, directly or indirectly, from any act of God, public enemies, authority of law, quarantine, perils of navigations, riots, strikes, the hazard or dangers incident to a state of war, accidents, breakdowns, road conditions, weather conditions, and other conditions beyond the Company's control.

20. **ACCOMODATIONS FOR THE DISABLED.** Any group which requires an ADA accessible bus is requested to inform us at the time of the reservation, and must notify us in writing no later than 48 hours prior to the charter's departure.

21. **OXYGEN BROUGHT ON BOARD.** Groups with members using personal oxygen canisters must give the Company 48 hours advance notice. Each group member may have two (2) canisters inside the bus. Additional canisters must be transported under the bus and properly secured in the forward baggage compartment. Canisters stored under the bus must be properly packaged by the group member in protective cases with safety caps on the valves. Canisters may not exceed 4.5 inches in diameter and 26 inches in length.

22. **CASINO/INDIAN GAMING.** All Passengers must be at least 21 years of age. NO CHILDREN ALLOWED.

4.8.2

# Invoice

## All West Coachlines

7701 Wilbur Way  
Sacramento, CA  
95828

Tel No: (916) 423-4000  
Fax No: (916) 689-5926

Invoice No	1
Invoice Date	12/15/2014
Terms of Trade	Payment due 10 days prior to departure
Client ID	FIST001

FIRST STREET SCHOOL  
ATTN: MISTY ALARCON  
1400 FIRST STREET  
LINCOLN, CA 95648

Charter ID		Pick-up Date/Time	First Pick-up	Destination	Client Ref 1		Client Ref 2	
55628/61306		3/11/2015 06:45	1400 FIRST ST, LINCOLN, CA	363 3RD STREET WEST, SONOMA, CA				
Quantity	Seats	Description	Unit Price	Price	Tax %	Tax	Total	
1	56	56 Passenger Motorcoach	\$1,379.90	\$1,379.90	0	\$0.00	\$1,379.90	
1	56	56 Passenger Motorcoach	\$1,379.91	\$1,379.91	0	\$0.00	\$1,379.91	
2759.81		3% Fuel Surcharge	\$0.03	\$82.79	0	\$0.00	\$82.79	
Invoice Totals				\$2,842.60		\$0.00	\$2,842.60	

Thank you for choosing All West Coachlines for your transportation needs!

Please make checks payable to: All West Coachlines

If you have any questions regarding this invoice, please contact our Accounting Department at (916) 423-4000.

4,8.3



# CERTIFICATE OF LIABILITY INSURANCE

5/1/2015

DATE (MM/DD/YYYY)  
6/2/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	LOCKTON COMPANIES 5847 SAN FELIPE, SUITE 320 HOUSTON TX 77057 866-260-3538	CONTACT	
		PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Greenwich Insurance Company	
		INSURER B: XL Insurance America, Inc.	
		INSURER C: National Union Fire Ins Co Pittsburgh PA	
		INSURER D: Gemini Insurance Company	
		INSURER E: AIG Europe Limited	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: 12966290 REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

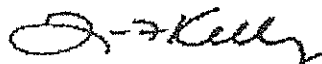
INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CG 00 01 04/13 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	Y	RGD943765101	5/1/2014	5/1/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> MCS-90B <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	Y	RAD943765201	5/1/2014	5/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	49131347	5/1/2014	5/1/2015	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in RI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	Y	RWD943541201 (AOS) RWR943541301 (WI)	5/1/2014 5/1/2014	5/1/2015 5/1/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000
D	Excess Auto Liability Excess Auto Liability	Y	Y	GVEI00088504 62785432	5/1/2014 5/1/2014	5/1/2015 5/1/2015	5,000,000 CSL per occurrence 5,000,000 CSL per occurrence

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

WAIVER OF SUBROGATION IS GRANTED IN FAVOR OF CERTIFICATE HOLDER ON ALL POLICIES WHERE AND TO THE EXTENT REQUIRED BY WRITTEN CONTRACT WHERE PERMISSIBLE BY LAW. CERTIFICATE HOLDER IS NAMED AS ADDITIONAL INSURED (EXCEPT FOR WORKERS' COMP/EL) WHERE AND TO THE EXTENT REQUIRED BY WRITTEN CONTRACT.

## CERTIFICATE HOLDER

## CANCELLATION

12966290 Western Placer Unified School district 600 6th Street, Suite 400 Lincoln CA 95648	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEE MEETING FACT SHEET**

<b>MISSION STATEMENT:</b> Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.	
<b>DISTRICT GLOBAL GOALS</b>	
1.	Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students
2.	Foster a safe, caring environment where individual differences are valued and respected.
3.	Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.
4.	Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5.	Promote student health and nutrition in order to enhance readiness for learning.

**SUBJECT:**

Ratification of Professional Services Authorization  
with LPA, Inc. for Lincoln High School Shop Structural  
Upgrade and Roof Replacement

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Mike Adell  
Director of Facilities

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Facilities

**FINANCIAL INPUT/SOURCE:**

Restricted Facilities Fund 21

**MEETING DATE:**

February 3, 2015

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

The attached Professional Services Authorization is with LPA, Inc. for Architectural and Engineering services for the Lincoln High School Shop Structural Upgrades and Roof Replacement project. These services will provide design, documentation, agency approval, and construction administration in order to do structural improvements and roof replacement to the existing Auto and Wood Shop building.

The Board approved a Master Agreement of Services with LPA in May of 2009, with additional projects approved as professional service authorizations.

**RECOMMENDATION:**

Staff recommends that the Board of Trustees ratify the Professional Services Authorization with LPA, Inc. for the Lincoln High School Shop Structural Upgrade and Roof Replacement project.

PROFESSIONAL SERVICES AUTHORIZATION

Client: Western Placer Unified School District  
600 Sixth Street, Suite 400  
Lincoln, CA 95648  
Attn: Mike Adell  
Email: madell@wpusd.k12.ca.us  
Phone: (916) 645-5100 Fax:

Project No.: 14063.20 Date: January 26, 2015  
Project: Lincoln HS-Shop Structural Upgrade & Roof Replacement  
Location: Lincoln PSA No.: 0  
Office: Roseville Issued By: Steve Newsom  
Client Contract: Mike Adell LPA PIC: Jon Mills  
Client Job No.: License #: C21169  
LPA Contracts: Zilka Ayala LPA PM: Steve Newsom

Execution of this document will confirm your request for professional services. Please refer to the 'Terms and Conditions' on the Master Agreement between the Western Placer Unified School District and LPA, Inc., for additional information. The 'Terms & Conditions' are a part of this Agreement. The Project is generally described as:

Lincoln High School - Shop Structural Upgrade & Roof Replacement located within the Western Placer Unified School District in Lincoln, California.

LPA will provide: ☒ New Services ☐ Additional Services ☐ Revised Scope of Services

Services shall include:

Structural improvements and roof replacement to existing Auto & Wood Shop building.  
For a detailed description of the scope of service, please reference the 'Conclusions and Recommendations' section of the attached Exhibit A dated May 15, 2014.

The fee breakdown will be as follows:

Schematic Design, 10%, \$5,900  
Design Development, 15%, \$8,850  
Construction Documents, 35%, \$20,650  
DSA, 5%, \$2,950  
Bid, 5%, \$2,950  
Construction Administration, 30%, \$17,700

Services shall commence upon receipt of a signed copy of this document and a retainer in the amount of \$0.00 and shall be completed:

Pursuant to project schedule.

LPA shall be compensated for these services as indicated below. Unless otherwise noted below, neither Consultant Costs nor Project Expenses are included in the LPA fee and shall be reimbursed to LPA per the 'Terms and Conditions' on the Master Agreement between the Western Placer Unified School District and LPA, Inc. The 'Terms and Conditions' are a part of this Agreement.

Fee: Phased Fixed Fee \$59,000.00  
Reimbursable Expenses: As Incurred (Estimated at \$5,000)

The following consultants shall provide services for this scope of services:

None

Special Conditions:

None

Contract Status:	Services:	Expenses:	Contract Total:
Original Contract Amount:	\$0.00	\$0.00	\$0.00
Total of Previous Addenda:	\$0.00	\$0.00	\$0.00
Previous Totals:	\$0.00	\$0.00	\$0.00
This PSA Amount:	\$59,000.00	\$0.00 As incurred	\$59,000.00
New Fee Totals:	\$59,000.00	\$0.00	\$59,000.00

Client Authorized Signature

Date

Mike Adell

Andrey Kipatnick

1/27/15

LPA Authorized Signature

Date

Jon S. Mills, AIA, LEED AP, Principal

January 26, 2015

Robert O. Kupper, AIA, Chief Executive Officer

January 26, 2015

# EXHIBIT 'A'

**LPA**



P. 914 791 501 L. 414 791 501  
W. 914 791 501 E. 414 791 501

11111 Lincoln High School Shop Building Assessment Report - Irvine, California

Date: May 15, 2014

To: Mrs. Heather Steer  
Director of Facilities  
**WESTERN PLACER UNIFIED SCHOOL DISTRICT**  
600 Sixth Street, Suite 400

From: Bryan Seamer S.E.

Project Name: Lincoln High School Shop Building Structural Evaluation

Project No.: 14063.10

Regarding: Lincoln High School Shop Building Structural Evaluation

At the request of Western Placer Unified School District LPA has conducted a structural evaluation of an existing school building located on the campus of Lincoln High School in Lincoln, California. The scope of this investigation included a review of structural systems only as no other access, fire life safety systems or supporting MEP systems were documented. The following structural evaluation is based on an interior and exterior walk of the subject building performed on April 28, 2014 as well as a review of the original construction drawings dated April 10<sup>th</sup>, 1948 and "Addition 1" drawings dated February 3, 1960. Where we were not able to directly observe elements of the building's structural system or locate original documentation of them we have based our recommendation on the assumption that the subject building is constructed similar to other buildings of this type and vintage.

## Existing Structural System

The subject building is a one-story school building housing wood and auto shops. It is approximately 50' wide by 115' long. The building was constructed in two phases. The original building, comprising the southern 75 feet of the structure was built in 1948. The remainder of the building was added in 1960. There is an L-shaped wood-framed storage mezzanine on the east side of the southern portion of the building.

The building's gravity load resisting system consists primarily of wood framing, steel roof beams and trusses and steel columns. The older southern portion of the building has a saw-tooth roof with three ridges spaced at approximately 25'-0" on center. The 1960 addition has a flat roof. The roof framing in the original portion of the building consists of 1x6 diagonal sheathing supported by 2x8 rafters at 24" on center. The rafters are supported by 12" deep wide-flange steel beams that in turn span to 8'-0" deep steel trusses. The steel trusses, which form the vertical leg of the saw-tooth roof, span the width of the building to steel columns. Perimeter bearing walls are framed with wood studs, sheathed with 1x6 diagonal sheathing on the exterior face. The newer northern portion of the roof consists of 1/2" plywood sheathing supported by 2x8 rafters at 24" on center. The rafters are supported by exterior wood stud walls and interior 16" deep wide-flange steel beams which in turn bear on steel columns or wood posts. The building's foundation consists of a shallow continuous reinforced concrete footing at the perimeter and isolated pad footing at interior steel columns.

The seismic force resisting system consists of diagonally sheathed and plywood roof diaphragms spanning to perimeter diagonally-sheathed or 1/2" plywood shear walls. The wall between the original building and the 1960 addition is sheathed in 3/8" plywood. At the saw-tooth roof a series of 5/8" diameter diagonal tension rods supplement the diagonal roof sheathing. A single bay of tension-only steel rod X-bracing is provided on the east and west sides of the original building.

4.9.2

# EXHIBIT 'A'



Lincoln High School Shop Building Structural Evaluation  
Error! Reference source not found.  
LPA PROJECT NO. 14063.10

May 15, 2014  
Page 2

## Observations

Based on our investigation the building's gravity load resisting system appears to be complete. However, significant deterioration of structural framing has led to the following deficiency:

- Water Damage to Roof Structure: At multiple locations there is evidence of water penetration through the roofing and into the wood structural members. The affected elements include diagonal sheathing, plywood sheathing and 2x rafters. It is probable that the roof framing and sheathing has deteriorated due to dry rot at multiple places throughout the roof. It was reported that at the northeast corner of the roof a maintenance worker's foot penetrated a portion of dry-rotted plywood.

The building's seismic force resisting system has the following potential structural deficiencies:

- Inadequate Roof Diaphragm: The roof diaphragm for the majority of the building consists of diagonal 1x sheathing. This system has limited capacity to distribute seismic loads to the perimeter shear walls. The 1x sheathing is supplemented with diagonal tensions rods installed below the steel roof framing. The effectiveness of the rod bracing is limited by the capacity of the steel elements that the rods are anchored to. One end of each rod brace is connected to the bottom chord of the built-up saw-tooth roof truss. The bottom chord cannot develop the tension rod force perpendicular to the span of the truss because of its relatively low strength in the horizontal direction.
- Lack of Shear Walls on North Side: The north wall of the building features three approximately 10' wide roll up doors leaving only short shear wall piers between the openings. In addition to the roll-up doors a man door was added into one of the solid wall piers sometime after the original design was completed, further reducing the length of effective shear wall. The remaining length of solid wall is not adequate to resist code-prescribed horizontal seismic forces.
- Seismic Load Path at Saw-Tooth Roof: Seismic resistance for the southern saw-toothed roof is provided by shear walls at the perimeter of the building and at the wall at the north end of the northernmost roof saw-tooth. The roof itself, including the steeply sloping, and vertical surfaces of the saw-tooth features must therefore act as a continuous seismic diaphragm. A seismic diaphragm collects and distributes inertial seismic forces across the span of the roof in each direction to the shear walls around the perimeter. The diaphragm discontinuities created by the abrupt roof elevation changes in a saw-tooth roof require careful detailing to ensure that a continuous load path is maintained across the elevation discontinuities. The existing connection elements between roof sheathing, steel trusses, and wood framing is not strong or ductile enough to resist code-required seismic diaphragm forces.
- Anchorage of Heavy Cabinets and Equipment: Several pieces of equipment hung from the roof structure do not have sufficient lateral bracing or anchorage to structural elements. Several tall cabinets on the interior of the building and on the western side of the exterior of the building were not anchored at their bases or into adjacent walls. These elements are susceptible to falling or overturning during future earthquakes.

In addition to the deficiencies noted above, the large L-shaped mezzanine on the east side of the wood shop appears to have been constructed without the review of a licensed structural engineer or approval by the Division of the State Architect. This mezzanine is currently being used for storage of wood shop materials with offices, restrooms and storage below. The scope of our investigation did not include an engineering analysis of the mezzanine structure's ability to safely support storage and seismic loading. The mezzanine guardrail is framed with wood and does not appear to be capable of resisting building code required guardrail loading.

# EXHIBIT 'A'



Lincoln High School Shop Building Structural Evaluation  
Error! Reference source not found.  
LPA PROJECT NO. 14063.10

May 15, 2014  
Page 3

## Conclusions and Recommendations

Structural Hazards exist within this building. Although the building in its current condition has been in existence for over fifty years, it is the beneficiary of a variety of grandfathering processes adopted by the Division of the State Architect. In the absence of mandated seismic improvements or periodic maintenance, significant deficiencies remain in the roof sheathing and seismic force resisting system, as evidenced by building performance observed in similar buildings during the 1971, 1989 and 1994 California earthquakes.

Based on the deficiencies noted above, LPA recommends reinforcing several critical elements of the building to reduce the building's future seismic risk. These suggestions provide generalized corrections to the building's deficiencies and should not be mistaken for construction documents that would follow a more rigorous structural analysis and design.

Possible corrective measures include the following:

- Replacement of roof elements damaged by dry rot or water intrusion.
- Seismic strengthening of the roof diaphragm by replacing diagonal sheathing with plywood and providing a continuous load path in the discontinuous areas of the saw-tooth roof.
- Addition of vertical seismic load resisting elements in the form of plywood-sheathed shear walls, steel braced-frames or a combination of the two.
- Anchorage and/or bracing of hanging and rooftop equipment and large floor-mounted cabinets.
- Removal of the wood-framed, reportedly unpermitted mezzanine in the wood shop.

The Division of the State Architect typically allows for repair or replacement of damaged building elements, such as the water-damaged roof elements in the subject building, by restoring them to their original undamaged condition. Mandatory seismic rehabilitation is typically only required where significant renovation to the building is undertaken or when changes are made to the building's existing structural system. However, it is within DSA's discretion to mandate that unsafe conditions be remedied. If the District is considering repairing the roof without addressing the other seismic deficiencies noted above we recommend meeting with DSA to discuss the seismic deficiencies in the building prior to undertaking the roof repair project.

Further, we recommend that access to the mezzanine and the spaces below it be restricted until the structural safety of its construction can be verified by a structural engineer. We also recommend that the material being stored on the mezzanine be removed.

In the preparation of this report LPA has exercised the usual and customary professional care ordinarily exercised by members of the engineering profession under similar circumstances. In addition, LPA makes no warranties, express or implied in connection with this report.





**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEE MEETING FACT SHEET**

**MISSION STATEMENT:** Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.

**DISTRICT GLOBAL GOALS**

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students
2. Foster a safe, caring environment where individual differences are valued and respected.
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5. Promote student health and nutrition in order to enhance readiness for learning.

**SUBJECT:**

Student Discipline  
Stipulated Expulsion Students  
#14/15 - G

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Chuck Whitecotton  
District Hearing Officer

**ENCLOSURES:**

No

**DEPARTMENT:**

Administration

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

February 3, 2015

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

The Board of Trustees will take action to approve the Stipulated Expulsion for Student #14-15 - G as agreed upon between Parents and District Staff.

**RECOMMENDATION:**

The Administration recommends the Board of Trustees approve the Stipulated Expulsion.

**INFORMATION**

**DISCUSSION**

**ACTION**

**ITEMS**

**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEE MEETING FACT SHEET**

**MISSION STATEMENT:** Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.

**DISTRICT GLOBAL GOALS**

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5. Promote student health and nutrition in order to enhance readiness for learning.

**SUBJECT:**

Approval of Developer Fee Report  
for the 2013-2014 Fiscal Year

**AGENDA ITEM AREA:**

Action

**REQUESTED BY:**

Michael Adell  
Director of Facilities

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Facilities

**FINANCIAL INPUT/SOURCE:**

Restricted Facilities Fund 25

**MEETING DATE:**

February 3, 2015

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

Government Code Section 66006 requires any District collecting developer fees (Stirling Fees) to annually report the activity in the Capital Facilities Fund, which is commonly referred to as the Developer Fee Report.

Attached is the Developer Fee Report for Fiscal Year 2013-2014.

**RECOMMENDATION:**

Staff recommends the Board of Trustees approve the annual Developer Fee Report for 2013-2014.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
STATUTORY SCHOOL FACILITY FEES INCLUDING  
ALTERNATIVE SCHOOL FACILITY FEES REPORT FOR  
FISCAL YEAR 2013-14**

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

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

**1. ANNUAL REPORT**

In accordance with Government Code Sections 66006(b)(1) and (2), the District provides the following information for fiscal year 2013-14:

**A. DESCRIPTION OF THE TYPE OF REPORTABLE FEES IN THE ACCOUNTS OF THE DISTRICT:**

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

**B. AMOUNT OF REPORTABLE FEES:**

The Reportable Fee amounts for fiscal year 2013-14 were \$4.06 per square foot of assessable space for residential development that is constructed within the School District. The commercial/industrial Reportable Fee amount was \$0.51 per square foot of covered and enclosed space constructed within the District. These Reportable fee amounts were previously adopted on behalf of the District by the Governing Board of the District.

The Reportable Fee amounts only partially mitigate the impacts to the District caused by new residential development because the Reportable Fees do not adequately fund the school facility needs resulting from additional development within the District. The amounts of the Reportable Fees are essential to fund interim and permanent School Facilities to accommodate students from additional development within the District.

**C.**

**BEGINNING AND ENDING BALANCE OF ACCOUNTS:**

Table 1

	Reportable School Facility Fees
Beginning Balance, 7/1/13	\$292,822.00
Ending Balance, 6/30/14	\$1,444,593.01

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

Table 2 below shows the amount of Reportable Fees collected to accommodate students from additional development ("Project Students") and interest earned during fiscal year 2013-14.

Table 2

Source	Amount Collected
New Development	\$2,085,669.38
Interest Earned	\$9,319.54

**E. IDENTIFICATION OF EACH PROJECT OF THE DISTRICT ON WHICH REPORTABLE FEES WERE EXPENDED AND THE AMOUNT OF THE EXPENDITURES ON EACH PROJECT OF THE DISTRICT, INCLUDING THE TOTAL PERCENTAGE OF THE COST OF THE PROJECT OF THE DISTRICT, THAT WAS FUNDED WITH REPORTABLE FEES:**

Developer fee funds have been designated through the District budget to fund debt service related to the addition of School Facilities to the District. These additional facilities provide increased capacity that serves the growing student population of the District. Table 3 identifies the amount of Reportable Fees expended for School Facilities in Fiscal year 2013-14, as well as the percentage of each improvement funded by Reportable Fees.

Table 3

Project	Amount Expended and Percentage of the Project Funded by Reportable Fees
Salaries, Benefits, Supplies	\$151,934.90 16.2%
Debt Services, C.O.P. Payments & Other Transfers	\$680,000.00 72.1%
Professional/Consulting Services & Operating Expenditures	\$111,283.36 11.7%

**F. IDENTIFICATION OF INCOMPLETE PROJECTS:**

The District will use the Reportable Fees in Fund 25 to fund next year's rents, leases, purchase, installation of student housing facilities, and Certificate of Participation payments.

**G. DESCRIPTION OF INTERFUND TRANSFERS OR LOAN MADE FROM THE ACCOUNT:**

Year-End interfund cash transfer in the amount of \$680,000.

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

No refunds of Reportable Fees were made in fiscal year 2013-14, and no refunds are required under applicable law.

In accordance with Government Code Section 66006 (b)(2), the foregoing Information including the proposed five (5) year findings set forth below will be made available to the public at least (15) days prior to consideration of the Reportable Fees Report. The Board of the District will review such annual information and proposed five-year findings at its next regular meeting occurring at least fifteen days subsequent to the availability of this Reportable Fee Report.

**II. PROPOSED FIVE-YEAR FINDINGS**

In accordance with Government Code Section 66001, the District provides the following information with respect to that portion of the account or sub-account(s) remaining unexpended, whether committed or uncommitted.

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

The purpose of the Reportable Fees imposed and collected on new residential, commercial and industrial development within the District is to fund additional School Facilities required to serve the students of the District generated by this new development within the District. Specifically, the Reportable Fees will be used for the construction and/or acquisition of additional School Facilities, remodeling existing School Facilities to add additional classrooms and technology, as well as acquiring and installing additional portable classrooms.

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

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

the students generated from new development and the Reportable Fees do not exceed the costs of providing such School Facilities for new students.

**C. IDENTIFICATION OF ALL SOURCES AND AMOUNTS OF FUNDING ANTICIPATED TO COMPLETE FINANCING OF THE SCHOOL FACILITIES IDENTIFIED BY THE DISTRICT:**

Table 4

Source of Funding	Amount of Funding Anticipated to be Received to Complete Financing of School Facilities
1. State Funding Program	\$ 0.00
2. State Hardship Funds	\$ 0.00
3. Community Facilities Districts	\$ 5,420,476.54
4. General Obligation Bond Proceeds	\$ 0.00
5. Redevelopment Pass-Through Agreements	\$ 94,132.81
6. Development Impact Fees: Fund 25	\$ 680,000.00
7. Mitigation Payments	\$ 0.00
8. Certificates of Participation	\$ 0.00
<b>9. Total Funding (Lines 1 – 8 above)</b>	<b>\$ 6,194,609.35</b>
10. Total Costs of All Projects: See Attachment	\$ 8,510,929.26
11. Minus Total of All Funding Sources (Enter from Line 9 above.)	\$ 6,194,609.35
<b>12. Unfunded Balance (Line 10, minus Line 11)</b>	<b>\$ 2,316,319.91</b>

Note: Further information regarding each Project is set forth in Schedule "A", which is incorporated herein.

**D. DESIGNATION OF THE APPROXIMATE DATE ON WHICH THE FUNDING REFERRED TO IN PARAGRAPH "C" ABOVE IS EXPECTED TO BE DEPOSITED IN THE APPROPRIATE ACCOUNT:**

Sources	Approximate Date Expected to be Deposited
State Funding Program	N/A
State Hardship Funds	N/A
Community Facilities Districts	Applied Annually to CFD Bond and COP Payments
General Obligation Bond Proceeds	N/A
Redevelopment Pass-Through Agreements	Applied Annually to COP Payment
School Facility Fees	Immediately Upon Receipt
Mitigation Payments	N/A
Certificates of Participation	N/A

**SCHEDULE "A"**

**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
ITEMIZED PROJECT FUNDING FROM SOURCES IDENTIFIED IN II ( C )  
ANTICIPATED COSTS/FEEs FOR NEXT FISCAL YEAR (2014-15)**

(Column A) Project Name	(Column B) Anticipated Amount of Funding From School Facilities Fees	(Column C) Percentage of Total Project Cost
1. CONTRACT SERVICES Rent and Lease of Relocatable Buildings	\$ 50,000.00	0.6%
2. CAPITAL OUTLAYS Facilities Planning	\$ 300,000.00	3.5%
3. DEBT SERVICE Payments for COPS	\$7,066,158.00	83.1%
4. SALARIES/BENEFITS/SUPPLIES for Clerical Long-Range Planning Staff	\$ 150,000.00	1.8%
5. DEBT SERVICE Payments for CFD Bonds	\$ 944,771.26	11%
6.	\$	%
7.	\$	%
8.	\$	%
9.	\$	%
10. Total of Lines 1 – 9 Above	\$ 8,510,929.26	100%

A-1



**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEE MEETING FACT SHEET**

**MISSION STATEMENT:** Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.

**DISTRICT GLOBAL GOALS**

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students
2. Foster a safe, caring environment where individual differences are valued and respected.
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5. Promote student health and nutrition in order to enhance readiness for learning.

**SUBJECT:**

Adoption of Revised/New  
Policies/Regulations/Exhibits

**AGENDA ITEM AREA:**

Action

**REQUESTED BY:**

Scott Leaman  
Superintendent

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Administration

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

February 3, 2015

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

These new and/or revised policies/regulations/exhibits are now being presented for approval by the Board of Trustees.

- BP/AR 3311 – Bids
- BP 3350 – Travel Expenses
- BP 3511.1 – Integrated Waste Management
- AR 3514 – Environmental Safety
- AR 3542 – School Bus Drivers
- BP/AR 4154/4254/4354 – Health and Welfare Benefits
- BP/AR 5141.27 – Food Allergies/Special Dietary Needs
- BB/E 9250 – Remuneration, Reimbursement and Other Benefits

**RECOMMENDATION:**

Administration recommends the Board of Trustees approve the new and revised Policies, Regulations and Exhibits as submitted.

# MANUAL MAINTENANCE GUIDESHEET

July 2012/August 2013

Page 1 of 2

Note: Descriptions below identify major changes in revised materials. Editorial changes have also been made.

## **BP/AR 3311 - Bids**

Policy updated to reflect NEW LAW (AB 1565, 2012) which requires (1) prequalification of all general contractors and electrical, mechanical, and plumbing subcontractors for public projects of \$1 million or more awarded on or after January 1, 2014, if School Facilities Program funds or other future state school bonds are used, and (2) a uniform system of rating bidders based on completed questionnaires and model guidelines developed by the Department of Industrial Relations. Policy also reflects court decision highlighting the importance of disclosing all material information in bid specifications.

**MANDATED** regulation reorganized and updated to reflect NEW LAW (AB 1565, 2012) requiring prequalification of specified contractors, as noted above. Regulation also (1) adds step for notifying the bidder when a bid is disqualified as nonresponsive (i.e., does not conform to specifications) in order to give the bidder an opportunity to respond to the information; (2) reflects law allowing districts to facilitate the participation of women, minorities, disabled veterans and small businesses in contracts; and (3) reflects law allowing purchase of surplus property from the federal government without taking estimates or advertising for bids.

## **BP 3350 - Travel Expenses**

Policy revised to prohibit use of a district credit card for personal expenses, even if the employee intends to reimburse the district. Policy also adds language on types of reimbursable travel expenses and nonreimbursable personal expenses, alignment of district mileage reimbursement rate with the Internal Revenue Service rate, options for reimbursement of meal costs, submission and approval of expense claim, employee's responsibility for costs incurred on improper claim, and repayment to district if actual costs are less than the cash advance received by the employee.

## **BP 3511.1 - Integrated Waste Management**

Update policy to reflect NEW LAW (AB 341, 2011) which requires schools that generate more than four cubic yards of solid waste per week to arrange for recycling services in accordance with law. Policy also references resources available through the California Department of Resources Recycling and Recovery (CalRecycle), links integrated waste management to broader goal of green school operations, and adds language related to program monitoring and evaluation.

## **AR 3514 - Environmental Safety**

Regulation revised to add new sections on "Drinking Water" and "Mercury Exposure," add optional language re: installation of carbon monoxide detectors, expand item requesting staff and students to refrain from bringing or using fragrances and other common irritants, and reflect requirement to install filter in diesel buses to reduce emissions. Material on vehicle idling shortened since the detailed requirements are now addressed in AR 3542 - School Bus Drivers.

## **AR 3542 - School Bus Drivers**

**MANDATED** regulation expands "Qualifications" section to include requirement for bus driver initially applying for or renewing a commercial driver's license or school bus certificate to present evidence of having obtained a medical examination, and requirement for district to notify driver when his/her license, certificate, or medical certification is expiring. Regulation also adds identification of staff development needs, prohibitions against cell phone use and texting except under specified conditions, duty of driver to report on the condition of the bus and on his/her duty status (e.g., hours on duty), section on "Vehicle Idling" formerly in AR 3514 - Environmental Safety, and reports that must be maintained by the district pertaining to each driver.

7.2.1

## MANUAL MAINTENANCE GUIDESHEET

July 2012/August 2013

Page 2 of 2

Note: Descriptions below identify major changes in revised materials. Editorial changes have also been made.

### **BP/AR 4154/4254/4354 - Health and Welfare Benefits**

Updated policy and regulation delete material related to temporary premium subsidies for COBRA/Cal-COBRA for "assistance eligible individuals" who were involuntarily terminated, as the date for program eligibility has now passed. Policy also reflects the federal Patient Protection and Affordable Care Act which prohibits employers from providing higher benefits to "highly compensated" individuals, as defined. Regulation also reflects legal requirement that an eligible retiree or surviving spouse may be denied the opportunity to enroll for benefits if he/she does not do so within 30 days of losing active coverage, and reflects change of age at which person ceases to be a "dependent child" for purposes of eligibility for COBRA/Cal-COBRA.

### **BP/AR 5141.27 - Food Allergies/Special Dietary Needs**

Policy revised to reflect federal law which requires that a determination of disability, for purposes of Section 504 of the federal Rehabilitation Act, be made without regard to the ameliorative effects of mitigating measures, which may result in more students with severe food allergies needing to be evaluated under Section 504 to determine if they need accommodations or services. Policy also prohibits discrimination and bullying based on a food allergy and adds referral to appropriate complaint procedures.

Regulation revised to add material on the development of a health plan to manage the needs of a student with a food allergy, which may be a Section 504 accommodation plan if his/her allergy meets the definition of a "disability" without regard to the effects of mitigating measures. Regulation also adds measures to be taken when a student with a known food allergy will be off school grounds, such as on a field trip.

### **BB/E 9250 - Remuneration, Reimbursement and Other Benefits**

Bylaw updated to delete material requiring the district to establish a minimum percentage of the Board meeting that must be attended in order for a Board member to receive compensation, add statement clarifying that student Board members do not receive compensation, and reflect legal requirement to announce any additional compensation received whenever a quorum of Board members serves as another legislative body which will meet simultaneously or in serial order to a Board meeting. Section on "Reimbursement of Expenses" revised to give examples of authorized travel and to prohibit use of district credit card for personal expenses even if the Board member intends to reimburse the district. Material on health and welfare benefits updated to (1) reflect current law which provides that the age at which a person ceases to be a dependent child is age 26 years or higher as specified in the health plan and (2) clarify the circumstances under which the district may offer health and welfare benefits to former Board members.

New exhibit added to provide a sample Board resolution, as required by law in order to authorize compensation for a Board member who missed meeting(s) because he/she was performing other designated duties on behalf of the district at the time of the meeting, was ill or on jury duty, or had another hardship deemed acceptable by the Board.

*For Board Approval: February 3, 2015*

7.2.2

**BIDS**

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. In leasing or purchasing equipment, materials, supplies, or services for the district and when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such leases and purchases shall be made using competitive bidding.

~~In order to ensure transparency and the prudent expenditure of public fund, the Governing Board shall award contracts in an objective manner and in accordance with law. District equipment, supplies and services shall be purchased using competitive bidding when required by law or if the Board determines that it is in the best interest of the district to do so.~~

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 3000 - Concepts and Roles)*

*(cf. 3300 - Expenditures and Purchases)*

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4. (Public Contract Code 20116)

~~When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)~~

When calling for bids, the Superintendent or designee shall ensure that the bid specification clearly describes in appropriate detail the quality, delivery, and service required and includes all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

~~Bid specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.~~

The Superintendent or designee shall develop the procedures to be used for rating bidders for award of contracts which, by law or Board policy, require prequalification. The procedures shall identify a uniform system for rating bidders and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20101.

~~To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.~~

*(cf. 9270 - Conflict of Interest)*

**BIDS (continued)**

*Legal Reference:*

EDUCATION CODE

17070.10-17079.30 *Leroy F. Greene School Facilities Act*

17406 *Lease-leaseback contract*

17595 *Purchases through Department of General Services*

17602 *Purchase of surplus property from federal agencies*

38083 *Purchase of perishable foodstuffs and seasonable commodities*

38110-38120 *Apparatus and supplies*

39802 *Transportation bids and contracts for services*

GOVERNMENT CODE

4217.10-4217.18 *Energy conservation contracts*

4330-4334 *Preference of California-made materials*

6252 *Definition of public record*

53060 *Special services and advice*

54201-54205 *Purchase of supplies and equipment by local agencies*

PUBLIC CONTRACT CODE

1102 *Emergencies*

2000-2002 *Responsive bidders* 2001-2001 *Responsive bidders*

3000-3010 *Roofing projects*

3400 *Bids, specifications by brand or trade name not permitted*

3410 *United States produce and processed foods*

6610 *Bid visits*

12200 *Definitions, recycled goods, materials and supplies*

20101-20103.7 *Public construction projects, requirements for bidding*

20103.8 *Award of contracts*

20107 *Bidder's security*

20111-20118.4 *School districts*

20189 *Bidder's security, earthquake relief*

22002 *Definition of public project*

22030-22045 *Alternative procedures for public projects (UPCCAA)*

22050 *Alternative emergency procedures*

22152 *Recycled product procurement*

COURT DECISIONS

*Los Angeles Unified School District v. Great American Insurance Co.*, (2010) 49 Cal.4th 739

*Great West Contractors Inc. v. Irvine Unified School District*, (2010) 187 Cal.App.4th 1425

*Marshall v. Pasadena USD*, (2004) 119 Cal. App.4th 1241

*Konica Business Machines v. Regents of the University of California*, (1988) 206

Cal.App.3d 449

*City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court*,

(1972) 7 Cal.3d 861

ATTORNEY GENERAL OPINIONS

89 *Ops. Cal. Atty. Gen.* 1 (2006)

*Management Resources:*

WEB SITES

CSBA: [www.csba.org](http://www.csba.org)

California Association of School Business Officials: [www.casbo.org](http://www.casbo.org)

Policy

adopted: September 4, 2007

revised: August 17, 2010

revised: February 3, 2015

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**

Lincoln, California

7.2.4

**BIDS**

**Advertised Bids**

The district shall advertise for competitive bids to let any public project contract involving an expenditure of \$15,000 or more. *Public project* means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a district owned, leased, or operated facility. (Public Contract Code 20111, 22002)

~~The district shall seek competitive bids through advertisement for contracts involving an expenditure of \$15,000 or more for a public project. (Public Contract Code 20111)~~

~~*Public project* means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition and repair work involving a district owned, leased, or operated facility. (Public Contract Code 22002)~~

~~The amount by which contracts shall be competitively bid shall escalate automatically based upon the annual adjustment by the Superintendent of Public Instruction.~~

The district shall also seek competitive bids through advertisement for contracts exceeding the amount specified in law, and as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Public Contract Code 20111; Government Code 53060)

1. The purchase of equipment, materials or supplies to be furnished, sold, or leased to the district
2. Services, not including construction services, or special services and advice in accounting, financial, legal, or administrative matters
3. Repairs, including maintenance that is not a public project

*Maintenance* means routine, recurring and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. *Maintenance* includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment, **but does not include painting, repainting, or decorating other than touchup, or** ~~—This definition does not include, among other types of work, janitorial or custodial services, and protection provided by security forces nor does it include painting, repainting, or decorating other than touchup.~~ (Public Contract Code 20115)

~~Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Board of Trustees requires, or else all bids shall be rejected. (Public Contract Code 20111)~~

**BIDS (continued)**

~~The Board shall secure bids pursuant to Public Contract Code 20111 and 20112 for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Education Code 39802)~~

~~No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4 for contracting after competitive bidding. (Public Contract Code 20116)~~

~~When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)~~

**Instructions and Procedures for Advertised Bids**

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation, circulated in the county. **The Superintendent or designee, and also** may post the notice on the district's web site or **through an** other electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place where bids will be opened. The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20112)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify the minimum, if not exact, percentage of post consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)

*(cf. 3510 - Green School Operations)*

2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)

**BIDS** (continued)

- a. Cash
- b. A cashier's check made payable to the district
- c. A certified check made payable to the district
- d. A bidder's bond executed by an admitted surety insurer and made payable to the district

The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111)

3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)
4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)
5. When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)
6. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a below will be used: (Public Contract Code 20103.8)
  - a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.
  - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
  - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.
  - d. The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being



**BIDS (continued)**

revealed to the district before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

7. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.
8. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for review pursuant to law, Board policy, and administrative regulation.

*(cf. 1340 - Access to District Records)*

9. When a bid is disqualified as nonresponsive based on district investigation or other information not obtained from the submitted bid, the Superintendent or designee shall notify the bidder and give him/her an opportunity to respond to the information.

***Prequalification Procedure***

When required by law or the Board, each prospective bidder shall complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall provide a standardized proposal form which requires a complete statement of the bidder's financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5, 20111.6)

Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. (Public Contract Code 20111.5)

The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

The district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (Public Contract Code 20111.5)

**BIDS (continued)**

***Award of Contract***

The district shall award each contract to the lowest responsible bidder except in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
2. For any transportation service contract involving an expenditure of more than \$10,000, which the Board contemplates may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)
3. When the contract is one for which the Board has established goals and requirements relating to participation of minority, women, disabled veteran, or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)

***Protests by Bidders***

A bidder may protest a bid award if he/she believes that the award is not in compliance with law, Board policy, or the bid specification. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the date and time for Board consideration of the protest. The Board's decision shall be final.

**BIDS (continued)****Alternative Bid Procedures for Technological Supplies and Equipment**

Rather than seek competitive bids, the Board may use competitive negotiation when it makes a finding that a district procurement is for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus. Competitive negotiation shall not be used to contracts for construction or for the procurement of any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

The competitive negotiation shall include, but not be limited to, the following requirements: (Public Contract Code 20118.1)

1. The Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. Notice of the (RFP) shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.
3. The Superintendent or designee district shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the (RFP) is received.
4. The (RFP) shall identify all significant evaluation factors, including price, and their relative importance.
5. The Superintendent of designee district shall provide reasonable procedures for the technical evaluation of the (RFP) received, the identification of qualified sources, and the selection for the award of the contract.
6. The Board shall award the contract An award shall be made to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.
7. If an award is not made to If the Board does not award the contract to the bidder whose proposal contains the lowest price, then the district Board shall make a finding setting forth the basis for the award.
8. The district, Board at its discretion, may reject all proposals and request new RFPs. proposals.

**BIDS (continued)**

9. Provisions in any contract concerning utilization of small business enterprises that are in accordance with the **RFP**, ~~request for proposals~~, shall not be subject to negotiation with the successful proposer.

***Sole Sourcing***

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall not draft the bid specification in a manner that: (Public Contract Code 3400)

1. Directly or indirectly limits bidding to any one specific concern
2. Calls for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words "or equal," so that bidders may furnish any equal material, product, thing, or service

In any such case, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract.

When the bid is for a roof project, a material, product, thing, or service is considered "equal" to that designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification. (Public Contract Code 3002)

However, the Superintendent or designee may designate a specific material, product, thing, or service by brand or trade name (sole sourcing), if the Board has made a finding, described in the invitation for bids or RFP, that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use
2. To match others in use on a particular public improvement that has been completed or is in the course of completion
3. To obtain a necessary item that is only available from one source

**BIDS (continued)**

4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP

*(cf. 9323.2 - Actions by the Board)*

**Bids Not Required**

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize, ~~by contract, lease, requisition, or purchase order,~~ another public corporation or agency, **by contract, lease, requisition, or purchase order**, to lease, or data-processing equipment, or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the a-manner that the other public corporation or agency is authorized to make the leases or purchases from a vender ("piggyback"). Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

*(cf. 3300 - Expenditures and Purchasing)*

~~Alternatively, if there is an existing contract between a public corporation or agency and a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor by contract, lease, requisition, or purchase order and make payment to the vendor under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)~~

In addition, upon a determination that it is in the best interest of the district and without advertising for bids, the Board may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year, as long the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). (Education Code 17406)

*(cf. 3280 - Sale or Lease of District-Owned Real Property)*

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on cost comparison findings specified in Government Code 4217.12. (Government Code 4217.12)

**BIDS (continued)**

*(cf. 3510 - Green School Operations)*  
*(cf. 3511 - Energy and Water Management)*  
*(cf. 9320 - Meetings and Notices)*

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*  
*(cf. 6161.11 - Supplementary Instructional Materials)*  
*(cf. 6163.1 - Library Media Centers)*

~~Perishable commodities, such as foodstuffs and seasonal commodities,~~ needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

*(cf. 3551 - Food Service Operations/Cafeteria Fund)*

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes, or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids, or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 20113)

*(cf. 3517 - Facilities Inspection)*  
~~*(cf. 9323.2 - Actions by the Board)*~~

Bids shall also not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

**The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without taking estimates or advertising for bids. (Education code 17602)**

**Sole Sourcing**

~~Specifications for contracts for construction, alteration, or repair of school facilities may not limit bidding, either directly or indirectly, to any one specific concern. Specifications designating a specific material, product, thing, or particular brand name shall follow the description with the words "or equal" so that bidders may furnish any equal material, product, thing, or service. (Public Contract Code 3400)~~

**BIDS (continued)**

~~When the bid is for a roof project, a material, product, thing, or service is considered "equal" to the one designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification. (Public Contract Code 3002)~~

~~However specifications for contracts may designate a product by brand or trade name (sole sourcing) if the district has made a finding, described in the invitation for bids or request for request for proposals, that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)~~

- ~~1. To conduct a field test or experiment to determine its suitability for future use~~
- ~~2. To match others in use on a particular public improvement that has been completed or is in the course of completion~~
- ~~3. To obtain a necessary item that is only available from one source~~
- ~~4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four fifths of the Board when issuing the invitation for bid or request for proposals~~

**Prequalification Procedure**

~~For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works. The information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5)~~

~~Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids.~~

~~The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the district at least one day before the fixed bid opening date. (Public Contract Code 20111.5)~~

~~The Superintendent or designee shall furnish each qualified bidder with a standardized proposal form. Bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)~~

**BIDS (continued)**

~~The district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (Public Contract Code 20111.5)~~

**Protests by Bidders**

~~A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy, the bid's specifications, or was not in compliance with law.~~

~~A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.~~

~~The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.~~

~~The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the contract award. The Board's decision shall be final.~~

Regulation  
approved: September 4, 2007  
revised: August 17, 2010  
revised: November 6, 2012  
revised: February 3, 2015

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**  
Lincoln, California

7.2.15



**TRAVEL EXPENSES**

The Board of Trustees recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

*(cf. 9250 - Remuneration, Reimbursement and Other Benefits)*

The Board of Trustees shall authorize payment for actual and necessary expenses, incurred by any employee performing authorized services for the district, whether within or outside district boundaries. (Education Code 44032)

The Superintendent or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. He/she also shall establish reimbursement rates in accordance with law and Board policy.

An employee shall obtain approval from the Superintendent or designee prior to traveling. The Superintendent or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose.

*(cf. 3100 - Budget)*

*(cf. 3110 - Transfer of Funds)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on district business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

**TRAVEL EXPENSES (continued)**

**Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent or designee. (Education Code 44033)**

**The mileage allowance provided by the district for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.**

~~The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties.~~

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Board. Travel expenses not previously budgeted also shall be approved on an individual basis by the Board.

Authorized employees may use district credit cards while attending to district business. Under no circumstances may personal expenses be charged on district credit cards.

Meal costs shall be reimbursed based on documented actual expenses within the maximum amounts established by the Superintendent or designee and based on the time of day that travel for district business begins and ends.

Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the Superintendent or designee.

All expense reimbursement claims shall be submitted on a district form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.

The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

When approved by the Superintendent or designee, an employee may be issued a district credit card for use while on authorized district business. Receipts documenting the expenses incurred on a district credit card shall be submitted promptly following return from travel.

7.2.17

**TRAVEL EXPENSES (continued)**

Under no circumstances shall personal expenses be charged on a district credit card, even if the employee intends to subsequently reimburse the district for the personal charges.

When necessary, the Superintendent or designee may approve a cash advance, not to exceed the estimated out-of-pocket reimbursable expenses, to an employee authorized to travel on district business. Within 10 working days following return from travel, the employee shall submit a final accounting with all necessary supporting documentation. He/she shall refund to the district any amount of cash advance exceeding the actual approved reimbursable expenses.

*Legal Reference:*

EDUCATION CODE

44016 Travel expense to employment interview

44032 Travel expenses

44033 Automobile allowance

44802 Student teacher's travel expense

Policy  
adopted: September 4, 2007  
revised: January 21, 2014  
revised: February 3, 2015

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**  
Lincoln, California

7.2.18

## INTEGRATED WASTE MANAGEMENT

The Board of Trustees believes that the conservation of natural resources and the protection of the environment are **connected to the district's educational mission and are** essential to the health and well-being of the community. The Superintendent or designee shall develop and/or implement a cost-effective, integrated waste management program that incorporates the principles of green school operations.

*(cf. 0100 – Philosophy)*  
*(cf. 3510 – Green School Operations)*  
*(cf. 3511 - Energy and Water Conservation)*  
*(cf. 3514 - Environmental Safety)*  
*(cf. 3514.2 - Integrated Pest Management)*

The district's program shall include strategies designed to help the district reduce solid and hazardous waste generation, improve efficiency in its use of natural resources, and minimize the impact of such use on the environment. The program shall address all areas of the district's operations, including, but not limited to, procurement, resource utilization, and facilities management practices.

~~*(cf. 3300 – Expenditures and Purchases)*~~  
~~*(cf. 3517 – Facilities Inspection)*~~

The Superintendent or designee may collaborate with city, county and state agencies and ~~other public or private agencies~~ in developing and implementing the district's integrated waste management program.

~~*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*~~  
~~*(cf. 7131 - Relations with Local Agencies)*~~

The Superintendent or designee shall make every effort to identify funding opportunities for the district's integrated waste management program including applying for available grants or other cost-reducing incentives.

~~To the extent the funding permits,~~ The Superintendent or designee shall provide appropriate educational and training opportunities to students and staff regarding the benefits and methods of conserving natural resources and protecting the environment.

~~*(cf. 4131 - Staff Development)*~~  
~~*(cf. 4231 - Staff Development)*~~  
~~*(cf. 4331 - Staff Development)*~~  
~~*(cf. 6142.5 - Environmental Education)*~~  
~~*(cf. 6142.93 - Science Instruction)*~~

~~The Superintendent or designee shall regularly monitor all aspects of the district's integrated waste management program and shall provide an update to the Board on its effectiveness as necessary.~~

*Legal Reference: (see next page)*

7.2.19

## INTEGRATED WASTE MANAGEMENT (continued)

### Legal Reference:

#### EDUCATION CODE

~~32370-32376 Recycling paper~~

~~8700-8707 Environmental education~~

~~17070.96 Leroy F. Greene School Facilities Act of 1996, consideration of high performance standards~~

~~17072.35 New construction grants; use for designs and materials for high performance schools~~

~~32370-32376 Recycling paper~~

~~33541 Environmental education~~

#### PUBLIC RESOURCES CODE

~~25410-25421 Energy conservation assistance~~

~~40050-40063 Waste management; integrated waste management~~

~~41780 Waste diversion~~

~~42620-42622 Source reduction and recycling programs~~

~~42630-42647 School site source reduction and recycling~~

~~42649-42649.7 Recycling of commercial solid waste~~

#### CODE OF REGULATIONS, TITLE 13

~~17225.12 Commercial solid waste~~

### Management Resources:

#### **CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD PUBLICATIONS**

*A District-wide Approach to Recycling -- A Guide for School Districts, Pub. # 500-94-009*

*Seeing Green through Waste Prevention -- A Guide for School Districts, Pub. # 500-94-010*

*Going Beyond Recycling, Buying Recycled -- A Guide for School Districts, Pub. # 322-95-001*

*Reusable School News*

#### WEB SITES

CSBA: <http://www.csba.org>

California Integrated Waste Management Board: <http://www.ciwmmb.ca.gov>

California Department of Resources Recycling and Recovery:

<http://www.calrecycle.ca.gov/ReduceWaste/Schools>

California Division of State Architect: <http://www.dsa.ca.gov>

California energy Commission: <http://www.energy.ca.gov>

California Environmental Protection Agency: <http://www.calepa.ca.gov>

U.S. EPA: <http://www.epa.gov>

Policy

adopted: September 4, 2007

revised: December 2, 2014

revised: February 3, 2015

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Lincoln, California

7.2.20

## ENVIRONMENTAL SAFETY

The Superintendent may designate one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but not be limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

*(cf. 3510 - Green School Operations)*  
*(cf. 3511 - Energy and Water Management)*  
*(cf. 3517 - Facilities Inspection)*  
*(cf. 4157/4257/4357 - Employee Safety)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 5142 - Safety)*  
*(cf. 7111 - Evaluating Existing Buildings)*  
*(cf. 7150 - Site Selection and Development)*

### Indoor Air Quality

**In order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants, the Superintendent or designee shall ensure that the following strategies are implemented:**

~~The Superintendent or designee shall ensure that the following strategies are implemented in order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants:~~

1. Mechanically driven heating, ventilating **ventilation**, and air conditioning systems shall be able to operate, inspected and maintained in accordance with **operated continuously during working hours except under the circumstances specified in 8 CCR 5142-5143**. The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation ~~any of~~ inspections, ~~any~~ tests of ventilation rates, and maintenance records shall be retained for at least five years. (8 CCR 5142-5143)

*(cf. 3580 - District Records)*

Staff shall ~~not obstruct~~ **ensure that airflow is not obstructed** by ~~covering or the blocking of~~ ventilators with posters, furniture, books, or other obstacles.

2. School buildings shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew. Wet building materials and furnishings shall be dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.

**ENVIRONMENTAL SAFETY (continued)**

3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible, to minimize seepage of radon into buildings from surrounding soils.
4. Least toxic pest management practices shall be used to control and manage pests at school sites.

(cf. 3514.2 - Integrated Pest Management)

5. In any new school construction, and in all existing schools when feasible, the Superintendent or designee shall install a carbon monoxide detector in each school building that contains a fossil fuel burning furnace. The device shall be placed in close proximity to the furnace in order to accurately detect any leakage of carbon monoxide.
56. ~~Routine housekeeping and maintenance~~ Schedules and practices for routine housekeeping and maintenance shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.

(cf. 5141.23 - Asthma Management)

7. Painting of school facilities and maintenance or repair duties that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.
78. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.

(cf. 3514.1 - Hazardous Substances)

(cf. 6161.3 - Toxic Art Supplies)

89. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in a well-ventilated area with minimal exposure of students and staff.
910. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.

(cf. 3513.3 - Tobacco-Free Schools)

1011. Staff shall refrain from bringing common irritants into the classroom, including, but not limited to, furred or feathered animals, stuffed toys that may collect dust mites, scented candles, incense, or air fresheners and from using or perfumes or cologne,

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**ENVIRONMENTAL SAFETY (continued)**

**scented lotions or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms or other enclosed areas or buildings.** ~~when students in the class are known to have allergies, asthma, or other sensitivities to odors.~~

*(cf. 6163.2 - Animals at School)*

**Outdoor Air Quality**

The Superintendent or designee may monitor local health advisories and outdoor air quality alerts, including forecasts of ozone levels, particle pollution, and/or ultraviolet radiation levels.

Whenever these measures indicate a significant health risk, the Superintendent or designee shall communicate with ~~district staff~~ **each principal** so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly sensitive **susceptible to the health risk involved.**

*(cf. 5141.7 - Sun Safety)*

*(cf. 6142.7 - Physical Education and Activity)*

*Cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

**Vehicle ~~Idling~~-Emissions**

**In order to reduce public exposure to toxic air contaminants, school bus drivers and other drivers of commercial motor vehicles shall limited unnecessary idling of vehicles at or near schools in accordance with 13 CCR 2480.** ~~Except under the conditions specified in 13 CCR 2480 for which vehicle idling may be necessary, the driver of a school bus, student activity bus, or commercial motor vehicle shall: (13 CCR 2480)~~

- ~~1. Turn off the bus or vehicle engine upon stopping at a school or within 100 feet of a school and not restart the engine more than 30 seconds before beginning to depart~~
- ~~2. Not cause or allow the bus or vehicle to idle at any location greater than 100 feet from a school for more than five consecutive minutes or for an aggregated period of more than five minutes in any one hour~~

*(cf. 3540 - Transportation)*

*(cf. 3541.1 - Transportation for School-Related Trips)*

*Cf. 3542 - School Bus Drivers)*

**Any diesel-fueled school bus with a gross vehicle weight rating over 14,000 pounds manufactured on or after April 1, 1977 shall be equipped with a particulate filter**



## ENVIRONMENTAL SAFETY (continued)

designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

~~The Superintendent or designee shall ensure that all bus drivers, upon employment and at least once per year thereafter, are informed of the requirements specified above and the potential legal and employment consequences of failure to comply. All complaints of noncompliance shall be reviewed and remedial action taken as necessary. The Superintendent or designee shall maintain records of the training and of any complaints and enforcement actions for at least three years. (13 CCR 2480)~~

~~(cf. 4218 - Dismissal/Suspension/Disciplinary Action)~~

### *Drinking Water*

The quality and safety of the district's drinking water sources shall be regularly assessed.

Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards in 40 CFR 141.80 and 22 CCR 64678, water outlets shall be flushed thoroughly each day before use or made inoperable until a plan for remediation can be implemented.

Whenever levels of arsenic, bacteria, or other contaminants in the drinking water are determined to be a concern, the Superintendent or designee may recommend basic filtration or pipe flushing when feasible.

Until drinking water is assured to be safe, the Superintendent or designee may explore alternatives, such as bottled water, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day. As needed, he/she also may encourage appropriate governmental agencies to conduct regular testing of the water quality in district schools and to implement strategies to improve water quality in the community.

~~(cf. 3550 - Food Service/Child Nutrition Program)~~

Drinking fountains in district schools shall be regularly cleaned and maintained to avoid the presence of dirt, mold, or other impurities or health concerns.

### **Lead Exposure Reduction**

In addition to keeping school facilities as dust-free and clean as possible, the following steps shall be taken to minimize potential exposure to lead in school facilities:

**ENVIRONMENTAL SAFETY (continued)**

1. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)
2. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.
3. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.
4. Soil with high lead content may be covered with grass, other plantings, concrete, or asphalt.
5. **Drinking water shall be regularly tested for lead and remediated as provided in the section "Drinking Water" above.** ~~Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards in 40 CFR 141.80 and 22 CCR 64678, water outlets shall be flushed thoroughly each day before use or made inoperable until a plan for remediation can be implemented. The Superintendent or designee may supply alternative sources of drinking water as appropriate.~~

~~(cf. 5141.32 - Child Health and Disability Prevention Program)~~

6. ~~Remedial action to abate existing lead hazards shall be taken only by personnel qualified in accordance with law. (Education Code 32243)~~

**Any action to abate existing lead hazards, excluding containment or cleaning, shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)**

**~~Asbestos Testing and Abatement~~ Mercury Exposure**

**The Superintendent or designee shall identify any products containing mercury that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.**

## ENVIRONMENTAL SAFETY (continued)

Staff shall receive information about proper procedures to follow in the event of a mercury spill. Clean-up instructions, a clearly labeled kit with necessary clean-up supplies, and a list of local resources shall be readily accessible.

In the event of a spill, staff shall evacuate all students from the immediate area of the spill, ensure that any clothing or other items with mercury on them remain in the room, open windows to the outside, and close doors to other parts of the school. Staff who are trained in proper clean-up procedures may carefully clean a small spill. As needed for larger or difficult-to-clean spills, the Superintendent or designee shall use an experienced professional referred by the local health department or environmental agency.

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

### *Asbestos Management*

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, basic knowledge of the health effects of asbestos; detection, identification, and assessment of asbestos-containing materials; options for controlling asbestos-containing building materials; and relevant federal and state regulations. (40 CFR 763.84)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing materials as necessary in accordance with the following:
  - a. Any school building that is leased or acquired by the district shall be inspected for asbestos-containing materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)
  - b. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)

**ENVIRONMENTAL SAFETY (continued)**

- c. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)
2. Based on the results of the inspection, an appropriate response, which is sufficient to protect human health and the environment, shall be determined from among the options specified in 40 CFR 763.90. (40 CFR 763.90)

The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)

3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours and parent/guardian, teacher, and employee organizations are annually informed of the availability of these plans. (40 CFR 763.84)

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*  
*(cf. 5145.6 - Parental Notifications)*

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)
5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (40 CFR 763.84; Education Code 49410.5)

Asbestos inspection and abatement work and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

**ENVIRONMENTAL SAFETY (continued)**

All district maintenance and custodial staff who may work in a building that contains asbestos-containing building materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related

asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)
8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

Regulation  
approved: September 4, 2007  
revised: September 7, 2010  
revised: February 3, 2015

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**  
Lincoln, California

7.2.28

## SCHOOL BUS DRIVERS

### Authority

~~Students transported in a school bus or in a student activity bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway or road. (5 CCR 14103)~~

~~(cf. 3540 - Transportation)~~

~~A bus driver shall have the authority to discontinue the operation of a school bus whenever he/she determines that it is unsafe to continue.~~

~~Administrative regulations related to bus driver authority shall be made available to parents/guardians, students, teachers and other interested parties. (5 CCR 14103)~~

~~(cf. 3516.5 - Emergency Schedules)~~

~~(cf. 3543 - Transportation Safety and Emergencies)~~

~~(cf. 5131.1 - Bus Conduct)~~

### Qualifications, Training and Monitoring

All drivers employed to operate school buses or student activity buses shall possess, and shall retain in their immediate possession while operating the bus, the following documents: at a minimum, both of the following documents issued by the state Department of Motor Vehicles: (Education Code 39830.1; Vehicle Code 12517, 12517.4)

1. A valid driver's license issued by the California Department of Motor Vehicles (DMV) for the appropriate class of vehicle to be driven and endorsed for school bus and/or passenger transportation
2. A certificate issued by the California Highway Patrol (CHP) which permits the driver to operate operation of either school buses or student activity buses, as applicable

~~(cf. 3541 - Transportation)~~

~~(cf. 3541.1 - Transportation for School-Related Trips)~~

~~(cf. 4200 - Classified Personnel)~~

~~(cf. 4211 - Recruitment and Selection)~~

When initially applying for or renewing a license or certificate to drive a school bus or student activity bus, and annually upon reaching age 65 years, the driver shall submit to the DMV and to the Superintendent or designee a report of a medical examination conducted in accordance with the timelines and procedures specified in Vehicle Code 12517.2. (Vehicle Code 12517.2; 13 CCR 1234)

**SCHOOL BUS DRIVERS** (continued)

**The Superintendent or designee shall notify each driver of the expiration date of his/her driver's license, certificate, and medical certificate and shall ensure each document is renewed prior to expiration. (13 CCR 1234)**

*(4112.9/4212.9/4312.9 - Employee Notifications)*

~~The Superintendent or designee may use an electronic fingerprinting system, managed by the California Department of Justice, to fingerprint an applicant for an original certificate to drive a school bus or student activity bus. (Vehicle Code 12517.3)~~

~~(cf. 4212.5 - Criminal Record Check)~~

**School bus and student activity bus drivers shall be subject to drug and alcohol testing in accordance with Board policy and the requirements of federal law.**

*(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)*

**The Superintendent or designee shall notify the DMV within five days whenever any driver refuses, fails to comply, or receives a positive test result on a drug or alcohol test; is dismissed for a cause related to student transportation safety; or is reinstated after being dismissed for a cause related to student transportation safety. (Vehicle Code 1808.8, 13376)**

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

***Training***

**In addition to any other training required to obtain or renew the certificate authorizing operation of a school bus or student activity bus, drivers shall receive training which includes, but is not limited to:**

~~The Superintendent or designee shall ensure that school bus drivers receive training which includes:~~

1. First aid practices deemed necessary for school bus drivers, through a course of instruction that prepares drivers to pass the related DMV examination (Vehicle Code 12522)
2. The proper actions to be taken in the event that a school bus is hijacked (Education Code 39831)
3. The proper installation of mobile seating devices in the bus securement systems (Education Code 56195.8)

## **SCHOOL BUS DRIVERS (continued)**

*(cf. 3541.2 - Transportation for Students with Disabilities)*

To determine any other needs for professional development, the Superintendent or designee shall periodically review accident reports involving district drivers and may seek input from drivers, district and school administrators, students, and/or other stakeholders on desired topics for professional development.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

~~School bus drivers shall be subject to drug and alcohol testing in accordance with Board of Trustees policy and the requirements of federal law.~~

~~*(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)*~~

~~The Superintendent or designee shall notify the Department of Motor Vehicles within five days whenever any school bus driver has tested positive for drugs or alcohol, is dismissed for a cause related to student transportation safety, or whenever a driver so dismissed has been reinstated. (Vehicle Code 1808.8, 13376)~~

~~*(cf. 4215 - Evaluation/Supervision)*~~

~~*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*~~

### **Authority**

Students transported in a school bus or student activity bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway, or road. (5 CCR 14103)

*(cf. 5131.1 - Bus Conduct)*

The driver shall have the authority to discontinue the operation of a school bus or student activity bus whenever he/she determines that it is unsafe to continue.

*(cf. 3516.5 - Emergency Schedules)*

*(cf. 3543 - Transportation Safety and Emergencies)*

This regulation and AR 5131.1 - Bus Conduct shall be made available to parents/guardians, students, teachers, and other interested parties. (5 CCR 14103)



**SCHOOL BUS DRIVERS** (continued)**Responsibilities**

The school bus driver's primary responsibility is to safely transport students to and from school and school activities. He/she shall follow procedures contained in the district's **plans and regulations pertaining to transportation safety plan.**

The driver shall stop to load or unload students only at school bus stops designated by the Superintendent or designee, or authorized by the Superintendent or designee for school activity trips. (Vehicle Code 22112)

*(cf. 3541 - Transportation Routes and Services)*

The driver shall activate the amber warning light system, flashing red signal lights and stop arm signal and shall escort students in accordance with Vehicle Code 22112.

The driver shall not require any student to leave the bus en route between home and school or other destinations. (5 CCR 14103)

~~The driver shall immediately report all school bus accidents to the California Highway Patrol, the Superintendent or designee, and the driver's employer. (13 CCR 1219)~~

The driver also shall report the following to the Superintendent or designee:

1. **The condition of the bus at the completion of each work day (13 CCR 1215)**
2. **His/her duty status for each 24-hour period, including, but not limited to, the number of hours on and off duty (13 CCR 1213)**
3. **Any traffic accident involving the bus (13 CCR 1219)**

**In addition to notifying the Superintendent or designee, the driver shall immediately notify the CHP of any traffic accident and, if the bus is operated under contract, his/her employer. (13 CCR 1219)**

4. Traffic violations
5. Consistently late school dismissals which cause transportation delays
6. Overload runs
7. ~~Mechanical or other problems with buses and equipment~~ **Recurring and serious student misbehavior**
8. Parent/guardian and student complaints

**SCHOOL BUS DRIVERS (continued)**

***Vehicle Idling***

**The driver of a school bus or student activity bus shall: (13 CCR 2480)**

- 1. Turn off the bus engine upon stopping at a school or within 100 feet of a school and not restart the engine more than 30 seconds before beginning to depart**
- 2. Not cause or allow the bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or for an aggregated period of more than five minutes in any one hour**

***(cf. 3514 - Environmental Safety)***

**However, vehicle idling may be allowed under limited conditions, including, but not limited to, occasions when idling is necessary to: (13 CCR 2480)**

- 1. Stop for an official traffic control signal or device, for traffic conditions under which the driver has no control, or at the direction of law enforcement**
- 2. Ascertain that the bus is in safe operating condition and properly equipped**
- 3. Operate equipment designed to safely load, unload, or transport students with disabilities**
- 4. Operate a heater, air conditioner, defroster, or other equipment as necessary to ensure the safety or health of passengers**
- 5. Cool down a turbo-charged diesel engine before turning off the engine**
- 6. Recharge a battery or other energy storage unit of a hybrid electric bus or vehicle**

**The Superintendent or designee shall notify all drivers, upon employment and at least once per year thereafter, of the requirements specified above and the potential legal and employment consequences of failure to comply. All complaints of noncompliance shall be**

**reviewed and remedial action taken as necessary. The Superintendent or designee shall retain records of the training and of any complaints and enforcement actions for at least three years. (13 CCR 2480)**

***Reports***

**The Superintendent or designee shall retain records of: (13 CCR 1234)**

**SCHOOL BUS DRIVERS (continued)**

1. Each driver's duty status and supporting documents provided pursuant to 13 CCR 1201 and 1213. Such records shall be retained for six months and made available to the CHP upon request.
2. The different types of vehicles and vehicle combinations each driver has demonstrated capability to operate.
3. Records of each driver's license, certificate, medical certificate, first aid certificate, and training as specified in 13 CCR 1234.
4. Daily vehicle inspection reports prepared by drivers pursuant to 13 CCR 1215.

(cf. 3580 - District Records)

*Legal Reference:*

EDUCATION CODE

39800.5 Qualifications of driver of 15-passenger van

39830-39842 School buses

40080-40090.5 Training required to obtain or renew bus driver certificate

45125.1 Criminal background checks for contractors

56195.8 Training in installation of mobile seating devices

HEALTH AND SAFETY CODE

39640-39642 Vehicle idling, penalties

PENAL CODE

241.3 Assault against school bus driver

243.3 Battery against school bus driver

VEHICLE CODE

415 Definition of motor vehicle

545 Definition of school bus

546 Definition of student activity bus

1808.8 Dismissal for safety-related cause

2570-2575 Transportation of students

12517-12517.4 Certification requirements

12522 First aid training for school bus drivers

13370-13371 Suspension or revocation of bus driver certificate

13376 Driver certificates; revocation or suspension; sex offense prosecution

22112 School bus signals; roadway crossings

23123-23125 Prohibitions against use of wireless telephone and text communications while driving; exceptions

25257-25257.7 School bus equipment ; flashing light signal system

25257.2 School bus used for transportation of developmentally disabled person

34501.6 School buses; reduced visibility

34508.5 Investigation of accidents

CODE OF REGULATIONS, TITLE 5

14103 Authority of the driver

14104 School bus driver instructor

*Legal Reference: (continued on next page)*

7.2.34

## **SCHOOL BUS DRIVERS (continued)**

### *Legal Reference: (continued)*

#### CODE OF REGULATIONS, TITLE 13

*1200-1202.2 Motor carrier safety*

*1200-1228 General provisions, school bus regulations*

*1234 Reports regarding school buses and bus drivers*

*2480 Vehicle idling*

#### CODE OF FEDERAL REGULATIONS, TITLE 49

*40.1-40.413 Transportation drug and alcohol testing programs*

*382.101-382.605 Controlled substance and alcohol use and testing*

*571.222 Federal motor vehicle safety standard #222*

### *Management Resources:*

#### WEB SITES

#### DEPARTMENT OF MOTOR VEHICLES PUBLICATIONS

*California Commercial Driver Handbook*

#### NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION PUBLICATIONS

*School Bus Driver In-Service Safety Series, October 2011*

*California Highway Patrol: <http://www.chp.ca.gov>*

*California Department of Motor Vehicles: <http://www.dmv.ca.gov>*

*California Department of Justice: <http://caag.state.ca.us>*

**All Personnel**

BP 4154(a)  
4254  
4354

**HEALTH AND WELFARE BENEFITS**

The district shall provide health and welfare benefits for ~~certificated and classified~~ employees in bargaining units in accordance with state and federal law and subject to negotiated employee agreements.

*(cf. 4140/4240/4340 - Bargaining Units)*  
*(cf. 4141/4241 - Collective Bargaining Agreement)*

Certificated management, and supervisory and ~~confidential~~ employees who are not in bargaining units shall receive the same health and welfare benefits as those specified in the collective bargaining agreement for certificated employees. Classified management, supervisory and confidential employees who are not in bargaining units shall receive the same health and welfare benefits as those specified in the collective bargaining agreement for classified employees.

*(cf. 4300 - Management-Administrative, Supervisory and Confidential Personnel)*

With respect to eligibility to participate in the health benefits plan or the level of health benefits provided, the district shall not discriminate in favor of employees who are among the highest paid 25 percent of all district employees. (26 USC 105; 342 USC 300gg-16)

For purposes of granting benefits pursuant to state law, a registered domestic partner and his/her child shall have the same rights, protections, and benefits as a spouse and spouse's child. (Family code 297.5)

The Superintendent or designee shall not use or disclose any medical information the district possesses pertaining to any employee without the employee's authorization obtained in accordance with Civil Code 56.21, except for the purpose of administering and maintaining employee benefit plans and for other purposes specified in law. (Civil Code 56.20)

*(cf. 4112.6/4212.6/4312.6 - Personnel Records)*

~~To the extent that benefits are granted to spouses of employees, domestic partners registered in accordance with Family Code 297 shall have the same benefits. (Family Code 297.5)~~

~~The Superintendent or designee shall maintain the confidentiality of employee health records in accordance with law.~~

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

7.2.36

## HEALTH AND WELFARE BENEFITS (continued)

### **Retired Employees Continuation of Coverage**

Retired ~~certificated~~ employees ~~and other employees who would otherwise lose coverage due to a qualifying event specified in law and administrative regulation, and their qualified persons beneficiaries~~ may continue to participate in the district's group health and welfare benefits plan ~~and dental care benefit plan~~ in accordance with state and federal law.

To receive continuation coverage under this program, covered employees and qualified beneficiaries shall pay the premiums, dues and other charges, including any increases in premiums or dues, and costs incurred by the district in administering this program.

*Legal Reference: (see next page)*

*Legal Reference:*

#### EDUCATION CODE

7000-7008 Health and welfare benefits, retired certificated employees

17566 Self-insurance fund

35208 Liability insurance

35214 Liability insurance (self-insurance)

44041-44042 Payroll deductions for collection of premiums

44986 Leave of absence, state disability benefits

45136 Benefits for classified employees

#### CIVIL CODE

56.10-56.16 Disclosure of information by medical providers

56.20-56.245 Use and disclosure of medical information by employers

#### FAMILY CODE

297-297.5 Rights, protections and benefits under law; registered domestic partners

#### GOVERNMENT CODE

12940 Discrimination in employment

22750-22944 Public Employees' Medical and Hospital Care Act, especially:

~~22931 Application of education code provisions relating to inclusion of certain retirees in local health and welfare benefit plans~~

53200-53210 Group insurance

#### HEALTH AND SAFETY CODE

1366.20-1366.29 Cal-COBRA program, health insurance

1367.08 Disclosure of fees and commissions paid related to health care service plan

1373 Health services plan, coverage for dependent children who are full-time students

1373.621 Continuation coverage, age 60 or older after five years with district

1374.58 Coverage for registered domestic partners, health service plans and health insurers

*Legal Reference: (continued on next page)*

7.2.37

## HEALTH AND WELFARE BENEFITS (continued)

### *Legal Reference: (continued)*

#### INSURANCE CODE

10116.5 Continuation coverage, age 60 or older after five years with district

10128.50-10128.59 Cal-COBRA program, disability insurance

10277-10278 Group and individual health insurance, coverage for dependent children

10604.5 Annual disclosure of fees and commissions paid

12670-12692.5 Conversion coverage

#### LABOR CODE

2800.2 Notification of conversion and continuation coverage

4856 Health benefits for spouse of peace officer killed in performance of duties

#### UNEMPLOYMENT INSURANCE CODE

2613 Education program; notice of rights and benefits

#### UNITED STATES CODE, TITLE 1

7 Definition of marriage, spouse

#### UNITED STATES CODE, TITLE 26

105 Self-insured medical reimbursement plan; definition of highly compensated individual

4980B COBRA continuation coverage

#### UNITED STATES CODE, TITLE 29

1161-1168 COBRA continuation coverage

#### UNITED STATES CODE, TITLE 42

300gg-16 Group health plan; nondiscrimination in favor of highly compensated individuals

1395-1395g Medicare benefits

#### CODE OF FEDERAL REGULATIONS, TITLE 26

54.4980B-1-54.4980B-10 COBRA continuation coverage

1.105-11 Self-insured medical reimbursement plan

#### CODE OF FEDERAL REGULATIONS, TITLE 45

164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

### *Management Resources:*

#### INTERNAL REVENUE SERVICE NOTICES

2011-1 Affordable Care Act Nondiscrimination Provisions Applicable to Insured Group Health Plans

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Industrial Relations: <http://www.dir.ca.gov>

California Employment Development Department: <http://www.edd.ca.gov>

Internal Revenue Service: <http://www.irs.gov>

U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services:

<http://www.cms.gov>

U.S. Department of Labor: <http://www.dol.gov>

## All Personnel

AR 4154(a)  
4254  
4354

## HEALTH AND WELFARE BENEFITS

### Retired Certificated Employees

Any former certificated employee who retired from the district under any public retirement system and his/her spouse/domestic partner shall be permitted to enroll in the health and welfare and/or dental care benefit plan currently provided for certificated employees. The plan also shall be available to any surviving spouse/domestic partner of a former certificated employee who either retired from the district or was, at the time of death, employed by the district and a member of the State Teachers' Retirement System. (Education Code 7000)

A retired certificated employee or surviving spouse/domestic partner shall be allowed to enroll in the coverage within 30 days of losing active employee coverage. **If he/she does not enroll during this initial enrollment period, he/she may be denied further opportunity to do so.** (Education Code 7000)

If a retired certificated employee or surviving spouse/domestic partner **shall be allowed to** fails to enroll in the coverage within 30 days of losing active employee coverage. **If he/she does not enroll** during the initial enrollment, ~~he/she may period, further opportunity to do so~~ shall be denied **further opportunity to do so**. A person who has previously received but then voluntarily terminated coverage also shall be excluded from obtaining further coverage.

### COBRA/Cal-COBRA Continuation of Coverage

~~Qualified district employees, their spouses/domestic partners, and/or their dependent children shall be offered the opportunity to continue health and disability insurance coverage when they otherwise would lose coverage due to one of the following qualifying events: (Health and Safety Code 1366.23; Insurance Code 10128.53; 26 USC 4980B; 26 CFR 54.4980B-4)~~

**Covered district employees and their qualified beneficiaries shall be offered the opportunity to continue health and disability insurance coverage when they otherwise would lose coverage due to one of the following qualifying events: (Health and Safety Code 1366.21, 1366.23, 1373; Insurance Code 10128.51, 10128.53, 10277; 26 USC 4980B; 26 CFR 54.4980B-4)**

1. The Death of the covered employee
2. The Termination **or reduction in hours of the covered**, ~~other than by reason of the employee's gross misconduct or reduction in hours, of the covered employee's employment,~~ **other than termination by reason of the employee's gross misconduct**

(cf. 4117.4 - Dismissal)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

3. The Divorce or legal separation of the covered employee

7.2.39



## HEALTH AND WELFARE BENEFITS (continued)

4. The covered employee's becoming entitled to Medicare benefits
5. A dependent child ceasing to be a dependent child of the covered employee

Continuation health coverage shall be the same as provided to similarly situated individuals under the group benefit plan. (Health and Safety Code 1366.23; Insurance Code 10128.53; 26 USC 4980B)

The Superintendent or designee shall notify the health care service plan administrator of a qualifying event listed in item #1, 2 or 4 above, within 30 days of the event. A **covered employee or** qualified beneficiary shall notify the service plan administrator of a qualifying event listed in item #3 or 5 above within 60 days of the event or of the date that the beneficiary would lose coverage, whichever is later. (26 USC 4980B; 29 USC 1163, 1166; 26 CFR 54.4980B-6)

Continuation coverage shall be terminated in accordance with the district's insurance plan and ~~in accordance with federal and state law.~~ 26 USC 4980B and 26 CFR 54.4980B-6; **Health and Safety Code 1373.621; Insurance Code 10116.5).**

### Disability Insurance

The Superintendent or designee shall give notice of disability insurance rights and benefits to each new employee and each employee leaving work due to pregnancy, nonoccupational illness or injury, the need to provide care for any sick or injured family member, or the need to bond with a minor child within the first year of the child's birth or placement in connection with foster care or adoption. (Unemployment Insurance Code 2613)

*(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)*  
*(cf. 4161/4261/4361 - Leaves)*  
*(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)*  
*(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)*  
*(cf. 4261.1 - Personal Illness and Injury Leave)*  
*(cf. 4361 - Leaves)*

When disabled by an injury resulting from a violent act sustained while performing **duties with the scope of employment and performing creditable employment** ~~his/her job duties~~, a certificated or classified employee may continue in the district health and dental care plans upon meeting criteria specified by law. The employee shall pay all employer and employee premiums and related administrative costs. (Education Code 7008)

Regulation  
approved: September 4, 2007  
revised: February 3, 2015

WESTERN PLACER UNIFIED SCHOOL DISTRICT  
Lincoln, California

7.2.40

**Food Allergies/Special Dietary Needs**

The Governing Board desires to prevent students' exposure to foods to which they are allergic or intolerant and to provide for prompt and appropriate treatment in the event that a severe allergic reaction occurs at school.

The Superintendent or designee shall develop guidelines for the care of food-allergic students. Such guidelines shall include, but are not limited to, strategies for identifying students at risk for allergic reactions, avoidance measures, and ~~other means to manage allergies~~, education of staff regarding typical symptoms, and actions to be taken in the event of a severe allergic reaction.

*(cf. 3550 - Food Service/Child Nutrition Program)*

*(cf. 3552 - Summer Meal Program)*

*(cf. 3554 - Other Food Sales)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

*(cf. 5030 - Student Wellness)*

*(cf. 5141 - Health Care and Emergencies)*

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

Parents/guardians shall be responsible for notifying the Superintendent or designee, in writing, regarding any food allergies or other special dietary needs of their child in accordance with administrative regulation.

*(cf. 5125 - Student Records)*

When a student's food allergy or food intolerance substantially limits one or more major life activities, his/her parents/guardians shall be informed of the district's obligation to evaluate the student to determine if he/she requires accommodations pursuant to Section 504 of the federal Rehabilitation Act. The student shall be evaluated in accordance with law and the procedures specified in AR 6164.6 - Identification and Education Under Section 504. If that process results in the development of a Section 504 plan, the district shall provide the accommodations and/or aids and services identified in the plan.

~~Students with serious dietary needs that qualify as a disability under Section 504 of the federal Rehabilitation Act or the Individuals with Disabilities Education Act shall be provided reasonable accommodation or services, as appropriate, in accordance with his/her accommodation plan or individualized education program~~

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. ~~6159 - Individualized Education Program~~)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

If a student's diet restrictions and needed services are addressed in an individualized education program (IEP), the Superintendent or designee shall ensure compliance with the IEP including any necessary food substitutions.

## **Food Allergies/Special Dietary Needs (continued)**

### *Management Resources:*

#### **CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

*Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004*

#### **FOOD ALLERGY AND ANAPHYLAXIS NETWORK (FAAN) RESEARCH AND EDUCATION PUBLICATIONS**

*School Guidelines for Managing Students with Food Allergies*

#### **NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS**

*Legal and Practical Issues Relating to Accommodating Students with Peanut Allergies, Inquiry and Analysis, April 2009*

#### **U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS**

*Accommodating Children with Special Dietary Needs in the School Nutrition Programs: Guidance for School Food Service Staff, 2001*

#### **U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS**

*Dear Colleague Letter and Questions and Answers on ADA Amendments Act of 2008 for Students with Disabilities Attending Public Elementary and Secondary Schools, January 2012*

#### **WEB SITES**

*American Dietetic Association: <http://www.eatright.org>*

*American School Food Service Association: <http://www.asfsa.org>*

*California Department of Education, Health Services: <http://www.cde.ca.gov/ls/he/hn>*

*Food Allergy Research and Education and Anaphylaxis Network: <http://www.foodallergy.org>*

*International Food Information Council: <http://ific.org>*

*National School Boards Association: <http://www.nsba.org>*

*U.S. Department of Agriculture: <http://www.fns.usda.gov>*

*U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/about/offices/list/ocr>*

Policy

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**

adopted: September 4, 2007

Lincoln, California

revised: February 3, 2015

7.2.42

**FOOD ALLERGIES/SPECIAL DIETARY NEEDS****Definitions**

*Special dietary needs* include food intolerances, allergies, and other medical needs that may require avoidance of specific foods.

*Food allergies* are abnormal responses of the body's immune system to certain foods or ingredients.

*Anaphylaxis* is a potentially life-threatening hypersensitivity to a substance and may be caused by a food allergy. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

~~In severe cases, anaphylaxis may result in lowered blood pressure, loss of consciousness, or even death. Symptoms typically appear immediately after exposure to a certain food or substance but in rare cases may occur after a few hours.~~

*Epinephrine auto-injector* is a disposable drug delivery system with a spring-activated concealed needle that is designed for emergency administration of epinephrine to persons suffering a potentially fatal reaction to anaphylaxis. (Education Code 49414)

**Notification by Parent/Guardian**

If their child has a known food allergy, ~~the~~ **the parents/guardians of any student** shall notify the Superintendent or designee, in writing, and provide written medical documentation, signed by ~~a physician~~ **the student's health care provider**, that describes the nature of the student's condition, instructions, and necessary medications. If the ~~food allergy~~ **the student's condition** requires food substitutions or modifications in school meals, the written statement shall also describe the specific foods to be restricted and the foods that should be substituted.

**Health Plan**

Upon receiving notice of a student's food allergy or other special dietary need, the Superintendent or designee shall ensure that a written health plan is developed, in consultation with the student's parents/guardians and health provider, to manage the student's needs while at school or at a school-sponsored activity. The plan shall seek to minimize the student's risk of exposure to the allergen and address actions to be taken if exposure occurs. As appropriate, the plan may include specific food prohibitions and substitutions, an identification of common school rooms where the student may be exposed, staff responsibilities, information and training to be provided to staff, accommodations and services to facilitate the student's participation in the educational program, and medical/emergency protocols.

## **FOOD ALLERGIES/SPECIAL DIETARY NEEDS (continued)**

**When a student with a food allergy or other special dietary need has been identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act, necessary accommodations and services shall be identified as part of the student's Section 504 services plan or individualized education program, as appropriate.**

*(cf. 5141.24 - Specialized Health Care Services)*

*(cf. 6159 - Individualized Education Program)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

### **Prevention Strategies**

To minimize students' exposure to foods to which they are allergic, the Superintendent or designee shall, at a minimum, implement the following preventive measures:

#### **1. Notification to District Staff**

When notified by the parent/guardian that a student has a food allergy, the Superintendent or designee shall inform the student's principal, teacher(s), bus driver, school nurse, coach, and/or any other personnel responsible for supervising the student.

The principal or designee shall notify substitute staff of the identity of any students with known food allergies and the school's response plan.

*(cf. 5125 - Student Records)*

#### **2. Food Services**

The district's food services program shall make food substitutions in breakfasts, lunches, and after-school snacks when students are considered to have a disability under Section 504 of the federal Rehabilitation Act of 1973 that restricts their diet and when a physician has signed a statement of need that includes recommended alternate foods. (7 CFR 210.10, 220.8)

*(cf. 3550 - Food Service/Child Nutrition Program)*

*(cf. 3552 - Summer Meal Program)*

*(cf. 3554 - Other Food Sales)*

*(cf. 5030 - Student Wellness)*

*(cf. 5148.2 - Before/After School Programs)*

Substitutions may be made on a case-by-case basis for students who do not have a disability under Section 504 but who cannot consume the regular breakfast, lunch, or after-school snack because of medical or other special dietary needs, when supported by a statement of need signed by a health care provider. (7 CFR 210.10, 220.8, 225.16)

7.2.44

**FOOD ALLERGIES/SPECIAL DIETARY NEEDS (continued)**

The district's food services staff shall check food labels or specifications to ensure that foods do not contain traces of substances to which the student is allergic.

Under no circumstances shall food services staff prescribe nutritional requirements or revise a diet order prescribed by a ~~physician~~ **health care provider**.

Food substitutions shall not result in any additional cost to the student.

3. Class Parties/School Activities

Without identifying the student, the principal or teacher may notify parents/guardians of other students in the class that a student is allergic to a specific food and may request that ~~the~~ **certain** foods not be provided at class parties or other school events.

Whenever the ingredients in any food served at class parties or other school activities are unknown, the student shall be encouraged to avoid the food.

4. Sanitation and Cleaning

To avoid spreading allergens, cafeteria tables and classroom surfaces shall be cleaned with fresh cloth or disposable paper towels utilizing cleaning products known to effectively remove food proteins, excluding waterless cleaners or instant hand sanitizers that do not involve a wet-wash step. Cross-contact from a sponge or cloth used to clean allergen-containing tabletops shall be avoided.

Staff shall use and promote hand-washing using soap and water before and after food handling.

Students shall be notified that exchanging meals or utensils is prohibited.

5. Professional Development

Schoolwide professional development shall be provided to appropriate staff on the identification and management of food allergies, including avoidance measures, typical symptoms, the proper use of epinephrine auto-injectors, documentation and storage of medication, and emergency drills.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

6. Supervision of Students

**FOOD ALLERGIES/SPECIAL DIETARY NEEDS (continued)**

**When available, staff who are trained and knowledgeable about symptoms of anaphylaxis and actions to take in an emergency shall provide supervision in the classroom and cafeteria, on the playground, and on field trips or other school activities whenever students known to have a food allergy are on school grounds present.**

*(cf. 6153 - School-Sponsored Trips)*

**7. Health Education**

The district's health education curriculum may include instruction on food allergies in order to assist food-allergic students in taking responsibility for monitoring their diet and to teach other students about the dangers of sharing foods or utensils with others.

*(cf. 6142.8 - Comprehensive Health Education)*

**Emergency Response**

Epinephrine auto-injectors or other medicine provided for use in the event of an anaphylactic shock reaction shall be stored and used in accordance with law and BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions.

*(cf. 4119.43 - Universal Precautions)*

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

In addition, staff shall call 911 and seek immediate medical attention for a student experiencing an anaphylactic shock reaction.

*(cf. 5141 - Health Care and Emergencies)*

As soon as possible, school staff shall contact the student's parents/guardians or other person identified as an emergency contact.

**When a student with a known allergy will be off school grounds, such as on a field trip, he/she shall be accompanied by a kit containing at least two doses of epinephrine, other medications as noted by the student's health care provider, and, as appropriate, the student's individualized food allergy plan.**

## **Food Allergies/Special Dietary Needs (continued)**

### *Management Resources:*

#### **CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

*Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004*

#### **FOOD ALLERGY AND ANAPHYLAXIS NETWORK (FAAN) RESEARCH AND EDUCATION PUBLICATIONS**

*School Guidelines for Managing Students with Food Allergies*

#### **NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS**

*Legal and Practical Issues Relating to Accommodating Students with Peanut Allergies, Inquiry and Analysis, April 2009*

#### **U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS**

*Accommodating Children with Special Dietary Needs in the School Nutrition Programs: Guidance for School Food Service Staff, 2001*

#### **U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS**

*Dear Colleague Letter and Questions and Answers on ADA Amendments Act of 2008 for Students with Disabilities Attending Public Elementary and Secondary Schools, January 2012*

#### **WEB SITES**

*American Dietetic Association: <http://www.eatright.org>*

*American School Food Service Association: <http://www.asfsa.org>*

*California Department of Education, Health Services: <http://www.cde.ca.gov/ls/he/hn>*

*Food Allergy Research and Education and Anaphylaxis Network: <http://www.foodallergy.org>*

*International Food Information Council: <http://ific.org>*

*National School Boards Association: <http://www.nsba.org>*

*U.S. Department of Agriculture: <http://www.fns.usda.gov>*

*U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/about/offices/list/ocr>*

Policy

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**

adopted: October 21, 2008

Lincoln, California

revised: February 3, 2015

7.2.47



## REMUNERATION, REIMBURSEMENT AND OTHER BENEFITS

### ~~Remuneration~~ Compensation

Each member of the Board of Trustees may receive a monthly compensation of no more than \$240.00.

On an annual basis, the Board may increase the compensation of Board members beyond the limit delineated in Education Code 35120 in an amount not to exceed five percent based on the present monthly rate of compensation. ~~Any increase made pursuant to this section shall be effective upon approval by the Board.~~ (Education Code 35120)

Board members are not required to accept payment for meetings attended.

If a member does not attend all Board meetings during the month, he/she is eligible to receive a percentage of the monthly compensation equal to the percentage of meetings attended unless otherwise authorized by the Board in accordance with law. (Education Code 35120)

A member may be paid for meetings he/she missed when the Board, by resolution, finds that he/she was performing designated services for the district at the time of the meeting or that he/she was absent because of illness, jury duty or a hardship deemed acceptable by the Board. (Education Code 35120)

**Student Board members shall receive no compensation for meetings attended. (Education Code 35012)**

*(cf. 9150 - Student Board Members)*

Whenever a quorum of Board members serves as another legislative body which will meet simultaneously or in serial order to a Board meeting, the Board clerk or a member of the Board shall verbally announce the amount of any additional compensation or stipend that each member will be entitled to receive as a result of convening the simultaneous or serial meeting. (Government Code 54952.3)

### Reimbursement of Expenses

Board members shall be reimbursed for actual and necessary traveling expenses incurred when performing authorized services for the district. ~~in advance by the Board~~ Expenses for travel, telephone, business meals, or other authorized purposes shall be in accordance with policies established for district personnel at the same rate of reimbursement. (Education Code 35044)

*(cf. 1160 - Political Processes)*

*(cf. 3100 - Budget)*

*(cf. 3350 - Travel Expenses)*

*(cf. 3513.1 - Cellular Phone Reimbursement)*

7.2.48

**REMUNERATION, REIMBURSEMENT AND OTHER BENEFITS (continued)**

**Board members shall be reimbursed for travel expenses incurred when performing services directed by the Board. (Education Code 35044)**

*(cf. 9240 - Board Development)*

~~The rate of reimbursement shall be the same rate specified for district personnel.~~

**Authorized purposes may include, but are not limited to, attendance at educational seminars or conferences designed to improve Board members' skills and knowledge; participation in regional, state, or national organizations whose activities affect the district's interests; attendance at district or community events; and meetings with state or federal officials on issues of community concern.**

**Personal expenses shall be the responsibility of individual Board members. Personal expenses include, but are not limited to, the personal portion of any trip, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the Board member on district-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while on district business.**

**Any questions regarding the propriety of a particular type of expense should be resolved by the Superintendent or designee before the expense is incurred.**

**Board members may use district-issued credit cards while on official district business and consistent with the limits established for district personnel. Personal expenses shall not be charged on a district-issued credit card, even if the Board member intends to subsequently reimburse the district for the personal charges.**

~~Board members may use district-issued credit cards while on official district business. Under no circumstances may personal expenses be charged on district credit cards.~~

***Health and Welfare Benefits for Current Board Members***

**Board members may participate in the health and welfare benefits program provided for district employees.**

*(cf. 4154/4254/4354 - Health and Welfare Benefits)*

**Health and welfare benefits for Board members shall be no greater than that received by district's nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)**

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## REMUNERATION, REIMBURSEMENT AND OTHER BENEFITS (continued)

Board members who elect to participate shall pay the full cost of premiums.

Health and welfare benefits provided to Board members shall be extended at the same level to their spouses/**registered domestic partner and to their eligible**, dependent children **as specified in law and the health plan.** ~~under the age of 21, dependent children under the age of 25 who are full-time students at a college or university, and dependent children regardless of age who are physically or mentally incapacitated.~~

### *Health and Welfare Benefits for Retired Former Board Members*

Retired **Former** Board members may participate in the health and welfare benefits program provided for district employees under the conditions specified below.

Health and welfare benefits for retired Board members shall be no greater than that received by district nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

**Health and welfare benefits provided to a former Board member shall be extended, at his/her expense and at the same level, to his/her spouse/registered domestic partner and eligible dependent children as specified in law and the health plan.**

Because the district did not pay health and welfare benefits for retired Board members before January 1, 1994, any former member retiring from the Board after at least one term may continue the health and welfare benefits program at his/her own expense if coverage is in effect at the time of retirement. (Government Code 53201)

~~The benefits authorized for retired Board members shall be extended at the same level to the retired Board member's spouse, dependent children under the age of 21, dependent children under the age of 25 who are full-time students at a college or university, and dependent children regardless of age who are physically or mentally incapacitated.~~

*Legal Reference: (see next page)*

## REMUNERATION, REIMBURSEMENT AND OTHER BENEFITS (continued)

### *Legal Reference:*

#### EDUCATION CODE

1090 *Compensation for members and mileage allowance*

33050-33053 *General waiver authority*

33362-33363 *Reimbursement of expenses for attendance at workshops (Department of Education and CSBA workshops)*

35012 *Board members; number, election and term*

35044 *Payment of traveling expenses of representatives of board*

35120 *Compensation for (services as member of governing board)*

35172 *Promotional activities*

44038 *Cash deposits for transportation purchased on credit*

#### FAMILY CODE

297-297.5 *Rights, protections and benefits under law; registered domestic partners*

#### GOVERNMENT CODE

20322 *Elective officers; election to become member*

20420-20445 *Membership in Public Employees' Retirement System; definition of safety employees*

53200-53209 *Group insurance*

54952.3 *Simultaneous or serial meetings; announcement of compensation*

#### HEALTH AND SAFETY CODE

1373 *Health services plan, coverage for dependent children*

#### INSURANCE CODE

10277-10278 *Group and individual health insurance, coverage for dependent children*

#### UNITED STATES CODE, TITLE 26

403(b) *Tax-sheltered annuities*

#### COURT DECISIONS

*Thorning v. Hollister School District*, (1992) 11 Cal.App.4th 1598

*Board of Education of the Palo Alto Unified School District v. Superior Court of Santa Clara County*, (1979) 93 Cal.App.3d 578

#### ATTORNEY GENERAL OPINIONS

91 *Ops. Cal. Atty. Gen.* 37 (2008)

83 *Ops. Cal. Atty. Gen.* 124 (2000)

### *Management Resources:*

#### INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

*Sample Expense and Use of Public Resources Policy Statement*, January 2006

#### INTERNAL REVENUE SERVICE PUBLICATIONS

*Tax-Sheltered Annuity Plans (403(b) Plans) for Employees of Public Schools and Certain Tax-Exempt Organizations*, Publication 571, rev. February 2013

#### WEB SITES

CSBA: <http://www.csba.org>

Institute for Local Government: <http://www.ca-ilg.org>

Internal Revenue Service: <http://www.irs.gov>

Public Employees' Retirement System: <http://www.calpers.ca.gov>

Bylaw  
adopted: September 4, 2007  
revised: February 3, 2015

WESTERN PLACER UNIFIED SCHOOL DISTRICT  
Lincoln, California

7.2.51

## REMUNERATION, REIMBURSEMENT AND OTHER BENEFITS

## RESOLUTION ON BOARD COMPENSATION FOR MISSED MEETINGS

WHEREAS, the Governing Board of the Western Placer Unified School District appreciates the services provided by members of the Board and provides compensation for meeting attendance in accordance with Education Code 35120 and Board Bylaw 9250; and

WHEREAS, Education Code 35120 provides that the monthly compensation provided to Board members shall be commensurate with the percentage of meetings attended during the month unless otherwise authorized by Board resolution; and

WHEREAS, Education Code 35120 specifies limited circumstances under which the Board is authorized to compensate a Board member for meetings he/she missed; and

WHEREAS, the Board finds that (name of Board member) did not attend the Board meeting(s) on (dates) for the following reason(s): (check applicable reasons)

- ☐ Performance of other designated duties for the district during the time of the meeting
- ☐ Illness or jury duty
- ☐ Hardship deemed acceptable by the Board

NOW THEREFORE BE IT RESOLVED that the Board of the Western Placer Unified School District approves full compensation of the Board member for the month of \_\_\_\_\_.

PASSED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at a regular meeting, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

