

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**  
**810 J STREET, LINCOLN, CALIFORNIA 95648**  
**Phone: 916.645.6350 Fax: 916.645.06356**

**MEMBERS OF THE GOVERNING BOARD**

Paul Carras - President  
Brian Haley - Vice President  
Ana Stevenson - Clerk,  
James McLeod - Member  
Paul Long - Member

**DISTRICT ADMINISTRATION**

Scott Leaman, Superintendent  
Bob Noyes, Assistant Superintendent of Personnel Services  
Mary Boyle, Assistant Superintendent of Educational Services  
Terri Ryland, Interim Chief Business Official  
Cathy Allen, Assistant Superintendent of Facilities and Maintenance Services

**STUDENT ENROLLMENT**

| <u>School</u>                      | <u>12/03/07</u> | <u>01/08/08</u> |
|------------------------------------|-----------------|-----------------|
| Sheridan School (K-5)              | 78              | 79              |
| First Street School (K-5)          | 436             | 435             |
| Carlin C. Coppin Elementary (K-5)  | 404             | 404             |
| Creekside Oaks Elementary (K-5)    | 609             | 610             |
| Twelve Bridges Elementary (K-5)    | 659             | 662             |
| Foskett Ranch Elementary (K-5)     | 454             | 453             |
| Glen Edwards Middle (6-8)          | 696             | 699             |
| Twelve Bridges Middle School (6-8) | 736             | 727             |
| Lincoln High School (9-12)         | 1,418           | 1,410           |
| Phoenix High School (10-12)        | 96              | 89              |
| Lincoln Crossing Elementary        | 554             | 554             |
| PCOE Home School                   | 4               | 0               |
| <b>TOTAL:</b>                      | <b>6,144</b>    | <b>6,122</b>    |

**Preschool/Head Start**

First & J Street 24  
Carlin Coppin 24-A.M. /20-P.M.  
Sheridan 21

**Adult Education** 208

**First-5 Program**

Sheridan 23  
First Street 30

**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 5, 2008 7:00 P.M.  
Lincoln High School – Performing Arts Center  
790 J Street, Lincoln, CA**

## **AGENDA**

**2007-2008 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.

**6:00 P.M. OPEN SESSION – District Office Conference Room**

1. Call to Order
2. Announce Closed Session Items
3. Adjourn to Closed Session

**6:00 P.M. CLOSED SESSION – District Office Conference Room**

**1. STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**

- a. Student Discipline/Expulsion Pursuant To E.C. 48918  
Student Expulsion #07/08 I

**2. CONFERENCE WITH LABOR NEGOTIATOR**

Update on classified negotiations

**3. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

**4. ADJOURN TO OPEN SESSION**

**7:00 P.M. OPEN SESSION – Lincoln High Performing Arts Center**

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

**2. DISCLOSURE OF ACTION TAKEN IN CLOSED SESSION, IF ANY**

**2.1 STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**

- a. Student Discipline/Expulsion Pursuant To E.C. 48918  
Student Expulsion #07/08 I

*Roll Call Vote:*

**2.2 CONFERENCE WITH LABOR NEGOTIATOR**

Update on classified negotiations

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

February 5, 2008

Agenda**3. 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.

- 3.1 Approval of Minutes  
Regular Meeting of January 15, 2008
- 3.2 Approval of Warrants
- 3.3 Approve Classified Personnel Report.
- 3.4 Approve Certificated Personnel Report.
- 3.5 Adoption of Resolution No. 07/08.11 Establishing a reduction of  
Classified Position Hours.
- 3.6 Adoption of Resolution No. 07/08.12 Establishing a reduction of  
Classified Position Hours.
- 3.7 ADA Credit for Sheridan Elementary.
- 3.8 Library Advisory Committee Appointment.
- 3.9 Contract for Legal Services.
- 3.10 Improvement Funds presented to Sheridan Elementary.
- 3.11 Intent to Negotiate with the Western Placer Teachers Association.

**Roll Call Vote:****4. 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.

**5. REPORTS & COMMUNICATION**

- 5.1 Lincoln High School, Student Advisory – Joanna Loya
- 5.2 Western Placer Teacher's Association – Mike Agrippino
- 5.3 Western Placer Classified Employee Association – Chris Hawley
- 5.4 Superintendent, Scott Leaman
  - 5.4.1 *Response to Public Comment if any:*
- 5.5 Assistant Superintendent(s)
  - 5.5.1 Mary Boyle - *Program Focus Area:*
  - 5.5.2 Terri Ryland - *Budget Update:*
  - 5.5.3 Bob Noyes – *Personnel:*
  - 5.5.4 Cathy Allen - *Facilities Update:*

**6. PUBLIC HEARING****Horizon Charter School Public Hearing**

The Board of Trustees of the Western Placer Unified School District will hold a public hearing to consider the renewal of the Horizon Charter School for a period of five years.

February 5, 2008

## Agenda

## 7. ♦ACTION ♦DISCUSSION ♦INFORMATION

CODE: (A) = Action (D) = Discussion (I) = 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 (I/D/A) HORIZON CHARTER SCHOOL – Leaman (07-08 G & O Component V)**

•Horizon Charter School is seeking a five year renewal based on their petition. After a public hearing, the board will consider renewal of the charter petition.

**7.2 (D/A) ADOPT AMENDED DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS – Noyes (07-08 G & O Component V-IV)**

•Submission of a Declaration of Need for Fully Qualified Educators by the employing agency shall be a prerequisite to the issuance of any emergency permit and/or limited assignment permit for that agency. The District continues to qualify its current certificated staff in the area of English Language Learners by supporting efforts to attain the Cross-cultural, Language and Academic Development (CLAD) certificate.

**7.3 (A) ECONOMIC IMPACT AID GUIDELINES – Boyle (07-08 G & O Component V)**

•The McAteer Act (1976) encouraged the establishment of programs directed to identifying “those students affected by economic disadvantages, language and cultural...by<providing> special services, techniques, and activities to stimulate their interests in intellectual and educational attainment”. Economic Impact Aid funding is a categorical funding source, allocated through the State of California, which is to be used to support “students in need” in California public schools, including English Learners, Economically Disadvantaged students, and Educationally Disadvantaged Youth. School districts are now required to adopt guidelines for disbursement and expenditures of these funds, following guidelines set forth by CDE.

**7.4 (I) ENROLLMENT PROJECTIONS – Ryland (07-08 G & O Component V-IV)**

•Ron Feist, of Feist Education Consulting Services, was contracted by the District to provide enrollment projections for budget and facilities planning purposes. While these are still preliminary, they will be used for initial budget planning purposes. The facilities and business department will meet in the spring to reevaluate then current growth patterns in the District to more accurately fine tune the projections.

**7.5 (I) BUDGET CALENDAR – Ryland (07-08 G & O Component V)**

•For planning purposes within the business office, and in light of the current computer system conversion of the County Office of Education level, a budget calendar has been prepared of key deadlines and processes. The Board of Trustees can look forward to reviewing and/or approving Budget Assumptions, enrollment projections (tonight), 2<sup>nd</sup> Interim, budget reduction recommendations, and likely a 3<sup>rd</sup> Interim report before approving the District’s budget in June.

**7.6 (D) BUDGET REDUCTIONS – Ryland (07-08 G & O Component V)**

•Based upon the Governor’s current proposed budget for 2008-09, staff has prepared lists of potential revenue losses, currently contracted on-going cost increases, and the combined potential budget reductions required to balance next year’s budget.

February 5, 2008

Agenda

- 7.7 (D/A) APPROVAL OF CHANGE ORDER NO. 3 FOR LINCOLN CROSSING ELEMENTARY SCHOOL – Allen (07-08 G & O Component V)**  
 •Change Order No. 3 represents an addition of \$130,979 to the revised contract amount (including Change Order Nos. 1 and 2) of \$23,617,536.78. The new contract sum is \$23,748,515.78. The items on this change Order were requested by the City and, therefore, will be charged to them. There will be no increase in the number of days. A copy of the Change Order Request is attached for your review. Staff will be available for questions at the board meeting.
- 7.8 (D) APPROVAL OF AN ARCHITECTURAL SERVICES AGREEMENT BETWEEN WPUSD AND LPA, INC. FOR MASTER PLANNING OF THE LINCOLN HIGH AND PHOENIX HIGH CAMPUSES – Allen (07-08 G & O Component V)**  
 •The attached contract authorizes LPA, Inc. to develop a Master Plan for the Lincoln High School Campus, including Phoenix High and the existing District Office site. The scope of work is detailed in Exhibit A. The cost of the services is proposed to be \$72,000 with roughly \$2,000 additional for reimbursable expenses. Legal counsel has reviewed the contract.
- 7.9 (D/A) SPORT COMPLEX FACILITY NAMING AT LINCOLN HIGH SCHOOL Allen (07-08 G & O Component V)**  
 •In January 2006 the Board of Trustees considered a request from several members of the community regarding the naming of various fields within the Lincoln High School Campus. The group, led by Mr. McCartney has agreed to raise the funds necessary for the remaining signs following board approval.
- 7.10 (I/D) TRANSFER OF THE OUTDOOR LEARNING ENVIRONMENT (OLE) TO WPUSD Leaman (07-08 G & O Component V-IV)**  
 •The Western Placer Unified Educational Foundation seeks Board input on the transfer of the OLE property to the district. Cathy Allen, Assistant Superintendent of Facilities and Maintenance Services, will discuss district implications of this action.
- 7.11 (I/D/A) ADOPTION OF REVISED BOARD POLICY 6161.11 (SUPPLEMENTARY INSTRUCTIONAL MATERIALS) – Leaman (07-08 G & O Component II-IV)**  
 •After extensive input from the board, Board Policy 6161.11 is being forwarded to the Board for approval at this time. Information will be presented concerning the criteria used for revision, past policies, and reasons for changes to our current policy.

**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.

- Relationship with Sierra Community College
- Twelve Bridges High School
- Audio Visual Media Board Policy
- Gladding Parkway Carlin C. Coppin

February 5, 2008

Agenda

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**8.2 BOARD MEMBER REPORTS/COMMENTS**

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

- The President will establish the following meeting(s):
  - February 19, 2008, Lincoln High School

**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: 01/31/08**

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**DISCLOSURE  
OF ACTION  
TAKEN IN  
CLOSED SESSION,  
IF ANY**

# **WESTERN PLACER UNIFIED SCHOOL DISTRICT**

## **CLOSED SESSION AGENDA**

**PLACE:** District Office Conference Room  
**DATE:** February 5, 2008  
**TIME:** 6:00 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 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
- 
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 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**
    - 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

**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/  
Expulsion  
Student #07-081

**AGENDA ITEM AREA:**

Action

**REQUESTED BY:**

John Wyatt  
District Hearing Officer

**ENCLOSURES:**

**MEETING DATE:**

February 5, 2008

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**BACKGROUND:**

The Board of Trustees will disclose any action taken during closed session in regards to the expulsion of Student #07-081

**ADMINISTRATION RECOMMENDATION:**

The administration recommends the Board of Trustees disclose any action taken in regards to the above item.

2.1

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

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

**SUBJECT:**

Update on Classified Negotiations

**AGENDA ITEM AREA:**

Disclosure of action taken in  
closed session

**REQUESTED BY:**

Bob Noyes, Asst. Superintendent of Personnel  
Scott Leaman, Superintendent  
Terri Ryland, Interim Asst. Superintendent of Business

**ENCLOSURES:**

No

**MEETING DATE:**

February 5, 2008

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**BACKGROUND:**

Labor Negotiator will give the Board of Trustees an update on Classified Negotiations.

**ADMINISTRATION RECOMMENDATION:**

Administration recommends the board of trustees be updated on negotiations.

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

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

**SUBJECT:**

Conference with Legal Council  
Anticipated Litigation

**AGENDA ITEM AREA:**

Closed Session Disclosure

**REQUESTED BY:**

Scott Leaman,  
Superintendent

**ENCLOSURES:**

**MEETING DATE:**

January 5, 2008

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**BACKGROUND:**

The Board of Trustees will disclose any action taken in closed session in regard to Conference with Legal Council Anticipated Litigation.

**ADMINISTRATION RECOMMENDATION:**

Administration recommends the Board of Trustee disclose action taken in closed session in regard to Conference with Legal Council 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**

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

**SUBJECT:**

Approval of Minutes:  
January 15, 2008  
Regular Meeting

**AGENDA ITEM AREA:**

CONSENT AGENDA

**REQUESTED BY:**

Scott Leaman,  
Superintendent

**ENCLOSURES:**

Yes

**MEETING DATE:**

February 5, 2008

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**BACKGROUND:**

The Board of Trustees will consider adoption of the minutes of the January 15, 2008 Regular Board Meeting.

**ADMINISTRATION 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 15, 2008 7:00 P.M.**

**Lincoln High School – Performing Arts Center  
790 J Street, Lincoln, CA**

**MINUTES**

**2007-2008 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.**

**6:00 P.M. OPEN SESSION – District Office Conference Room**

1. Call to Order
2. Announce Closed Session Items
3. Adjourn to Closed Session

**6:00 P.M. CLOSED SESSION – District Office Conference Room**

**1. STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**

- a. Student Discipline/Expulsion Pursuant To E.C. 48918  
Student Expulsion #07/08 G.
- b. Student Discipline/Expulsion Pursuant To E.C. 48918  
Student Expulsion #07/08 H.

**2. CONFERENCE WITH LABOR NEGOTIATOR**

Update on classified negotiations

**3. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

**2. ADJOURN TO OPEN SESSION**

**7:00 P.M. OPEN SESSION – Lincoln High Performing Arts Center**

**Members Present**

Paul Carras, President  
Brian Haley, Vice President  
Ana Stevenson, Clerk  
James McLeod, Member  
Paul Long, Member

**Others Present**

Scott Leaman, Superintendent  
Mary Boyle, Assistant Superintendent of Educational Services

3.1.1

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Terri Ryland, Interim Assistant Superintendent of Business

Cathy Allen, Assistant Superintendent of Facilities and Maintenance Services

Rosemary Knutson, Secretary to the Superintendent

**Student** – Joanna Loya, Lincoln High Student Advisor

**Press** - Cheri March, Lincoln News Messenger

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

**2. DISCLOSURE OF ACTION TAKEN IN CLOSED SESSION, IF ANY**

**2.1 STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**

- a. Student Discipline/Expulsion Pursuant To E.C. 48918  
Student Expulsion #07/08 G

Motion by Mrs. Stevenson, seconded by Mr. Long, and passed by unanimous roll call vote to accept the recommendation from the panel for expulsion.

Roll Call Vote: Haley, Stevenson, McLeod, Long, Carras

- b. Student Discipline/Expulsion Pursuant To E.C. 48918  
Student Expulsion #07/08 H.

Motion by Mrs. Stevenson, seconded by Mr. McLeod, and passed by unanimous roll call vote to accept the recommendation from the panel for expulsion.

Roll Call Vote: Stevenson, McLeod, Long, Haley, Carras

**2.2 CONFERENCE WITH LABOR NEGOTIATOR**

Update on classified negotiations

No action was taken

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

No action was taken

**3. SPECIAL ORDER OF BUSINESS**

**3.1 Lincoln High School Featured**

**Pupils** - Mr. Leaman and Mr. Carras presented Certificates of Recognition to the following students: Joanna Loya, Amy Roseberry, Mike Thomas, and Andrea Shaw.

**Parents** - Mr. Butler introduced Jay Beitz as SBLT President, and also a member of the WASC committee. Mr. Butler discussed Lincoln High participating in the WASC and their most recent visitation review. The primary goals of accreditation are:

3.1.2



January 15, 2008

Minutes

- Provide certification to the public that the school is a trustworthy institution of learning.
- To improve the school's programs and operations to support student learning.
- Assures a school community that the school's purposes are appropriate and being accomplished through a viable education program.

The WASC is an ongoing process. Currently there is a six year accreditation, starting with a self-study from November 2007 to December 2008, there will be a visitation in March of 2009 and a follow-up in 2012.

The WASC committee is made up of administration, teachers, and parents.

**Programs** - Mr. Butler introduced Mr. Seacrist, auto shop teacher. He presented a power point presentation on the iDesign Program. This is CNC Machining, Technical Education Collaborative. This program will offer technology engineering and math. This program is currently sharing a two year grant with Sierra College. He has put in a computer lab, and is also looking at promoting girls in the program, as well as encouraging young women to consider non-traditional careers. He is also working with local colleges to have the credits of this class count when they enter college.

### 3.2 **Armando Ayala will present Recognitions**

Armando Ayala, Ed, D. Lecturer Emeritus (Retired 2003)

Mr. Leaman introduced Mr. Armando Ayala, past director of bilingual-bicultural education for the Placer County Office of Education, currently retired. He presented the Board of Trustees with a Resolution from State of California, Lieutenant Governor Leo McCarthy. This resolution is shared with Mr. Ayala and others as part of a team effort in recognizing "Pioneers in Bilingual Education". Mr. Ayala shared stories of those who were apart of his bilingual team and how the process started and also presented others in attendance with certificates of recognition for their dedication of the bilingual program.

## 4. **CONSENT AGENDA**

4.1 Approval of Minutes  
Regular Meetings of December 4<sup>th</sup> & December 18, 2007

4.2 Approval of Warrants

4.3 Ratification of Personnel Items

**Classified:**

**a. *Ratification of Classified Employment:***

Denise Arger – District Office Clerk – DO

Roberta Giles – Special Education Clerk – DO

**b. *Ratification of Classified Additional Position:***

Kathy Johnson – adding the 2 hr. Title I Instructional Aide position at CCC to current 2 hr. Kindergarten Instructional Aide positions at CCC effective 1/07/08.

3.1.3

January 15, 2008

Minutes**c. Ratification of Classified Transfer:**

Leo Balderas – from 8 hr. Custodian/Groundsman at TBE to the 8 hr. Custodian/Groundsman position at TBM effective 1/7/08.

**d. Ratification of Classified Resignation:**

Tina Diaz – Special Educ. Inst. Aide & Camp/Café Supervisor-LCE

Christi Johnson – Camp/Café Supervisor – FRE

**Certificated:****e. Ratification of Certificated management Employment:**

Kevin Wood – School Psychologist – DO

**f. Request for Unpaid Leave of Absence:**

Nicole Silva – Kindergarten Teacher - CCC

- 4.4 Voluntary Reduction of Classified Position Hours of Cafeteria Site Cashier.
- 4.5 Approve Capital Public Finance Group, LLP Consulting Services Agreement for Facilities Planning and Financial Advisory Services.
- 4.6 Approve Donation of Media Blaster to Lincoln High School.
- 4.7 Approve Donation of \$7,000.00 for the purchase of Library books for Lincoln Crossing Elementary School.
- 4.8 Approval of the Williams Uniform Quarterly Complaint Form.
- 4.9 Report of Disclosure Requirements for Quarterly Reports of Investments.

Motion by Mr. Haley, seconded by Mr. Long and passed by unanimous vote to approve consent agenda as presented.

**5. COMMUNICATION FROM THE PUBLIC**

**Andrea Stephenson** reported the library has a total of 20 employees for both libraries. She discussed the reading programs that were held during the month of December, and also other programs being held during the day for preschoolers as well as bedtime story time. She attended a tech workshop and will be meeting with principals on Thursday to review the roll of librarians. She requested permission to present to the board of trustees at a later date. She met with library clerks to help align the school libraries with curriculum.

**6. REPORTS & COMMUNICATION**

- 6.1 Lincoln High School, Student Advisory – Joanna Loya reported there would be testing on February 5<sup>th</sup> & 6<sup>th</sup> for those students who have not passed the CAHSEE. Lincoln High will be having a Penny drive and the money will go to Isaiah Oates. There was a wrestling tournament this past weekend. Feb. 28<sup>th</sup> Point Break, 6 hour program, this will help students with bullying.
- 6.2 Western Placer Teacher's Association – Mike Agrippino had no report.
- 6.3 Western Placer Classified Employee Association – Chris Hawley had no report.
- 6.4 Superintendent, Scott discussed the new calling system the district now has in place called "Synre Voice". The system was used during the storm

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outages for Sheridan Elementary. He also discussed the move to the new district office which will take place at the end of February. We are currently looking at closing the district office on Friday for packing and on Monday for unpacking, details are still being worked out. Budget is heavily on our minds due to the governor's budget cuts he has been working with Terri on the budget. They will also be looking at personnel issues and growth for next year. He reported he was a keynote speaker for HIS, and also requested they submit their renewal as soon as possible.

## 6.5 Assistant Superintendent(s)

- Mary Boyle reported on Physical fitness report summary, she handed out to the board of trustees showing results for 2006-07. Overall we ranked within the state average.
- Terri Ryland reported FCMAT, Schools Services, and the State Department met and worked on the budget. At this point it looks like we will have mid year cuts because 360 million would have to be made up. Terri reported on some of the cuts that are being considered. There will be a 7% deficit next year. Cuts will be 2 cents off every meal. 27 cents off hourly programs. They feel half the state will have qualified budget. Scott suggested a budget committee. He will bring back a report and ask group members to participate on this committee.
- Bob Noyes was not in attendance.
- Cathy Allen - Cathy's assistant Heather reported in place of her. She handed out a report showing December Fees that were collected. She also reported on the move. She has completed a punch list of the new office and the furniture will be installed about mid February. She is working on informing staff and the public about closing the district office for two days to move.

## 7. ♦ACTION ♦DISCUSSION ♦INFORMATION

CODE: (A) = Action (D) = Discussion (I) = Information

## 7.1(D/A) RECEIPT OF THE 2006-2007 AUDITED FINANCIAL STATEMENTS – Ryland (07-08 G &amp; O Component IV- V)

•The 2006-07 Unaudited Actuals were presented to the Board of Trustees in September. The firm of Perry-Smith & Co 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.

Terry introduced Pat Hathaway of Perry-Smith and Company. He reviewed the report that was given to the board of trustees. The board thanked the Mr. Hathaway for his report. After all questions were answered a motion by Mr. Long, seconded by Mr. McLeod, and passed by unanimous vote to approve the 2006-07 Audited Financial Statements.

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- 7.2 (I/D) REVIEW OF THE HORIZON INSTRUCTIONAL SYSTEMS' CHARTER SCHOOL FISCAL YEAR REPORT ENDING JUNE 30, 2007 – Leaman (07-08 G & O Component V)**  
•Review copy of the annual audit report of Horizon Charter School for the fiscal year ended June 30, 2006 prepared by Gilbert Associates, Inc.

Scott reported on part of the governing of HIS. No action was taken.

- 7.3 (D/A) APPROVAL OF RESOLUTION NO. 07/08.9, CERTIFYING APPROVAL TO ENTER INTO AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF EDUCATION TO EXPEND FUNDS FOR THE PURCHASE OF INSTRUCTIONAL MATERIALS FOR THE CHILD DEVELOPMENT PROGRAM AND TO AUTHORIZE THE DESIGNATED PERSONNEL TO SIGN CONTRACT DOCUMENTS FOR FISCAL YEAR 2007/08 – Ryland (07-08 G & O Component IV- V)**  
•In order for the District to receive funding for 2007/08 for the Child Development Instructional Material Programs, the Board must certify approval to enter into this transaction with the California Department of Education and to authorize the designated personnel to sign contract documents for fiscal year 2007/08.

Motion by Mr. McLoed, seconded by Mrs. Stevenson, and passed by a unanimous roll call vote to approve Resolution No. 07/08.9.  
*Roll Call Vote: McLeod, Long, Haley, Stevenson, Carras*

- 7.4 (D/A) APPROVE REIMBURSEMENT RESOLUTION 07/08.10 – Ryland (07-08 G & O Component V)**  
•The Board gave direction at the November 20, 2007 Board workshop to proceed with a restructuring of the 2003A, 2003B, and 2004 certificates of participation. Staff is in the process of forming the finance team including bond counsel, disclosure counsel, trustee, rating agencies and financial advisor. The costs associated with a debt issuance, including those enumerated above, are allowed, by law, to be paid for out of the proceeds of the debt issuance, similar to paying the closing costs of a mortgage refinance out of the loan proceeds at close of escrow. In order to accumulate and reimburse those costs that are already being incurred, a "reimbursement resolution" must be passed by the Board.

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Motion by Mr. Haley, seconded by Mrs. Stevenson, and passed by unanimous vote to approve Resolution 07/08.10.

*Roll Call Vote: Long, Haley, Stevenson, McLeod, Carras*

**7.5 (I/D)**

**LINCOLN HIGH SCHOOL ROTC REQUEST TO WEAR UTILITY DRESS UNIFORMS ON SELECT DAYS – Leaman**

*-08 G & O Component V)*

•The Lincoln High School ROTC has requested the board discuss students wearing Utility Dress Uniforms (Camouflage). Many other ROTC units use these uniforms and this option will allow for more conformable dress as students earn the right to wear them. Those students that earn the right to wear the uniform will be responsible for any additional costs. Pictures will be available at the meeting.

Scott handed out a request from the Lincoln High ROTC to wear utility uniforms. They are asking for permission to wear the utility forms on campus on select days. Student would have to earn a leadership role to wear the uniform as well as bearing the cost. Currently there are 80 students in ROTC Program. The Board of Trustees gave Scott direction to get reaction of other districts and how their students felt about the uniforms and asked him to make an administrative decision. No board decision is required.

**7.6 (D/A)**

**2007-08 Classified Management Compensation – Leaman (07-08 G & O Component V)**

•Based on Placer County salary rankings and discussion with individuals included on the classified management salary schedule, the following is being recommended to the Board as salary and benefit adjustments for the 2007-08 school year.

Scott presented the 2007-08 Classified Management information. Motion by Mr. Haley, seconded by Mr. McLeod, and passed by unanimous vote.

**7.7 (D/A)**

**2007-08 Confidential Employee Compensation – Leaman (07-08 G & O Component V)**

•Based on Placer County salary rankings and discussion with individuals included on the confidential employee salary schedule, the following is being recommended to the Board as salary and benefit adjustments for the 2007-08 school year.

Scott presented the 2007-08 Confidential Employee Compensation information. Motion by Mr. Long, seconded by Mr. McLeod, and passed by unanimous vote.

3.1.7

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- Based on Placer County salary rankings and discussion with individuals included on the certificated management salary schedule, the following is being recommended to the Board as salary and benefit adjustments for the 2007-08 school year.

Scott presented the 2007-08 Certificated Management recommendation, along with honoring two year contracts. Motion by Mr. Haley, seconded by Mrs. Stevenson, and passed by unanimous vote.

**7.9 (D/A) 2007-08 Assistant Superintendent Compensation – Leaman (07-08 G & O Component V)**

- Based on Placer County salary rankings, the following is being recommended to the Board as salary and benefit adjustments for the 2007-08 school year on the assistant superintendent salary schedule.

Scott presented 2007-08 Assistant Superintendent information compared to Placer County groups. Motion by Mr. Long, seconded by Mr. McLeod, and passed by unanimous vote.

**7.10 (I/D/A) CITY HALL/SCHOOL DISTRICT JOINT USE AGREEMENT Leaman (07-08 G & O Component V)**

- The Lincoln City council has approved changes to the current city hall/district office joint use agreement which clarify the relationship of the parties at the end of the 55 year lease. The changes include conveying 25% interest in the building at the end of the lease. Both the original and new draft agreement are attached with additions underlined. Any minor typographical errors will be corrected at final signing.

Scott presented the joint use agreement for approval. This agreement was approved by the City last week. Western Placer is in a unique position with this contract, we will be silent owners up to 55 years. The reason for 55 years is the city is bonded and has to stay owners during that period of time. Motion by Mr. Long, seconded by Mr. Haley, and passed to approve joint use agreement between the City Hall and Western Placer Unified school District.

**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

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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.

- Relationship with Sierra Community College
- Twelve Bridges High School
- Audio Visual Media Board Policy – Next meeting
- Gladding Parkway Carlin C. Coppin

**8.2 BOARD MEMBER REPORTS/COMMENTS**

**Mr. Haley** had no report

**Mrs. Stevenson** thanked Mr. Butler and his staff for the site presentation, and wished everyone a Happy New Year.

**Mr. McLeod** shared this is going to be a busy year.

**Mr. Long** shared it will be a long year to come.

**Mrs. Carras** had no report.

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

- The President will establish the following meeting(s):
  - February 5, 2008, Lincoln High School

**10. ADJOURNMENT**

There being no further business the meeting was adjourned at 9:35 p.m.

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**Paul Carras, Board President**

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**Ana Stevenson, Clerk**

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**Scott Leaman, Superintendent**

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**Rosemary Knutson, Secretary  
Superintendent**

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**Adopted:**

**Ayes:**

**Noes:**

**Absent:**

**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

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3.1.10



**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:**

Approval of Warrants

**AGENDA ITEM AREA:**

Consent Agenda

**REQUESTED BY:**

Terri Ryland  
Interim Director Of Business Service

**ENCLOSURES:**

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

**MEETING DATE:**

February 5, 2008

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**BACKGROUND:**

The Board of Trustees will consider approval of warrants paid since the December 4, 2007 board meeting.

**ADMINISTRATION RECOMMENDATION:**

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

APY220 H.02.03

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PLACER COUNTY OFFICE OF EDUCATION  
WARRANT REGISTER FOR WARRANTS DATED 01/24/2008  
SCHOOLS COMMERCIAL REVOLVING FUND

| WARRANT NUMBER | VENDOR NUMBER | PAYEE NAME                | DIST NO DD | AMOUNT     | WARRANT NUMBER | VENDOR NUMBER | PAYEE NAME                | DIST NO DD | AMOUNT       |
|----------------|---------------|---------------------------|------------|------------|----------------|---------------|---------------------------|------------|--------------|
| 80227934       | 012668        | AMERICAN RIVER ORFF SCHUL | 22 00      | 50.00      | 80227935       | 009606        | BORDERS GROUP INC         | 22 00      | 167.04       |
| 80227936       | 012687        | CCEA CONFERENCE           | 22 00      | 275.00     | 80227937       | 009440        | CDW GOVERNMENT INC        | 22 00      | 746.69       |
| 80227938       | 006226        | CCEA CA ELEMENTARY EDUCA  | 22 00      | 716.00     | 80227939       | 001019        | CENTER FOR INNOVATION IN  | 22 00      | 69.81        |
| 80227940       | 006172        | CCEA CONFERENCE           | 22 00      | 271.00     | 80227941       | 010018        | COMPUMASTER               | 22 00      | 392.00       |
| 80227942       | 005443        | COSTCO                    | 22 00      | 81.17      | 80227943       | 008045        | CREATIVE TEACHING PRESS I | 22 00      | 37.55        |
| 80227944       | 012450        | CTAP REGION 3             | 22 00      | 45.00      | 80227945       | 005298        | CYBERGUYS!                | 22 00      | 40.91        |
| 80227946       | 007262        | DEMCO MEDIA               | 22 00      | 92.30      | 80227947       | 006742        | DISCOUNT MAGAZINE SUB SER | 22 00      | 160.65       |
| 80227948       | 012342        | DRAPERY CONCEPTS          | 22 00      | 6,000.00   | 80227949       | 012659        | ECO STATION               | 22 00      | 427.00       |
| 80227950       | 010538        | EDULINK SYSTEMS           | 22 00      | 326.45     | 80227951       | 012696        | EEZWAY                    | 22 00      | 14.50        |
| 80227952       | 013040        | FOLLETT LIBRARY RESOURCES | 22 00      | 779.96     | 80227953       | 004443        | FRY'S ELECTRONICS         | 22 00      | 507.24       |
| 80227954       | 012694        | GBC TECHNICAL SERVICE &   | 22 00      | 643.00     | 80227955       | 012581        | INSTRUCTIONAL RESOURCE    | 22 00      | 510.04       |
| 80227956       | 011391        | J.W PEPPER                | 22 00      | 48.26      | 80227957       | 000389        | LAKESHORE LEARNING MATERI | 22 00      | 100.00       |
| 80227958       | 012692        | LINCOLN ACE HARDWARE      | 22 00      | 92.17      | 80227959       | 008104        | THE MAILBOX MAGAZINE      | 22 00      | 54.90        |
| 80227960       | 009795        | MOUNTAIN MATH/LANGUAGE LL | 22 00      | 75.95      | 80227961       | 009589        | N2 POTTERY                | 22 00      | 44.29        |
| 80227962       | 024240        | NASCO MODESTO             | 22 00      | 9.89       | 80227963       | 004683        | OFFICE DEPOT              | 22 00      | 2,169.30     |
| 80227964       | 027360        | PERMA-BOUND               | 22 00      | 2,631.75   | 80227965       | 028020        | PLACER COUNTY OFFICE OF E | 22 00      | 4,516.98     |
| 80227966       | 012546        | INC PREVENTION PARTNERS   | 22 00      | 181.62     | 80227967       | 012630        | PRIVATE EYE               | 22 00      | 119.90       |
| 80227968       | 029400        | RAINBOW MARKET            | 22 00      | 12.18      | 80227969       | 001818        | THE REPORT CARD           | 22 00      | 232.46       |
| 80227970       | 002618        | RISO PRODUCTS OF SAC INC  | 22 00      | 753.38     | 80227971       | 010717        | SAFEWAY INC               | 22 00      | 49.45        |
| 80227972       | 001096        | SCHOLASTIC NEWS           | 22 00      | 42.96      | 80227973       | 000122        | SCHOOL SPECIALTY INC      | 22 00      | 780.17       |
| 80227974       | 007413        | SHERIDAN SCHOOL           | 22 00      | 16.25      | 80227975       | 002891        | SIERRA OFFICE SUPPLIES &  | 22 00      | 1,929.86     |
| 80227976       | 007212        | STAPLES CREDIT PLAN       | 22 00      | 181.78     | 80227977       | 000834        | TARGET BANK               | 22 00      | 289.67       |
| 80227978       | 003739        | JEANINE TROXEL            | 22 00      | 19.12      | 80227979       | 002399        | TROXELL COMMUNICATIONS    | 22 00      | 16,336.92    |
| 80227980       | 003015        | WEEKLY READER             | 22 00      | 129.30     | 80227981       | 003208        | XEROX CORPORATION         | 22 00      | 898.62       |
| 80227982       | 026400        | AT&T                      | 22 00      | 78.15      | 80227983       | 011323        | AT&T - LONG DISTANCE SERV | 22 00      | 24.36        |
| 80227984       | 002095        | BANK OF AMERICA           | 22 00      | 531.58     | 80227985       | 006660        | C.A.S.H. COALITION FOR    | 22 00      | 454.00       |
| 80227986       | 008524        | CIT TECHNOLOGY FIN SERV.  | 22 00      | 572.66     | 80227987       | 012436        | THE CLEANERS DEPOT        | 22 00      | 414.67       |
| 80227994       | 012699        | REBECCA COX               | 22 00      | 1,756.32   | 80227989       | 005437        | DAWSON OIL COMPANY        | 22 00      | 19,801.65    |
| 80227990       | 009919        | DELL                      | 22 00      | 18,387.83  | 80227991       | 011729        | EAGLE SOFTWARE            | 22 00      | 1,219.16     |
| 80227992       | 002027        | GIRARD VINSON & TRUJILLO  | 22 00      | 7,173.75   | 80227993       | 012698        | KRISTEN GNILE             | 22 00      | 250.00       |
| 80227994       | 016160        | HARCOURT INC              | 22 00      | 23.28      | 80227995       | 012697        | DANIEL HOLLAND            | 22 00      | 250.00       |
| 80227996       | 005493        | LINCOLN NEWS MESSENGER    | 22 00      | 52.00      | 80227997       | 001762        | MCGRW-HILL                | 22 00      | 1,022.52     |
| 80227998       | 010900        | MEDS-PDN                  | 22 00      | 207.00     | 80227999       | 026460        | PACIFIC GAS & ELECTRIC CO | 22 00      | 7,944.85     |
| 80228000       | 007793        | NANCY PERKINS             | 22 00      | 122.51     | 80228001       | 012431        | PERRY-SMITH LLP           | 22 00      | 7,000.00     |
| 80228002       | 007787        | PITNEY BOWES CREDIT CORP  | 22 00      | 731.00     | 80228003       | 011741        | LAUREN QUINN              | 22 00      | 88.20        |
| 80228004       | 010252        | JOE ROSS                  | 22 00      | 18.40      | 80228005       | 010717        | SAFEWAY INC               | 22 00      | 29.08        |
| 80228006       | 012700        | TROY SCHWARTZ             | 22 00      | 1,532.12   | 80228007       | 011976        | SUTTER OCCUPATIONAL HEALT | 22 00      | 80.00        |
| 80228008       | 006447        | TAG / AMS INC             | 22 00      | 200.00     | 80228009       | 011624        | U.S. BANK BUSINESS EQUIPM | 22 00      | 554.34       |
| 80228010       | 002732        | PEGGY VAN LENGEN          | 22 00      | 15.15      | 80228011       | 002669        | VERIZON WIRELESS          | 22 00      | 974.08       |
| 80228012       | 002669        | VERIZON WIRELESS          | 22 00      | 76.92      | 80228013       | 004817        | CITY OF LINCOLN           | 22 00      | 1,246,500.86 |
| 80228014       | 012104        | CLARK & SULLIVAN LLC      | 22 00      | 348,280.00 | 80228015       | 012209        | EDGE DEVELOPMENT INC.     | 22 00      | 90,000.00    |
| 80228016       | 012440        | QUALITY WINDOWS           | 22 00      | 1,103.34   | 80228017       | 012508        | ROBERT HUNTER AARONSON    | 22 00      | 2,546.25     |
| 80228018       | 002669        | VERIZON WIRELESS          | 22 00      | 142.13     | 80228019       | 039440        | WESTERN PLACER U.S.D.     | 22 00      | 805.00       |
| 80228020       | 008137        | CAL-NEVA SLUSH COMPANY    | 22 00      | 404.00     | 80228021       | 001778        | THE DANIELSEN COMPANY     | 22 00      | 3,282.07     |
| 80228022       | 011727        | ED JONES FOOD SERVICE     | 22 00      | 3,931.95   | 80228023       | 009147        | NOR-CAL PRODUCE INC       | 22 00      | 713.10       |
| 80228024       | 029400        | RAINBOW MARKET            | 22 00      | 35.83      | 80228025       | 012042        | SARA LEE                  | 22 00      | 587.61       |
| 80228026       | 010084        | SYSO SACRAMENTO           | 22 00      | 1,394.28   | 80228027       | 011033        | UNITED PIZZA INC          | 22 00      | 1,382.00     |

3.2.1

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PLACER COUNTY OFFICE OF EDUCATION  
WARRANT REGISTER FOR WARRANTS DATED 01/24/2008  
SCHOOLS COMMERCIAL REVOLVING FUND

| WARRANT<br>NUMBER | VENDOR<br>NUMBER | PAYEE NAME            | DIST<br>NO DD | WARRANT<br>NUMBER | VENDOR<br>NUMBER | PAYEE NAME | DIST<br>NO DD | AMOUNT |
|-------------------|------------------|-----------------------|---------------|-------------------|------------------|------------|---------------|--------|
| 80228028          | 039440           | WESTERN PLACER U.S.D. | 22 00         |                   |                  |            |               | 100.10 |

TOTAL AMOUNT OF ALL WARRANTS \$1,816,871.54\*\*\*

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PLACER COUNTY OFFICE OF EDUCATION  
WARRANT REGISTER FOR WARRANTS DATED 01/17/2008  
SCHOOLS COMMERCIAL REVOLVING FUND

01/17/08 PAGE 1

| WARRANT<br>NUMBER | VENDOR<br>NUMBER | PAYEE NAME                | DIST<br>NO DD | WARRANT<br>NUMBER | VENDOR<br>NUMBER | PAYEE NAME                | DIST<br>NO DD | AMOUNT    | AMOUNT    |
|-------------------|------------------|---------------------------|---------------|-------------------|------------------|---------------------------|---------------|-----------|-----------|
| 80225729          | 012260           | ABILITATIONS              | 22 00         | 80225730          | 000059           | ADVANCED INTEGRATED PEST  | 22 00         | 2,779.93  | 1,373.00  |
| 80225731          | 000140           | ASSOCIATION OF CA SCHOOL  | 22 00         | 80225732          | 026400           | AT&T                      | 22 00         | 375.00    | 3,618.98  |
| 80225733          | 008189           | BANK OF AMERICA/BUSINESS  | 22 00         | 80225734          | 008732           | C & M BACKFLOW TESTING    | 22 00         | 1,855.27  | 375.00    |
| 80225735          | 011250           | C & S TELECOMMUNICATIONS  | 22 00         | 80225735          | 011226           | CABE                      | 22 00         | 95.00     | 100.00    |
| 80225737          | 012482           | ALICIA CARTER             | 22 00         | 80225738          | 010175           | CDE                       | 22 00         | 2,083.34  | 23,632.00 |
| 80225739          | 005117           | CEPA CA EDUCATIONAL       | 22 00         | 80225740          | 004817           | CITY OF LINCOLN           | 22 00         | 796.00    | 638.93    |
| 80225741          | 007720           | CITY OF LINCOLN           | 22 00         | 80225742          | 012483           | JENNY CLEARWATER          | 22 00         | 14,925.30 | 2,083.34  |
| 80225743          | 005298           | CYBERGUYS!                | 22 00         | 80225744          | 012674           | GOMESINDO DELVILLAR       | 22 00         | 25.54     | 675.00    |
| 80225745          | 012610           | FAR WEST RENTS & READY MI | 22 00         | 80225746          | 011405           | FISHMAN SUPPLY COMPANY    | 22 00         | 16.50     | 1,061.78  |
| 80225747          | 012681           | FRONTLINE PLACEMENT       | 22 00         | 80225748          | 006507           | G&S HARDWARE PURCHASING   | 22 00         | 4,000.00  | 171.30    |
| 80225749          | 036880           | VOIDED                    | 22 00         | 80225750          | 036880           | G&S HARDWARE PURCHASING   | 22 00         |           | 1,819.82  |
| 80225751          | 015040           | GOLD RUSH AUTO PARTS      | 22 00         | 80225752          | 001689           | GOSSETT ALARM INC         | 22 00         | 1,945.87  | 2,699.00  |
| 80225753          | 038620           | GRAINGER                  | 22 00         | 80225754          | 003281           | HOME DEPOT                | 22 00         | 3,525.58  | 219.34    |
| 80225755          | 012601           | MEGAN HOPPER              | 22 00         | 80225756          | 012680           | KEHLET TYPEWRITER & FAX C | 22 00         | 232.00    | 95.00     |
| 80225757          | 003224           | KENNEDY PLUMBING CORP.    | 22 00         | 80225758          | 004272           | NORMAC                    | 22 00         | 4,485.00  | 171.60    |
| 80225759          | 026460           | PACIFIC GAS & ELECTRIC CO | 22 00         | 80225760          | 011517           | AMY RIGA                  | 22 00         | 84,875.50 | 123.23    |
| 80225761          | 012684           | MELANIE RILEY             | 22 00         | 80225762          | 006973           | ROCKLIN HYDRALICS         | 22 00         | 3,148.39  | 19.88     |
| 80225763          | 011152           | SACRAMENTO CO OFFICE OF E | 22 00         | 80225764          | 010717           | SAFEMAY INC               | 22 00         | 50.00     | 32.57     |
| 80225765          | 002891           | SIERRA OFFICE SUPPLIES &  | 22 00         | 80225765          | 007212           | STAPLES CREDIT PLAN       | 22 00         | 335.44    | 497.32    |
| 80225767          | 012675           | STATE DISBURSEMENT UNIT   | 22 00         | 80225768          | 001151           | STATE OF CALIFORNIA       | 22 00         | 75.00     | 160.00    |
| 80225769          | 012904           | SUPER DUPER SCHOOL COMPAN | 22 00         | 80225770          | 002732           | PEGGY VAN LENGEN          | 22 00         | 601.05    | 15.15     |
| 80225771          | 010816           | WAVE DIVISION HOLDINGS    | 22 00         | 80225772          | 002373           | WILSON WAY TIRE           | 22 00         | 7,844.00  | 157.66    |
| 80225773          | 026400           | AT&T                      | 22 00         | 80225774          | 026400           | AT&T                      | 22 00         | 30.86     | 102.21    |
| 80225775          | 036880           | G&S HARDWARE PURCHASING   | 22 00         | 80225776          | 026400           | AT&T                      | 22 00         | 177.70    | 58.49     |
| 80225777          | 007209           | BUDGET BLINDS             | 22 00         | 80225778          | 009919           | DELL                      | 22 00         | 7,535.00  | 1,778.29  |
| 80225779          | 012196           | ECONOMIC & PLANNING SYS.  | 22 00         | 80225780          | 012683           | EVANS WIECKOWSKI & WARD L | 22 00         | 1,045.00  | 7,252.21  |
| 80225781          | 012446           | MOBILE STORAGE GROUP INC. | 22 00         | 80225782          | 006425           | STATE BOARD OF EQUALIZATI | 22 00         | 147.34    | 128.11    |
| 80225783          | 001778           | THE DANIELSEN COMPANY     | 22 00         | 80225784          | 011727           | ED JONES FOOD SERVICE     | 22 00         | 4,910.80  | 5,226.75  |
| 80225785          | 009147           | NOR-CAL PRODUCE INC       | 22 00         | 80225786          | 012042           | SARA LEE                  | 22 00         | 834.62    | 633.76    |
| 80225787          | 011585           | STAFFORD MEAT COMPANY     | 22 00         | 80225788          | 010084           | SYSCO SACRAMENTO          | 22 00         | 264.00    | 3,873.92  |
| 80225789          | 011033           | UNITED PIZZA INC          | 22 00         | 80225790          | 011392           | ALERT SERVICES INC        | 22 00         | 1,420.49  | 225.23    |
| 80225791          | 000728           | BSN SPORTS                | 22 00         | 80225792          | 000805           | CCEA CA CONTINUATION      | 22 00         | 104.96    | 200.00    |
| 80225793          | 012212           | CIVIL WAR HISTORIAN       | 22 00         | 80225794          | 006172           | CMEA CONFERENCE           | 22 00         | 26.95     | 196.00    |
| 80225795          | 005443           | COSICO                    | 22 00         | 80225796          | 000414           | CREATIVE PUBLICATIONS     | 22 00         | 399.51    | 221.10    |
| 80225797          | 005298           | CYBERGUYS!                | 22 00         | 80225798          | 009919           | DELL                      | 22 00         | 60.76     | 2,032.48  |
| 80225799          | 009141           | EDUCATIONAL INNOVATIONS I | 22 00         | 80225800          | 000393           | FREY SCIENTIFIC           | 22 00         | 49.65     | 90.23     |
| 80225801          | 004443           | FRY'S ELECTRONICS         | 22 00         | 80225802          | 000841           | GOPHER SPORT              | 22 00         | 120.59    | 1,905.55  |
| 80225803          | 003281           | HOME DEPOT                | 22 00         | 80225804          | 022460           | HOUGHTON MIFFLIN COMPANY  | 22 00         | 782.80    | 1,177.52  |
| 80225805          | 008806           | INTERACT                  | 22 00         | 80225806          | 003354           | MENC MUSIC EDUCATORS NAT  | 22 00         | 69.66     | 121.00    |
| 80225807          | 024240           | NASCO MODESTO             | 22 00         | 80225808          | 002428           | OFFICE DEPOT              | 22 00         | 270.00    | 25.20     |
| 80225809          | 004683           | OFFICE DEPOT              | 22 00         | 80225810          | 028100           | PLACER COUNTY FARM SUPPLY | 22 00         | 1,104.09  | 119.65    |
| 80225811          | 006721           | PRENTICE HALL             | 22 00         | 80225812          | 009649           | RENAISSANCE LEARNING INC. | 22 00         | 48.55     | 873.86    |
| 80225813          | 020880           | RIEBES AUTO PARTS         | 22 00         | 80225814          | 010717           | SAFEMAY INC               | 22 00         | 77.37     | 29.29     |
| 80225815          | 000128           | SCHOLASTIC BOOK CLUBS     | 22 00         | 80225816          | 003884           | SCHOLASTIC MAGAZINES      | 22 00         | 64.42     | 86.11     |
| 80225817          | 001096           | SCHOLASTIC NEWS           | 22 00         | 80225818          | 000122           | SCHOOL SPECIALTY INC      | 22 00         | 86.11     | 15.02     |
| 80225819          | 006871           | SDE REGISTRATIONS         | 22 00         | 80225820          | 006185           | SIERRA HAY & FEED         | 22 00         | 199.00    | 64.92     |
| 80225821          | 001145           | SPORTIME                  | 22 00         | 80225822          | 007212           | STAPLES CREDIT PLAN       | 22 00         | 92.40     | 431.46    |

3.2.3

APY220 H.02.03

PLACER COUNTY OFFICE OF EDUCATION  
WARRANT REGISTER FOR WARRANTS DATED 01/17/2008  
SCHOOLS COMMERCIAL REVOLVING FUND

01/17/08 PAGE 2

| WARRANT<br>NUMBER | VENDOR<br>NUMBER | PAYEE NAME               | DIST<br>NO DD | WARRANT<br>NUMBER | VENDOR<br>NUMBER | PAYEE NAME         | DIST<br>NO DD | AMOUNT   |
|-------------------|------------------|--------------------------|---------------|-------------------|------------------|--------------------|---------------|----------|
| 80225823          | 039880           | WISHING WELL ENTERPRISES | 22 00         | 80225824          | 009440           | CDW GOVERNMENT INC | 22 00         | 1.900.06 |

TOTAL AMOUNT OF ALL WARRANTS \$223,566.97\*\*\*

3.2.4

PLACER COUNTY OFFICE OF EDUCATION  
WARRANT REGISTER FOR WARRANTS DATED 01/10/2008  
SCHOOLS COMMERCIAL REVOLVING FUND

| WARRANT<br>NUMBER | VENDOR<br>NUMBER | PAYEE NAME                | DIST<br>NO DD | AMOUNT    | WARRANT<br>NUMBER | VENDOR<br>NUMBER | PAYEE NAME                | DIST<br>NO DD | AMOUNT    |
|-------------------|------------------|---------------------------|---------------|-----------|-------------------|------------------|---------------------------|---------------|-----------|
| 80223939          | 012050           | ADVANCED TOOLWARE         | 22 00         | 750.00    | 80223940          | 003569           | AMERICAN MESSAGING        | 22 00         | 111.49    |
| 80223941          | 010233           | AMERICAN SPEECH-LANGUAGE- | 22 00         | 600.00    | 80223942          | 005845           | AUBURN PLACER DISPOSAL SE | 22 00         | 7,532.62  |
| 80223943          | 011763           | AUBURN PLACER DISPOSAL SE | 22 00         | 60.00     | 80223944          | 006718           | BUDGETEXT INC             | 22 00         | 1,825.40  |
| 80223945          | 000205           | BUS WEST - FRESNO         | 22 00         | 3,046.75  | 80223946          | 009601           | CA SPEECH-LANGUAGE-HEARIN | 22 00         | 330.00    |
| 80223947          | 006200           | CAPITOL CLUTCH AND BRAKE  | 22 00         | 1,440.54  | 80223948          | 007984           | CHEVRON                   | 22 00         | 378.19    |
| 80223949          | 008524           | CIT TECHNOLOGY FIN SERV.  | 22 00         | 713.58    | 80223950          | 006476           | DAVIS PUBLICATIONS INC    | 22 00         | 4,588.90  |
| 80223951          | 009919           | DELL                      | 22 00         | 1,547.28  | 80223952          | 003609           | DISCOUNT SCHOOL SUPPLY    | 22 00         | 601.30    |
| 80223953          | 011507           | ETS EDUCATIONAL TESTING S | 22 00         | 1,315.92  | 80223954          | 005905           | FAIRFIELD LANGUAGE        | 22 00         | 6.07      |
| 80223955          | 000391           | FEDEX                     | 22 00         | 139.52    | 80223956          | 011465           | FILTERFRESH               | 22 00         | 135.00    |
| 80223957          | 003096           | THE HAMPTON-BROWN COMPANY | 22 00         | 256.24    | 80223958          | 000396           | HOUGHTON WIFELIN COMPANY  | 22 00         | 2,245.18  |
| 80223959          | 012641           | ROBERTO IBARRA            | 22 00         | 18.18     | 80223960          | 010767           | JEANETTE MAC DONALD       | 22 00         | 350.00    |
| 80223961          | 012572           | MEDICAB OF SACRAMENTO/SIE | 22 00         | 960.00    | 80223962          | 023380           | VOIDED                    | 22 00         |           |
| 80223963          | 023380           | MISSION UNIFORM SERVICE I | 22 00         | 3,024.09  | 80223964          | 020840           | MOUNTAIN CLEAR WATER COMP | 22 00         | 197.50    |
| 80223965          | 010441           | NICK RAIL MUSIC           | 22 00         | 1,903.69  | 80223966          | 026460           | PACIFIC GAS & ELECTRIC CO | 22 00         | 7,340.42  |
| 80223967          | 012411           | PEARSON SCOTT FORSEMAN    | 22 00         | 608.38    | 80223968          | 004100           | PJ'S MAIL & PARCEL SERVIC | 22 00         | 23.03     |
| 80223969          | 006887           | PURCHASE POWER            | 22 00         | 85.12     | 80223970          | 011579           | QUALITY SOUND SYSTEMS     | 22 00         | 252.69    |
| 80223971          | 008069           | RAY MORGAN COMPANY INC    | 22 00         | 10,673.97 | 80223972          | 020880           | RIEBES AUTO PARTS         | 22 00         | 53.89     |
| 80223973          | 000122           | SCHOOL SPECIALTY INC      | 22 00         | 134.61    | 80223974          | 011909           | SCHOOL WISE PRESS         | 22 00         | 3,100.00  |
| 80223975          | 002891           | SIERRA OFFICE SUPPLIES &  | 22 00         | 61.56     | 80223976          | 001786           | SPURR                     | 22 00         | 6,989.54  |
| 80223977          | 010849           | THOMSON WEST              | 22 00         | 32.18     | 80223978          | 002536           | TUFF SHED INC             | 22 00         | 4,675.55  |
| 80223979          | 006354           | UPS - UNITED PARCEL SERV. | 22 00         | 37.02     | 80223980          | 002732           | PEGGY VAN LENGEN          | 22 00         | 61.85     |
| 80223981          | 012454           | WAVE BROADBAND            | 22 00         | 55.95     | 80223982          | 010816           | WAVE DIVISION HOLDINGS    | 22 00         | 3,922.00  |
| 80223983          | 012194           | WEST TEL SERVICES         | 22 00         | 49.50     | 80223984          | 040640           | ZEP MANUFACTURING COMPANY | 22 00         | 1,265.55  |
| 80223985          | 000564           | ZIEGELMANN'S REFRIGERATIO | 22 00         | 868.16    | 80223986          | 012593           | CAPITOL PUBLIC FINANCE GR | 22 00         | 9,825.50  |
| 80223987          | 005792           | NTD/STICHLER              | 22 00         | 290.00    | 80223988          | 011788           | RAYMAR INFORMATION SOLUTI | 22 00         | 20,538.50 |
| 80223989          | 011878           | STANLEY TAYLOR            | 22 00         | 560.00    | 80223990          | 012593           | CAPITOL PUBLIC FINANCE GR | 22 00         | 862.50    |
| 80223991          | 010175           | CDE                       | 22 00         | 13,000.00 | 80223992          | 011002           | U.S. BANK                 | 22 00         | 1,400.00  |
| 80223993          | 011561           | BANK OF AMERICA           | 22 00         | 385.00    | 80223994          | 009360           | VOIDED                    | 22 00         |           |
| 80223995          | 009360           | D&P CREAMERY              | 22 00         | 9,427.01  | 80223996          | 001778           | THE DANIELSEN COMPANY     | 22 00         | 2,430.75  |
| 80223997          | 008823           | ECONOMY RESTAURANT FIXTUR | 22 00         | 242.86    | 80223998          | 011727           | ED JONES FOOD SERVICE     | 22 00         | 152.69    |
| 80223999          | 006580           | JERICO INC                | 22 00         | 203.83    | 80224000          | 010454           | LOWE'S                    | 22 00         | 175.78    |
| 80224001          | 023380           | MISSION UNIFORM SERVICE I | 22 00         | 429.67    | 80224002          | 009147           | NOR-CAL PRODUCE INC       | 22 00         | 673.08    |
| 80224003          | 029400           | RAINBOW MARKET            | 22 00         | 5.20      | 80224004          | 012042           | SARA LEE                  | 22 00         | 633.96    |
| 80224005          | 011033           | UNITED PIZZA INC          | 22 00         | 1,498.00  | 80224006          | 000627           | A & A STEPPING STONE      | 22 00         | 101.89    |
| 80224007          | 004071           | AIRGAS                    | 22 00         | 6,100.38  | 80224008          | 004920           | BULEMAN - SACRAMENTO      | 22 00         | 25.55     |
| 80224009          | 000972           | CALLOWAY HOUSE INC        | 22 00         | 99.60     | 80224010          | 012598           | CAMBRIDGE                 | 22 00         | 29.96     |
| 80224011          | 012638           | CDE-CALIFORNIA DEPARTMENT | 22 00         | 30.00     | 80224012          | 009440           | CDW GOVERNMENT INC        | 22 00         | 1,059.27  |
| 80224013          | 012637           | CROWN AWARDS              | 22 00         | 22.66     | 80224014          | 012001           | CRUSADER FENCE CO. INC.   | 22 00         | 1,039.79  |
| 80224015          | 009919           | DELL                      | 22 00         | 235.93    | 80224016          | 008181           | HANDWRITING WITHOUT TEARS | 22 00         | 888.41    |
| 80224017          | 011391           | J.W. PEPPER               | 22 00         | 64.30     | 80224018          | 010976           | J.W. PEPPER & SON INC     | 22 00         | 653.00    |
| 80224019          | 000389           | LAKESHORE LEARNING MATERI | 22 00         | 299.46    | 80224020          | 012500           | LEARNING STORE            | 22 00         | 54.95     |
| 80224021          | 000156           | LIBRARY VIDEO COMPANY     | 22 00         | 399.13    | 80224022          | 024240           | NASCO MODESTO             | 22 00         | 477.00    |
| 80224023          | 007610           | NORTHERN TOOL & EQUIPMENT | 22 00         | 148.97    | 80224024          | 004683           | OFFICE DEPOT              | 22 00         | 768.36    |
| 80224025          | 012643           | ORGANIZE NOW              | 22 00         | 147.21    | 80224026          | 000068           | ORIENTAL TRADING COMPANY  | 22 00         | 63.30     |
| 80224027          | 027360           | PERMA-BOUND               | 22 00         | 57.33     | 80224028          | 028020           | PLACER COUNTY OFFICE OF E | 22 00         | 70.00     |
| 80224029          | 029400           | RAINBOW MARKET            | 22 00         | 11.47     | 80224030          | 011788           | RAYMAR INFORMATION SOLUTI | 22 00         | 143.67    |
| 80224031          | 010717           | SAFEWAY INC               | 22 00         | 164.42    | 80224032          | 011096           | SCANTRON                  | 22 00         | 167.28    |

3.2.5

APY220 H.02.03

PLACER COUNTY OFFICE OF EDUCATION

01/10/08

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WARRANT REGISTER FOR WARRANTS DATED 01/10/2008

SCHOOLS COMMERCIAL REVOLVING FUND

| WARRANT<br>NUMBER | VENDOR<br>NUMBER | PAYEE NAME               | WARRANT<br>NUMBER | VENDOR<br>NUMBER | PAYEE NAME                | DIST<br>NO DD | AMOUNT | DIST<br>NO DD | AMOUNT    |
|-------------------|------------------|--------------------------|-------------------|------------------|---------------------------|---------------|--------|---------------|-----------|
| 80224033          | 000122           | SCHOOL SPECIALTY INC     | 80224034          | 007413           | SHERIDAN SCHOOL           | 22 00         | 398.57 | 22 00         | 25.45     |
| 80224035          | 002891           | SIERRA OFFICE SUPPLIES & | 80224036          | 001145           | SPORTIME                  | 22 00         | 344.54 | 22 00         | 992.96    |
| 80224037          | 007212           | STAPLES CREDIT PLAN      | 80224038          | 000834           | TARGET BANK               | 22 00         | 269.18 | 22 00         | 246.66    |
| 80224039          | 005236           | TIME INC                 | 80224040          | 012625           | TORMACH                   | 22 00         | 29.95  | 22 00         | 17,031.30 |
| 80224041          | 011537           | TWELVE BRIDGES ELEM. PTC | 80224042          | 012651           | UNIQUE BACKYARD           | 22 00         | 155.51 | 22 00         | 214.50    |
| 80224043          | 011374           | WORLD BOOK INC.          | 80224044          | 003280           | CHILDCRAFT EDUCATION CORP | 22 00         | 952.38 | 22 00         | 501.69    |
| 80224045          | 010996           | MARIA AGUILAR            | 80224046          | 006806           | JEFF DARDIS               | 22 00         | 19.20  | 22 00         | 32.79     |
| 80224047          | 012604           | MARIA NAVARRETE          |                   |                  |                           | 22 00         | 13.58  |               |           |

TOTAL AMOUNT OF ALL WARRANTS \$172,353.79\*\*\*\*

3.2.6

APY220 H.02.03

## PLACER COUNTY OFFICE OF EDUCATION

01/15/08

PAGE 1

## WARRANT REGISTER FOR WARRANTS DATED 01/15/2008

## SCHOOLS COMMERCIAL REVOLVING FUND

| WARRANT<br>NUMBER | VENDOR<br>NUMBER | PAYEE NAME                | DIST<br>NO DD | WARRANT<br>NUMBER | VENDOR<br>NUMBER | PAYEE NAME                | DIST<br>NO DD | AMOUNT   |
|-------------------|------------------|---------------------------|---------------|-------------------|------------------|---------------------------|---------------|----------|
| 80225078          | 004071           | AIRGAS                    | 22 00         | 80225079          | 004046           | ATLAS PEN & PENCIL CORP.  | 22 00         | 87.72    |
| 80225080          | 002878           | BUREAU OF EDUCATION & RES | 22 00         | 80225081          | 012665           | CATE                      | 22 00         | 780.00   |
| 80225082          | 012657           | CLASSROOMS IN ACTION      | 22 00         | 80225083          | 005443           | COSTCO                    | 22 00         | 86.11    |
| 80225084          | 011881           | EDUCATIONAL RESOURCES     | 22 00         | 80225085          | 011186           | ENTERTAINMENT PUBLICATION | 22 00         | 2,079.60 |
| 80225086          | 013040           | FOLLETT LIBRARY RESOURCES | 22 00         | 80225087          | 005248           | G&S HARDWARE PURCHASING   | 22 00         | 535.71   |
| 80225088          | 011550           | HARCOURT ASSESSMENT INC.  | 22 00         | 80225089          | 010976           | J.W. PEPPER & SON INC     | 22 00         | 699.63   |
| 80225090          | 012447           | KEVIN KURTZ               | 22 00         | 80225091          | 024240           | NASCO MODESTO             | 22 00         | 436.34   |
| 80225092          | 004683           | OFFICE DEPOT              | 22 00         | 80225093          | 008185           | OPTIONS PUBLISHING        | 22 00         | 385.25   |
| 80225094          | 000137           | LINDA PEZANOSKI           | 22 00         | 80225095          | 007787           | PITNEY BOWES CREDIT CORP  | 22 00         | 270.00   |
| 80225096          | 028020           | PLACER COUNTY OFFICE OF E | 22 00         | 80225097          | 012160           | POSTMASTER                | 22 00         | 410.00   |
| 80225098          | 005757           | REALLY GOOD STUFF         | 22 00         | 80225099          | 009649           | RENAISSANCE LEARNING INC. | 22 00         | 85.13    |
| 80225100          | 002618           | RISO PRODUCTS OF SAC INC  | 22 00         | 80225101          | 000128           | SCHOLASTIC INC            | 22 00         | 34.90    |
| 80225102          | 007212           | STAPLES CREDIT PLAN       | 22 00         | 80225103          | 011435           | SUNBURST VISUAL MEDIA     | 22 00         | 306.75   |
| 80225104          | 000834           | TARGET BANK               | 22 00         | 80225105          | 011532           | TKO ELECTRONICS INC.      | 22 00         | 3,366.78 |
| 80225106          | 003015           | WEEKLY READER             | 22 00         | 80225107          | 008691           | WEST MUSIC                | 22 00         | 160.40   |
| 80225108          | 039880           | WISHING WELL ENTERPRISES  | 22 00         |                   |                  |                           |               |          |

TOTAL AMOUNT OF ALL WARRANTS \$24,256.42\*\*\*

3.2.7



**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 AREA:**

Classified Personnel Report

**AGENDA ITEM:**

Consent Agenda

**REQUESTED BY:**

Bob Noyes   
Assist. Superintendent, Personnel Services

**ENCLOSURES:**

**MEETING DATE:**

February 5, 2008

---

**BACKGROUND:**

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

**ADMINISTRATION RECOMMENDATION:**

Administration recommends ratification of the classified personnel report.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**

**PERSONNEL REPORT**

**February 5, 2008**

**CLASSIFIED**

**NEW HIRES**

- |    |                                  |                                |
|----|----------------------------------|--------------------------------|
| 1. | Name: Sara Carrasco              | Effective: 1/28/08             |
|    | Position: Campus/Café Supervisor | Site: Foskett Ranch Elementary |
|    | Salary: CSEA, Range 13, Step C   | Funding: General               |
|    | Hours: 2 Hours/Day               |                                |
|    | Days: 10 Months/Year             |                                |

**TRANSFER**

- |    |                                 |                                       |
|----|---------------------------------|---------------------------------------|
| 2. | Name: Robert Hedges             | Effective: 2/1/08                     |
|    | Position: Custodian/Groundsman  | Site: From: Creekside Oaks Elementary |
|    | Salary: CSEA, Range 22, Step A  | To: Twelve Bridges Elementary         |
|    | Hours: From 4 hrs. to 8 hrs/Day | Funding: General                      |
|    | Days: 12 Months/Year            |                                       |

**RESIGNATIONS**

- |    |                                   |
|----|-----------------------------------|
| 3. | Name: Jennifer Crowell            |
|    | Position: Campus/Café Supervisor  |
|    | Site: Lincoln Crossing Elementary |
|    | Hours: 1.5 Hours/Day              |
|    | Effective: 2/8/08                 |
| 4. | Name: Katherine Culverson         |
|    | Position: Food Service Assistant  |
|    | Site: Lincoln High School         |
|    | Hours: 5 Hours/Day                |
|    | Effective: 1/22/08                |
| 5. | Name: Deanna Harmon               |
|    | Position: Food Service Assistant  |
|    | Site: Lincoln High School         |
|    | Hours: 2 Hours/Day                |
|    | Effective: 12/21/07               |

**RETIREMENT**

- |    |                               |
|----|-------------------------------|
| 6. | Name: Maureen England         |
|    | Position: School Secretary II |
|    | Site: Lincoln High School     |
|    | Hours: 8 Hours/Day            |
|    | Effective: 6/30/08            |

**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 AREA:**

Certificated Personnel Report

**AGENDA ITEM:**

Consent Agenda

**REQUESTED BY:**

Bob Noyes   
Assist. Superintendent, Personnel Services

**ENCLOSURES:**

**MEETING DATE:**

February 5, 2008

---

**BACKGROUND:**

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

**ADMINISTRATION RECOMMENDATION:**

Administration recommends ratification of the certificated personnel report.

3.4

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**

**PERSONNEL REPORT**

**February 5, 2008**

**CERTIFICATED**

**RETIREMENT**

1. Jaylene Prychun, 3<sup>rd</sup> Grade Teacher, Carlin C. Coppin Elementary. Letter is attached.
2. Sheila Trimmer, 2<sup>nd</sup> Grade Teacher, Carlin C. Coppin Elementary. Letter is attached.

**REQUEST FOR MATERNITY/CHILD REARING LEAVE**

3. Monica Mars, 6<sup>th</sup> Grade Lang. Arts/Soc. Science Teacher, Glen Edwards Middle School. Letter is attached.
4. Lanina Spencer, 3<sup>rd</sup> Grade Teacher, Twelve Bridges Elementary. Letter is attached.

3.4.1

**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**

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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 AREA:**

Adoption of Resolution No. 07/08.11  
Establishing A Reduction of  
Classified Position Hours

**AGENDA ITEM:**

Consent Agenda

**REQUESTED BY:**

Bob Noyes   
Assist. Superintendent, Personnel Services

**ENCLOSURES:**

**MEETING DATE:**

February 5, 2008

---

**BACKGROUND:**

Due to lack of work and/or lack of funds certain services now being provided by the District must be reduced by the following extent:

One 6 hr. A.L.C. Supervisor position, held by Debbie Robles, at GEMS will be eliminated effective 7/1/08.

**ADMINISTRATION RECOMMENDATION:**

Administration recommends the Board of Trustees approval of the elimination of one 6 hr. A.L.C. Supervisor position.

3.5

## RESOLUTION

07/08.11

WHEREAS, due to lack of work and/or lack of funds, this Board hereby finds it is in the best interest of this school district, that as of July 1, 2008 certain services now being provided by the District be reduced by the following extent:

One 6 hr. A.L.C. Supervisor position, held by Debbie Robles, at GEMS will be eliminated

NOW, THEREFORE, BE IT RESOLVED that as of July 1, 2008, this classified position of the District is to be reduced to the extent set forth above.

NOW, THEREFORE, BE IT RESOLVED that the reduction approved by this Resolution will not be implemented until consultation with CSEA and its Western Placer Chapter #741 as provided for in Article IX of the collective bargaining agreement, is completed.

BE IT FURTHER RESOLVED that the District Superintendent be and hereby is authorized and directed to give notice of layoff/reduction of employment to one classified employee of the District pursuant to the District's rules and regulations and applicable provisions of the Education Code not later than 45 days prior to the effective date of layoff as set forth above.

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board on February 5, 2008, by the following vote:

AYES:

NOES:

ABSENT:

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

Governing Board of the Western Placer Unified School District

By \_\_\_\_\_  
Secretary of the Governing Board

3.5.1



**WESTERN  
PLACER  
UNIFIED  
SCHOOL  
DISTRICT**

810 "J" Street  
Lincoln, CA 95648

(916) 645-6350  
(916) 645-6356 FAX

Superintendent

Scott Leaman

Board of Trustees

Paul Carras  
Brian Haley  
Paul Long  
James McLeod  
Ana Stevenson

Asst. Superintendent,  
Business Services

Carrie Carlson

Asst.  
Superintendent,  
Educational  
Services

Mary Boyle

Asst. Superintendent,  
Personnel Services

Robert Noyes



January 18, 2008

Debbie Robles  
P.O. Box 667  
Lincoln, CA 95648

Dear Debbie:

This letter is sent to you as the official notification that your 6 hour A.L.C. Supervisor position at Glen Edwards Middle School will be eliminated effective 7/1/08 due to a change in the discipline policy and a lack of funding due to a budget reallocation.

The Western Placer Unified School District's Board of Trustees will review the reduction of your position and take action at the February 5, 2008 board meeting held at Lincoln High School. After the 45-day lay-off notice timeline is completed you will have the option to do one of the following:

1. To exercise bumping rights/reassignment (there are no other employees in that classification)
2. Accept the official lay-off notice due to lack of funds and be eligible for reemployment for a period of 39 months and be reemployed in preference to new applicants with less seniority within the same job classification. If you choose this option, you will retain your 6 hours within the school district if they become available.

If I can be of any assistance in this matter, please call me at 645-6350 or the WPCSEA President, Christine Hawley at 645-6370.

Sincerely,

Bob Noyes, Assist. Super., Personnel Services  
Western Placer Unified School District

Cc: Christine Hawley, President WPCSEA

"DISTRICT ON THE MOVE"

3.5.2

**GLEN EDWARDS  
MIDDLE SCHOOL**

204 "L" Street  
Lincoln, CA 95648

(916) 645-6370  
Fax (916) 645-6379

Principal  
Michael J. Doherty

Vice  
Principal  
Victoria S. Eutsey

**WESTERN  
PLACER  
UNIFIED  
SCHOOL  
DISTRICT**

810 "J" Street  
Lincoln, CA 95648

(916) 645-6350  
(916) 645-6356 FAX

Superintendent  
Scott Leaman

Assistant Superintendent,  
Curriculum and Instruction  
Scott Leaman

Assistant Superintendent,  
Business Services  
Carrie Carlson

## Memorandum

June 4, 2007

To: Mr. Bob Noyes

From: Michael Doherty

RE: ALC

As a result of the following factors: a change in our discipline policy, acknowledging the classroom as the least restrictive learning environment, and a lack of funding due to a budget reallocation; we have decided to terminate the use of the Alternative Learning Center for upcoming school year and the foreseeable future.

Our Team Learning approach throughout grade levels tends to handle most of the disciplinary problems before they escalate to referral status and our staff work to find solutions to their behavioral issues within the Team. However, the budgetary issue was the critical factor in our decision.

Thank you,

*Michael Doherty*  
Michael Doherty, Principal  
Glen Edwards Middle School

3.5.3





**WESTERN  
PLACER  
UNIFIED  
SCHOOL  
DISTRICT**

810 "J" Street  
Lincoln, CA 95648

(916) 645-6350  
(916) 645-6356 FAX

Superintendent

Scott Leaman

Board of Trustees

Paul Carras  
Brian Haley  
Paul Long  
James McLeod  
Ana Stevenson

Asst. Superintendent,  
Business Services

Carrie Carlson

Asst.  
Superintendent,  
Educational  
Services

Mary Boyle

Asst. Superintendent,  
Personnel Services

Robert Noyes



January 18, 2008

Christine Hawley, CSEA President  
2426 McCourtney Rd.  
Lincoln, CA 95648

Dear Christine:

As per the classified employee contract between the Western Placer Unified School District and the Western Placer Classified Employees' Association, I am hereby serving notice to you that the 6 hr. A.L.C. Supervisor position at GEMS, held by Debbie Robles, will be eliminated effective July 1, 2008 due to a change in discipline policy and a lack of funding due to a budget reallocation.

The Western Placer Unified School District will be presented a resolution for action regarding the reduction of position on February 5, 2008.

Please contact me to negotiate impact(s) and effect(s) of the action, if you feel it is necessary.

Respectfully,

Bob Noyes, Assist. Super., Personnel Services  
Western Placer Unified School District

Enc.

3.5.4

"DISTRICT ON THE MOVE"

**GLEN EDWARDS  
MIDDLE SCHOOL**

204 "L" Street  
Lincoln, CA 95648

(916) 645-6370  
Fax (916) 645-6379

**Principal**  
Michael J. Doherty

**Vice  
Principal**  
Victoria S. Eutsey

**WESTERN  
PLACER  
UNIFIED  
SCHOOL  
DISTRICT**

810 "J" Street  
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(916) 645-6350  
(916) 645-6356 FAX

**Superintendent**  
Scott Leaman

**Assistant Superintendent,  
Curriculum and Instruction**  
Scott Leaman

**Assistant Superintendent,  
Business Services**  
Carrie Carlson

## Memorandum

June 4, 2007

To: Mr. Bob Noyes

From: Michael Doherty

RE: ALC

As a result of the following factors: a change in our discipline policy, acknowledging the classroom as the least restrictive learning environment, and a lack of funding due to a budget reallocation; we have decided to terminate the use of the Alternative Learning Center for upcoming school year and the foreseeable future.

Our Team Learning approach throughout grade levels tends to handle most of the disciplinary problems before they escalate to referral status and our staff work to find solutions to their behavioral issues within the Team. However, the budgetary issue was the critical factor in our decision.

Thank you,

*Michael Doherty*  
Michael Doherty, Principal  
Glen Edwards Middle School

3.5.5

**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 AREA:**

Adoption of Resolution No. 07/08.12  
Establishing A Reduction of  
Classified Position Hours

**AGENDA ITEM:**

Consent Agenda

**REQUESTED BY:**

Bob Noyes   
Assist. Superintendent, Personnel Services

**ENCLOSURES:**

**MEETING DATE:**

February 5, 2008

---

**BACKGROUND:**

Due to lack of work and/or lack of funds certain services now being provided by the District must be reduced by the following extent:

One 4 hr. Custodian/Groundsman position, previously held by Robert Hedges, at COE will be eliminated effective 2/1/08.

**ADMINISTRATION RECOMMENDATION:**

Administration recommends the Board of Trustees approval of the elimination of one 4 hr. Custodian/Groundsman position.

3.6

**RESOLUTION**  
**07/08.12**

WHEREAS, due to lack of work and/or lack of funds, this Board hereby finds it is in the best interest of this school district, that as of February 1, 2008 certain services now being provided by the District be reduced by the following extent:

One 4 hr. Custodian/Groundsman position, previously held by Robert Hedges, at COE will be eliminated

NOW, THEREFORE, BE IT RESOLVED that as of February 1, 2008, this classified position of the District is to be reduced to the extent set forth above.

NOW, THEREFORE, BE IT RESOLVED that the reduction approved by this Resolution will not be implemented until consultation with CSEA and its Western Placer Chapter #741 as provided for in Article IX of the collective bargaining agreement, is completed.

BE IT FURTHER RESOLVED that the District Superintendent be and hereby is authorized and directed to give notice of layoff/reduction of employment to one classified employee of the District (position is vacant) pursuant to the District's rules and regulations and applicable provisions of the Education Code not later than 45 days prior to the effective date of layoff as set forth above.

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board on February 5, 2008, by the following vote:

AYES:

NOES:

ABSENT:

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

Governing Board of the Western Placer Unified School District

By \_\_\_\_\_  
Secretary of the Governing Board

3.6.1



**WESTERN  
PLACER  
UNIFIED  
SCHOOL  
DISTRICT**

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Lincoln, CA 95648

(916) 645-6350  
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Superintendent

Scott Leaman

Board of Trustees

Paul Carras  
Brian Haley  
Paul Long  
James McLeod  
Ana Stevenson

Asst. Superintendent,  
Business Services

Carrie Carlson

Asst.  
Superintendent,  
Educational  
Services

Mary Boyle

Asst. Superintendent,  
Personnel Services

Robert Noyes



January 25, 2008

Christine Hawley, CSEA President  
2426 McCourtney Rd.  
Lincoln, CA 95648

Dear Christine:

As per the classified employee contract between the Western Placer Unified School District and the Western Placer Classified Employees' Association, I am hereby serving notice to you that the 4 hr. vacated Custodian/Groundsman position at COE, previously held by Robert Hedges, will be eliminated effective February 1, 2008 due to budget cuts.

The Western Placer Unified School District will be presented a resolution for action regarding the elimination of the position on February 5, 2008.

Please contact me to negotiate impact(s) and effect(s) of the action, if you feel it is necessary.

Respectfully,

Bob Noyes, Assist. Super., Personnel Services  
Western Placer Unified School District


Enc.

3.6.2

**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT**

**810 J Street  
Lincoln, CA 95648  
(916) 645-5293  
FAX (916) 645-6348**

---

**TO:** Linda Pezanoski, COE   
**FROM:** Bob Noyes, Assist. Super., Personnel Services  
**DATE:** January 25, 2008  
**SUBJECT:** 4 hr. Custodian Position

**This is notification that the 4 hr. Custodian/Groundsman position at COE that was vacated by Robert Hedges transferring to TBE, will not be backfilled due to district budget cuts.**

**If you have any questions or concerns, please don't hesitate to call me at 645-6350.**

3.6.3

**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:**

ADA Credit for Sheridan Elementary

**AGENDA ITEM AREA:**

Consent Agenda

**REQUESTED BY:**

Terri Ryland, Interim Assistant Superintendent,  
Business Services

**ENCLOSURES:**

Yes

**MEETING DATE:**

February 5, 2008

---

**BACKGROUND:**

The California Department of Education allows schools to be held harmless for average daily attendance (ADA) reporting on days which schools are forced to close. On Monday, January 7, 2008, Sheridan Elementary School was closed because a severe storm knocked out power to the school. Submission of the attached Form J-13A will allow the District to receive normal apportionment credit for this day.

**ADMINISTRATION RECOMMENDATION:** Approve submission of Form J-13A and sign Affidavit of Governing Board Members.

3.7

**SCHOOL CLOSURE**

Nature of Emergency (describe):

*School had no power or heat due to a severe storm.*

Name of School(s):

(if request covers all schools, write "all schools")

*Sheridan Elementary School*

School Code(s):

*6031363*

We request that apportionments be maintained and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates):

*January 7, 2008*

because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (ADA) (per Section 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *Education Code* Section 46200, et seq.

If the school closure resulted from a power outage or impassable roads caused by inclement weather, state the number of school closure days for the same conditions in each of the last five years: *None*

*3.7.1*



## AFFIDAVIT OF GOVERNING BOARD MEMBERS

We, members constituting a majority of the governing board of the Western Placer Unified school district, hereby swear (or affirm) that the foregoing statements are true and are based on official district records.

Ana Stevenson

Printed Names

## Signatures

**At least a majority of the members of the governing board shall execute this affidavit.**

Subscribed and sworn (or affirmed) before me, this 5th day of February, 2 008.

Signature, Title \_\_\_\_\_

of Placer County, California

Contact/Individual responsible for preparing this form:

Name: Carrie Carlson Title: Director, Business Services

Phone: (916) 434-5095 Fax : (916) 645-5295 E-mail: [ccarlson@wpusd.k12.ca.us](mailto:ccarlson@wpusd.k12.ca.us)

# AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

Signature, County Superintendent of Schools \_\_\_\_\_

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

Subscribed and sworn (or affirmed) before me, this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

Signature, Title \_\_\_\_\_

of \_\_\_\_\_ County, California

Contact/Individual responsible for preparing this form:

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

Phone:\_\_\_\_\_ Fax : \_\_\_\_\_ E-mail: \_\_\_\_\_

37.2

**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.**

**AGENDA ITEM:**

Library Advisory Committee  
Appointment

**SUBJECT AREA:**

Agenda Consent

**REQUESTED BY:**

Cathy Allen  
Assistant Superintendent,  
Facilities & Maintenance Services

**ENCLOSURES:**

No

**MEETING DATE:**

February 5, 2008

---

**BACKGROUND:**

Cathy Allen served as one of the District's representatives on the Library Advisory Committee during the construction of the Twelve Bridges Library. Now that construction is complete it is logical to appoint a District representative to further represent the program side of the house. Peggy Turner, Assistant Librarian @ Twelve Bridges Elementary, has graciously volunteered to take Ms. Allen's place on the LAC.

**ADMINISTRATION RECOMMENDATION:**

Board approve the replacement of Cathy Allen with Peggy Turner to serve on the Library Advisory Committee effective immediately.

3.8

**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.

**AGENDA ITEM:**

Contract for Legal Services

**SUBJECT AREA:**

Consent

**REQUESTED BY:**

Scott Leaman, District Superintendent

**ENCLOSURES:**

Yes

**MEETING DATE:**

February 5, 2008

---

**BACKGROUND:**

David Girard is changing his law office's name to Law Offices of David Girard, a continuing contract is attached. The contract is identical to the one he had with the district previously.

**ADMINISTRATION RECOMMENDATION:**

Approval of the contract.

3.9

December 1, 2007



Western Placer Unified School District  
Scott Leaman, Superintendent  
810 J Street  
Lincoln, CA 95648

I am writing to let you know that effective January 1, 2008, my new law office name will be the Law Offices of David Girard. Phillip Trujillo and Allen Vinson will continue their law practice on a separate basis.

Effective January 1, 2008 contact information is as follows:

**Office:** Law Office of David Girard

Address: 4425-C Treat Blvd. #196 Concord, CA 94521  
Telephone: (925) 429-1533  
Fax: (925) 825-8466

**Personal:** David Girard

Address: 5784 Thompson Hill Rd. Placerville, CA 95667  
Telephone: (510) 816-4010  
Fax: (530) 642-1832

Since the firm is changing, a new legal services agreement is required which I have attached for your consideration. It is identical to the current Girard, Vinson & Trujillo, LLP agreement except for the fact the name is now David W. Girard to reflect the change.

Sincerely,

David W. Girard  
Attorney at Law

3.9.1

**AGREEMENT FOR THE PROVISION OF  
LEGAL SERVICES  
By  
DAVID W. GIRARD**

**THIS AGREEMENT** is made and entered into this 1<sup>st</sup> day of December 2007, by and between WESTERN PLACER UNIFIED SCHOOL DISTRICT, hereinafter called "CLIENT," and DAVID W. GIRARD hereinafter called "ATTORNEYS."

In consideration of the promises and the mutual agreements hereinafter contained, CLIENT and ATTORNEYS agree as follows:

ATTORNEYS agree to provide the following professional services upon request:

1. Represent and advise CLIENT on those aspects of law as directed by the CLIENT;
2. Prepare legal opinions regarding statutes, court decisions, legislation, and other legal issues;
3. Represent the CLIENT before the courts, and other legal and administrative agencies;
4. Assist CLIENT in legal matter relating to administration of the CLIENT;
5. Perform such other duties as may be assigned by CLIENT in meeting its obligations under the law; and
6. Other duties as assigned by CLIENT and acceptable to ATTORNEYS.

ATTORNEYS shall provide those legal services reasonably required to represent CLIENT in these matters. ATTORNEYS shall also take reasonable steps to keep the CLIENT informed of significant developments and respond to the CLIENT's inquiries.

CLIENT shall be truthful with ATTORNEYS, cooperate with ATTORNEYS, keep ATTORNEYS informed of developments, and perform the obligations it has agreed to perform under this Agreement.

This Agreement shall continue in effect thereafter at CLIENT's option, unless terminated in writing with at least 30 days advance notice.

39.2

CLIENT agrees to pay ATTORNEYS their hourly rate of Two Hundred Twenty-Five Dollars (\$225) for partners, Two Hundred Five Dollars (\$205) for associate, One Hundred Thirty Dollars (\$130) for paralegal/law clerk, and Seventy Five Dollars (\$75) for Administrative Assistant for legal services performed with no cap on the number of hours to be provided at this rate. CLIENT agrees that it will pay ATTORNEYS any increase in their hourly rates. CLIENT will be notified of increases in hourly rates 30 days in advance, either by letter or by a notation on the monthly bill from ATTORNEYS.

Agreements for legal fees other than the current hourly basis may be made by mutual written agreement for special projects.

CLIENT further agrees to reimburse ATTORNEYS for actual and necessary expenses and costs with respect to providing legal services including but not limited to costs of mileage, lodging and travel expenses (including travel time), serving pleadings, filing fees and other charges assessed by courts and other public agencies, arbitrator's fees, court reporters' fees, jury fees, witness fees, investigation expenses, overnight delivery costs, costs of computer research outside of standard databases, consultants' fees and expert witness fees. In addition, CLIENT agrees to pay fifty cents (50¢) per page for copying and a dollar and fifty cents (\$1.50) per page for facsimile transmissions. Fees and costs will be billed to the CLIENT as incurred by ATTORNEY on a monthly basis.

ATTORNEYS shall send CLIENT a statement for fees and costs incurred every calendar month. ATTORNEYS' statements shall: (1) clearly state the hourly rate; (2) the hours billed; and (3) provide a thorough description of the work performed. CLIENT shall pay ATTORNEYS' statements within 30 days of each statement's date.

It is expressly understood and agreed to by both parties that ATTORNEYS, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the CLIENT.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement for the provision of legal services.

\_\_\_\_\_  
Scott Leaman, Superintendent  
Western Placer Unified School District

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

  
\_\_\_\_\_  
DAVID W. GIRARD

Date: December 1, 2007

3.9.3

**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:**

Donation Approval

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Scott Leaman,  
Superintendent

**ENCLOSURES:**

Yes

**MEETING DATE:**

February 5, 2008

---

**BACKGROUND:**

The CEMEX-Patterson Sand and Gravel mine presented \$30,000.00 to Sheridan Elementary to use towards improvements to the Sheridan Elementary School.

**ADMINISTRATION RECOMMENDATION:**

Administration recommends approval of the funds.

January 29, 2008

**VIA HAND DELIVERY**

Scott Leaman, Superintendent  
Western Placer Unified School District  
810 J Street  
Lincoln, California 95648

**Re: CEMEX/Patterson Sand and Gravel Disbursement of Funds Pursuant to  
Development Agreement**

Dear Scott:

As you know, I represent CEMEX, Inc., owner of the CEMEX-Patterson Sand and Gravel mine near Sheridan. As part of the Development Agreement with Placer County, CEMEX agreed to fund portions of several County projects, including improvements to the Sheridan Elementary School.

Enclosed please find a check, the amount and details of which are set forth below, fulfilling CEMEX's obligations to the School District under the Development Agreement.

| <b><u>Amount</u></b> | <b><u>Check No.</u></b> | <b><u>Purpose As Outlined In The Development Agreement</u></b>     |
|----------------------|-------------------------|--|
| \$30,000             | 01741659                | Improvements to the Sheridan Elementary School. (D.A. Sec. 3.3.4.4 |

Please call with any questions.

Sincerely,

DOWNEY BRAND LLP

  
Patrick G. Mitchell

904658.1

3,10.1



Scott Leaman  
January 29, 2008  
Page 2

cc: Christa Darlington (Deputy County Counsel via hand delivery)  
Paul Thompson (Placer County Planning Department via hand delivery)

Western Placer Unified School District

**GIFT AND DONATION DOCUMENTATION**

Western Placer Unified School District appreciates contributions to its programs. To ensure that donations or gifts are used for the intended purpose, a Gift and Donation Documentation Form (available through the District Office/Business Office/school site Principal) must be completed. The purpose of this preliminary review procedure shall be to help determine the appropriateness of the gift or donation and to document the donor's intent. A copy of this form will be submitted to the Superintendent's Office for Board of Trustee information and/or approval.

**NAME/ADDRESS/TELEPHONE NUMBER OF DONOR:**

CEMEX / Patterson Sand & Gravel

**Gift or Donation:**

\$30,000 Check

**Donated to (School/Program):**

Sheridan Elementary School

**Intent of Gift or Donation:**

Improvements to Sheridan Elementary School

**Value of Gift or Donation (to be completed by the Donor):**

Cash or Check (circle one)

Dollar Amount \$ 30,000

Donated Item:

Estimated Dollar Value \$

Certification of Receipt by  
Site/Program Administrator:

Kris Knutson  
Typed Name

  
Signature

**FOR BUSINESS OFFICE USE ONLY**

Assistant Superintendent of Business & Support Services:

Signature

Revenue Code: \_\_\_\_\_

Review Comments:

Superintendent's Signature: \_\_\_\_\_

Board Agenda Date: \_\_\_\_\_

Board of Trustee Comments/Remarks: \_\_\_\_\_

WHITE - Donor YELLOW - School Office PINK - Business Office GOLDEN ROD - Superintendent's Office

3.10.3

# Sheridan Elementary School

4730 "H" Street - Sheridan, CA 95681

(530) 633-2591 -Fax-(530) 633-9565

Kris Knutson, Principal

*"Pursuit of Excellence"*

CEMEX

C/O Patrick G. Mitchell

555 Capitol Mall, 10<sup>th</sup> Floor

Sacramento, Ca 95814

January 30, 2008

Dear CEMEX:

On behalf of our school and community, I would like to thank you for donating \$30,000 toward Sheridan Elementary School. We are looking forward to funding many improvements to our school with this donation.

We greatly appreciate your generosity. I would also like to extend an invitation to visit Sheridan Elementary for a personal tour.

Once again we want to say "Thank You". We truly appreciate all that you and your predecessor have done for Sheridan Elementary School over the past years.

Sincerely,



Kris Knutson  
Principal

3.10.4

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

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**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.

**AGENDA ITEM:**

Intent to Negotiate

**SUBJECT AREA:**

Consent

**REQUESTED BY:**

Scott Leaman, District Superintendent

**ENCLOSURES:**

Yes

**MEETING DATE:**

February 5, 2008

---

**BACKGROUND:**

Western Placer Unified School District intends to open and negotiate article XIV with the Western Placer Teachers Association seeking possible modifications to benefits offered by the district.

**ADMINISTRATION RECOMMENDATION:**

Approval of the intent.

3.11

# Public Hearing

**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.

**AGENDA ITEM:**

Horizon Charter School Public Hearing

**SUBJECT AREA:**

Information/Discussion

**REQUESTED BY:**

Scott Leaman, District Superintendent

**ENCLOSURES:**

Yes

**MEETING DATE:**

February 5, 2008

---

**BACKGROUND:**

The BOARD OF TRUSTEES of the Western Placer Unified School District will hold a public hearing to consider the renewal of the Horizon Charter School for a period of five years.

**ADMINISTRATION RECOMMENDATION:**

Hold the hearing.

6.

# **PUBLIC NOTICE**

## **WESTERN PLACER UNIFIED SCHOOL DISTRICT**

The BOARD OF TRUSTEES of the Western Placer Unified School District will hold a public hearing to consider the renewal of the Horizon Charter School for a period of five years on the date and time below:

**February 5, 2008**

**7:00 p.m.**

**Scott Leaman, Superintendent  
Western Placer Unified School District  
810 J Street  
Lincoln, CA 95648**

**Publish Dates: January 30, 2008**

6.1

**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.

**AGENDA ITEM:**

Horizon Charter School

**SUBJECT AREA:**

Information/Discussion/Action

**REQUESTED BY:**

Scott Leaman, District Superintendent

**ENCLOSURES:**

Yes

**MEETING DATE:**

February 5, 2008

---

**BACKGROUND:**

Horizon Charter School is seeking a five year renewal based on their petition. After a public hearing, the board will consider renewal of the charter petition.

**ADMINISTRATION RECOMMENDATION:**

After public hearing and discussion, renewal of the charter.

7.1

**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**

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

**SUBJECT:**

Adopt Amended Declaration of Need for  
Fully Qualified Educators

**AGENDA ITEM AREA:**

Discussion/Action

**REQUESTED BY:**

Bob Noyes   
Asst. Supt. of Personnel Services

**ENCLOSURES:**

(5)

**MEETING DATE:**

February 5, 2008

---

**BACKGROUND:**

Submission of a Declaration of Need for Fully Qualified Educators by the employing agency shall be a prerequisite to the issuance of any emergency permit and/or limited assignment permit for that agency. The District continues to qualify its current certificated staff in the area of English Language Learners by supporting efforts to attain the Cross-cultural, Language and Academic Development (CLAD) certificate. There are an estimated 30 teachers that have or will have completed certification requirements by the end of the 2007-2008 school year. The original declaration must be amended so that any instructor teaching EL designated students can be issued an emergency permit while actively completing CLAD coursework and successfully passing the certificate examination.

**ADMINISTRATION RECOMMENDATION:**

Administration recommends adoption of the Amended Declaration of Need for Fully Qualified Educators.

7.2



State Of California  
Commission On Teacher Credentialing  
Certification, Assignment and Waivers Division  
Box 944270  
Sacramento, CA 94244-2700

Telephone:  
(916) 445-7254 or (888) 921-2682  
E-mail: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

☐ Original Declaration of Need for year: \_\_\_\_\_

☒ Revised Declaration of Need for year: 2007-2008

AMENDED

### FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Western Placer Unified School District District CDS Code: 66951

Name of County: Placer County CDS Code: 31

By submitting this annual declaration, the district is certifying the following:


- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 2/05/08 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2008.

Submitted by (Superintendent, Board Secretary, or Designee):

|  |   |  |
|--|---|--|
| <u>Robert Noyes</u><br>Name                                | <u></u><br>Signature | <u>Asst. Supt. Personnel Services</u><br>Title |
| <u>(916) 645-6356</u><br>Fax Number                        | <u>(916) 645-6350</u><br>Telephone Number   | <u>2-06-08</u><br>Date                         |
| <u>810 J. Street, Lincoln, CA 95648</u><br>Mailing Address |   |  |
| <u>b noyes@wpusd.k12.ca.us</u><br>E-Mail Address           |   |  |

### FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County N/A County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_\_/\_\_\_\_/\_\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, N/A.

► **Enclose a copy of the public announcement**

7.2.1

Submitted by Superintendent, Director, or Designee:

Robert Noyes

*Robert Noyes*

Asst. Supt. Personnel Services

Name  
(916) 645-6356

Signature  
(916) 645-6350

Title  
2-06-08

Fax Number  
810 J. Street, Lincoln, CA 95648

Telephone Number

Date

Mailing Address  
b noyes@wpusd.k12.ca.us

E-Mail Address

- This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

### AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

#### Type of Emergency Permit

#### Estimated Number Needed

CLAD (applicant already holds teaching credential)

30 (from original 8)

BCLAD (applicant already holds teaching credential)

2 (same)

List target language(s) for BCLAD:

Spanish

Resource Specialist

3 (same)

Teacher Librarian Services

1 (same)

Visiting Faculty Permit

0

### LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in multiple subject and single subject areas.

| TYPE OF LIMITED ASSIGNMENT PERMIT            | ESTIMATED NUMBER NEEDED |
|--|-------------------------|
| Multiple Subject 0                           | 0                       |
| Single Subject English, Science, Math (same) | 6 (2 each) same         |
| TOTAL 6                                      | 6                       |

### EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for more details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable teacher is not available to the school district, the district made a reasonable effort to recruit an individual for the assignment, in the following order:

- An individual who is scheduled to complete initial preparation requirements within six months
- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district

### EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

☐ Yes

☒ No

If no, explain. District is targeting fully credentialed teachers in all subject areas.

Does your agency participate in a Commission-approved college or university internship program?

☒ Yes

☐ No

If yes, how many interns do you expect to have this year? 4 (same)

If yes, list each college or university with which you participate in an internship program.

National University, Chapman University, Sacramento & Chico State Universities

and Project Pipeline.

If no, explain why you do not participate in an internship program.

N/A

**Emergency Regulations for Section 80026, Division VIII  
of Title 5 California Code of Regulations**

**§80026 Declaration of Need for Fully Qualified Educators**

Submission of a Declaration of Need for Fully Qualified Educators by the employing agency shall be a prerequisite to the issuance of any emergency permit and/or limited assignment permit for that agency. Charter schools as defined in Education Code Section 47600 shall be exempt from submitting a Declaration of Need for Fully Qualified Educators. The Declaration of Need for Fully Qualified Educators by an employing agency shall be valid for no more than twelve months, and shall expire on the June 30 following its submission to the Commission, unless the employing agency has an approved Plan to Develop Fully Qualified Educators which specifies a period of validity longer than twelve months. The Declaration of Need for Fully Qualified Educators shall be submitted to the Commission on a form to be provided by the Commission, and shall include all of the following information:

- (a) Estimated Need: This shall include the title(s) and number of each type of emergency permit and limited assignment permit which the employing agency estimates, based on previous year actual needs and projections of enrollment, it will need during the year covered by the Declaration. In addition, it shall include each subject to be listed on Emergency Single Subject and Limited Assignment Single Subject Teaching Permits and the target language on Emergency Multiple Subject or Single Subject Teaching Permits with a Bilingual, Crosscultural, Language and Academic Development (BCLAD) Emphasis or on Emergency BCLAD Permits. The Declaration of Need for Fully Qualified Educators shall be revised, when the number of emergency permits and limited assignment permits needed exceeds the estimate by ten percent, by the governing board or superintendent/administrator of the employing agency, as specified in subsection (e) below.
- (b) Efforts to Recruit Certified Personnel. This shall include a brief description of efforts that the employing agency has undertaken to locate and recruit individuals who hold the needed credentials, such as dated copies of written announcements of its vacancy or vacancies which were mailed to college or university placement centers.
- (c) Efforts to Establish Alternative Training Options. The Declaration shall:
  - (1) identify the names of institutions of higher education co-sponsoring internships or other certification programs with the employing agency or, if no such programs exist, briefly explain why;
  - (2) if the employing agency participates in pre-internship or internship programs, estimate the number which the employing agency reasonably expects to employ during the year covered by the Declaration; and

7.2.4

(3) indicate whether the employing agency has considered developing a "Plan to Develop Fully Qualified Educators" in cooperation with other education agencies in the region pursuant to Section 80026.4, or if not, briefly explain why.

(d) Stipulation of Insufficiency of Suitable Applicants. The employing agency shall certify that there is an insufficient number of certificated persons who meet the employing agency's specified employment criteria to fill necessary positions.

(e) Adoption of the Declaration. The Declaration of Need for Fully Qualified Educators shall be adopted by the governing board of a school district, or by the superintendent of a county office of education or by the administrator of a state school or nonpublic, nonsectarian school or agency.

(1) A Declaration of Need for Fully Qualified Educators by a school district shall be adopted by the governing board in a regularly-scheduled, public meeting of the board. The entire Declaration of Need for Fully Qualified Educators shall be included in the board agenda, and shall not be adopted by the board as part of a consent calendar.

(2) A superintendent of a county office or the administrator of a state school or nonpublic, nonsectarian school or agency shall publicly announce his or her intent to adopt a Declaration of Need for Fully Qualified Educators at least 72 hours prior to adopting the Statement. The adopted Statement shall be signed by the superintendent or administrator.

#### NOTE

Authority cited: Section 44225(q), Education Code. Reference: Sections 44225, subdivisions (d) and (g), and 44300, Education Code.

**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:**

Economic Impact Aid Guidelines

**AGENDA ITEM AREA:**

Action

**REQUESTED BY:**

Mary Boyle

**ENCLOSURES:**

Guidelines for Disbursement and  
Expenditure of Economic  
Impact Aid Funding

**MEETING DATE:**

February 5, 2008

---

**BACKGROUND:**

The McAteer Act (1976) encouraged the establishment of programs directed to identifying "those students affected by economic disadvantages, language and cultural...by <providing> special services, techniques, and activities to stimulate their interests in intellectual and educational attainment". Economic Impact Aid funding is a categorical funding source, allocated through the State of California, which is to be used to support "students in need" in California public schools, including English Learners, Economically Disadvantaged students, and Educationally Disadvantaged Youth. School districts are now required to adopt guidelines for disbursement and expenditures of these funds, following guidelines set forth by CDE.

**ADMINISTRATION RECOMMENDATION:**

Approve Guidelines for Disbursement and Expenditure of Economic Impact Aid Funding.



## **Western Placer Unified School District**

### **Guidelines for Disbursement and Expenditure Of Economic Impact Aid Funding**

#### **Operating Tenets:**

1. Economic Impact Aid (EIA) funding comes from the State of California and is intended to provide supplemental support to students who are at risk of academic difficulty.
2. EIA money may be used to support two categories of students: English Learners (EL) and State Compensatory Education (SCE) focused upon students who may be economically disadvantaged or educationally disadvantaged.
3. Current State recommendations require that all students qualifying for supplemental support using EIA funding be funded equally or funded based upon a formula devised by the Local Educational Agency.

#### **Guidelines for disbursement and expenditure of EIA funds:**

**Identification of target population:** The district uses EIA funding to provide supplemental services for English Learners (EL), Economically Disadvantaged (ED), and Educationally Disadvantaged Youth (EDY).

- English Learners (EL's) are students who, based upon Home Language Survey information and results of state sanctioned assessments, receive support to assist with their acquisition of English.
- Economically Disadvantaged (ED) students are those who receive free or reduced lunch and are so noted on Part II of the Consolidated Application.
- Educationally Disadvantaged Youth (EDY) include:
  - Students who score less than Proficient on the previous year's annual California Standards Test (CST) for English Language Arts in grades 2 – 11, thereby identifying students currently in grades 3 – 12.
  - Students who score below grade level on district assessments if those students are not administered the STAR test (students currently in grades K – 2). Cut points are generally 65% or less.
- The total of the English Learners (EL), Economically Disadvantaged (ED) and Educationally Disadvantaged Youth (EDY) at each school are considered the "Total Number of Students in Need" at each site.

7.3.1

### **Determination of Site Level Funding:**

1. Indirect costs, administration and evaluation costs, and EIA activities operated by the district in an amount equal to or less than the state sanctioned percentage is subtracted from the District allotment.
2. Remaining funds are distributed based upon each site's qualifying population.
3. In order to qualify for EIA funding, each site must meet one of the following state-determined criteria:
  - a. 25% or more of the students are of limited English proficiency (EL)
  - b. 25% or more of the students are from low-income families (ED)
  - c. 50% or more of the students are educationally disadvantaged youth (EDY)
  - d. The number or percent of all students in need (total of English Learner, Economically Disadvantaged, and Educationally Disadvantaged Youth) is at or above the district average.
4. A "Standard Per-Pupil EIA/LEP amount" is computed by dividing the EIA adjusted allocation by the number of EL students plus the number of EDY students in eligible schools. This per pupil amount is multiplied by the number of EL students at each eligible site. This is the site's EIA/LEP allocation.
5. If EIA funds remain after allocating the EIA/LEP funds to schools, the district will determine a per-pupil EIA/SCE amount that ensures programs of sufficient size, scope and quality to achieve program objectives in a way that the level of funding does not exceed the needs of the students. Remaining EIA funds will be allocated by multiplying the number of Educationally Disadvantaged Youth (EDY) at each eligible site by the "Standard Per-Pupil EIA/LEP amount".

**Allowable Expenditures:** EIA funds may only be used as supplemental funding.

1. Participant sites must ask the question: "Would this program or service be offered in this amount or to this degree without EIA support?" If the answer is "Yes", EIA money may NOT be used to fund the program or service. EIA funds may NOT be used to displace funding from another source.
2. EIA fund expenditures must be approved by the Site Based Leadership Team.

### **Resources and Questions:**

Assistant Superintendent of Educational Services  
Assistant Superintendent of Business  
Site Principals

7.32

**EIA (Economic Impact Aid)**  
**Resource Code 7091**

| SITE     | CBED | Grade Span | # EL Student | % EL Stu | # Low Income Student | % Low Income Student | # of EDY Student (<PRO/ ADV ELA) | % EDY Student | Total Students in Need | % Students in Need | Eligible EIA/SCE School | EAI/SCE School Rank (Based on % Stu in Need) | # EL + # EDY Students in Elig Schools |
|----------|------|------------|--------------|----------|----------------------|----------------------|----------------------------------|---------------|------------------------|--------------------|-------------------------|--|---------------------------------------|
| FSS      | 435  | K - 5      | 265          | 0.61     | 300                  | 0.69                 | 296                              | 0.68          | 861                    | 1.98               | Y                       | 1  | 561                                   |
| PHS      | 92   | 10 - 12    | 10           | 0.11     | 43                   | 0.47                 | 92                               | 1.00          | 145                    | 1.58               | Y                       | 2  | 102                                   |
| GEMS     | 695  | 6 - 8      | 68           | 0.10     | 282                  | 0.41                 | 382                              | 0.55          | 732                    | 1.05               | Y                       | 5  | 450                                   |
| Sheridan | 79   | K - 5      | 10           | 0.13     | 31                   | 0.39                 | 52                               | 0.66          | 93                     | 1.18               | Y                       | 3  | 62                                    |
| COES     | 600  | K - 5      | 63           | 0.11     | 248                  | 0.41                 | 324                              | 0.54          | 635                    | 1.06               | Y                       | 4  | 387                                   |
| CCC      | 403  | K - 5      | 34           | 0.08     | 141                  | 0.35                 | 185                              | 0.46          | 360                    | 0.89               | Y                       | 6  | 219                                   |
| LHS      | 1430 | 9 - 12     | 78           | 0.05     | 396                  | 0.28                 | 572                              | 0.40          | 1046                   | 0.73               | Y                       | 7  | 650                                   |
| TBMS     | 742  | 6 - 8      | 45           | 0.06     | 182                  | 0.25                 | 282                              | 0.38          | 509                    | 0.69               | Y                       | 8  | 327                                   |
| FRES     | 445  | K - 5      | 20           | 0.04     | 71                   | 0.16                 | 187                              | 0.42          | 278                    | 0.62               | N                       | N/A  |                                       |
| TBES     | 654  | K - 5      | 39           | 0.06     | 43                   | 0.07                 | 242                              | 0.37          | 324                    | 0.50               | N                       | N/A  |                                       |
| LCES     | 555  | K - 5      | 42           | 0.08     | 97                   | 0.17                 | 244                              | 0.44          | 383                    | 0.69               | N                       | N/A  |                                       |
| TOTAL    | 6130 |            | 674          | 0.11     | 1834                 | 0.30                 | 2859                             | 0.47          | 5367                   | 0.88               |                         |  | 2759                                  |

Allocation Per Pupil in Eligible Schools:

Total EIA Adjusted Allocation (per Con App)

\$565,368.00

Total EL plus EDY Students in Eligible Schools

2759

Total EIA Allocation Per Student

\$204.95

7.3.3

# CATEGORICAL PROGRAMS UPDATE

November 2007

## Part I: Background

The McAteer Act (1976) encouraged the establishment of programs directed to identifying those students affected by economic disadvantages, language and cultural...by [providing] special services, techniques, and activities to stimulate their interests in intellectual and educational attainment.<sup>1</sup>

## Comparison of Funding, Use, and Target Populations

| PURPOSE                | LEA  | School: EIA/LEP  | School: EIA/SCE   |
|------------------------|--|--|---|
|                        | EIA is a state categorical program for kindergarten through grade twelve to support: <ul style="list-style-type: none"> <li>(1) additional programs and services for English learners (LEP) and,</li> <li>(2) State Compensatory Education (SCE) services for educationally disadvantaged students as determined by the LEA.</li> </ul>  | <ul style="list-style-type: none"> <li>To support programs and activities to assist English learners achieve proficiency in the English language as rapidly as practicable and to support programs and activities to improve the academic achievement of English learners.<sup>2</sup></li> </ul>              | <ul style="list-style-type: none"> <li>A school shall use EIA/SCE funds to support programs and activities designed to assist educationally disadvantaged students achieve state standard proficiency.</li> </ul>   |
| ELIGIBILITY            | EIA funding is open to all public school districts that request participation using Part I of the annual Consolidated Application for funds. <sup>3</sup>  | <ul style="list-style-type: none"> <li>EIA/LEP funds cannot be allocated to sites that do not have English learners.</li> </ul>  | <ul style="list-style-type: none"> <li>English learners and educationally disadvantaged pupils.</li> <li>School eligibility is determined by district-wide criteria for Title I and SCE.</li> </ul>   |
| FUNDING PRINCIPLES     | <ul style="list-style-type: none"> <li>Maintenance of effort – Districts maintaining programs under this chapter shall assure that the sum of local and state apportionment resources utilized in programs for participating students have not been reduced.<sup>4</sup></li> <li>School districts are required to develop an “intra-district” allocation plan for distribution of impact aid to schools...<sup>5</sup></li> </ul> | <ul style="list-style-type: none"> <li>Nothing contained in Section 52168 of the CA ED Code shall be interpreted to authorize school districts to reduce per pupil expenditures from local, state, or federal sources for the education of pupils of limited English proficiency.<sup>6</sup></li> </ul>       | <ul style="list-style-type: none"> <li>Funding should be directed to schools with large concentrations of educationally disadvantaged children; if the disadvantage children involves children who speak English as a second language, any programs should include early English language instruction, &amp; the use of teachers, teachers’ aides, or volunteers who are proficient in the child’s primary language...<sup>7</sup></li> </ul> |
| ALLOWABLE EXPENDITURES | <ul style="list-style-type: none"> <li>Funds received by school districts for EIA shall <u>supplement</u>, not <u>supplant</u>, existing resources at the school site.<sup>8</sup></li> <li>85 percent of the EIA apportionment to school sites must be used to provide direct services to pupils.<sup>9</sup></li> </ul>  | <ul style="list-style-type: none"> <li>Supplemental teaching materials</li> <li>Paraprofessionals</li> <li>Supplemental EL in-service training for teachers and paraprofessionals</li> <li>Parent involvement</li> <li>Resource teachers</li> <li>Other “reasonable” district expenses<sup>10</sup></li> </ul> | <ul style="list-style-type: none"> <li>Reduction of ratios of pupils to teachers...</li> <li>Special efforts in reading instruction...</li> <li>Preschool programs...</li> <li>After-school tutoring programs</li> <li>Remedial and corrective programs...<sup>11</sup> See EC 54422/23 for full description.</li> </ul>  |

<sup>1</sup> California Education Code, Section 54401

<sup>2</sup> California Education Code, Section 54025 (b)

<sup>3</sup> EIA Profile

<sup>4</sup> Title 5, Div. 1, Chapter 5, Subchapter 1, Section 3900 and 3940

<sup>5</sup> California Education Code, Section 54004.5

<sup>6</sup> California Education Code, Section 52168, (c)

<sup>7</sup> California Education Code, Section 54421

<sup>8</sup> AB 1802, 2006, Section 54025 (c)

<sup>9</sup> California Education Code, Section, 63001

<sup>10</sup> California Education Code, Section 52168, (b)(1-6)

<sup>11</sup> California Education Code, Sections 54422 and 54423

7.3.4

June 11, 2007

Forms and Instructions for Completing the  
Intra-District Allocation Plan for Economic Impact Aid (EIA) For  
Limited English Proficient (LEP) and State Compensatory Education (SCE) Programs

## BACKGROUND

Each district applying for EIA funding is required to adopt an intra-district allocation policy to determine school allocations for LEP and SCE programs reported in the Consolidated Application, Part II.<sup>1</sup> This form is provided for the **voluntary use** of school districts by the School and District Accountability Division of the California Department of Education. Districts that correctly use this form will be deemed to have met the requirements for an intra-district allocation plan under *Education Code Section 54004.5* and the *California Code of Regulations, Title 5, Sections 4320 and 4400*.

The State Board of Education may waive any statutory provision or regulation regarding the use of EIA funds, provided that the funds are used in the same schools, or schools with similar needs, and the district demonstrates a reasonable case that the waiver will improve student services in those schools.<sup>2</sup>

## Instructions for EIA/SCE Eligibility and Rank of Public Schools (Form on page 5)

*Note: A version of these forms is being developed in Microsoft Office Excel, and will be made available soon. Many of the calculations required by the forms on pages 5 and 6 will be auto-generated by the Excel spreadsheet.*

### SCE Ranking Choices: Indicate the methods to be used in determining eligibility and rank of schools for EIA/SCE.<sup>3</sup>

Column A: List each district K-12 school, with the exception of charter schools (charter schools are not eligible for EIA funding).

Column B: Enter the grade span of each school.

Column C: Enter the number of students enrolled at each school. Districts may use enrollment data from the Consolidated Application, Part I, from CBEDS, or from a more current source.

<sup>1</sup> *Education Code Section 54004.1(a)*

<sup>2</sup> *Education Code Section 54024*

<sup>3</sup> For a description of ranking and allocation models, see 5CCR 4421, Allocation Models

Column D: Enter the number of students of limited-English proficiency (LEP) at each school as reported in the most recent *Language Census Report (R-30)*<sup>4</sup>.

Column E: Compute and enter the percentage of LEP students at each school (Column D divided by column C).

Column F: Enter number of students from low-income families, as defined by district policy for NCLB, Title I programs.<sup>5</sup>

Column G: Compute and enter the percentage of students from low-income families at each school (Column F divided by column C).

Column H: Enter the number of educationally disadvantaged students<sup>6</sup> (EDY) at each school. The term "educationally disadvantaged" includes students who:

- are not proficient in English
- speak a primary language other than English, are proficient in the English language, but are not meeting state academic standards
- scored below proficient on the most recent STAR Test
- scored below the fiftieth percentile on a nationally normed test
- are performing below the level appropriate for their age, based upon objective, empirical evidence in the English language, such as criterion-referenced tests, diagnostic tests, and development scales (such as used to assess students in kindergarten and first grade for program placement the following year)
- are academically disadvantaged by other factors used by the district to measure educational needs.

Column I: Compute and enter the percentage of EDY students at each school (Column H divided by column C).

Column J: Compute and enter the total number of students in need at all schools (Column D plus F plus H). Alternatively, the district may enter an unduplicated count of students in need at each school.

Column K: Compute and enter the percentage of students in need at each school (Column J divided by Column C).

Column L: Enter "Y" for each school eligible for EIA/SCE funds, and "N" for each school not eligible. A school is eligible if it meets any one of the following criteria:

- 25% or more of the students are of limited English proficiency (Column E)
- 25% or more of the students are from low-income families (Column G)

<sup>4</sup> 5CCR 4412(a)

<sup>5</sup> Education Code Section 54026

<sup>6</sup> 5CCR 4414

- 50% or more of the students are educationally disadvantaged youth (Column I)
- The number or percent of all students in need (column J or K) is at or above the district average<sup>7</sup>

Column M: Rank each eligible school (Schools marked "Y" in Column L) from highest to lowest:

- For Title I ranking, use the percent of students from low income families from Column G.
- For state SCE ranking, use the number or percent of students in need of assistance from Column J or K.

## Instructions for District Allocation of EIA Funds to Schools (Form on page 6)

**EIA Adjusted Allocation:** Enter the district EIA Adjusted Allocation from the Consolidated Application, Part II. The adjusted allocation is the amount remaining after the following reservations are subtracted from the total district EIA entitlement:

- indirect costs (limited to 3%)
- direct costs of administration and evaluation (limited to 10%)
- EIA security

**Standard per-pupil EIA/LEP amount:** Compute a standard per-pupil EIA/LEP amount by dividing the EIA adjusted allocation by the number of LEP students (from page 5, column D) plus the number of EDY students (from page 5, column H) who attend schools eligible for SCE (shown as "Y" on page 5, column L).

**Request for approval of a greater or lesser per-pupil EIA/LEP amount:** The California Department of Education recognizes the existence of factors that increase the cost of programs and activities designed to assist English learners achieve proficiency in the English language as rapidly as practicable. Districts may, with the approval of CDE, increase the EIA/LEP per pupil amount above the computed standard per pupil level of funding for any of the following reasons<sup>8</sup>:

- Anticipated increases in the number of English learners not counted in the Language Census (i.e. migratory students)
- English learners not making AYP
- English learners enrolled in schools not making API growth targets
- English learners with attendance-related problems
- Other factors that increase the cost of such programs and activities.

<sup>7</sup> 5CCR 4410(c)

<sup>8</sup> 5CCR 4320(e)

7.3.7

Please address requests for approval to:  
Director, School and District Accountability Division  
California Department of Education  
1430 "N" Street, Suite 6208  
Sacramento, CA 95814

Column A: List each district K-12 school with the exception of charter schools (charter schools are not eligible for EIA funding).

Column B: Enter the number of students of limited-English proficiency (LEP) at each school as reported on page 5, column D.

Column C: Enter the number of educationally disadvantaged students<sup>9</sup> (EDY) at each school as reported on page 5, column H.

Column D: Compute and enter the EIA/LEP school allocation for each school by either of the following methods:

- Multiply the number of LEP students at each school (column B) by the standard EIA/LEP per-pupil amount, or
- Multiply the number of LEP students at each school (column B) by the greater or lesser per-pupil EIA/LEP amount requested by the district and approved by CDE.

**District determined per-pupil EIA/SCE amount:** If EIA funds remain after allocating EIA/LEP funds to schools, determine a per-pupil EIA/SCE amount that meets the following criteria:

- The level of funding ensures a program of sufficient size, scope and quality to achieve program objectives
- The level of funding does not exceed the needs of the students<sup>10</sup>

Column E: Compute and enter the EIA/SCE school allocation for eligible schools: In the rank order shown on page 5, column M, multiply the number of EDY students (page 6, column C) by the EIA/SCE per-pupil amount. The final school to be funded may receive a smaller per-pupil allocation than computed for other funded schools.

<sup>9</sup> 5CCR 4414

<sup>10</sup> 5CCR 4416



**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:**

Enrollment Projections

**AGENDA ITEM AREA:**

Information

**REQUESTED BY:**

Terri Ryland  
Interim Assistant Superintendent, Business

**ENCLOSURES:**

Enrollment Projections

**MEETING DATE:**

February 5, 2008

---

**BACKGROUND:**

Ron Feist, of Feist Education Consulting Services, was contracted by the District to provide enrollment projections for budget and facilities planning purposes. While these are still preliminary, they will be used for initial budget planning purposes. The facilities and business department will meet in the spring to reevaluate then current growth patterns in the District to more accurately fine tune the projections.

**ADMINISTRATION RECOMMENDATION:**

Recommend the Board accept the enrollment projections for planning purposes.

## Enrollment Projections for the Next Six Years

## October CBEDS Projected Enrollment

| GRADE                      | 2007        | 2008         | 2009         | 2010         | 2011         | 2012         | 2013         |
|----------------------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|
| K                          | 579         | 580          | 581          | 587          | 595          | 609          | 638          |
| 1                          | 525         | 584          | 582          | 588          | 596          | 610          | 640          |
| 2                          | 550         | 529          | 586          | 588          | 595          | 609          | 639          |
| 3                          | 547         | 555          | 531          | 592          | 596          | 610          | 638          |
| 4                          | 502         | 552          | 557          | 536          | 601          | 608          | 637          |
| 5                          | 468         | 507          | 554          | 563          | 544          | 616          | 635          |
| 6                          | 495         | 470          | 509          | 560          | 571          | 557          | 643          |
| 7                          | 479         | 497          | 471          | 512          | 568          | 585          | 578          |
| 8                          | 463         | 481          | 498          | 474          | 520          | 579          | 607          |
| 9                          | 410         | 464          | 482          | 500          | 478          | 530          | 601          |
| 10                         | 392         | 411          | 465          | 483          | 506          | 482          | 541          |
| 11                         | 384         | 392          | 412          | 466          | 485          | 508          | 487          |
| 12                         | 336         | 366          | 375          | 392          | 446          | 465          | 493          |
| NPA                        | 3           | 3            | 3            |              |              |              |              |
| <b>TOTALS</b>              | <b>6133</b> | <b>6391</b>  | <b>6606</b>  | <b>6841</b>  | <b>7101</b>  | <b>7368</b>  | <b>7777</b>  |
| <b>Student Increases</b>   |             | <b>258</b>   | <b>215</b>   | <b>235</b>   | <b>260</b>   | <b>267</b>   | <b>409</b>   |
| <b>Percentage Increase</b> |             | <b>4.21%</b> | <b>3.36%</b> | <b>3.56%</b> | <b>3.80%</b> | <b>3.76%</b> | <b>5.55%</b> |

**Please Note:**

The student projections are based on a very slow housing market in both 2007-2008 & 2008-2009 school years. Starting in the 2009-2010 school year the projection is the housing market will start seeing a gradual recovery and should continue into 2011 and beyond. Starting in 2011-2012 the new City of Lincoln General Plan will start becoming a factor as one or more of the Villages starts to build houses. It is projected that the new Villages in 2013 and beyond will start making some impacts on the WPUSD.

If the economy and the housing market are different than being projected in this study the student numbers will change. It is important that annually new projections are made based on the latest information.

Projections Determined By  
 Ronald L. Feist, Ed.D  
 Feist Education Consulting Services  
 15-Dec-07

7.4.1

# WESTERN PLACER UNIFIED SCHOOL DISTRICT

## Projected Enrollment by Schools for Fall of 2008

|            | Coppin | Creekside | First Street | Foskett | Lincoln X | Sheridan | TBES | GEMS | TBMS | Lincoln HS | Phoenix | Proj | CBEDS |        |
|------------|--------|-----------|--------------|---------|-----------|----------|------|------|------|------------|---------|------|-------|--------|
| Grade      | 2008   | 2008      | 2008         | 2008    | 2008      | 2008     | 2008 | 2008 | 2008 | 2008       | 2008    | 2008 | 2007  | Change |
| K          | 70     | 105       | 73           | 83      | 113       | 14       | 122  |      |      |            |         | 580  | 579   | 1      |
| 1          | 70     | 110       | 74           | 82      | 111       | 15       | 122  |      |      |            |         | 584  | 525   | 59     |
| 2          | 57     | 99        | 60           | 78      | 103       | 15       | 117  |      |      |            |         | 529  | 550   | (21)   |
| 3          | 65     | 98        | 72           | 84      | 101       | 15       | 120  |      |      |            |         | 555  | 547   | 8      |
| 4          | 78     | 101       | 79           | 80      | 102       | 11       | 101  |      |      |            |         | 552  | 502   | 50     |
| 5          | 53     | 99        | 77           | 70      | 79        | 14       | 115  |      |      |            |         | 507  | 468   | 39     |
| 6          |        |           |              |         |           |          |      | 220  | 250  |            |         | 470  | 495   | (25)   |
| 7          |        |           |              |         |           |          |      | 224  | 273  |            |         | 497  | 479   | 18     |
| 8          |        |           |              |         |           |          |      | 236  | 245  |            |         | 481  | 463   | 18     |
| 9          |        |           |              |         |           |          |      |      |      | 464        |         | 464  | 410   | 54     |
| 10         |        |           |              |         |           |          |      |      |      | 398        | 13      | 411  | 392   | 19     |
| 11         |        |           |              |         |           |          |      |      |      | 362        | 30      | 392  | 384   | 8      |
| 12         |        |           |              |         |           |          |      |      |      | 314        | 52      | 366  | 336   | 30     |
| NPS        |        |           |              |         |           |          |      |      |      |            |         | 3    | 3     | 0      |
| Totals     | 393    | 612       | 435          | 477     | 609       | 84       | 697  | 680  | 768  | 1538       | 95      | 6391 |       |        |
| 2007 CBEDS | 403    | 600       | 435          | 445     | 555       | 79       | 654  | 695  | 742  | 1430       | 92      | 6130 | 6133  | 258    |
| Change     | (10)   | 12        | 0            | 32      | 54        | 5        | 43   | (15) | 26   | 108        | 3       | 261  |       |        |

Projections Determined 1/21/2008  
 Ronald L. Feist, Ed.D.  
 Feist Education Consulting Services

7.4.2

# Western Placer Unified School District

Chart I

## Historical CBEDS Enrollments

| Year | CBEDS Enrollment | Student Growth | Percentage of Change | K-5gr       | Students 6-8gr | 9-12gr     |
|------|------------------|----------------|----------------------|-------------|----------------|------------|
| 1994 | 2827             |                |                      | 1352        | 682            | 793        |
| 1995 | 2822             | -5             | -0.10%               | 1336        | 678            | 808        |
| 1996 | 2846             | 24             | 0.80%                | 1334        | 678            | 834        |
| 1997 | 2949             | 103            | 3.60%                | 1392        | 662            | 895        |
| 1998 | 3065             | 116            | 3.90%                | 1399        | 708            | 958        |
| 1999 | 3270             | 205            | 6.70%                | 1553        | 773            | 944        |
| 2000 | 3261             | -9             | -0.20%               | 1540        | 771            | 950        |
| 2001 | 3614             | 353            | 10.80%               | 1758        | 836            | 1020       |
| 2002 | 3817             | 203            | 5.60%                | 1831        | 942            | 1044       |
| 2003 | 4020             | 203            | 5.30%                | 1936        | 977            | 1107       |
| 2004 | 4369             | 349            | 8.70%                | 2231        | 950            | 1188       |
| 2005 | 4927             | 558            | 12.80%               | 2594        | 1034           | 1299       |
| 2006 | 5531             | 604            | 12.20%               | 2857        | 1280           | 1394       |
| 2007 | 6133             | 602            | 10.90%               | 3172        | 1438           | 1523       |
|      |                  | Average        | Average              | 13yr Growth | 13yr Growth    | 12yrGrowth |
|      |                  | 254            | 6.23%                | 134.62%     | 110.85%        | 92.06%     |
|      |                  | Yearly Average |                      | 9.62%       | 7.92%          | 6.57%      |

### Please Note:

The growth of the students in the WPUSD has not been equal at all grade levels. Tracking the students show the K-5 grades are growing at a faster rate than the middle school or high school age students. The Lincoln Community is attracting families who have younger children. This trend of more elementary than secondary students is more prevalent the last five years.

The District needs to be aware these younger children will grow eventually into middle and high school students and cause an impact on these facilities.

In the 2007-2008 school year the 6133 students (October 2007) are being educated in seven elementary schools, two middle schools, one comprehensive high school and one continuation high school.

|                      |             |
|----------------------|-------------|
| Carlin Coopin K-5    | 403         |
| Creekside K-5        | 600         |
| First Street K-5     | 435         |
| Foskett Ranch K-5    | 445         |
| Lincoln Crossing K-5 | 555         |
| Sheridan K-5         | 79          |
| Twelve Bridges K-5   | 654         |
| Glen Edwards 6-8     | 695         |
| Twelve Bridges 6-8   | 742         |
| Lincoln High 9-12    | 1430        |
| Phoenix High 10-12   | 92          |
| Non Public Schools   | 3           |
| <b>Total</b>         | <b>6133</b> |

7.4.3

# WESTERN PLACER UNIFIED SCHOOL DISTRICT

Chart II

## Dwelling Units Built in the Last Fourteen Years

| Permits Pulled  | Single Family | Duplex Units | Apartment Units | Mobile Homes | Dwelling Totals | Student Enrollment | Student % Change |
|---|---------------|--------------|-----------------|--------------|-----------------|--------------------|------------------|
| 1994-1995   | 84            | 0            | 0               | 1            | 85              | 2827               |                  |
| 1995-1996   | 57            | 0            | 85              | 6            | 148             | 2822               | -0.17%           |
| 1996-1997   | 93            | 0            | 0               | 4            | 97              | 2846               | 0.80%            |
| 1997-1998   | 156           | 0            | 123             | 1            | 280             | 2949               | 3.60%            |
| 1998-1999   | 165           | 0            | 120             | 2            | 287             | 3065               | 3.90%            |
| 1999-2000   | 472           | 0            | 0               | 0            | 472             | 3270               | 6.70%            |
| 2000-2001   | 674           | 0            | 0               | 0            | 674             | 3261               | -0.20%           |
| 2001-2002   | 377           | 0            | 0               | 0            | 377             | 3614               | 10.80%           |
| 2002-2003   | 726           | 0            | 0               | 0            | 726             | 3817               | 5.60%            |
| 2003-2004   | 586           | 0            | 0               | 0            | 586             | 4020               | 5.30%            |
| 2004-2005   | 1344          | 0            | 0               | 0            | 1344            | 4369               | 8.70%            |
| 2005-2006   | 1901          | 0            | 0               | 0            | 1901            | 4927               | 12.80%           |
| 2006-2007   | 741           | 0            | 0               | 0            | 741             | 5531               | 12.20%           |
| 2007-2008   | Est. 273      | 0            | 0               | 0            | 273             | 6133               | 10.90%           |
| Average Number of Dwellings /students/% change per Year |               |              |                 |              | 571             | 254                | 6.23%            |

### Please Note:

An increase in dwelling units leads to an increase in students. However, if one looks at the increase in dwelling units to the increase in students on an annual basis you will see the correlation is not a direct match. It takes several months for houses to be built. Some houses can set on the market for a long period of time before they sell. The student growth in a year could be from a house where the permit was pulled 2-3 years prior. Dwelling unit data should only be one of the tools in making enrollment projections on a short term bases.

A good example of being careful with one year housing data is 2000-2001 and 2001 -2002. The fairly large growth permits did not lead to any growth of students where the next year's 10.8% growth was with only 377 permits. Obviously the 2001-2002 student growth is large factor of the permits pulled the prior year.

7.4.4

**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:**

Budget Calendar

**AGENDA ITEM AREA:**

Information

**REQUESTED BY:**

Terri Ryland  
Interim Assistant Superintendent, Business

**ENCLOSURES:**

Budget Calendar

**MEETING DATE:**

February 5, 2008

---

**BACKGROUND:**

For planning purposes within the business office, and in light of the current computer system conversion at the County Office of Education level, a budget calendar has been prepared of key deadlines and processes.

The Board of Trustees can look forward to reviewing and/or approving Budget Assumptions, enrollment projections (tonight), 2<sup>nd</sup> Interim, budget reduction recommendations, and likely a 3<sup>rd</sup> Interim report before approving the District's budget in June.

**ADMINISTRATION RECOMMENDATION:**

No action recommended.

7.5

# January 2008

| January 2008 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    | 1  | 2  | 3  | 4  | 5  |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 27           | 28 | 29 | 30 | 31 |    |    |

| February 2008 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |

| Monday          | Tuesday  | Wednesday                        | Thursday | Friday | Sat/Sun |
|-----------------|--|----------------------------------|----------|--------|---------|
|                 | January 1, 2008                                  | 2                                | 3        | 4      | 5       |
|                 |  | budget calendar                  |          |        |         |
|                 |  | prepare enrollment projections   |          |        |         |
|                 |  |                                  |          |        | 6       |
|                 |  |                                  |          |        |         |
| 7               | 8  | 9                                | 10       | 11     | 12      |
|                 |  | budget assumptions               |          |        |         |
|                 |  | budget calendar                  |          |        |         |
|                 |  | enrollment projections           |          |        |         |
|                 |  |                                  |          |        | 13      |
|                 |  |                                  |          |        |         |
| 14              | 15   | 16                               | 17       | 18     | 19      |
|                 |  | Budget Assumptions               |          |        |         |
|                 |  | Enrollment Projections           |          |        |         |
| Budget Calendar | Board Mtg - Gov Budget<br>SSC Gov Budget Worksho |                                  |          |        |         |
|                 |  |                                  |          |        | 20      |
|                 |  |                                  |          |        |         |
| 21              | 22   | 23                               | 24       | 25     | 26      |
| holiday         |  | budget assumptions               |          |        |         |
|                 |  |                                  |          |        |         |
|                 |  |                                  |          |        | 27      |
|                 |  |                                  |          |        |         |
| 28              | 29   | 30                               | 31       |        |         |
|                 |  | budget assumptions               |          |        |         |
|                 |  | Revenue Limit Calcs              |          |        |         |
|                 |  | staffing entitlements            |          |        |         |
|                 |  | HR/Budget on enrollment projects |          |        |         |
|                 |  |                                  |          |        |         |

7.5.1

# February 2008

February 2008

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

March 2008

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

| Monday  | Tuesday                    | Wednesday                       | Thursday               | Friday                | Sat/Sun |
|---------|----------------------------|---------------------------------|------------------------|-----------------------|---------|
|         |                            |                                 |                        | February 1            | 2       |
|         |                            |                                 |                        | budget assumptions    |         |
|         |                            |                                 |                        | Revenue Limit Calcs   |         |
|         |                            |                                 |                        | staffing entitlements |         |
|         |                            |                                 |                        |                       | 3       |
| 4       | 5                          | 6                               | 7                      | 8                     | 9       |
|         |                            | staffing entitlements           |                        |                       |         |
|         |                            | verify CY revenue entitlements  |                        |                       |         |
|         |                            | work on 2nd interim             |                        |                       |         |
|         | Bd Mtg Enroll proj, calend |                                 | Budget Advis Comm (BAC |                       | 10      |
| 11      | 12                         | 13                              | 14                     | 15                    | 16      |
| holiday |                            | CY Revenue entitlements         |                        |                       |         |
|         |                            | Escape Training                 |                        |                       |         |
|         | work on 2nd Interim        | BAC                             |                        |                       |         |
|         |                            | Mgmt mtg bud assumpt            |                        |                       | 17      |
| 18      | 19                         | 20                              | 21                     | 22                    | 23      |
| holiday |                            | 2nd Interim MYP and report prep |                        |                       |         |
|         |                            | build salary tables in 2009     |                        |                       |         |
|         |                            | update staffing spreadsheets    |                        |                       |         |
|         | Bd Mtg Bud Assumptions     | build budget models             | BAC                    |                       | 24      |
| 25      | 26                         | 27                              | 28                     | 29                    |         |
|         |                            | clean up POS CON                |                        |                       |         |
|         |                            | staffing spreadsheets           |                        |                       |         |
|         |                            | BAC                             | office closed          |                       |         |

7.5.2



# March 2008

| March 2008 |    |    |    |    |    |    | April 2008 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  | S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    |    |    | 1  |            |    | 1  | 2  | 3  | 4  | 5  |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  | 6          | 7  | 8  | 9  | 10 | 11 | 12 |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 | 13         | 14 | 15 | 16 | 17 | 18 | 19 |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 | 20         | 21 | 22 | 23 | 24 | 25 | 26 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 | 27         | 28 | 29 | 30 |    |    |    |
| 30         | 31 |    |    |    |    |    |            |    |    |    |    |    |    |

| Monday                       | Tuesday                  | Wednesday                  | Thursday | Friday | Sat/Sun |
|------------------------------|--------------------------|----------------------------|----------|--------|---------|
|                              |                          |                            |          |        | March 1 |
|                              |                          |                            |          |        | 2       |
|                              |                          |                            |          |        | 3       |
| office closed                |                          | clean up POS CON           |          |        | 4       |
|                              |                          | General Fund Unrestricted  |          |        | 5       |
|                              |                          | Roll salaries and benefits |          |        | 6       |
|                              | Bd Mtg 2nd Int, RIF, BAC |                            |          |        | 7       |
|                              |                          |                            |          |        | 8       |
|                              |                          |                            |          |        | 9       |
|                              |                          |                            |          |        | 10      |
|                              |                          |                            |          |        | 11      |
|                              |                          |                            |          |        | 12      |
|                              |                          |                            |          |        | 13      |
|                              |                          |                            |          |        | 14      |
|                              |                          |                            |          |        | 15      |
|                              |                          |                            |          |        | 16      |
|                              |                          |                            |          |        | 17      |
|                              |                          |                            |          |        | 18      |
|                              |                          |                            |          |        | 19      |
|                              |                          |                            |          |        | 20      |
|                              |                          |                            |          |        | 21      |
|                              |                          |                            |          |        | 22      |
|                              |                          |                            |          |        | 23      |
|                              |                          |                            |          |        | 24      |
|                              |                          |                            |          |        | 25      |
|                              |                          |                            |          |        | 26      |
|                              |                          |                            |          |        | 27      |
|                              |                          |                            |          |        | 28      |
|                              |                          |                            |          |        | 29      |
|                              |                          |                            |          |        | 30      |
|                              |                          |                            |          |        | 31      |
| categorical budgets - input  |                          |                            |          |        |         |
| facilities budgets - roll/in |                          |                            |          |        |         |

7.5.3

# April 2008

| April 2008 |    |    |    |    |    |    | May 2008 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  |
|            |    |    | 1  | 2  | 3  | 4  |          |    |    |    | 1  | 2  | 3  |
| 6          | 7  | 8  | 9  | 10 | 11 | 12 | 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 13         | 14 | 15 | 16 | 17 | 18 | 19 | 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 20         | 21 | 22 | 23 | 24 | 25 | 26 | 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 27         | 28 | 29 | 30 |    |    |    | 25       | 26 | 27 | 28 | 29 | 30 | 31 |

| Monday | Tuesday  | Wednesday                       | Thursday | Friday | Sat/Sun |
|--------|--|---------------------------------|----------|--------|---------|
|        | April 1  | 2                               | 3        | 4      | 5       |
|        |  | categorical budgets - input     |          |        |         |
|        |  | facilities budgets - roll/input |          |        |         |
|        | Bd Mtg   |                                 |          |        |         |
|        | selection of audit firm to                                   |                                 |          |        |         |
|        |  |                                 |          |        | 6       |
| 7      | 8  | 9                               | 10       | 11     | 12      |
|        | other funds  |                                 |          |        |         |
|        | start balancing by resource                                  |                                 |          |        |         |
|        |  |                                 |          |        | 13      |
| 14     | 15   | 16                              | 17       | 18     | 19      |
|        | balance by resource  |                                 |          |        |         |
|        | other funds  |                                 |          |        |         |
|        | work on 3rd interim/MYP                                      |                                 |          |        |         |
|        | Bd Mtg   |                                 |          |        | 20      |
| 21     | 22   | 23                              | 24       | 25     | 26      |
|        | 3rd Int/MYP/SACS   |                                 |          |        |         |
|        | Balance by resource  |                                 |          |        |         |
|        | other funds  |                                 |          |        |         |
|        |  |                                 |          | CASBO  |         |
|        |  |                                 |          |        | 27      |
|        |  |                                 |          | CASBO  |         |
| 28     | 29   | 30                              |          |        |         |
|        | CASBO  |                                 |          |        |         |
|        | Balance retiree benefits, transfers, indirects, encroachment |                                 |          |        |         |
|        | HR/Budget agree on staffing                                  |                                 |          |        |         |
|        | revisit enrollment and staffing                              |                                 |          |        |         |

7.5.4

# May 2008

| May 2008 |    |    |    |    |    |    | June 2008 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  |
|          |    |    |    | 1  | 2  | 3  | 1         | 2  | 3  | 4  | 5  | 6  | 7  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 | 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 | 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 | 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 | 29        | 30 |    |    |    |    |    |

| Monday         | Tuesday                   | Wednesday | Thursday   | Friday                 | Sat/Sun |
|----------------|---------------------------|-----------|--|------------------------|---------|
|                |                           |           | May 1  | 2                      | 3       |
|                |                           |           | Balance retiree benefits, transfers, indirects, encroachment |                        |         |
|                |                           |           | HR/Budget agree on staffing                                  |                        |         |
|                |                           |           | revisit enrollment and staffing                              |                        |         |
|                |                           |           |  |                        | 4       |
| 5              | 6                         | 7         | 8  | 9                      | 10      |
|                |                           |           | balance staffing with budgets                                |                        |         |
|                |                           |           | Retiree benefits, transfers, indirects, encroachment         |                        |         |
|                | Bd Mtg - 3rd Int          |           |  |                        |         |
|                |                           |           |  |                        | 11      |
|                |                           |           |  |                        |         |
| 12             | 13                        | 14        | 15   | 16                     | 17      |
| Gov May Revise |                           |           | Mgmt mtg - prelim budget                                     | NCSBE Monterey May Rev |         |
|                |                           |           |  |                        |         |
|                |                           |           |  |                        | 18      |
|                |                           |           |  |                        |         |
| 19             | 20                        | 21        | 22   | 23                     | 24      |
|                |                           |           | work on budget document                                      |                        |         |
|                | Bd Mtg - prelim budget, N |           |  |                        |         |
|                | Bd Mtg final cuts         |           |  |                        |         |
|                | Bd Mtg May Revise         |           |  |                        |         |
|                |                           |           |  |                        | 25      |
|                |                           |           |  |                        |         |
| 26             | 27                        | 28        | 29   | 30                     | 31      |
| holiday        |                           |           | budget doc   |                        |         |
|                |                           |           | SACS REports   |                        |         |
|                |                           |           |  |                        |         |
|                |                           |           |  |                        |         |

7.5.5

# June 2008

| June 2008 |    |    |    |    |    |    | July 2008 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  |           |    | 1  | 2  | 3  | 4  | 5  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 | 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 | 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 | 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 29        | 30 |    |    |    |    |    | 27        | 28 | 29 | 30 | 31 |    |    |

| Monday   | Tuesday                                      | Wednesday         | Thursday | Friday                 | Sat/Sun |
|--|--|-------------------|----------|------------------------|---------|
|  |  |                   |          |                        | June 1  |
| 2  | 3  | 4                 | 5        | 6                      | 7       |
| notice public hearing                            | Bd Mtg                                       | SACS reports/ C&S |          | Budget Avail to public | 8       |
| 9  | 10   | 11                | 12       | 13                     | 14      |
|  |  |                   |          |                        | 15      |
| 16   | 17   | 18                | 19       | 20                     | 21      |
|  | BD mtg Adopt Budget<br>Bd Mtg public hearing |                   |          |                        | 22      |
| 23   | 24   | 25                | 26       | 27                     | 28      |
|  |  |                   |          |                        | 29      |
| 30   |  |                   |          |                        |         |
| send budgets to departm<br>file budget with PCOE |  |                   |          |                        |         |

7.5.6

# July 2008

July 2008

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

August 2008

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

| Monday | Tuesday                                      | Wednesday | Thursday | Friday    | Sat/Sun |
|--------|--|-----------|----------|-----------|---------|
|        | July 1                                       | 2         | 3        | 4         | 5       |
|        | send budgets to departments/program managers |           |          | holiday!! |         |
|        | Bd Mtg                                       |           |          |           |         |
|        |  |           |          |           | 6       |
|        |  |           |          |           |         |
| 7      | 8  | 9         | 10       | 11        | 12      |
|        |  |           |          |           |         |
|        |  |           |          |           | 13      |
|        |  |           |          |           |         |
| 14     | 15   | 16        | 17       | 18        | 19      |
|        | Bd Mtg?                                      |           |          |           |         |
|        |  |           |          |           | 20      |
|        |  |           |          |           |         |
| 21     | 22   | 23        | 24       | 25        | 26      |
|        |  |           |          |           |         |
|        |  |           |          |           | 27      |
|        |  |           |          |           |         |
| 28     | 29   | 30        | 31       |           |         |
|        |  |           |          |           |         |
|        |  |           |          |           |         |

7.5.7

**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:**

Budget Reductions

**AGENDA ITEM AREA:**

Discussion

**REQUESTED BY:**

Terri Ryland  
Interim Assistant Superintendent, Business

**ENCLOSURES:**

Schedules

**MEETING DATE:**

February 5, 2008

---

**BACKGROUND:**

Based upon the Governor's current proposed budget for 2008-09, staff has prepared lists of potential revenue losses, currently contracted on-going cost increases, and the combined potential budget reductions required to balance next year's budget.

**ADMINISTRATION RECOMMENDATION:**

No action recommended.

WPUSD  
Potential 2007-08 and 2008-09 Revenue Reductions

|                            | 2007-08     | 2008-09     | One Year Change |
|----------------------------|-------------|-------------|-----------------|
| enrollment                 | 6,133       | 6,317       | 3.0%            |
| ADA                        | 5,900       | 6,077       | 3.0%            |
| COLA                       | 4.53%       | 4.94%       |                 |
| RL Increase                | \$252       | \$288       |                 |
| Base RL                    | \$5,783     | \$6,071     | 5.0%            |
| Deficit                    | 0.50%       | 6.99%       |                 |
| Special Ed funding from Co | \$1,740,865 | \$1,541,737 | -11.4%          |
| CSR Funding                | \$1,905,115 | \$1,783,759 | -6.4%           |
| Transportation             | \$389,000   | \$344,504   | -11.4%          |
| State Aid portion of RL    | \$5,875,000 | \$5,867,656 | -0.1%           |
| Hourly                     | \$128,233   | \$113,565   | -11.4%          |

|                           | 2007-08 Reduction | 2008-09 Reduction | 2-Year Total  | Per ADA |
|---------------------------|-------------------|-------------------|---------------|---------|
| <u>Mid-Year Cuts</u>      |                   |                   |               |         |
| Categoricals, State level | 0                 |                   | \$0           | \$0     |
| 0.5% Deficit (est)        | (\$170,599)       | \$0               | (\$170,599)   | (\$28)  |
|                           |                   |                   | \$0           | \$0     |
| <u>Proposed Funding</u>   |                   |                   | \$0           | \$0     |
| RL COLA                   |                   | \$1,750,176       | \$1,750,176   | \$288   |
| RL Deficit                |                   | (\$2,578,853)     | (\$2,578,853) | (\$424) |
| Special Ed                |                   | (\$199,128)       | (\$199,128)   | (\$33)  |
| K-3 CSR                   |                   | (\$121,356)       | (\$121,356)   | (\$20)  |
| Transportation            |                   | (\$44,496)        | (\$44,496)    | (\$7)   |
| Lost Interest             |                   | (\$7,344)         | (\$7,344)     | (\$1)   |
| Hourly programs           |                   | (\$14,668)        | (\$14,668)    | (\$2)   |
| Reimbursable meals        |                   | (\$6,079)         | (\$6,079)     | (\$1)   |
| Unrestricted General Fund | (\$170,599)       | (\$1,221,748)     | (\$1,392,346) | (\$229) |
| Def Maint match           | (\$17,251)        | (\$23,875)        | (\$41,126)    | (7)     |
| Other Categoricals (est)  |                   | (\$289,931)       | (\$289,931)   | (48)    |
| Adult Ed                  |                   | (\$9,966)         | (\$9,966)     | (2)     |
|                           | (\$187,849)       | (\$1,545,519)     | (\$1,733,368) | (\$285) |

WPUSD  
On-going Cost Increases  
2008-09

|                                       |                  |                                 |
|---------------------------------------|------------------|---------------------------------|
| Teacher Health Benefit Increase       | \$412,585        |                                 |
| Teacher Step Increase                 | \$320,580        |                                 |
| Teacher Column Increase (est)         | \$50,000         |                                 |
| CSEA Step Increase                    | \$103,079        |                                 |
| CSEA Health Benefit Increase          | \$202,890        |                                 |
| Utilities (10%)                       | \$147,211        |                                 |
| SE encroachment (net of revenue loss) | <u>\$328,906</u> | 3% growth, 2.5%, 7% salary incr |
|                                       | \$1,565,252      |                                 |



WPUSD  
Budget Reduction Target  
2008-09

|   | <u>2007-08<br/>Reduction</u> | <u>2008-09<br/>Reduction</u> | <u>2-Year Total</u> | <u>Per ADA</u> |
|---|------------------------------|------------------------------|---------------------|----------------|
| <b>Funding Cuts</b>   |                              |                              |                     |                |
| Unrestricted General Fund   | \$170,599                    | \$1,221,748                  | \$1,392,346         | \$229          |
| <b>Cost Increases</b>   |                              |                              |                     |                |
| Unrestricted General Fund   |                              | \$1,565,252                  | \$1,565,252         | \$258          |
| Unrestricted GF budget shortfall  | \$170,599                    | \$2,786,999                  | \$2,957,598         | \$487          |
| Other Revenue Reductions  | \$17,251                     | \$323,772                    | \$341,022           | \$56           |
| Total Budget Shortfall  | \$187,849                    | \$3,110,771                  | \$3,298,620         | \$543          |
| Available Fund Balance 1st Interim,<br>MAA one-time, salary settlements | (\$11,101)                   | 65,752                       | \$54,652            | \$9            |
| WPUSD Budget Reduction Target   | \$198,950                    | \$3,045,019                  | \$3,243,969         | \$534          |

7.6.3

**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.

**AGENDA ITEM:**

Approval of Change Order No. 3  
for Lincoln Crossing Elementary School

**SUBJECT AREA:**

Discussion Action

**REQUESTED BY:**

Cathy Allen  
Assistant Superintendent,  
Facilities & Maintenance Services

**ENCLOSURES:**

Yes

**MEETING DATE:**

February 5, 2008

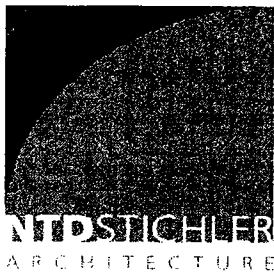
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**BACKGROUND:**

Change Order No. 3 represents an addition of \$130,979 to the revised contract amount (including Change Order Nos. 1 and 2) of \$23,617,536.78. The new contract sum is \$23,748,515.78. The items on this Change Order were requested by the City and, therefore, will be charged to them. There will be no increase in the number of days. A copy of the Change Order Request is attached for your review. Staff will be available for questions at the board meeting.

**ADMINISTRATION RECOMMENDATION:**

Board approve Change Order No. 3.



## CHANGE ORDER

- ☐ Owner - Cathy Allen, WPUSD
- ☒ Contractor - Sean Bernie, C&S
- ☒ Inspector - Stan Taylor
- ☒ Consultant - Martin Harmon, COL
- ☒ Agency - DSA

**Project:** Lincoln Crossing North Elementary School  
635 Groveland Way  
Lincoln, CA 95648

**CO No.:** 3

**Date:** 11/21/07

**Owner:** Western Placer Unified School District  
810 J Street  
Lincoln, CA 95648

**Project No.:** 2001-0186-03

**Agency App. No.:** 02-107833

**To:** Clark & Sullivan  
3612 Madison Avenue, Suite 25  
North Highlands, CA 95660

**Agency File No.:** 31-42

**Contract Date:** 07/14/06

**Contract For:** New School and Site Construction

The Contract is changed as follows:

**Description:**

See Attached Description.

**Attachments:**

See Attached.

---

**THIS DOCUMENT IS NOT VALID UNTIL SIGNED BY OWNER, ARCHITECT, AND CONTRACTOR**

---

|   |                 |
|---|-----------------|
| The original Contract Sum was:  | \$23,171,500.00 |
| Net changed By previous authorized Change Orders:                                       | \$446,036.78    |
| The Contract Sum prior to this Change Order was:  | \$23,617,536.78 |
| The contract sum will be (increased) (decreased) By this Change Order in the amount of: | \$130,979.00    |
| The new Contract Sum including this Change Order will be:                               | \$23,748,515.78 |
| The Contract Time will be (increased) (decreased) (unchanged) By:                       | (0) days        |
| The date of Substantial Completion as of the a date of this Change Order therefore is:  | 9/14/2007       |

---

Note: This summary does to reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized By Construction Change Directives (CCDs) not included in this or previous change orders.

Owner  
  
Cathy Allen  
Western Placer Unified School District  
810 J Street  
Lincoln, CA 95648  
Date: 11/16/08

Architect  
  
Jordan Knighton  
NTDStichler Architecture  
200 Auburn Folsom Road, Ste. 200  
Auburn, CA 95603  
Date: 1.14.08

Contractor  
  
Michael Echelmeyer  
Clark & Sullivan  
3612 Madison Avenue, Suite 25  
North Highlands, CA 95660  
Date:

## CHANGE ORDER NO. 3

**School Site:** Lincoln Crossing North Elementary School  
**District:** Western Placer Unified School District  
**Contractor:** Clark and Sullivan

**Date:** 11/21/07  
**Project:** 2001-0186-03  
**Agency File No.:** 31-42  
**Agency Application No.:** 02-107833

### DESCRIPTION

|                      |   |                    |
|----------------------|---|--------------------|
| <b>Item No. 1:</b>   | Dugout benches at baseball fields per C&S COR #10   |                    |
| <b>Reason:</b>       | Change benches per City of Lincoln request.   |                    |
| <b>Requested By:</b> | City of Lincoln   |                    |
| <b>Cost:</b>         | .....Deduct   | <b>-\$4,718.00</b> |
| <hr/>                |   |                    |
| <b>Item No. 2:</b>   | Metal roofing at Building J per C&S COR #18   |                    |
| <b>Reason:</b>       | Changed the roofing at Building J from composition roofing to metal roofing, per original design.                     |                    |
| <b>Requested By:</b> | City of Lincoln   |                    |
| <b>Cost:</b>         | .....Add  | <b>\$12,801.00</b> |
| <hr/>                |   |                    |
| <b>Item No. 3:</b>   | Hydroseed to sod at playing fields per C&S COR #33R2  |                    |
| <b>Reason:</b>       | Provide sod in playing fields in lieu of hydroseed, includes credit for hydroseed                                     |                    |
| <b>Requested By:</b> | City of Lincoln   |                    |
| <b>Cost:</b>         | .....Add  | <b>\$71,145.00</b> |
| <hr/>                |   |                    |
| <b>Item No. 4:</b>   | Bleacher revisions per C&S COR #35  |                    |
| <b>Reason:</b>       | Changed bleachers at baseball fields per City request to Tomark. Only 4 required opposed to 8 per contract documents. |                    |
| <b>Requested By:</b> | City of Lincoln   |                    |
| <b>Cost:</b>         | .....Deduct   | <b>-\$5,269.00</b> |
| <hr/>                |   |                    |
| <b>Item No. 5:</b>   | Concrete curb at slough per C&S COR #36R  |                    |
| <b>Reason:</b>       | Provide 12" wide curb under fence along slough.   |                    |
| <b>Requested By:</b> | City of Lincoln   |                    |
| <b>Cost:</b>         | .....Add  | <b>\$11,878.00</b> |
| <hr/>                |   |                    |
| <b>Item No. 6:</b>   | Infield mix revision per C&S COR #37R   |                    |
| <b>Reason:</b>       | Revised infield mix to candlestick park mix.  |                    |
| <b>Requested By:</b> | City of Lincoln   |                    |
| <b>Cost:</b>         | .....Add  | <b>\$20,111.00</b> |
| <hr/>                |   |                    |
| <b>Item No. 7:</b>   | Soffit framing at concessions, Building J per C&S COR #41   |                    |
| <b>Reason:</b>       | Added framing at soffit due to split face block ledger attachments requirements.                                      |                    |
| <b>Requested By:</b> | Division of the State Architect   |                    |
| <b>Cost:</b>         | ..... Add   | <b>\$2,231.00</b>  |

## CHANGE ORDER NO. 3

**School Site:** Lincoln Crossing North Elementary School  
**District:** Western Placer Unified School District  
**Contractor:** Clark and Sullivan

**Date:** 11/21/07  
**Project:** 2001-0186-03  
**Agency File No.:** 31-42  
**Agency Application No.:** 02-107833

---

**Item No. 8:** Additional striping requested by the Fire Department per C&S COR #74.  
**Reason:** Fire Department Request  
**Requested By:** City of Lincoln  
**Cost:**..... **Add** **\$1,683.00**

---

**Item No. 9:** Soils amendments per C&S COR #78  
**Reason:** Additional soils amendments required By test (City's portion)  
**Requested By:** Contract specification requirement  
**Cost:**..... **Add** **\$9,725.00**

---

**Item No. 10:** City landscape irrigation change per C&S COR #75  
**Reason:** City wanted additional valves.  
**Requested By:** City of Lincoln  
**Cost:**..... **Add** **\$2,847.00**

---

**Item No. 11:** Provide backflow devices at playing fields per C&S COR #76  
**Reason:** Add backflow to playfield irrigation.  
**Requested By:** City of Lincoln  
**Cost:**..... **Add** **\$3,119.00**

---

**Item No. 12:** Scoreboard controller per C&S COR #77  
**Reason:** Additional scoreboard controller for the City's use.  
**Requested By:** City of Lincoln  
**Cost:**..... **Add** **\$712.00**

---

**Total Amount of Change Order No. 3**

**Total** **\$126,265.00**

7.7.3

**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.**

**AGENDA ITEM:**

Approval of an Architectural Services  
Agreement between WPUSD and  
LPA, Inc. for Master Planning of the  
Lincoln High and Phoenix High Campuses

**SUBJECT AREA:**

Discussion Agenda

**REQUESTED BY:**

Cathy Allen  
Assistant Superintendent,  
Facilities & Maintenance Services

**ENCLOSURES:**

Yes

**MEETING DATE:**

February 5, 2008

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**BACKGROUND:**

The attached contract authorizes LPA, Inc. to develop a Master Plan for the Lincoln High School Campus, including Phoenix High and the existing District Office site. The scope of work is detailed in Exhibit A. The cost of the services is proposed to be \$72,000 with roughly \$2,000 additional for reimbursable expenses.

Legal counsel has reviewed the contract.

**ADMINISTRATION RECOMMENDATION:**

Staff recommends the Board approve the contract between LPA, Inc. and WPUSD.

## ARCHITECTURAL SERVICES AGREEMENT

This Agreement is made and entered into this     day of February in the year 2008 between WESTERN PLACER UNIFIED SCHOOL DISTRICT, hereinafter referred to as "District", and LPA, Inc. hereinafter referred to as "Architect";

WHEREAS, District intends to prepare a Master Plan in accordance with appropriate state laws; and

WHEREAS, District desires to obtain Programming, Planning and Master Planning Design services hereinafter referred to as "Project"; and

WHEREAS, Architect shall utilize licensed Architects to provide Programming, Planning and Master Planning Design services in conformity with the laws of the State of California.

NOW, THEREFORE, the parties hereto agree as follows:

### ARTICLE 1

#### ARCHITECT'S RESPONSIBILITIES

##### 1.1 Architect's Responsibilities

1.1.1 Services Definition: The Architect's services shall consist of those services performed by the Architect, Architect's employees and Architect's consultants as enumerated in Articles 2 and 3 of this Agreement.

1.1.2 Responsibilities and Schedule: The Architect's services shall be performed in a manner, which is consistent with Professional skill and care and the orderly progress of the work. The Architect represents that its licensees will follow the standards of their profession in performing services under this Agreement. Architect shall make formal presentations of the Governing Boards of the District as outlined in the Scope of Services, attached as Exhibit A. The Architect has, as part of this proposal, submitted to the District a schedule for the performance of the Architect's services. The schedule may be adjusted as the Project proceeds by mutual written agreement of the parties and shall include allowances for time required for the District's review.

1.1.3 Time Limitations: The services covered by this Agreement shall be completed by June, 2008.

### ARTICLE 2

#### SCOPE OF ARCHITECT'S SERVICES

##### 2.1 General

2.1.1. Master Planning Basic Services: Refer to attached "Exhibit A" for methodology, scope of work and fee schedule.

2.1.2 The Architect shall attend meetings as defined in Exhibit A. The Architect shall record and distribute minutes.

7.8.1

ARTICLE 3  
ADDITIONAL ARCHITECT'S SERVICES

3.1 General

3.1.1 The Architect shall be given additional compensation for the services described in 3.1.2. Architect shall notify the District in writing of the need for additional services required due to circumstances beyond the Architect's control. Architect shall obtain written authorization from the District before rendering such services. Compensation for such services shall be cost of labor based on labor rate as shown in Exhibit A.

3.1.2 Additional Services Described: Such services shall include:

- (a) Providing services required because of significant changes in the Project including, but not limited to, size, quality, complexity, or the District's schedule and except where the Architect's fee for Architect's services included in the basic compensation.
- (b) Providing services in connection with the work of consultants retained by the District, which services are not already contemplated by this Agreement. The services to be provided by Architect in connection with coordination and inclusion of consultants work, as hired by District and described in Articles 4.5 is not Additional Services.
- (c) Providing the services of a structural engineer to conduct seismic structural analysis of existing District Facilities.
- (d) Provide services to precisely locate and evaluate underground utility lines such as scoping.
- (e) Provide services of security consultant.
- (c) Providing services of consultants requested by District which are necessary to provide services other than those already contemplated by this Agreement.
- (d) Providing any other services not otherwise included in this Agreement.

ARTICLE 4  
DISTRICT'S RESPONSIBILITIES

4.1 General

4.1.1 The District shall provide to the Architect full information regarding requirements for the Project, including information regarding the District's objectives, schedule, budget, constraints and criteria, Project and future space requirements and relationships.

4.2 Owner's Representative; Approvals: The District shall appoint a representative authorized to act on the District's behalf with respect to the Project. The District or its authorized representative shall render decisions in a timely manner pertaining to documents submitted by the Architect.

4.3 Existing Information: The District will make available existing facility assessment data as described in Exhibit A.

4.4 Environmental/Hazardous Material Consultant: The District shall provide Architect with a copy of any mitigation measures for the site adopted by the District pursuant to the California Environmental Quality Act.



4.5 Provide information created by the District's financial consultant and demographic consultant as may be related to financial hardship status, demographic growth, etc. and which may be relevant to the development of the Master Plan.

#### ARTICLE 5 ARCHITECT'S DRAWINGS AND SPECIFICATIONS

5.1 The Master Plan Design and other final deliverable documents prepared by the Architect for this Project shall be and remain the property of the District pursuant to Education Code Section 17316. The Architect retains all copyrights to such documents.

#### ARTICLE 6 TERMINATION

6.1 Termination by the District: This agreement may be terminated without cause by District upon fourteen (14) days written notice to the Architect. In the event of a termination without cause the District shall pay to the Architect for all services performed and all expenses incurred under this agreement supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the Architect for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this agreement, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the District or in the possession of the Architect.

6.2 Termination by Either Party: This Agreement may be terminated by either party upon fourteen (14) days written notice to the other party in the event of a substantial failure of performance by such other party, including insolvency of Architect. In the event termination is for a substantial failure of performance by Architect, all damages and costs associated with the termination, including increased consultant and replacement Architect costs shall be deducted from payments to the Architect.

6.3 Compensation in case of Termination of Abandonment of Postponement: At District's sole discretion District may terminate this Agreement upon written notice to Architect in the event that District decides to either abandon or postpone the Project for any reason. In the event of a termination based upon abandonment or postponement by District, the District shall pay to the Architect for all services performed and all expenses incurred under this Agreement supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the Architect for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this agreement, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the District or in the possession of the Architect.

6.4 Payment of all Undisputed Funds by District and No Stoppage of Work: In the event of a dispute between the parties as to performance of the work or the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute by submitting to non-binding mediation unless the parties agree otherwise. Pending resolution of this dispute, Architect agrees to continue the work diligently to completion. During the dispute, District shall continue to make progress payments except the District may withhold only those funds which are in dispute. If the dispute is not resolved, Architect agrees it will neither rescind the Agreement nor stop the progress of the work, but Architect's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the Project has been completed, and not before.

7.8.3

ARTICLE 7  
COMPENSATION TO THE ARCHITECT

The District shall compensate the Architect as follows:

7.1 Basic compensation for Master Planning: A Fixed Fee of \$27,000 plus reimbursables expenses as defined in Article 9.

7.2 Additional Compensation: For additional services, as described in Article 3, Architect's compensation shall be computed on the actual cost of labor based on the Architect submitted labor rates at the time of the agreement execution or as negotiated between the District and the Architect.

7.3 With respect to payments for Architect services, which are applicable to a particular phase, such compensation shall be made monthly and, where applicable, shall be in proportion to services performed within each phase of service.

7.4 Additional expenses incurred by the Architect and Architect's employees and consultants in the interest of the Project shall have prior District written approval before incurred and records of such expenses shall be provided to the District for the District's review. Approved reimbursables expenses paid by Architect shall be computed based on (1.10) times the amounts invoiced to the Architect. Submittal of invoices to the District is required. Typical examples of additional expenses may include travel requested by the district or special reports or studies not identified in this agreement or the Scope of Services.

ARTICLE 8  
MISCELLANEOUS

8.1 Master Planning is general in nature and is intended to provide a planning guide to the District as a first step prior to initiating specific project design, and as a guide for determining rough order of magnitude funding for potential future projects. It is understood that the recommendations in the Master Plan will not be based on detailed, exhaustive analysis, inspection, engineering, and design. Testing, opening concealed permanent conditions and other such detailed examinations are not part of the scope of Master Planning.

8.2 Indemnity: To the fullest extent permitted by law, Architect agrees, at its own cost and expense, to indemnify and hold District, its officers, agents or employees entirely harmless from any and all claims, liabilities, damages and costs (including reasonable attorney's fees and defense costs) arising out of:

(a) Any and all claims under worker's compensation acts and other employee benefit acts with respect to Architect's employees or Architect's contractor's employees arising out of Architect's work under this Agreement; and

(b) Any claim, loss, injury to or death of persons or damage to property caused by any negligent professional act or omission in the performance of professional services pursuant to this Agreement (including without limitation acts or omissions which constitute negligence per se) of the Architect or any person, firm or corporation employed by the Architect, either directly or by independent contract, including damages due to loss or theft sustained by any person, firm or corporation including the District, arising out of or in any way connected with the Project, including injury or damage either on or off District property; but not for any loss, injury, death or damage caused by the sole or active negligence or willful misconduct of District.

(c) Any claim, loss, injury to or death of persons or damage to property caused by any act, neglect, default, or omission other than a professional act or omission of the Architect, or person, firm or corporation employed by the Architect, either directly or by independent contract, including all damages due to loss or theft sustained by any person, firm or corporation including the District, arising out of, or in any way connected with the Project, including injury or damage either on or off District property; but not for any loss, injury, death or damage caused by the sole or active negligence or willful misconduct of District. The Architect at Architect's own expense, cost and risk, shall indemnify against any and all claims, actions, suits or other proceedings that may be brought or instituted against the District, its

officers or employees, on any such claim or liability covered by this paragraph (c), and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, Suit or other proceedings as a result of coverage under this subparagraph (c).

8.3 Insurance: Architect shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to District which will protect Architect and District from claims which may arise out of or result from Architect's actions or inactions relating to the Agreement, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

(a) The Architect shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California.

(b) Comprehensive general and auto liability insurance with limits of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:

1. owned, non-owned and hired vehicles;
2. blanket contractual;
3. broad from property damage;
4. products/completed operations; and
5. personal injury.

(c) Professional liability insurance, including contractual liability, with limits of \$1,000,000, per claim. Such insurance shall be maintained during the term of this Agreement and renewed for a period of at least five (5) years thereafter and/or at rates consistent with the time of execution of this Agreement adjusted for inflation. In the event that Architect, upon written approval by the District, subcontracts any portion of Architect's duties, Architect shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph. Failure to maintain professional liability insurance is a material breach of this Agreement and grounds for immediate termination.

(d) Each policy of insurance required in (b) above shall name District and its officers, agents and employees as additional insured; shall state that, with respect to the operations of Architect hereunder, such policy is primary and any insurance carried by District is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to District prior to cancellation, except for non-payment of premium for which notice shall be ten (10) days; and, shall waive all rights of subrogation. Architect shall notify District in the event of material change in, or failure to renew, each policy. Prior to commencing work, Architect shall deliver to District certificates of insurance as evidence of compliance with the requirements herein. In the event Architect fails to secure or maintain any policy of insurance required hereby, District may, at its sole discretion, secure such policy of insurance in the name of and for the account of Architect, and in such event Architect shall reimburse District upon demand for the cost thereof.

(e) In the event that Architect subcontracts any portion of the Architect's duties, Architect shall require any such subcontractor to purchase and maintain insurance coverage for the types of insurance referenced in this Article, in amounts which are appropriate with respect to that subcontractor's part of work which shall in no event be less than \$500,000 per occurrence except as otherwise agreed to with the District.

(f) Failure to maintain professional liability insurance is a material breach of this Agreement and grounds for immediate termination.

8.4 Architect an Independent Contractor: Architect, in the performance of this Agreement, shall be and act as an independent contractor. Architect understands and agrees that it and all of its employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Architect assumes

the full responsibility for the acts and/or omissions of its employees or agents as they relate to the services to be provided under this Agreement. Architect shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective Architect's employees.

8.5 The District understands that the Architect's scope of services does not include any services related to asbestos or hazardous materials except to adequately describe on the plans and specifications all areas identified by any District Hazardous Materials Consultant, if any. Likewise the District understands that the Architect's scope of services does not include any services related to the identification of any necessary school security system except to assist the District in development of general design criteria through development of District Standards or as defined by the District School Security Consultant if any. The District further agrees to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its officers, directors and employees for any and all damages, liabilities and costs, including reasonable attorney's fees and defense costs arising in any way from the failure of the District or its consultant to identify an adequate school security system.

The District further agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its officer, directors and employees for any and all damages, liabilities and costs, including reasonable attorney's fees and defense costs, arising in any way from the existing of hazardous or toxic materials on or about the site as a result of the specification inclusion provided by the consultant into the Contract Documents and subsequent construction coordination except to the extent Architect fails to properly identify those areas identified in the Hazardous Materials Consultant's Environmental Report.

8.6 Nothing contained in this Agreement shall create a contractual relationship with or cause of action in favor any third party against either the District or Architect.

8.7 The District and Architect, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this Agreement with respect to the terms of this Agreement. Neither District nor Architect shall assign this Agreement without the written consent of the other.

8.8 This Agreement shall be governed by the laws of the State of California.

8.9 This Agreement represents the entire Agreement between the District and Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended or modified only by an agreement in writing signed by both the District and the Architect.

#### ARTICLE 9 REIMBURSABLE EXPENSES

9.1 Reimbursable expenses are in addition to the compensation for Basis Services and additional services, and shall be paid to the Architect at (1.10) times the expenses incurred by the Architect, employees or consultants. Approved reimbursable expenses include:

- (a) Fees paid for securing approval of authorities having jurisdiction over the Project.
- (b) Expense of reproductions, postage, and delivery of drawings, specifications and other documents.
- (c) Expense of renderings, models, mock-ups, not included under Basic Services.
- (d) Expenses for additional or special meetings or presentations requested by the District that are in addition to those required under the Basic Services.
- (e) Expense of additional insurance coverage or limits, including professional liability insurance, requested by the District in excess of that these set forth in this Agreement.

7.8.6

9.2 Reimbursement for fees and other expenses shall be made to the Architect as incurred.

This Agreement entered into as of the day and year first written above.

**DISTRICT**  
**WESTERN PLACER UNIFIED SCHOOL DISTRICT**

**ARCHITECT**  
**LPA, Inc.**

---

(Signature)  
Scott Leaman  
Superintendent

---

(Signature)  
Robert O. Kupper, AIA, LEED® AP  
Chief Executive Officer

7.8.7

**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.

**AGENDA ITEM:**

Sport Complex Facility Naming  
at Lincoln High School

**SUBJECT AREA:**

Discussion Action

**REQUESTED BY:**

Cathy Allen  
Assistant Superintendent,  
Facilities & Maintenance Services

**ENCLOSURES:**

Yes

**MEETING DATE:**

February 5, 2008

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**BACKGROUND:**

In January 2006 the Board of Trustees considered a request from several members of the community regarding the naming of various fields within the Lincoln High School Campus. Specifically, the area under consideration is located between Fifth and Sixth Streets and J and L Streets and is commonly known as "the Old High School". The group requested that the Sports Complex mentioned above be named after the late Orrin Hoffman. In addition, two names were submitted for the tennis courts; Ralph Williams and Arlan Welch. The varsity softball field would be named after Joe Mederios and the Junior Varsity Softball Field would be named after Jay Chavez.

Pat McCartney contacted staff regarding the status of the above. Minutes from the meeting indicate board approval, however nothing has been finalized. The group, led by Mr. McCartney has agreed to raise the funds necessary for the remaining signs following board approval. Maintenance staff will install the signs.

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To recap all the above the following chart has been prepared for your use:

| FACILITY                          | NAME                          |
|-----------------------------------|-------------------------------|
| Sports Facility (old High School) | Orrin Hoffman Sports Facility |
| Tennis Court #1                   | Ralph Williams                |
| Tennis Court #2                   | Arlan Welch                   |
| Varsity Softball Field            | Joe Chavez                    |
| Junior Varsity Softball Field     | Jay Mederios                  |
| Varsity Baseball Field            | Ellis "Park" Schuler          |
| Junior Varsity Baseball Field     | Rick MacGregor                |

### **ADMINISTRATION RECOMMENDATION:**

Board approve the naming of the above sports facilities.

7.9.1

**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.

**AGENDA ITEM:**

Transfer of the Outdoor Learning Environment  
(OLE) to WPUSD

**SUBJECT AREA:**

Information/Discussion

**REQUESTED BY:**

Scott Leaman, Superintendent

**ENCLOSURES:**

Yes

**MEETING DATE:**

February 5, 2007

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**BACKGROUND:**

The Western Placer Unified Educational Foundation seeks Board input on the transfer of the OLE property to the district. Cathy Allen, Assistant Superintendent of Facilities and Maintenance Services, will discuss district implications of this action.

**ADMINISTRATION RECOMMENDATION:**

Discussion of the issue.

7.10



**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.

**AGENDA ITEM:**

Adoption of revised Board Policy 6161.11  
(Supplementary Instructional Materials)

**SUBJECT AREA:**

Information/Discussion/ Action

**REQUESTED BY:**

Scott Leaman, Superintendent

**ENCLOSURES:**

Yes

**MEETING DATE:**

February 5, 2007

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**BACKGROUND:**

After extensive input from the board, Board Policy 6161.11 is being forwarded to the Board for approval at this time. Information will be presented concerning the criteria used for revision, past policies, and reasons for changes to our current policy.

For your reference, supporting policies have been attached.

**ADMINISTRATION RECOMMENDATION:**

Adoption of the revised policy.

7.11

# Board Policy 6161.11

## "The film and supplementary materials policy"

### Outline

This outline contains material to aid in the discussion of film use in Western Placer Unified School District. There are currently four board policies governing the use of film in the district (attached):

- BP 6144.2.1 - Audio-Visual materials policy updated 2/6/90
- BP/AR 6161.1 - Selection and Evaluation of Instructional Materials updated during the 1994/95 school year
- BP/AR 6161.11 - Supplementary Instructional Materials policy updated during the 1994/95 school year
- BP/AR 1312.2 - Complaints Concerning Instructional Materials policy updated during the 1994/95 school year

It appears BP 6144.2.1 should have been deleted when the policy review was completed in 1995 because BP 6144.2.1 and AR 6161.11 contain the same exact language. Based on this fact, the following options are included based on modification of AR 6161.11 after deleting BP 6144.2.1.

After evaluating surrounding district film board policies and the information presented to the Board, the following areas are being forwarded to the Board as options for amending AR 6161.11, referred to as AR below:

### Goal of Film Use

*Most policies contain a short introduction about the use of film in the classroom.*

#### 1. Current Policy

a) Our current policy (BP 6161.11) "encourages the use of supplementary materials which are relevant to curriculum objectives and compatible with district goals." This goal could be restated in the AR by including the first paragraph from the BP language.

#### Options

b) Other language selected by the Board

7.11.1

## **Previewing**

*All policies speak to previewing the material*

### **2. Current Policy**

- a) Current policy states that the teacher must preview the materials

#### **Options**

- c) Administrator previews materials

## **Selection of Materials**

*Most board policies speak to a criterion for selection of the film*

### **3. Current Policy**

- a) Current policy refers to BP 6161.1 for selection of materials, which are the same as adoption of materials

#### **Options**

- b) Use teacher/administrator/alternate criteria for selecting the materials

## **Approval Thresholds**

*Policies establish thresholds that require additional action*

### **Current Policy**

- a) Current policy states that parental permission must be obtained for any film with a rating other than "G."

#### **Options**

Non-rated films (see also non-rated versions feature length films)

- b) Used at any grade level without parental permission

7.11.2

c) Used with parental permission

Non-rated versions of feature length films

d) Treat as "R" rated films

e) Disallow

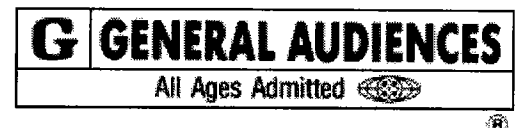
Educationally edited films

f) Treat as "PG" films

g) Used with parental permission

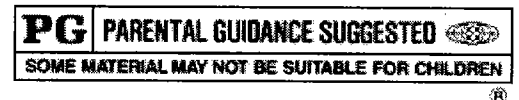
G rated films (General Audiences)

h) Used at any grade level without parental permission



PG rated films (Parental Guidance Suggested)

i) Prior parental permission required for students in grades K-8



PG-13 rated films (Parents Strongly Cautioned)

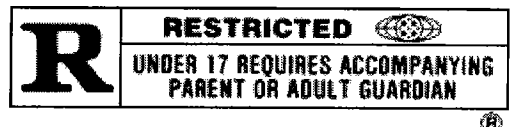
j) Prior parental permission required for students in grades K-8

k) Parents in grades 9-12 must receive prior notification



R rated films (Restricted)

l) Not shown K-12



m) Not shown K-8. In grades 9-12, not shown in their entirety, with the option of showing portions that support classroom instruction with prior parental permission

n) Not shown K-8. Prior parental permission required for students in grades 9-12

7.11.3

- o) Shown with parental permission
- p) Shown with Board approval only and prior parental permission

NC-17 rated films (No one under 17)



- q) Not allowed

### Parental Permission Mode

*Policies state whether permission will be required, positive, or negative*

#### Current Policy

- a) Our current permission system is in the “positive” mode, which means each student must return a permission slip to view the film.

#### Options

- b) The negative mode would mean only students that turn in a parental request not to see the film would be excluded.

### Curriculum Support

*Policies typically include documentation to support use of the film*

#### Current Policy

- a) Our policy currently states that the teacher is to use professional judgment based on the criteria in BP 6161.1 for movies above a “G” rating. If the teacher has a concern, they are to confer with the principal and include their rationale in the lesson plans.

#### Options

- b) Some board policies are similar to the above, but state the teacher needs approval of the site administrator.
- c) Our board policy states that rational is deemed ongoing.

7.11.4

## Student Exclusion

*Policies typically allow for student exclusion from the film with the assignment of like curriculum*

### Current Policy

- a) Our BP 1312.2 states that student will be assigned alternate materials of equal merit.

### Options

- b) Some policies state that the alternate material must be completed in a place outside the setting where the film is being shown
- c) Some policies state that the alternate assignment must be similar in content and must be able to be completed in a reasonable time.

## Complaints

*Most districts have a policy on instructional material complaints*

### Current Policy

- a) BP 1312.2 manages complaints

### Options

- b) BP 1312.2 is similar to most policies in the surrounding area

7.11.5

## SUPPLEMENTARY INSTRUCTIONAL MATERIALS

The Board of Trustees encourages teachers to use supplementary instructional materials which are relevant to curriculum objectives and compatible with district goals and objectives. By using such materials, teachers can introduce content and instructional strategies that enrich the curriculum, enhance learning, help students make critical judgments, and stimulate their intellectual growth.

Teachers shall carefully preview all supplementary instructional materials in order to ensure that, in their professional judgment, the materials are:

1. Directly related to the course of study in which they are being used
2. Appropriate for students' ages and maturity levels

Supplementary instructional materials must also be consistent with criteria developed for the selection and evaluation of other instructional materials. If the teacher believes that the materials may be in conflict with district criteria, the teacher shall confer with the principal or designee before using them.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

When using supplementary materials, teachers shall provide appropriate introductory and follow-up activities. In addition, teachers shall ensure that supplementary materials do not supplant the use of basic texts or teaching activities.

All materials must be used within legal copyright limits.

(cf. 6162.6 - Use of Copyrighted Materials)

## Multimedia/Films

When a teacher desires to show a film that has not been approved by the district or county for use in the grade level taught, the teacher shall preview the film to determine whether in his/her professional judgment it is consistent with **applicable** district criteria **located in** the selection of instructional materials **board policy and administrative regulation (BP/AR 6161.1)**. All films must be appropriate for the curriculum and the students' ages.

7.11.6

**SUPPLEMENTARY INSTRUCTIONAL MATERIALS (continued)**

**Required actions based on film ratings after meeting criteria in this policy and BP/AR 6161.1.:**

**“G” rated films may be shown at any grade without prior approval. “PG” rated films may be shown at any grade with prior parent/guardian approval. “PG-13” rated films may be shown to students in sixth grade and above with prior parent/guardian approval. “R” rated films may be shown to students in ninth through twelfth grades with prior parent/guardian approval. Non-rated, educational films may be shown without prior approval. Educationally edited feature length films require prior parent/guardian approval based on the rating of the non-edited version. Non-rated feature length films and NC-17 films will not be shown.**

**Approvals must be attained for each occurrence using a positive mode of permission.**

If the teacher has any questions about how established district criteria apply to the film, he/she shall confer with the principal or designee before showing the film.

**Students not allowed to view a film will be given an alternate assignment/activity with similar content for the same credit. Students will be given adequate time to complete the alternate assignment.**

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 6144 - Controversial Issues)

Legal Reference:

EDUCATION CODE

233.5 Duty re instruction in morals, manners and citizenship

18111 Exclusion of books by governing board

51510 Prohibited study or supplemental materials

51511 Religious matters properly included

51933 Sex education materials

7.11.7



**Instruction**

BP 6161.11(c)

**SUPPLEMENTARY INSTRUCTIONAL MATERIALS (continued)**

60010 Definitions

COURT DECISIONS

McCarthy v. Fletcher, (1989) 207 Cal. App. 3d 130

7.11.8

Western Placer USD

Board Policy

BP 6161.1

Instruction

Selection And Evaluation Of Instructional Materials

The Board of Trustees desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect the diversity of our society, and enhance the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are aligned with the state content standards, meet other criteria specified in law, and are an effective learning resource to help students achieve grade-level competency.

(cf. 6000 - Concepts and Roles)

(cf. 9000 - Role of the Board)

To ensure that instructional materials effectively support the district's adopted courses of study, the selection of textbooks, technology-based materials, other educational materials, and tests shall be aligned with the development and evaluation of the district's curriculum and standards.

(cf. 0440 - District Technology Plan)

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6161 - Equipment, Books and Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6162.5 - Student Assessment)

(cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. This process shall involve teachers in a substantial manner and shall also encourage the participation of parents/guardians and community members.

7.11.9

All recommended instructional materials shall be available for public inspection at the district office.

(cf. 5020 - Parent Rights and Responsibilities)

Individuals who participate in selecting and evaluating instructional materials shall not have a conflict of interest in the materials being reviewed, as defined in administrative regulation.

(cf. 9270 - Conflict of Interest)

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

In accordance with the Instructional Materials Funding Realignment Program, the Board's priority in the selection of instructional materials is to ensure that all students in grades K-12 are provided with instructional materials that are aligned to state content standards in the core curriculum areas of reading/language arts, mathematics, science, and history/social science. Students in grades K-8 shall be provided with instructional materials adopted by the State Board of Education.

When the Board determines that standards-aligned textbooks and instructional materials have been provided to all students in accordance with Education Code 60422, it shall so certify. A copy of the certification shall be kept on file in the district office.

The Superintendent or designee shall ensure that the district satisfies the criteria necessary to access funds under the state's Pupil Textbook and Instructional Materials Incentive Account pursuant to Education Code 60252.

The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

#### Public Hearing on Sufficiency of Instructional Materials

The Board shall annually conduct one or more public hearings on the sufficiency of the district's instructional materials. At the hearing(s), the Board shall determine, through a resolution, whether each student in each school has sufficient textbooks and/or instructional materials that are aligned to the state content standards adopted pursuant to Education Code 60605 in each of the following subjects: (Education Code 60119)

1. Mathematics

2. Science

7.11.10

### 3. History/social science

### 4. English language arts, including the English language development component of an adopted program

The Board shall also make a written determination as to whether each student enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the state curriculum frameworks. The Board shall determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

The hearing shall take place on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. The Superintendent or designee shall post, 10 days prior to the hearing and in three public places within the district, a notice containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 - Agenda/Meeting Materials)

If the Board determines that there are insufficient textbooks and/or instructional materials, the Board shall provide information to classroom teachers and to the public, setting forth for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area, and the reasons that each student does not have sufficient textbooks and/or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

#### Legal Reference:

#### EDUCATION CODE

1240 County superintendent, general duties

33050-33054 General waiver authority

33126 School accountability report card

35272 Education and athletic materials

44805 Enforcement of course of studies; use of textbooks, rules and regulations

49415 Maximum textbook weight

51501 Subject matter reflecting on race, color, etc.

7.11.11

60000-60005 Instructional materials, legislative intent

60010 Definitions

60040-60048 Instructional requirements and materials

60060-60062 Requirements for publishers and manufacturers

60070-60076 Prohibited acts (re instructional materials)

60110-60115 Instructional materials on alcohol and drug education

60119 Public hearing on sufficiency of materials

60200-60206 Elementary school materials

60226 Requirements for publishers and manufacturers

60240-60252 State Instructional Materials Fund

60350-60352 Core reading program instructional materials

60400-60411 High school textbooks

60420-60424 Instructional Materials Funding Realignment Program

60510-60511 Donation of sale of obsolete instructional materials

60605 State content standards

CODE OF REGULATIONS, TITLE 5

9505-9535 Instructional materials, especially:

9531-9532 Instructional Materials Funding Realignment Program

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

1002.90 Selection of Instructional Materials, CIL: 90/91-02

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Standards for Evaluation of Instructional Materials with Respect to Social Content, 1986  
edition, revised 2000

STATE BOARD OF EDUCATION POLICY

7.11.12

01-05 Guidelines for Piloting Textbooks and Instructional Materials, September 2001

#### CSBA PUBLICATIONS

Maximizing School Board Leadership: Student Learning and Achievement, 1996

#### WEB SITES

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

Association of American Publishers: <http://www.publishers.org>

California Department of Education: <http://www.cde.ca.gov>

California State Board of Education: <http://www.cde.ca.gov/be>

Policy WESTERN PLACER UNIFIED SCHOOL DISTRICT

adopted: September 4, 2007 Lincoln, California

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Western Placer USD

Administrative Regulation

AR 6161.1

Instruction

Selection And Evaluation Of Instructional Materials

Instructional Materials Funding Realignment Program

The district shall use state funds received under the Instructional Materials Funding Realignment Program to ensure that each student is provided with standards-aligned textbooks or instructional materials, as adopted by the State Board of Education (SBE) for grades K-8, in the core curriculum areas of reading/language arts, mathematics, science, and history/social science. (Education Code 60422)

Instructional materials for grades K-8 shall be selected from the list of standards-aligned materials adopted by the SBE. Instructional materials for grades 9-12 shall be adopted by the Board of Trustees. Standards-aligned materials in each core curriculum area shall be provided to each student at the beginning of the first school term that commences no later than 24 months after those materials are adopted by the SBE or the Board, as applicable. (Education Code 60422)

(cf. 6011 - Academic Standards)

For grades 9-12, the Superintendent or designee shall review instructional materials in history/social science, mathematics, reading/language arts, and science using a standards map in order to determine the extent to which the materials are aligned to the content standards adopted by the SBE.

After the Board has certified that all students have been provided with standards-aligned instructional materials in the core curriculum areas, the district may use any remaining program funds for the purposes specified in Education Code 60242. (Education Code 60119, 60422)

Criteria for Selection and Adoption of Instructional Materials

Instructional materials adopted by the Board shall:

1. For basic instructional materials in grades K-8, be selected from among the list of materials approved by the SBE in accordance with law (Education Code 60200)

(cf. 1431 - Waivers)

2. For instructional materials in high schools, be provided by publishers who comply with the requirements of Education Code 60040-60048, 60060-60062, and 60226 (Education Code 60400)

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3. Not reflect adversely upon persons because of their race, color, creed, national origin, ancestry, sex, disability, or occupation, or contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 60044)
4. To the satisfaction of the Board, be accurate, objective, current, and suited to the needs and comprehension of students at their respective grade levels (Education Code 60045)
5. With the exception of literature and trade books, use proper grammar and spelling (Education Code 60045)
6. Not provide any exposure to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60200, 60048)
  - a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by the SBE.
  - b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.
7. Meet the requirements of Education Code 60040-60043 for specific subject content
8. Support the district's adopted courses of study and curricular goals  
(cf. 6141 - Curriculum Development and Evaluation)  
(cf. 6143 - Courses of Study)
9. Contribute to a comprehensive, balanced curriculum
10. Demonstrate reliable quality of scholarship as evidenced by:
  - a. Accurate, up-to-date, and well-documented information
  - b. Objective presentation of diverse viewpoints
  - c. Clear, concise writing and appropriate vocabulary
  - d. Thorough treatment of subject
11. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels
12. Include materials that stimulate discussion of contemporary issues and improve students' thinking and decision-making skills
13. Contribute to the proper articulation of instruction through grade levels
14. As appropriate, have corresponding versions available in languages other than English

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15. Include high-quality teacher's guides
16. Meet high standards in terms of the quality, durability, and appearance of paper, binding, text, and graphics
17. When available from the publishers, consider options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials

#### Instructional Materials Evaluation Committee

The Superintendent or designee may establish an instructional materials evaluation committee to evaluate and recommend instructional materials for Board approval. This committee shall consist of a majority of teachers and may also include administrators, other staff who have subject-matter expertise, parents/guardians, community members, and students as appropriate.

(cf. 1220 - Citizen Advisory Committees)

The committee shall review instructional materials using criteria provided above and in law, and shall provide the Board with documentation supporting its recommendations.

#### Conflict of Interest

To ensure integrity and impartiality in the evaluation and selection of instructional materials, any district employee participating in the evaluation of instructional materials shall not:

1. Accept any emolument, money, or other valuable thing or inducement, to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

Sample copies of instructional materials are excepted from this prohibition. (Education Code 60075)

(cf. 9270 - Conflict of Interest)

2. Be employed by or receive compensation from any person, firm, organization, or any of its subsidiaries or controlling entities submitting instructional materials to the district
3. Have or negotiate a contractual relationship with any person, firm, or organization or any of its subsidiaries or controlling entities submitting instructional materials to the district
4. Have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district

Regulation WESTERN PLACER UNIFIED SCHOOL DISTRICT

approved: September 4, 2007 Lincoln, California

7.11.16

Western Placer USD

Administrative Regulation

AR 1312.2

Community Relations

Complaints Concerning Instructional Materials

### Step 1: Informal Complaint

If a staff member, district resident, or parent/guardian of a student enrolled in a district school has a complaint regarding the content or use of any specific instructional material, he/she shall informally discuss the material in question with the principal.

### Step 2: Formal Complaint

If the complainant is not satisfied with the principal's initial response, he/she shall present a written complaint to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection shall be given. Complainants shall sign all complaints and provide identifying information so that the district is able to make a proper reply. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall acknowledge its receipt and answer any questions regarding procedure. The principal then shall notify the Superintendent or designee and the teacher(s) involved of the complaint.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached. However, upon request of the parent/guardian who has filed the complaint, his/her child may be excused from using challenged materials until a resolution has been reached. The teacher shall assign the student an alternate material of equal merit.

### Step 3: Superintendent Determination

The Superintendent or designee shall determine whether a review committee should be convened to review the complaint.

If the Superintendent or designee determines that a review committee is not necessary, he/she shall issue a decision regarding the complaint.

### Step 4: Review Committee

If the Superintendent or designee determines that a review committee is necessary, he/she shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent or designee may also appoint community members to serve on the committee.

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The review committee shall review the criteria specified in Board policy and shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent or designee shall notify the complainant of the committee's decision within 15 days of receiving the committee's report.

**Step 5: Appeal to the Board of Trustees**

If the complainant remains unsatisfied, he/she may appeal the Superintendent's or the review committee's decision to the Board. The Board's decision shall be final.

(cf. 9322 - Agenda/Meeting Materials)

Regulation WESTERN PLACER UNIFIED SCHOOL DISTRICT

approved: September 4, 2007 Lincoln, California

7.11.18

Western Placer USD

Board Policy

BP 1312.2

Community Relations

Complaints Concerning Instructional Materials

The Board of Trustees uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of parents/guardians and community members. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the administrative regulation.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school.

When deliberating upon challenged materials, the Superintendent and/or review committee shall consider the educational philosophy of the district, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, content area, curriculum, standards, community standards, and the objections of the complainant.

Complainants are encouraged to accept the Superintendent's or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.

(cf. 9322 - Agenda/Meeting Materials)

The district's decision shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulation.

(cf. 6144 - Controversial Issues)

(cf. 9000 - Role of the Board)

7.11.19

(cf. 9005 - Governance Standards)

When any challenged instructional material is reviewed by the district, it shall not be subject to further reconsideration for 12 months, unless the Superintendent determines that reconsideration is warranted.

Complaints related to sufficiency of textbooks or instructional materials shall be resolved pursuant to the district's Williams uniform complaint procedure at AR 1312.4.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

#### EDUCATION CODE

18111 Exclusion of books by governing board

35010 Control of district; prescription and enforcement of rules

35186 Williams Uniform Complaint Procedures

44805 Enforcement of course of studies; use of textbooks, rules and regulations

51501 Subject matter reflecting on race, color, etc.

60000-60005 Instructional materials, legislative intent

60040-60048 Instructional requirements and materials

60119 Public hearing on sufficiency of materials

60200-60206 Elementary school materials

60226 Requirements for publishers and manufacturers

60400-60411 High school textbooks

60510-60511 Donation of sale of obsolete instructional materials

Management Resources:

#### CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

1002.90 Selection of Instructional Materials, CIL: 90/91-02

7.11.20

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Standards for Evaluation of Instructional Materials with Respect to Social Content, 1986  
edition, revised 2001

WEB SITES

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

California Department of Education, Curriculum and Instruction: <http://www.cde.ca.gov/ci>

Policy WESTERN PLACER UNIFIED SCHOOL DISTRICT

adopted: September 4, 2007 Lincoln, California

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