

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

MEMBERS OF THE GOVERNING BOARD

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

DISTRICT ADMINISTRATION

Scott Leaman, Superintendent
 Mary Boyle, Deputy Superintendent of Educational Services
 Audrey Kilpatrick, Assistant Superintendent of Business & Operation

<u>STUDENT ENROLLMENT</u>			
2012/13			
School	CEBEDS	4/1/2013	5/1/2013
Sheridan Elementary (K-5)	84	85	89
First Street Elementary (K-5)	465	460	462
Carlin C. Coppin Elementary (K-5)	412	413	414
Creekside Oaks Elementary (K-5)	559	591	605
Twelve Bridges Elementary (K-5)	717	723	722
Foskett Ranch Elementary (K-5)	552	544	545
Lincoln Crossing Elementary (K-5)	684	679	683
Glen Edwards Middle School (6-8)	686	677	679
Twelve Bridges Middle School (6-8)	853	870	872
Lincoln High School (9-12)	1,516	1,456	1,451
Phoenix High School (10-12)	65	65	61
TOTAL	6593	6563	6583

State Preschool

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

Pre-K/Special Ed

Foskett 23
 FSS PPPIP 84
 CCC 0

Adult Education 85

First-5 Program

First Street 22 A.M. /21 P.M.
 Sheridan 14 A.M. /14 P.M.

GLOBAL DISTRICT GOALS

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

Western Placer Unified School District
Regular Meeting of the Board of Trustees

May 21, 2013, 7:00 P.M.

First Street Elementary School – Multi Purpose Room
1400 First Street, Lincoln, CA 95648

AGENDA

2012-2013 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; Component II: Curriculum Themes; Component III: Special Student Services; Component IV: Staff & Community Relations; Component V: Facilities/Administration/Budget.

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

6:00 P.M. START

1. **CALL TO ORDER** – First Street Elementary School – Multi-Purpose Room

6:05 P.M.

2. **CLOSED SESSION** – First Street Elementary School - Office Conference Room

- 2.1 **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Purchase price, and payment terms for additional property adjacent to the Twelve Bridges Library, negotiated between representatives of Western Placer Unified School District and Sierra Community College District.

- 2.2 **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Case No. SCV0032309, Western Placer Unified School District vs. City of Lincoln

- 2.3 **CONFERENCE WITH LABOR NEGOTIATOR**

Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators: Scott Leaman, Superintendent, Mary Boyle, Deputy Superintendent of Educational Services, Ryan Davis, Director of Human Services
Audrey Kilpatrick, Assistant Superintendent of Business and Operations

- 2.4 **PERSONNEL**

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

- 2.5 **INTERDISTRICT ATTENDANCE APPEAL**

- a. Interdistrict Request Appeal 13/14 - 13
 - b. Interdistrict Request Appeal 13/14 - 14

7:00 P.M.

3. **ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE**– First Street Elementary Multi-Purpose Room

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

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- 3.1 CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
Purchase price, and payment terms for additional property adjacent to the Twelve Bridges Library, negotiated between representatives of Western Placer Unified School District and Sierra Community College District.
- 3.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Case No. SCV0032309, Western Placer Unified School District vs. City of Lincoln
- 3.3 CONFERENCE WITH LABOR NEGOTIATOR**
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators: Scott Leaman, Superintendent, Mary Boyle, Deputy Superintendent of Educational Services, Ryan Davis, Director of Human Services
Audrey Kilpatrick, Assistant Superintendent of Business and Operations
- 3.4 PERSONNEL**
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- 3.5 INTERDISTRICT ATTENDANCE APPEAL**
a. Interdistrict Request Appeal 13/14 - 13
b. Interdistrict Request Appeal 13/14 - 14
- 4. SPECIAL ORDER OF BUSINESS**
School Being Featured: First Street Elementary School
- 5. 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.
- 5.1 Classified Personnel Report
- 5.2 Certificated Personnel Report
- 5.3 Approve California Interscholastic Federation Application for 2013-14 School Year for Lincoln High School.
- 5.4 Approve Student Discipline/Stipulated Expulsion for Student's #12-13 W,X,Y.
- 5.5 Agreement for Consulting Agreement between Placer county Office of Education (PCOE), on behalf of Herrera Engineering Consultants, Inc., and WPUSD for 2013-2014 Industrial Stormwater Permit Support Services
- 5.6 Agreement for Consulting Agreement between Placer County Office of Education (PCOE) and WPUSD for Services on behalf of the District with Herrera Engineering Consultants, Inc. by PCOE
- 5.7 Ratification of Agreement with Rainforth Grau Architects for Analysis of the Carlin C. Coppin Heating, Ventilation and Air Conditioning System.
- 5.8 Ratification of Professional Services Authorization with LPA, Inc. for architectural work on Roof Replacement of Lincoln High School Kitchen
- 5.9 Agreement for Consulting Services between Total Compensation Systems, Inc., and WPUSD.

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- 5.10 Approve Waiver of California High School Exit Exam Requirement for Diploma for Special Education Students Who Have Not Passed CAHSEE Math and/or CAHSEE ELA, with Modifications. Students #A-1 – A-22 LHS and A-1 at PHS.
Roll call vote:

6. 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.

7. REPORTS & COMMUNICATION

- 7.1 Lincoln High School, Student Advisory – Jillian Loya
7.2 Western Placer Teacher's Association – Mike Agrippino
7.3 Western Placer Classified Employee Association – Mike Kimbrough
7.4 Superintendent - Scott Leaman

8. ♦ACTION ♦DISCUSSION ♦INFORMATION

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

8.1 Information/ UPDATE ON PROCESS OF ADJUSTMENT OF MIDDLE

Discussion SCHOOL ATTENDANCE BOUNDARIES – Boyle/Steer/Leaman (12-13 G & O Component I, II, III, IV, V)

- When Twelve Bridges Middle School was opened in 2006, in order to utilize available space and better balance the enrollment between the two middle schools, it was designated that students from the Carlin C. Coppin Elementary attendance area would be redirected to attend Twelve Bridges Middle School. This action was made knowing that at some point in the future the middle school boundaries would need to be reestablished to their original format in order to prevent overcrowding at Twelve Bridges Middle.

8.2 Discussion/ CONSIDER APPROVING REVISED JOB DESCRIPTION FOR
Action TECHNOLOGY SUPPORT TECHNICIAN I POSITION – Davis (12-13 G & O Component I, II, III, IV, V)

- As a part of the ongoing review of job descriptions by both the District and CSEA there exists a need to approve a revised job description for the Technology Support Technician I position to update some of the essential job duties and requirements. The District administration worked with CSEA to bring forward the enclosed job description and the description has been approved by CSEA. There is no financial impact as a result of this change.

8.3 Discussion/ CONSIDER APPROVING NEW JOB DESCRIPTION FOR
Action TECHNOLOGY SUPPORT TECHNICIAN II POSITION – Davis (12-13 G & O Component I, II, III, IV, V)

- As a part of the ongoing review of job descriptions and the needs of the District by both the District and CSEA there exists a need to approve a new job description for the Technology Support Technician II position to accommodate

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some of the essential job duties and requirements. The Technology Support Technician II position has some significant changes from the Technology Support Technician I position to accommodate some of the specific needs of the Technology Department and the District. The District administration worked with CSEA to bring forward the enclosed job description and the description has been approved by CSEA. The new position will be placed at Range 36 on the Classified Salary Schedule.

8.4 Discussion/ **CONSIDER APPROVING REVISED JOB DESCRIPTION FOR**
Action **THE SCHOOL CLERK II POSITION** – Davis (12-13 G & O Component I, II, III, IV, V)

● As a part of the ongoing review of job descriptions by both the District and CSEA there exists a need to approve a revised job description for the School Clerk II position to correct some of the essential job duties that were agreed to during the 2011-2012 school year. The District administration worked with CSEA to bring forward the enclosed job description. There is no financial impact as a result of this change.

8.5 Information/ **MAY REVISION – UPDATE OF 2013 - 14 GOVERNOR'S**
Discussion **PROPOSED STATE BUDGET** – Kilpatrick (12-13 G & O Component I, II, III, IV, V)

● On May 14, 2013, Governor Jerry Brown released his May Revision to the proposals for the 2013-14 State Budget. The May Revision is a statutory opportunity for the Governor to recast his proposals in light of the latest economic data

9. BOARD OF TRUSTEES

9.1 FUTURE AGENDA ITEMS

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

- Relationship with Sierra Community College
- Twelve Bridges High School
- Lincoln Crossing Elementary South/Facilities Update

9.2 BOARD MEMBER REPORTS/COMMENTS

10. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- **June 4, 2013** 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School
- **June 18, 2013** 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School

11. 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

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

Western Placer Unified School District

CLOSED SESSION AGENDA

Place: First Street Elementary School – Main Office Conference Room

Date: Tuesday, May 21, 2013

Time: 6:05 P.M.

1. LICENSE/PERMIT DETERMINATION
 2. SECURITY MATTERS
 3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
 4. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
 5. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
 6. LIABILITY CLAIMS
 7. THREAT TO PUBLIC SERVICES OR FACILITIES
 8. **PERSONNEL**
 - * PUBLIC EMPLOYEE APPOINTMENT
 - * PUBLIC EMPLOYEE EMPLOYMENT
 - * PUBLIC EMPLOYEE PERFORMANCE EVALUATION
 - * PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
 - * COMPLAINTS OR CHARGES AGAINST AN EMPLOYEE
 9. CONFERENCE WITH LABOR NEGOTIATOR
 10. **STUDENTS**
 - * STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918
 - * STUDENT PRIVATE PLACEMENT
 - * **INTERDISTRICT ATTENDANCE APPEAL**
 - * STUDENT ASSESSMENT INSTRUMENTS
 - * STUDENT RETENTION APPEAL, Pursuant to BP 5123
 - * DISCLOSURE OF CONFIDENTIAL STUDENT RECORD INFORMATION
-
1. LICENSE/PERMIT DETERMINATION
 - a. Specify the number of license or permit applications.
 2. SECURITY MATTERS
 - a. Specify law enforcement agency
 - b. Title of Officer,
 3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
 - a. Property: specify the street address, or if no street address the parcel number or unique other reference to the property under negotiation.

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

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

CONFERENCE WITH REAL PROPERTY
NEGOTIATOR

AGENDA ITEM AREA:

Closed Session

REQUESTED BY:

Scott Leaman
Superintendent

ENCLOSURES:

No

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

May 21, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

The Board of Trustee will disclose any action taken in closed session in regard to Purchase price, and payment terms for additional property adjacent to the Twelve Bridges Library, negotiated between representatives of Western Placer Unified School District and Sierra Community College District.

RECOMMENDATION:

Administration recommends the Board of Trustee disclose action taken in closed session in regard to Real Property.

**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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SUBJECT:

CONFERENCE WITH LEGAL COUNSEL –
EXISTING LITIGATION

AGENDA ITEM AREA:

Disclosure of Action Taken in
Closed Session

REQUESTED BY:

Scott Leaman,
Superintendent

ENCLOSURES:

No

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

May 21, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

The Board of Trustees will disclose any action taken in closed session in regard to the Existing Litigation of Case No. SCV0032309, Western Placer Unified School District vs. City of Lincoln.

RECOMMENDATION:

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

**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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3. **Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.**
4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:

Bargaining Groups:

WPTA & CSEA Negotiations

Agency Negotiators:

Scott Leaman, Superintendent

Mary Boyle, Deputy Superintendent

Ryan Davis, Director of Human Services

Audrey Kilpatrick, Assistant Superintendent

Business and Operations

AGENDA ITEM AREA:

Disclosure of action taken in
closed session

REQUESTED BY:

Ryan Davis

Director of Human Services

ENCLOSURES:

No

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

May 21, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

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

ADMINISTRATION RECOMMENDATION:

Administration recommends the board of trustees be updated on negotiations.

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

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

DISTRICT GLOBAL GOALS

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SUBJECT:

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/
RELEASE

AGENDA ITEM AREA:

Closed Session

REQUESTED BY:

Ryan Davis
Director, Human Services

ENCLOSURES:

No

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

May 21, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

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

RECOMMENDATION:

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

**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:

Interdistrict Appeal

AGENDA ITEM AREA:

Disclosure of Action Taken in
Closed Session

REQUESTED BY:

Scott Leaman,
Superintendent

ENCLOSURES:

No

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

May 21, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

The Board of Trustees will discuss disclose any action taken in closed session regarding the following transfer appeals:

- Interdistrict Request Appeal 13/14 – 13
- Interdistrict Request Appeal 13/14 – 14

ADMINISTRATION RECOMMENDATION:

Disclose any action taken.

**SPECIAL
ORDER
OF
BUSINESS**

**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.

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SUBJECT:

Featured School:
First Street Elementary School

AGENDA ITEM AREA:

Special Order of Business

REQUESTED BY:

Scott Leaman,
Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

May 21, 2013

ROLL CALL VOTE:

No

BACKGROUND:

First Street Elementary School will share a short presentation to the Board of Trustees. They will focus on the following:

- Pupils
- Programs
- Parents

RECOMMENDATION:

Administration recommends the Board of Trustees enjoy the presentation.

First Street School



Western Placer Unified School District
"Excellence in Education"



First Street School Board Presentation – May 21, 2013 7:00 PM – FSS Multi-Purpose Room

First Street School is delighted to have an opportunity to highlight some of the wonderful features of our school to the Western Placer Unified School District Board of Trustees. During our presentation we will feature the following items:

- ✓ Recognition of students who achieved a perfect score on the CST

Board Members

- Jacob Barquet
- Brady Compaan (for the second time)
- Juan Guzmán
- Reid Peterson
- Micaiah Ray (for the second time)
- James Scheiber
- Dillan Shane

- ✓ Overview of the Elementary Academy

Academy Teachers

1400 First Street
Lincoln, CA 95648

Rubén Ayala, Principal

Phone: (916) 645-6330
Fax: (916) 645-6284

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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SUBJECT:

Classified Personnel Report

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Ryan Davis
Director, Human Services



ENCLOSURES:

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

General Fund/Categorical

MEETING DATE:

May 21, 2013

ROLL CALL REQUIRED:

BACKGROUND:

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

RECOMMENDATION:

Administration recommends ratification of the classified personnel report.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
PERSONNEL REPORT**

May 21, 2013

CLASSIFIED/MANAGEMENT

ADDITIONAL POSITION

1. **Name:** Ramey Dern
 Position: District ELD & Intervention Program Secretary
 Site: District Office
 Hours: 2.5 Hours/Day
 Effective: 5/6/13
 Replacement Position

2. **Name:** Maritza Psik
 Position: Cafeteria Site Cashier
 Site: First Street School
 Hours: 3 Hours/Day
 Effective: 7/1/13
 Replacement Position

ADDITIONAL HOURS/SITE TRANSFER

1. **Name:** Kelle LeBeau
 Position: Library Technician
 Site: Glen Edwards
 Hours: 7.5 Hours/Day
 Effective: 7/1/13

5.1.1

**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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SUBJECT:

Certificated Personnel Report

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Ryan Davis
Director of Human Services



ENCLOSURES:

Yes

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

Categorical/General

MEETING DATE:

May 21, 2013

ROLL CALL REQUIRED:

BACKGROUND:

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

RECOMMENDATION:

Administration recommends ratification of the certificated personnel report.

5.2

WESTERN PLACER UNIFIED SCHOOL DISTRICT

PERSONNEL REPORT

May 21, 2013

CERTIFICATED/MANAGEMENT

RESIGNATIONS

1. **Name:** **Kris Knutson**
 Position: **Elementary Principal/Program Specialist/Preschool Program Coordinator**
 FTE: **1.0**
 Effective Date: **June 30, 2013**
 Site: **Sheridan**

5.2.1

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

California Interscholastic Federation
Application for 2013-14 School Year
At Lincoln High School

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Scott Leaman
Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

May 21, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

The California Interscholastic Federation is requesting representatives for Lincoln High School during the 2013-14 school year.

RECOMMENDATION:

Administration recommends the approval of the application.



ROGER L. BLAKE, EXECUTIVE DIRECTOR
CALIFORNIA INTERSCHOLASTIC FEDERATION
CIF STATE OFFICE • 4658 DUCKHORN DRIVE • SACRAMENTO, CA 95834 • PH: 916-239-4477 • FX: 916-239-4478 • WWW.CIFSTATE.ORG

TO: SUPERINTENDENT OF PUBLIC SCHOOLS
PRINCIPAL OF PRIVATE SCHOOLS

FROM: ROGER L. BLAKE

RE: ENCLOSED FORM TO RECORD DISTRICT AND/OR SCHOOL REPRESENTATIVES TO LEAGUES

DATE: APRIL 15, 2013

Enclosed is a form upon which to record your district and/or school representatives to leagues for **next year, 2013-2014**. It is a form sent every year to you in order to obtain the names of league representatives to every league in the state and to make sure that the league representatives are designated by school district or school governing boards. **It is a legal requirement that league representatives be so designated.**

The education code gives the authority for high school athletics to high school governing boards. The code also requires that the boards, after joining CIF, designate their representatives to CIF leagues. This is a necessity! (Ed. Code 33353 (a) (1))

We are asking that, after action by the governing board, you **send the names of league representatives to your CIF Section office**. Obviously, the presumption behind this code section is that the representatives of boards are the only people who will be voting on issues, at the league and section level, that impact athletics.

If a governing board does not take appropriate action to designate representatives or this information is not given to Section offices within the required time frame, CIF is required to suspend voting privileges (CIF Constitution, Article 2, Section 25, p.17) for the affected schools.

At the State Federated Council level we will be asking that Sections verify that their representatives are designated in compliance with this Ed. Code section.

I hope this gives you a bit of background. Thank you for all you do to help support high school athletics. It is a valuable program in all high schools and we appreciate the support you give to the program and to CIF.

Please return the enclosed form no later than July 2, 2013 directly to your CIF Section Office. Addresses of each section are listed on the back of the form. Please contact us if we can give you further information.

5.3.1

2013-2014 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE) no later than July 2, 2013.**

Western Placer Unified School District/Governing Board at its May 21, 2013 meeting,
(Name of school district/governing board) (Date)

appointed the following individual(s) to serve for the 2013-2014 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL Lincoln High School

NAME OF REPRESENTATIVE Donna Tofft

POSITION Athletic Director

ADDRESS 790 J Street

CITY Lincoln ZIP 95648

PHONE (916) 645-6360 FAX (916) 645-6349

E-MAIL dtofft@wpusd.k12.ca.us

NAME OF SCHOOL Lincoln High School

NAME OF REPRESENTATIVE Michael Maul

POSITION Vice Principal

ADDRESS 790 J Street

CITY Lincoln ZIP 95648

PHONE (916) 645-6360 FAX (916) 645-6349

E-MAIL mmaul@wpusd.k12.ca.us

NAME OF SCHOOL _____

NAME OF REPRESENTATIVE _____

POSITION _____

ADDRESS _____

CITY _____

ZIP _____

PHONE _____

FAX _____

E-MAIL _____

NAME OF SCHOOL _____

NAME OF REPRESENTATIVE _____

POSITION _____

ADDRESS _____

CITY _____

ZIP _____

PHONE _____

FAX _____

E-MAIL _____

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name Scott Leaman, Supt. Signature _____

Address 600 Sixth Street, Suite 400

City Lincoln

Zip 95648

Phone (916) 645-6350

Fax (916) 645-6356

PLEASE MAIL OR FAX THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.

SEE REVERSE SIDE FOR CIF SECTION OFFICE ADDRESSES.

5.3.2

**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.**

SUBJECT:

Student Discipline
Stipulated Expulsion Students #12-13-W,X,Y

AGENDA ITEM AREA:

Consent Session

REQUESTED BY:

Michael Doherty
District Hearing Officer

ENCLOSURES:

Yes

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

May 21, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

The Board of Trustees will disclose any action taken during Closed Session in regards to the expulsion of Students #12-13-W,X,Y

RECOMMENDATION:

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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:

Agreement for Consulting Agreement between Placer County Office of Education (PCOE), on behalf of Herrera Engineering Consultants, Inc., and WPUSD For 2013-2014 Industrial Stormwater Permit Support Services

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent of Business
Services and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

General Fund

MEETING DATE:

May 21, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

PCOE has contracted with Herrera Engineering Consultants Inc. to assist participating school districts to provide specialized engineering services to assist the District with compliance with the existing California General Permit for Discharges of Storm Water Associated with Industrial Activities (IGP). Included in the agreement are one-time support services to prepare a revised Storm Water Pollution Prevention Plan (SWPPP) and a Notice of Intent (NOI).

RECOMMENDATION:

Administration recommends that the Board ratify the consulting agreement between Placer County Office of Education and Western Placer Unified School District.

5.5

Board of Education

Susan Goto
Area 1

Suzanne Jones
Area 1

Robert Tomasini
Area 1

Kelli Gnile
Area 2

David Patterson, Ed. D.
Area 3

Lynn Oliver
Area 4

E. Ken Tokutomi
Area 4

Superintendent's Cabinet

Jerry Johnson
Associate Superintendent
Business Services

Renee Regacho-Anaclerio, Ed. D.
Associate Superintendent
Educational Services

Phillip J. Williams
Associate Superintendent
Student Services

James L. Anderberg
Executive Director
Administrative Services

Catherine Goins
Executive Director
Early Childhood Education

Mary Ann Garcia
Executive Director
Human Resources

April 23, 2013

Ms. Audrey Kirkpatrick
Assistant Superintendent Business and Support Services
Western Placer Unified School District
600 Sixth Street
Lincoln, CA 95648

SUBJECT: 2013-2014 Industrial Stormwater Permit (IGP) Support Services Agreement
for Services contracted for by PCOE

Dear Ms. Kirkpatrick:

Enclosed is the consulting agreement between Placer County Office of Education (PCOE) and Western Placer Unified School District (District) for 2013-2014 Industrial Stormwater Permit (IGP) Support Services.

Those services will include:

- Annual Support Services: Same as currently being provided (conduct annual training workshop, and prepare Annual Comprehensive Site Compliance Evaluation and Annual Report): **\$2,150**
- One-Time Support Services: Preparation of a revised Storm Water Pollution Prevention Plan (SWPPP) and a Notice of Intent (NOI). Because we expect that a reissued IGP will be adopted in 2013 and each district will have to submit a revised SWPPP and NOI to the State Water Resources Control Board by 6/30/14): **\$3,225**

Please note that there will be a change in how the district handles the costs for stormwater analyses. Each district will for pay the lab directly for its stormwater sample analyses. We believe that this will be more equitable; since the number of samples collected each year by each District varies. Steve Herrera will provide each district the information needed to set up an account at the Excelchem Lab in Rocklin. The cost for analysis of each set of samples in 2013-14 will be \$200 (includes pH, Total oil and Grease, Specific Conductance and Total Suspended Solids).

If you have any questions, feel free to call me at 530-889-5905. Otherwise, please execute both copies of the contract. Keep one, and return one to the Placer County Office of Education Facilities Department at 360 Nevada St., Auburn, CA 95603

Sincerely yours,

James Anderberg
Executive Director, Administrative Services

AGREEMENT FOR SERVICES CONTRACTED FOR BY PCOE

This agreement ("Agreement") for consulting services offered by **Placer County Office of Education**, "PCOE", on behalf of **Herrera Engineering Consultants, Inc.**, "Consultant" is entered into between Gayle Garbolino-Mojica, Placer County Superintendent of Schools, in her capacity as the Chief Executive Officer "PCOE" and **WESTERN PLACER UNIFIED SCHOOL DISTRICT** ("Agency"). This Agreement is effective when signed by PCOE and Agency and for reference only is dated **7/1/2013**.

1.0 **SCOPE OF SERVICES**

Consultant shall provide the following specialized consulting services to Agency: **Engineering services to assist the Agency with compliance with the existing California General Permit for Discharges of Storm Water Associated with Industrial Activities (IGP)**. These services to be provided by Consultant may be further described in Attachment A which is attached hereto and is incorporated herein by this reference.

2.0 **FEES**

Agency shall pay a lump sum amount to PCOE for all specialized services set forth herein on the fee schedule described on Attachment A.

3.0 **RECORDS**

Any records shall be maintained and stored by the Agency as may be required by the Education Code or other legal mandate. Copies of records may also be maintained and stored by PCOE.

4.0 **WORK PRODUCT**

All work product including intellectual property, such as trade secrets and copyrights, documents, records, files and supporting data accumulated, prepared and/or distributed by Consultant within the course and scope of this Agreement shall be as specified below the property of:

- a. ☒ PCOE _____
- b. ☒ Agency _____
- c. ☐ Not Applicable _____

5.0 TERM

The term of this Agreement shall be from July 1, 2013, through June 30, 2014.

6.0 TERMINATION

Either party may terminate this Agreement by giving the other party at least thirty (30) calendar days written notice. In the event of the early termination of this Agreement by Agency, PCOE shall be paid the entire annual fee due the year and the year following the current year in which the Agreement is terminated.

7.0 PAYMENT

Unless established in Attachment A, PCOE will annually invoice Agency for any specialized services rendered on or before May 1, 2014. Agency shall pay fees to PCOE on or before June 30, 2014.

8.0 AMENDMENTS

Any amendments to this Agreement shall be in writing and signed by both parties.

9.0 STATUS OF CONSULTANT

Consultant is not a salaried employee of PCOE or of the Agency.

10.0 CERTIFICATION


The Agency shall be responsible for reviewing and verifying all data included in documents, forms, and reports prepared by Consultant on behalf of Agency. The Agency shall be responsible for meeting any certification requirements and if necessary, for consulting legal counsel as related to the preparation and submittal of documents, forms, and reports that Consultant prepares on behalf of Agency.

11.0 ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the parties. There are no oral understandings, terms or conditions, and no party has relied upon any representation, express or implied, that are not otherwise contained in this Agreement. All prior understandings, terms or conditions are deemed merged into this Agreement.

IN WITNESS WHEREOF, the parties do hereby certify that they are duly authorized to execute this Agreement.

PLACER COUNTY SUPERINTENDENT OF SCHOOLS




Gayle Garbolino-Mojica

4/26/13

Date

AGENCY



(Signature of Agency Representative)

5/21/13

Date

Asst. Supt. Business & Operations

Title

AGREEMENT FOR PCOE CONSULTING SERVICES

ATTACHMENT A – SCOPE OF SERVICES AND/OR FEE SCHEDULE

CONSULTANT, as requested and authorized by the DISTRICT SUPERINTENDENT, will provide the following services for the 2013/2014 fiscal year:

Annual Training Workshop. Conduct one annual Storm Water Monitoring Workshop in September 2013 at the PCOE offices in Auburn, California. The purpose of the workshop would be to provide training for school district personnel regarding the existing SWPPP best management practice (BMP) and monitoring requirements, and present a summary of the results from sampling in 2012-13. At the workshop, the school districts would also be informed regarding the new requirements included in the reissued permit that currently expected to be adopted in 2013.

Annual Comprehensive Site Compliance Evaluations (ACSCEs). Conduct ACSCEs at each school bus maintenance facility accompanied by district staff. The purpose of the evaluations will be to verify that the district monitoring records are complete and that the SWPPP is being properly implemented. The results from the evaluations will be summarized in a report that would be submitted to the district for signature. In addition, as part of this task Consultant will also:

- Provide the coordination necessary to allow each district to pay directly for stormwater sample analyses. This would involve communications with both the lab and each of the districts. Consultant would tell each district how to open an account for purposes of obtaining storm water sample analyses at the Excelchem Environmental Laboratories in Rocklin.
- Prepare letters summarizing the results from storm water samples collected by the school districts. Consultant will review each storm water sample analysis to confirm the results appear reasonable. If the results seem unusual, Consultant will contact the lab to verify the report is correct. Consultant will then prepare a letters that summarize the sample results and provide recommendations for steps that could be taken to improve storm runoff quality.

2013-14 Annual Report. Prepare an electronic on-line annual report for each school district to submit to the SWRCB by June 30, 2014. The draft reports will be prepared based on observation records prepared by each district, the storm water sample analyses and the results from the ACSCE. Consultant will notify the district when the annual report is ready for district review, approval, and submittal.

ONE TIME SERVICES

The following services will be provided after adoption of the reissued IGP:

Revised Storm Water Pollution Prevention Plan (SWPPP). Consultant will revise the SWPPP for each "existing" school bus maintenance facility to include the new and revised requirements that are contained in the reissued IGP. A pdf copy of the draft SWPPP will be emailed to the District for review. After receiving comments from the district, a final SWPPP will be prepared and provided to the district (paper copy in binder). Consultant will also prepare and provide the Permit Registration Documents (NOI and electronic pdf copy of final SWPPP) for each district to file at the SWRCB SMARTS website for purposes of obtaining coverage under the reissued IGP.

These services will be billed annually pursuant to the pay schedule identified in Section 7.0 of the Agreement for Consulting Services.

Revised 4/11/13

5.5.5

**Fee Schedule
Industrial Storm Water Permit Support Services**

ANNUAL SUPORT SERVICES

2013-14		
ANNUAL SUPPORT SERVICES		\$2150
Annual Group Training Meeting	Lump sum fee	
ACSCE	Lump sum fee per bus maintenance facility	
Annual Report	Lump sum fee per bus maintenance facility	
ONE-TIME SUPPORT SERVICES		\$3,225
Revised SWPPP and NOI	Lump sum fee per bus maintenance facility	
TOTAL FEES		\$5,375

Please note: PCOE will no longer handle stormwater analyses. Beginning in 2013-14, each district will be responsible for paying directly for its stormwater sample analyses. Consultant will provide each district with the paperwork needed to set up an account at the Excelchem Lab in Rocklin. The cost for analysis of each set of samples in 2013-14 will be **\$200** (includes pH, Total oil and Grease, Specific Conductance and Total Suspended Solids).

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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:

Agreement for Consulting Agreement between Placer County Office of Education (PCOE) and WPUSD For Services on Behalf of the District with Herrera Engineering Consultants, Inc. by PCOE

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent of Business
Services and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

General Fund

MEETING DATE:

May 21, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

PCOE has contracted with Herrera Engineering Consultants Inc. to assist participating school districts to implement requirements specified in the California General Permit for Storm Water Discharges from Small Municipal Storm Sewer Systems (Small MS4 Permit). The existing Small MS4 permit was adopted by the State Water Resources Control Board on February 5, 2013. The agreement includes a five-year renewal and identifies the annual billing in the agreement.

RECOMMENDATION:

Administration recommends that the Board ratify the consulting agreement between Placer County Office of Education and Western Placer Unified School District.

56

AGREEMENT FOR SERVICES CONTRACTED FOR BY PCOE

This agreement ("Agreement") for consulting services offered by Placer County Office of Education, "PCOE", on Behalf of Herrera Engineering Consultants, Inc., "Consultant" is entered into between Gayle Garbolino-Mojica, Placer County Superintendent of Schools, in her capacity as the Chief Executive Officer "PCOE" and WESTERN PLACER UNIFIED SCHOOL DISTRICT ("Agency"). This Agreement is effective when signed by PCOE and Agency and for reference only is dated 7/01/2013.

1.0 SCOPE OF SERVICES

Consultant shall provide the following specialized consulting services to Agency: WESTERN PLACER UNIFIED SCHOOL DISTRICT. These services to be provided by Consultant may be further described in Attachment A which is attached hereto and is incorporated herein by this reference.

2.0 FEES

Agency shall pay a lump sum amount to PCOE for all specialized services set forth herein on the fee schedule described on Attachment A. Any reimbursement rate or amount for expenses such as travel, materials, copying etc. shall also be described on Attachment A. All fees for services and any reimbursement for expenses shall be paid directly to PCOE.

3.0 RECORDS

Any records shall be maintained and stored by the Agency as may be required by the Education Code or other legal mandate. Copies of records may also be maintained and stored by PCOE.

4.0 WORK PRODUCT

All work product including intellectual property, such as trade secrets and copyrights, documents, records, files and supporting data accumulated, prepared and/or distributed by Consultant within the course and scope of this Agreement shall be as specified below the property of:

- a. ☒ PCOE _____
- b. ☒ Agency _____
- c. ☐ Not Applicable _____

5.0 TERM

The term of this Agreement shall be from July 1, 2013, through June 30, 2018.

6.0 TERMINATION

Either party may terminate this Agreement by giving the other party at least thirty (30) calendar days written notice. In the event of the early termination of this Agreement, PCOE shall be paid for all work performed and all reasonable expenses incurred up to and including the date of termination.

7.0 PAYMENT

Unless established in Attachment A, PCOE will annually invoice Agency for any specialized services rendered on or before May 1st. Agency shall annually pay fees to PCOE on or before June 30th.

8.0 AMENDMENTS

Any amendments to this Agreement shall be in writing and signed by both parties.

9.0 STATUS OF CONSULTANT

Consultant is not a salaried employee of PCOE or of the Agency.

10.0 CERTIFICATION

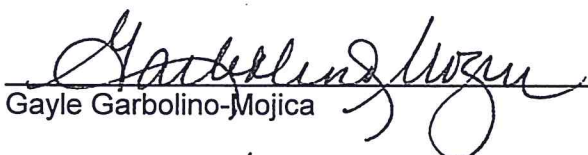
The Agency shall be responsible for reviewing and verifying all data included in documents, forms, and reports prepared by Consultant on behalf of Agency. The Agency shall be responsible for meeting any certification requirements and if necessary, for consulting legal counsel as related to the preparation and submittal of documents, forms, and reports that Consultant prepares on behalf of Agency.

11.0 ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the parties. There are no oral understandings, terms or conditions, and no party has relied upon any representation, express or implied, that are not otherwise contained in this Agreement. All prior understandings, terms or conditions are deemed merged into this Agreement.

IN WITNESS WHEREOF, the parties do hereby certify that they are duly authorized to execute this Agreement.

PLACER COUNTY SUPERINTENDENT OF SCHOOLS

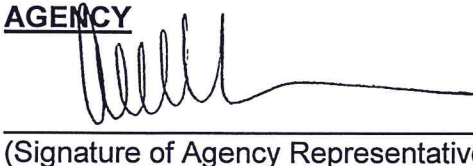


Gayle Garbolino-Mojica

4/20/13

Date

AGENCY



(Signature of Agency Representative)

5/21/13

Date

Asst. Supt. of Business & Operations

Title

AGREEMENT FOR PCOE CONSULTING SERVICES

ATTACHMENT A – SCOPE OF SERVICES AND/OR FEE SCHEDULE

CONSULTANT, as requested and authorized by the DISTRICT SUPERINTENDENT, will provide the following services for the 2013-2014, 2014-2015, 2015-2016, 2016-2017, and 2017-2018 fiscal years:

The annual support services provide the following:

- Conduct annual meeting with staff at each school district to clarify the SMS4 Permit requirements, answer questions and observe conditions at district facilities, discuss progress in implementation of storm water best management practices (BMPs), and set goals for tasks that can be reasonably completed during the following twelve months. The results from discussions during the meeting will be summarized in an annual progress report that will be submitted to the district.
- Conduct an annual Storm Water Training Workshop each year at the PCOE offices in Auburn, California. The purpose of the Workshop will be to address overall Permit implementation issues and priorities; provide a summary of overall Placer County school district progress towards implementing best management practices specified in the SMS4 Permit; and to keep the districts informed regarding the status of the statewide storm water requirements that can impact school district construction and operations.

Small MS4 Permit Fee Schedule

Fiscal Year	Small MS4 costs due to PCOE
2013-2014	\$2,100.00
2014-2015	\$2,160.00
2015-2016	\$2,220.00
2016-2017	\$2,280.00
2017-2018	\$2,340.00
TOTAL	\$11,100.00

TOTAL OF CONTRACTED SERVICES

\$11,100.00

These services will be billed annually pursuant to the pay schedule identified in Section 7.0 of the Agreement for Consulting Services herein.

**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:

Ratification of Agreement with Rainforth Grau
Architects for Analysis of the Carlin C. Coppin
Heating, Ventilation and Air Conditioning System

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Heather Steer, Facilities Coordinator

ENCLOSURES:

Yes

DEPARTMENT:

Facilities

FINANCIAL INPUT/SOURCE:

Restricted Facilities Fund 21

MEETING DATE:

May 21, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

Recently the District has undertaken in many types of analysis of the Heating, Ventilation and Air Conditioning (HVAC) System at Carlin C Coppin Elementary. While we are still exploring the possibility of a complete energy efficiency and HVAC replacement/repair project for the District as a whole, both staff and administration desired to explore the full range of possible solutions to the issues within the pod areas of Carlin C. Coppin Elementary specifically. In an effort to find the most efficient and economical solution possible, staff has requested that one of the District's architect firms review and survey this site with a mechanical engineer in order to bring forth a full range of solutions.

The goal of this exercise is to help staff better evaluate solutions already proposed, and be prepared to engage in emergency repair if ever needed.

Rainforth Grau Architects is one of the firms in the pool of Board of Trustee approved architects. This agreement falls under the scope of the Master Contract with Rainforth Grau Architects that was approved by the Board of Trustees in June of 2012.

RECOMMENDATION:

Board of Trustees ratify agreement with Rainforth Grau Architects for Carlin C. Coppin Elementary School HVAC Analysis.

AGREEMENT BETWEEN CLIENT AND ARCHITECT
FOR CALIFORNIA SCHOOL PROJECTS

This AGREEMENT, made in 2 copies on the 2nd day of May, 2013, By and Between the Western Placer Unified School District of Placer County, California, hereinafter called the CLIENT and Michael Rainforth ▪ Jeffrey Grau ▪ Architects, A Professional Corporation, hereinafter called the ARCHITECT.

For the Following PROJECT:

13-1119 Carlin C. Coppin Elementary School HVAC Analysis.

NOW THEREFORE, The Client and Architect agree as follows:

1. BASIC SERVICES OF THE ARCHITECT:

A. Goals for Services

- (1) To provide the District a list of options to address HVAC deficiencies.

B. System Analysis

- (1) On site system analysis with user survey identifying spaces and occupant comfort issues. The District maintenance and operations staff member to be involved during this survey.
(2) The Architect and his Mechanical Engineer shall organize this information as backup for final recommendations.
(3) The Architect and his Mechanical Engineer shall review District provided as built documentation. This review will focus on the effects of the current design and its effects on the current building configuration.

C. System Report

- (1) The system report will include recommendations to address:
a. User comfort
b. Potential Energy savings
c. System repairs
d. Control strategies to meet District standards
e. System commissioning options to address current problems

D. Future Action Steps.

- (1) The system report will be the basis for District direction for next steps.

2. EMPLOYEES AND CONSULTANTS

5.7.1

The Architect as part of the basic professional services shall furnish at his expense the services of architects and mechanical engineers to complete the basic services outlined in this agreement.

3. THE CLIENT'S RESPONSIBILITIES

- A. The Client shall provide full information as to the goals for the HVAC analysis.
- B. The Client shall furnish a certified survey of the site, if required.
- B. The Client shall provide M&O staff for system survey input.
- C. The Client shall provide the last three years utility bills.
- D. The Client shall furnish all legal advice and services required for the project.
- E. The Client shall notify the Architect of administrative procedures required and name a representative authorized to act in its behalf. The Client shall promptly render decisions pertaining thereto to avoid unreasonable delay in the progress of the project.

4. ARCHITECTS COMPENSATION

For Architect's Services, compensation shall be computed as follows:

Hourly Billing Rates with Not-to-Exceed Maximum: Compensation for services rendered by principals and employees shall be based upon the rates as stated on the Architect's Fee Schedule "V" (attached). This schedule of billing rates is subject to annual adjustments by the Architect, whereby the Architect shall inform the District, in writing, of said adjustment, if any, which shall then be the prevailing rates, applied to the Project(s) so authorized. Rates for Consultant services shall be based on their normal hourly rates.

The Not-to-Exceed maximum for this project is \$12,000 based on scope, schedule and services described above. Significant changes resulting in additional work may require additional fee.

5. PAYMENTS TO THE ARCHITECT

Payments on account of the agreed compensation in Article 4 shall be made upon presentation of Architect's monthly Invoice and Statement which will detail services rendered and expenses incurred by the Architect during the previous month's work. Payments to the Architect are due upon receipt and payable within 35 calendar days.

6. TERMINATION OF AGREEMENT

- A. The Client may terminate the Agreement on thirty (30) days written notice to the Architect for any reason provided that the Architect is compensated for all services completed to date in accordance with Section 6. B.

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- B. In the event of such termination, the Client shall pay the Architect as full payment for all services performed and all expenses incurred under this agreement an amount the sum total of which bears the same ratio to the total fee otherwise payable under this agreement as the services actually rendered hereunder by the Architect bear to the total services necessary for the full performance of this agreement, plus any sums due the Architect for extra services agreed upon. 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 Client or in the possession of the Architect. Notwithstanding any termination of the agreement or notice thereof, questions in dispute may be submitted to arbitration under the rules of American Arbitration Association and California state laws.

7. OWNERSHIP OF DOCUMENTS

The plans, specifications, and estimates shall be and remain the property of the Client, pursuant to Section 17316 of the Education Code.

8. ADDITIONAL SERVICES

When services not noted above are found necessary or desirable, Architect shall present a written proposal listing the specific additional services and fee associated therewith. Client's signature applied thereto will indicate acceptance of Architect's proposal for Additional Services.

9. LIMITATION OF LIABILITY

The Client agrees to limit the Architect's liability to the Client and all construction contractors and subcontractors on the Project arising from Architect's professional acts, errors or omissions, such that the total aggregate liability of Architect to all those named shall not exceed \$50,000. The Architect shall carry insurance to protect himself from claims of professional errors and omissions during periods of construction and for three years after filing of the Notice of Completion, upon which time, Architects' liability shall cease.

10. AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) provides that it is a violation of the ADA to design and construct a facility that does not meet the accessibility and usability requirements of the ADA except where an entity can demonstrate that it is structurally impractical to meet such requirements. The ADA also provides that alterations to a facility must be made in such a manner that, to the maximum extent feasible, the altered portions of the facility are readily accessible to and by individuals with disabilities. The Client acknowledges that the requirements of the ADA will be subject to various and possibly contradictory interpretations. The Architect therefore, will use his reasonable professional efforts to interpret applicable ADA requirements and other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the project. The Architect, however, cannot and does not warrant or guarantee that the Client's project will comply with interpretations of ADA requirements and/or requirements of other

5.7.3

federal, state and local laws, rules, codes, ordinances and regulations as they apply to the project.

11. ACCEPTANCE BY CLIENT

- A. If this Agreement and Proposal are not accepted by the Client within 45 calendar days, the Architect may declare them void.
- B. If the start of services are delayed more than 45 calendar days, through no fault of the Architect, the Architect may declare the Agreement and Proposal void or seek additional compensation.
- C. If services are suspended for more than 30 calendar days, through no fault of the Architect, the Architect may seek additional compensation.

12. ADDITIONAL PROVISIONS

The following amendments and/or additions are made a part of this agreement and shall be given effect notwithstanding any other provision contained herein:

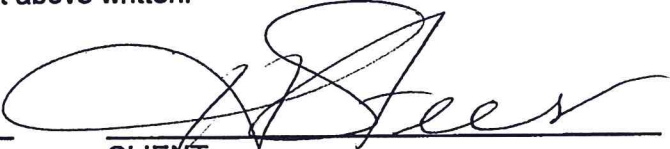
- a. There are no additional provisions to this Agreement.

The Client and Architect hereby agree to the full performance of the covenants contained herein.

IN WITNESS WHEREOF, the CLIENT and the ARCHITECT have executed this agreement the day and the year first above written.



ARCHITECT:
Timothy R. DeWitt
Rainforth ■ Grau ■ Architects
2407 J Street, Suite 202
Sacramento, CA 95816



CLIENT:
Western Placer Unified School District
Placer County
600 Sixth Street, Suite 400
Lincoln, CA 95648

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

SUBJECT:

Ratification of Professional Services Authorization
with LPA, Inc. for architectural work on Roof
Replacement of Lincoln High School Kitchen

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Heather Steer, Facilities Coordinator

ENCLOSURES:

Yes

DEPARTMENT:

Facilities

FINANCIAL INPUT/SOURCE:

Deferred Maintenance, Fund 14

MEETING DATE:

May 21, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

Continuing with our commitment to maintaining our facilities in Western Placer Unified School District, staff has identified many roof systems that are in need of repair throughout our buildings. While working within tight limitations of time and budget, it has been determined that we are able to do the recommended roof replacement of the Kitchen area at Lincoln High School.

The attached Professional Services Authorization is with LPA, Inc. for Architectural and Engineering services for replacement of the Kitchen roof at Lincoln High School.

LPA, Inc. is one of our pool of Board of Trustee approved architectural firms, and the Board approved a Master Agreement of Services with LPA in May of 2009.

RECOMMENDATION:

Board of Trustees ratify agreement with LPA, Inc. for services related to roof replacement of Kitchen at Lincoln High School.

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PROFESSIONAL SERVICES AUTHORIZATION

Client: WESTERN PLACER UNIFIED SCHOOL DISTRICT
 600 Sixth Street, Suite 400
 Lincoln, CA 95648

Attn: Heather Steer
 Email: hsteer@wpusd.k12.ca.us
 Phone: (916) 645-5100 Fax:

Project No.: 13084.10 Date: May 2, 2013
 Project: Lincoln H.S. Kitchen Roof Replacement
 Location: Lincoln PSA No.: 0
 Office: Roseville Issued By: Steve Newson
 Client Contract: LPA PIC: Jon Mills
 Client Job No.: License #: C21169
 LPA Contracts: Donna Meyer LPA PM: Anthony Harris

Execution of this document will confirm your request for professional services. Please refer to the 'Terms and Conditions' on the back of this form for additional information. The 'Terms & Conditions' are a part of this Agreement. The Project is generally described as:

Lincoln High School - Kitchen Roof Replacement located within the Western Placer Unified School District

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

Services shall include:

Replacement of existing kitchen roof at Lincoln High School

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

Pursuant to project schedule.

LPA shall be compensated for these services as indicated below. Unless otherwise noted below, neither Consultant Costs nor Project Expenses are included in the LPA fee and shall be reimbursed to LPA per the 'Terms and Conditions' shown on the reverse side of this authorization. The 'Terms and Conditions' are a part of this Agreement.

Fee:	Est. Hourly Fee (rates attached)	\$10,000.00
Reimbursable Expenses:	Estimated	\$500.00

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

None

Special Conditions:

None

Contract Status:	Services:	Expenses:	Contract Total:
Original Contract Amount:	\$0.00	\$0.00	\$0.00
Total of Previous Addenda:	\$0.00	\$0.00	\$0.00
Previous Totals:	\$0.00	\$0.00	\$0.00
This PSA Amount:	\$10,000.00	\$500.00	\$10,500.00
New Fee Totals:	\$10,000.00	\$500.00	\$10,500.00

Client Authorized Signature _____ Date _____

Heather Steer

LPA Authorized Signature _____ Date _____

Jon S. Mills, AIA, LEED® AP, Principal

TERMS AND CONDITIONS OF AGREEMENT

The following terms and conditions shall be applicable to the scope of services described in this 'Professional Services Authorization' (PSA) and may only be amended, superseded or replaced by a writing signed by both of the Parties to this PSA. If the proposed services described in this PSA are additional services to an existing prime Owner/Architect Agreement, ("Prime Contract") the terms and conditions of the Prime Contract shall be included herein and shall prevail if in conflict with the terms hereof or unless otherwise modified as a Special Condition of this PSA.

1. LPA, INC. ("LPA") shall provide Owner with monthly invoices accurately reflecting current expenditures of professional time and reimbursable expenses. Each invoice shall be due and payable upon receipt and delinquent thirty (30) days after date of issuance. In the event of delinquency, a service charge of 1.5% per month will be assessed. LPA reserves its right to stop the work, as outlined in this PSA, at any time without notice, due to delinquency and receive an automatic extension of the project completion date equal to the period of stoppage. In the event of stoppage of work, due to delinquent payment, LPA shall have no liability to Owner for delay and/or damage caused the Owner because of such a stoppage. LPA shall be entitled to a security interest in the Project's Property and Owner shall execute all documents and take all other steps reasonably necessary to perfect said security interest. Upon default by Owner, LPA may file a notice of lis pendens concerning the property and notify all potentially interested parties of its interest herein in said property. No deductions shall be made from the compensation to LPA on account of problems or losses for which LPA has not been held legally liable.
2. All project expenses shall be reimbursed to LPA by the Owner at a multiple of 1.10. Project expenses include, but are not necessarily limited to, all normal costs involving models, renderings, document reproduction, plotting, deliveries, mileage, and approved travel. Unless otherwise agreed to in writing, all governmental taxes and fees will be paid directly by the Client. These taxes and fees are separate and are not a part of LPA's reimbursable allowance. Unless specifically noted as being included in a 'stipulated sum', all consultant fees shall be subject to a multiple of 1.25.
3. LPA shall be responsible for only the professional services provided by it and/or its subconsultants. In particular, and without limitation, LPA shall not be responsible for delays beyond its reasonable control, for inaccurate information provided to it by Owner, Owner's Consultants or other reasonable reliable sources, for site conditions of which it was not informed, for Owner's finish materials and equipment decisions, for the action or inaction of governmental agencies or for any failures of the Project's contractors and material suppliers.
4. To the extent that LPA is required to provide Construction Administration services pursuant to this PSA, it is understood that LPA shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility under the Contract for Construction. LPA shall not be responsible for the Contractor's schedules or failure to carry out the Work in accordance with the Contract Documents. LPA shall not have control over or charge of acts or omissions of the Contractor, Subcontractors, or their agents or employees, or of any other persons performing portions of the Work.
5. Because of the importance of a good working relationship between LPA and Owner, neither party may assign this PSA without the written consent of the other and either party may terminate this PSA by giving at least five (5) days written notice to the other at the addresses on the reverse of this sheet, provided only that such notice is given in the good faith belief that the working relationship is less than satisfactory.
6. If at any time either party should default and materially breach this PSA, then the non-defaulting Party shall notify the defaulting party in writing setting forth clearly what must be done to cure that breach and thereafter the defaulting party shall have fourteen (14) calendar days from the date of the notice of default to cure the default.
7. The Drawings, Specifications and other documents prepared by LPA for this Project are instruments of LPA's service of the Architect for use solely with respect to this Project and, unless otherwise provided, LPA shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including any copyrights.
8. Because of the disparity between LPA's fee and potential civil liability concerning the Project, Owner shall limit LPA's actual or alleged aggregate civil liability concerning or arising out of the Project and that of LPA's principals, employees and subconsultants to Owner and whatever other parties are involved with the Project not to exceed \$50,000 or the amount of LPA's fee, whichever is less.
9. Neither the Owner nor any of the Owner's consultants nor contractors nor any of the Owner's contractors' subcontractors shall make a claim against LPA unless the Owner has first provided LPA with a written certification executed by an independent Design Professional currently practicing in the same discipline as LPA and licensed in the State of California. This certification shall: 1) identify the name and license number of the certifier; 2) specify each and every act or omission that the certifier contends is a violation of the standard of care expected of an architect performing professional services under similar circumstances; and 3) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation. This certificate shall be provided to LPA not less than thirty (30) days prior to the presentation of any claim or the initiation of any arbitration or judicial proceeding.
10. It is recognized that neither the Architect nor the Owner have control over changing inflation factors affecting the cost of labor, materials and equipment utilized by the Architect and accordingly the Architect shall be entitled to renegotiate its quoted fees if there is an inflationary increase following the execution of this PSA and the Project is not commenced within 120 days from the date of this PSA or is delayed by the Owner for a period of more than 120 days through no fault of the Architect.
11. It is the declared policy of LPA to afford equal opportunity for employment to individuals without regard to race, religion, color, national origin or ancestry, handicap, medical condition, Veteran status, marital status, sex or age; except where sex or age is a bona fide occupational requirement and the Owner shall provide a safe and harassment-free workplace environment while LPA's employees are on the job site.

Revised: August 2009

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BASIC HOURLY RATE SCHEDULE

Principal	\$215.00
Senior Managing Director	\$195.00
Senior Project Director	\$180.00
Project Director	\$165.00
Senior Project Manager	\$150.00
Managing Professional	\$140.00
Senior Professional	\$125.00
Professional	\$115.00
Professional Staff	\$105.00
Intermediate Staff	\$95.00
Staff	\$85.00
Support Specialist	\$75.00
Clerical Staff	\$70.00
Intern	\$60.00

NOTE: These rates are effective January 1, 2013 and are subject to change annually.

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Agreement for Consulting Services between
Total Compensation Systems, Inc., and WPUSD

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent, Business & Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

General Fund

MEETING DATE:

May 21, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

GASB 43 and 45 require Western Placer Unified School District to analyze other post employment benefits on a biennial basis. Total Compensation Systems, Inc. has prepared the District's past three actuarial studies. It is now time for the District to obtain an updated actuarial study as of June 30, 2013. Total Compensation Systems, Inc. has offered to provide this service for \$6,000—the same price as the June 30, 2011 actuarial study.

RECOMMENDATION:

Administration recommends that the Board authorize administration to enter into agreement with Total Compensation Systems, Inc., to prepare an actuarial study as of June 30, 2013, per the attached agreement.

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CONSULTING SERVICES AGREEMENT

This Agreement is entered into effective the 1st day of June, 2013 by and between Total Compensation Systems, Inc. ("Consultant"), a California corporation with principal offices located at 5655 Lindero Canyon Road, Suite 223, Westlake Village, California, 91362 and Western Placer Unified School District ("Customer").

The following shall govern the provision of consulting services by Consultant to Customer.

1. Consulting Services. Consultant shall provide the consulting services described on Schedule 1 attached hereto.
2. Compensation to Consultant. Customer shall pay Consultant for the consulting services described on Schedule 1 attached hereto the compensation set forth on Schedule 2 attached hereto.
3. Term and Termination. (a) Term. This Agreement shall commence on the date first written above and shall continue in effect until March 31, 2014, or until all consulting services described on Schedule 1 have been performed, whichever occurs first, unless sooner terminated in accordance with the provisions of this Agreement. (b) Termination Without Cause. This agreement may be terminated at any time by either party upon sixty (60) days prior written notice to the other party. (c) Termination With Cause. Either party shall have the right to terminate this Agreement upon the failure of either party to observe any of the covenants and agreements required to be observed by it under this Agreement, and such failure continues for a period of thirty (30) days after written notice thereof. (d) Rights and Obligations after Termination. Termination of this agreement shall not relieve either party of any rights or obligations arising out of the Agreement prior to termination, with the exception that the amount of the final payment that shall be made by Customer shall be based solely upon the percentage of work that was completed by Consultant.
4. Customer Will Provide Information. Customer shall provide Consultant with the information necessary for Consultant to provide the consulting services described on Schedule 1 attached hereto.
5. Authorization to Acquire Information. Customer hereby authorizes Consultant to acquire the necessary information reasonably required by Consultant to provide the consulting services described on Schedule 1 attached hereto from any agency, agencies, source or sources.
6. Customer's Right to Provide Information. Customer represents and warrants to Consultant that it has the right to provide the information that will be given by Customer to Consultant, or which will be acquired by Consultant pursuant to paragraphs 4 and 5 above.
7. Limitation on Services. Customer understands that Customer retains sole authority and responsibility for the operation and design of all Customer's employee benefit plans.
8. Ownership of Systems and Materials. All systems, programs, operating instructions, forms and other documentation prepared by or for Consultant shall be and remain the property of Consultant. All data source documents provided by Customer shall remain the property of Customer.
9. Indemnification. (a) By Customer. Customer hereby agrees to defend and indemnify Consultant and hold Consultant harmless against any claims, injury, costs or damages (including actual

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attorneys' fees incurred) resulting from Customer's gross negligence or willful misconduct. (b) By Consultant. Consultant hereby agrees to defend and indemnify Customer and hold Customer harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Consultant's gross negligence or willful misconduct.

10. General.

- a. Relationship of the Parties. The relationship between Consultant and Customer established by this Agreement is that of independent contractors. Consultant and Customer shall each conduct its respective business at its own initiative, responsibility, and expense, and shall have no authority to incur any obligations on behalf of the other.
- b. Force Majeure. No party shall have liability for damages or non-performance under this Agreement due to fire, explosion, strikes or labor disputes, water, acts of God, war, civil disturbances, acts of civil or military authorities or the public enemy, transportation, facilities, labor, fuel or energy shortages, or other causes beyond that party's control.
- c. Entire Agreement. This Agreement and the Schedules attached hereto contain the entire agreement between the parties and supersedes all previous agreements and proposals, oral or written, and all negotiations, conversations, or discussions between the parties related to the subject matter of this Agreement. This Agreement shall not be deemed or construed to be modified, amended, rescinded, canceled or waived in whole or in part, except by written amendment signed by both of the parties hereto.

11. Confidentiality. Consultant recognizes that its work will bring it into close contact with confidential information of Customer, including personal information about employees of Customer. Consultant agrees not to disclose anything that is the confidential information of Customer, or that is proprietary to Customer, including its software, its legacy applications, and its databases, to any third party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as set forth below.

"CONSULTANT"

TOTAL COMPENSATION SYSTEMS, INC.

"CUSTOMER"

WESTERN PLACER UNIFIED SCHOOL
DISTRICT

Signed: _____

Signed: _____

By: Geoffrey L. Kischuk

By: _____

Title: President

Title: _____

Date: _____

Date: _____

SCHEDULE 1

For the purposes of this Agreement, "consulting services" shall include the following services provided by Consultant to Customer:

A consulting report including all actuarial information necessary for Customer to comply with the requirements of current and future GASB accounting standards related to retiree health benefits. Study results will be separated between three employee classifications. Consultant will provide as many copies of the final report as Customer shall reasonably request.

Services do not include Consultant's attendance at any meetings, unless requested at the fee shown in Schedule 2.

SCHEDULE 2

Customer shall pay Consultant for the retiree health valuation report a total of \$6,000. One-half, or \$3,000 shall be due within 30 days of the commencement of work by Consultant. One-half, or \$3,000 shall be due within 30 days of the delivery by Consultant to Customer of the draft consulting report (or within 30 days of contract termination, if earlier).

In addition to the above fees, Customer agrees to pay Consultant an all-inclusive fee of \$1,600 per meeting to attend meetings related to the consulting services. Customer shall pay such meeting fees within 30 days of the meeting.

5.9.4

**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

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

SUBJECT:

Waiver of California High School Exit Exam
Requirement for Diploma for Special Education
Students Who Have Passed CAHSEE Math and/or
CAHSEE ELA, with Modifications
Students #A1 – A22 LHS and Student A-1 PHS

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Mary Boyle, Deputy Superintendent
Lisa Noma & Mary Lou Resendes, LHS Counselors

ENCLOSURES:

Confidential Student Assessment
Information

DEPARTMENT:

Educational Services

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

May 21, 2013

ROLL CALL REQUIRED:

No

BACKGROUND AND SUMMARY:

All students graduating from high school must complete the class credits required by their local high school and pass the California High School Exit Examination (CAHSEE) in the areas of English Language Arts (ELA) AND Mathematics (Math) in order to earn a high school diploma.

Students with an IEP or 504 Plan may qualify for a State CAHSEE Exemption, through AB1705 and Ed Code 60851 - 52. which was extended to July 1, 2015, and may receive their high school diplomas without satisfying the CAHSEE requirement. However, their transcripts will NOT indicate satisfaction of the CAHSEE requirement.

Students with an IEP or 504 Plan that allows for the use of modifications on testing including CAHSEE may also qualify for a CAHSEE Local Waiver with Board approval pursuant to EC60851 - 52 if they achieve a passing score on CAHSEE using those modifications. Students meeting CAHSEE requirements in this way DO have indication of satisfaction of the CAHSEE requirement on their transcripts.

Students with an IEP or 504 Plan may also qualify for a CAHSEE Local Streamlined Waiver with Board approval pursuant to EC60851 – 52 if they achieve certain scores on other assessments that are considered to be the equivalent of passing CAHSEE (CST ELA Basic in

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Grade 10, CMA ELA Proficient in Grade 10, Basic on CST Algebra I without modifications, or Proficient on CMA Algebra I). Students meeting CAHSEE requirements in this way DO have indication of satisfaction of the CAHSEE requirement on their transcripts.

Students # A-1 through A-22 at Lincoln High School and Student # A-1 at Phoenix High School are senior students with special needs, each with a current IEP or 504 Plan, who have each achieved the equivalent of a passing score on one or both parts of CAHSEE meeting one of the requirements listed above (see confidential list for specific information) and for whom Board Approval is requested for a Local Waiver or a Local Streamlined Waiver of CAHSEE requirements as indicated below.

ADMINISTRATION RECOMMENDATION:

Approve Waiver Request for Students:

LINCOLN HIGH SCHOOL ~

- #A-1 CAHSEE Math – Local Waiver
- #A-2 CAHSEE Math and ELA – Local Waiver
- #A-3 CAHSEE Math and ELA – Local Waiver
- #A-4 CAHSEE ELA – Local Waiver
- #A-5 CAHSEE ELA – Local Waiver
- #A-6 CAHSEE Math and ELA – Local Waiver
- #A-7 CAHSEE Math and ELA – Local Waiver
- #A-8 CAHSEE ELA – Local Waiver
- #A-9 CAHSEE ELA – Local Waiver
- #A-10 CAHSEE Math – Local Waiver
- #A-12 CAHSEE Math and ELA – Local Waiver
- #A-13 CAHSEE ELA – Local Waiver
- #A-14 CAHSEE ELA – Local Waiver
- #A-15 CAHSEE Math and ELA – Local Waiver
- #A-16 CAHSEE ELA – Local Waiver
- #A-17 CAHSEE Math – Local Streamlined Waiver
- #A-18 CAHSEE Math and ELA – Local Waiver
- #A-19 CAHSEE Math and ELA – Local Waiver
- #A-20 CAHSEE ELA – Local Waiver
- #A-21 CAHSEE Math and ELA – Local Waiver
- #A-22 CAHSEE ELA – Local Waiver

PHOENIX HIGH SCHOOL ~

- #A-1 CAHSEE ELA – Local Streamlined Waiver

5.10.1

INFORMATION

DISCUSSION

ACTION

ITEMS

**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 Process of
Adjustment of Middle School
Attendance Boundaries

AGENDA ITEM AREA:

Information/Discussion

REQUESTED BY:

Heather Steer, Facilities Coordinator
Mary Boyle, Deputy Superintendent
Scott Leaman, Superintendent

ENCLOSURES:

No

DEPARTMENT:

Facilities

FINANCIAL INPUT/SOURCE:

None

MEETING DATE:

May 21, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

When Twelve Bridges Middle School was opened in 2006, in order to utilize available space and better balance the enrollment between the two middle schools, it was designated that students from the Carlin C. Coppin Elementary attendance area would be redirected to attend Twelve Bridges Middle School. This action was made knowing that at some point in the future the middle school boundaries would need to be reestablished to their original format in order to prevent overcrowding at Twelve Bridges Middle.

In 2008 the Board of Trustees began a discussion around the necessity to restructure the middle school attendance boundaries lines. At the time we anticipated that the 6th – 8th grade population at Twelve Bridges Middle School would increase to the point of capacity, and it would become necessary to adjust the attendance between Twelve Bridges Middle and Glen Edwards Middle School. Because the capacity was not yet extended, and due to some concerns about shifting attendance boundaries, the discussion was tabled.

In January, Heather Steer updated the Board of Trustees that Twelve Bridges Middle School will soon have enrollment equal to being considered “at capacity”. To alleviate this impaction, and to better align the middle schools to have locations closer to their feeder elementary schools, Staff is recommending that the subject of moving the Carlin C. Coppin Elementary middle school attendance back to Glen Edwards Middle School. In March the Board was updated as to status and updated on the anticipated change becoming effective for the 2014-2015 school year.

8.1

The presentation you will be reviewing tonight is one that was just given to the parents at Carlin C. Coppin during the Open House on Thursday May 16th. Essentially this presentation is to inform every one of the intended process that staff will be using in order to best initiate this change in boundaries and implement thorough policies regarding it. The process will be continuing over the next 9-10 months, culminating in a request for Board action.

RECOMMENDATION:

Staff requests that the Board of Trustees consider the information included in this update and provide input.

**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:

Consider Approving Revised Job Description for
Technology Support Technician I position.

AGENDA ITEM AREA:

Discussion/Action

REQUESTED BY:

Ryan Davis
Director of Human Services



ENCLOSURES:

Current and Revised Job Description for:
Technology Support Technician I

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

General Fund

MEETING DATE:

May 21, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

As a part of the ongoing review of job descriptions by both the District and CSEA there exists a need to approve a revised job description for the Technology Support Technician I position to update some of the essential job duties and requirements. The District administration worked with CSEA to bring forward the enclosed job description and the description has been approved by CSEA. There is no financial impact as a result of this change.

RECOMMENDATION:

Approve the revised job description for the Technology Support Technician I position.

8.2

POSITION DESCRIPTION

Position Title: **DISTRICT & SITE TECHNOLOGY SUPPORT TECHNICIAN**

Department: **Business Services**

Reports to: **Assistant Superintendent, Technology Coordinator**

SUMMARY:

Responsible for assisting in the overall support, maintenance and monitoring of the District's technology systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * ~~Installs new technology equipment and hardware, including but not limited to CPU's, monitors, keyboards, printers, and scanners.~~
- * ~~Maintains current technology equipment including repairs, upgrades, and regular maintenance.~~
- * ~~Installs and maintains District approved software.~~
- * ~~Maintains network servers.~~
- * ~~Provides technical support for local area networks, including troubleshooting and regularly schedule software maintenance.~~
- * ~~Assists with installation relative to District networking and cabling requirements.~~
- * ~~Repairs District technology equipment in-house.~~
- * ~~Researches and resolves inquiries regarding technology issues.~~
- * ~~Works with District's Maintenance Department on technology issues.~~
- * ~~Responds to inquiries of teachers and other District personnel for the purpose of assisting in the use of various software applications.~~
- * ~~Provide staff training for backup procedures and other network maintenance procedures.~~
- * ~~Works with District staff in planning for expansion into new technology areas and to determine hardware compatibility prior to acquisition of new equipment.~~
- * ~~Serves as liaison with vendors for ongoing computer maintenance and warranty issues; makes recommendations regarding technology purchases, vendors and equipment.~~
- * ~~Prepares written material (e.g. procedures, documentation, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.~~
- * ~~Other duties as assigned.~~

QUALIFICATION REQUIREMENTS:

~~To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.~~

EDUCATION and/or EXPERIENCE:

~~Two to three years in PC repair. Must have networking experience or a degree in computer technology. Must be experienced in LAN and WAN troubleshooting in an Ethernet TCP/IP environment.~~

OTHER SKILLS and ABILITIES:

~~Has the ability to operate a computer and related software. Ability to communicate clearly and concisely, both orally and in writing and the ability to interact positively with schools and community. Ability to handle a multitude of responsibilities with minimal supervision.~~

LANGUAGE SKILLS:

~~Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals.~~

MATHEMATICAL SKILLS:

~~Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate ratio, and percent and to draw and interpret graphs.~~

REASONING ABILITY:

~~Ability to apply common sense understanding to carry out detailed written, oral, and technical instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.~~

PHYSICAL DEMANDS:

~~The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.~~

~~While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle, or feel objects, tools, or controls; and to talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools. The employee will frequently bend or twist at the neck and trunk more than the average person while performing duties of this job.~~

~~The employee must frequently lift and/or move up to 50 pounds such as technology equipment and networking cable. The employee will sometime push/pull items such as furniture and equipment. The employee will frequently interact with other staff members. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.~~

WORK ENVIRONMENT:

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

~~While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.~~

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

8.2.2

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **TECHNOLOGY SUPPORT TECHNICIAN I**
Department: Technology Services
Reports To: Director of Technology

SUMMARY:

Provides technology support, maintenance, and monitoring of the District's technology systems and peripherals; assists in troubleshooting network and server problems; assists the Network Administrator; and performs related duties as required or assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Installs, configures, maintains, upgrades, and troubleshoots district approved operating systems and local, web and server-based application software;
- Installs, configures, maintains, manages, upgrades, troubleshoots, and repairs district approved computers, peripherals, mobile devices, and other technology related devices and equipment;
- Troubleshoots network, server, computer, peripheral, and software problems while seeking assistance from, and escalating to support specialists when necessary;
- Assists the Network Administrator in maintaining the network including installing cabling and other LAN equipment, servers, and basic troubleshooting;
- Assists the Network Administrator in the design, development, implementation, maintenance, and management of an IT disaster recovery plan;
- Uses imaging technology to create and deploy software packages to district devices;
- Coordinates warranty repair activities;
- Performs work related assignments at various district sites remotely and on on-site;
- Provides a positive customer service oriented level of support for district technology users;
- Adheres to and assists in enforcing technology policies, rules, and regulations by reporting violations to appropriate officials and/or administrators;
- May prepare or revise complex documentation in non-technical terms for users;
- Assists school and district office staff with assessment of administrative and/or instructional computer technology software and hardware needs;
- Collaborates with site-based technology specialists and appropriate office staff to ensure smooth integration and use of technology;
- Acts as a liaison for all system enhancements, hardware repair, and network profiles and/or upgrades;
- Provides technology phone support, handling inquiries, and making referrals to specialists when appropriate;
- May provide training for district computer users;
- Participate in staff meetings, workshops, conferences, and classes;
- Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Possession of an appropriate, valid motor vehicle operator's license is required.

EDUCATION AND/OR EXPERIENCE:

Any combination of education and experience equivalent to an associate's degree in computer science, information technology, or a related field, plus three years of progressively more responsible educational work experience with special emphasis in computer technology and its applications. Can demonstrate knowledge of principles, concepts, and methods of applicable computer technology and its most effective and efficient utilization; good knowledge of, or ability to quickly learn, instructional technology requirements; knowledge of standard computer operating systems and the software used in a network environment; knowledge of two or more computer and network operating systems, and proficiency at standard desktop and communications applications and protocols; and ability to communicate effectively, both orally and in writing.

EMPLOYMENT ELIGIBILITY:

Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

OTHER SKILLS and ABILITIES:

- Ability to operate a computer and related software.
- Ability to communicate clearly and concisely, both orally and in writing and the ability to interact positively with schools and community.
- Ability to handle a multitude of responsibilities with minimal supervision.
- Ability to drive a car or district vehicle and possession of an appropriate, valid motor vehicle operator's license.
- Knowledge of basic math including calculation of fractions, percents and/or ratios.
- Skills to read a variety of manuals and understand multiple-step instructions.
- Skills to write documents following prescribed formats and/or present information before groups.
- Ability to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions.
- Ability to speak in audible tones so that others may understand clearly in training sessions and other meetings.
- Ability to interpret and implement rules relating to Western Placer Unified School District policies.
- Ability to schedule a number of activities; often gather, collate, and/or classify data; and coordinate a significant number of factors in the use of equipment.
- Ability to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using various methods of operation.
- Ability to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a wide variety of job-related equipment.
- Ability to apply problem-solving techniques to analyze issues, create plans of action and reach solutions.
- Ability to establish and maintain cooperative working relationships.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals.
- Ability to communicate effectively with others regarding technology issues.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out detailed written, oral, and technical instructions.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must be able to:

- Lift and/or move up to 50 pounds such as technology and networking equipment.
- Push or pull items such as furniture and equipment.
- Interact with other staff members.
- Climb a step stool or ladder and reach above shoulders.
- Sit or stand for extended periods of time.
- Squat, stoop or kneel.
- Reach above the head and reach forward.
- Stand, walk, use hands and fingers to handle, or feel objects, tools, or controls; use hand strength to grasp tools; and to talk and hear.
- See up close, have color and peripheral vision, have depth perception, and the ability to adjust focus.
- Frequently bend or twist at the neck and trunk more than the average person.
- Ability to see and read a computer screen and printed matter with or without visual aids.
- Ability for verbal communications including the ability to speak and hear at normal room levels.
- Ability to use computer terminals, telephones, calculators, copiers, and facsimile.
- Mental acuity to assist in the management of Information Technology Programs, consult with management on policy decisions, evaluate results, and make recommendations relative to the effective performance of the tasks.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works indoors in office and school environments and will occasionally work outdoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

**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:

Consider Approving New Job Description for
Technology Support Technician II position.

AGENDA ITEM AREA:

Discussion/Action

REQUESTED BY:

Ryan Davis
Director of Human Services



ENCLOSURES:

New Job Description for:
Technology Support Technician II

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

General Fund

MEETING DATE:

May 21, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

As a part of the ongoing review of job descriptions and the needs of the District by both the District and CSEA there exists a need to approve a new job description for the Technology Support Technician II position to accommodate some of the essential job duties and requirements. The Technology Support Technician II position has some significant changes from the Technology Support Technician I position to accommodate some of the specific needs of the Technology Department and the District. The District administration worked with CSEA to bring forward the enclosed job description and the description has been approved by CSEA. The new position will be placed at Range 36 on the Classified Salary Schedule.

RECOMMENDATION:

Approve the revised job description for the Technology Support Technician II position.

8.3

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **TECHNOLOGY SUPPORT TECHNICIAN II**
Department: Technology Services
Reports To: Director of Technology

SUMMARY:

Provides technology support, maintenance, and monitoring of the District's technology systems and peripherals; assists in troubleshooting network and server problems; assists the Network Administrator; and performs related duties as required or assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Creates, tests, and manages student active directory user profiles and accounts;
- Creates, tests, and manages student and staff e-mail, email archives, and other web-based accounts;
- Installs, configures, maintains, and troubleshoots district server-based client management and security software.
- Installs, configures, maintains, upgrades, and troubleshoots district approved operating systems and local, web and server-based application software;
- Installs, configures, maintains, manages, upgrades, troubleshoots, and repairs district approved computers, peripherals, mobile devices, and other technology related devices and equipment;
- Troubleshoots network, server, computer, peripheral, and software problems while seeking assistance from, and escalating to support specialists when necessary;
- Assists the Network Administrator in maintaining the network including installing cabling and other LAN equipment, servers, basic troubleshooting, and server backups;
- Assists the Network Administrator in the design, development, implementation, maintenance, and management of an IT disaster recovery plan;
- Uses imaging technology to create and deploy software packages to district devices;
- Coordinates warranty repair activities;
- Performs work related assignments at various district sites remotely and on on-site;
- Provides a positive customer service oriented level of support for district technology users;
- Adheres to and assists in enforcing technology policies, rules, and regulations by reporting violations to appropriate officials and/or administrators;
- May prepare or revise complex documentation in non-technical terms for users;
- Assists school and district office staff with assessment of administrative and/or instructional computer technology software and hardware needs;
- Collaborates with site-based technology specialists and appropriate office staff to ensure smooth integration and use of technology;
- Acts as a liaison for all system enhancements, hardware repair, and network profiles and/or upgrades;
- Provides technology phone support, handling inquiries, and making referrals to specialists when appropriate;
- May provide training for district computer users;
- Participate in staff meetings, workshops, conferences, and classes;
- Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Possession of an appropriate, valid motor vehicle operator's license is required.

EDUCATION AND/OR EXPERIENCE:

Any combination of education and experience equivalent to an associate's degree in computer science, information technology, or a related field, plus three years of progressively more responsible educational work experience with special emphasis in computer technology and its applications. Can demonstrate knowledge of principles, concepts, and methods of applicable computer technology and its most effective and efficient utilization; good knowledge of, or ability to quickly learn, instructional technology requirements; knowledge of standard computer operating systems and the software used in a network environment; knowledge of two or more computer and network operating systems, and proficiency at standard desktop and communications applications and protocols; and ability to communicate effectively, both orally and in writing.

EMPLOYMENT ELIGIBILITY:

Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

OTHER SKILLS and ABILITIES:

- Ability to operate a computer and related software.
- Ability to communicate clearly and concisely, both orally and in writing and the ability to interact positively with schools and community.
- Ability to handle a multitude of responsibilities with minimal supervision.
- Ability to drive a car or district vehicle and possession of an appropriate, valid motor vehicle operator's license.
- Knowledge of basic math including calculation of fractions, percents and/or ratios.
- Skills to read a variety of manuals and understand multiple-step instructions.
- Skills to write documents following prescribed formats and/or present information before groups.
- Ability to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions.
- Ability to speak in audible tones so that others may understand clearly in training sessions and other meetings.
- Ability to interpret and implement rules relating to Western Placer Unified School District policies.
- Ability to schedule a number of activities; often gather, collate, and/or classify data; and coordinate a significant number of factors in the use of equipment.
- Ability to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using various methods of operation.
- Ability to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a wide variety of job-related equipment.
- Ability to apply problem-solving techniques to analyze issues, create plans of action and reach solutions.
- Ability to establish and maintain cooperative working relationships.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals.
- Ability to communicate effectively with others regarding technology issues.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out detailed written, oral, and technical instructions.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must be able to:

- Lift and/or move up to 50 pounds such as technology and networking equipment.
- Push or pull items such as furniture and equipment.
- Interact with other staff members.
- Climb a step stool or ladder and reach above shoulders.
- Sit or stand for extended periods of time.
- Squat, stoop or kneel.
- Reach above the head and reach forward.
- Stand, walk, use hands and fingers to handle, or feel objects, tools, or controls; use hand strength to grasp tools; and to talk and hear.
- See up close, have color and peripheral vision, have depth perception, and the ability to adjust focus.
- Frequently bend or twist at the neck and trunk more than the average person.
- Ability to see and read a computer screen and printed matter with or without visual aids.
- Ability for verbal communications including the ability to speak and hear at normal room levels.
- Ability to use computer terminals, telephones, calculators, copiers, and facsimile.
- Mental acuity to assist in the management of Information Technology Programs, consult with management on policy decisions, evaluate results, and make recommendations relative to the effective performance of the tasks.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works indoors in office and school environments and will occasionally work outdoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

**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:

Consider Approving Revised Job Description for the School Clerk II position.

AGENDA ITEM AREA:

Discussion/Action

REQUESTED BY:

Ryan Davis
Director of Human Services



ENCLOSURES:

Revised Job Description for:
School Clerk II

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

General Fund

MEETING DATE:

May 21, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

As a part of the ongoing review of job descriptions by both the District and CSEA there exists a need to approve a revised job description for the School Clerk II position to correct some of the essential job duties that were agreed to during the 2011-2012 school year. The District administration worked with CSEA to bring forward the enclosed job description. There is no financial impact as a result of this change.

RECOMMENDATION:

Approve the revised job description for the School Clerk II position.

8.4

Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	SCHOOL CLERK II
Department:	School Site
Reports to:	Site Principal

SUMMARY:

To perform responsible school office support functions in the day-to-day operations of a school administration office; to perform typing, filing, receptionist, and record keeping assignments; to be responsible for the preparation, maintenance, and processing of school and student records; to provide basic health assistance for students; and to do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Perform typing, filing, receptionist, and record keeping assignments
- * Responsible for the preparation, maintenance, and processing of school and student records
- * Provide basic health assistance for students
- * Performs a variety of office support functions for an assigned school and/or educational program.
- * Types a variety of materials, such as interoffice communications, requisitions, forms, and letters from oral direction, handwritten copy, or clear draft
- * Serves as receptionist, receiving visitors, and answering telephones
- * Assists students with questions, concerns, and/or problems
- * Monitors and assists students in office for illness or discipline
- * Receives and responds to requests from District staff and the public, providing information and assistance regarding school policies and programs, office procedures and operations such as facility usage, student records, purchase orders, etc.
- * Monitors visitors check-in/out
- * Do related work as required.
- * Processes and maintains assigned operational and school office records such as attendance, enrollment, health, lunch count, student cumulative information, and registration.
- * Receives, records, and forwards student/classroom accounts, lab fees, and library fines
- * Processes forms, application, documents, records, and other paperwork in support of school functions and programs
- * May orient substitute teachers and classified staff to a school site
- * Receives and screens ill or injured students or staff, determining the nature of illness and/or injuries and providing treatment or referring them to a nurse, doctor, parent, or others as required by established District policies and procedures
- * **Distributes medications as directed by the district nurse.**
- * **Records and updates pertinent health data at school sites, including but not limited to student medical cards, screening results and district nurse's notes on school health records.**
- * Orders supplies, forms, and materials, maintaining an inventory and processing purchase requisitions as needed
- * Sorts, opens, and distributes mail
- * May assist with the maintenance of school budget and accounting records
- * Maintains a variety of computerized data collection systems and other records/filing systems
- * Maintains a calendar of events, dates, and schedules relating to the school activities
- * Performs basic first aid/CPR and assists with student health monitoring. (The District will not hold employee liable as referenced in Govt. Code 820.2 & 825)

84.1

* Performs other related duties as assigned.

QUALIFICATIONS:

Employees in this classification receive general supervision within an established framework of standard policies and procedures. Performance of these responsibilities requires accuracy, attention to details, discretion, good communication skills, and sound judgement.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and two years of responsible secretarial experience, preferably in a school environment.

OTHER SKILLS and ABILITIES:

Knowledge of word processing and computer procedures.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee occasionally will lift and/or push up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

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

The noise level in work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be arranged.

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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:

May Revision – Update of 2013-14 Governor's
Proposed State Budget

AGENDA ITEM AREA:

Information/Discussion

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent Business & Operations

ENCLOSURES:

Provided at Board Meeting

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

May 21, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

On May 14, 2013, Governor Jerry Brown released his May Revision to the proposals for the 2013-14 State Budget. The May Revision is a statutory opportunity for the Governor to recast his proposals in light of the latest economic data.

Staff is reviewing the information and details of the Governor's May Revision and will also be attending the School Services of California May Revise conference on May 20, 2013 where more detailed information will be provided.

This agenda item will update the Board of Trustees on the latest 2013-14 State budget information based on the Governor's May Revision and the effect on the District for the 2013-14 fiscal year.

RECOMMENDATION:

This is an information item only. No action is required at this time.

8.5