

WESTERN PLACER UNIFIED SCHOOL DISTRICT

810 J STREET, LINCOLN, CALIFORNIA 95648

MEMBERS OF THE GOVERNING BOARD

Karen Roberts, President
Paul Long, Vice President
Marcia Harris, Clerk
Earl Mentze, Member
Nels V. Tahti, Member

ADMINISTRATIVE/MANAGEMENT PERSONNEL

Roger R. Yohe, District Superintendent
 Jay M. Stewart, Assistant Superintendent, Business Services
 Scott Leaman, Assistant Superintendent, Educational Services
 Bob Noyes, Director, Human Services,
 Linda Pezanoski, Principal, Sheridan Charter School
 John Bliss, Principal, Carlin C. Coppin Elementary School
 Ken Gammelgard , Principal, Creekside Oaks Charter Elementary School
 Susan Taxara, Vice Principal, Creekside Oaks Charter Elementary School
 Ruben Ayala, Principal, First Street School/District Bilingual Coordinator
 Mary Boyle, Principal, Glen Edwards Middle School
 Mike Doherty, Assistant Principal, Glen Edwards Middle School
 David Butler, Principal, Lincoln High School
 Janice Smith, Assistant Principal, Lincoln High School, Principal, LHSN
 Stacy Brown, Vice Principal, Lincoln High School/Glen Edwards Middle School
 John Wyatt, Principal, Phoenix High School, Adult Ed.
 Tracy Murphy, Director, Special Education
 Trudy Wilson, Director, Business Services
 Frank Nichols, Director of Maintenance and Facilities
 Bob Nelson, Transportation Coordinator
 Jeff Dardis, Food Service Director
 Chuck Youtsey, Technology Coordinator

STUDENT ENROLLMENT

<u>School</u>	<u>6/06/03</u>
Sheridan Charter School (K-8)	145
Sheridan School Independent Study (SSIS)	26
First Street School	576
Carlin C. Coppin Elementary (K-5)	511
Creekside Oaks Elementary (K-5)	667
Glen Edwards Middle (6-8)	885
Lincoln High School/Lincoln North	885
Phoenix High School	45
PCOE Home School	10
TOTAL:	3798
<u>Phoenix Infant/Toddler</u>	<u>Kindergarten Readiness:</u>
<u>Preschool/Head Start</u>	
First & J Streets	
Sheridan Program	
Carlin Coppin Program	
<u>Adult School</u>	
Citizenship/ESL	
Evening Classes	
Adult Ed. Child Care	

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.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
AUGUST 5, 2003, 7:00 P.M.
LINCOLN HIGH SCHOOL – PERFORMING ARTS BUILDING
790 “J” STREET, LINCOLN, CA**

2003-2004 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.

AGENDA

5:00 P.M. OPEN SESSION - Administrative Conference Room – D.O.

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

5:05 P.M. CLOSED SESSION - Administrative Conference Room – D.O.

1. **STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**
 - a. Student Discipline/Expulsion Pursuant To E.C. 48918
Student # 02/03 (EE)
 - b. Student Discipline/Expulsion Pursuant To E.C. 48918
Student # 02/03 (FF)
2. **INTERDISTRICT ATTENDANCE APPEAL**
Education Code 35146 and 48918
3. **CONFERENCE WITH LABOR NEGOTIATOR**
 - a. Name any employee organization with whom negotiations to be discussed are being conducted. **Western Placer Teachers Association**
 - b. Identify the titles of unrepresented individuals with whom negotiations are being conducted. **None**
 - c. Identify by name the agency's negotiator. **Bob Noyes, Jay Stewart, Scott Leaman, Roger Yohe**

4. ADJOURN TO OPEN SESSION

7:00 P.M. OPEN SESSION - Performing Arts Building - LHS

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **DISCLOSURE OF ACTION TAKEN IN CLOSED SESSION, IF ANY**
 - The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

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

- a. Student Discipline/Expulsion Pursuant To E.C. 48918
Student # 02/03 (EE)
- b. Student Discipline/Expulsion Pursuant To E.C. 48918
Student # 02/03 (FF)

2.2 INTERDISTRICT ATTENDANCE APPEAL

Education Code 35146 and 48918

2.3 CONFERENCE WITH LABOR NEGOTIATOR

- a. Name any employee organization with whom negotiations to be discussed are being conducted. **Western Placer Teachers Association**
- b. Identify the titles of unrepresented individuals with whom negotiations are being conducted. **None**
- c. Identify by name the agency's negotiator. **Bob Noyes, Jay Stewart, Scott Leaman, Roger Yohe**

3. SPECIAL ORDER OF BUSINESS

4. CONSENT AGENDA

NOTICE TO THE PUBLIC

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

4.1 Approval of Minutes

- a. Regular Meetings of June 3, 2003, June 17, 2003
- b. Special Meeting of June 22, 2003

4.2 Approval of Warrants

4.3 Ratification of Personnel Items

a. Certificated:

A.1 Ratification of Certificated Employment

- o John Agostinelli, Industrial Arts, 1.00, LHS
- o Todd Boynton, .5 P.E. & .5 Math Teacher, 1.00, GEMS
- o Emily Coffee, 4th Grade, 1.00, COES
- o Kevin Craite, SDC Teacher, 1.00, GEMS
- o Stephanie Davis, Kdgn, 1.00, COES
- o Tricia DeJersey, 4th Grade, 1.00, CCC
- o Jennifer Diggins, School Psychologist, .80 FTE, District
- o Cathy Garcia, 7th Grade Math, 1.00, GEMS
- o Angela Gibson, 4th Grade, 1.00, CCC
- o Dan Kearney, 6,7, 8th Grade Math/Social Studies, 1.00, Sheridan
- o Sabrina Ketchum, Language Arts Teacher, 1.00, LHS

August 5, 2003

Agenda

- Corie Kodet, Speech Pathologist, 1.00, District
- Brandon Lopez, 7th Grade Language Arts/Social Studies, 1.00, GEMS
- Pat McCartney, 1 Period/Day, Ranch Management, LHS
- Camalyn Sahyoun, 2nd Grade SEI, 1.00, FSS
- Diane Sauer, Elementary SDL, 1.00, COES
- Marion Sebastian, Band/Choir, 1.00 GEMS
- Nikki Silva, 5th Grade, 1.00, CCC
- JoAnn Skinner-Kita, 5th Grade, 1.00, CCC
- Raymond Woodbeck, Math Teacher, 1.00, LHS
- Randy Woods, 8th Math, 1.00, GEMS
- Staci Zuniga, English Teacher, 1.00, LHS
- A.2 Ratification of Certificated Resignation: Milagros Medina, 2nd Grade SEI Teacher, FSS
- A.3 Request for Maternity/Child Rearing Leave: Nicole Schug, Kindergarten, FSS

4. CONSENT AGENDA (continued)

b. Classified:

- B.1 Ratification of Classified Employment: Jenifer Freymond, Campus/Cafeteria Supervisor, .25, Campus Monitor, .75, GEMS
- B.2 Adoption of Resolution 03/04.03 Resolution Establishing a Reduction of Classified Employee Hours, Lisa Miller, Instructional Aide, Reduction of 2.25 hours, GEMS
- 4.4 Report of Disclosure Requirements for Quarterly Reports of Investments
- 4.5 Ratification of Agreement for State Inspection Services with Dennis Marinac, Inspector of Record
- 4.6 Ratification of Agreement with School Construction Compliance, LLC to Provide Assistance in Implementing a Labor Compliance Program for the Construction of the Twelve Bridges Elementary School
- 4.7 Ratification of Agreement with the Presidio Design Group, Inc. to Provide Programming for a Proposed Central Kitchen
- 4.8 Approval of Consolidated Application, Part 1, 2003-04
- 4.9 School Nurse Report
- 4.10 Approval of GATE Application
- 4.11 Adoption of New Classified Job Description, Interpreter for the Deaf and Hearing Impaired
- 4.12 Approval of Resolution No. 03/04.04 A Resolution of Intention to Annex Territory to Community Facilities District No. 1 and to Levy a Special Tax to Pay for Certain Public Facilities

August 5, 2003

Agenda

5. COMMUNICATION FROM THE PUBLIC

This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Board regarding matters not on the agenda, but within the board's subject matter jurisdiction. The Board is not allowed to take action on any item, which is not on the agenda except as authorized by Government Code Section 54954.2.

Request forms for this purpose "Request to Address Board of Trustees" are located at the entrance to the Performing Arts Theater. Request forms are to be submitted to the Board Clerk prior to the start of the meeting.

6. REPORTS & COMMUNICATION

- 6.1 Student Advisory – , Lincoln High School
- 6.2 Western Placer Teacher's Association – Kris Knutson
- 6.3 Western Placer Classified Employee Association – Nancy Griffin
- 6.4 Superintendent – 2003-2004 Management Team Goals and Objectives
- 6.5 Assistant Superintendent(s)
 - 6.5.1 Jay M. Stewart
 - a. Facilities Update
 - 6.5.2 Scott Leaman
 - a. Program Focus Area: California High School Exit Exam
 - b. Program Focus Issue: Adequate Yearly Progress
 - 6.5.3 Bob Noyes, Personnel Director
 - a. Update on 2003/04 Personnel

7. ♦ACTION ♦DISCUSSION ♦INFORMATION

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

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

7.1 (D/A) LINCOLN HIGH SCHOOL FARM FOUNDATION LAND TRUST – Long (03/04 G & O, Components V)

- The Lincoln High School Farm Foundation will be in attendance, along with representatives from the agencies working with them on this endeavor. In depth discussion is expected with action following.

7.2 (I/D/A) CITY OF LINCOLN/WESTERN PLACER UNIFIED SCHOOL DISTRICT COLLABORATION – LETTER OF INTENT – Yohe (03/04 G & O, Components V)

- Being presented for information, discussion and action is consideration of the development of a "Letter of Intent" in regard to district collaboration with the City of Lincoln in regard to joint facility use.

7.3 (D/A) OPSC – APPLICATION FOR JOINT USE

APPORTIONMENT – Stewart (03/04 G & O, Components V)

•The District is applying to the California State Allocation Board for joint use funds for the construction of Gymnasium/Library/Multipurpose Rooms for the elementary school at Twelve Bridges. These facilities will be available for us by the citizens and City of Lincoln.

7.4 (D/A) ADOPTION OF REVISED POLICIES AND REGULATIONS – Yohe

•The District Policy Committee has reviewed the CSBA policy updates. These revisions are now being presented for approval by the Board of Trustees.

- BP/AR 0420 Charter Schools
- BP/AR 0450 Comprehensive Safety Plan
- AR 1340 Access to District Records
- AR 3515.2 Disruptions
- BP/AR 4131.6 – Professional Development Program - DELETED
- AR 4161.2 Personal Leaves
- BP/AR 4200 Classified Personnel
- BP 4213 Assignment/Classification – DELETED
- BP/AR 5020 Parent Rights and Responsibilities
- AR 5117.2 Alternative Interdistrict Attendance Program
- BP 5131 Conduct
- BP/AR 5142 Safety
- BP 5142.3 Student Use of Bicycles – DELETED
- BP/AR 5144 Discipline
- AR 5144.1 Suspension and Expulsion/Due Process (Pages “a” and “d” and attachments 2 and 3)
- AR 5144.2 Suspension and Expulsion/Due Process (Students with Disabilities)
- BP 5145.1 Privacy – DELETED
- BP/AR 5148 Child Care and Development
- BP 6112 School Day
- BP/AR 6142.1 Family Life/Sex Education
- AR 6143 Courses of Study
- BP/AR 6162.8 Research
- BP/AR 6171 Title I Programs
- BB 9011 Disclosure of Confidential/Privileged Information
- BB 9250 Remuneration, Reimbursement and Other Benefits (E 9250 DELETED)
- BB 9320 Meetings and Notices
- BB 9321 Closed Session Purposes and Agendas
- BB 9322 Agenda/Meeting Materials
- BB/E 9323.2 Actions by the Board

7.5 (I/D) FIRST READING OF NEW POLICIES AND REGULATIONS - Yohe

•The District Policy Committee has reviewed the CSBA policy updates. These new policies are now being presented on a first reading basis.

Regular Meeting of the Board of Trustees
August 5, 2003
Agenda

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- BP/AR/E 4222 Teacher Aides/Paraprofessionals
- BP/AR 5022 Student and Family Privacy Rights
- AR 5148.1 Child Care Services for parenting Students
- AR 6112 School Day
- AR 7160 Charter School Facilities

- 7.6 (D/A) Approve Resolution 03/04. 05 authorizing issuance of Tax & Revenue Anticipation notes. –**STEWART** (03/04 G & O, Components V)

8. **COMMENTS - BOARD OF TRUSTEES**

8.1 **FUTURE AGENDA ITEMS**

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

- Relationship with Sierra Community College
- Aquatic Center (Added 3/6/01)

8.2 **BOARD MEMBER RESIGNATION TIMELINE AND
PROCEDURE – Board Bylaw 9223 Filling Vacancies**

- The Board of Trustees will review Board Bylaw 9223 Filling Vacancies in regard to the resignation of Board Member Nels Tahti.

8.3 **MEMBER REPORTS/COMMENTS**

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

- The President will establish the following meeting(s):
 - >August 19, 2003, 7:00 p.m. Lincoln High School, Performing Arts Building
 - >August 20, 2003, Staff Development Room, Closed Session, Superintendent's Evaluation

10. **ADJOURNMENT**

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

Posted: 7/31/03

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DISCLOSURE
OF ACTION
TAKEN IN
CLOSED SESSION,
IF ANY

WESTERN PLACER UNIFIED SCHOOL DISTRICT

CLOSED SESSION AGENDA

PLACE: Administrative Conference Room – 810 J Street
DATE: August 5, 2003
TIME: 6:00 p.m.

1. LICENSE/PERMIT DETERMINATION
2. SECURITY MATTERS
3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
4. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION
5. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
6. LIABILITY CLAIMS
7. THREAT TO PUBLIC SERVICES OR FACILITIES
8. PERSONNEL
 - PUBLIC EMPLOYEE APPOINTMENT
 - PUBLIC EMPLOYEE EMPLOYMENT
 - PUBLIC EMPLOYEE PERFORMANCE EVALUATION
 - PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
 - COMPLAINTS OR CHARGES AGAINST AN EMPLOYEE

9. CONFERENCE WITH LABOR NEGOTIATOR

- a. Name any employee organization with whom negotiations to be discussed are being conducted. **Western Placer Teachers Association**
- b. Identify the titles of unrepresented individuals with whom negotiations are being conducted. **None**
- c. Identify by name the agency's negotiator. **Bob Noyes, Jay Stewart, Scott Leaman, Roger Yohe**

10. STUDENTS

•STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918

•STUDENT PRIVATE PLACEMENT

•INTERDISTRICT ATTENDANCE APPEAL

•STUDENT ASSESSMENT INSTRUMENTS

•STUDENT RETENTION APPEAL, Pursuant to BP 5123

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

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World

BOARD OF TRUSTEE GLOBAL DISTRICT GOALS

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.
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, local government, business, service organizations, etc. as partners in the education of our students.

COMPLIANCE CHECK LIST

Complies with Board Policy ____
Complies with Site Plan (LIP) ____
Complies with Governance & Management Document ____
Complies with District Goals ____
Complies with District Mission Statement ____
Funding Sign-Off by J. Stewart ____
Personnel Sign-Off by B. Noyes ____
Program Sign Off by S. Leaman ____
SBLT Involvement ____
Initial

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
FACT SHEET**

SUBJECT:

Student Discipline/Expulsion
Student # 02-03 EE

AGENDA ITEM AREA:

Disclosure of action taken in closed session.

REQUESTED BY:

John Wyatt
Administrative Hearing Officer

ENCLOSURES:

MEETING DATE:

August 5, 2003

BACKGROUND:

The Board of Trustees will disclose any action taken during closed session in regards to the expulsion of Student #02/03 EE

SUPERINTENDENT'S RECOMMENDATION:

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

2.1a

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World

BOARD OF TRUSTEE GLOBAL DISTRICT GOALS

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.
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, local government, business, service organizations, etc. as partners in the education of our students.

COMPLIANCE CHECK LIST

Complies with Board Policy ____
Complies with Site Plan (LIP) ____
Complies with Governance & Management Document ____
Complies with District Goals ____
Complies with District Mission Statement ____
Funding Sign-Off by J. Stewart ____

Personnel Sign-Off by B. Noyes ____

Program Sign Off by S. Leaman ____

SBLT Involvement ____
Initial

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
FACT SHEET**

SUBJECT:

Student Discipline/Expulsion
Student # 02-03 FF

AGENDA ITEM AREA:

Disclosure of action taken in closed session.

REQUESTED BY:

John Wyatt
Administrative Hearing Officer

ENCLOSURES:

MEETING DATE:

August 5, 2003

BACKGROUND:

The Board of Trustees will disclose any action taken during closed session in regards to the expulsion of Student #02/03 FF

SUPERINTENDENT'S RECOMMENDATION:

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

2.1 b

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World	
BOARD OF TRUSTEE GLOBAL DISTRICT GOALS	
1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy ____
2. Fosters a safe, caring environment where individual differences are valued and respected.	Complies with Site Plan (UP) ____
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Complies with Governance & Management Document ____
4. Promote the involvement of the community, local government, business, service organizations, etc. as partners in the education of our students.	Complies with Mission Statement ____
	Funding Sign-Off by J. Stewart ____
	Personnel Sign-Off by B. Noyes ____
	Program Sign Off by S. Leaman ____
	SBLT Involvement ____
	Initial

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

SUBJECT:

Interdistrict Attendance
Appeal

AGENDA ITEM AREA:

DISCLOSURE OF ACTION TAKEN
IN CLOSED SESSION, IF ANY

REQUESTED BY:

Roger R. Yohe, Superintendent

ENCLOSURES:

MEETING DATE:

August 5, 2003

BACKGROUND:

- The Board of Trustees will disclose any action taken on this item in Closed Session.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees disclose action taken in Closed Session regarding this item

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2.2

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World

BOARD OF TRUSTEE GLOBAL DISTRICT GOALS

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.
2. Fosters 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, local government, business, service organizations, etc. as partners in the education of our students.

COMPLIANCE CHECK LIST

Complies with Board Policy ____
Complies with Site Plan (LPI) ____
Complies with Governance &
Management Document ____
Complies with Mission Statement ____
Funding Sign-Off by J. Stewart ____
Personnel Sign-Off by B. Noyes ____
Program Sign Off by S. Leaman ____
SBLT Involvement ____
Initial

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

SUBJECT:

CONFERENCE WITH LABOR
NEGOTIATOR

AGENDA ITEM AREA:

DISCLOSURE OF ACTION TAKEN
IN CLOSED SESSION, IF ANY

REQUESTED BY:

Roger R. Yohe, Superintendent

ENCLOSURES:

MEETING DATE:

August 5, 2003

BACKGROUND:

- The Board of Trustees will disclose any action taken on this item in Closed Session.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees disclose action taken in Closed Session regarding this item

**SPECIAL
ORDER
OF
BUSINESS**

CONSENT

AGENDA

ITEMS

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World	
BOARD OF TRUSTEE GLOBAL DISTRICT GOALS	
1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy ____
2. Fosters a safe, caring environment where individual differences are valued and respected.	Complies with Site Plan (LP) ____
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Complies with Governance & Management Document ____
4. Promote the involvement of the community, local government, business, service organizations, etc. as partners in the education of our students.	Complies with Mission Statement ____
	Funding Sign-Off by J. Stewart ____
	Personnel Sign-Off by B. Noyes ____
	Program Sign Off by S. Leaman ____
	SBLT Involvement ____
	Initial ____

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

SUBJECT:
Approval of Minutes

AGENDA ITEM AREA:
CONSENT AGENDA

REQUESTED BY:
Roger R. Yohe, Superintendent

ENCLOSURES:
3 Sets Minutes

MEETING DATE:
August 5, 2003

BACKGROUND:

•The Board of Trustees will consider action to approve the minutes of:

- a. Regular Meetings of June 3, 2003, and June 17, 2003
- b. Special Meeting of June 22, 2003

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees approve the minutes as submitted.

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4.1

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
JUNE 3, 2003, 7:00 P.M.
LINCOLN HIGH SCHOOL – PERFORMING ARTS BUILDING
790 "J" STREET, LINCOLN, CA**

2002-2003 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.

MINUTES

BOARD MEMBERS PRESENT

Karen Roberts, President
Paul Long, Vice President
Marcia Harris, Clerk
Earl Mentze Member
Nels Tahti, Member,

BOARD MEMBERS ABSENT

None

OTHERS IN ATTENDANCE

Roger R. Yohe, District Superintendent
Jay M. Stewart, Assistant Superintendent, Business Services
Scott Leaman, Assistant Superintendent, Educational Services
Bob Noyes, Director, Human Services,
Linda Pezanoski, Principal, Sheridan Charter School
John Bliss, Principal, Carlin C. Coppin Elementary School
Ken Gammelgard, Principal, Creekside Oaks Charter Elementary School
Ruben Ayala, Principal, First Street School/District Bilingual Coordinator
Mary Boyle, Principal, Glen Edwards Middle School
David Butler, Principal, Lincoln High School
Janice Smith, Assistant Principal, Lincoln High School, Principal, LHSN
Stacy Brown, Vice Principal, Lincoln High School/Glen Edwards Middle School
John Wyatt, Principal, Phoenix High School, Adult Ed.
Trudy Wilson, Director, Business Services
Eva McGuire, Secretary to the Superintendent

PRESS

Keith Reid, Press Tribune

STUDENT

Heather Wellendorf, LHS Student Advisory Representative, absent.

4.6.1

Regular Meeting of the Board of Trustees
June 3, 2003
Minutes

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5:30 P.M. OPEN SESSION - Administrative Conference Room - D.O.

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

5:35 P.M. CLOSED SESSION - Administrative Conference Room - D.O.

1. **STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**
 - a. Student Discipline/Expulsion Pursuant To E.C. 48918
Student # 02/03 (DD)
2. **CONFERENCE WITH LABOR NEGOTIATOR**
 - a. Name any employee organization with whom negotiations to be discussed are being conducted. **Western Placer Teachers Association**
 - b. Identify the titles of unrepresented individuals with whom negotiations are being conducted. **None**
 - c. Identify by name the agency's negotiator. **Bob Noyes, Director Human Services**
3. **ADJOURN TO OPEN SESSION**

7:00 P.M. OPEN SESSION - Performing Arts Building - LHS

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

For the benefit of the students of the Western Placer Unified School District, President Roberts called the meeting to order at 7:12 p.m. President Roberts also led the audience in the Pledge of Allegiance. President Roberts apologized for the 12-minute late start.

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

•The Board of Trustees disclosed action taken in Closed Session regarding the following items:

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

- a. Student Discipline/Expulsion Pursuant To E.C. 48918
Student # 02/03 (DD)

4.1.2

On a motion made by Mrs. Harris, seconded by Mr. Mentze and passed by unanimous vote, the Board of Trustees took action to approve the Administrative Hearing Panel's recommendation as submitted.

2.2 CONFERENCE WITH LABOR NEGOTIATOR

- a. Name any employee organization with whom negotiations to be discussed are being conducted. **Western Placer Teachers Association**
- b. Identify the titles of unrepresented individuals with whom negotiations are being conducted. **None**
- c. Identify by name the agency's negotiator. **Bob Noyes, Director Human Services**

No action was taken on this item.

3. SPECIAL ORDER OF BUSINESS

There was no special order of business.

4. CONSENT AGENDA

At the request of Mrs. Roberts, Item Number 4.4 was removed from the Consent Agenda.

On a motion by Mr. Mentze, seconded by Mr. Long, and passed by unanimous roll call vote, the Consent Agenda was approved with the exception of Item 4.4.

Mrs. Roberts wanted to make sure it was understood this project (Item 4.4) is being paid out of the District's \$148,040 Federal Renovation Grant. On a motion by Mrs. Roberts, seconded by Mr. Tahti and passed by unanimous vote, Item Number 4.4 was also approved.

4.1 Approval of Minutes

- a. Regular Meetings of May 6, 2003, May 20, 2003, and Special Meeting April 29, 2003

4.2 Approval of Warrants

4.3 Ratification of Personnel Items

a. Certificated:

- >Employment for the 2003/2004 School Year, Barret Hess, Ag Teacher (1.00), Lincoln High
- >Certificated Resignation, Amy Perkins, 3rd Grade Teacher, CCC
- >Request(s) for Maternity/Child Rearing Leave, Susan Taxara, Title I Teacher/Assistant Principal, COES; Tami Jeffs, 2nd Grade Teacher, COES

4.1.3

CONSENT AGENDA (Continued)

b. Classified:

>Classified Resignation, Virginia Hofman, School Bus
Driver/Kitchen Helper, LHS

- 4.4 Approve Dan G. Electric's Bid of \$104,000 for Electrical Upgrades at
Lincoln High School

5. COMMUNICATION FROM THE PUBLIC

1. Sean Sweet spoke to the Board of Trustees to thank them and WPTA for their support during his seven years as a teacher in the district. He has accepted a position with his church.
2. Teacher Cherill Morris read a letter on behalf of Monica Mars in regard to benefit costs and zero-percent COLA.

6. REPORTS & COMMUNICATION

Heather Wellendorf, Student Advisory Representative from Lincoln High School:
Absent.

Western Placer Teacher's Association – Mike Agrippino, outgoing President introduced Kris Knutson as the new President for the next school year. Mr. Knutson read the following letter:

I am extremely excited to have the opportunity to lead such a fine organization. I want to be very clear right out of the box. The faces have changed but, - the messages and priorities of WPTA remain the same. I represent the teachers of Western Placer and we are still concerned with open lines of communication, fair and equitable treatment of teachers and meaningful input in the decision making process.

These issues will require a change in philosophy and attitude. Presently the District Office and WPTA are in the middle of a storm. A wall has been built between the District Office and the teachers they employ. Whether it is real or imagined, it appears real and it must come down. Unilateral decisions will not build trust. Action must take place to ensure that this does not occur. It must always be remembered that for meaningful change to occur, we must work together for those we serve – the children. Please note that over the past two weeks 2 significant actions have occurred. 1) The District agreed to meet with the Association in regard to the Matrix and 2) the District also agreed to meet with the mediator regarding the impasse. We thank you for making steps in the right direction.

I hope that these actions continue to take place. This should be a time of great expectation yet we are in the middle of a gigantic tug-of-war. Lincoln is the second-fastest growing town in California. Unlike many other districts, we have experienced increasing enrollment. Furthermore, amazing growth is the forecast for the future. Our present as well as our future scenario should be extraordinary. Remember – this is Lincoln. Lincoln spells growth. Growth spells money and with money comes opportunity. The opportunity to become extraordinary. But to become extraordinary, we must play together as a winning team. To work as a team, we must be made to feel important and valued. Presently, it is the feeling of WPTA that we are merely interchangeable cogs in the District wheel. Actions must be taken to change this feeling.

Lastly, we must all remember that, as we endure this storm that storms bring rainbows and rainbows bring infinite hope. Thank you very much. I look forward to working with each of you.

4.1.4

Regular Meeting of the Board of Trustees
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Reports - Continued

Western Placer Classified Employee Association - Nancy Griffin was not in attendance.

District Superintendent - no report.

Jay M. Stewart, Asst. Superintendent Business Services: no report.

Scott Leaman, Asst. Superintendent of Instructional Services: no report.

Bob Noyes, Director of Human Services: no report.

7. ♦ ACTION ♦ DISCUSSION ♦ INFORMATION

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

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

7.1 (A)

HORIZON INSTRUCTIONAL SYSTEMS' CHARTER RENEWAL – Luanne Boone, Executive Director

•Luanne Boone, Executive Director of Horizons Instructional Systems reviewed with the Board of Trustees the plans for its charter renewal with the District at the last board meeting. The Board of Trustees will consider action to approve a five-year charter renewal for Horizons Instructional Systems.

Ms. Boone answered questions raised at the last meeting in regard to the financial section. On a motion by Mr. Long, seconded by Mrs. Harris and passed by unanimous roll call vote, the Board of Trustees took action to approve the renewal of the Horizons Instructional Systems' charter for another five-years.

7.2 (I/D/A)

PRELIMINARY BUDGET DEVELOPMENT, 2003-2004 -

Stewart (02/03 G & O, Components V)

•The FY 2003-04 Projected Budget represents the District's initial estimate of next year's budget, and then an update based on information received from the Governor's May Revise and additional information received through the budget development process. Assuming that the beginning balance remains the same, and that the Governor's projections do not change between now and the time the State adopts its budget, the District is anticipating a \$1,459,434 shortfall.

4.1.5

Regular Meeting of the Board of Trustees
June 3, 2003
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7. ♦ACTION ♦DISCUSSION ♦INFORMATION (continued)

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

Mr. Stewart reviewed the Revenue Limit Sources, noting these will change again when the Governor's budget is adopted. He reported the revenue limit sources are based on an estimated P-2 ADA of 3,889 multiplied by a Base Revenue Limit of \$4,725.69. This reflects growth of 253 ADA over FY 2000-03. He went on to review the revenue portion of the budget in-depth.

Each item under the expenditures section was also reviewed. He noted the areas under this section, such as step and column salary increases for all employees. All known staffing changes are also included. The projected statutory payroll benefits, site discretionary budgets, district wide discretionary budgets, lottery expenditures @ \$500 per FTE association member; state and federal categorical programs and those that exceed program revenues i.e. special education master plan, K-3 class size reduction, Miller-Unruh Basic Reading Program, and Home-to-School Transportation, etc. were reviewed. Mr. Stewart noted this represents the basic assumptions.

Next, the Evaluation Matrix for Existing Programs was reviewed item by item. He noted the percentages of reduction of specific programs, also noting programs not reduced and why. Mr. Leaman spoke to the issue of the deletion of the Miller Unruh Program by the Governor, however he explained the district has been notified that Title I funds will increase by 150%. By a site decision (SBLT), these funds could be used for a reading intervention program. Following Mr. Stewart's presentation, and Board of Trustee discussion, the following people requested to speak to this item:

- o Lari Andrews read a letter from Carol Carlson, parent, in regard to the Miller Unruh Program;
- o Jeff Duer had questions regarding the budget, which he addressed to Mr. Stewart, he also thanked Mr. Stewart and Mr. Leaman for meeting with the WPTA. Mr. Duer also noted the teachers do believe the money for COLA received at the beginning of the school year belongs to them, and this issue will continue to move forward until they receive what they think they are entitled to;
- o Shirley Russell, retired teacher also spoke to the importance of a district wide reading intervention program.

On a motion by Mr. Long, seconded by Mrs. Harris, and passed by unanimous roll call vote, the Board of Trustees took action to approve the recommendation as submitted for the development of the 2003-2004 district budget.

4.1.6

7. ♦ **ACTION** ♦ **DISCUSSION** ♦ **INFORMATION (continued)**
CODE: (A) = Action (D) = Discussion (I) = Information

- 7.3 (D/A) **APPROVE THE AGREEMENT FOR PURCHASE AND SALE REAL PROPERTY AND ESCROW INSTRUCTIONS FOR THE TWELVE BRIDGES ELEMENTARY SCHOOL SITE - Stewart** (02/03 G & O, Components V)
- The Board of Trustees reviewed and considered the Land Purchase Agreement for the elementary school site located at 2450 Eastridge Drive within the Twelve Bridges development.

On a motion by Mrs. Harris, seconded by Mr. Mentze and passed by unanimous vote, the Board of Trustees took action to approve the agreement for purchase and sale of real property and escrow instructions for the Twelve Bridges Elementary School site.

8. **COMMENTS - BOARD OF TRUSTEES**

8.1 **FUTURE AGENDA ITEMS**

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

- Marketing/public relations/public engagement
- Relationship with Sierra Community College
- Aquatic Center (Added 3/6/01)

- 8.2. **Mrs. Harris:** Wished all of the Lincoln and Phoenix High School graduates well.

Mr. Tahti: Reported he was glad to see the district and WPTA had a date for mediation of the contract, plus he appreciated the new WPTA President's communication this evening.

Mrs. Roberts: Asked how the retirement dinner went, and when a time could be set to do the Superintendent's annual evaluation. This date will be set at the June 17th board meeting.

- 8.3 **LINCOLN HIGH SCHOOL FARM FOUNDATION LAND TRUST - Paul Long, Member**

4.1.7

Mr. Long, Board of Trustee representative to the Lincoln High School Farm Foundation, reported on two items: (1) the Valley View people have filed state papers to become a non-profit organization and then will be able to take over the old school building. (2) At the May 13th Farm Foundation meeting three agencies were in attendance in regard to putting the Farm Foundation in a trust. It was decided to go with American Farmland Trust. He reported Placer Legacy will do all the legal work and then the Board of Trustees will make the decision. The 280 acres will revert to the district in January of 2004, the 25-year agreement with the government will end then. The Board will hear more on this.

9. ESTABLISHMENT OF NEXT MEETING (S)

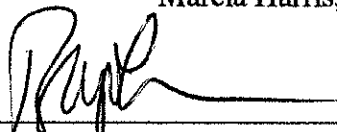
- The President will established the following meeting(s):
 - >June 17, 2003, 7:00 p.m. Lincoln High School, Performing Arts Building, Public Hearing and Budget Adoption
 - >June 24, 2003, 5:00 p.m. Staff Development Room, Facilities Planning, 2003-2004

10. ADJOURNMENT OF MEETING OF THE BOARD OF TRUSTEES TO A WESTERN PLACER UNIFIED SCHOOL DISTRICT FINANCING CORPORATION BOARD OF DIRECTORS MEETING

The meeting of the Western Placer Unified School District Board of Trustee meeting was adjourned at 9:35 p.m.

Karen Roberts, President

Marcia Harris, Clerk



Roger R. Yohe, Superintendent



Eva McGuire, Secretary to Superintendent

4.1.8

Regular Meeting of the Board of Trustees
June 3, 2003
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ADOPTED:

AYES:

NOES:

ABSENT:

ABSTAIN:

Wpfiles\board\minutes\6303

4.1.9

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Regular Meeting of Board of Trustees

DATE: 6-3-23

ATTENDANCE REGISTER

- | | |
|------------------------------------|---------------------------------------|
| 1. <u>Gus Nevarez</u> | 24. <u>[Signature]</u> |
| 2. <u>Levi Wollerman</u> | 25. <u>M. Magee</u> |
| 3. <u>Pam Parker</u> | 26. <u>Lowell Cosgrove</u> |
| 4. <u>Maxine Palmer</u> | 27. <u>Julie O'Connell</u> |
| 5. <u>Hilary Albrect</u> | 28. <u>Lu Beckman</u> |
| 6. <u>Julie Shackelford</u> | 29. <u>Sandy Beckman</u> |
| 7. <u>[Signature]</u> | 30. <u>De S</u> |
| 8. <u>[Signature]</u> | 31. <u>Mike Agrippa</u> |
| 9. <u>Cherill Morris</u> | 32. <u>Mike Pausette</u> |
| 10. <u>[Signature]</u> | 33. <u>Steven Muehlberg Local #39</u> |
| 11. <u>Colleen Gonzales</u> | 34. <u>Frank Kuter</u> |
| 12. <u>Carol Carlson</u> | 35. <u>Leslie Altman</u> |
| 13. <u>Nicole Diab</u> | 36. <u>[Signature]</u> |
| 14. <u>[Signature]</u> | 37. <u>Robert Uyeh</u> |
| 15. <u>Lisa Kuntzen WPTA Pres.</u> | 38. <u>Wayne Baughman</u> |
| 16. <u>Molly Swesey</u> | 39. <u>Monika Barr</u> |
| 17. <u>Melissa Munno</u> | 40. <u>Lyn Elliott</u> |
| 18. <u>[Signature]</u> | 41. <u>Linda Menge</u> |
| 19. <u>[Signature]</u> | 42. <u>Debbie McKinnon</u> |
| 20. <u>[Signature]</u> | 43. <u>Marie Bryant</u> |
| 21. <u>Lari Andrews</u> | 44. <u>Cynthia Begley</u> |
| 22. <u>Jeff Durr</u> | 45. <u>Virginia Henderson</u> |
| 23. <u>Mrs. M. Canaro</u> | 46. <u>[Signature]</u> |

NOTE: Completion of this document is voluntary and not a precondition of attendance (54953.3 11124.)

4.1.10

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Regular Meeting of Board of Trustees

DATE: _____

ATTENDANCE REGISTER

1. <u>John A. Shis</u>	24. _____
2. <u>Dea Baker</u>	25. _____
3. <u>Aubree Baker</u>	26. _____
4. <u>Amy Aceto</u>	27. _____
5. <u>Roy Law</u>	28. _____
6. <u>Stacey Brown</u>	29. _____
7. <u>Karen Wohl</u>	30. _____
8. <u>Jan Smith</u>	31. _____
9. <u>M. Boyle</u>	32. _____
10. <u>Shirley Stacey</u>	33. _____
11. <u>Marty Dibble</u>	34. _____
12. <u>Kenneth A. Cummings</u>	35. _____
13. <u>Sue Menz</u>	36. _____
14. <u>Barbara Allen</u>	37. _____
15. <u>Bob Klein</u>	38. _____
16. <u>Tam Jeff</u>	39. _____
17. <u>Larry Bess</u>	40. _____
18. <u>Don Rev</u>	41. _____
19. <u>Sue Hoffman</u>	42. _____
20. <u>Julia E. Borth</u>	43. _____
21. <u>Mary Fay Darc</u>	44. _____
22. _____	45. _____
23. _____	46. _____

NOTE: Completion of this document is voluntary and not a precondition of attendance (54953.3 11124.)

4.1.11

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
JUNE 17, 2003
LINCOLN HIGH SCHOOL – Performing Arts Building
790 "J" STREET, LINCOLN, CA**

MINUTES

BOARD MEMBERS PRESENT

Karen Roberts, President
Paul Long, Vice President
Earl Mentze Member
Nels Tahti, Member,

BOARD MEMBERS ABSENT

Marcia Harris, Clerk

OTHERS IN ATTENDANCE

Roger R. Yohe, District Superintendent
Jay M. Stewart, Assistant Superintendent, Business Services
Scott Leaman, Assistant Superintendent, Educational Services
Bob Noyes, Director, Human Services,
Eva McGuire, Secretary to the Superintendent

PRESS

Keith Reid, Press Tribune

STUDENT

6:00 P.M. OPEN SESSION - Administrative Conference Room – D.O.

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

6:05 P.M. CLOSED SESSION - Administrative Conference Room – D.O.

1. CONFERENCE WITH LABOR NEGOTIATOR

- a. Name any employee organization with whom negotiations to be discussed are being conducted. **Western Placer Teachers Association**
- b. Identify the titles of unrepresented individuals with whom negotiations are being conducted. **None**
- c. Identify by name the agency's negotiator. **Bob Noyes, Jay Stewart, Scott Leaman, Roger Yohe**

2. ADJOURN TO OPEN SESSION

4.1.12

REGULAR MEETING AGENDA

7:00 P.M. OPEN SESSION - Performing Arts Building - LHS

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

For the benefit of the students of the Western Placer Unified School District, President Roberts called the meeting to order at 7:05 and led the audience in the Pledge of Allegiance.

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

•The Board of Trustees disclosed there was no action taken in Closed Session regarding the following item:

2.1. CONFERENCE WITH LABOR NEGOTIATOR

- a. Name any employee organization with whom negotiations to be discussed are being conducted. **Western Placer Teachers Association**
- b. Identify the titles of unrepresented individuals with whom negotiations are being conducted. **None**
- c. Identify by name the agency's negotiator. **Bob Noye, Jay Stewart, Scott Leaman, Roger Yohe**

3. SPECIAL ORDER OF BUSINESS

There was no special order of business.

4. CONSENT AGENDA

On a motion made by Mr. Mentze, seconded by Mr. Long, and passed by unanimous roll call vote of members present, the Board of Trustees took action to approve the Consent Agenda as submitted.

4.1 Ratification of Personnel Items

- a. Certificated:
 - a.1 Certificated Resignation(s): Renee Burton, 1st Grade Teacher, CCC; Sean Sweet, 5th Grade Teacher, Sheridan
- b. Classified:
 - b.1 Classified Resignation: Sabrina Hannum, Campus/Cafeteria Supervisor 7 Campus Monitor, GEMS
 - b.2 Classified Employment: Maritza Pisik, School Office Clerk I, 4 hrs/day, GEMS

4.2 Request for Reduced Workload: Cynthia Jeffries, 4th Grade Teacher, CCC

4.3 Adoption of New Job Description: Grant Funded After School Program Recreation Supervisor

4.1.13

4. CONSENT AGENDA (continued)

- 4.4 Adoption of Resolution 02/03.39 A Resolution Establishing a Reduction of Classified Employee Hours, Maria Valera, Instructional Aide, 1.25 hours reduction, COES
- 4.5 Peer Assistance and Review End-of-Year Report
- 4.6 Approval of School Site Plans, FSS, COES, LHS
- 4.7 Approve FY 2003-04 MCS Education Services, Inc. Fixed-Fee Contract for Mandated Cost Claim Services
- 4.8 Approve the FY 2003-04 Early Head Start/Cal-SAFE Operational Agreement Between the Western Placer Unified School District and the Placer Community Action Council
- 4.9 Approve the FY 2003-04 Preschool Subcontract Agreement Between the Western Placer Unified School District and the Placer Community Action Council
- 4.10 Approve Resolution 02/03.40 Authorizing End-of-Year Transfers
- 4.11 Ratification of the Proposal from Boznanski & Company to Perform Real Estate Appraisals for Western Placer Unified School District Sites
- 4.12 Approve the Developer Agreement Between the Western Placer Unified School District and Bear River Ranch, LLC
- 4.13 Approve Resolution 02/03.41 Accepting a Grant Deed for an Elementary School Site from Placer Holdings
- 4.14 Approve Resolution No. 02/03.42 Authorizing Additional Use of new Construction Grants from Kindergarten Through Sixth Grade for the Twelve Bridges Elementary School
- 4.15 Approve \$74,163.04 Purchase of Classroom Furniture From School Specialty

5. COMMUNICATION FROM THE PUBLIC

Mrs. Shirley Russell spoke to the Board of Trustees later during the meeting to publicly commend Mr. Leaman. A grant was made available through the Friends of the Library whereby students needing extra help could participate in "Books in the Courtyard" and receive a book every Friday. Mr. Leaman made arrangements for students in the summer school session to be bussed over and will participate in this program.

6. REPORTS & COMMUNICATION

- 6.1 Student Advisory –
- 6.2 Western Placer Teacher's Association – Kris Knutson, President
Mr. Knutson reported the Lincoln High School awards assembly was outstanding, he specially noted the approximately 50 graduates who have

4.1.14

June 17, 2003

Minutes

held a 3.0 GPA and always were on the honor roll for whole high school career. \$185,000 worth of scholarships from the community was given. Many students received full-ride scholarships to university. Also noted was the Sober Grad Night and the great participation.

- 6.3 Western Placer Classified Employee Association – Nancy Griffin, no report given.

6.4 Superintendent: **End of the Year Report Regarding Goals & Objectives for the Management Team**

The Superintendent reviewed his End of the Year Report for the 2002-2003 school year. Specific areas covered were:

Goal #1 – Improve test scores and assist sites in meeting API goals. Much work has been done in this area.

Goal #2 – The goal for high school students passing the California High School Exit Exam was set at 95%. To date 85% of sophomores have passed English Language Arts and 63% have passed math. There was discussion on if the state will continue this test and if so the implementation date.

Goal #6 – Articulation between individuals and school sites has been accomplished, with meetings scheduled throughout the year in English-Language Arts, Math and Science.

Goal #8 – Improving school climate. This item was a Board priority and much has been done in this area, such as the Six Pillars of Character program at the elementary sites.

Goal #9 – Students and teachers have been trained in the conflict management program. Staff development on “bullying” and suicide prevention has been done.

Goal #12 – Continued use of the WPUSD Financing Corporation and the innovative ways it is being used to fund facilities was reviewed.

Goal #13 – Continue joint efforts with the city and college in the cooperative agreement. This is moving forward, with an expected proposal in August with possible closing in September.

The Superintendent also noted two areas, which have not been completed, salary negotiations and the purchase of new foreign language textbooks.

6.5 Assistant Superintendent(s)

6.5.1 Jay M. Stewart

- a. Facilities Focus Area: no report given.

6.5.2 Scott Leaman

- a. Reported on attendance on a standards assessment liability meeting he had attended. He reported an aggressive time line

4.1.15

for results of API testing. Preliminary information will be on the Internet as early as July. He will keep the Board informed.

- 6.5.3 Bob Noyes, Personnel Director
a. No report given.

6. PUBLIC HEARING – ADOPTION OF THE FY 2003-04 BUDGET

- 6.1 •This public hearing provides the community the opportunity to ask questions and provide comments regarding the adoption of the District's FY 2003-04 budget.

President Roberts opened the Public Hearing for public comments. There were no comments from the public.

7. ♦INFORMATION ♦DISCUSSION ♦ACTION

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

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

7.1 (D/A) ADOPTION OF THE FY 2003-04 DISTRICT BUDGET AND THE APPROVAL OF THE STATE FINANCIAL REPORTS – Stewart (02/03 G & O, Component V)

- The FY 2003-04 District budget and State financial reports will be presented to the Board of Trustees for review and approval.

Mr. Stewart reported on the transferring of money to enable a balanced budget. On a motion by Mr. Mentze, seconded by Mr. Long, and passed by roll call vote of members in attendance, the FY 2003-2004 district budget and state financial reports were adopted and approved.

4.1.16

- 7.2 (D/A) ADOPTION OF DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS – Noyes (02/03 G & O, Component IV)**
•Each year the District must declare that there is an insufficient number of certificated persons who meet the district's employment criteria for the positions listed. The declaration shall remain in force until June 30, 2004.

On a motion by Mr. Long, seconded by Mr. Mentze and passed by unanimous vote of members present, action was taken to adopt the Declaration of Need for Fully Qualified Educators.

- 7.3 (D/A) APPROVAL OF THE PLACER COUNTY ALTERNATIVE EDUCATION PLAN – Yohe (02/03 G & O, Component III)**
•AB 922 requires the county board of education and the governing board of each school district within the county to: (1) adopt the plan, (2) submit the plan to the State Superintendent of Public Instruction by June 20, 2003; and (3) submit an update to the plan, including the outcome data required by Section 48916.1, every three years thereafter.

On a motion by Mr. Long, seconded by Mr. Mentze and passed by unanimous vote of members present, action was taken to approve the Placer County Alternative Education Plan. There was discussion in regard to the gaps and strategies in educational services at the county level.

- 7.4 (D/A) APPROVAL OF REVISION TO AR 5144.1 SUSPENSION AND EXPULSION/DUE PROCESS – Yohe (02/03 G & O, Component III)**
•To bring Administrative Regulation 5144.1 into compliance with the Alternative Education Plan for Expelled Youth, a paragraph has been added. This addition is being submitted for Board of Trustee approval.

On a motion by Mr. Mentze, seconded by Mr. Long and passed by unanimous vote of members present, action was taken to approve the revision to AR 5144.1 (s) Suspension and Expulsion/Due Process.

There was considerable discussion in regard to relating this item to 7.3 and the gaps in servicing these students. It was suggested a paragraph be added to the Administrative Hearing Panel's recommendation to the Board of Trustees.

4.1.17

7.5 (I/D) REVIEW OF SURVEY PREPARED FOR TWELVE BRIDGES MASTER PLANNED COMMUNITY - Yohe (02/03 G & O, Component IV)

- This survey prepared by the builders of a proposed new neighborhood in the Twelve Bridges master planned community in the City of Lincoln, is being distributed to selected sample households in order to evaluate the quality of the idea along with the features and amenities that might go into it.

The item of concern is question number 25. The Superintendent will report on his findings regarding this.

The Superintendent reviewed this with the Board of Trustees. A thank you was given to Sandy Beckman who brought this to Mrs. Russell's attention, who then submitted it to the Superintendent. There was discussion on how it makes the district look inferior. When it is determined who the developer is that added number 25 to the survey, it will be acted upon. The Superintendent reported he had talked to many people concerning this and all are in agreement.

7.6 (I/D/A/) APPROVAL OF LEAP (Local Educational Agency Plan) APPLICATION- Leaman (02/03 G & O, Component IV)

- The No Child Left Behind (NCLB) Act of 2001 mandates local educational agencies to develop a Local Educational Agency Plan (LEAP) as a requirement for receiving federal funding for NCLB.

On a motion by Mr. Mentze, seconded by Mr. Tahti and passed by unanimous vote of members present, action was taken to approve the Local Educational Agency Plan. This is a five-year goal, with a short timeline for submission; thereafter it will be an annual review.

7.7 (A) BOARD OF TRUSTEE APPROVAL FOR FARM FOUNDATION TO MOVE FORWARD IN REGARD TO PLACING THE FARM IN A LAND TRUST - Long

- Being requested is formal action for the Lincoln High School Farm Foundation to move forward in placing the farm in a land trust. The farm reverts back to the district in 2004. Mr. Long presented this item to the Board of Trustees on June 3rd.

Mr. Long requested action for the Farm Foundation to get started with the work needing to be done to place the farm in a land trust.

4.1.18

A motion was made by Mr. Tahti to table this item until the June 24th Facilities Planning Session. After lengthy discussion, this motion died for a lack of a second.

Mr. Long made a motion to give approval for the Farm Foundation to move forward with the legal paperwork to place the farm in a land trust. Mr. Mentze seconded this motion.

Discussion included: doing something similar in nature as the Education Foundation and the OLE property; more information was requested for a decision to be made; can the 40 acres which will be used for a school, be given to the district and used for any mitigated purpose; the land could be placed with the Financing Corporation to hold. Etc.

The motion to move forward was withdrawn by Mr. Long.

7.8 (D/A) APPROVAL OF THE CLASSIFIED EMPLOYEE'S RECLASSIFICATION STUDY – Stewart *(02/03 G & O, Component IV)*

•The District and the Western Placer Classified Employees' Association agreed to review and reclassify as appropriate, all classified employee positions over a three-year period. Being presented are adjustments for custodial and food service positions.

On a motion by Mr. Mentze, seconded by Mr. Long and passed by unanimous vote of members present, action was taken to approve the classified employee's reclassification study for custodial and food service positions.

8. PUBLIC HEARING

8.1 INITIAL STUDY/MITIGATED NEGATIVE DECLARATION FOR THE VILLAGE ONE – LINCOLN CROSSING ELEMENTARY SCHOOL – Stewart *(02/03 G & O, Component V)*

This public hearing is to allow for public comments regarding the Initial Study/Mitigated Negative Declaration for the construction of the proposed Village One – Lincoln Crossing Elementary School.

The public made no comments.

9. INFORMATION/DISCUSSION/ACTION

4.1.19

9.1 (D/A) APPROVE THE INITIAL STUDY/MITIGATED NEGATIVE DECLARATION FOR THE VILLAGE ONE – LINCOLN CROSSING ELEMENTARY SCHOOL – Stewart) (02/03 G & O, Component V)

•The public review period for the Village One – Lincoln Crossing elementary School Initial Study/Mitigated Negative Declaration commenced on May 14, 2003 and ended on June 13, 2003, a period of thirty days. As of June 11, 2003, there has been only one response to the project with no action required. Any information received after June 11, 2003 and up until June 17, 2003 will be presented to the Board of Trustees for their consideration.

On a motion by Mr. Mentze, seconded by Mr. Long and passed by unanimous vote of members present, action was taken to approve the initial study/mitigated negative declaration for the Village One, Lincoln Crossing Elementary School.

10. COMMENTS - BOARD OF TRUSTEES

10.1 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.

- Marketing/public relations/public engagement
- Relationship with Sierra Community College
- Aquatic Center (Added 3/6/01)

The above items were reviewed.

10.2 SCHEDULE SUPERINTENDENT'S ANNUAL EVALUATION MEETING

August 20th was the tentative date scheduled for this annual evaluation. It was noted that it is important for all to be there.

COMMENTS:

Earl Mentze: The WPUSD Education Foundation and the property they are proposing to sell will be a topic of discussion at the City of Lincoln Planning Commission on Wednesday evening at 6:30.

Nels Tahti: Reported the middle school promotion (first year of change) was successful. He also reported he and Earl had met again with the City and would like to see those items on the June 24th agenda.

4.1.20

Mrs. Roberts: Publicly thanked Jay Stewart and Trudy Wilson for their hard work on balancing the budget and preparing the report.

**11. ADJOURN TO WESTERN PLACER UNIFIED SCHOOL DISTRICT
FINANCING CORPORATION BOARD OF DIRECTORS MEETING**

The Financing Corporation Board of Director's meeting was called to order at 8:50 p.m.

**11.1 (A) APPROVE RESOLUTION 02/03.02 ACCEPTING A GRANT
DEED FOR A MIDDLE SCHOOL SITE FROM PLACER
HOLDINGS, INC. – Stewart (02/03 G & O, Component V)**

•Resolution 02/03.02 authorizes the Western Placer Unified School District Financing Corporation to accept the grant deed for the Twelve Bridges middle school site. This school is projected to open for operations in August 2005.

On a motion by Mr. Long, seconded by Mr. Mentze and passed by unanimous roll call vote of members present, action was taken to approve Resolution 02/03.02 Accepting a Grant Deed for a Middle School Site from Placer Holdings, Inc.

**11.2 (A) APPROVAL OF JUNE 3, 2003 FINANCING
CORPORATION BOARD OF DIRECTORS' MEETING
MINUTES**

•Being submitted for the Board of Directors approval are the minutes of the June 3, 2003 meeting.

On a motion by Mr. Mentze, seconded by Mr. Long and passed by unanimous vote of members present, action was taken to approve the June 3, 2003 WPUSD Financing Corporation Board of Directors' meeting minutes.

12. ESTABLISHMENT OF NEXT MEETING (S)

- The President established the following meeting(s):
 - >June 24, 2003 Special Meeting, 5:00 p.m., Staff Development Room, Facilities Planning Session
 - >August 5, 2003, 7:00 p.m., Lincoln High School Library

4.1.21

Regular Meeting of the Board of Trustees
June 17, 2003
Minutes

11

Authorization was given to appoint Paul Long, Vice President to sign all documents in the absence of the clerk.

13. ADJOURNMENT OF REGULAR SESSION

With no further business, the meeting was adjourned at 9:00 p.m.

Karen Roberts, President

Marcia Harris, Clerk



Roger R. Yohe, Superintendent



Eva McGuire, Secretary to Superintendent

ADOPTED:

AYES:

NOES:

ABSENT:

ABSTAIN:

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4.1.22

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Regular Meeting of Board of Trustees

DATE: 4-17-03

ATTENDANCE REGISTER

- | | |
|-------------------------------------|-----------|
| 1. <u>Larry Williams</u> | 24. _____ |
| 2. <u>Lee Beckman</u> | 25. _____ |
| 3. <u>Greg Kuntson (WPTA pres.)</u> | 26. _____ |
| 4. <u>Dan Owens</u> | 27. _____ |
| 5. <u>Mike Evans</u> | 28. _____ |
| 6. <u>Julie Shackelford</u> | 29. _____ |
| 7. <u>Shirley L. Russell</u> | 30. _____ |
| 8. <u>Mike Aggins</u> | 31. _____ |
| 9. <u>Nancy Duffin</u> | 32. _____ |
| 10. <u>Jeff Dyer</u> | 33. _____ |
| 11. _____ | 34. _____ |
| 12. _____ | 35. _____ |
| 13. _____ | 36. _____ |
| 14. _____ | 37. _____ |
| 15. _____ | 38. _____ |
| 16. _____ | 39. _____ |
| 17. _____ | 40. _____ |
| 18. _____ | 41. _____ |
| 19. _____ | 42. _____ |
| 20. _____ | 43. _____ |
| 21. _____ | 44. _____ |
| 22. _____ | 45. _____ |
| 23. _____ | 46. _____ |

NOTE: Completion of this document is voluntary and not a precondition of attendance (54953.3 11124.)

4.1.23

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
SPECIAL MEETING BOARD OF TRUSTEES
JULY 22, 2003, 5:00-7:00 P.M.
DISTRICT STAFF DEVELOPMENT ROOM
810 J STREET
LINCOLN, CA 95648**

MINUTES

Members Present

Earl Mentze, Member
Marcia Harris, Clerk
Nels Tahti, Member

Members Absent

Karen Roberts, President
Paul Long, Vice President

Others in Attendance

Roger R. Yohe, Superintendent
Jay M. Stewart, Assistant Superintendent of Business Services
Eva McGuire, Secretary to the Superintendent
Levi Williams, Citizen
Jason Probst, Lincoln News Messenger

5:00 P.M. Open Session/Administrative Conference Room

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

5:05 P.M. Closed Session Administrative Conference Room

1. Conference with Labor Negotiator
 - a.) Name any employee organization with whom negotiations to be discussed are being conducted. **WESTERN PLACER TEACHERS ASSOCIATION.**
 - b.) Identify the titles of unrepresented individuals with whom negotiations are being conducted. **NONE.**
 - c.) Identify by name the agency's negotiator. **Bob Noyes, Jay Stewart, Scott Leaman, Roger Yohe.**

ADJOURN TO OPEN SESSION

4.1.24

SPECIAL MEETING AGENDA:

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

For the benefit of the students of the Western Placer Unified School District, the meeting was called to order by Earl Mentze at 5:54 p.m. Mr. Mentze chaired the meeting in the absence of President Roberts. It was announced that there was no action taken in closed session.

2. COMMENTS FROM THE PUBLIC:

Board Member Nels Tahti, with difficulty, submitted his resignation as a member of the Board of Trustees due to locating his residence out of the trustee area, which he represents. He spoke of the honor it has been to serve as a trustee, gaining personally and professionally. His experience working with the district and the City of Lincoln has been extremely valuable.

Both Mr. Mentze and Mrs. Harris expressed their feelings of the great loss of a wonderful board member whose input and unique style will be missed and hard to replace.

INFORMATION/DISCUSSION/ACTION

1. (D/A) APPROVE THE LAND PURCHASE AND SALES AGREEMENT REGARDING THE PURCHASE OF 3.2 ACRES OF LAND FROM SAWTELL HOLDINGS LLC (WECO AVIATION) LOCATED WITHIN THE TWELVE BRIDGES DEVELOPMENT.

The Superintendent noted the negotiations regarding this property have been in the works for a while and it is a integral part of the high school/Sierra College and City of Lincoln library facilities. This property will be used for a much-needed parking area. It was requested approval of this land purchase.

A motion was made by Mr. Tahti, seconded by Mrs. Harris, and passed by unanimous vote of members present, to approve the land purchase and sales agreement regarding the purchase of 3.2 acres of land from Sawtell Holdings LLC (WECO Aviation) located within the Twelve Bridges development.

4.1.25

2. (D/A) **APPROVE RESOLUTION 03/04.01 APPROVING AN INCREASE IN THE AGGREGATE PRINCIPAL AMOUNT OF CERTAIN CERTIFICATES OF PARTICIPATION AND OTHER MATTERS RELATED THERETO,**

Mr. Stewart reviewed the increase in the maximum aggregate amount of principal approved for its Certificates of Participation from \$20,000,000 to \$27,500,00. This increase is supported by the higher than expected appraised value of the District's existing assets.

On a motion made by Mr. Tahti, seconded by Mrs. Harris, and passed by unanimous roll call vote of members present, the Board of Trustees took action to approve Resolution 03/04.01A Resolution Approving an Increase in the Aggregate Principal Amount of Certain Certificates of Participation and Other Matters Related Thereto.

3. (D/A) **APPROVE RESOLUTION 03/04.02 APPROVING A SUBSTITUTION OF PROPERTY IN CONNECTION WITH CERTAIN CERTIFICATES OF PARTICIPATION AND OTHER MATTERS THERETO.**

Mr. Stewart advised the Board in regard to this resolution authorizing the District to release property from its 2001 Certificates of Participation and substitute those properties with new properties. This allows the District to better align the value of its assets with the actual value of its Certificates of Participation.

On a motion by Mrs. Harris, seconded by Mr. Tahti, and passed by unanimous roll call vote of members present, the Board of Trustees took action to approve Resolution 03/04.2 Approving a Substitution of Property in Connection with Certain Certificates of Participation and Other Matters Thereto.

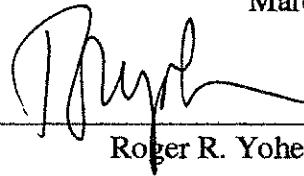
4. **ADJOURNMENT**

Before adjournment, authorization was given by Board Members present to allow Mr. Mentze to sign tonight's documents in place of the absent Board President. With no further business, the meeting was adjourned at 6:10 p.m.

4.1.26

Karen Roberts, President

Marcia Harris, Clerk



Roger R. Yohe, Superintendent



Eva McGuire, Secretary to Superintendent

ADOPTED:

AYES:

NOES:

ABSENT:

ABSTAIN:

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4.1.27

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World	
BOARD OF TRUSTEE GLOBAL DISTRICT GOALS	
1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy ____
2. Fosters a safe, caring environment where individual differences are valued and respected.	Complies with Site Plan (LIP) ____
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Complies with Governance & Management Document ____
4. Promote the involvement of the community, local government, business, service organizations, etc. as partners in the education of our students.	Complies with Mission Statement ____
	Funding Sign-Off by J. Stewart ____
	Personnel Sign-Off by B. Noyes ____
	Program Sign Off by S. Leaman ____
	SBLT Involvement ____
	Initial

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

SUBJECT:

Approval of Warrants

AGENDA ITEM AREA:

CONSENT AGENDA

REQUESTED BY:

Trudy Wilson, Director of
Business Service

ENCLOSURES:

Board members only

MEETING DATE:

August 5, 2003

BACKGROUND:

- The Board of Trustees will consider action to ratify the warrants paid since the June 3, 2003 board meeting.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees approve the warrants as submitted.


Eva\h:\wpfiles\Board\format3

4.2

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success In an Ever Changing World

BOARD OF TRUSTEE GLOBAL DISTRICT GOALS

COMPLIANCE CHECK LIST

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy <u>X</u> Complies with Site Plan (LIP) <u> </u> Complies with Governance & Management Document <u> </u>
2. Foster a safe, caring environment where individual differences are valued and respected.	Complies with District Goals <u>X</u> Complies with District Mission Statement <u> </u>
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Funding Sign-Off by J. Stewart <u> </u> Personnel Sign-Off by B. Noyes <u></u>
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.	Program Sign Off by S. Leaman <u> </u> SBLT Involvement <u> </u> Initial <u> </u>

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

FACT SHEET

SUBJECT:

Ratification of Certificated
Employment for the 2003/2004
School Year

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY: 
Bob Noyes
Director, Human Services

ENCLOSURES:

MEETING DATE:
August 5, 2003

BACKGROUND:

The Board of Trustees will consider ratification of employment of:

John Agostinelli – Industrial Arts Teacher (1.00) - LHS
Todd Boynton - .5 P.E. & .5 Math Teacher (1.00) - GEM
Emily Coffee – 4th Grade Teacher (1.00) – COE
Kevin Craite – SDC Teacher (1.00) – GEM
Stephanie Davis – Kindergarten Teacher (1.00) – COE
Tricia DeJersey – 4th Grade Teacher (1.00) – CCC
Jennifer Diggins – School Pshychologist (.80) - District
Cathy Garcia – 7th Grade Math Teacher (1.00) – GEM
Angela Gibson – 4th Grade Teacher (1.00) – CCC
Dan Kearney – 6th, 7th, 8th Grade Math/Social Studies Teacher (1.00) – Sheridan
Sabrina Ketchum – Language Arts Teacher (1.00) – LHS
Corie Kodet – Speech Pathologist (1.00) – District
Brandon Lopez – 7th Grade Language Arts/Social Studies (1.00) – GEM
Pat McCartney – 1 Period Per Day Ranch Mgmt. - LHS

4th P.1

Camalyn Sahyoun – 2nd Grade SEI Teacher (1.00) - FSS
Diane Sauer – Elementary SDL Teacher (1.00) – COE
Marion Sebastian – Band/Choir Teacher (1.00) – GEM
Nikki Silva – 5th Grade Teacher (1.00) – CCC
JoAnn Skinner-Kita – 5th Grade Teacher (1.00) – CCC
Raymond Woodbeck – Math Teacher (1.00) – LHS
Randy Woods – 8th Grade Math Teacher (1.00) – GEM
Staci Zuniga – English Teacher (1.00) - LHS

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends ratification of employment of the individuals listed above.

H.B.
A.1

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World

BOARD OF TRUSTEE GLOBAL DISTRICT GOALS

COMPLIANCE CHECK LIST

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy <u> x </u> Complies with Site Plan (LIP) <u> </u> Complies with Governance & Management Document <u> </u>
2. Foster a safe, caring environment where individual differences are valued and respected.	Complies with District Goals <u> x </u> Complies with District Mission Statement <u> </u>
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Funding Sign-Off by J. Stewart <u> </u>
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.	Personnel Sign-Off by B. Noyes <u> <i>BN</i> </u> Program Sign Off by S. Leaman <u> </u> SBLT Involvement <u> </u>

Initial

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

SUBJECT:

Ratification of Certificated
Resignation

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY: *BN*
Bob Noyes
Director, Human Services

ENCLOSURES:

MEETING DATE:
August 5, 2003

BACKGROUND:

The Board of Trustees will take action to ratify the resignation of:

Milagros Medina – 2nd Grade SEI Teacher - FSS

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees ratify the resignation as listed.

4.3 A.2



**WESTERN
PLACER
UNIFIED
SCHOOL
DISTRICT**

810 J Street
Lincoln, CA 95648

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

Superintendent
Roger R. Yohe

Board of Trustees
Marcia Harris
Paul Long
Earl Mentze
Karen Roberts
Nels Tahti

Asst. Superintendent,
Business Services
Jay M. Stewart

Asst. Superintendent,
Educational
Services
Scott Leaman

Director,
Human Services
Robert Noyes

June 19, 2003

Milagros Medina
388 H Street
Lincoln, CA 95648

Dear Milagros:

I have accepted your letter of resignation from the Western Placer Unified School District. Your resignation as a Teacher at First Street School will be effective immediately.

On behalf of the Board of Trustees, I want to wish you much success in the future. Thank you for being a part of the Western Placer Unified School District.

Sincerely,

Roger R. Yohe, Superintendent
Western Placer Unified School District

RRY/em

Cc: Bob Noyes, Director of Human Services
Personnel File

Wpfiles\corres\resign

"PURSUIT OF EXCELLENCE"

4.3
A.2.1

June 9, 2003

Bob Noyes
Director of Human Services
Western Placer Unified School District
810 J Street
Lincoln, CA 95648

Dear Mr. Noyes,

I am writing this letter to thank you for giving me the opportunity to work for Western Placer Unified School District. I have had a great school year working at First Street School. Unfortunately, I will not be able to continue working in this school district for the upcoming school year. The reason for that is that I will get married this summer and I will be moving to a different state. I will be moving to Michigan and will try to find a teaching position there.

Once again, thank you very much for the opportunity to work for this district; I have really enjoyed working with the wonderful staff at First Street School, and if I ever move back to Lincoln, be sure that I will be looking forward to working for your district again.

Sincerely,

Milagros Medina
Milagros Medina




cc: Ruben Ayala

4.3
A.2.2

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success In an Ever Changing World

BOARD OF TRUSTEE GLOBAL DISTRICT GOALS

COMPLIANCE CHECK LIST

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy <u>X</u> Complies with Site Plan (LIP) <u> </u> Complies with Governance & Management Document <u> </u>
2. Foster a safe, caring environment where individual differences are valued and respected.	Complies with District Goals <u>X</u> Complies with District Mission Statement <u> </u>
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Funding Sign-Off by J. Stewart <u> </u> Personnel Sign-Off by B. Noyes <u></u>
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.	Program Sign Off by S. Leaman <u> </u> SBLT Involvement <u> </u> Initial <u> </u>

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


SUBJECT:

Requests for Maternity Leave/
Child Rearing

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Bob Noyes 
Director, Human Services

ENCLOSURES:

MEETING DATE:

August 5, 2003

BACKGROUND:

The Board of Trustees will take action on a request for Maternity Leave/Child Rearing as per WPTA Contract, Article VIII, Section D. Number 1 and Number 2 from:

Nicole Schug – Kindergarten Teacher – FSS

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees ratify the request for maternity leave/child rearing as listed.

4.3
A.3

June 10, 2003

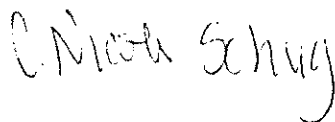
Western Placer Unified School District
Board of Trustees

Dear Members of the Governing Board,

I am writing this letter to request a leave under Article VIII, Section D-1 and D-2 of the WPUUSD and WPTA contract. This would include "maternity" and "child rearing leave" from October 31, 2003 through the remainder of the school year.

Ruben and I are making every effort to find a qualified, dynamic individual to carry out my teaching contract for the remainder of the 2003-2004 school year. I will work closely with this person in order to ensure the students have a productive school year and an easy transition.

Sincerely,



Nicole Schug
Kindergarten Teacher
First Street School

cc Ruben Ayala

4.3
A.3.1

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World

BOARD OF TRUSTEE GLOBAL DISTRICT GOALS

COMPLIANCE CHECK LIST

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy _____ Complies with Site Plan (LIP) _____ Complies with Governance & Management Document _____
2. Foster a safe, caring environment where individual differences are valued and respected.	Complies with District Goals _____ Complies with District Mission Statement _____
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Funding Sign-Off by J. Stewart _____
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.	Personnel Sign-Off by B. Noyes <u>BN</u> Program Sign Off by S. Leaman _____ SBLT Involvement _____ Initial _____

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

SUBJECT:

Ratification of Classified
Employment

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Bob Noyes BN
Director, Human Services

ENCLOSURES:

MEETING DATE:

August 5, 2003

BACKGROUND:


The Board of Trustees will consider ratification of employment of:

Jenifer Freymond – Campus/Cafeteria Supervisor (.25) - GEM
Jenifer Freymond – Campus Monitor (.75) - GEM

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends ratification of employment of the individual listed above.

4.3 b.1

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success In an Ever Changing World	
BOARD OF TRUSTEE GLOBAL DISTRICT GOALS	COMPLIANCE CHECK LIST
1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy _____ Complies with Site Plan (LIP) _____ Complies with Governance & Management Document _____
2. Foster a safe, caring environment where individual differences are valued and respected.	Complies with District Goals _____ Complies with District Mission Statement _____
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Funding Sign-Off by J. Stewart _____
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.	Personnel Sign-Off by B. Noyes  _____ Program Sign Off by S. Leaman _____ SBLT Involvement _____ Initial _____

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


SUBJECT:

Adoption of Resolution
Establishing A Reduction
Of Classified Employee Hours

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Bob Noyes, Director 
Human Services

ENCLOSURES:

Resolution

MEETING DATE:

August 5, 2003

BACKGROUND:

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

One Instructional Aide, Lisa Miller, whose hours are to be reduced a total of 2.25 hours per day at the Glen Edwards Middle School.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees adopt Resolution Establishing a Reduction of Classified Employee Hours.

4.3
b.2

RESOLUTION
03/04.03

WHEREAS, due to lack of work and/or lack of funds, this Board hereby finds it is in the best interest of this school district, that as of June 6, 2003, certain services now being provided by the District be reduced or discontinued by the following extent:

One Instructional Aide whose hours are to be reduced a total of 2.25 hours per day as follows:

2.25 hours – One Instructional Aide at Glen Edwards Middle School assisting with students and their family needs during the morning and afternoon programs.

NOW, THEREFORE, BE IT RESOLVED that as of August 18, 2003, this classified position of the District is to be reduced or discontinued to the extent set forth above.

BE IT FURTHER RESOLVED that the District Superintendent be and hereby is authorized and directed to give notice of layoff/reduction of employment to one classified employee of the District pursuant to the District's rules and regulations and applicable provisions of the Education Code not later than 30 days prior to the effective date of layoff as set forth above.

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board on August 5, 2003, by the following vote:

AYES:

NOES:

ABSENT:

Date: _____

Governing Board of the Western Placer Unified School District

By _____
Secretary of the Governing Board

4.3
b.2.1



**WESTERN
PLACER
UNIFIED
SCHOOL
DISTRICT**

810 J Street
Lincoln, CA 95648

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

Superintendent
Roger R. Yohe

Board of Trustees
Jane Burton
Paul Long
Earl Mentze
Karen Roberts
Nels Tahti

Asst. Superintendent,
Business Services
Jay M. Stewart

Asst. Superintendent,
Educational
Services
Scott Leaman

Director,
Human Services
Robert Noyes

July 2, 2003

Nancy Griffin, President
190 Todd Lane
Lincoln, CA 95648

Dear Nancy:

As per the classified employee contract between the Western Placer Unified School District and the Western Placer Classified Employees' Association, I am hereby serving notice to you that Lisa Miller, a 6 hour Instructional Aide at the Glen Edwards Middle school will lose 2.25 hours of her position effective August 18, 2003 due to a loss of funds (Contract Article IX (D)). Please refer to the attached letter from Mary Boyle, Principal of Glen Edwards Middle school.

The Western Placer Unified School District will be presented a resolution for action regarding the reduction of hours of said employee on August 5, 2003. The affected employee will receive a "Notice of Layoff" form (with attached Board Resolution and Notice of Election Form) either by personal service or certified mail (Contract Article IX (E)(2)). Also, the regular 30-day prior notice rule applies, Education Code 45117.

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

Respectfully,

Bob Noyes, Director of Human Services
Western Placer Unified School District

"PURSUIT OF EXCELLENCE"

4.3
6.2.2

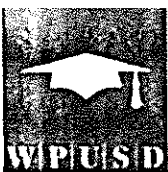
Peggy Stewart

From: Mary Boyle [boylemar@wpusd.k12.ca.us]
Sent: Tuesday, June 10, 2003 1:30 PM
To: stewarpe@wpusd.k12.ca.us
Subject: Lisa Miller Reduction of Hours

The GEMS SBLT, at their May meeting, voted to reduce the hours of the assistant in the Reading Enrichment classroom to 3 3/4 hours per day. They had previously funded hours of student-contact time as well as preparation time. They now want to only fund hours of student-contact time. This means that Lisa Miller's hours are being reduced from 6 hours/day to 3.75 hours per day for the 2003 - 2004 school year.

Thank you.

4.3
b.2.3



**WESTERN
PLACER
UNIFIED
SCHOOL
DISTRICT**

810 J Street
Lincoln, CA 95648

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

Superintendent
Roger R. Yohe

Board of Trustees
Jane Burton
Paul Long
Earl Mentze
Karen Roberts
Vols Tahli

*Asst. Superintendent,
Business Services*
Jay M. Stewart

*Asst. Superintendent,
Educational
Services*
Scott Leaman

*Director,
Human Services*
Robert Noyes

July 2, 2003

Lisa Miller
5620 N. Kilaga Springs Rd.
Lincoln, CA 95648

Dear Lisa:

This letter is sent to you as the official notification that your six (6) hours of Instructional Aide time at the Glen Edwards Middle School will be reduced to three and three quarters (3.75) hours due to loss of funds. As you are aware, SBLT had previously funded hours of student-contact time as well as preparation time. They now want to only fund hours of student-contact time.

The Western Placer Unified School District's Board of Trustees will review the reduction of your hours and take action at the August 5, 2003 board meeting held at Lincoln High School's Visual and Performing Arts Building. After the 30-day lay-off notice timeline is completed you will have the option to do one of the following:

1. "Bump" the lowest Instructional Aide within the district (the positions are in order of lowest seniority).
2. Accept the official lay-off notice due to lack of funds and be eligible for reemployment for a period of 39 months and be reemployed in preference to new applicants within the same job classification. If you choose this option, you will retain your 6 hours within the school district if they become available.

If I can be of any assistance in this matter, please call me at 645-6350 or the WPCSEA President, Nancy Griffin at 645-6360.

Sincerely,

Bob Noyes, Director of Human Services
Western Placer Unified School District

Cc: Nancy Griffin, President WPCSEA

"PURSUIT OF EXCELLENCE"

4.3
6.2.4

Classified Employee Seniority List

EMPLOYEE	MULTIPLE CLASS.	WORKED IN PREVIOUS CLASSIFICATION	PREVIOUS CLASS DATE	EFFECTIVE DATE CURRENT CLASS	HIRE DATE	SITE
INSTRUCTIONAL AIDE AND INSTRUCTIONAL AIDE SPECIAL ED						
Mary Ann Allen					03/01/66	COE
Rosalyn Baxter	X				01/25/71	CCC
Elaine Betancourt					11/20/74	CCC
Susanne Williams					09/01/75	COE
Janet Zachary					09/15/76	LHS
Cynthia DeLoach	X				02/11/80	CCC
Teri Solander	X				05/11/92	CCC
Debra Henri	X	Campus/Café Supervisor	09/06/94	08/27/97	09/06/94	COE
Maria Valera		Instructional Aide/Child Care	08/22/96	01/06/03	08/22/96	COE
		Infant Toddler/Paraprofessional	07/01/99			PHS
Theresa Palos					10/21/96	GEM
Sharon Leon		Kitchen Helper	12/03/96	08/16/01	12/03/96	GEM
Sharon Leon		Clerk/Cashier	03/31/97			
Kathleen Johnson					08/27/97	FSS
Denise Gragg	X				09/02/97	FSS
Deborah Wilson	X				09/10/97	LHS
Christine Hawley					09/10/97	GEM
Tracy Lillie	X				09/01/98	LHS
Kristine Fagan		Kitchen Helper	01/04/99	10/12/99	01/04/99	COE
Ersula Bombard		Kitchen Helper/Food Transp.	08/17/99	08/23/99	08/17/99	LHS
Charlene Emerson					11/29/99	LHS
Rebecca Carbajal					02/04/00	FSS
Jra Staus		Campus/Café Supervisor	08/18/00	01/12/01	08/18/00	COE
Rita Mendoza	X				08/28/00	FSS
Shawna Minter	X				09/06/00	FSS
Jennipher Paul					09/19/00	LHS
Gabriela Ayala					9/26/01	FSS
Tonya Beame					9/26/01	FSS
Catherine Meijer	X				10/1/01	FSS
Lisa Miller					10/15/01	GEM
Michelle Eslinger					08/19/02	SHER
Diane Smith					09/23/02	SHER
Janis Lieber					11/01/02	GEM
A.L.C. AIDE						
Deborah Robles		Campus/Café Supervisor	02/04/88	08/26/94	02/04/88	GEM
INSTRUCTIONAL AIDE BILINGUAL						
Rafaela Balderas					11/03/83	FSS
Esperanza Avalos					10/15/84	FSS
Nancy Gonzalez					05/08/02	PHS
LIBRARY AIDE						
Carol Day	X				09/05/00	COE
Carol Kastner					09/05/00	FSS
Tina Everett					09/17/02	CCC
PARAPROFESSIONAL, SPECIALIZED PHYSICAL HEALTH CARE						
Robert Haney					12/07/98	GEM

4. 2. 5

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

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World.
BOARD OF TRUSTEES/GLOBAL DISTRICT 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.

AGENDA ITEM:

Report of Disclosure Requirements for Quarterly
Reports of Investments.

SUBJECT AREA:

Consent Agenda

REQUESTED BY:

Jay M. Stewart 
Assistant Superintendent, Business Services

ENCLOSURES:

Yes

BOARD MEETING DATE:

August 05, 2003

BACKGROUND:

Government Code 53646, added by SB 564, imposed new disclosure requirements on all government agencies. This bill was authored by Senator Johnston (D-Stockton) in direct response to the investment practices of school districts, county office of education and community colleges revealed by the bankruptcy of Orange County. This statute requires that if a local agency has placed all of its investments in the Local Agency Investment Fund or in a Federal Deposit Insurance Corporation insured accounts in a bank or savings and loan association, in a county investment pool or any combination of these, the chief financial officer need only supply the most recent statement of statements received by the local agency from these institutions.

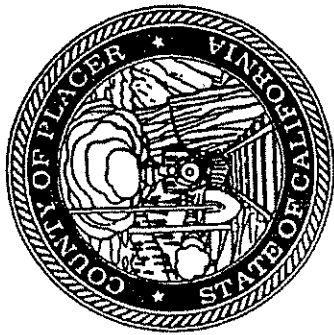
The District maintains its entire reserve in the County of Placer investment pool. Therefore, to meet the requirements of SB 564, the County of Placer Treasurer's Investment Reports are submitted to the District's Board of Trustees on a quarterly basis for their review.

SUPERINTENDENT'S RECOMMENDATION:

Report only.

4.4

Office of
Jenine Windeshausen
Treasurer-Tax Collector
County of Placer



COUNTY OF PLACER

TREASURER'S INVESTMENT REPORT

For the Month of APRIL 30, 2003

2976 Richardson Drive • Auburn, California 95603
Tax Collector (530) 889-4120 • Business Licenses (530) 889-4131 • Treasurer (530) 889-4140 • Bonds (530) 889-4143

4.4.1

PREFACE

Placer County Treasurer's Investment Report

April 30, 2003

Market values are only relevant if the investment is sold prior to maturity. Profit or loss would be realized only if the specific investment were to be sold.

The following report reflects the change from cash to accrual basis effective March 31, 2000. The current book value of the Placer County Treasurer's Investment Portfolio reflects this change.

For the purpose of clarity the following glossary of investment terms has been provided.

Book Value is the purchase price of a security plus amortization of any premium or discount. This may be more or less than face value, depending upon whether the security was purchased at a premium or at a discount.

Face Value is the principal amount of a security and the amount of principal that will be paid at maturity.

Market Value is the value at which a security can be sold at the time it is priced or the need to sell arises.

Government Code 53646 Compliance Report

The following information is a monthly update of funds on deposit in the Placer County Treasury pursuant to California Government code Section 53646. Further details of individual investments are included in the Treasurer's Monthly Investment Report. All investment transactions and decisions have been made with full compliance with California Government Code and Placer County's Statement of Investment Policy with the exception of Collateralized CDs which exceed the one year maturity date as noted in this report.

Individual securities are priced at the end of each month. The source of pricing is Bank of New York.

The Weighted Average Maturity of the investments with the Treasury is 414 days.

The ability of the Placer County Treasury to meet its cash flow needs is demonstrated by \$399,252,026.83 in cash and investments maturing in the next 180 days.

4.4.2



Placer County

PLACER COUNTY 2002/2003
Portfolio Management
Portfolio Summary
April 30, 2003

Investments	Book Value	Market Value	Par Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
U.S. Treasury Coupons	14,960,077.97	15,229,687.50	15,000,000.00	1.81	724	304	3.287	3.333
Federal Agency Coupons	303,574,408.94	307,373,887.50	303,120,000.00	36.75	1,111	795	3.184	3.229
Medium Term Notes	232,902,508.21	236,641,270.59	230,048,000.00	28.19	730	363	3.346	3.393
Negotiable Certificates of Deposit	10,006,090.47	10,006,078.44	10,000,000.00	1.21	81	18	1.270	1.288
Collateralized CDs	8,500,000.00	8,500,000.00	8,500,000.00	1.03	501	103	3.597	3.646
Commercial Paper Disc. -Amortizing	241,200,088.37	241,200,088.39	241,505,000.00	29.20	69	36	1.291	1.309
Federal Agency Disc. -Amortizing	14,924,137.50	14,926,500.00	15,000,000.00	1.81	210	153	1.223	1.240
Investments	826,067,311.46	833,877,512.42	823,173,000.00	100.00%	657	414	2.625	2.661

Cash

Passbook/Checking (not included in yield calculations)	12,697,026.83	12,697,026.83			1	1	0.000	0.000
Total Cash and Investments	838,764,338.29	846,574,539.25	835,870,026.83		657	414	2.625	2.661

Total Earnings

	April 30 Month Ending	Fiscal Year To Date
Current Year	1,833,601.09	18,857,686.67

Average Daily Balance

821,402,595.45

Effective Rate of Return

2.72%

693,364,621.00

3.27%

Jenine Windhausen 5-6-03
JENINE WINDESHAUSEN, TREASURER-TAX COLLECTOR

Portfolio AMOR

AC

PM (PRF-CPM1) SymRept V5.02e



Placer County

PLACER COUNTY 2002/2003
Investment Purchases Report
Sorted by Purchase Date
April 1, 2003 - April 30, 2003

CUSIP	Investment #	Fund	Inv. Type	Issuer	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM 365	Ending Book Value
90262DR23	02333	1010	ACP	UBSF	26,000,000.00	04/01/2003	04/02 - At Maturity	25,999,081.11		1.300	04/02/2003	1.318	0.00
36380MR31	02334	1010	ACP	GALCAP	30,000,000.00	04/02/2003	04/03 - At Maturity	29,998,975.00		1.230	04/03/2003	1.247	0.00
36380MR49	02335	1010	ACP	GALCAP	15,000,000.00	04/03/2003	04/04 - At Maturity	14,999,475.00		1.260	04/04/2003	1.278	0.00
36380MSW6	02337	1010	ACP	GALCAP	30,000,000.00	04/03/2003	05/30 - At Maturity	29,941,100.00		1.240	05/30/2003	1.260	29,970,033.33
5777E3TS5	02338	1010	ACP	MAXCAP	25,000,000.00	04/03/2003	06/26 - At Maturity	24,924,166.67		1.300	06/26/2003	1.322	24,949,444.45
78957URQ7	02336	1010	ACP	STGERM	10,000,000.00	04/03/2003	04/24 - At Maturity	9,992,533.33		1.280	04/24/2003	1.299	0.00
65184UR71	02339	1010	ACP	NEWPOR	30,000,000.00	04/04/2003	04/07 - At Maturity	29,996,950.00		1.220	04/07/2003	1.237	0.00
27003LR88	02340	1010	ACP	EAGLE	30,500,000.00	04/07/2003	04/08 - At Maturity	30,498,932.50		1.260	04/08/2003	1.278	0.00
0075N3S50	02342	1010	ACP	ADVASS	14,422,000.00	04/08/2003	05/05 - At Maturity	14,407,938.55		1.300	05/05/2003	1.319	14,419,916.82
11765KR90	02341	1010	ACP	BRYANT	22,000,000.00	04/08/2003	04/09 - At Maturity	21,999,236.11		1.250	04/09/2003	1.267	0.00
11144GS58	02343	1010	ACP	ROMUPP	7,000,000.00	04/08/2003	05/08 - At Maturity	6,992,922.22		1.300	05/08/2003	1.319	6,998,736.11
90262DRA5	02344	1010	ACP	UBSF	32,000,000.00	04/09/2003	04/10 - At Maturity	31,998,915.56		1.220	04/10/2003	1.237	0.00
37635MRB4	02345	1010	ACP	GIROFN	24,752,000.00	04/10/2003	04/11 - At Maturity	24,751,140.56		1.250	04/11/2003	1.267	0.00
41068LSG2	02346	1010	ACP	HANFJN	25,000,000.00	04/10/2003	05/16 - At Maturity	24,968,250.00		1.270	05/16/2003	1.289	24,986,770.63
85520MRE5	02347	1010	ACP	SBIRD	33,000,000.00	04/11/2003	04/14 - At Maturity	32,996,590.00		1.240	04/14/2003	1.257	0.00
92217MRP8	02348	1010	ACP	VARFJN	45,000,000.00	04/14/2003	04/15 - At Maturity	44,998,437.50		1.250	04/15/2003	1.267	0.00
36380MRG2	02349	1010	ACP	GALCAP	30,000,000.00	04/15/2003	04/16 - At Maturity	29,998,858.33		1.370	04/16/2003	1.389	0.00
90262DRH0	02350	1010	ACP	UBSF	45,000,000.00	04/16/2003	04/17 - At Maturity	44,998,437.50		1.250	04/17/2003	1.267	0.00
30803BRM7	02352	1010	ACP	FALCON	15,000,000.00	04/17/2003	04/21 - At Maturity	14,997,900.00		1.260	04/21/2003	1.278	0.00
85520MRM7	02351	1010	ACP	SBIRD	50,000,000.00	04/17/2003	04/21 - At Maturity	49,993,000.00		1.260	04/21/2003	1.278	0.00
36380MUX1	02354	1010	ACP	GALCAP	15,000,000.00	04/21/2003	07/31 - At Maturity	14,946,554.17		1.270	07/31/2003	1.292	14,951,845.84
38102EWN2	02355	1010	ACP	GOLDFC	15,000,000.00	04/21/2003	09/22 - At Maturity	14,919,150.00		1.260	09/22/2003	1.284	14,924,400.00
41068LRN8	02353	1010	ACP	HANFJN	20,000,000.00	04/21/2003	04/22 - At Maturity	19,999,300.00		1.260	04/22/2003	1.278	0.00
04600JS9	02357	1010	MTN	ASSCRP	15,000,000.00	04/22/2003	05/01 - 11/01	15,352,050.00	409,687.50	5.750	11/01/2003	1.250	15,744,973.21
2824BURP3	02356	1010	ACP	EIFEEL	22,000,000.00	04/22/2003	04/23 - At Maturity	21,999,236.11		1.250	04/23/2003	1.267	0.00
615322AF1	02358	1010	MTN	MGFUND	15,000,000.00	04/22/2003	10/09 - Final Pmt.	15,010,950.00	7,691.67	1.420	10/09/2003	1.261	15,018,051.55
90262DRV9	02359	1010	ACP	UBSF	6,000,000.00	04/22/2003	04/29 - At Maturity	5,998,553.33		1.240	04/29/2003	1.258	0.00
5777E3RQ1	02360	1010	ACP	MAXCAP	22,000,000.00	04/23/2003	04/24 - At Maturity	21,999,236.11		1.250	04/24/2003	1.267	0.00
90262DRR8	02361	1010	ACP	UBSF	29,000,000.00	04/24/2003	04/25 - At Maturity	28,999,001.11		1.240	04/25/2003	1.257	0.00
90262DRU1	02362	1010	ACP	UBSF	35,000,000.00	04/25/2003	04/28 - At Maturity	34,996,470.83		1.210	04/28/2003	1.227	0.00
90262DRV9	02363	1010	ACP	UBSF	34,000,000.00	04/28/2003	04/29 - At Maturity	33,998,791.11		1.280	04/29/2003	1.298	0.00
11765KRW9	02365	1010	ACP	BRYANT	23,000,000.00	04/29/2003	04/30 - At Maturity	22,999,182.22		1.280	04/30/2003	1.298	0.00
85520MRW5	02364	1010	ACP	SBIRD	30,000,000.00	04/29/2003	04/30 - At Maturity	29,998,933.33		1.280	04/30/2003	1.298	0.00

4.4.4

PLACER COUNTY 2002/2003
Investment Purchases Report
April 1, 2003 - April 30, 2003

Page 2

CUSIP	Investment #	Fund	Inv. Type	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM	Ending Book Value
90262DS14	02366	1010	ACP UBSF	40,000,000.00	04/30/2003	05/01 - At Maturity	39,998,533.33		1.320	05/01/2003	1.336	40,000,000.00
Total Purchases				860,874,000.00			860,668,761.59	417,379.17				201,964,172.14

Investment Type Codes:

ABA	Bankers Acceptance	LA5	Local Agency Inv Fund
BCD	Collateralized Certificates of Deposit	MTN	Medium Term Notes
ACP	Commercial Paper	NCB	Negotiable Certificates of Deposit
FAC	Federal Agency Coupons	TRC	U.S. Treasury - Coupons
AFD	Federal Agency Discounts	ATD	U.S. Treasury-Discounts

4.4.5

PLACER COUNTY 2002/2003
Portfolio Management
Portfolio Details - Investments
April 30, 2003

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Book Value	Market Value	Par Value	Stated Rate	YTM 360	Days to Maturity	Maturity Date
Local Agency Investment Funds											
99-31-000	00000LAIF	LOCAL AGENCY INV FUND			0.00	0.00	0.00	2.301	2.269	1	
		Subtotal and Average	0.00		0.00	0.00	0.00		0.000	0	
U.S. Treasury Coupons											
9128277M8	01273	U. S. TREASURY COUPON		03/04/2002	4,992,812.93	5,076,562.50	5,000,000.00	3.000	3.136	304	02/29/2004
9128277M8	01277	U. S. TREASURY COUPON		03/06/2002	4,985,189.66	5,076,562.50	5,000,000.00	3.000	3.226	304	02/29/2004
9128277M8	01283	U. S. TREASURY COUPON		03/12/2002	4,976,075.38	5,076,562.50	5,000,000.00	3.000	3.501	304	02/29/2004
		Subtotal and Average	14,958,173.79		14,960,077.97	15,229,687.50	15,000,000.00		3.287	304	
Federal Agency Coupons											
3133MGV37	01088	FEDERAL HOME LOAN BANK		10/05/2001	5,015,382.69	5,042,187.50	5,000,000.00	4.125	2.979	106	08/15/2003
3133M5QB9	01003	FEDERAL HOME LOAN BANK		07/02/2001	5,007,654.73	5,073,437.50	5,000,000.00	5.125	4.620	137	09/15/2003
3133MJVZ0	01141	FEDERAL HOME LOAN BANK		11/20/2001	9,966,633.84	10,071,875.00	10,000,000.00	2.500	3.104	197	11/14/2003
3133MKFC6	01223	FEDERAL HOME LOAN BANK		01/16/2002	5,005,675.61	5,053,125.00	5,000,000.00	3.125	2.869	197	11/14/2003
31359MEG4	00375	FEDERAL NATIONAL MORT. ASSOC.		04/12/2001	5,000,455.58	5,095,312.50	5,000,000.00	4.750	4.665	197	11/14/2003
31359MLR2	01147	FEDERAL NATIONAL MORT. ASSOC.		11/26/2001	9,999,288.58	10,106,250.00	10,000,000.00	3.125	3.095	198	11/15/2003
3133MKHU4	01197	FEDERAL HOME LOAN BANK		12/26/2001	3,120,000.00	3,164,850.00	3,120,000.00	3.370	3.510	239	12/26/2003
31364GNQ8	00344	FEDERAL NATIONAL MORT. ASSOC.		03/28/2001	5,015,721.55	5,147,300.00	5,000,000.00	5.500	4.932	252	01/08/2004
3129244Y6	01258	FED HOME LOAN MORT CORP		02/20/2002	9,998,745.66	10,176,100.00	10,000,000.00	3.400	3.369	295	02/20/2004
312924TX1	01164	FED HOME LOAN MORT CORP		12/06/2001	4,982,582.72	5,105,050.00	5,000,000.00	3.250	3.549	385	05/20/2004
3133MQUW2	02046	FEDERAL HOME LOAN BANK		08/15/2002	9,992,535.93	10,115,625.00	10,000,000.00	2.250	2.278	470	08/13/2004
3133MQUW2	02058	FEDERAL HOME LOAN BANK		08/22/2002	9,993,808.23	10,115,625.00	10,000,000.00	2.250	2.267	470	08/13/2004
31359MKW2	01104	FEDERAL NATIONAL MORT. ASSOC.		10/24/2001	4,996,749.38	5,148,437.50	5,000,000.00	3.500	3.500	503	09/15/2004
31359MKW2	02104	FEDERAL NATIONAL MORT. ASSOC.		10/04/2002	5,097,003.00	5,148,437.50	5,000,000.00	3.500	2.022	503	09/15/2004
31359MKW2	02115	FEDERAL NATIONAL MORT. ASSOC.		10/11/2002	10,198,027.09	10,296,875.00	10,000,000.00	3.500	1.993	503	09/15/2004
3133MJ2A7	01117	FEDERAL HOME LOAN BANK		11/05/2001	10,051,751.18	10,321,875.00	10,000,000.00	3.625	3.201	533	10/15/2004
31359MLG6	01245	FEDERAL NATIONAL MORT. ASSOC.		02/01/2002	4,977,027.45	5,062,500.00	5,000,000.00	3.600	3.872	547	10/29/2004
3133MJU57	01135	FEDERAL HOME LOAN BANK		11/15/2001	4,991,183.45	5,142,187.50	5,000,000.00	3.375	3.449	564	11/15/2004
312925W55	02060	FED HOME LOAN MORT CORP		08/23/2002	10,000,000.00	10,004,687.50	10,000,000.00	1.590	1.619	864	02/23/2005
312925NG1	02043	FED HOME LOAN MORT CORP		08/14/2002	5,008,400.87	5,012,500.00	5,000,000.00	4.300	3.619	761	05/31/2005
3133MQST2	02085	FEDERAL HOME LOAN BANK		08/27/2002	10,008,721.35	10,262,500.00	10,000,000.00	3.000	2.915	837	08/15/2005
3136F2BD9	02109	FEDERAL NATIONAL MORT. ASSOC.		10/06/2002	10,126,169.54	10,212,500.00	10,000,000.00	3.300	2.600	838	08/16/2005
31331QAX5	02079	FEDERAL FARM CREDIT BANK		09/06/2002	4,999,452.31	5,131,250.00	5,000,000.00	3.000	2.964	859	09/06/2005
3136F2FW3	02105	FEDERAL NATIONAL MORT. ASSOC.		10/04/2002	5,014,925.37	5,029,687.50	5,000,000.00	3.200	2.879	862	09/09/2005
3136F2YZ5	02194	FEDERAL NATIONAL MORT. ASSOC.		12/16/2002	10,000,000.00	10,015,625.00	10,000,000.00	2.700	2.664	869	09/16/2005
3133MHZ98	01103	FEDERAL HOME LOAN BANK		10/24/2001	5,000,000.00	5,060,937.50	5,000,000.00	4.195	4.138	907	10/24/2005
3136F2XZ6	02206	FEDERAL NATIONAL MORT. ASSOC.		12/27/2002	10,031,244.18	10,134,375.00	10,000,000.00	3.000	2.819	968	12/24/2005

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PLACER COUNTY 2002/2003
Portfolio Management
Portfolio Details - Investments
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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Book Value	Market Value	Par Value	Stated Rate	YTM 360	Days to Maturity	Maturity Date
Federal Agency Coupons											
312925S35	02068	FED HOME LOAN MORT CORP		08/28/2002	10,000,000.00	10,049,500.00	10,000,000.00	3.500	3.452	1,034	02/28/2006
312925C3	02073	FED HOME LOAN MORT CORP		09/03/2002	5,000,000.00	5,026,850.00	5,000,000.00	3.500	3.452	1,037	03/03/2006
3136F2V30	02188	FEDERAL NATIONAL MORT. ASSOC.		12/11/2002	15,013,292.37	15,129,500.00	15,000,000.00	3.050	2.989	1,131	08/05/2006
3136F2UB2	02178	FEDERAL NATIONAL MORT. ASSOC.		12/06/2002	9,998,784.72	10,012,500.00	10,000,000.00	3.050	3.027	1,132	06/06/2006
3128X0SM2	02201	FED HOME LOAN MORT CORP		12/20/2002	15,000,000.00	15,028,650.00	15,000,000.00	3.200	3.156	1,146	06/20/2006
3136F2GC6	02076	FEDERAL NATIONAL MORT. ASSOC.		09/05/2002	10,000,000.00	10,078,125.00	10,000,000.00	3.750	3.699	1,223	09/05/2006
3136F2EX2	02077	FEDERAL NATIONAL MORT. ASSOC.		09/05/2002	10,000,000.00	10,068,750.00	10,000,000.00	3.550	3.501	1,223	09/05/2006
3128X0GL7	02162	FED HOME LOAN MORT CORP		11/21/2002	5,000,000.00	5,059,150.00	5,000,000.00	3.500	3.452	1,300	11/21/2006
312924VB6	01145	FED HOME LOAN MORT CORP		11/26/2001	9,962,091.56	10,368,750.00	10,000,000.00	4.125	4.186	1,303	11/24/2006
3128X0GG8	02147	FED HOME LOAN MORT CORP		11/07/2002	10,000,000.00	10,151,000.00	10,000,000.00	4.100	4.044	1,651	11/07/2007
3136F2RT7	02154	FEDERAL NATIONAL MORT. ASSOC.		11/14/2002	10,000,000.00	10,150,000.00	10,000,000.00	4.000	3.945	1,658	11/14/2007
Subtotal and Average					303,574,408.84	307,373,887.50	303,120,000.00		3.184	795	

Medium Term Notes

14912LP62	00324	CATERPILLAR FIN SERV CORP		03/13/2001	5,000,375.77	5,002,450.00	5,000,000.00	5.720	5.293	8	05/09/2003
638585AR0	00217	BANK OF AMERICA		12/20/2000	5,000,987.10	5,007,812.50	5,000,000.00	7.000	6.352	14	05/15/2003
79549BC19	00214	SALOMON SMITH BARNEY HLD		12/19/2000	4,809,669.52	4,816,541.60	4,810,000.00	6.250	6.352	14	05/15/2003
36962GUX0	02301	GENERAL ELECTRIC CAPITAL CORP		03/06/2003	10,247,918.16	10,240,883.33	10,000,000.00	7.500	1.262	35	06/05/2003
06805TAG7	02053	FLEETBOSTON FINANCIAL CORP		08/19/2002	9,999,257.75	10,001,500.00	10,000,000.00	1.430	1.755	74	07/14/2003
36962GTR5	02280	GENERAL ELECTRIC CAPITAL CORP		02/27/2003	10,114,575.34	10,107,100.00	10,000,000.00	6.287	1.195	83	07/23/2003
36962GTR5	02302	GENERAL ELECTRIC CAPITAL CORP		03/06/2003	5,058,861.31	5,053,550.00	5,000,000.00	6.287	1.234	83	07/23/2003
14912LR60	02295	CATERPILLAR FIN SERV CORP		03/04/2003	10,005,336.10	10,004,400.00	10,000,000.00	1.489	1.288	96	08/05/2003
37576AC6	00220	GILLETTE CO		12/21/2000	2,500,299.79	2,535,156.25	2,500,000.00	6.250	6.115	106	08/15/2003
94974BAN0	01174	WELLS FARGO & CO.		12/12/2001	5,013,202.65	5,040,625.00	5,000,000.00	4.250	3.255	106	08/15/2003
742718BK4	00385	PROCTER & GAMBLE CO		04/19/2001	4,243,490.31	4,301,612.50	4,240,000.00	5.250	4.942	137	09/15/2003
14912LQ61	02296	CATERPILLAR FIN SERV CORP		03/04/2003	10,013,351.58	10,006,700.00	10,000,000.00	1.550	1.244	151	09/29/2003
45974VVL9	00218	INTERNATIONAL LEASE FINANCE		12/20/2000	4,982,325.77	5,081,650.00	5,000,000.00	5.500	6.362	151	09/29/2003
61532ZAF1	02358	MONUMENTAL GLOBAL FUNDING		04/22/2003	15,018,051.55	15,018,641.67	15,000,000.00	1.420	1.244	161	10/08/2003
046003JS9	00211	ASSOCIATES CORP NA		12/18/2000	4,983,065.52	5,107,812.50	5,000,000.00	5.750	6.411	184	11/01/2003
046003JS9	00221	ASSOCIATES CORP NA		12/21/2000	4,989,077.67	5,107,812.50	5,000,000.00	5.750	6.145	184	11/01/2003
046003JS9	02357	ASSOCIATES CORP NA		04/22/2003	15,744,973.21	15,733,125.00	15,000,000.00	5.750	1.233	184	11/01/2003
892332AG2	00372	TOYOTA MOTOR CREDIT		04/11/2001	5,017,891.85	5,113,350.00	5,000,000.00	5.825	4.833	196	11/13/2003
617448DE6	00277	MORGAN STANLEY-DEAN WHITTER		02/02/2001	4,995,889.47	5,149,450.00	5,000,000.00	5.825	5.671	264	01/20/2004
617448DE6	00313	MORGAN STANLEY-DEAN WHITTER		03/02/2001	5,003,680.39	5,149,450.00	5,000,000.00	5.825	5.435	264	01/20/2004
669383CQ2	00275	WELLS FARGO FINANCIAL		02/01/2001	4,902,668.05	5,068,378.19	4,903,000.00	6.000	5.928	276	02/01/2004
94975CAE7	01123	WELLS FARGO FINANCIAL		11/07/2001	5,100,398.44	5,196,093.75	5,000,000.00	5.450	3.306	368	05/03/2004

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PLACER COUNTY 2002/2003

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Book Value	Market Value	Par Value	Stated Rate	YTM 360	Days to Maturity	Maturity Date
Medium Term Notes											
45974VXT0	01299	INTERNATIONAL LEASE FINANCE		03/26/2002	5,018,847.43	5,177,600.00	5,000,000.00	5.350	4.885	370	05/05/2004
00138PAA7	01309	AIG FUNDING INC		04/04/2002	5,045,002.38	5,189,450.00	5,000,000.00	5.200	4.212	375	05/10/2004
59018YKB6	01108	MERRILL LYNCH		10/26/2001	5,069,476.08	5,212,400.00	5,000,000.00	5.350	3.974	411	06/15/2004
07274RCM4	01292	BAYERISCHE LANDESBK NY		03/19/2002	5,051,077.47	5,200,600.00	5,000,000.00	5.000	4.054	446	07/20/2004
89233PNG7	01146	TOYOTA MOTOR CREDIT		11/26/2001	4,999,238.88	5,189,350.00	5,000,000.00	4.050	4.005	579	11/30/2004
36962GXB5	01291	GENERAL ELECTRIC CAPITAL CORP		03/19/2002	4,989,214.87	5,223,000.00	5,000,000.00	4.250	4.323	638	01/28/2005
172967BM2	02118	CITIGROUP INC		10/16/2002	7,477,140.12	7,624,996.00	7,300,000.00	4.125	2.937	791	06/30/2005
36962GZM9	02160	GENERAL ELECTRIC CAPITAL CORP		11/20/2002	9,392,620.78	9,566,364.80	9,395,000.00	2.990	2.959	886	10/03/2005
172967BA8	02139	CITIGROUP INC		10/31/2002	10,822,421.62	11,128,300.00	10,000,000.00	6.750	3.321	945	12/01/2005
90327QCW7	02223	USAA CAPITAL		01/13/2003	5,066,627.38	5,079,300.00	5,000,000.00	3.130	2.586	959	12/15/2005
59018YDN8	01122	MERRILL LYNCH		11/07/2001	7,141,792.53	7,492,365.00	6,900,000.00	6.150	4.655	1,001	01/26/2006
079860AC6	01130	BELLSOUTH CORPORATION		11/13/2001	5,079,785.89	5,371,300.00	5,000,000.00	5.000	4.421	1,263	10/15/2006
060505AJ3	01125	BANK OF AMERICA		11/08/2001	5,005,915.48	5,342,150.00	5,000,000.00	4.750	4.646	1,263	10/15/2006
		Subtotal and Average	211,463,407.19			236,641,270.59	230,048,090.00			3.346	363
Negotiable Certificates of Deposit											
97180PPC0	02279	WILMINGTON TRUST CO		02/27/2003	10,006,090.47	10,006,078.44	10,000,000.00	1.280	1.270	18	05/19/2003
		Subtotal and Average	10,006,127.55			10,006,078.44	10,000,000.00			1.270	18
Collateralized CDs											
CD01237	01237	PLACER SIERRA SAVINGS BANK		01/28/2002	1,000,000.00	1,000,000.00	1,000,000.00	4.030	4.090	60	06/30/2003
CD01208	01208	PLACER SIERRA SAVINGS BANK		01/02/2002	1,000,000.00	1,000,000.00	1,000,000.00	4.030	4.030	62	07/02/2003
CD01230	01230	PLACER SIERRA SAVINGS BANK		01/18/2002	1,000,000.00	1,000,000.00	1,000,000.00	4.030	4.030	78	07/18/2003
CD02033	02033	PLACER SIERRA SAVINGS BANK		08/01/2002	2,000,000.00	2,000,000.00	2,000,000.00	2.470	2.470	93	08/02/2003
CD01264	01264	RIVER CITY BANK		02/25/2002	1,000,000.00	1,000,000.00	1,000,000.00	4.000	4.000	116	08/25/2003
CD01284	01284	ROSEVILLE FIRST NATIONAL BANK		03/12/2002	1,000,000.00	1,000,000.00	1,000,000.00	4.000	4.000	134	09/12/2003
CD01300	01300	RIVER CITY BANK		03/26/2002	1,000,000.00	1,000,000.00	1,000,000.00	4.000	4.000	145	09/23/2003
CD01342	01342	AUBURN COMMUNITY BANK		04/29/2002	500,000.00	500,000.00	500,000.00	2.960	2.960	181	10/29/2003
		Subtotal and Average	8,500,000.00			8,500,000.00	8,500,000.00			3.597	103
Commercial Paper Disc. -Amortizing											
90262DS14	02366	UBS FINANCE, INC - DELAWARE		04/30/2003	40,000,000.00	40,000,000.00	40,000,000.00	1.320	1.320	0	05/01/2003
0075N3S50	02342	ADVANTAGE ASSET SEC. CORP.		04/08/2003	14,419,916.82	14,419,916.89	14,422,000.00	1.300	1.301	4	05/05/2003
11144GS58	02343	ROMULUS FUNDING		04/08/2003	6,998,736.11	6,998,736.08	7,000,000.00	1.300	1.301	5	05/06/2003
41068LSG2	02346	HANOVER FUNDING		04/10/2003	24,986,770.83	24,986,770.75	25,000,000.00	1.270	1.272	15	05/16/2003
27003LSM6	02290	EAGLE FUNDING		03/03/2003	9,992,888.89	9,992,888.90	10,000,000.00	1.280	1.284	20	05/21/2003
5777E3ST4	02303	MAXIMILIAN CAPITAL CORP		03/06/2003	15,984,862.22	15,984,862.24	16,000,000.00	1.310	1.314	26	05/27/2003

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PLACER COUNTY 2002/2003
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April 30, 2003

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Book Value	Market Value	Par Value	Stated Rate	YTM 360	Days to Maturity	Maturity Date
Commercial Paper Disc. -Amortizing											
000773SU2	02291	ABSC CAPITAL		03/03/2003	9,990,400.00	9,990,400.00	10,000,000.00	1.280	1.264	27	05/26/2003
36380MSW6	02337	GALLEON CAPITAL		04/03/2003	29,970,033.33	29,970,033.33	30,000,000.00	1.240	1.242	29	05/30/2003
0496A3T44	02292	ATOMIUM FUNDING CORP		03/03/2003	9,987,911.11	9,987,911.10	10,000,000.00	1.280	1.284	34	06/04/2003
87123MTB6	02186	SYDNEY CAPITAL CORPORATION		12/11/2002	14,060,545.44	14,060,545.50	14,083,000.00	1.400	1.410	41	06/11/2003
07712UTP2	02307	BEETHOVEN FUNDING CORP		03/10/2003	9,982,333.33	9,982,333.30	10,000,000.00	1.200	1.204	53	06/23/2003
5777E3TS5	02338	MAXIMILIAN CAPITAL CORP		04/03/2003	24,949,444.45	24,949,444.50	25,000,000.00	1.300	1.304	56	06/26/2003
36380MUX1	02354	GALLEON CAPITAL		04/21/2003	14,951,845.84	14,951,845.80	15,000,000.00	1.270	1.275	91	07/31/2003
38102EWN2	02355	GOLDEN FUNDING		04/21/2003	14,924,400.00	14,924,400.00	15,000,000.00	1.260	1.267	144	09/22/2003
		Subtotal and Average	225,920,136.86		241,200,088.37	241,200,088.39	241,505,000.00		1.291	36	
Federal Agency Disc. -Amortizing											
313364MK2	02299	FED HOME LOAN BK DISC NT		03/05/2003	14,924,137.50	14,926,500.00	15,000,000.00	1.190	1.223	153	10/01/2003
		Subtotal and Average	14,915,947.92		14,924,137.50	14,926,500.00	15,000,000.00		1.223	153	
		Total Investments and Average	804,519,371.67		826,067,311.46	833,877,512.42	823,173,000.00		2.625	414	

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PLACER COUNTY 2002/2003

Portfolio Management

Portfolio Details - Cash

April 30, 2003

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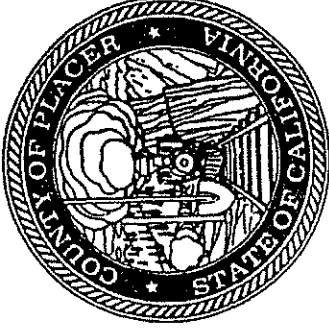
CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Book Value	Market Value	Par Value	Stated Rate	YTM 360	Days to Maturity
Cash Accounts										
	00000	PLACER COUNTY CASH			11,246,342.71	11,246,342.71			0.000	1
	00000VAULT	PLACER COUNTY CASH			1,450,684.12	1,450,684.12			0.000	1
	Cash Subtotal and Average Balance		16,883,223.78		12,697,026.83	Cash Account Total				1
	Total Cash and Investments		821,402,595.45		838,764,336.29	846,574,539.25	835,870,026.83		2.625	414

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Run Date: 05/05/2003 - 14:57

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Office of
Jenine Windeshausen
Treasurer-Tax Collector
County of Placer



COUNTY OF PLACER

TREASURER'S INVESTMENT REPORT

For the Month of MAY 31, 2003

4.9.11

2976 Richardson Drive • Auburn, California 95603
Tax Collector (530) 889-4120 • Business Licenses (530) 889-4131 • Treasurer (530) 889-4140 • Bonds (530) 889-4143

PREFACE

Placer County Treasurer's Investment Report

May 31, 2003

Market values are only relevant if the investment is sold prior to maturity. Profit or loss would be realized only if the specific investment were to be sold.

The following report reflects the change from cash to accrual basis effective March 31, 2000. The current book value of the Placer County Treasurer's Investment Portfolio reflects this change.

For the purpose of clarity the following glossary of investment terms has been provided.

Book Value is the purchase price of a security plus amortization of any premium or discount. This may be more or less than face value, depending upon whether the security was purchased at a premium or at a discount.

Face Value is the principal amount of a security and the amount of principal that will be paid at maturity.

Market Value is the value at which a security can be sold at the time it is priced or the need to sell arises.

Government Code 53646 Compliance Report

The following information is a monthly update of funds on deposit in the Placer County Treasury pursuant to California Government code Section 53646. Further details of individual investments are included in the Treasurer's Monthly Investment Report. All investment transactions and decisions have been made with full compliance with California Government Code and Placer County's Statement of Investment Policy with the exception of Collateralized CDs which exceed the one year maturity date as noted in this report.

Individual securities are priced at the end of each month. The source of pricing is Bank of New York.

The Weighted Average Maturity of the investments with the Treasury is 425 days.

The ability of the Placer County Treasury to meet its cash flow needs is demonstrated by \$396,000,665.93 in cash and investments maturing in the next 180 days.

4.4.12



Placer County

PLACER COUNTY 2002/2003
Portfolio Management
Portfolio Summary
May 31, 2003

Investments	Book Value	Market Value	Par Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
U.S. Treasury Coupons	14,964,148.97	15,206,250.00	15,000,000.00	1.91	724	273	3.287	3.333
Federal Agency Coupons	313,545,008.79	317,280,212.50	313,120,000.00	40.02	1,100	769	3.113	3.157
Medium Term Notes	223,498,394.50	227,604,683.42	221,238,000.00	28.53	720	363	3.142	3.185
Collateralized CDs	8,500,000.00	8,500,000.00	8,500,000.00	1.08	501	72	3.597	3.646
Commercial Paper Disc. -Amortizing	208,029,982.52	208,029,982.48	208,192,000.00	26.55	57	22	1.311	1.329
Federal Agency Disc. -Amortizing	14,939,508.33	14,943,000.00	15,000,000.00	1.91	210	122	1.223	1.240
Investments	783,477,043.11	791,564,128.40	781,050,000.00	100.00%	684	425	2.615	2.652

Cash								
Passbook/Checking (not included in yield calculations)	7,568,665.93	7,568,665.93			1	1	0.000	0.000
Total Cash and Investments	791,045,709.04	799,132,794.33	788,618,665.93		684	425	2.615	2.652

Total Earnings	May 31 Month Ending	Fiscal Year To Date
Current Year	1,759,215.19	20,616,901.86

Average Daily Balance	816,355,942.47	704,745,907.46
Effective Rate of Return	2.54%	3.19%

Jane Windhausen
JENINE WINDESHAUSEN, TREASURER-TAX COLLECTOR

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Placer County

PLACER COUNTY 2002/2003
Investment Purchases Report
Sorted by Purchase Date
May 1, 2003 - May 31, 2003

CUSIP	Investment #	Fund	Inv. Type	Issuer	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM 365	Ending Book Value
12478KS20	02367	1010	ACP	CBAFIN	41,000,000.00	05/01/2003	05/02 - At Maturity	40,998,553.61		1.270	05/02/2003	1.288	0.00
90262DS55	02368	1010	ACP	UBSF	41,000,000.00	05/02/2003	05/05 - At Maturity	40,995,797.50		1.230	05/05/2003	1.247	0.00
85788LSC7	02370	1010	ACP	STEAM	30,000,000.00	05/05/2003	05/12 - At Maturity	29,992,766.67		1.240	05/12/2003	1.258	0.00
90262DS63	02369	1010	ACP	UBSF	24,000,000.00	05/05/2003	05/06 - At Maturity	23,999,173.33		1.240	05/06/2003	1.257	0.00
54278US71	02371	1010	ACP	LONGLN	30,000,000.00	05/06/2003	05/07 - At Maturity	29,998,991.67		1.210	05/07/2003	1.227	0.00
90262DS89	02372	1010	ACP	UBSF	30,000,000.00	05/07/2003	05/08 - At Maturity	29,998,966.67		1.240	05/08/2003	1.257	0.00
27003LS95	02373	1010	ACP	EAGLE	26,000,000.00	05/08/2003	05/09 - At Maturity	25,999,104.44		1.240	05/09/2003	1.257	0.00
74977LSC2	02374	1010	ACP	RABUSA	27,000,000.00	05/09/2003	05/12 - At Maturity	26,997,255.00		1.220	05/12/2003	1.237	0.00
3686M1SD9	02375	1010	ACP	GEMINI	50,000,000.00	05/12/2003	05/13 - At Maturity	49,998,263.89		1.250	05/13/2003	1.267	0.00
3686M1SD9	02376	1010	ACP	GEMINI	6,000,000.00	05/12/2003	05/13 - At Maturity	5,999,791.67		1.250	05/13/2003	1.267	0.00
90262DSE8	02377	1010	ACP	UBSF	50,000,000.00	05/13/2003	05/14 - At Maturity	49,998,277.78		1.240	05/14/2003	1.257	0.00
90262DSE6	02378	1010	ACP	UBSF	6,000,000.00	05/13/2003	05/14 - At Maturity	5,999,793.33		1.240	05/14/2003	1.257	0.00
36955ESF6	02379	1010	ACP	GENDYN	50,000,000.00	05/14/2003	05/15 - At Maturity	49,998,277.78		1.240	05/14/2003	1.257	0.00
36955ESF6	02380	1010	ACP	GENDYN	14,000,000.00	05/14/2003	05/15 - At Maturity	13,999,517.78		1.240	05/15/2003	1.257	0.00
12478KSG9	02381	1010	ACP	CBAFIN	42,000,000.00	05/15/2003	05/16 - At Maturity	41,998,460.00		1.320	05/16/2003	1.338	0.00
90262DSK2	02382	1010	ACP	UBSF	50,000,000.00	05/16/2003	05/19 - At Maturity	49,994,875.00		1.230	05/19/2003	1.247	0.00
90262DSK2	02383	1010	ACP	UBSF	15,000,000.00	05/16/2003	05/19 - At Maturity	14,998,462.50		1.230	05/19/2003	1.247	0.00
000773TA5	02386	1010	ACP	ABSCCC	20,000,000.00	05/19/2003	06/10 - At Maturity	19,984,355.56		1.280	06/10/2003	1.299	19,993,600.00
41068SL1	02384	1010	ACP	HANFJN	24,759,000.00	05/19/2003	05/20 - At Maturity	24,758,126.56		1.270	05/20/2003	1.288	0.00
9026X1SL2	02385	1010	ACP	UBSAM	25,000,000.00	05/19/2003	05/20 - At Maturity	24,999,131.94		1.250	05/20/2003	1.267	0.00
3686M1SM9	02387	1010	ACP	GEMINI	37,000,000.00	05/20/2003	05/21 - At Maturity	36,998,725.56		1.240	05/21/2003	1.257	0.00
459745FD2	02388	1010	MTN	INT LE	6,000,000.00	05/20/2003	07/14 - Quarterly	6,044,100.00	15,180.00	2.530	01/13/2005	2.104	6,058,403.84
30603BSN4	02389	1010	ACP	FALCON	47,000,000.00	05/21/2003	05/22 - At Maturity	46,998,394.17		1.230	05/22/2003	1.247	0.00
93839USP0	02390	1010	ACP	AQUINA	22,000,000.00	05/22/2003	05/23 - At Maturity	21,999,242.22		1.240	05/23/2003	1.257	0.00
92646LST6	02391	1010	ACP	VICTOR	27,628,000.00	05/22/2003	05/27 - At Maturity	27,623,165.10		1.260	05/27/2003	1.278	0.00
1888SKST5	02392	1010	ACP	CLIPPR	20,000,000.00	05/23/2003	05/27 - At Maturity	19,997,333.33		1.200	05/27/2003	1.217	0.00
1888KSU2	02394	1010	ACP	CLIPPR	45,000,000.00	05/27/2003	05/28 - At Maturity	44,998,412.50		1.270	05/28/2003	1.288	0.00
27003LSU8	02395	1010	ACP	EAGLE	20,000,000.00	05/27/2003	05/28 - At Maturity	19,998,294.44		1.270	05/28/2003	1.288	0.00
3136F3SS6	02393	1010	FAC	FNMA	5,000,000.00	05/27/2003	11/27 - 05/27	5,006,250.00		2.000	05/27/2005	1.936	5,006,215.28
3128X1EQ6	02397	1010	FAC	FHLMC	10,000,000.00	05/28/2003	11/28 - 05/28	10,006,250.00		2.050	11/28/2005	2.024	10,006,145.83
5627AMTH5	02398	1010	ACP	MANASF	9,109,000.00	05/28/2003	06/17 - At Maturity	9,102,421.28		1.300	06/17/2003	1.319	9,103,737.02
7588R1TL9	02399	1010	ACP	MANRPP	30,000,000.00	05/28/2003	06/20 - At Maturity	29,975,083.33		1.300	06/20/2003	1.319	29,978,416.66
90262DSV8	02398	1010	ACP	UBSF	30,000,000.00	05/28/2003	05/29 - At Maturity	29,998,941.67		1.270	05/29/2003	1.288	0.00

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CUSIP	Investment #	Fund	Inv. Type	Issuer	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM	Ending Book Value
85520MSW4	02400	1010	ACP	SBIRD	37,000,000.00	05/29/2003	05/30 - At Maturity	36,998,663.89		1.300	05/30/2003	1.318	0.00
9026X1T23	02401	1010	ACP	UBSAM	50,000,000.00	05/30/2003	06/02 - At Maturity	49,994,375.00		1.350	06/02/2003	1.369	49,998,125.00
9026X1T23	02402	1010	ACP	UBSAM	10,000,000.00	05/30/2003	06/02 - At Maturity	9,998,875.00		1.350	06/02/2003	1.369	9,999,625.00
Total Purchases					1,007,496,000.00			1,007,447,470.17	15,180.00				140,145,268.63

Investment Type Codes:

ABA	Bankers Acceptance	LA5	Local Agency Inv Fund
BCD	Collateralized Certificates of Deposit	MTN	Medium Term Notes
ACP	Commercial Paper	NCB	Negotiable Certificates of Deposit
FAC	Federal Agency Coupons	TRC	U.S. Treasury - Coupons
AFD	Federal Agency Discounts	ATD	U.S. Treasury-Discounts

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Book Value	Market Value	Par Value	Stated Rate	YTM 360	Days to Maturity	Maturity Date
Local Agency Investment Funds											
98-31-000	00000LAIF	LOCAL AGENCY INV FUND	0.00		0.00	0.00	0.00	2.301	2.269	1	
		Subtotal and Average	0.00		0.00	0.00	0.00		0.000	0	
U.S. Treasury Coupons											
9128277M8	01273	U. S. TREASURY COUPON		03/04/2002	4,993,545.82	5,068,750.00	5,000,000.00	3.000	3.136	273	02/29/2004
9128277M8	01277	U. S. TREASURY COUPON		03/06/2002	4,990,292.03	5,068,750.00	5,000,000.00	3.000	3.226	273	02/29/2004
9128277M8	01283	U. S. TREASURY COUPON		03/12/2002	4,980,311.12	5,068,750.00	5,000,000.00	3.000	3.501	273	02/29/2004
		Subtotal and Average	14,982,179.13		14,964,148.97	15,206,250.00	15,000,000.00		3.287	273	
Federal Agency Coupons											
3133MGV37	01088	FEDERAL HOME LOAN BANK		10/05/2001	5,010,945.37	5,029,687.50	5,000,000.00	4.125	2.978	75	08/15/2003
3133MSQB9	01003	FEDERAL HOME LOAN BANK		07/02/2001	5,005,940.98	5,056,250.00	5,000,000.00	5.125	4.620	106	09/15/2003
3133MJVZ0	01141	FEDERAL HOME LOAN BANK		11/20/2001	9,971,820.29	10,059,375.00	10,000,000.00	2.500	3.104	166	11/14/2003
3133MKFC6	01223	FEDERAL HOME LOAN BANK		01/16/2002	5,004,793.39	5,043,750.00	5,000,000.00	3.125	2.869	166	11/14/2003
31359MEG4	00375	FEDERAL NATIONAL MORT. ASSOC.		04/12/2001	5,000,394.76	5,079,687.50	5,000,000.00	4.750	4.665	166	11/14/2003
31359MLR2	01147	FEDERAL NATIONAL MORT. ASSOC.		11/26/2001	9,999,398.59	10,087,500.00	10,000,000.00	3.125	3.095	167	11/15/2003
3133MKHU4	01197	FEDERAL HOME LOAN BANK		12/28/2001	3,120,000.00	3,159,000.00	3,120,000.00	3.370	3.510	208	12/26/2003
31364GNQ8	00344	FEDERAL NATIONAL MORT. ASSOC.		03/28/2001	5,013,812.05	5,128,700.00	5,000,000.00	5.500	4.932	221	01/08/2004
312924Y6	01258	FED HOME LOAN MORT CORP		02/20/2002	9,998,875.87	10,157,300.00	10,000,000.00	3.400	3.369	264	02/20/2004
312924TX1	01164	FED HOME LOAN MORT CORP		12/06/2001	4,993,961.40	5,097,850.00	5,000,000.00	3.250	3.549	354	05/20/2004
3133MQUW2	02046	FEDERAL HOME LOAN BANK		08/15/2002	9,993,020.61	10,115,625.00	10,000,000.00	2.250	2.278	439	08/13/2004
3133MQUW2	02058	FEDERAL HOME LOAN BANK		08/22/2002	9,994,303.60	10,115,625.00	10,000,000.00	2.250	2.267	439	08/13/2004
31359MKW2	01104	FEDERAL NATIONAL MORT. ASSOC.		10/24/2001	4,996,946.78	5,145,312.50	5,000,000.00	3.500	3.500	472	09/15/2004
31359MKW2	02104	FEDERAL NATIONAL MORT. ASSOC.		10/04/2002	5,091,112.13	5,145,312.50	5,000,000.00	3.500	2.022	472	09/15/2004
31359MKW2	02115	FEDERAL NATIONAL MORT. ASSOC.		10/11/2002	10,186,001.15	10,290,625.00	10,000,000.00	3.500	1.993	472	09/15/2004
3133MJ2A7	01117	FEDERAL HOME LOAN BANK		11/05/2001	10,048,788.33	10,318,750.00	10,000,000.00	3.625	3.201	502	10/15/2004
31359MLG6	01245	FEDERAL NATIONAL MORT. ASSOC.		02/01/2002	4,978,308.45	5,048,437.50	5,000,000.00	3.600	3.872	516	10/29/2004
3133MJUS7	01135	FEDERAL HOME LOAN BANK		11/15/2001	4,991,660.88	5,153,125.00	5,000,000.00	3.375	3.449	533	11/15/2004
312925W55	02060	FED HOME LOAN MORT CORP		08/23/2002	10,000,000.00	10,004,300.00	10,000,000.00	1.320	1.432	633	02/23/2005
3136F3SS6	02393	FEDERAL NATIONAL MORT. ASSOC.		05/27/2003	5,006,215.28	5,009,375.00	5,000,000.00	2.000	1.909	726	05/27/2005
3133MQST2	02065	FEDERAL HOME LOAN BANK		08/27/2002	10,009,367.42	10,321,875.00	10,000,000.00	3.000	2.915	806	08/15/2005
3136F2BD9	02109	FEDERAL NATIONAL MORT. ASSOC.		10/08/2002	10,118,029.57	10,250,000.00	10,000,000.00	3.300	2.600	907	08/16/2005
31331QAX5	02079	FEDERAL FARM CREDIT BANK		09/06/2002	4,999,471.76	5,162,500.00	5,000,000.00	3.000	2.964	828	09/06/2005
3136F2FW3	02105	FEDERAL NATIONAL MORT. ASSOC.		10/04/2002	5,011,427.24	5,026,562.50	5,000,000.00	3.200	2.879	831	09/09/2005
3136F2YZ5	02194	FEDERAL NATIONAL MORT. ASSOC.		12/16/2002	10,000,000.00	10,006,250.00	10,000,000.00	2.700	2.664	838	09/16/2005
3133MHZ98	01103	FEDERAL HOME LOAN BANK		10/24/2001	5,000,000.00	5,060,937.50	5,000,000.00	4.195	4.138	876	10/24/2005
3128X1E08	02397	FED HOME LOAN MORT CORP		05/28/2003	10,006,145.83	10,040,800.00	10,000,000.00	2.050	1.997	911	11/28/2005

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Book Value	Market Value	Par Value	Stated Rate	YTM 360	Days to Maturity	Maturity Date
Federal Agency Coupons											
3136F2XZ6	02206	FEDERAL NATIONAL MORT. ASSOC.		12/27/2002	10,028,974.63	10,190,625.00	10,000,000.00	3.000	2.819	937	12/24/2005
312925S35	02068	FED HOME LOAN MORT CORP		08/28/2002	10,000,000.00	10,052,500.00	10,000,000.00	3.500	3.452	1,003	02/28/2006
312925C3	02073	FED HOME LOAN MORT CORP		09/03/2002	5,000,000.00	5,028,450.00	5,000,000.00	3.500	3.452	1,006	03/03/2006
3136F2VG0	02188	FEDERAL NATIONAL MORT. ASSOC.		12/11/2002	15,012,497.88	15,138,875.00	15,000,000.00	3.050	2.989	1,100	06/05/2006
3136F2UB2	02178	FEDERAL NATIONAL MORT. ASSOC.		12/06/2002	9,999,826.39	10,003,125.00	10,000,000.00	3.050	3.027	1,101	06/06/2006
3128X0SM2	02201	FED HOME LOAN MORT CORP		12/20/2002	15,000,000.00	15,013,800.00	15,000,000.00	3.200	3.156	1,115	06/20/2006
3136F2GC6	02076	FEDERAL NATIONAL MORT. ASSOC.		09/05/2002	10,000,000.00	10,059,375.00	10,000,000.00	3.750	3.659	1,192	09/05/2006
3136F2EX2	02077	FEDERAL NATIONAL MORT. ASSOC.		09/05/2002	10,000,000.00	10,053,125.00	10,000,000.00	3.550	3.501	1,192	09/05/2006
3128X0GL7	02162	FED HOME LOAN MORT CORP		11/21/2002	5,000,000.00	5,044,850.00	5,000,000.00	3.500	3.452	1,269	11/21/2006
312924VB6	01145	FED HOME LOAN MORT CORP		11/26/2001	9,962,977.96	10,359,375.00	10,000,000.00	4.125	4.186	1,272	11/24/2006
3128X0GG8	02147	FED HOME LOAN MORT CORP		11/07/2002	10,000,000.00	10,109,100.00	10,000,000.00	4.100	4.044	1,620	11/07/2007
3136F2RT7	02154	FEDERAL NATIONAL MORT. ASSOC.		11/14/2002	10,000,000.00	10,112,500.00	10,000,000.00	4.000	3.945	1,627	11/14/2007
Subtotal and Average					313,545,008.79	317,280,212.50	313,120,000.00		3.113	769	

Medium Term Notes

36962GUX0	02301	GENERAL ELECTRIC CAPITAL CORP		03/06/2003	10,196,446.25	10,191,283.33	10,000,000.00	7.500	1.262	4	06/05/2003
06605TAG7	02053	FLEETBOSTON FINANCIAL CORP		08/19/2002	9,999,588.69	10,001,300.00	10,000,000.00	1.430	1.755	43	07/14/2003
36962GTR5	02280	GENERAL ELECTRIC CAPITAL CORP		02/27/2003	10,072,657.53	10,087,600.00	10,000,000.00	6.267	1.195	52	07/23/2003
36962GTR5	02302	GENERAL ELECTRIC CAPITAL CORP		03/06/2003	5,036,058.39	5,033,800.00	5,000,000.00	6.267	1.234	52	07/23/2003
14912LR60	02295	CATERPILLAR FIN SERV CORP		03/04/2003	10,003,612.99	10,003,125.00	10,000,000.00	1.489	1.288	65	08/05/2003
375766AC6	00220	GILLETTE CO		12/21/2000	2,500,213.31	2,525,050.00	2,500,000.00	6.250	6.115	75	08/15/2003
94974BAN0	01174	WELLS FARGO & CO.		12/12/2001	5,009,394.20	5,028,200.00	5,000,000.00	4.250	3.255	75	08/15/2003
742718BK4	00385	PROCTER & GAMBLE CO		04/19/2001	4,242,708.90	4,288,505.60	4,240,000.00	5.250	4.942	106	09/15/2003
14912LQ61	02296	CATERPILLAR FIN SERV CORP		03/04/2003	10,010,610.53	10,005,900.00	10,000,000.00	1.550	1.244	120	09/29/2003
45974VVL9	00218	INTERNATIONAL LEASE FINANCE		12/20/2000	4,985,908.38	5,086,500.00	5,000,000.00	5.500	6.362	120	09/29/2003
615322AF1	02358	MONUMENTAL GLOBAL FUNDING		04/22/2003	15,016,084.48	15,009,191.67	15,000,000.00	1.420	1.244	130	10/09/2003
046003JS9	00211	ASSOCIATES CORP NA		12/16/2000	4,985,887.94	5,091,300.00	5,000,000.00	5.750	6.411	153	11/01/2003
046003JS9	00221	ASSOCIATES CORP NA		12/21/2000	4,990,898.06	5,091,300.00	5,000,000.00	5.750	6.145	153	11/01/2003
046003JS9	02357	ASSOCIATES CORP NA		04/22/2003	15,279,404.76	15,273,900.00	15,000,000.00	5.750	1.233	153	11/01/2003
892332AG2	00372	TOYOTA MOTOR CREDIT		04/11/2001	5,015,096.24	5,097,450.00	5,000,000.00	5.625	4.833	165	11/13/2003
617446DE6	00277	MORGAN STANLEY-DEAN WHITTER		02/02/2001	4,996,365.59	5,134,700.00	5,000,000.00	5.625	5.671	233	01/20/2004
617446DE6	00313	MORGAN STANLEY-DEAN WHITTER		03/02/2001	5,003,254.09	5,134,700.00	5,000,000.00	5.625	5.435	233	01/20/2004
869383CQ2	00275	WELLS FARGO FINANCIAL		02/01/2001	4,902,704.93	5,051,511.87	4,903,000.00	6.000	5.928	245	02/01/2004
94975CAE7	01123	WELLS FARGO FINANCIAL		11/07/2001	5,092,078.12	5,167,650.00	5,000,000.00	5.450	3.306	337	05/03/2004
45974VXT0	01299	INTERNATIONAL LEASE FINANCE		03/26/2002	5,017,294.07	5,172,250.00	5,000,000.00	5.350	4.885	339	05/05/2004
00138PAA7	01309	AIG FUNDING INC		04/04/2002	5,041,343.65	5,182,450.00	5,000,000.00	5.200	4.212	344	05/10/2004

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Book Value	Market Value	Par Value	Stated Rate	YTM 360	Days to Maturity	Maturity Date
Medium Term Notes											
59018YKB6	01108	MERRILL LYNCH		10/26/2001	5,064,316.97	5,208,350.00	5,000,000.00	5.350	3.974	380	06/15/2004
07274RCM4	01292	BAYERISCHE LANDESBK NY		03/19/2002	5,047,586.98	5,197,950.00	5,000,000.00	5.000	4.054	415	07/20/2004
89233PNG7	01146	TOYOTA MOTOR CREDIT		11/26/2001	4,999,279.01	5,197,300.00	5,000,000.00	4.050	4.005	548	11/30/2004
459745FD2	02388	INTERNATIONAL LEASE FINANCE		05/20/2003	6,058,403.84	6,053,520.00	6,000,000.00	2.530	2.075	592	01/13/2005
36962GX85	01291	GENERAL ELECTRIC CAPITAL CORP		03/19/2002	4,989,730.90	5,232,900.00	5,000,000.00	4.250	4.323	607	01/28/2005
172967BM2	02118	CITIGROUP INC		10/16/2002	7,470,318.29	7,655,948.00	7,300,000.00	4.125	2.937	760	06/30/2005
36962GZM9	02160	GENERAL ELECTRIC CAPITAL CORP		11/20/2002	9,392,702.64	9,639,363.95	9,395,000.00	2.990	2.959	855	10/03/2005
172967BA8	02139	CITIGROUP INC		10/31/2002	10,795,891.89	11,200,000.00	10,000,000.00	6.750	3.321	914	12/01/2005
90327QC7	02223	USAA CAPITAL		01/13/2003	5,064,509.98	5,103,950.00	5,000,000.00	3.130	2.586	928	12/15/2005
59018YDN8	01122	MERRILL LYNCH		11/07/2001	7,134,428.29	7,616,634.00	6,900,000.00	6.150	4.655	970	01/26/2006
079860AC6	01130	BELLSOUTH CORPORATION		11/13/2001	5,077,861.79	5,451,400.00	5,000,000.00	5.000	4.421	1,232	10/15/2006
060505AJ3	01125	BANK OF AMERICA		11/08/2001	5,005,772.82	5,409,700.00	5,000,000.00	4.750	4.646	1,232	10/15/2006
Subtotal and Average					223,488,384.50	227,604,983.42	221,238,000.00		3.142	363	

Negotiable Certificates of Deposit

Subtotal and Average **5,809,973.91**

Collateralized CDs

CD01237	01237	PLACER SIERRA SAVINGS BANK		01/28/2002	1,000,000.00	1,000,000.00	1,000,000.00	4.030	4.090	29	06/30/2003
CD01208	01208	PLACER SIERRA SAVINGS BANK		01/02/2002	1,000,000.00	1,000,000.00	1,000,000.00	4.030	4.030	31	07/02/2003
CD01230	01230	PLACER SIERRA SAVINGS BANK		01/18/2002	1,000,000.00	1,000,000.00	1,000,000.00	4.030	4.030	47	07/18/2003
CD02033	02033	PLACER SIERRA SAVINGS BANK		08/01/2002	2,000,000.00	2,000,000.00	2,000,000.00	2.470	2.470	62	08/02/2003
CD01264	01264	RIVER CITY BANK		02/25/2002	1,000,000.00	1,000,000.00	1,000,000.00	4.000	4.000	85	08/25/2003
CD01284	01284	ROSEVILLE FIRST NATIONAL BANK		03/12/2002	1,000,000.00	1,000,000.00	1,000,000.00	4.000	4.000	103	09/12/2003
CD01300	01300	RIVER CITY BANK		03/28/2002	1,000,000.00	1,000,000.00	1,000,000.00	4.000	4.000	114	09/23/2003
CD01342	01342	AUBURN COMMUNITY BANK		04/29/2002	500,000.00	500,000.00	500,000.00	2.960	2.960	150	10/29/2003
Subtotal and Average					8,500,000.00	8,500,000.00	8,500,000.00		3.597	72	

Commercial Paper Disc. -Amortizing

9026X1T23	02401	UBS AMERICAS INC		05/30/2003	49,998,125.00	49,998,125.00	50,000,000.00	1.350	1.350	1	06/02/2003
9026X1T23	02402	UBS AMERICAS INC		05/30/2003	9,999,625.00	9,999,625.00	10,000,000.00	1.350	1.350	1	06/02/2003
0498A3T44	02292	ATOMIUM FUNDING CORP		03/03/2003	9,998,933.33	9,998,933.33	10,000,000.00	1.280	1.284	3	06/04/2003
0007T3TA5	02386	ABSC CAPITAL		05/19/2003	19,993,600.00	19,993,600.00	20,000,000.00	1.280	1.281	9	06/10/2003
97123MTB6	02186	SYDNEY CAPITAL CORPORATION		12/11/2002	14,077,523.28	14,077,523.28	14,083,000.00	1.400	1.410	10	06/11/2003
56274MTB5	02398	MANHATTAN ASSET FUNDING		05/28/2003	9,103,737.02	9,103,737.01	9,109,000.00	1.300	1.301	16	06/17/2003
7588R1TL9	02399	REGENCY MARKETS NO 1 LLC		05/28/2003	29,979,416.66	29,979,416.64	30,000,000.00	1.300	1.301	19	06/20/2003
07712UTP2	02307	BEETHOVEN FUNDING CORP		03/10/2003	9,992,666.67	9,992,666.67	10,000,000.00	1.200	1.204	22	06/23/2003

Portfolio AMOR

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PM (PRF:CPM2) SymRept V5.02e

PLACER COUNTY 2002/2003
Portfolio Management
Portfolio Details - Investments
May 31, 2003

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Book Value	Market Value	Par Value	Stated Rate	YTM 360	Days to Maturity	Maturity Date
Commercial Paper Disc. -Amortizing											
5777E3TS5	02338	MAXIMILIAN CAPITAL CORP		04/03/2003	24,977,430.56	24,977,430.55	25,000,000.00	1.300	1.304	25	06/26/2003
36380MUX1	02354	GALLEON CAPITAL		04/21/2003	14,968,250.00	14,968,250.00	15,000,000.00	1.270	1.275	60	07/31/2003
38102EWN2	02355	GOLDEN FUNDING		04/21/2003	14,940,675.00	14,940,675.00	15,000,000.00	1.260	1.267	113	09/22/2003
		Subtotal and Average	225,772,652.93		208,029,982.52	208,029,982.48	208,192,000.00		1.311	22	
Federal Agency Disc. -Amortizing											
313384MK2	02299	FED HOME LOAN BK DISC NT		03/05/2003	14,939,508.33	14,943,000.00	15,000,000.00	1.190	1.223	122	10/01/2003
		Subtotal and Average	14,932,070.83		14,939,508.33	14,943,000.00	15,000,000.00		1.223	122	
		Total Investments and Average	800,924,252.02		783,477,043.11	791,564,128.40	781,050,000.00		2.615	425	

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PM (PRFCPM2) SymRepl V5.02e

PLACER COUNTY 2002/2003

Portfolio Management

Portfolio Details - Cash

May 31, 2003

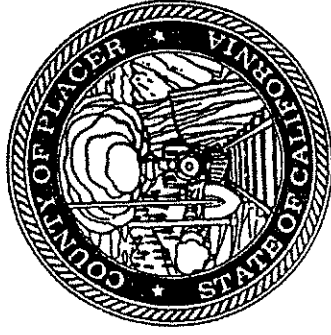
Page 6

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Book Value	Market Value	Par Value	Stated Rate	YTM 360	Days to Maturity
Cash Accounts										
	00000	PLACER COUNTY CASH			6,458,020.15	6,458,020.15			0.000	1
	00000VAULT	PLACER COUNTY CASH			1,110,645.78	1,110,645.78			0.000	1
		Cash Subtotal and Average Balance	15,431,890.45		7,568,665.93	Cash Account Total				1
		Total Cash and Investments	816,355,942.47		791,045,709.04	799,132,794.33	789,818,665.93		2.615	425

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PM (PRFCPM2) SymRepl V5.02e

Office of
Jenine Windeshausen
Treasurer-Tax Collector
County of Placer



COUNTY OF PLACER

TREASURER'S INVESTMENT REPORT

For the Month of JUNE 30, 2003

2976 Richardson Drive • Auburn, California 95603
Tax Collector (530) 889-4120 • Business Licenses (530) 889-4131 • Treasurer (530) 889-4140 • Bonds (530) 889-4143

4.4.21

PREFACE

Placer County Treasurer's Investment Report

June 30, 2003

Market values are only relevant if the investment is sold prior to maturity. Profit or loss would be realized only if the specific investment were to be sold.

The following report reflects the change from cash to accrual basis effective March 31, 2000. The current book value of the Placer County Treasurer's Investment Portfolio reflects this change.

For the purpose of clarity the following glossary of investment terms has been provided.

Book Value is the purchase price of a security plus amortization of any premium or discount. This may be more or less than face value, depending upon whether the security was purchased at a premium or at a discount.

Face Value is the principal amount of a security and the amount of principal that will be paid at maturity.

Market Value is the value at which a security can be sold at the time it is priced or the need to sell arises.

Government Code 53646 Compliance Report

The following information is a monthly update of funds on deposit in the Placer County Treasury pursuant to California Government code Section 53646. Further details of individual investments are included in the Treasurer's Monthly Investment Report. All investment transactions and decisions have been made with full compliance with California Government Code and Placer County's Statement of Investment Policy with the exception of Collateralized CDs which exceed the one year maturity date as noted in this report.

Individual securities are priced at the end of each month. The source of pricing is Bank of New York.

The Weighted Average Maturity of the investments with the Treasury is 375 days.

The ability of the Placer County Treasury to meet its cash flow needs is demonstrated by \$397,839,674.24 in cash and investments maturing in the next 180 days.

4.4.22



Placer County

PLACER COUNTY 2002/2003
Portfolio Management
Portfolio Summary
June 30, 2003

Investments	Book Value	Market Value	Par Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
U.S. Treasury Coupons	14,988,088.64	15,201,562.50	15,000,000.00	2.03	724	243	3.287	3.333
Federal Agency Coupons	273,510,492.29	276,754,358.33	273,120,000.00	37.08	1,013	692	2.796	2.835
Medium Term Notes	206,251,181.73	210,109,589.89	203,738,000.00	27.96	743	376	3.089	3.112
Collateralized CDs	8,500,000.00	8,500,000.00	8,500,000.00	1.15	483	84	3.242	3.287
Commercial Paper Disc. -Amortizing	219,529,623.90	219,529,623.83	219,864,000.00	29.76	37	20	1.154	1.170
Federal Agency Disc. -Amortizing	14,954,383.33	14,962,500.00	15,000,000.00	2.03	210	92	1.223	1.240
Investments	737,713,769.89	745,057,634.55	735,022,000.00	100.00%	619	375	2.367	2.400

Cash								
Passbook/Checking (not included in yield calculations)	28,315,674.24	28,315,674.24			1	1	0.000	0.000
Total Cash and Investments	766,029,444.13	773,373,308.79	763,337,674.24		619	375	2.367	2.400

Total Earnings	June 30 Month Ending	Fiscal Year To Date	Fiscal Year Ending
Current Year	1,931,215.69	22,548,117.53	22,548,117.53

Average Daily Balance	778,103,876.58	710,775,329.58
Effective Rate of Return	3.02%	3.17%

Jenine Windeshausen
JENINE WINDESHAUSEN, TREASURER-TAX COLLECTOR
7-3-03

4.4.23



PLACER COUNTY 2002/2003
Investment Purchases Report
Sorted by Purchase Date
June 1, 2003 - June 30, 2003

CUSIP	Investment #	Fund	Inv. Type	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM 365	Ending Book Value
07712UT31	02403	1010	ACP BEETVN	40,006,000.00	06/02/2003	06/03 - At Maturity	40,006,521.93		1.330	06/03/2003	1.349	0.00
27003LT37	02404	1010	ACP EAGLE	17,000,000.00	06/02/2003	06/03 - At Maturity	16,999,381.39		1.310	06/03/2003	1.328	0.00
07712UUA3	02407	1010	ACP BEETVN	20,000,000.00	06/03/2003	07/10 - At Maturity	19,973,888.89		1.280	07/10/2003	1.299	19,993,600.00
27003LT45	02405	1010	ACP EAGLE	17,000,000.00	06/03/2003	06/04 - At Maturity	16,999,409.72		1.250	06/04/2003	1.267	0.00
44363MU32	02406	1010	ACP HUDSON	20,664,000.00	06/03/2003	07/03 - At Maturity	20,641,441.80		1.310	07/03/2003	1.330	20,662,496.12
90262DT54	02408	1010	ACP UBSF	25,000,000.00	06/04/2003	06/05 - At Maturity	24,999,159.72		1.210	06/05/2003	1.227	0.00
85520MT60	02409	1010	ACP SBIRD	34,000,000.00	06/05/2003	06/06 - At Maturity	33,998,819.44		1.250	06/06/2003	1.267	0.00
85520MT94	02410	1010	ACP SBIRD	37,000,000.00	06/06/2003	06/09 - At Maturity	36,996,176.67		1.240	06/09/2003	1.257	0.00
90262DTA3	02411	1010	ACP UBSF	35,000,000.00	06/08/2003	06/10 - At Maturity	34,998,784.72		1.250	06/10/2003	1.267	0.00
90262DTB1	02412	1010	ACP UBSF	50,000,000.00	06/10/2003	06/11 - At Maturity	49,998,291.67		1.230	06/11/2003	1.247	0.00
90262DTB1	02413	1010	ACP UBSF	7,000,000.00	06/10/2003	06/11 - At Maturity	6,999,760.83		1.230	06/11/2003	1.247	0.00
04529UTC1	02414	1010	ACP ASPEN	45,000,000.00	06/11/2003	06/12 - At Maturity	44,998,462.50		1.230	06/12/2003	1.247	0.00
90262DTR6	02415	1010	ACP UBSF	42,000,000.00	06/11/2003	06/12 - At Maturity	41,979,746.67		1.240	06/12/2003	1.258	0.00
28248UTD8	02416	1010	ACP EIFFEL	34,000,000.00	06/12/2003	06/13 - At Maturity	33,998,819.44		1.250	06/13/2003	1.267	0.00
31339X3D4	02417	1010	FAC FHLB	5,000,000.00	06/12/2003	12/12 - 06/12	5,000,000.00		2.125	12/12/2005	2.125	5,000,000.00
3133MYZF7	02418	1010	FAC FHLB	5,000,000.00	06/12/2003	12/12 - 06/12	5,000,000.00		2.375	06/12/2006	2.375	5,000,000.00
04529UTG2	02419	1010	ACP ASPEN	31,000,000.00	06/13/2003	06/16 - At Maturity	30,996,848.33		1.220	06/16/2003	1.237	0.00
14178MTH1	02420	1010	ACP CARCPP	10,000,000.00	06/16/2003	06/17 - At Maturity	9,999,647.22		1.270	06/17/2003	1.288	0.00
90262DTH8	02421	1010	ACP UBSF	32,000,000.00	06/16/2003	06/17 - At Maturity	31,998,835.56		1.310	06/17/2003	1.328	0.00
28248UTJ5	02422	1010	ACP EIFFEL	45,000,000.00	06/17/2003	06/18 - At Maturity	44,998,462.50		1.230	06/18/2003	1.247	0.00
3133MYRS8	02424	1010	FAC FHLB	5,000,000.00	06/18/2003	11/15 - 05/15	5,018,700.00	8,958.33	1.500	05/13/2005	1.298	5,027,303.44
3686M1TK2	02423	1010	ACP GEMINI	40,000,000.00	06/18/2003	06/19 - At Maturity	39,998,822.22		1.240	06/19/2003	1.257	0.00
27003LT17	02425	1010	ACP EAGLE	41,000,000.00	06/19/2003	06/20 - At Maturity	40,998,599.17		1.230	06/20/2003	1.247	0.00
30603BTR4	02428	1010	ACP FALCON	49,000,000.00	06/20/2003	06/25 - At Maturity	48,992,513.89		1.100	06/25/2003	1.115	0.00
441812GL2	02427	1010	MTN HSBC	5,000,000.00	06/20/2003	11/09 - 05/09	5,601,000.00	45,555.56	8.000	05/09/2005	1.510	5,636,819.18
90262DTP0	02426	1010	ACP UBSF	30,000,000.00	06/20/2003	06/23 - At Maturity	29,997,050.00		1.180	06/23/2003	1.197	0.00
59018KTQ4	02430	1010	ACP MERRIL	5,000,000.00	06/23/2003	06/24 - At Maturity	4,998,833.33		1.200	06/24/2003	1.217	0.00
90262DTQ8	02429	1010	ACP UBSF	32,000,000.00	06/23/2003	06/24 - At Maturity	31,998,915.56		1.220	06/24/2003	1.237	0.00
3128X1MR5	02432	1010	FAC FHLMC	10,000,000.00	06/24/2003	12/24 - 06/24	10,000,000.00		1.350	06/24/2005	1.350	10,000,000.00
90262DTR6	02431	1010	ACP UBSF	28,000,000.00	06/24/2003	06/25 - At Maturity	27,999,097.78		1.160	06/25/2003	1.176	0.00
3686M1TS5	02433	1010	ACP GEMINI	40,000,000.00	06/25/2003	06/26 - At Maturity	39,998,888.89		1.000	06/26/2003	1.014	0.00
5777E3UM6	02436	1010	ACP MAXCAP	35,000,000.00	06/25/2003	07/21 - At Maturity	34,974,469.44		1.010	07/21/2003	1.025	34,980,361.11
90262DU94	02434	1010	ACP UBSF	20,000,000.00	06/25/2003	07/09 - At Maturity	19,992,922.22		0.910	07/09/2003	0.923	19,995,955.55

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PLACER COUNTY : 2002/2003
Investment Purchases Report
June 1, 2003 - June 30, 2003

CUSIP	Investment #	Fund	Inv. Type	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM	Ending Book Value
90262DUR4	02435	1010	ACP UBSF	20,000,000.00	08/25/2003	07/25 - At Maturity	19,985,166.67		0.890	07/25/2003	0.903	18,988,133.34
6698M5TT6	02438	1010	ACP NOVFPF	32,000,000.00	06/26/2003	06/27 - At Maturity	31,999,040.00		1.080	06/27/2003	1.095	0.00
90262DIT2	02437	1010	ACP UBSF	30,000,000.00	06/26/2003	06/27 - At Maturity	29,999,091.67		1.090	06/27/2003	1.105	0.00
09151STW6	02440	1010	ACP BISHOP	29,000,000.00	06/27/2003	06/30 - At Maturity	28,997,390.00		1.080	06/30/2003	1.095	0.00
59018KTW1	02441	1010	ACP ML	40,000,000.00	06/27/2003	06/30 - At Maturity	39,996,466.67		1.060	06/30/2003	1.075	0.00
6698M5TW9	02439	1010	ACP NOVFPF	29,000,000.00	06/27/2003	06/30 - At Maturity	28,997,341.67		1.100	06/30/2003	1.115	0.00
07712LVR5	02444	1010	ACP BEETVN	20,000,000.00	06/30/2003	08/25 - At Maturity	19,967,955.56		1.030	08/25/2003	1.046	19,968,527.78
3136F3ZU3	02445	1010	FAC FHLB	10,000,000.00	06/30/2003	12/30 - 06/30	10,000,000.00		1.380	06/30/2005	1.380	10,000,000.00
31339XVF8	02446	1010	FAC FHLB	10,000,000.00	06/30/2003	12/30 - 06/30	10,000,000.00		1.380	06/30/2005	1.380	10,000,000.00
CD	02447	1010	BCD PSB	1,000,000.00	06/30/2003	08/29 - At Maturity	1,000,000.00		1.090	06/29/2004	1.090	1,000,000.00
85520MU19	02443	1010	ACP SBIRD	24,000,000.00	06/30/2003	07/01 - At Maturity	23,999,133.33		1.300	07/01/2003	1.318	24,000,000.00
90262DU11	02442	1010	ACP UBSF	30,000,000.00	06/30/2003	07/01 - At Maturity	29,998,908.33		1.310	07/01/2003	1.328	30,000,000.00
Total Purchases							1,167,093,365.40	54,513.89				241,253,196.52

Investment Type Codes:

ABA	Bankers Acceptance	LA5	Local Agency Inv Fund
BCD	Collateralized Certificates of Deposit	MTN	Medium Term Notes
ACP	Commercial Paper	NCB	Negotiable Certificates of Deposit
FAC	Federal Agency Coupons	TRC	U.S. Treasury - Coupons
AFD	Federal Agency Discounts	ATD	U.S. Treasury-Discounts

4.4.25

PLACER COUNTY 2002/2003 Portfolio Management Portfolio Details - Investments June 30, 2003

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Book Value	Market Value	Par Value	Stated Rate	YTM 360	Days to Maturity	Maturity Date
Local Agency Investment Funds											
99-31-000	00000LAIF	LOCAL AGENCY INV FUND			0.00	0.00	0.00	1.780	1.756	1	
Subtotal and Average			0.00		0.00	0.00	0.00		0.000	0	
U.S. Treasury Coupons											
9128277M8	01273	U. S. TREASURY COUPON		03/04/2002	4,994,255.07	5,067,187.50	5,000,000.00	3.000	3.136	243	02/29/2004
9128277M8	01277	U. S. TREASURY COUPON		03/08/2002	4,991,358.84	5,067,187.50	5,000,000.00	3.000	3.226	243	02/29/2004
9128277M8	01283	U. S. TREASURY COUPON		03/12/2002	4,982,474.73	5,067,187.50	5,000,000.00	3.000	3.501	243	02/29/2004
Subtotal and Average			14,986,184.47		14,989,088.64	15,201,562.50	15,000,000.00		3.287	243	
Federal Agency Coupons											
3133MJVZ0	01141	FEDERAL HOME LOAN BANK		11/20/2001	9,977,006.74	10,056,250.00	10,000,000.00	2.500	3.104	136	11/14/2003
3133MKFC6	01223	FEDERAL HOME LOAN BANK		01/16/2002	5,003,911.17	5,039,062.50	5,000,000.00	3.125	2.869	136	11/14/2003
31359MEG4	00375	FEDERAL NATIONAL MORT. ASSOC.		04/12/2001	5,000,313.95	5,088,750.00	5,000,000.00	4.750	4.665	136	11/14/2003
31359MLR2	01147	FEDERAL NATIONAL MORT. ASSOC.		11/26/2001	9,999,508.60	10,078,125.00	10,000,000.00	3.125	3.095	137	11/15/2003
3133MKHU4	01197	FEDERAL HOME LOAN BANK		12/26/2001	3,120,000.00	3,155,100.00	3,120,000.00	3.370	3.510	178	12/26/2003
31364GNO6	00344	FEDERAL NATIONAL MORT. ASSOC.		03/28/2001	5,011,902.55	5,114,700.00	5,000,000.00	5.500	4.832	191	01/08/2004
3129244Y6	01258	FED HOME LOAN MORT CORP		02/20/2002	9,999,006.08	10,147,400.00	10,000,000.00	3.400	3.369	234	02/20/2004
312924TX1	01164	FED HOME LOAN MORT CORP		12/06/2001	4,985,340.07	5,094,650.00	5,000,000.00	3.250	3.549	324	05/20/2004
3133MQUW2	02046	FEDERAL HOME LOAN BANK		08/15/2002	9,993,505.29	10,112,500.00	10,000,000.00	2.250	2.278	409	08/13/2004
3133MQUW2	02058	FEDERAL HOME LOAN BANK		08/22/2002	9,994,899.37	10,112,500.00	10,000,000.00	2.250	2.267	409	08/13/2004
31359MKW2	01104	FEDERAL NATIONAL MORT. ASSOC.		10/24/2001	4,997,144.19	5,140,625.00	5,000,000.00	3.500	3.500	442	09/15/2004
31359MKW2	02104	FEDERAL NATIONAL MORT. ASSOC.		10/04/2002	5,085,221.26	5,140,625.00	5,000,000.00	3.500	2.022	442	09/15/2004
31359MKW2	02115	FEDERAL NATIONAL MORT. ASSOC.		10/11/2002	10,173,975.22	10,281,250.00	10,000,000.00	3.500	1.993	442	09/15/2004
3133MJ2A7	01117	FEDERAL HOME LOAN BANK		11/05/2001	10,045,825.47	10,308,375.00	10,000,000.00	3.625	3.201	472	10/15/2004
31359MLG6	01245	FEDERAL NATIONAL MORT. ASSOC.		02/01/2002	4,979,589.45	5,040,625.00	5,000,000.00	3.600	3.872	486	10/29/2004
3133MJUS7	01135	FEDERAL HOME LOAN BANK		11/15/2001	4,992,138.31	5,146,875.00	5,000,000.00	3.375	3.449	503	11/15/2004
312925W55	02060	FED HOME LOAN MORT CORP		08/23/2002	10,000,000.00	10,006,400.00	10,000,000.00	1.320	1.432	603	02/23/2005
3133MYR58	02424	FEDERAL HOME LOAN BANK		06/18/2003	5,027,303.44	5,019,895.83	5,000,000.00	1.500	1.280	682	05/13/2005
3136F3SS6	02393	FEDERAL NATIONAL MORT. ASSOC.		05/27/2003	5,005,954.86	5,007,812.50	5,000,000.00	2.000	1.909	696	05/27/2005
3128X1MR5	02432	FED HOME LOAN MORT CORP		06/24/2003	10,000,000.00	9,981,900.00	10,000,000.00	1.350	1.332	724	06/24/2005
31339XVF8	02446	FEDERAL HOME LOAN BANK		06/30/2003	10,000,000.00	10,000,000.00	10,000,000.00	1.380	1.361	730	06/30/2005
3136F3ZU3	02445	FEDERAL NATIONAL MORT. ASSOC.		06/30/2003	10,000,000.00	9,987,500.00	10,000,000.00	1.380	1.361	730	06/30/2005
3133MQS72	02065	FEDERAL HOME LOAN BANK		08/27/2002	10,009,013.48	10,303,125.00	10,000,000.00	3.000	2.915	776	08/15/2005
3136F2BD9	02109	FEDERAL NATIONAL MORT. ASSOC.		10/08/2002	10,109,889.60	10,246,875.00	10,000,000.00	3.300	2.800	777	08/16/2005
31331QAX5	02079	FEDERAL FARM CREDIT BANK		09/06/2002	4,999,491.20	5,159,375.00	5,000,000.00	3.000	2.964	798	09/06/2005
3133MHZ98	01103	FEDERAL HOME LOAN BANK		10/24/2001	5,000,000.00	5,050,000.00	5,000,000.00	4.195	4.138	846	10/24/2005
3128X1EQ6	02397	FED HOME LOAN MORT CORP		05/28/2003	10,005,104.17	10,040,700.00	10,000,000.00	2.050	1.997	881	11/28/2005

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PLACER COUNTY 2002/2003 Portfolio Management Portfolio Details - Investments June 30, 2003

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Book Value	Market Value	Par Value	Stated Rate	YTM 360	Days to Maturity	Maturity Date
Federal Agency Coupons											
313393XD4	02417	FEDERAL HOME LOAN BANK		06/12/2003	5,000,000.00	5,010,937.50	5,000,000.00	2.125	2.096	895	12/12/2005
3136F2XZ6	02206	FEDERAL NATIONAL MORT. ASSOC.		12/27/2002	10,026,705.07	10,190,625.00	10,000,000.00	3.000	2.819	907	12/24/2005
3136F2VGO	02188	FEDERAL NATIONAL MORT. ASSOC.		12/11/2002	15,004,078.39	15,121,875.00	15,000,000.00	3.050	2.989	1,070	06/05/2006
3133MYZF7	02418	FEDERAL HOME LOAN BANK		06/12/2003	5,000,000.00	5,012,500.00	5,000,000.00	2.375	2.342	1,077	06/12/2006
3128X0GL7	02162	FED HOME LOAN MORT CORP		11/21/2002	5,000,000.00	5,039,750.00	5,000,000.00	3.500	3.452	1,239	11/21/2006
312924VB6	01145	FED HOME LOAN MORT CORP		11/26/2001	9,963,864.36	10,353,125.00	10,000,000.00	4.125	4.166	1,242	11/24/2006
3128X0GG8	02147	FED HOME LOAN MORT CORP		11/07/2002	10,000,000.00	10,089,800.00	10,000,000.00	4.100	4.044	1,590	11/07/2007
3136F2RT7	02154	FEDERAL NATIONAL MORT. ASSOC.		11/14/2002	10,000,000.00	10,093,750.00	10,000,000.00	4.000	3.945	1,597	11/14/2007
Subtotal and Average					273,510,492.29	276,754,358.33	273,120,000.00		2.796	692	

Medium Term Notes

06605TAG7	02053	FLEETBOSTON FINANCIAL CORP		08/19/2002	9,999,869.60	10,000,900.00	10,000,000.00	1.430	1.755	13	07/14/2003
36962GTR5	02280	GENERAL ELECTRIC CAPITAL CORP		02/27/2003	10,030,739.73	10,028,600.00	10,000,000.00	6.267	1.195	22	07/23/2003
36962GTR5	02302	GENERAL ELECTRIC CAPITAL CORP		03/06/2003	5,015,255.47	5,014,300.00	5,000,000.00	6.267	1.234	22	07/23/2003
14912LRF6	02295	CATERPILLAR FIN SERV CORP		03/04/2003	10,001,945.45	10,003,000.00	10,000,000.00	1.430	1.265	35	08/05/2003
742718BK4	00385	PROCTER & GAMBLE CO		04/19/2001	4,241,927.49	4,276,124.80	4,240,000.00	5.250	4.942	76	09/15/2003
14912LOB1	02296	CATERPILLAR FIN SERV CORP		03/04/2003	10,007,957.89	10,004,500.00	10,000,000.00	1.360	1.161	90	09/29/2003
615322AF1	02358	MONUMENTAL GLOBAL FUNDING		04/22/2003	15,014,117.42	15,004,391.67	15,000,000.00	1.420	1.244	100	10/09/2003
046003JS9	00211	ASSOCIATES CORP NA		12/18/2000	4,988,710.35	5,075,250.00	5,000,000.00	5.750	6.411	123	11/01/2003
046003JS9	00221	ASSOCIATES CORP NA		12/21/2000	4,992,718.45	5,075,250.00	5,000,000.00	5.750	6.145	123	11/01/2003
046003JS9	02357	ASSOCIATES CORP NA		04/22/2003	15,223,523.81	15,225,750.00	15,000,000.00	5.750	1.233	123	11/01/2003
892332AG2	00372	TOYOTA MOTOR CREDIT		04/11/2001	5,012,300.64	5,081,600.00	5,000,000.00	5.625	4.833	135	11/13/2003
617446DE6	00277	MORGAN STANLEY-DEAN WHITTER		02/02/2001	4,996,841.71	5,119,800.00	5,000,000.00	5.625	5.671	203	01/20/2004
617446DE6	00313	MORGAN STANLEY-DEAN WHITTER		03/02/2001	5,002,827.79	5,119,800.00	5,000,000.00	5.625	5.435	203	01/20/2004
669383CQ2	00275	WELLS FARGO FINANCIAL		02/01/2001	4,902,741.82	5,035,724.21	4,903,000.00	6.000	5.928	215	02/01/2004
94975CAE7	01123	WELLS FARGO FINANCIAL		11/07/2001	5,083,757.81	5,173,400.00	5,000,000.00	5.450	3.306	307	05/03/2004
45974VXT0	01299	INTERNATIONAL LEASE FINANCE		03/26/2002	5,015,740.71	5,158,850.00	5,000,000.00	5.350	4.895	309	05/05/2004
00138PAA7	01309	AIG FUNDING INC		04/04/2002	5,037,684.92	5,168,500.00	5,000,000.00	5.200	4.212	314	05/10/2004
59018YKB6	01108	MERRILL LYNCH		10/26/2001	5,059,157.85	5,194,150.00	5,000,000.00	5.350	3.974	350	06/15/2004
07274RCM4	01292	BAYERISCHE LANDESBK NY		03/19/2002	5,044,096.49	5,186,050.00	5,000,000.00	5.000	4.054	385	07/20/2004
89233PNG7	01146	TOYOTA MOTOR CREDIT		11/26/2001	4,999,319.14	5,188,281.25	5,000,000.00	4.050	4.005	518	11/30/2004
459745FD2	02388	INTERNATIONAL LEASE FINANCE		05/20/2003	6,056,213.44	6,074,580.00	6,000,000.00	2.530	2.075	562	01/13/2005
36962GXB5	01291	GENERAL ELECTRIC CAPITAL CORP		03/19/2002	4,990,246.94	5,223,350.00	5,000,000.00	4.250	4.323	577	01/28/2005
441812GL2	02427	HOUSEHOLD FINANCE CORP		06/20/2003	5,636,819.18	5,616,455.56	5,000,000.00	8.000	1.490	678	05/09/2005
172967BM2	02118	CITIGROUP INC		10/16/2002	7,463,496.47	7,653,977.00	7,300,000.00	4.125	2.937	730	06/30/2005
36962GZM9	02160	GENERAL ELECTRIC CAPITAL CORP		11/20/2002	9,392,784.49	9,641,336.90	9,395,000.00	2.990	2.959	825	10/03/2005

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PLACER COUNTY 2002/2003
Portfolio Management
Portfolio Details - Investments
June 30, 2003

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Book Value	Market Value	Par Value	Stated Rate	YTM 360	Days to Maturity	Maturity Date
Medium Term Notes											
172967BA8	02139	CITIGROUP INC		10/31/2002	10,769,362.16	11,149,500.00	10,000,000.00	6.750	3.321	884	12/01/2005
90327QCN7	02223	USAA CAPITAL		01/13/2003	5,082,392.59	5,170,312.50	5,000,000.00	3.130	2.586	898	12/15/2005
59018YDN8	01122	MERRILL LYNCH		11/07/2001	7,127,064.06	7,591,656.00	8,900,000.00	6.150	4.655	940	01/26/2008
079860AC6	01130	BELLSOUTH CORPORATION		11/13/2001	5,075,937.70	5,464,550.00	5,000,000.00	5.000	4.421	1,202	10/15/2006
060505AJ3	01125	BANK OF AMERICA		11/08/2001	5,005,630.16	5,389,650.00	5,000,000.00	4.750	4.646	1,202	10/15/2006
		Subtotal and Average	214,983,932.29		206,251,181.73	210,109,589.89	203,738,000.00		3.069	376	
Collateralized CDs											
CD01208	01208	PLACER SIERRA SAVINGS BANK		01/02/2002	1,000,000.00	1,000,000.00	1,000,000.00	4.030	4.030	1	07/02/2003
CD01230	01230	PLACER SIERRA SAVINGS BANK		01/18/2002	1,000,000.00	1,000,000.00	1,000,000.00	4.030	4.030	17	07/18/2003
CD02033	02033	PLACER SIERRA SAVINGS BANK		08/01/2002	2,000,000.00	2,000,000.00	2,000,000.00	2.470	2.470	32	08/02/2003
CD01264	01264	RIVER CITY BANK		02/25/2002	1,000,000.00	1,000,000.00	1,000,000.00	4.000	4.000	55	08/25/2003
CD01284	01284	ROSEVILLE FIRST NATIONAL BANK		03/12/2002	1,000,000.00	1,000,000.00	1,000,000.00	4.000	4.000	73	09/12/2003
CD01300	01300	RIVER CITY BANK		03/26/2002	1,000,000.00	1,000,000.00	1,000,000.00	4.000	4.000	84	09/23/2003
CD01342	01342	AUBURN COMMUNITY BANK		04/29/2002	500,000.00	500,000.00	500,000.00	2.960	2.960	120	10/29/2003
CD	02447	PLACER SIERRA SAVINGS BANK		06/30/2003	1,000,000.00	1,000,000.00	1,000,000.00	1.090	1.075	364	06/29/2004
		Subtotal and Average	8,500,000.00		8,500,000.00	8,500,000.00	8,500,000.00		3.242	84	
Commercial Paper Disc. -Amortizing											
85520MU19	02443	STARBUCK FUNDING		06/30/2003	24,000,000.00	24,000,000.00	24,000,000.00	1.300	1.300	0	07/01/2003
90262DU11	02442	UBS FINANCE, INC - DELAWARE		06/30/2003	30,000,000.00	30,000,000.00	30,000,000.00	1.310	1.310	0	07/01/2003
44363MU32	02406	HUDSON AMERICAN REALTY		06/03/2003	20,662,496.12	20,662,496.12	20,664,000.00	1.310	1.311	2	07/03/2003
90262DU94	02434	UBS FINANCE, INC - DELAWARE		06/25/2003	19,995,955.55	19,995,955.54	20,000,000.00	0.910	0.910	8	07/09/2003
07712UUA3	02407	BEETHOVEN FUNDING CORP		06/03/2003	19,993,600.00	19,993,600.00	20,000,000.00	1.280	1.282	9	07/10/2003
5777E3UM6	02436	MAXIMILIAN CAPITAL CORP		06/25/2003	34,980,361.11	34,980,361.08	35,000,000.00	1.010	1.011	20	07/21/2003
90262DUR4	02435	UBS FINANCE, INC - DELAWARE		06/25/2003	19,988,133.34	19,988,133.32	20,000,000.00	0.890	0.891	24	07/25/2003
36380MUX1	02354	GALLEON CAPITAL		04/21/2003	14,984,125.00	14,984,124.99	15,000,000.00	1.270	1.275	30	07/31/2003
07712UVR5	02444	BEETHOVEN FUNDING CORP		06/30/2003	19,968,527.78	19,968,527.78	20,000,000.00	1.030	1.032	55	08/25/2003
38102EWN2	02355	GOLDEN FUNDING		04/21/2003	14,956,425.00	14,956,425.00	15,000,000.00	1.260	1.267	83	08/22/2003
		Subtotal and Average	219,669,796.04		219,529,623.90	219,529,623.93	219,664,000.00		1.154	20	
Federal Agency Disc. -Amortizing											
313384MK2	02299	FED HOME LOAN BK DISC NT		03/05/2003	14,954,383.33	14,962,500.00	15,000,000.00	1.190	1.223	92	10/01/2003
		Subtotal and Average	14,947,193.75		14,954,383.33	14,962,500.00	15,000,000.00		1.223	92	
		Total Investments and Average	764,576,571.45		737,713,769.89	745,057,634.55	735,022,000.00		2.367	375	

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PLACER COUNTY 2002/2003

Portfolio Management

Portfolio Details - Cash

June 30, 2003

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Book Value	Market Value	Par Value	Stated Rate	YTM 360	Days to Maturity
Cash Accounts										
	00000	PLACER COUNTY CASH			25,924,835.27	25,924,835.27			0.000	1
	00000VAULT	PLACER COUNTY CASH			2,390,838.97	2,390,838.97			0.000	1
	Cash Subtotal and Average Balance		13,527,305.14		28,315,674.24	Cash Account Total				1
	Total Cash and Investments		778,103,876.58		788,029,444.13	773,373,308.79	763,337,674.24		2.367	375

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PM (PRF&PM2) SymRept v5.02e

**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.
BOARD OF TRUSTEES/GLOBAL DISTRICT 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.

AGENDA ITEM:

Ratify the Agreement for State Inspection Services with
Dennis Marinac, Inspector of Record.

SUBJECT AREA:

Consent Agenda

REQUESTED BY:

Jay M. Stewart 
Assistant Superintendent, Business Services

ENCLOSURES:

Yes

BOARD MEETING DATE:

August 05, 2003

BACKGROUND:

The attached agreement satisfies the District's requirement to provide a Division of the State Architect (DSA) certified project inspector during the construction of the Twelve Bridges Elementary School. The agreement covers the period between July 1, 2003 to June 30, 2004. The rate of compensation for this service is \$52 per hour, not to exceed \$8,984 per month.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends that the Board of Trustees ratify the Agreement for State Inspection Services with Dennis Marinac, Inspector of Record.

4.5

Western Placer Unified School District

Agreement For Inspection Services

This Agreement is made and entered into this 24th day of June, 2003, by and between the Western Placer Unified School District and Dennis Marinac (Inspector) to provide Division of the State Architect (DSA) required inspections and continuous quality control inspections for construction of Twelve Bridges Elementary School and various projects in the Western Placer Unified School District of Placer County, California.

By signature to this document Inspector acknowledges that he is competently versed in construction projects of similar nature, is DSA approved for inspections, and has provided construction inspection of same on a continuous basis for a period of not less than 5 years. Inspector also acknowledges that he is competent in reading blueprints, plans, specifications, and typical construction related documents and is familiar with applicable laws and regulations required to properly execute the inspection of said projects.

INSPECTION SERVICES

Inspector shall represent the district on the job site as the Project Inspector to insure that the project is constructed in conformance with the various Contract Documents, applicable codes and special requirements stipulated by DSA. Inspector shall not authorize any changes in the work nor shall he direct any activities of the Contractors. Inspector, shall however have the authority to inform the Contractor of any conflicts and/or inconsistencies with the plans, drawings, and specifications: to reject defective materials and to note any work that is improperly done, subject to the ultimate decision of the Architect and/or District. Inspectors primary role will be to monitor and document construction activities on the projects he is approved for and on an as needed basis determined by the District for other projects.

Continuous inspection shall include full time presence of the Inspector as per industry standards for typical work such as concrete, paving, built-up roofing, structural construction operations, excavations, etc., and at any additional times as required by the Architect, District and/or DSA.

Inspector shall maintain and update contract documents completely including posting of addenda, changes, clarifications, and as-built conditions. These documents shall be made available to the District when requested during and upon the successful completion of the project.

The Inspector shall promptly notify the Architect in writing, of any deviations from the approved plans and specifications or any attempted substitutions as to required materials and/or workmanship in any portion of the work, which are not immediately corrected by the Contractor when brought to his/her attention.

It is the intent of the parties hereto that the Inspector is hired as an independent professional and not as an employee of the District. Nothing in this contract shall be construed to mean the district retains any control over the manner and means of how the Inspector improves his/her duties and responsibilities under contract but only as to the results.

REPORTS

Inspector shall keep all necessary reports, including but not limited to Daily field reports for each project. Inspector shall complete and transmit to the Architect, DSA, and District a semi-monthly report for each projects progress in a format approved by DSA.

Inspector shall provide the District, Architect and DSA any reports as required in a timely professional manner.

INSPECTION HOURS

Inspector acknowledges that to the best of his ability he will devote substantial time and effort in performing his duties stated above. This may not require full-time (40 hours per week) attendance on site and may include work performed at home, office or job related travel. Nevertheless, it is expected that Inspector will be available at all times for inspection services when the contractor is working. This does not include legal holidays but may include days of inclement weather on which inspection work may be preformed. Inspector must be notified by Contractor or District 48 hrs in advance for overtime work beyond the normal 8-hour workday, additional loading of work, additional projects to inspect, or work being preformed during weekends.

COMPENSATION

The Inspector shall be compensated at a consultant rate not to exceed \$8984/mo or \$52/hr with a 4-hour minimum not to exceed \$8984/mo for said services. Work will be billed at a monthly rate for full time projects until project is completed or workload decreases to less than 20 hours per week. Payment due on the first day of the month following the month in which services are rendered, and payable within 15 days thereafter. To receive payments hereunder, Inspector must present an itemized invoice to the District within 3 working days after the end of each respective month. Invoice may include additional overtime pay in excess of 8 hours per day or weekend work, billing for additional projects, accelerated work, reimbursable expenses such as photographs, photocopies, special tools or rental equipment other than those explicitly required by the building codes and project related travel expenses if required. Inspector shall provide his own vehicle, codebooks and tools normally related to inspection of the construction projects.

It is understood that no deductions will be made from payments to the inspector on account of withhold for income tax, social security, health insurance, retirement or any benefits applicable to employees of District, nor shall Inspector be entitled to any payment for any expenses unless expressly provided in this contract. Payments made to the Inspector shall be reported to the IRS using the following Inspector's S.S.#

548-35-9056. Payments are to be made payable to Dennis Marinac and submitted to:

Dennis Marinac
220 Daniels Dr.
Auburn, CA 95603

TERMS OF AGREEMENT

The term of this agreement shall begin July 1st, 2003 for a period of 12 months or until completion of project(s), or as noted in this agreement. Any revision of this agreement will be by mutual consent of both parties. This agreement can be renewed annually if inspection services are still required without revisions by either party at the salary rate specified in or by this contract.

TERMINATION

Either the District or the Inspector may terminate this Agreement by giving (30) thirty days advanced written notice to the other party without reason or cause.

INDEMNIFICATION

The District shall defend and hold harmless the Inspector from and against any losses, liabilities, damages, injuries, claims, costs or expenses arising out of or connected with the provisions of this agreement.

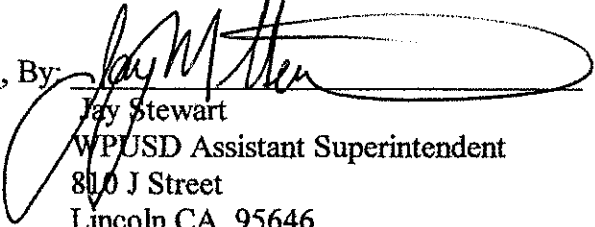
The Inspector hereby indemnifies, holds harmless and agrees to defend District to the fullest extent permitted by law against losses and claims for bodily injury and property damage arising out of negligent act or negligent omission of Inspector in the performance of this agreement or anyone directly employed by the Inspector.

Whole Agreement and Assignment

This Agreement constitutes the entire agreement between the District and the Inspector, and may be amended in whole or in part only by mutual consent and a duly executed written agreement between both parties. The inspector agrees to personally perform the service required under this agreement and will not assign any of his responsibilities to another person or entity without prior written permission of the District.

The parties have executed this contract in Placer County, California.

Dated: 7/14/03, By: _____


Jay Stewart
WPUSD Assistant Superintendent
810 J Street
Lincoln CA, 95646

PO 40372

Dated: _____, By: _____

Dennis Marinac
Project Inspector
220 Daniels Dr.
Auburn, CA 95603

**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.
BOARD OF TRUSTEES/GLOBAL DISTRICT 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.

AGENDA ITEM:

Ratify the Agreement with School Construction Compliance, LLC to Provide Assistance in Implementing a Labor Compliance Program for the Construction of the Twelve Bridges Elementary School.

SUBJECT AREA:

Consent Agenda

REQUESTED BY:

Jay M. Stewart
Assistant Superintendent, Business Services

ENCLOSURES:

Yes

BOARD MEETING DATE:

August 05, 2003

BACKGROUND:

The attached agreement allows School Construction Compliance, LLC (SSC) to assist the District in implementing the mandatory Labor Compliance Program. SSC will provide the majority of the technical support throughout the construction of the Twelve Bridges Elementary School, and then will transition the management of the program over to the District. SSC will provide training as needed for District personnel.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends that the Board of Trustees ratify the agreement with School Construction Compliance, LLC to provide assistance in implementing a Labor Compliance Program for the construction of the Twelve Bridges Elementary School.

4.6

SCC, LLC

School Construction Compliance, LLC

AGREEMENT FOR CONSULTING SERVICES

THIS AGREEMENT is made and entered into this 8th day of July, 2003, by and between Western Placer Unified School District at 810 J Street, Lincoln, California 95648 herein called "Client," and School Construction Compliance, LLC at 1301 Dove Street, Suite 600, Newport Beach, California 92660, herein called "Consultant." The Client and the Consultant in consideration of the mutual promises and conditions herein contained agree as follows:

ARTICLE I TERM OF CONTRACT

Section 1.1 This agreement shall become effective on the date stated above and will continue in effect until the earlier of (i) that day when the services provided for herein have been performed or (ii) until terminated as provided in Article 6 below.

ARTICLE II SERVICES TO BE PERFORMED BY CONSULTANT

Section 2.1 Consultant agrees to perform the professional services for the Client and to deliver the work products to the Client as described in the Scope of Work statement attached as Exhibit "A" hereto. Such professional services and work products, as from time to time modified in accordance with Section 2.3 hereof, are collectively referred to as the "Consulting Services."

Section 2.2 Consultant will determine the method, details and means of performing the Consulting Services. Consultant may, at its own expense, employ such assistance as it deems necessary to perform the Consulting Services required by the Client under this Agreement. Consultant shall conduct research and arrive at conclusions with respect to their rendition of information, advice, recommendation or counsel independent of the control and direction of the Client, other than normal contract monitoring. All computer software (including without limitation financial models, compilations of formulas and spreadsheet models), inventions, designs, programs, improvements, processes and methods (collectively, the "Proprietary Models") used or developed by the Consultant in performing its work is proprietary and shall remain property owned solely by, or licensed by a third party to the Consultant. Client acknowledges and agrees that the consideration paid by the Client herein only entitles the Client to a license to use the hard copy or electronically transmitted reports generated pursuant to the Consulting Services, and that any Proprietary Model the Consultant uses to generate such reports is owned by the Consultant, or is duly licensed from a third party to the Consultant, and is not being provided to the Client hereunder. Client acknowledges that the Consultant may use reports and analyses that the Consultant authored for other clients as base works or templates for the reports and analyses prepared for the Client pursuant to this Agreement, and the Client acknowledges and agrees that the Consultant has the right to use the reports and analyses that it authors pursuant to this Agreement as base works or templates for reports

4.6.1

and analyses that the Consultant authors for the Consultant's other clients, provided, that the Consultant shall not use any confidential information provided by the Client in such future reports and analyses. Client acknowledges and agrees that the Consultant has spent substantial time and effort in collection and compiling data and information (the "Data Compilations") in connection with the Consulting Services and that such Data Compilations may be used by the Consultant for its own purposes, including, without limitation, sale or distribution to third parties; provided, that the Consultant will not sell or distribute any of the Client's confidential information contained in such Data Compilations, unless such confidential information is used only on an aggregated and anonymous basis.

Section 2.3 Any proposed changes in the Consulting Services hereunder shall be submitted to the other party hereto, and any such changes agreed to by the parties shall be reflected in an amendment to Exhibit "A" in accordance with Section 7.2 hereto.

Section 2.4 Nothing in this Agreement shall give the Consultant possession of authority with respect to any Client decision beyond the rendition of information, advice, recommendation or counsel.

ARTICLE III **COMPENSATION**

Section 3.1 Client agrees to pay the Consultant for its Consulting Services a professional fee computed according to the Fee Schedule attached as Exhibit "B" hereto.

Section 3.2 Client shall reimburse the Consultant for Consultant's out-of-pocket expenses plus a 15% administrative charge. Expenses shall include all expenditures made by Consultant in the performance of any Consulting Services undertaken pursuant to the Agreement, including, without limitation, the following expenditures:

- (a) Cost of clerical assistance @ \$35.00 per hour, including typing, collation, printing and copying, plus copier and photography costs, including photographic reproduction of drawings and documents.
- (b) Transportation costs, including mileage for the use of personal automobiles at the prevailing IRS standard rate, rental vehicles, lodging and regularly scheduled commercial airline ticket costs.
- (c) Courier services, facsimile, and telephone expenses.

Section 3.3 As outlined in Exhibit B, the Consultant shall present to the Client invoices covering the current Consulting Services performed and the reimbursable expenses incurred pursuant to this Agreement and exhibits thereto. Such invoices shall be paid by the Client within thirty (30) days of the date of each invoice. A 1.2% charge per month may be imposed against accounts which are not paid within thirty (30) days of the date of each invoice.

Section 3.4 The maximum total fee amount set forth in Exhibit "B" may be increased as a result of any expansion of the Consulting Services to be rendered hereunder pursuant to Section 2.3 or as provided in Exhibit "A" hereto.

4.6.2

Section 3.5 Records of Consultant's costs relating to (i) the Consulting Services performed under this Agreement and (ii) reimbursable expenses shall be kept and shall be available to the Client or to the Client's authorized representative at reasonable intervals during normal business hours.

ARTICLE IV

OTHER OBLIGATIONS OF CONSULTANT

Section 4.1 Consultant agrees to perform the Consulting Services in accordance with Exhibit "A". Should any errors caused by the Consultant's negligence be found in such services or products, the Consultant will correct them at no additional charge by revising the work products called for in Exhibit "A" to eliminate the errors.

Section 4.2 Consultant will supply all tools and instrumentalities required to perform the Consulting Services under the Agreement.

Section 4.3 This Agreement and any duties or obligations under this Agreement may be assigned to a limited liability corporation established by the Consultant. Consultant may subcontract portions of the work to be performed hereunder, provided the Consultant notifies the Client of the name and address of said proposed subcontractor and the Client either consents or fails to respond to notification with respect to the use of any particular proposed subcontractor.

Section 4.4 In the performance of its Consulting Service hereunder, the Consultant is, and shall be deemed to be for all purposes, an independent contractor (and not an agent, officer, employee or representative of the Client) under any and all laws, whether existing or future. Consultant is not authorized to make any representation, contract or commitment on behalf of the Client.

Section 4.5 Neither this Agreement, any duties or obligations under this Agreement, nor the intentions or expectations of Client will cause the Consultant to be a "public official" as that term is used in Section 87100 of Title 9 of the California Government Code. The Client and Consultant agree that Consultant is not a "public official" or "participating in governmental decision" as those terms are used in Section 87100. The Client and Consultant also agree that no actions and opinions necessary for the performance of duties under the Contract will cause the Consultant to be a "public official" or "participating in a governmental decision" as those terms are used in Section 87100.

ARTICLE V

OTHER OBLIGATIONS OF CLIENT

Section 5.1 Client agrees to comply with all reasonable requests of the Consultant and provide access to all documents reasonably necessary to the performance of the Consultant's duties under this Agreement with the exception of those documents which Exhibit "A" calls upon the Consultant to prepare.

Section 5.2 Neither this Agreement nor any duties or obligations under this Agreement may be assigned by the Client without the prior written consent of the Consultant.

4.6.3

Section 5.3 Client, consultants and other parties dealing with the Client or involved in the project referred to in Exhibit "A" will be furnishing to Consultant various data, reports, studies, computer printouts and other information and representations as to the facts involved in the project which Client understands Consultant will be using and relying upon in preparing the reports, studies, computer printouts and other work products called for by Exhibit "A." Consultant shall not be obligated to establish or verify the accuracy of the information furnished by or on behalf of Client, nor shall Consultant be responsible for the impact or effect on its work products of the information furnished by or on behalf of Client in the event that such information is in error and consequently introduces error into Consultant's work products.

Section 5.4 Client agrees to defend, indemnify and hold the Consultant harmless from and against all obligations, losses, liabilities, damages, claims, attachments, executions, demands, actions and/or proceedings (collectively, "Claims") and all costs and expenses in connection therewith, including reasonable attorneys' fees, arising out of or connected with the performance of the Consultant's Consulting Services under this Agreement, except as may arise from the Consultant's willful misconduct or gross negligence. In that regard, the Client will indemnify and hold the Consultant harmless from any Claims arising from, growing out of, or in any way resulting from, errors contained in data or information furnished by the Client or the Client's designee to the Consultant for use in carrying out the Consulting Services called for by this agreement. If for any reason the indemnification under this Section 5.5 is unavailable to the Consultant or insufficient to hold it harmless, then the Client shall contribute to the amount paid or payable by the Consultant as a result of such loss, liability, damage, claim, demand, action or proceeding in such proportion as is appropriate to reflect not only the relative benefits received by the Client on the one hand and the Consultant on the other hand but also the relative fault of the Client and the Consultant as well as any relevant equitable considerations, provided that the Consultant's contribution obligations hereunder shall in no event exceed the amounts received by the Consultant under this Agreement.

Section 5.5 In the event that court appearances, testimony or depositions are required of the Consultant by the Client in connection with the services rendered hereunder, the Client shall compensate the Consultant at a rate of \$300 per hour and shall reimburse the Consultant for out-of-pocket expenses on a cost basis.

ARTICLE VI

TERMINATION OF AGREEMENT

Section 6.1 Either party may terminate or suspend this Agreement upon thirty (30) days written notice. Unless terminated as provided herein, this Agreement shall continue in force until the Consulting Services set forth in Exhibit "A" have been fully and completely performed and all proper invoices have been rendered and paid.

Section 6.2 Should either party default in the performance of this Agreement or materially breach any of its provisions, the other party at its option may terminate this Agreement by giving written notification to the defaulting party. Such termination shall be effective upon receipt by the defaulting party, provided that the defaulting party shall be allowed ten (10) days in which to cure any default following receipt of notice of same.

Section 6.3 The covenants contained in Sections 2.2, 3.1, 3.2, 4.4, 5.3, 5.4, 5.5 and all of Article VII shall survive the termination of this Agreement.

4.6.4

ARTICLE VII

GENERAL PROVISIONS

Section 7.1 Any notices to be given hereunder by either party to the other may be effected either by personal delivery in writing or by mail. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Agreement, but each party may change the address by written notice in accordance with the first sentence of this Section 7.1. Notices delivered personally will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated as of two (2) days after mailing.

Section 7.2 This Agreement and exhibits hereto supersede any and all agreements, either oral or written, between the parties hereto with respect to the rendering of service by the Consultant for the Client and contains all of the covenants and agreements between the parties with respect to the rendering of such services. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement (including any exhibit hereto) will be effective if it is in writing and signed by the party against whom it is sought to be enforced.

Section 7.3 If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

Section 7.4 Any controversy between the parties hereto involving the construction or application of any of the terms, covenants, or conditions of this Agreement will, on the written request of one party served on the other, be submitted to binding arbitration in accordance with the commercial rules and regulations of the American Arbitration Association and the provisions of the California Arbitration Act (Sections 1280 through 1294.2 of the California Code of Civil Procedure). The arbitration shall take place in Newport Beach, California, or such other location mutually agreed to by the parties.

The arbitrator(s) shall be selected as follows: In the event that the Consultant and the Client agree on one arbitrator, the arbitration shall be conducted by such arbitrator. In the event the Consultant and the Client do not so agree, the Consultant and the Client shall each select an arbitrator and the two arbitrators so selected shall select the third arbitrator. If there is more than one arbitrator, the arbitrators shall act by majority vote. The parties may propose arbitrators from JAMS, ADR, ARC or any independent arbitrator/neutral for dispute resolution. The parties are not required to hire an AAA arbitrator for resolution of a dispute hereunder.

The decree or judgment of an award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

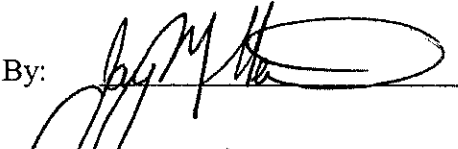
Section 7.5 The prevailing party in any arbitration or legal action brought by one party against the other and arising out of this Agreement shall be entitled, in addition to any other rights and remedies it may have, to reimbursement for its expenses, including court costs and reasonable attorneys' fees. The non-prevailing party shall be liable, to the extent allowable under law, for all fees and expenses of the arbitrator(s) and all costs of the arbitration.

4.6.5

Section 7.6 This Agreement will be governed by and construed in accordance with the laws of the State of California.

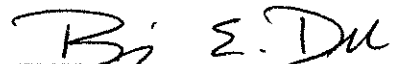
IN WITNESS WHEREOF, this Agreement has been executed on the date and year first above written.

CLIENT:
Western Placer Unified School District

By: 
Date: 7/8/03

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CONSULTANT:
School Construction Compliance, LLC.

By: 
Benjamin E. Dolinka, Principal
Date: July 7, 2003

4.6.6

EXHIBIT A

SCOPE OF WORK

IMPLEMENTATION OF LABOR COMPLIANCE PROGRAM WESTERN PLACER UNIFIED SCHOOL DISTRICT

School Construction Compliance, LLC ("SCC") shall provide consulting services to assist the Western Placer Unified School District ("WPUSD") with implementing a Labor Compliance Program ("LCP"). Such LCP services shall be provided for the construction of the new elementary school. The specific tasks to be performed under this Scope of Work include the following:

Task 1 Presentations to Contractors and Subcontractors

SCC shall assist WPUSD in developing material to be provided at pre-construction meetings. Such material shall include federal and state labor law requirements applicable to the contract, including prevailing wage requirements, the respective record keeping responsibilities, the requirement for the submittal of certified payroll records, and the prohibition against discrimination in employment.

Task 2 Interview Employees and Operators

SCC shall conduct a total of twenty-four (24) field interviews with employees and operators of the contractor and subcontractors for a the elementary school. The field interviews will be random and are intended to obtain information regarding actual wages, job classifications, and fringe benefits of those interviewed. The results of each interview shall be summarized on the Labor Compliance Site Visitation Interview Form.

Task 3 Review of Payroll Records

SCC shall randomly select and review records from the weekly certified payroll of the contractor and subcontractors. These records shall be compared to (i) the Labor Compliance Site Visitation Interview Forms and (ii) the current prevailing wage rates of the State of California. SCC shall prepare audit reports and submit said audit reports to WPUSD.

Task 4 Reporting Violations

In the event a violation is identified, SCC shall prepare a report to the Labor Commissioner. The report shall include (i) a description of the alleged violation and the evidence which supports said allegations, (ii) an audit consisting of a comparison of payroll records to the best available information as to the actual hours worked, (iii) the classification of workers employed on the public works contract, and (iv) any other additional investigative information as may be required to clarify the audit.

4.6.7

Task 5 Withholding Payments

As part of preparing a report to the Labor Commissioner as outlined in Task 4, SCC shall assist the school district in determining the recommended amount of forfeitures. After such amount has been approved or modified by the Labor Commission, SCC shall prepare the Notice of Withholding of Contract Payments to be utilized by the school district. Thereafter, SCC shall assist the school district as needed during the review and appeal process with the contractor or subcontractor(s).

Task 6 Develop Public Outreach Activities

SCC shall assist WPUSD with the development of public outreach activities. These activities will include (i) regular presentations to contractors and subcontractors at job start meetings, (ii) ongoing communication with school district on the possibility of prevailing wage violations, and (iii) periodic meetings with contractor organizations, prime contractors, and subcontractors interested in public works contracting with the school district.

Task 7 Prepare Annual Reports

SCC shall prepare annual reports required by the LCP of WPUSD.

Subtask 7.1 Report to WPUSD

SCC shall submit an annual report to WPUSD on prevailing wage monitoring which will include the following information:

1. Progress report on the LCP.
2. Fiscal year-end summary of:
 - a) Monitoring activities;
 - b) Record keeping activities;
 - c) Labor code violations identified and reported to DLSE;
 - d) Statistical analysis of the prevailing wage violations on District public works projects; and
 - e) Summary of outreach activities.

Subtask 7.2 Report to Department of Industrial Relations

SCC shall submit to the Director of the Department of Industrial Relations on behalf of WPUSD an annual report on the operation of the school district's LCP within sixty (60) days after the end of each fiscal year, or request for an extension of initial approval, whichever comes first. The annual report will contain the following information:

1. Number of public works contracts awarded using Bond Act Funds and their total value;

4.6.8

2. A summary of wages due to workers resulting from failure by contractors to pay prevailing wage rates; the total amount withheld from money due the contractors; and the total amount recovered by action in any court of competent jurisdiction;
3. A summary of penalties and forfeitures imposed and withheld, or recovered in a court of competent jurisdiction; and

Task 8 Training of Staff

SCC shall train staff of WPUSD in implementing its LCP for future projects. Such training shall include, but is not limited to, conducting field interviews, reviewing certified payrolls, withholding payments, and preparing annual reports.

4.6.9

EXHIBIT B

FEE SCHEDULE

IMPLEMENTATION OF LABOR COMPLIANCE PROGRAM WESTERN PLACER UNIFIED SCHOOL DISTRICT

School Construction Compliance, LLC ("SCC") shall be compensated by Western Placer Unified School District ("WPUSD") for implementing a Labor Compliance Program on the new elementary school in an amount not to exceed one percent (1.00%) of the construction amount (excluding expenses). SCC shall use the following rate schedule for services:

Principal	\$200.00
Labor Compliance Officer	\$150.00
Database Administrator	\$125.00
Senior Field Technician	\$115.00
Field Technician	\$90.00
Data Analyst	\$70.00

As for training staff of WPUSD, SCC shall use the rate table above for hours expended on Task 8 in the Scope of Work.

In addition to fees for services, WPUSD shall reimburse SCC for travel, copying, courier, facsimile, telephone expenses, materials, lodging, and other out-of-pocket expenses.

4.6.10

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

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World.
BOARD OF TRUSTEES/GLOBAL DISTRICT 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.

AGENDA ITEM:

Ratify the Agreement with the Presidio Design Group, Inc.
to Provide Programming for a Proposed Central Kitchen.

SUBJECT AREA:

Consent Agenda

REQUESTED BY:

Jay M. Stewart 
Assistant Superintendent, Business Services

ENCLOSURES:

Yes

BOARD MEETING DATE:

August 05, 2003

BACKGROUND:

The attached agreement authorizes the District to work with the Presidio Design Group, Inc. to develop the standards and design for an off-site central kitchen facility. The Food Service Department currently processes most of its District meals at the Glen Edwards Middle School. The Glen Edwards Middle School food service facility is not adequate in terms of size, equipment, and layout to meet the needs of the District as it continues to grow.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends that the Board of Trustees ratify the agreement with the Presidio Design Group, Inc. to provide programming for a proposed central kitchen.

4.1

PRESIDIO DESIGN GROUP, INC.

FOOD FACILITY DESIGN AND BUSINESS CONSULTANTS

July 18, 2003

Mr. Jay M. Stewart
Assistant Superintendent, Business Services
WESTERN PLACER UNIFIED SCHOOL DISTRICT
810 J Street
Lincoln, CA 95648

Reference: Proposal and Scope of services, Central Kitchen programming

Dear Jay:

It appears that since we last met the District has made progress towards establishing a new central kitchen facility for the District. I am glad to hear that you were able to obtain a convenient building at a favorable price. Per your instructions to Schiller, this letter and attachments constitute our formal proposal for your signature. We are making plans to mobilize for this project as quickly as we can, pending return of the signed contract.


Authorize us to proceed with your project as described on the attached scope of services by signing below and completing the consultant-client agreement where indicated and return both copies to us for completion. A completed contract will be returned for your records. If you prefer an alternate contract format such as a purchase order, please reference this proposal.

Also, if you have a preferred invoice format, if you would enclose a copy for us to emulate we will insure that as we begin work our invoices will match your preferences.

Jay, Richard and I greatly appreciate the opportunity to work with you and NTD on this project. I look forward to seeing you again in the very near future.

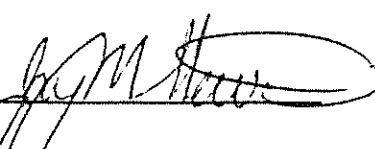
Sincerely,

PRESIDIO DESIGN GROUP, INC.


Eric Rosenquist
Vice President

CLIENT AUTHORIZATION

GENSLER

By: Signature 
Type or print name Jay M. Stewart
Title: Assistant Superintendent
Date: 7/22/03

CONSULTANT

PRESIDIO DESIGN GROUP, INC.

By: Signature: _____
Type or print name _____
Title: _____
Date: _____

4.7.1

Statement of Understanding

Western Placer Unified School District has requested the assistance of a foodservice consultant to assist in the development of an operating program and business plan for a new central production kitchen facility, which will support the projected growth in the student population and number of schools. The study will evaluate the current facilities, and requirements for the future. The existing nutrition services functions are centralized at a very undersized facility and it is the desire of Western Unified School District to centralize, in an appropriately sized facility, these functions, to assess the advantages and disadvantages of each option, and recommend the most appropriate food and nutrition functional model.

The following statements about your needs were made at our initial pre-proposal meeting; some of these remarks have been expanded and commented on:

- The central kitchen and foodservice warehouse is required in order to support the growing population. The existing production kitchen located at a middle school is simply inadequate to support any further enrollment growth. Indeed, with the current volume it requires the use of a frozen storage container and partial dry storage container both located at the loading dock to meet current demand.
- It is mandatory that this new kitchen/warehouse facility NOT be co-located with a school so as to obviate the need for Department of the State Architect oversight and to allow less expensive construction techniques to be used. A proposed building located at the Lincoln airport is to be evaluated as part of this project.
- Meal production is planned to use a cook-chill system and at this time Jeff Dardis favors using blast chilling due to the ease of operation and greater versatility, as well as the limited shelf life his distribution system requires. However, Jeff agreed that it would be a good idea to evaluate including a small 'tumble chill' system for production of frequently used products, so this will be evaluated as part of the master planning process and such equipment might be planned installation at a later date, or as demand continues to grow.
- Jeff Dardis has been in contact with a supplier of packaging equipment [Form Plastics, Richard Patterson] and likes what he has seen. He believes that for elementary and head-start facilities that the district will want to pre-portion trays. At this time he believes that the remaining schools will receive food in bulk.
- Regardless of production method, delivery style or packaging method, the meals will be delivered to the schools cold, ready to be reheated [rethermalized].
- The final building configuration [not a part of this scope of services] will need to allow the potential for further increases in meal production by expanding the building, but it was agreed that the initial plan should be to design the facility to accommodate the anticipated 10,000-student population.
- A central kitchen can be designed with the capability to process all available USDA commodity foods. However, the district wants to evaluate their options for outsourcing some products [Cheese into pizza, ground meat cooking and packaging for example] and may elect to continue outsourcing some production.
- The district has identified a specific building it would like evaluated for suitability of use for this new central kitchen/warehouse.
- We will also visit each existing school meal receptor site and make a brief evaluation of the existing equipment package and a recommendation for any necessary equipment upgrades.
- We will also evaluate the three existing kitchen designs but not built.

The proposed work plan is below.

Work Plan

1. Site Tour, Observations And Interviews (2+2 Days)

- 1.1. Interview nutrition services management and other key stakeholders to obtain an overview of services provided and needs of the students at the existing and planned schools. Identify student participation in the various programs, breakfast, lunch, after school snack, hours of service, foodservice facilities, menus, procurement, software, and all other major elements of the nutrition services program that impact the planning for a central food facility. Major activities during the site visit include:
 - 1.1.1. Validate goals of engagement
 - 1.1.2. Scope of nutrition services provided by nutrition at the district level and each of the school and current participation.
 - 1.1.3. Current and future Western Unified School District nutrition services goals and projected volumes, and demographics for student populations at each facility.
 - 1.1.4. Obtain current staffing requirements by function for the district nutrition services.
- 1.2. Tour nutrition services at each of the district facilities. [May not be concurrent with the initial kickoff meeting depending on project schedules]
- 1.3. Observe key student meal service processes.
- 1.4. Observe key procurement, receiving, distribution, production, and waste management processes.
- 1.5. Document flow of food and supplies through the facilities.
- 1.6. Review proposed building to be remodeled for central kitchen/warehouse use. [May occur during second site visit, depending on project schedule]

2. Analysis

- 2.1. Document key processes and needs based on observations and findings
- 2.2. Assess data gathered
- 2.3. Identify food procurement, food processing, production, packaging, and distribution options for a central kitchen and define the advantages and disadvantages of each option and review with the district project representatives.
- 2.4. Develop recommendations for the optimal sizing, location and critical external and internal functional adjacencies for the central kitchen and functions.
- 2.5. Develop productive staffing model for the central kitchen
 - 2.5.1. Define the operating model for nutrition services with the implementation of the central kitchen and each receptor site.

The proposed scope of services and fee reflect Presidio Design Group staff completing a 2-day site survey and interviews at Western Placer Unified School District facilities, and 2 additional site review visits and meetings. Participation in additional on-site meetings requested will be invoiced at our prevailing per diem rates, plus expenses. Participation in conference calls or additional work off site will be invoiced at an hourly rate of \$125. per hour.

7. Expenses:

- 7.1. We will require, in addition to the fees outlined above, reimbursement for out-of-pocket expenses that we incur in the accomplishment of this assignment. They include, but are not limited to, authorized travel including living and transportation), out-of-house reproduction, and shipping. **Expenses are estimated not to exceed \$4,900 based on a 14-day confirmation of meeting dates and times.**

8. Contract Conditions:

Refer to the Consultant/Client Agreement for further details.

INVOICES: Invoices will be issued monthly in accordance with the project schedule based on the estimated degree of completion of our work.

LATE PAYMENTS: All invoices are payable upon receipt and are expected to be paid within thirty (30) days of the date of the invoice. Invoices unpaid within the thirty (30) days will incur a 2% per month cumulative late charge. Invoices outstanding for over sixty (60) days will constitute cause for stopping work on the project. Since our only resource is our staff members' time, we must reserve the right to institute this policy if this condition occurs on this project.

REVISIONS: Any time required for revisions caused by changes to work previously approved will be invoiced at the hourly rate of the personnel completing the revisions.

INTERRUPTION OF WORK: Should the project be postponed and then restarted in a period exceeding ninety (90) days from the date of written notice of stop work, we reserve the right to renegotiate our fee.

This proposal will be valid for 90 days from the issue date.

9. Project Team:

Project Manager: Eric Rosenquist, FCSI, Vice president. Eric will be involved in the project from start to finish and will act as the day to day contact on the project. Should this project continue into design, Eric will act as the manager of the design team.

Project Consultant: Pamela McTeague, RD. Pamela has years of experience with bulk meal production systems and remote delivery operations. Her involvement is under contract to Presidio Design Group and her work will be instrumental in developing the operational program and production system schemes.

4.7.4

Presidio Design Group, Inc.
Consultant-Client Agreement

CONSULTANT: Presidio Design Group, Inc.
85 Whitney Street
San Francisco, CA 94131

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

Hereinafter called CONSULTANT

Hereinafter called CLIENT

PROJECT:

REFERENCE
DOCUMENTS:

Hereinafter called PROJECT

Presidio Design Group Proposal Dated: July 18, 2003

Whereas the CLIENT desires, in connection therewith, to engage CONSULTANT as the Consultant and CONSULTANT desires to be retained by the CLIENT to perform consulting services as described in the referenced proposal all upon the terms and subject to the conditions hereinafter stated:

NOW, THEREFORE, in consideration of the covenants herein contained, the parties agree as follows:

1. AGREEMENT

CONSULTANT agrees to act as Consultant covering the above PROJECT and shall perform the basic services hereinafter set forth. Pursuant to the payment schedule, hereinafter set forth, the CLIENT agrees to pay CONSULTANT for their services the fee as set forth in the proposal herein made a part of the Agreement, plus applicable taxes. The fee set forth in the proposal will be considered for a period of two years and two months after the issue date of the proposal. The fees for any services which remain incomplete at the end of said time are to be renegotiated prior to continuing work on the project.

2. THE CONSULTANT'S SERVICES

CONSULTANT'S basic services shall include all those services as set forth in the proposal. CONSULTANT will perform these services based on information that is supplied by the CLIENT and cannot be held responsible for the accuracy of recommendations based on this information.

3. REIMBURSABLE EXPENSES

The CLIENT will reimburse CONSULTANT monthly for all actual expenditures made in the interest of the PROJECT at cost for the incidental expenses part from the fee set forth in the proposal, including but not limited to expense of transportation; living expenses associated with PROJECT related travel; automobile rental, public transportation and the current mileage rate for automobile travel; communications; postage; delivery charges; the reproduction and binding of drawings, specifications, programs, reports and manuals; and other normal disbursements and obligations incurred on the CLIENT'S account. CONSULTANT will request, in advance, the CLIENT'S authorization and approval for any unusual or extraordinary expense, including overtime premium payments.

4. PAYMENT SCHEDULE OF FEES AND EXPENSES

The CLIENT will compensate CONSULTANT for services performed in accordance with the schedule set forth in the proposal. Invoices are due and payable upon presentation and will be issued monthly OR as major submittal milestones are met [example: Issue of a 50% Design Development drawing set is considered approval by CLIENT to issue invoice for 50% of Design Development the fee for that phase of work]. Late charges will be applicable to invoices over 30 days at a rate of 2% monthly and are cumulative. Notwithstanding, invoices outstanding for over 60 days of date of issue will constitute cause for CONSULTANT to stop work immediately on the project. Should it become necessary that unpaid invoices be referred for collection, the CLIENT agrees to pay all costs of such collection including suits and legal fees as they are incurred by CONSULTANT.

- a. Hourly fee basis: Invoices will be issued monthly for the total interest of the PROJECT in accordance with the then current CONSULTANT Hourly Rate Schedule. The rate schedule is reviewed at regular intervals by the CONSULTANT and may require periodic adjustment. The CLIENT will be notified prior to the new Hourly Rate Schedule's implementation.
- b. Fixed Fee Basis: Invoices will be issued monthly in accordance with CONSULTANT progress on the PROJECT, and the fee for basic services will be invoiced in accordance with the schedule set forth in the referenced proposal OR as submittal milestones are achieved [Example: Submittal of 100% contract documents per the CLIENT'S request, shall constitute approval by CLIENT to submit invoice equal to 100% completion of that phase as outlined in the proposal].
- c. Expenses: Invoices will be issued monthly in accordance with expenses incurred as described in Paragraph 3. Small expense amounts may be carried forward at CONSULTANT discretion to prevent nuisance invoices for small amounts.
- d. Applicable taxes will be added to each invoice and included in the balance due.

5. FEE RETAINER

Not used.

6. FEE ADJUSTMENTS

The CLIENT agrees to increase CONSULTANT'S fee amounts set out in the proposal for any of the following conditions:

- a. Changes in the criteria, scope, services, or time schedule set out in the proposal.
- b. The PROJECT is deferred
- c. Changes or revisions requested by CLIENT to documents previously provided by, or approved by the CLIENT.

4.7.5

- d. Substantial changes to the CONSULTANT'S computerized specification and drawing formats are requested.
- e. Requests to have CONSULTANT'S documents provided with the seal of a registered architect, professional engineer, or any other registered professional seal.

EXTRA SERVICES

For the purpose of carrying out any special project requested by the CLIENT, CONSULTANT agrees to document the scope of the special project which shall be accepted or rejected in writing by the CLIENT.

8. PAYMENT FOR FEE ADJUSTMENTS

- a. Until revisions in the criteria, scope, services, or time schedule set out in the proposal can be clearly established and CONSULTANT'S written proposal of change is approved in writing by the CLIENT, CONSULTANT will continue work on an hourly basis in accordance with Paragraph 4 as requested by the CLIENT verbally or in writing; should the CLIENT require that all changes in scope, extra work, etc., have written approval prior to proceeding or authorization for payment, CONSULTANT cannot perform any services until such written approval has been provided. All references to time schedules will be adjusted to take into consideration the time required for such approvals and CONSULTANT bears no responsibilities to the original time schedules unless expressly agreed in writing by CONSULTANT.
- b. In the case of the PROJECT being deferred, delayed, or in any ways suspended for a period of more than 60 days, CLIENT agrees to compensate CONSULTANT on an hourly basis for all the work necessary to attend meetings, review documents, and make adjustment to analyses, programs, designs, equipment selection, drawings, or other data made necessary or desirable by the deferral in order to return project to the status as of deferred date.
- c. Changes or revisions to previously approved work or to the CONSULTANT'S specification and drawing format will be made on an hourly basis.

9. CLIENT RESPONSIBILITIES

The CLIENT agrees to provide CONSULTANT with copies of all existing drawings, reports, and analyses pertinent to the successful completion of the Agreement as well as to insure access to and cooperation from all CLIENT employees or consultants having data input or approval authority for the PROJECT. The CLIENT agrees that CONSULTANT can rely upon the accuracy and effect of the information.

The CLIENT will provide documented approvals at each decision or in accordance with other agreed upon milestone points, allowing CONSULTANT to complete efficiently the services set out.

10. OWNERSHIP OF DOCUMENTS

Drawings, specifications, reports, manuals and programs are instruments of service that are the property of CONSULTANT whether the PROJECT for which they are made be executed or not and are not to be used on other projects except by Agreement in writing with CONSULTANT.

11. SUCCESSORS AND ASSIGNS

The CLIENT and CONSULTANT each binds himself, his partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns, and legal representatives of such other party in respect to all covenants of this Agreement. Neither the CLIENT nor CONSULTANT shall assign, sublet, or transfer his interest in this agreement without the written consent of the other.

12. PROFESSIONAL RECOGNITION

The CLIENT agrees to acknowledge the professional services provided by CONSULTANT in press releases, magazine articles, and the like where reference is made to the planning, design or other consulting services performed by CONSULTANT.

13. JURISDICTION

This agreement shall be governed by the laws of the state in which CONSULTANT'S office for this PROJECT is located. The CLIENT hereby consents to be subjected to the personal jurisdiction of the courts of said state and further agrees that any dispute or claim relating to or arising out of this Agreement shall be initiated in the appropriate local court or in the appropriate county court of the country in which the CONSULTANT office for this PROJECT is located unless this provision is specifically waived in writing by CONSULTANT.

14. INDEMNIFICATION

- a. It is further agreed by the CLIENT that, except for breach of the terms of this agreement by CONSULTANT and for losses and damages due to the gross negligence or intentional torts of CONSULTANT, its officers, agents, and employees, the CLIENT shall defend, indemnify against, and save harmless CONSULTANT, its officers, agents, and employees from all losses, expenses, liabilities, demand, suits, and other actions of every nature and description [including attorneys' fees and any liability imposed by any applicable law, ordinance, code, rule, or regulation] to which any of the aforesaid may be subjected by reason of any act or omission of CONSULTANT or offices, agents, employees or licensees, or invitees of CONSULTANT, where such loss, expense, liability, demand, suit, or other detriment directly or indirectly arises out of or in connection with CONSULTANT or its successors' and assigns' activities on the premises of CLIENT or with this proposed Agreement.
- b. The CONSULTANT does not guarantee the success of the CLIENT'S business based on the services performed as part of this agreement.

15. LIABILITY

The CONSULTANT will devote their best efforts to this assignment. Written or oral findings, conclusions, documents, and recommendations will represent the CONSULTANT'S best judgment based on the information available. The CONSULTANT'S liability, if any, shall not be greater than the amount paid for services rendered.

4.7.6

16. SUBCONSULTANTS

Where CONSULTANT is requested by the CLIENT to engage the services of other Sub consultant[s] in connection with the PROJECT, or to select Sub consultant[s] to render services to the CLIENT, CONSULTANT shall obtain the CLIENT'S written approval of the selected Sub consultant[s]. CONSULTANT shall not be responsible to the CLIENT or other persons for any losses, damages, or other expenses incurred as the result of the errors, omissions, or negligent acts of the selected Sub consultant[s] or the acceptance of the Sub consultant[s] performance.

17. TERMINATION

The Agreement may be terminated by either party upon seven [7] days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the other.

18. NOTICES

All notices, demands, requests, and other communications under this proposal shall be in writing and shall be deemed properly served if delivered by hand to the party to whose attention it is delivered or when mailed by registered or certified mail, return receipt requested, postage prepaid, addressed to the CLIENT or CONSULTANT at the address on the first page of this Agreement.

19. ACCEPTANCE

This Agreement shall not be binding upon the CONSULTANT until the Agreement is signed by the CLIENT and returned to and countersigned by CONSULTANT at the CONSULTANT office whose address is listed on the first page of this Agreement within 120 days of date of proposal. Such acceptance by CONSULTANT shall be evidenced by the signature of CONSULTANT on this Agreement.

IN WITNESS WHEREOF the parties hereto have made and executed this Agreement, the day and year indicated in the acceptance area below.

CONSULTANT

PRESIDIO DESIGN GROUP, INC.

Signature:

Type or print name:

Title:

Date:

CLIENT

CLIENT NAME: Western Placer Unified
School District

Signature:

Type or print name: Jay M Stewart


Title:

Assistant Superintendent

Date:

7/22/13

4.7.7

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World.	
BOARD OF TRUSTEE/DISTRICT GOALS	COMPLIANCE CHECK LIST
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.	Complies with Board Policy Complies with Site Plan (LIP) Complies with Governance & Management Document
2. Foster a safe, caring environment where individual differences are valued and respected.	Complies with District Goals Complies with District Mission Statement
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Funding Sign-Off by J. Stewart Personnel Sign-Off by B. Noyes
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.	Program Sign Off by S. Leaman  SBLT Involvement

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

SUBJECT:

Approval of Consolidated, Part 1
2003-04

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Scott Leaman,
Assistant Superintendent

ENCLOSURES:

Yes

MEETING DATE:

August 5, 2003


BACKGROUND:

The annual approval of the application for Federal and State categorical funds, commonly known as Consolidated Application part I, is requested at this time.

SUPERINTENDENT'S RECOMMENDATION:

The administration recommends board approval of Consolidated Application, part I, for 2003-04.

4.8

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World.	
BOARD OF TRUSTEE/DISTRICT GOALS	COMPLIANCE CHECK LIST
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.	Complies with Board Policy _____ Complies with Site Plan (LIP) _____ Complies with Governance & Management Document _____
2. Foster a safe, caring environment where individual differences are valued and respected.	Complies with District Goals _____ Complies with District Mission Statement _____
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Funding Sign-Off by J. Stewart _____ Personnel Sign-Off by B. Noyes _____
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.	Program Sign Off by S. Leaman  _____ SBLT Involvement _____

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:
School Nurse Report

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Scott Leaman,
Assistant Superintendent

ENCLOSURES:
Yes

MEETING DATE:
August 5, 2003

BACKGROUND:

A report on the nurse's activities during 2002-03 is included.

ADMINISTRATION'S RECOMMENDATION:
No action is required on this item.

4.9

WPUSD ANNUAL SCHOOL NURSE SERVICES REPORT

YEAR 02-03

HEARING	VISION	SCOLIOSIS	IEP ASSESS.	CHDP PHYS.	HEALTH OFFICE VISITS	IMMUNIZATIONS	HEALTH PROE
Mass: 1285	Mass: 1213	7th girls 8th boys Mass: 187	130	Reviewed files on all 1st gr. students	Total: 12,300	Kindergarten: 230	Diabetes: 8
Nurse: 112	Nurse: 122	Nurse: 25		Total: 270		7th Grade: 152	Asthma: 254
							Seizures: 26
							Autism: 2
							Bee Sting: 14 (Severe cases)
							Bee Sting: 30
							Cerebral Palsy:
							ADD/ADHD:
							Other: 27 (Bi-polar etc.)

Yearly Report of WPUSD School Nurse Activities

In addition to the routine screenings and other data presented on page 1, there are many services performed by the nurse that don't fit on charts. These services are vital to the students who attend our schools:

1. Attendance at IEP and 504 meetings (as much as possible).
2. Working with Health Dept. of Placer County to provide services to low income families arrange for CHDP physical exams for students in the 1st grade.
3. Provide educational classes for students (family life courses, hygiene classes, and specific topics on health issues).
4. Presentations at Staff meetings on universal precautions, first aide, and communicable diseases.
5. Work with CPS on suspected abuse cases and children who seem neglected.
6. Do Lice screenings at problem spot schools who have a history of cases and screening for classes whenever called upon for services.
7. Home visits for students with hygiene problems or frequent illnesses.
8. Overseeing medication administration for all of our schools—review physician orders and record keeping of medication administration. ** 123 students receive medication in our schools, many of them asthmatics who use inhalers at school.
9. Overseeing Dental screenings for elementary students-coordinating schedules for Dental programs to gain access to students for screening and handling follow-ups when students need further dental work.
10. Kindergarten roundups- For all elementary schools in the district. Two days for each school in May to check all immunization records of incoming Kg. students and following up on those who need them before starting school.
11. Health Records- A continuous responsibility to update records of existing students and checking records of all incoming or outgoing students for immunizations and other health related items.
12. Health Counseling-All students needing individual health education are served. These usually come to the health office via counselors, administrators, or teacher. Most are hygiene related but some are individual health problems that need help. Examples are diabetics and allergy sufferers.
13. Fitness Screening-Although this is a P.E. department responsibility, the school nurse chooses to assist the PE department with this task.
14. Committees- In order to serve the student population, the school nurse is involved in community leadership committees and a Leaf Grant Committee. Active partnership with area hospitals gains services for the students as well. Monthly attendance to the County Nurses meetings gives the school nurse more knowledge in order to do a better job of caring for the students.
15. Training and supervision of Health Aides-Yearly training given in all areas of health office services (First-aid refresher course, Policies and procedures of WPUSD, medication administration procedures, and general job responsibilities).

4.9.2

16. Illness and Accident Evaluations-The school nurse reviews any accident involving a student to be sure the correct procedures were followed by Health Aides and office staff. I require all serious accidents/injuries to be reported to me at the time of the accident. All serious or communicable illnesses are reported to the school nurse in order to facilitate action for quarantine if necessary.
17. Immediate care for injured or sick students-The school nurse makes herself available in most cases to travel to schools when a student is injured or becomes seriously ill. Examples are: Possible fractures/sprains, seizures/unconscious student, severely nauseous, high fever/rash, head lice suspicion, serious lacerations/bleeding, severe abdominal pain, head injury (closed or open trauma), and alcohol/drug use suspicion.

4.9.3

MISSION STATEMENT: Western Placer is committed to the pursuit of excellence in all of its endeavors	
BOARD OF TRUSTEE/DISTRICT GOALS	COMPLIANCE CHECK LIST
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.	Complies with Board Policy _____ Complies with Site Plan (LIP) _____ Complies with Governance & Management Document _____
2. Foster a safe, caring environment where individual differences are valued and respected.	Complies with District Goals _____ Complies with District Mission Statement _____
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Funding Sign-Off by J. Stewart _____ Initial Personnel Sign-Off by B. Noyes _____
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.	Program Sign Off by S. Leaman _____ Initial SBLT Involvement _____ Initial

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:

Approval of GATE application

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Scott Leaman,
Assistant Superintendent

ENCLOSURES:

Yes

MEETING DATE:

August 5, 2003

BACKGROUND:

Board approval is requested on the 2003 GATE application. The application was rewritten to include new criteria required by CDE.

ADMINISTRATION RECOMMENDATION:

The administration recommends approval of the GATE application.

4.10

Gifted and Talented Education (GATE) 2003 APPLICATION

Send original to be postmarked by June 15, 2003 to:

California Department of Education
Mathematics & Science Leadership Office
GATE Program
1430 "N" Street, Suite 4401
Sacramento, CA 95814

Inquiries to:

Phone: (916) 323-5832

Person Completing Report: Scott Leaman

Phone: (916) 645-6350 Date: June 13, 2003

e-mail: s_leaman@wpusd.k12.ca.us

District Name and Mailing Address:

Western Placer Unified School District

810 J Street

Lincoln, CA 95949

County: Placer

CDS Code: 31-66951

Certification:

I hereby certify that all applicable state and federal rules and regulations will be observed in the expenditure of GATE funds and that to the best of my knowledge the information herein is accurate and complete.



Signature of District Superintendent

6/13/03

Date

Parent Participation:

Parents must be involved in the planning and evaluation of the GATE program [Title 5 Regulations, Section 3831 (j)].

Date of GATE Parent/Teacher Advisory Committee (highly recommended, but not required) or date of School Site Council(s) review of this application: October, 2003

Local Governing Board Approval:

The local governing board has determined the most appropriate educational program for participating students [EC Section 52206].

Date of local governing board approval of the GATE Application:

August 4, 2003

IMPORTANT INFORMATION

Check all that apply:

- ☐ First time applicant.
- ☐ District application includes one or more Charter Schools.
- ☐ GATE operates as part of a School-Based Coordinated Program at ___ (#) sites.
- ☐ District will serve 50 or fewer GATE students.
- ☐ District intends to be part of a GATE Consortium.

Current number of identified GATE students: 166

District serves grades: 3 - 12

For CDE Office Use Only:

- ☐ Missing explanation of budget items.
- ☐ Budget items need further explanation.
- ☐ Indirect costs exceed 3%.
- ☐ Budget figures do not add up.
- ☐ Excessive carryover needs further explanation.
- ☐ Meets Standards 1 yr 2 yr 3 yr 5 yr
- ☐ Denied Resubmitted

Reviewer (s) Date

4.10.1

District Name: Western Placer Unified School District

Use the column below to relate your budget to your approved application.
Budget updates without explanations of expenditures will be returned.

Proposed Budget Plan for 2003-04				Explanation of Budget Expenditure	
Line	Code	Classification	Amount		
1	1000	Certificated Personnel Salaries	a) \$7,500	a) After school program at Glen Edwards Middle School and extension classes serving GATE and other students	
2	1100	Teacher Salaries	b) \$2,000	b) Substitutes for GATE Day and Training	
3	1200	School Administrator Salaries			
4	1300	Supervisor Salaries			
5	1500	Guidance and Welfare Attendance Salaries			
6	1800	Administrator Salaries (certificated non-instructional)			
7	1900	Other Certificated Salaries			
8	2000	Classified Personnel Salaries			
9	2100	Instructional Aides	\$14,000	Full time instructional aide for elementary GATE self contained class	
10	2200	Administrator Salaries			
11	2300	Clerical Salaries			
12	2900	Other Classified Salaries (specify)			
13	3000	Employee Benefits	\$4,500	Statutory payroll for instructional aide, coordinator, and substitutes	

Proposed Budget Plan for 2003-04			Use the column below to relate your budget to your approved application. <i>Budget updates without explanations of expenditures will be returned.</i>	
Line	Code	Classification	Amount	Explanation of Budget Expenditure
14	4000	Book and Supplies (including computer software)	\$1,000	Supplies for identification, program, and GATE day
15	5000	Services and Other Operating Expenditures	\$2,000	Attendance at CAG conference, memberships, and local workshops based on local assessment
16	6000	Capital Outlay (including computer equipment)		
17	7000	Indirect Costs (maximum of 3%)	\$ 930	
18		Amount of total proposed expenditures used for identification/testing	\$ 250	Funding for correction of assessments
19		Expected GATE Apportionment	\$32,180	
20		TOTAL PROPOSED EXPENDITURES	\$32,180	
21		2002-03 Carryover (if any) Describe how carryover will be spent	\$ 9,500	These funds will be used to fund the first district-wide GATE Coordinator, provide for teacher and parent training, and support existing and new AP classes
22		Amount district adds to GATE funding from other budget sources (transportation, facilities, teacher training, materials & staff)	\$70,000	Transportation, facilities, teacher salary for self-contained class, materials and other costs associated with GATE students
<p align="center">School-Based Coordinated Programs</p> <p>If district includes GATE in any site-level School-Based Coordinated Programs (SBCPs) or Charter Schools, please list the names of the schools and the amount of GATE funds allocated to each site on the lines below. Check here if ALL schools in the district receive GATE funds as SBCP participants: _____</p>				
<p align="center">SUBMIT SECTION OF SITE PLANS PERTAINING TO GATE.</p>				
School		GATE Funds	School	GATE Funds

4.2.3

How many students have you, or do you plan to identify as gifted and talented? 166

Please check all the following service options you will use for gifted and talented students in 2003-04.

The law requires that programs for gifted and talented pupils be planned and organized as an integrated differentiated learning experience within the regular school day. You must select one or more of the following:	Primary	Upper Elementary	Middle School	High School
Special Day Classes	✓	✓		
Part-time Grouping	✓	✓	✓	✓
Cluster Grouping			✓	
GATE services may be augmented with other differentiated activities related to the core curriculum. You may augment your program with one or more of the following:				
Acceleration	✓	✓	✓	✓
Independent Study/Mentorships				
Pullout				
Advanced Placement/Honors				✓
Postsecondary Education Opportunity				
International Baccalaureate				
After School/Saturday Classes	✓	✓	✓	
Other (specify) _____				

4.10.4

ANSWER THE FOLLOWING QUESTIONS. EACH RESPONSE SHOULD NOT EXCEED TWO PAGES. EXEMPLARY STANDARDS INCLUDE AND EXTEND MINIMUM STANDARDS. REFER TO THE RUBRIC AND BE SURE ALL ISSUES ARE ADDRESSED.

1. Program Design

How does your district provide a comprehensive continuum of services and program options responsive to the needs, interests and abilities of gifted students and based on philosophical, theoretical, and empirical support? (EC Section 52205 d and 52206a). *In responding to this question, please address the standards itemized in Section 1 of "Recommended Standards for Programs for the case of components that will be addressed in more detail later in you're application, please be brief.*

Our district maintains a comprehensive program that is developed along a continuum of services and program options proven to be responsive to the gifted student's needs and abilities. This program is provided with special concern for the input of all groups involved: Local Board of Education; GATE Advisory Committee; Parents; Teachers; and Students. This plan will be published on the District's website and great care is taken to align the program goals with the local logistics and available resources. With the guidance of the State Academic Performance Standards, we continue to challenge the varied abilities (creative, leadership and visual or performing arts) of our gifted students.

At each site, there are a number of structures available to meet the individual, as well as the interactive needs of the gifted student. Elementary students have a parent recommended, district-wide, self-contained class located at First Street School. In addition, additional activities are offered for elementary GATE students that select not to attend the self-contained class. At all middle school grade levels, there is both a performing arts-based 3-teacher team for Gate Students and a traditional 4- teacher general education-based team. Flexible grouping and general education articulation maintenance are integral to the objectives of this program. Lincoln High school offers both honors and AP classes to meet the needs of academically accelerated students.

The GATE Coordinator will meet with the GATE Advisory Committee on a regular basis for updates and evaluation. Parents will be notified of, and in many cases involved with, any changes or modifications of the program. The GATE Program will be introduced to both current and prospective parents and students along with the general education program, in both written and group presentation formats. It is viewed as an "enhancing environment" for utilizing and expanding a student's gifted abilities. Throughout the district there are teachers trained in educating the GATE student and instructional methodology. This program provides continuity to the progress as students participate from year to year. For the gifted learner, each level of education involves a new building block that is in concord with the precious experience.

2. Identification

Which of the following categories will be district use in identifying gifted and talented students, and what criteria will the district use to identify in each category? Describe how your identification procedures are equitable, comprehensive, and ongoing, and how they reflect the district's definition of giftedness and its relationship to current state criteria. [EC Section 52202; Title 5, 3822]. *In responding to this question, please address the standards itemized in Section 2 of "Recommended Standards for Programs for Gifted and Talented Students", indicating the form they take in your district.*

- ✓ Intellectual Ability (required)
Creative Ability
- ✓ Leadership Ability
High Achievement
- Specific Academic Ability
Performing and Visual Arts
- Other (please describe):

It is the district's charge to ensure every student has an opportunity to be identified as a gifted and/or talented student. The use of multiple criteria ensures students who are linguistically, economically, or culturally disadvantaged have that opportunity. In May of each year every student in grades 2 through 7 has an opportunity to participate in GATE testing. Students having parent permission, are administered the OLSAT and MAT (this is appropriate for English Learner Students to be reflective of the student population). A profile on each student is developed listing OLSAT, MAT, Stanford Achievement Test version 9 or California Achievement Test, ethnicity, teacher checklist of GATE student behaviors, and parent comments. Training for administrators for this process is held annually and the data for all students assessed is maintained at the district office. Students maintain their GATE status throughout their tenure with WPUUSD.

Specific Identification Criteria

INTELLECTUAL ABILITY

- ✓ Evidence of intellectual ability such as:
 - ✓ Superior abstract reasoning ability
 - ✓ Superior vocabulary
 - ✓ Indication of the potential for advanced academic performance
 - ✓ Accelerated rate of learning new tasks
 - ✓ Honors or recognition for outstanding accomplishments
 - ✓ Developmental potential
- AND**
- ✓ 95th percentile rank on OLSAT, WISC-R, or MAT
- OR**
- ✓ Group or individual achievement test results indicating a high level of performance

HIGH ACHIEVEMENT

- ✓ Several consecutive years of advanced achievement in multiple academic fields.
- ✓ A significantly high grade point average for the required consecutive years in multiple areas as evidenced by progress report card marks

AND/OR

- ✓ Achievement test scores that would indicate/predict performance in the gifted range for a combination of years

AND/OR

- ✓ The results of an individually or group administered ability test obtained within the previous twelve-month period which indicate performance at least two years above grade level in multiple areas

4-10-06

3. Curriculum and Instruction

How does your district develop differentiated curriculum, instructional models and strategies that are aligned with and extend state academic content standards and frameworks? How is the differentiated curriculum offered in your district related to theories, models and practices from the recognized literature in the field? Include specific examples that illustrate how this standard is implemented in your district. (EC 52206 and b). *In responding to this question, please address the standards itemized in Section 3 of "Recommended Standards for Programs for Gifted and Talented Students", indicating the form they take in your district.*

Differentiated Curriculum for gifted students is present and incorporates the concepts of content depth and complexity. Attention is also paid to the acceleration and novelty of this same content. The skills that are developed within this program are aligned with the state required standards of critical, creative, problem solving and research applications. Societal concerns of ethical standards, positive self-concepts, sensitivity and responsibility to others, as well as overall contributions to society, are addressed as well. Here are some examples of how these standards are met and extended. The use of portfolio and notebook assessments for our GATE students allow them the opportunity to utilize their creative and critical thinking skills as they relate to developing pictorial representations of concepts presented in class. These strategies also allow our students to delve more deeply into concept explanation. The teacher/class discussion phase of the assessment presents the student the forum to understand and present more complex insights as they relate to the assignment.

The introduction of technology, in the form of PowerPoint, digital picture and video presentations, adds the novelty component needed to motivate the GATE student and enhance the learning experience. This delivery of the curriculum does occur regularly within the normal school day and is supported by both in-class computer use and access to both out of grade level print (Accelerated Math and Reader programs) and non-print materials (relevant video snippets and Encarta software).

The presence of Art as a core curriculum offers our district the unique ability to incorporate artistic representation as a way of assessing a student's understanding of academic concepts. Students are encouraged to become involved in various programs that speak to the societal concerns mentioned above. The BEST Club is a science-based group that focuses on environmental concerns. The Safe School Ambassador program allows the student to develop a familial concern for their school and fellow students. The Conflict Manager program develops a sensitivity for other students as they experience student versus student conflicts. The use of discussion, debates, oral presentations, historical reenactments, critical thinking exercises, and role playing provide appropriate means of educational discovery for our GATE students. As the GATE student progresses from grade level to grade level a continuity of curriculum development is established that included all grade experiences.

4. Social and Emotional Development

How does your district establish and implement plans to support the social and emotional development of gifted learners to increase responsibility, self-awareness, and other issues of affective development? (EC 52212a-1). *In responding to this question, please address the standards itemized in Section 4 of "Recommended Standards for Programs for Gifted and Talented Students", indicating the form they take in your district.*

A day devoted to GATE activities and applicable research will be presented each year which provides current information and training for all administrators and teachers who are involved in the GATE program. Furthermore, all GATE parents are invited to initiate cohesion of understanding regarding the programs progress and results. There are a number of "Career Days" offered at many of the sites in the district, as appropriate to their grade levels. GATE students are encouraged to not only attend, but to also become actively involved in the career development process. This may take the form of researching, participating, or even presenting. By providing these activities, our GATE students can become more aware of the possible careers and employment fields open to them.

There is an extensive "at-risk" recognition program in this district. Both behavioral and academic factors are monitored to immediately recognize "at-risk" tendencies. When these tendencies are encountered, counselors and teaching staff are trained to contact the appropriate professional. If academic issues are at risk, teachers are trained to monitor closely and then contact parents depending on the severity of the situation. Counselors at all sites have been trained to recognize behaviors that may put a GATE student in an "at-risk" category. An SST Team is convened and the behavior(s) are targeted and addressed with either continued counseling or referral to the appropriate agency. This program is delineated to make it transferable to new teachers and interested parents. This and all programs are presented on the district's website at the beginning of each new school year. The Guidance, counseling, teacher and parent groups all work together to support the social and emotional development of the GATE students in this district.

5. Professional Development

How does your district provide professional development opportunities related to gifted education to administrators, teachers and staff to support and improve educational opportunities for gifted students? (EC 52212 1). *In responding to this question, please address the standards itemized in Section 5 of "Recommended Standards for Programs for Gifted and Talented Students", indicating the form they take in your district.*

With regard to the professional development of the administrators and teachers of gifted students, there is a process that not only ensures their appropriate training, but also provides for on-going and replacement training. Each year teachers and appropriate administration will be sent to the GATE conference to update themselves on the new informational research. Interested parents will also be notified and invited to attend. Specific seminars focusing on the needs of gifted students (Roger Taylor and others) will be offered to relevant administrators and teachers. There is also an effort to maintain continuity of the program by making sure that all transferred and newly hired teachers are offered the same training as those whose place was taken. Results from this training are used in two ways. One, the training information is used with evaluation material to modify and refine present program activities and strategies. Secondly, training information is communicated to parents in presentation or written formats. A GATE Coordinator will monitor both the training of administrators and teachers as well as the dissemination of the training information. Many of the teachers involved with gifted students are encouraged to upgrade their professional development with

4.10.8

GATE associated experience. The District also, through different avenues (PAR, BTSA, etc.), provides district training and service with regard to gifted education. All administrators and teachers are encouraged to provide gifted educational information during GATE Days and informal staff and curriculum development meetings as well.

6. Parent and Community Involvement

How does your district provide procedures to ensure consistent participation of parents and community members in the planning and evaluation of your program for gifted students? (EC 52205 2f). *In responding to this question, please address the standards itemized in Section 6 of "Recommended Standards for Programs for Gifted and Talented Students", indicating the form they take in your district.*

To provide a systematic procedure for the consistent participation of parents and community members, the district has will take a proactive approach. The GATE Program is presented to both new and returning GATE parents and students in written format at the beginning of each school year. This is followed up with a presentation of the program, along with the general education program, at each site's "Back-To-School" activities. The program will also be displayed on the district's webpage along with the completed GATE Application. The Site-Based Leadership Teams (SBLT) will also presented with the program and be involved with its development and evaluation. This team is made up of administrators, teachers and involved parents. Progress of the program is outlined in various articles in the local newspaper several times during the year. Finally GATE Day will provide a culminating activity to help foster parent and community involvement. In utilizing the New Year Orientation, the district webpage, the SBLT with representative GATE parents, newspaper articles, and GATE Day, a systematic approach to parent and community involvement in this district GATE Program's development and evaluation is enhanced.

7. Program Assessment

How does your district establish formal and informal evaluation methods and instruments that assess the gifted program and the performance of gifted students (which meets or exceeds state standards)? How are the results of the data collected, including state standardized tests, used to assess the value and impact of the services provided and to improve both the program and gifted student performance? (EC 52212 a1). *In responding to this question, please address the standards itemized in Section 7 of "Recommended Standards for Programs for Gifted and Talented Students", indicating the form they take in your district.*

One of the primary assessments of the GATE program will be the complete implementation of this document. Completion of these support activities will assist students and parents in responding positively to the program. An individual learning plan (ILP) is completed for each student and used as a formal assessment of each student's annual goals. These plans are collected and retained in each student's file. The GATE coordinator will also monitor the program through formal and informal methods. Informally, feedback from the GATE Advisory Committee and parent input will assist the district in understanding and modifying the GATE program. Formally, GATE participant families will be surveyed to adjust the program to best meet the needs of students. Disaggregated standardized test scores are used to assess the academic achievement of GATE students.

8. Budgets

How do district budgets for gifted programs support and provide for all the components of the district's GATE program and meet the related standards? (EC 52209, 52212a1, 2, 3). Please be sure all itemized budget items are on page 2-3 of this application are explained. In addition, you may choose to provide a narrative. *In responding to this question, please address the standards itemized in Section 8 of "Recommended Standards for Programs for Gifted and Talented Students", indicating the form they take in your district.*

For the first time, our district is establishing a GATE Coordinator position. This position, along with the other activities outlined, will be vital to implementing the described activities.

ASSURANCES FOR SCHOOL-BASED COORDINATED PROGRAMS

By completing and submitting this application you have assured the California Department of Education that ALL of these are true. (Note: not applicable to district-administered programs)

1. The school site plans have been approved by the local governing school board and are available to the public and the Superintendent of Public Instruction. [EC Section 52850]
2. Funds are used to supplement, not supplant. [EC Section 52852.5 (c)]
3. The school site council(s) has (have) developed the school site plan(s), which includes... "instructional and auxiliary services designed to meet the special needs of...gifted and talented pupils." [EC Section 52853 (a)]
4. The district's indirect cost rate is 3 percent or less of gifted and talented education funding.
5. GATE funds are used solely in support of the school site plan. [EC Section 52886 (c)]

Note: For a full description of requirements for School-Based Coordinated Programs, see Education Code Section 52800 et. seq.

ASSURANCES FOR DISTRICT-ADMINISTERED PROGRAMS

By completing and submitting this application you have assured the California Department of Education that ALL of these are true. (Note: not applicable to School-Based Coordinated Programs)

1. The district makes provisions for ensuring participation of pupils in the upper range of intellectual ability. [Title 5, Section 3831 (b)]
2. The quality of existing programs for gifted and talented pupils is maintained and/or improved. [Ibid., (d)]
3. Written consent of a parent, guardian, or other person having actual custody and control of the pupil is on file with the district prior to the pupil's participation in the program. [Ibid., (f)]
4. The written plan is available for public inspection. [Ibid., (i)]
5. The district has, where appropriate, a procedure for consideration of the identification placement of a pupil who was identified as gifted or talented in the district from which the pupil transferred. [Ibid., (j)(3)]
6. The district has a procedure to inform parents of a pupil's participation or non-participation in the gifted and talented program. [Ibid., (1)(9)]
7. The district's indirect cost rate is 3 percent or less. (Ibid., Section 3870)
8. For all programs for gifted and talented pupils, including programs for pupils with high creative capabilities and talents in the visual and performing arts, the governing board concentrates part of its curriculum on providing pupils with an academic component, and, where appropriate, instruction in basic skills. [EC Section 52206c]
9. The district programs for gifted and talented pupils are planned and organized as an integrated differentiated learning experience within the regular school day. They may be augmented or supplemented with other differentiated activities related to the core curriculum using such strategies as independent study, acceleration, post secondary education, and enrichment. [EC 52206a]
10. GATE funds are used solely in support of the purposes described in EC Section 52200.
11. Each participating district shall maintain auditable records. [EC 52212b]
12. Each district shall submit a program assessment with each renewal of its GATE authorization. [EC 52212a1]
13. Each district shall designate a GATE manager to coordinate the GATE program in accordance with the law. [EC 52212a3]

4.10.12

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success In an Ever Changing World

BOARD OF TRUSTEE GLOBAL DISTRICT GOALS

COMPLIANCE CHECK LIST

- | | |
|---|--|
| <p>1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.</p> <p>2. Foster a safe, caring environment where individual differences are valued and respected.</p> <p>3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.</p> <p>4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.</p> | <p>Complies with Board Policy _____</p> <p>Complies with Site Plan (LIP) _____</p> <p>Complies with Governance & Management Document _____</p> <p>Complies with District Goals _____</p> <p>Complies with District Mission Statement _____</p> <p>Funding Sign-Off by J. Stewart _____</p> <p>Personnel Sign-Off by B. Noyes <u>B/N</u></p> <p>Program Sign Off by S. Leaman _____</p> <p>SBLT Involvement _____</p> <p style="text-align: right;">Initial _____</p> |
|---|--|

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

SUBJECT:

Adoption of new job description:
Interpreter – Deaf and Hard of Hearing

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Bob Noyes B/N
Director, Human Services

ENCLOSURES:

MEETING DATE:

August 5, 2003

BACKGROUND:

New job description to be added to the classified bargaining unit.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends Board of Trustee's approval of new job description:
Interpreter – Deaf and Hard of Hearing

JOB TITLE: Interpreter – Deaf and Hard of Hearing

SUMMARY:

The interpreter will provide assistance and interpret for hearing handicapped individuals or groups by means of total communication skills; also performs a variety of clerical and classroom duties. This position will be assigned to classrooms to interpret class lectures, lessons, and discussions in a variety of academic subject areas such as math, English, social studies. The interpreter must be able to simultaneously translate complex class lectures, lessons, and classroom discussion for extended periods of time.

SUPERVISOR: Director of Special Education

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Interprets for hearing handicapped individuals in a variety of settings such as self contained classrooms, integrated classes, school related activities, meetings, or individual conversations.

Assists students with daily assignments, remedial or makeup work.

May work with small groups of students using flashcards, drills, and a variety of study aids and techniques to reinforce skills/learning.

Administers a variety of standardized or informal tests for placement or to measure progress in subject areas.

Corrects tests, worksheets, homework or daily assignments; records results or charts progress.

Designs and prepares bulletin boards, displays of student work, charts, forms and teaching aids; participates in classroom discipline or behavior management program, consults with teacher regarding lesson plans, work schedules, and evaluation of student progress.

Prepares and types dittos, tests meeting notices, bulletins and a variety of instructional materials; operates duplicating equipment to reproduce tests, study aids, worksheets, and instructional materials.

Assists with or operates a variety of audio-visual equipment such as projectors, tape recorders or other learning machines; files classroom materials and places information in student folders.

Organizes work areas and assembles learning materials, art supplies or assignment folders.

Records daily attendance or lunch count; may participate in field trips.

Assists in keeping study areas attractive and orderly; schedules and may participate in parent meetings; maintains classroom routine and discipline for short periods of time when teacher is not present or assists non-signing substitute teachers.

Occasional attendance at Individual Education Plan (IEP) meetings outside of usual work hours.

4.11.1

Performs other duties as assigned.

EMPLOYMENT STANDARDS:**Knowledge of:**

Visual English, American Sign Language, and other communication techniques used with hearing impaired individuals

Interpreter's Code of Ethics.

Integrated classroom dynamics and learning situations.

Proper English usage, spelling, punctuation, and grammar

General needs and behaviors of students

Concepts and vocabulary used throughout the elementary and secondary level in academic, vocational and extracurricular areas

Ability to:

Translate from signed language to spoken English or spoken English to signed English

Simultaneously translate academic classroom lectures and discussions.

Understand the needs of assigned students.

Communicate with hearing impaired students in a self-contained classroom

Interpret simple instructions and directions in a non-academic setting

Read finger spelling and signs of deaf persons and to interpret these through the spoken word to teachers and students.

Read and understand test instructions, teacher manuals, and guides.

Follow oral and written instructions with a minimum of directions.

Give directions clearly.

Work harmoniously with students and staff.

Successfully supervise and encourage independence in students.

Remain calm and patient in stressful situations.

Analyze situations accurately and adopt an effective course of action

Work under the supervision of a credentialed special education teacher, as a member of a multidisciplinary team.

EDUCATION:

Combination of education and training equivalent to two years of college with a focus on individual and group interpreting within the schools or the community.

4.11.2

EXPERIENCE:

Two or more years experience in translating from signed language to spoken English or spoken English to signed English in class or group setting is preferred.

CERTIFICATES, LICENSE, REGISTRATIONS:

A certificate or diploma for training in Visual English and American Sign Language or the equivalent.

Valid California Driver's License

PHYSICAL REQUIREMENTS:

This position will require with or without the use of aids the following:

Manual dexterity to fingerspell and sign.

Mobility to move to various classrooms.

Sufficient vision to read printed material; sufficient hearing to hear normal and telephone conversation.

Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation.

Ability to write and operate typewriter or business machines.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

Adopted: June 18, 2003

**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.
BOARD OF TRUSTEES/GLOBAL DISTRICT 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.

AGENDA ITEM:

Approve Resolution No. 03/04.04 of Intention to Annex Territory to Community Facilities District No. 1 and to Levy a Special Tax to Pay for Certain Public Facilities.

SUBJECT AREA:

Consent Agenda

REQUESTED BY:

Jay M. Stewart 
Assistant Superintendent, Business Services

ENCLOSURES:

Yes

BOARD MEETING DATE:

August 05, 2003

BACKGROUND:

This resolution authorizes the annexation of 8 lots from within the Stagecoach Run development into CFD No. 1.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees approve Resolution No. 03/04.04 of intention to annex territory to Community Facilities District No. 1 and to levy a special tax to pay for certain public facilities.

4.12

WESTERN PLACER UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 03/04.04

**A RESOLUTION OF INTENTION TO ANNEX TERRITORY
TO COMMUNITY FACILITIES DISTRICT NO. 1
AND TO LEVY A SPECIAL TAX TO PAY FOR
CERTAIN PUBLIC FACILITIES**

WHEREAS, pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), the Board of Trustees (the "Board") of the Western Placer Unified School District (the "District"), on December 9, 1991, approved Resolution No. 91/92.23 forming the Western Placer Unified School District Community Facilities District No. 1 ("CFD No. 1");

WHEREAS, the Board called a special election for January 7, 1992, at which the questions of levying a special tax, establishing an appropriations limit and incurring bonded indebtedness with respect to CFD No. 1 were submitted to the qualified electors within CFD No. 1;

WHEREAS, on January 7, 1992, the Board adopted Resolution No. 91/92.28 determining the results of the special election and finding that more than two-thirds (2/3) of all votes cast at the special election were cast in favor of the propositions presented, and such propositions passed; and

WHEREAS, the Board has determined, because of the proposed development of certain property within the District, to initiate proceedings for the annexation of such property to CFD No. 1 in accordance with the Act;

NOW, THEREFORE, THE BOARD HEREBY FINDS, DETERMINES, and ORDERS as follows:

Section 1. Description of Territory to be Annexed. Public convenience and necessity require, and this Board proposes and intends, that the Board annex certain territory to CFD No. 1. The territory to be annexed is described in a map entitled "Annexation Map #2003-2, Western Placer Unified School District, Community Facilities District No. 1991-1" which is on file with the Clerk of the Board. The Secretary of the Board is hereby authorized and directed to endorse the certificates set forth on the map and to record the map in accordance with the provisions of Section 3111 of the Streets and Highways Code of the State of California.

Section 2. Description of Territory Included in Existing CFD No. 1. The boundaries of the territory currently included in CFD No. 1 are described in maps entitled, Annexation Map #2003-1, Western Placer Unified School District, Community Facilities District No. 1991-1 recorded at Book 2 of Maps and Community Facilities District at page 13-6, "Annexation Map #2002-1, Western Placer Unified School District, Community Facilities District No. 1991-1," recorded at Book 2 of Maps of Assessment and Community Facilities District at page 13-4, "Annexation Map #1999-1 of the Community Facilities District No. 1991-1," recorded at Book 2 of Maps of Assessment and Community Facilities Districts at Page 13 in the office of the County

4.12.1

Recorder of Placer County, and "Amended Map of District Boundaries, Community Facilities District No. 1, Western Placer Unified School District, County of Placer, State of California," approved by the Board in Resolution No. 91/92.14 and recorded on November 25, 1991, in Book 2 of Maps of Assessment and Community Facilities Districts at page 13 in the office of the County Recorder of Placer County.

Section 3. Specification of Types of Public Facilities Provided. The types of public school facilities to be provided in the territory proposed to be annexed to CFD No. 1 are the same as those provided in the existing CFD No. 1 and are more particularly described in Exhibit A hereto (the "Facilities"). The cost of the Facilities includes the cost of planning, designing, inspecting, and constructing the Facilities, including the cost of environmental evaluations thereof; all costs associated with the creation of CFD No. 1 and annexation of territory to CFD No. 1, the subsequent issuance of bonds, the determination of the amount of any taxes, and the collection of taxes; all costs otherwise incurred in order to carry out the authorized purposes of CFD No. 1; and any other expenses incidental to the construction, completion, and inspection of the Facilities.

Section 4. Determination Regarding Demands for Facilities. In accordance with Government Code Section 53326(b), the Board finds and determines that the proposed public facilities are necessary to meet increased demands put upon the District as the result of new development occurring within the territory proposed to be annexed to CFD No. 1.

Section 5. Plan for Sharing Facilities in Common with Existing CFD No. 1. The public facilities that are financed and provided from taxes collected in CFD No. 1 will be used by residents of the current CFD No. 1 and residents of the territory proposed to be annexed (or shared between them) in accordance with the District's current attendance policies.

Section 6. Specification of Special Taxes to be Levied; Alteration of the Special Tax Levied in the Existing Community Facilities District. Except where funds are otherwise available, a special tax sufficient to pay for all facilities to be provided in or for the territory to be annexed, including the payment of principal and interest on bonds proposed to be issued to finance such facilities, and secured by a continuing lien against all nonexempt real property in CFD No. 1, will be annually levied within the territory proposed to be annexed to CFD No. 1. The rate, method of apportionment, and manner of collection of such special tax is set forth in Exhibit B hereto in sufficient detail to allow each landowner or resident within the territory proposed to be annexed to CFD No. 1 to estimate the maximum annual amount that such person will be required to pay. The Board proposes to alter the special tax rate levied within the existing CFD No. 1 to the same rate set forth in Exhibit B hereto as a result of the proposed annexation. The maximum tax currently in effect in the existing CFD No. 1 will not be increased as a result of this alteration.

Section 7. Tax Subject to Election. The levy of the special tax shall be subject to the approval of the qualified electors of the territory proposed to be annexed to CFD No. 1 at a special election to be held in the District for such purpose.

4.12.2

Section 8. Property Acquired by Public Entity Not Exempt. Pursuant to Government Code Section 53317.3, a special tax shall be levied against all property that is not expressly exempt from the special tax and that is later acquired by a public entity.

Section 9. Taxation of Property Acquired by Eminent Domain. Pursuant to Government Code Section 53317.5, any special tax levied against property that is acquired by a public entity through eminent domain proceedings shall be treated as if it were a special annual assessment.

Section 10. Inclusion of Lands Devoted to Agricultural Uses. Pursuant to Government Code Section 53325.6, land within CFD No. 1 that is devoted primarily to agricultural, timber or livestock uses and being used for the commercial production of agricultural, timber or livestock products will be benefited by the public facilities proposed to be provided within CFD No. 1.

Section 11. Levy of Special Tax on Possessory Interest Held by Non-Exempt Persons. Pursuant to Government Code Section 53340.1, the special tax shall be levied against all leasehold or possessory interests in property owned by a public entity, if such leasehold or possessory interest is held by a non-exempt person or entity.

Section 12. Notice of Hearing. NOTICE IS HEREBY GIVEN THAT Tuesday, September 16, 2003, at the hour of 7:00 p.m., or as soon thereafter as the matter may be heard, in the regular meeting place of the Board, Lincoln Community Center, 2010 First Street, Lincoln, California, are fixed as the time and place when and where the Board will hold a public hearing to consider the annexation of such territory to CFD No. 1. At the hearing, the testimony of all interested persons or taxpayers for or against the annexation of territory to CFD No. 1 or the levying of special taxes within the territory proposed to be annexed will be heard. Any protests may be made orally or in writing, except that any protests pertaining to the regularity or sufficiency of the proceedings shall be in writing and shall clearly set forth the irregularities and defects to which objection is made. All written protests shall be filed with the Secretary of the Board before the time fixed for the hearing, and any written protests may be withdrawn, in writing, at any time prior to the conclusion of the hearing.

Section 13. Publication of Notice of Hearing. The Secretary of the Board shall publish a notice of the hearing once in The Press-Tribune, a newspaper of general circulation in the territory proposed to be annexed to CFD No. 1. Publication shall be completed at least seven (7) days prior to the hearing.

Section 14. Content of Notice. Notice of the hearing shall be headed "Notice of Public Hearing," and shall contain:

- (a) The text or a summary of this Resolution;
- (b) The time and place of the hearing;
- (c) A statement that at the hearing the testimony of all interested persons or taxpayers for or against the annexation of territory to CFD No. 1 or the levying of special taxes within the territory proposed to be annexed will be heard;

(d) A description and summary of the effect of protests made by registered voters or landowners against the annexation of territory to CFD No. 1, or the levying of special taxes within the territory to be annexed; and

(e) A description of the proposed voting procedure.

Section 15. Transmittal of Resolution to City and County. In accordance with Government Code Section 53315.6, the Secretary of the Board is hereby authorized and directed to transmit a certified copy of this Resolution to the City Council of the City of Lincoln and to the Board of Supervisors of the County of Placer.

Section 16. Effective Date. This Resolution shall take effect immediately upon its passage.

APPROVED, PASSED, AND ADOPTED on this 5th day of August 2003 by the following vote of the Board of Trustees of the Western Placer Unified School District:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

By: _____

President of the Board of Trustees
Western Placer Unified School District

ATTEST:

Clerk of the Board of Trustees
Western Placer Unified School District

4.12.4

EXHIBIT A

DESCRIPTION OF PUBLIC SCHOOL FACILITIES

The types of facilities to be financed by CFD No. 1, to the extent financing is available, shall be as follows: the purchase, construction, expansion, improvement, and rehabilitation of any real and tangible property, including existing and new elementary and secondary schools sites, structures, and equipment and any other governmental facilities, such as administrative offices and equipment, that the Board is authorized by law to contribute revenue to, or construct, own, or operate, whether or not said facilities meet the building and cost area standards of the State Allocation Board, and provided that said facilities have a useful life of five years or longer.

The Board contemplates that the following specific facilities will be financed in whole or in part by bond proceeds but reserves its discretion to change this configuration to accommodate new development as it actually occurs:

1. The expansion of Glen Edwards School to a full sixth, seventh and eighth grade facility, including but not limited to the renovation of classrooms, the construction of multipurpose rooms and areas, and the construction of lockers and locker areas;
2. The construction and reconstruction necessary to increase the capacity of Lincoln High School to 1,200 students or such additional capacity as can be accommodated on the site to provide interim facilities when conditions of overcrowding exist;
3. The acquisition and construction of relocatable classrooms and support facilities for one elementary school (the "Starter School");
4. The acquisition of sites for and construction of eight elementary schools;
5. The acquisition of sites for and construction of two middle schools;
6. The acquisition of a site and construction of one high school for 1,600 students; and
7. The acquisition and construction of support facilities and equipment to meet the needs of students generated by any subdivision in CFD No. 1, including buses, bus storage facilities, maintenance facilities, warehouses, administrative offices and continuation schools.

EXHIBIT B - THE SPECIAL TAX FORMULA

WESTERN PLACER UNIFIED SCHOOL DISTRICT
COMMUNITY FACILITIES DISTRICT NO. 1
RATE AND METHOD OF APPORTIONMENT1. DEFINITIONS

“Act” means the Mello-Roos Community Facilities Act of 1982, as amended, (Chapter 2.5, Part 1, Division 2, Title 5 of the California Government Code).

“Administrative Expenses” means the actual or estimated costs incurred by the District to determine, levy and collect the Special Taxes, including but not limited to salaries of District employees and the fees of consultants, corporate bond-paying agents, attorneys, fiscal agents, and bond trustees; the costs of collecting the Special Taxes; preparation of required reports; and any other costs required to administer the CFD.

“Annual Costs” means for each Fiscal Year, the total of (1) Debt Service for the calendar year commencing January 1 of such Fiscal Year through December 31 of the following Fiscal Year as well as any Debt Service not previously accounted for in the first six months of the Fiscal Year; (2) Administrative Expenses for the Fiscal Year; (3) any amounts needed to replenish bond reserve and sinking funds for bonds issued by the CFD to the level required under documents pursuant to which such bonds were issued; (4) an amount equal to actual or estimated delinquencies in Special Taxes for the First Fiscal Year in which the tax is levied and thereafter for the amount equal to the amount of delinquencies in payments of Special Taxes levied in the previous Fiscal Year; and (5) any pay-as-you-go expenses for Facilities for the Fiscal Year, including reasonable reserve and sinking funds for pay-as-you-go expenses and reimbursements to Landowners for formation costs.

“Annual Special Tax” means the Special Tax subject to levy on a Taxable Parcel on an annual basis.

“Annual Tax Revenues” means the amount of Annual Special Taxes to be levied each Fiscal Year to pay the Annual Costs.

“Auditor” means the Auditor for the County or his or her designee.

“Base Year” means the Fiscal Year starting July 1, 1990.

“Board” means the Board of Trustees of the Western Placer Unified School District when acting as the legislative body for the CFD under the Act.

“CFD” means Community Facilities District No. 1, Western Placer Unified School District, County of Placer, California.

“City” means the City of Lincoln, California.

"Classification Date" means the date ten days prior to the beginning of each Fiscal Year.

"County" means the County of Placer, California.

"Debt Service" means the total amount of principal, interest, reserve fund payments and sinking fund payments due for any bonds of the CFD.

"Developed Dwelling Units" means dwelling units for which building permits for Single-Family or Multi-Family residential use, or similar authorizations for Mobilehomes, have been issued by the City, the County, or any agency responsible for issuing similar authorizations for Mobilehomes.

"Developed Parcel" means a lot or Parcel in the CFD for which a building permit, use permit or a similar authorization for Mobilehomes has been issued for construction of any residential use. Once classified as a Developed Parcel, no Parcel shall be removed from the developed classification until the obligation to pay the Special Tax has been satisfied. The Board may reclassify Developed Parcels based on actual use when the reclassification would increase the Special Tax.

"District" means the Western Placer Unified School District.

"Dwelling Units" means (1) for Developed Parcels, the number of dwelling units indicated on the building permit, use permit, or similar authorizations for Mobilehomes; and (2) for Final Map Parcels, one unit per Single-Family Residential Parcel, or ten units per acre per Multi-Family Residential Parcel.

"Escalation Factor" means the construction cost index from the Engineering News Record, or any successor index selected by the Board, applied as a per Fiscal Year increase, compounded after the Base Year not to exceed a maximum of seven percent per year, to increase the Maximum One-Time Special Tax and the Maximum Annual Special Tax rates.

"Facilities" means those facilities described in Exhibit A to the MOU.

"Final Map Parcel" means a lot or Parcel shown on a recorded final map that is intended to be developed for any residential use and for which a building permit or use permit has not been issued.

"Fiscal Year" means the period beginning July 1 and ending the following June 30.

"Maximum Annual Special Tax" means the greatest amount of Annual Special Tax that can be levied on a Developed Parcel or a Final Map Parcel in any Fiscal Year.

"Maximum One-Time Special Tax" means the greatest amount of one-time Special Tax that can be collected with respect to a Developed Parcel in any Fiscal Year.

"Mobilehome" means a manufactured home or a mobilehome as defined in Sections 18007, 18008, and 18214 of the Health and Safety Code and which is to be used for residential purposes.

"MOU" means the Memorandum of Understanding, dated as of August 6, 1991, between the Landowner or Landowners and the District, and any amendments thereto.

"Multi-family Residential Parcel" means a Parcel with zoning permitting 11 or more residential units per acre.

"One-Time Special Tax" means a Special Tax Category 1, 2, or 3 subject to collection in the Fiscal Year that a Parcel becomes a Developed Parcel.

"Parcel" means a Parcel of land in the CFD designated on a map of the Placer County Assessor current as of the Classification Date and which has been assigned a discrete identifying number.

"Parcel Classification" means the placement of each Parcel into its respective classification as such Parcel existed on the Classification Date.

"Single-family Residential Parcel" means a Parcel with zoning permitting up to and including 10 residential units per acre.

"Special Tax(es)" mean(s) any tax levied or collected under the Act in the CFD.

"Special Tax Category" means a category prescribing the method of payment of the Special Tax. These payment methods are: One-Time Special Tax (Category 1), a combination of 50% One-Time Special Tax and 50% Annual Special Tax (Category 2), a combination of 30% One-Time Special Tax and 70% Annual Special Tax (Category 3), and Final Map Parcels Annual Special Tax (Category 4). These categories are shown on Attachment 1 which is attached hereto and incorporated herein.

"Subdivision" shall have the same meaning as used in Section 53341.5 of the Act.

"Superintendent" means the Superintendent of the District or his or her designee.

"Tax Collection Schedule" means a document to be prepared annually by the Superintendent for use by the Auditor in collecting the Annual Special Taxes each Fiscal Year.

"Taxable Parcel" means any Final Map Parcel or Developed Parcel that is not exempt from Special Taxes as a Tax-Exempt Parcel or as an Undeveloped Parcel.

"Tax-Exempt Parcel" means any Parcel that is exempt from Special Taxes under the Act. Taxable Parcels that are acquired by a public entity after the CFD is formed shall remain subject to the applicable Special Tax pursuant to Sections 53317.3 and 53317.5 of the Act.

"Undeveloped Parcel" means a Parcel with residential zoning within the boundaries of the CFD which is not classified as a Final Map Parcel or Developed Parcel. No Undeveloped Parcel shall be levied a Special Tax until such time as it becomes a Taxable Parcel.

2. BASIS OF SPECIAL TAX LEVY

A Special Tax applicable to each Taxable Parcel included within the boundaries of the CFD shall be levied and collected annually according to the tax rate and apportionment set forth in the initial ordinance and annual resolution of the Board adopted pursuant to the procedures set forth in the Act and in accordance with the terms and conditions set forth herein.

3. DETERMINATION AND CLASSIFICATION OF PARCELS SUBJECT TO SPECIAL TAX

The Special Tax shall be levied on Taxable Parcels within the CFD determined as of the Classification Date. As a general rule, the land use code assigned to the Parcel by the Assessor of Placer County will be used to determine Parcel Classification. If the land use code assigned by the Assessor is questioned by the Superintendent or the taxpayer, the District may assign an appropriate code based on its review of the status of the property. Such review may include reference to development agreements, recorded final maps, building permits issued, and other changes in development status.

The Superintendent shall prepare a list of the Parcels subject to the Special Tax using the records of the County Assessor and other relevant records examined or maintained by the District. Upon direction of the Board, and prior to the adoption of an ordinance or resolution levying the tax, and in any event on or before the date specified in the Act for adopting such ordinances and resolutions, the Superintendent shall use the definitions contained herein to classify Parcels as follows:

- a. Each Parcel is to be classified as a Tax-Exempt Parcel or a Taxable Parcel;
- b. Each Taxable Parcel is to be classified as a Developed Parcel or a Final Map parcel;
- c. Each Developed Parcel is to be classified as a Single- or Multi-Family Residential Parcel and is to be assigned an appropriate number of Dwelling Units;
- d. Each Single- and Multi-Family Residential Final Map Parcel is to be classified as being part of a Final Map Parcel and assigned an appropriate number of single-family and multi-family Dwelling Units.

4. ESCALATION FACTOR

The Maximum Annual Special Tax and the Maximum One-Time Special Tax shall be adjusted at the beginning of each Fiscal Year by the Escalation Factor not to exceed 7% percent in any one year. This adjustment shall be a percentage equal to the inflation rate for the prior year for construction costs as determined by the Superintendent. The Superintendent's determination shall be based upon the Engineering News Record, Construction Cost Index as of the December 1 prior to the Classification Date. The index source may be changed by the Board at any publicly noticed meeting. The Maximum Special Tax rate for a Taxable Parcel shall become fixed for the duration of the CFD in the Fiscal Year a Parcel becomes a Developed Parcel.

4.12.9

5. ELECTION OF SPECIAL TAX CATEGORY AND ASSIGNMENT OF MAXIMUM SPECIAL TAX RATES

a. The Election of A Special Tax Category 1, 2, or 3.

Within ten (10) calendar days after filing a final map, an application for a use permit, the close of escrow for a Mobilehome or the approval for occupancy of a Mobilehome, whichever occurs first, the owner or owners of record of the Parcel at the time of filing the election described herein shall file with the Superintendent an election as to which Special Tax Category shall be applicable to the Parcel, or in the case of a final map, to all of the Parcels in the Subdivision. The Special Tax Categories to which this election applies are Categories 1, 2, and 3.

If a timely election is not received by the Superintendent, the election of Special Tax Category 3 shall have been deemed to have been made.

In the discretion of the Board, an election may be changed before the Classification Date for the Fiscal Year in which the election was made, if such a change would not adversely effect the purposes for which the CFD was established. Elections received by the Superintendent after the Classification Date for the Fiscal Year and before July 1 of the Fiscal Year, shall be treated as elections made in the following Fiscal Year.

When an election is received, the Superintendent shall provide the person filing the election with a certificate of election stating the date the election was received and the Special Tax Category elected. The certificate of election shall state the name or names of the owners of record at the time of the election, the assessor's parcel numbers, and if available, the common street address, for the Parcels to which the election applies and such other information at the Superintendent deems desirable. The Superintendent shall retain a copy of the certificate of election at the District's office.

b. Assignment of Maximum Special Tax Rates.

The Maximum Annual Special Tax rates and the Maximum One-Time Special Tax Rates shall not exceed the rates per Dwelling Unit in the Base Year as shown in Attachment 1 hereto and as adjusted annually by the Escalation Factor. The Maximum Annual Special Tax rate and the Maximum One-Time Special Tax rates for a Developed Parcel becomes fixed for the duration of the CFD in the Fiscal Year a Parcel becomes a Developed Parcel. Parcels becoming Developed Parcels after the Classification Date for the Fiscal Year and before July 1 of the Fiscal Year, shall be treated as having become Developed Parcels in the following Fiscal Year.

The Maximum Annual Special Tax rates for Final Map Parcels shall not exceed the rates per Dwelling Unit in the Base Year as shown in Attachment 1 hereto and as adjusted annually by the Escalation Factor.

c. Duty to Maintain Records.

The Superintendent shall maintain records for each Parcel showing the date a Parcel became developed, the number and type of dwelling units in the Parcel, the Maximum Annual

4.12.10

Special Tax rate for each unit, and the amount, if any, of the Maximum One-Time Special Tax rate paid with respect to each Dwelling Unit in the Parcel.

The Superintendent shall also maintain records showing the date and amount of each Annual and One-Time Special Tax payment per Dwelling Unit so that it may be determined when a unit has paid the tax for thirty (30) years and is no longer subject to the Special Tax pursuant to Section 8 hereof.

6. COLLECTION OF ONE-TIME SPECIAL TAX

The One-Time Special Tax (Categories 1, 2, and 3) must be paid prior to obtaining Developed Parcel status. Payment shall be made to the Superintendent by cashier's check or certified check payable to the CFD, and the Superintendent shall issue a receipt for payment of the One-Time Special Tax showing the date and amount of payment per Dwelling Unit per Parcel. Failure to pay in a timely manner shall mean that the Parcel is subject to the 30% One-Time Special Tax and 70% Annual Special Tax Category 3. If the 30% One-Time Special Tax is not paid in a timely manner, the Superintendent shall include the amount of the 30% One-Time Special Tax on the next Tax Collection Schedule, and the tax shall be levied and collected as an Annual Special Tax for the applicable Fiscal Year. Parcels to which an election of Special Tax Category 1 applies will not be subject to the Annual Special Tax if the One-Time Special Tax has been collected on or before the Classification Date. Parcels to which an election of Tax Category 2 applies will only be subject to the 50% Annual Special Tax Category 2 if the 50% One-Time Special Tax has been collected on or before the Classification Date. Otherwise, such Parcels shall be subject to the Annual Special Tax applicable to Final Map Parcels, or if they have obtained developed status without timely payment of the One-Time Special Tax to the Special Tax Category 3.

7. APPORTIONMENT, LEVY AND COLLECTION OF ANNUAL SPECIAL TAXES

The Annual Special Tax rate applicable to each Taxable Parcel in the CFD on the Classification Date shall be established annually by the Board as follows:

- a. The Superintendent shall calculate the Annual Costs.
- b. The Superintendent shall calculate the projected Maximum Annual Special Tax revenues available from Developed Parcels by multiplying the applicable Maximum Annual Special Tax rate Parcel by the applicable number of Dwelling Units on each Developed Parcel.
- c. If the total of the amount of revenue calculated in Step b is greater than the Annual Costs, the Superintendent shall reduce the Annual Special Tax rates applicable to Developed Parcels by equal proportions until the Annual Special Tax on Developed Parcels produces Annual Tax Revenue equal to the Annual Costs.

4.12.11

d. If the total of amount of revenue calculated in Step b is less than the Annual Costs, the Superintendent shall calculate the Annual Special Tax rates applicable to Dwelling Units designated in Final Map Parcels within the CFD by equal proportions until the Annual Special Tax on Developed Parcels and Final Map Parcels produces Annual Tax Revenues equal to the Annual Costs. In this step, the Special Tax rate applicable to Final Map Parcels will be levied as necessary until the tax on Final Map Parcels and Developed Parcels produces Annual Tax Revenues equal to the Annual Costs or until the Maximum Annual Special Tax rate applicable to Dwelling Units designated on Final Map Parcels is reached.

The Superintendent shall prepare the Tax Collection Schedule for each Parcel based on the above method of apportionment and present it to the Board so that the Board may levy the Annual Special Taxes. After the Board has levied the Annual Special Taxes, the Superintendent shall deliver the Tax Collection Schedule, as approved by the Board, send it to the Auditor, requesting that the Annual Special Taxes be placed on the secured property tax rolls for the current Fiscal Year. The Tax Collection Schedule shall be delivered not later than the date required by the Auditor and the Act for such inclusion.

The Superintendent shall make reasonable efforts to correctly assign the Annual Special Tax rates and calculate the annual tax liability for each Taxable Parcel. It shall be the burden of the taxpayer to correct any errors in the determination of the rate and classification of the Parcels and Dwelling Units subject to the Special Tax.

8. TERMINATION OF THE SPECIAL TAX

a. Payment of Annual Tax for Thirty Years.

Until a Notice of Cessation or Addendum dissolving the CFD is filed as described below, the Superintendent shall delete from the Tax Collection Schedule all Parcels for which the Annual Special Taxes have been paid for more than thirty (30) full Fiscal Years on a cumulative basis.

b. Termination Per Parcel Paying One-Time Special Tax.

In the event the Special Tax Category 1 has been prepaid and permanently satisfied with respect to a Parcel, the Board shall record a Notice of Cancellation of Special Tax Lien as to that Parcel pursuant to Section 53344 of the Act. The Notice of Cancellation of Special Tax lien shall identify with particularity the Special Tax which has been prepaid and permanently satisfied, the book and page number in the records of the county recorder where the Notice of Special Tax Lien being canceled is recorded, shall contain the legal description and assessor's parcel number of the particular Parcel of land subject to the lien, and shall contain the name of the owner of record of the Parcel. The Board may specify a charge payable by the owner of record for the preparation and recordation of this notice.

4.12.12

c. **Dissolution of CFD and Recording Addendum to Notice of Special Tax Lien.**

The Board may, by ordinance, dissolve the CFD by making all of the determinations required by Section 53338.5 of the Act. These determinations are that the CFD is not obligated to pay any outstanding debt and the authorization for the CFD to levy the Special Tax has ceased.

Upon dissolving the CFD, the Board shall cause an addendum to be recorded to the Notice of Special Tax Lien recorded pursuant to Section 3114.5 of the Streets and Highways Code which shall state that the CFD and all associated liens, if any, have been dissolved. The District shall be liable for any outstanding debt discovered to exist after the dissolution of the CFD.

9. **APPEALS AND INTERPRETATION PROCEDURE**

Any taxpayer subject to the Special Taxes claiming that the amount or application of the Special Taxes has not been properly computed may file a notice with the Superintendent appealing the levy or collection of the Special Taxes. The Superintendent will promptly review the appeal and, if necessary, meet with the applicant and decide the appeal. If the findings of the Superintendent verify that the tax should be modified or changed, the Tax Collection Schedule shall be corrected if necessary and if applicable, a refund shall be granted in accordance with Section 10 hereof. Any dispute over the decision of the Superintendent shall be referred to the Board and the decision of the Board with respect to the Special Tax shall be final.

Interpretation may be made by resolution of the Board for purposes of clarifying any vagueness or uncertainty as it relates to the application of the Special Tax rate, the application of the method of apportionment, the classification of Parcels, or any definition applicable to the CFD.

10. **CLAIM FOR REFUND**

All claims for refund of Special Taxes collected on behalf of the CFD shall be filed with the Superintendent not later than one year after the date the Special Tax has been paid to the County or to the Superintendent on behalf of the CFD in cases where the tax is not collected by the County. The claimant shall file the claim within this time period and the claim shall be finally acted upon by the Board as a prerequisite to the claimant bringing suit thereon. Pursuant to Government Code section 935(b) the claim shall be subject to the provisions of Government Code sections 945.6 and 946.

The Board acting on its own behalf and on behalf of the CFD shall respond to a timely claim within the time period required and in the manner specified by Government Code section 912.4 and 912.6. Should said sections be amended or repealed, they shall apply according to their terms in effect on July 1, 1990.

The procedure described herein shall be the exclusive procedure for claimants seeking a refund of Special Taxes.

4.12.13

11. COLLECTION OF SPECIAL TAX

The Annual Special Tax shall be collected each year upon the applicable Assessor's Parcels in the CFD in the same manner as ordinary ad valorem property taxes are collected and any One-Time Special Tax shall be paid in accordance with Section 5 and 6 hereof; provided, however, that the CFD may collect Special Taxes at a different time or in a different manner if necessary to meet its financial obligations. All Annual Special Taxes shall be subject to the same penalties and lien priorities in the case of delinquency as is provided for ad valorem taxes. The Board shall cause the actions required above to be done for each Fiscal Year in a timely manner to assure that the schedule of the Special Taxes to be collected are received by the Auditor of the County of Placer for inclusion with billings for such ad valorem taxes for the applicable Fiscal Year. The Special Tax shall be levied and collected only so long as it is needed to finance the purchase, construction, expansion, improvement or rehabilitation of the Facilities and authorized costs and expenses. In the event of a delinquency, the CFD will pursue foreclosure in a timely manner.

12. ANNEXATION OF TERRITORY

Any territory to be annexed to the CFD shall, in addition to payment of Special Taxes at the rates set forth above, be subject to payment of any costs incurred by the CFD and District in conducting the annexation process and such additional tax within the territory to be annexed as may be necessary to compensate for the interest and principal previously paid by the existing community facilities district; provided that in no event shall the additional tax authorized herein be allowed to exceed the Maximum Annual Special Tax and the Maximum One-Time Special Tax applicable to the Parcels being annexed.

4,12,14

Resolution No. 03/04.04

ATTACHMENT 1 TO RATE AND METHOD OF APPORTIONMENT

Western Placer Unified School District CFD No. 1

Base Year Maximum Special Tax Rates by

Special Tax Category

(2003-2004 Year) (1)

SPECIAL TAX CATEGORY - DEVELOPED PARCELS (2)

1. ONE-TIME TAX ONLY

Unit Type: (5)	Single Family	Multi-Family
One-Time Special Tax (4)	See Calculation #1	
Annual Special Tax (5)	\$.00	\$.00

Calculation #1

Number of Square Feet of Home⁽⁶⁾ x \$4.55 = Total Mitigation Fee

2. ANNUAL TAX & 50% ONE-TIME TAX

Unit Type: (5)	Single Family	Multi-Family
One-Time Special Tax (4)	See Calculation #2a	
Annual Special Tax (5)	See Calculation #2b	

Calculation #2a

Sq. Ft. of Home⁽⁶⁾ x \$4.55 (= Mitigation Fee) - 50% = One-Time Tax

Calculation #2b

Total Mitigation Fee - 50% x .124 = Annual Tax

3. ANNUAL TAX & 30% ONE-TIME TAX

Unit Type: (5)	Single Family	Multi-Family
One-Time Special Tax (4)	See Calculation #3a	
Annual Special Tax (5)	See Calculation #3b	

Calculation 3a

Sq. Ft. of Home⁽⁶⁾ x \$4.55 (= Mitigation Fee) - 30% = One-Time Tax

4.12.15

Resolution No. 03/04.04

Calculation 3b

Total Mitigation Fee - $30\% \times .124 = \text{Annual Tax}$

4.12.16

SPECIAL TAX CATEGORY - FINAL MAP PARCELS (3)

4. ANNUAL TAX ONLY

Unit Type: (5)	Single Family	Multi-Family
One-Time Special Tax (4)	\$.00	\$.00
Annual Special Tax (5)	See Calculation #4	

Calculation #4

$$\# \text{ Sq. Ft. of Home}^{(6)} \times \$4.55 (= \text{Mitigation Fee}) \times .124 = \text{Annual Tax}$$

Notes: These notes are brief summaries and must be read in the context of the Rate and Method of Apportionment.

- (1) Tax rates will be escalated annually. This adjustment shall be a percentage equal to the inflation rate for the prior year based on the "Engineering News Record" construction cost index or a successor index. The Maximum Special Tax rates for Developed Parcels is frozen at the time the Parcel becomes developed.
- (2) The Special Tax Category payment method on Developed Parcels must be elected, e.g. within ten (10) days of recording a subdivision's final map. However, the Developed parcel's annual or One-Time Special Tax rates are not levied until the building permit or use permit stage, whichever occurs first. Failure to make a timely election means the Parcel will be subject to the Annual Tax (Category 3).
- (3) Final Map Parcels are subject to an annual tax rate per Dwelling Unit only if the Maximum Annual Special Tax revenue from all Developed Parcels does not cover the Annual Costs.
- (4) The One-time Special Tax Category 1 and 2 is to be paid prior to issuance of a building permit or use permit. Failure to pay means the Parcel will be subject to the Annual Special Tax Category 3.
- (5) The tax is levied and collected per Dwelling Unit, not per Parcel.
- (6) The square footage of any house is capped at 2200 sq. ft. for this calculation

4.12.17

CERTIFICATION

I, _____, Clerk of the Board of Trustees of the Western Placer Unified School District, Placer County, State of California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly approved and adopted by the Board at a regular meeting thereof held on June 3, 2003, of which meeting all the members of the Board had due notice at which a majority thereof were present. At the meeting the resolution was adopted by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

The agenda for the meeting was posted at least seventy-two (72) hours before the meeting at the offices of the District at 810 J Street, Lincoln, California, a location freely accessible to members of the public, and a brief description of the resolution appeared on the agenda.

I have carefully compared the foregoing copy of the resolution with the original minutes of the meeting on file and of record in my office, and the foregoing is a full, true, and correct copy of the original resolution adopted at the meeting and entered in the minutes.

Date: _____, 2003


Clerk of the Board of Trustees
Western Placer Unified School District

4.12.18

REPORTS

AND

COMMUNICATION

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World.	
BOARD OF TRUSTEE/DISTRICT GOALS	COMPLIANCE CHECK LIST
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.	Complies with Board Policy _____ Complies with Site Plan (LIP) _____ Complies with Governance & Management Document _____
2. Foster a safe, caring environment where individual differences are valued and respected.	Complies with District Goals _____ Complies with District Mission Statement _____
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Funding Sign-Off by J. Stewart _____
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.	Personnel Sign-Off by B. Noyes _____ Program Sign Off by S. Leaman  _____ SBLT Involvement _____

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:

Program Focus Issue -
California High School Exit Exam

AGENDA ITEM AREA:

Reports

REQUESTED BY:

Scott Leaman,
Assistant Superintendent

ENCLOSURES:

Yes

MEETING DATE:

August 5, 2003

BACKGROUND:

An update on the California High School Exit Exam will be presented to the Board.

ADMINISTRATION'S RECOMMENDATION:

No action is required on this item.

*6.5.2
a*



JACK O'CONNELL
State Superintendent of Public Instruction

**CALIFORNIA
DEPARTMENT
OF
EDUCATION**

1430 N Street

P. O. Box 944272

Sacramento, CA

95814

July 16, 2003

Dear County and District Superintendents:

STATE BOARD OF EDUCATION DECISION REGARDING THE POSTPONEMENT OF THE CALIFORNIA HIGH SCHOOL EXIT EXAMINATION REQUIREMENT

Students scheduled to graduate in 2004 or 2005 will not be required to pass the California High School Exit Examination (CAHSEE) to receive a high school diploma. At its July 2003 meeting, the State Board of Education (SBE) took action to move the passage of this exam as a diploma requirement to the Class of 2006.

SBE action was based on findings of an independent study conducted last spring, as required by Assembly Bill 1609 (*California Education Code* Section 60857). The study focused on the test development process and the implementation of standards-based instruction in California public schools. Key findings concluded that:

- Development of the CAHSEE meets all of the test standards for use as a graduation requirement;
- The CAHSEE requirement has been a major factor in the dramatically increased coverage of state academic content standards at the middle and high schools; and
- Many factors suggest the effectiveness of standards-based instruction will improve for each succeeding class after 2004.

The SBE also directed that the exam be reduced in length from three days to two days. The administration of this important exam will begin again in February 2004. The revised document, *Test Administration Dates and Scheduling Guidelines*, is enclosed. In addition to the use of the CAHSEE as a graduation requirement, the spring CAHSEE administrations will continue to be used in calculating the Academic Performance Index for state accountability purposes and Adequate Yearly Progress to meet federal No Child Left Behind requirements.

All students throughout the state who participated in the CAHSEE during the past two years are to be commended for their accomplishments. Middle and high school administrators, teachers, and support staff also are to be commended for their efforts in preparing students for this new testing program. In acknowledgement of the students who have already met the standards of the CAHSEE, I have enclosed a sample Certificate of Accomplishment that school districts may use to award students who have passed both parts of the exam. This Certificate will be made available to district CAHSEE coordinators on the Educational Testing Service (ETS) secure Web site at <<http://cahsee.ets.org>>. The CAHSEE logo will also be available through this Web site if districts prefer to develop a seal for students as a means of recognition.

A secure form of the CAHSEE, based on the original blueprint, will be released in October to district CAHSEE coordinators on the ETS secure Web site. Districts may use this form to assess students in the classes of 2004 and 2005 who want to receive the CAHSEE Certificate of Accomplishment. The released form is to be administered and scored by school districts. School districts may not use the CAHSEE as a local graduation requirement for the Class of 2004 or 2005.

6.5.2
a.1

Also enclosed are a Question and Answer document for administrators and a Parent/Guardian brochure to assist you in your efforts to keep staff and parents/guardians informed. This letter and its enclosures also will be sent electronically and will be posted on the CDE's CAHSEE Web site at <http://www.cde.ca.gov/cahsee>. If you have additional questions, please contact the California High School Exit Exam Office at (916) 445-9449, via fax at (916) 319-0969, or via e-mail at cahsee@cde.ca.gov.

Thank you for your continuing support.

Sincerely,

JACK O'CONNELL

JO:jc
Enclosures

cc: CAHSEE Coordinators

6.5.2
a.2



Test Administration Dates and Scheduling Guidelines for 2003–04 through 2005–06

Changes to the Test Calendar

The following changes have been made to the test calendar for the 2003–04 school year:

- All July administrations have been cancelled.
- The January testing date has been changed from January 13–15 to February 3–4, 2004.
- The March test date has been changed from March 2–4 to March 16–17, 2004.
- The testing time has been reduced from three to two days.

Testing Options for Tenth Graders

Tenth graders may only take the CAHSEE once while in tenth grade, and only during one of the census administrations designated by the State Superintendent of Public Instruction (i.e., February or March or May). Tenth graders who are absent during the scheduled administration of the examination must be provided with a make-up opportunity in either March or May.

Testing Options for Eleventh and Twelfth Graders

Beginning with the Class of 2006, students in grades 11 and 12 who have not yet passed one or both sections of the CAHSEE can have up to two opportunities per year to take the section(s) of the examination not yet passed. Students in grades 11 and 12 who miss an administration of the CAHSEE for any reason should wait until the next regular administration offered by the school district to take the test. Students may have one opportunity to pass the examination after completion of all other graduation requirements.

Considerations

Districts are to allow at least four months between test administrations for any given student for the following reasons:

- **Ordering test materials.** Districts must submit test orders 10 to 13 weeks prior to a test; submit pre-ID information four weeks prior to a test; and submit any orders for additional materials about one week prior to a test. The testing contractor needs the advance order to print the test booklets. **Note: Last minute additional orders may be no more than 5 percent of the original order.**
- **Receiving results.** CAHSEE results are sent to districts after the administration of the test in the following order (approximate times):
 - 10 weeks — Electronic and paper individual student reports
 - 12 weeks — Paper aggregate reports
 - 14 weeks — CD-Roms

6.5.0
a.3



Test Administration Dates and Scheduling Guidelines for 2003–04 through 2005–06 (continued)

As the summary data are put together, there are extensive control checks to ensure that all the data are being reported accurately.

Deadlines for ordering test materials and the date by which results can be expected in districts for upcoming test administrations are posted on the Educational Testing Service's CAHSEE Web site at www.ets.org/cahsee and click on the "Project Calendar" link.


- **Remediation.** Districts must provide appropriate remediation or supplemental instruction to students who have not passed the CAHSEE before being retested. The California Department of Education (CDE) has prepared and distributed a guide for districts, *Promoting Student Success: Remediation Planning Guide for Districts/Schools*, that is posted at <http://www.cde.ca.gov/cahsee> under Resources on CDE's CAHSEE Web site.

The following table contains the CAHSEE testing dates designated by the State Superintendent of Public Instruction through the 2005–2006 school year:

Designated CAHSEE Testing Dates

English-Language Arts		Mathematics	
Tuesday	2003–04	Wednesday	
February 3, 2004		February 4, 2004	
March 16, 2004		March 17, 2004	
May 11, 2004		May 12, 2004	
Tuesday	2004–05	Wednesday	
September 21, 2004		September 22, 2004	
November 16, 2004		November 17, 2004	
February 8, 2005		February 9, 2005	
March 15, 2005		March 16, 2005	
May 10, 2005		May 11, 2005	
Tuesday	2005–06	Wednesday	
September 13, 2005		September 14, 2005	
November 1, 2005		November 2, 2005	
February 7, 2006		February 8, 2006	
March 14, 2006		March 15, 2006	
May 9, 2006		May 10, 2006	

6.5.2
a.4

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World.	
BOARD OF TRUSTEE/DISTRICT GOALS	COMPLIANCE CHECK LIST
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.	Complies with Board Policy _____ Complies with Site Plan (LIP) _____ Complies with Governance & Management Document _____
2. Foster a safe, caring environment where individual differences are valued and respected.	Complies with District Goals _____ Complies with District Mission Statement _____
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Funding Sign-Off by J. Stewart _____ Personnel Sign-Off by B. Noyes _____
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.	Program Sign Off by S. Leaman  _____ SBLT Involvement _____

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:

Program Focus Issue - Adequate
Yearly Progress

AGENDA ITEM AREA:

Reports

REQUESTED BY:

Scott Leaman,
Assistant Superintendent

ENCLOSURES:

Yes

MEETING DATE:

August 5, 2003

BACKGROUND:

An update on Adequate Yearly Progress will be presented to the Board.

ADMINISTRATION'S RECOMMENDATION:

No action is required on this item.

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2002 BASE ADEQUATE YEARLY PROGRESS REPORT

Information Guide



July 2003

prepared by the
Policy and Evaluation Division
California Department of Education

6.5.2
b.1

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NCLB ACCOUNTABILITY UPDATE

On January 8, 2002, President Bush signed the *No Child Left Behind Act of 2001*, or NCLB, that reauthorized the federal Elementary and Secondary Education Act (ESEA). This reauthorization contains the most sweeping changes to the ESEA since it was enacted in 1965. It changes the federal government's role in kindergarten through twelfth grade education by asking schools to demonstrate their success in terms of what each student accomplishes.

The act contains four education reform principles: stronger accountability for results, increased flexibility and local control, expanded options for parents, and an emphasis on scientifically-based effective teaching methods. This *Information Guide* describes California's implementation of the first principle. More information about NCLB is located on the federal web site at <http://www.nclb.gov> and on the California Department of Education (CDE) web site at <http://www.cde.ca.gov/pr/nclb/>.

California's NCLB Accountability Plan

The importance of stronger accountability was emphasized by the requirement for states to complete an Accountability Workbook as the first component of its Consolidated State Application. On January 31, 2003, the CDE submitted its Accountability Workbook to the United States Department of Education (USDE). The Workbook describes the ways in which California will comply with the new assessment and accountability requirements of NCLB. Its development was based upon a series of action items adopted by the State Board of Education (SBE) on January 8, 2003. The USDE approved California's workbook on June 10, 2003.

The key component of California's accountability plan is a new definition of Adequate Yearly Progress (AYP). All schools and districts in the state must meet AYP requirements. Schools receiving federal Title I funds face additional mandates and corrective action for not meeting AYP. The plan meets the NCLB accountability requirements by encompassing the following:

- Challenging statewide academic content and student achievement standards;
- High quality assessments aligned with the statewide standards;
- A single accountability system for all public schools and districts that measures whether continuous and substantial progress in terms of AYP is being made toward the goal of all students performing at the proficient or above level in English-language arts and mathematics by 2014;

- Identification of Title I schools and districts that do not make AYP in order to determine improvement, corrective action, or restructuring; and
- Technical assistance for schools and districts identified as not making AYP.

Under California's plan, the Academic Performance Index (API) is maintained while AYP requirements are added to it. AYP results will function as an additional element of each school's accountability report. State legislation is currently being proposed to align some features of the API with NCLB requirements.

California's Accountability Workbook is available on the CDE web site at <http://www.cde.ca.gov/pr/nclb/workbook/wb6061.html>.

Current NCLB Accountability Activities

California has begun its implementation of NCLB accountability requirements by providing schools and districts with the 2002 Base AYP Reports in July 2003. These reports show how well students performed in 2002 in order to familiarize schools and districts with new AYP requirements.

The term "Adequate Yearly Progress" has been used prior to NCLB to identify schools for Program Improvement (PI) under prior federal requirements. From 2000–2002, the API was used as the only definition of AYP. In 2003, the definition of AYP changes to include the new criteria under NCLB. The first phase of the 2003 AYP Reports will be provided in mid-August 2003, and the second phase of the 2003 AYP Reports will be provided in October 2003. These reports will show how well students performed in 2003 according to the new definition of AYP, and this information will be used to exit existing PI schools or identify new schools for PI.

This *Information Guide* includes a section entitled "2003 AYP Criteria and Flow Chart," which covers the new AYP criteria in detail. The "NCLB Corrective Actions and Program Improvement Timeline" section of this document provides a chart that summarizes new mandates required under NCLB for Title I schools that do not make AYP.

FACTS ABOUT AYP AND AYP REPORTS

- The *No Child Left Behind Act of 2001* (NCLB) was signed by President Bush on January 8, 2002.
- The key component of NCLB is accountability. Each state is required to develop and implement a statewide accountability system that will ensure that all schools and districts make Adequate Yearly Progress (AYP).
- NCLB provides a new definition for AYP, which has a far-reaching impact on schools, districts, and states: **All students in all schools in California will be required to perform at or above the proficient level in English-language arts and mathematics by 2014.**

California's Previous Definition of Adequate Yearly Progress (AYP)

- Since 2000, the reporting of the academic progress of schools funded with federal Title I funds has been aligned with the state accountability system under the provisions of the Public Schools Accountability Act (PSAA) of 1999. During this time, the Academic Performance Index (API) was used to determine AYP.
- California's previous definition of AYP used student achievement data from the Standardized Testing and Reporting (STAR) program to calculate the API to (1) determine the AYP of all schools funded with federal Title I funds, and (2) exit existing eligible schools or identify new schools for Program Improvement (PI).¹ For 2002 only, no new PI schools were identified, regardless of AYP results.
- The previous criteria for achieving AYP was that a Title I school had to meet or exceed its API schoolwide growth target as well as the API growth targets for all numerically significant student groups in the school. However, a Title I targeted assistance school from the upper half of the API distribution could have achieved AYP by meeting the API growth target for the socioeconomically disadvantaged student group only.

¹ Program Improvement (PI) is a formal designation for Title I-funded schools. A Title-I school becomes a PI school if it does not meet AYP for two consecutive years. There are certain types of required services and/or interventions schools must offer during each year they are identified as PI. A school is eligible to exit PI if it makes AYP for two consecutive years. PI schools were initially identified as PI by districts beginning in 1996–1997. PI identification has been aligned with the API as the basis of not making AYP for two consecutive years beginning in 1999–2000.

California's New Definition of AYP

- The definition of AYP is revised beginning with the spring 2003 test results based on California's newly adopted definition of AYP. NCLB requires states to define AYP based upon key NCLB requirements. In January 2003, the State Board of Education (SBE) adopted AYP requirements for California. The United States Department of Education (USDE) approved California's AYP requirements in June 2003.
- The new annual AYP criteria encompass the following four parts:
 - **Annual Measurable Objectives (AMOs) for Percent Proficient** — Achievement of the statewide Annual Measurable Objectives (AMOs) in English-language arts (ELA) and mathematics (schoolwide/districtwide and subgroups). The AMOs are the minimum percentages of students scoring at proficient or above in each content area of the tests used for AYP;
 - **Participation Rate** — Achievement of a 95 percent student participation rate for ELA and mathematics assessments (schoolwide/districtwide and subgroups);
 - **API as Additional Indicator** — Growth in the API score of at least one point or a minimum API score designated for each year (schoolwide/districtwide); and
 - **Graduation Rate** — Improvement in the graduation rate of .1 percent from the prior year (schoolwide/districtwide). This applies only to high schools, high school districts, and unified school districts.All schools and districts will be required to meet all four parts of the annual AYP criteria beginning with 2003 AYP reports.
- The ELA and mathematics assessments used for AMOs (percent proficient) are the California Standards Tests (CSTs), in grades 2–8; the California Alternate Performance Assessment (CAPA), grades 2–8 and 10; and the California High School Exit Examination (CAHSEE), grade 10. The CSTs and the CAPA are part of the Standardized Testing and Reporting (STAR) program.
- **The use of the CAHSEE as one of the indicators used for the AMOs is for school, district, and state accountability as part of NCLB requirements only and does not apply to passing the CAHSEE as a condition of graduation.** The SBE decided in July 2003 that students in the classes of 2004 and 2005 are no longer required to pass the CAHSEE as a condition of earning a high school diploma and that the class of 2006 will be the first class that must pass the CAHSEE as a requirement of graduation. However, the law still requires that all 10th graders take the CAHSEE. Therefore, the SBE maintains its decision that the CAHSEE be used as an indicator for NCLB accountability purposes. Separate NCLB cut scores for CAHSEE were adopted by the SBE for NCLB purposes.

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- Federal requirements are not identical to state requirements, and meeting school AMOs for NCLB is not the same as meeting school API growth targets for California accountability. In order to meet its API growth target under current state requirements, a school or district must increase its API score by 5 percent of the distance to 800 or maintain its API score above 800. In order to meet its AMOs under new federal requirements, a school or district must have a minimum percentage of its students at proficient or above in English-language arts and mathematics. The minimum percentage is the same for all schools or districts and for all numerically significant subgroups of the same type.
- **All schools and districts, even those that do not receive federal Title I funds, must make AYP.**
- Title I schools that do not meet or exceed AYP requirements will be identified for PI if they do not make AYP on the same indicator (ELA, mathematics, API, or Graduation Rate):
 - For the AMOs (percent proficient) or Participation Rate indicators, Title I schools that do not make AYP for two consecutive years in the same content area (ELA and mathematics) are identified for PI.
 - For the API (Additional Indicator) or Graduation Rate indicators, Title I schools that do not make AYP on the same indicator for two consecutive years are identified for PI.

Schools identified for PI are subject to the provisions of NCLB that mandate student choice, supplemental educational services, and corrective actions. More information about PI identification is located in the section entitled "NCLB Corrective Actions and Program Improvement Timeline."
- Districts that receive Title I funds and do not meet or exceed AYP requirements (districtwide and subgroups) will also be identified for PI. The CDE will be providing more information about district PI identification in the near future.
- Schools or districts with fewer than 100 valid test scores have adjusted AMOs to account for the small number of test scores. Schools or districts with grade spans that are not tested (i.e., K–1 or 11–12) will meet AYP criteria through a "pairing and sharing" methodology. Schools or districts with enrollment on the first day of testing of under 100 will not have numerically significant subgroups.
- The state must also make AYP (statewide and subgroups).

AYP Reports for 2002 and 2003

- AYP status reporting is different from API reporting, which measures growth. API reports are provided twice per year (a base and a growth API) in order to show a school's or district's growth in the API. AYP reports, in contrast, show a school's or district's status for one time during the school year.

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- The **2002 Base AYP Reports** are scheduled to be posted on the CDE web site at <http://ayp.cde.ca.gov> on July 24, 2003. The purpose of the 2002 Base AYP report is to provide schools and districts a best estimate of 2002 starting points for the percentage of students in the school or district who performed at or above the proficient level in English-language arts and mathematics. The 2002 reports will not change a Title I school's 2001–2002 AYP status that was reported in February 2003 under the previous definition of AYP. However, districts should give special consideration to the possibility that schools with 2002 percentages below the 2003 AMOs may not make AYP when the 2003 results are made available (beginning in mid-August 2003). Results for the API (Additional Indicator) and Graduation Rate are not included in the 2002 Base AYP reports.
- The **2003 AYP Reports** are scheduled to be available on the CDE web site in mid-August 2003. These reports will occur in three phases. Phase I, to be posted in August, will include results of the 2002–2003 statewide testing and will show whether a school or district meets the 2003 AMOs and Participation Rate. These August 2003 AYP reports will be used to identify new and advancing PI schools prior to the start of the 2003–2004 school year.² Phase II reports will provide results for the API (Additional Indicator) and Graduation Rate and will be provided in October 2003. Identification of additional new and advancing PI schools may occur at this time (for schools that met AYP criteria in August but do not make AYP according to the October 2003 results). Phase III reports will finalize all data and will include reports for schools and districts that corrected their STAR and/or CAHSEE demographic data through the test publisher. It is possible that there may be a small number of new and advancing PI schools identified at this time. Phase III reports will be posted in December 2003.

² Program Improvement (PI) is a formal designation for Title I-funded schools. A Title-I school becomes a PI school if it does not meet AYP for two consecutive years. There are certain types of required services and/or interventions schools must offer during each year they are identified as PI. A school is eligible to exit PI if it makes AYP for two consecutive years.

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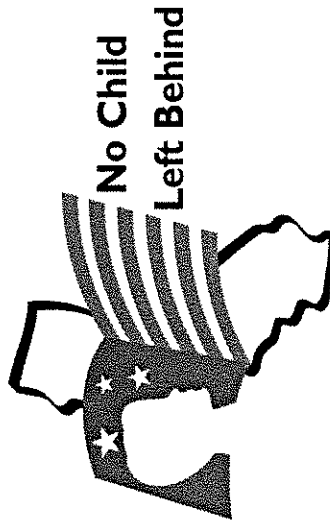
No Child Left Behind Act of 2001 Focus on Success

In 2002, President Bush signed into law the *No Child Left Behind Act of 2001* (NCLB), reauthorizing the Elementary and Secondary Act (ESEA). This act requires all public schools to use student academic results as the measure of their success. It mandates that all students in kindergarten through grade 12 meet state academic achievement standards for mathematics and English-language arts by 2014. Schools and districts must show Adequate Yearly Progress (AYP) toward reaching this goal.

Every state in the nation must develop and implement an accountability plan to show how it will meet the federal requirements of NCLB. California's plan, based on the state's current accountability system, was approved in June 2003. The first step in its implementation begins in summer 2003 with a new AYP Report for all districts and schools.

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CALIFORNIA'S ADEQUATE YEARLY PROGRESS



Summer 2003

Prepared by the
Policy and Evaluation Division
California Department of Education

Categories of Federal Title I Schools	NCLB Options and Services for Students and Parents
Receives Title I funds	<ul style="list-style-type: none"> School provides support programs to eligible Title I students Schools not making AYP for two years in a row are identified as Program Improvement schools Effective support programs to all students Parents eligible to send their children to a non-PI school and to receive transportation at district expense
Year 1 in Program Improvement (PI)	<ul style="list-style-type: none"> Same services as Year 1 Program Improvement school Supplemental services, such as tutoring, provided to all eligible students
Year 2 in Program Improvement (PI)	<ul style="list-style-type: none"> Same services as Year 2 Program Improvement school District corrective action to improve the school
Year 3 in Program Improvement (PI)	<ul style="list-style-type: none"> Same services as Year 3 Program Improvement school New alternative governance plan for school
Year 4 in Program Improvement (PI)	<ul style="list-style-type: none"> Same services as Year 4 Program Improvement school Implement governance plan
Year 5 in Program Improvement (PI)	<ul style="list-style-type: none"> Same services as Year 5 Program Improvement school Implement governance plan

AYP Reporting Cycle	
July 2003	2002 Base AYP reports
August 2003	2003 AYP Phase I reports
October 2003	2003 AYP Phase II reports
December 2003	Final 2003 AYP Phase III reports

California's Adequate Yearly Progress, No Child Left Behind (NCLB) Questions and Answers

Who is included in the federal mandate that all students must meet state academic standards for mathematics and English-language arts by 2014?

The NCLB mandate means ALL students in all grades at all schools. This includes students who are economically disadvantaged, are from racial or ethnic minority groups, have disabilities, or have limited proficiency in the English language.

How does NCLB change California's accountability system?

California's current accountability system will integrate NCLB requirements. The Academic Performance Index (API) will continue to be calculated and reported for schools and districts annually. To comply with NCLB, the state will add the new "adequate yearly progress" (AYP) requirements to its accountability system.

What are the key components of California's new definition of AYPs?

There are four key components. First, the AYP requires that a minimum percentage of students at each school, each district, and each student subgroup perform at or above the proficiency level in English-language arts and mathematics each year on state assessments. Second, all schools, districts, and student subgroups must have at least 95 percent of

their students take the designated state tests. Third, the school and district must show growth in their Academic Performance Index (API) score. And, fourth, the school and district must show growth in the high school graduation rate (high schools, high school districts, or unified school districts only).

What state tests are used to show student proficiency in English-language arts and mathematics?

The designated state tests are the California Standards Tests (CSTs) for grades 2 through 8, the California High School Exit Examination (CAHSEE) for grade 10, and the California Alternate Performance Assessment (CAPA) for grades 2 through 8 and 10. Students with significant cognitive disabilities take the CAPA. The CSTs and the CAPA are parts of the Standardized Testing and Reporting (STAR) Program. The use of the CAHSEE is for school, district, and state accountability as part of NCLB requirements only and does not apply to passing the CAHSEE as a condition of graduation for individual students.

Do all schools need to make AYP or just schools receiving federal Title I funds?

AYP applies to all schools, including charter schools and alternative schools; however, the consequences for not meeting AYP requirements currently apply only to schools that receive Title I funds.

What AYP reports will be provided in Summer 2003?

New AYP reports will be posted on the CDE web site at <http://ayp.cde.ca.gov> beginning in July

2003 with the 2002 Base AYP Report. This report will help to familiarize educators and parents with new AYP requirements. In August 2003, the 2003 AYP Report will be posted and will show how well students performed in 2003 according to new 2003 AYP criteria. This information will be used to identify Title I schools for Program Improvement (PI) under NCLB.

What happens to Title I schools that do not meet their annual targets on the 2003 AYP Reports?

Title I-funded schools that do not make AYP for two consecutive years will enter Program Improvement (PI). Once in PI, a school must offer students the choice to transfer to another school with paid transportation. More consequences such as offering supplemental services, tutoring, and corrective actions are required if the school continues in PI. A school is eligible to exit PI if it makes AYP for two consecutive years.

Where can parents find more information about NCLB, California's accountability plan, and AYP requirements?

Parents can direct their questions to the principal or other school administrators. Additional information about NCLB and AYP is located on the federal web site at <http://www.nclb.gov> and on the California Department of Education web site at <http://www.cde.ca.gov/pr/nclb/> and <http://www.cde.ca.gov/ayp>.

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2003 AYP CRITERIA AND FLOW CHART

The federal *No Child Left Behind Act of 2001 (NCLB)* requires that all schools and districts, even those that do not receive federal Title I funds, meet Adequate Yearly Progress (AYP) requirements. To comply with NCLB, California has adopted AYP criteria that have been approved by the U.S. Department of Education (USDE). Beginning with the 2003 AYP reports, schools and districts will be required to annually meet or exceed four key criteria in order to make AYP. This section, which describes the 2003 AYP criteria, includes the following topics:

- Summary of AYP Requirements for 2003
- Requirement 1: Annual Measurable Objectives (AMOs) for 2003
 - Minimum Percent Proficient
 - School and District Type
 - Statewide Assessments
 - Definition of Proficient
 - District Accountability
 - Small School and Districts
 - Subgroups
 - Inclusions/Exclusions
- Requirement 2: Participation Rate for 2003
 - Formula
- Requirement 3: API as Additional Indicator for 2003
- Requirement 4: Graduation Rate for 2003
 - Formula
- Safe Harbor Provision
- 2003 AYP Criteria Flow Chart

Summary of AYP Requirements for 2003

In order to make AYP for 2003, a school or a district will need to meet or exceed all of these requirements:¹

- **AMOs** — Achievement of the 2003 statewide Annual Measurable Objectives (AMOs) on English-language arts and mathematics assessments (schoolwide/districtwide and subgroups). AMOs are the minimum percentages of students at proficient or above in each content area (see Requirement 1 below for specific AMOs according to school or district type);

¹ Only the first two criteria will be listed in the 2002 Base AYP reports.

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- **Participation Rate** — Achievement of a 95 percent student participation rate on 2003 English-language arts and mathematics assessments (schoolwide/districtwide and subgroups);
- **API as Additional Indicator** — Growth in the 2002-2003 Academic Performance Index (API) score of at least one point OR a minimum 2003 Growth API score of 560 (schoolwide/districtwide); and
- **Graduation Rate** — Improvement in the graduation rate of .1 percent (schoolwide/districtwide). This applies only to high schools, high school districts, and unified school districts.

Detailed descriptions of each of these requirements are provided in the next four sections.

Requirement 1: Annual Measurable Objectives (AMOs) for 2003

Minimum Percent Proficient

NCLB mandates that all students perform at proficient or above on statewide assessments in English-language arts and mathematics by 2014. California's Annual Measurable Objectives (AMOs) are the minimum percentages of students who are required to meet or exceed the proficient level on the statewide assessments used for AYP. The minimum AMO percentages rise almost every year so that by 2014, 100 percent of students in all schools and districts score at the proficient level or above. (See "AYP Targets, 2003–2014.") The 2003 AMOs for schools and districts are:

2003 Annual Measurable Objectives (AMOs) for Schools and Districts

	Percent Proficient or Above on the CSTs, CAHSEE, and CAPA for 2003	
	English-Language Arts	Mathematics
Schools		
Elementary and Middle Schools	13.6	16.0
High Schools	11.2	9.6
Districts		
Elementary School Districts	13.6	16.0
High School Districts (with grade levels 9–11 only)	11.2	9.6
Unified School Districts and High School Districts (with grade levels 2–8 and 9–11)	12.0	12.8

Note: These AMOs are not statewide averages; they represent the value at the 20th percentile of schools weighted by enrollment, a method prescribed by No Child Left Behind (NCLB).

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NCLB Program Improvement Timeline

Number of Years School Does Not Make Adequate Yearly Progress (AYP)						
One	Two	Three	Four	Five	Six	Seven
Did Not Make AYP	Did Not Make AYP	Program Improvement		Corrective Action		
		Year 1	Year 2	Year 3	Year 4	Year 5
		<ul style="list-style-type: none"> School must revise school plan LEA provides technical assistance Use 10% of funds for staff professional development Offer choice to attend another public school in the LEA that is not PI (LEA is responsible for transportation costs) 	<p>Continue:</p> <ul style="list-style-type: none"> LEA technical assistance Use 10% of funds for professional development School choice <p>Add:</p> <ul style="list-style-type: none"> Provide supplemental services to all eligible students and notify parents 	<p>Continue:</p> <ul style="list-style-type: none"> LEA technical assistance School choice Supplemental services <p>Add:</p> <ul style="list-style-type: none"> LEA identifies school for corrective action and does at least ONE of the following: <ul style="list-style-type: none"> Replaces school staff Implements new curriculum Decreases management authority at school level Appoints outside expert Extends school year or day Restructures school LEA informs parents and public of corrective action and allows comment 	<p>Continue:</p> <ul style="list-style-type: none"> LEA technical assistance School choice Supplemental services <p>Add:</p> <ul style="list-style-type: none"> LEA and site: <ul style="list-style-type: none"> Develop a plan for alternative school governance Provide notice to parents and teachers and allow comment 	<p>Implement Alternative Governance:</p> <ul style="list-style-type: none"> Reopen school as a charter Replace all or most staff including principal Contract with outside entity to manage school State takeover

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INFORMATION

DISCUSSION

ACTION ITEMS

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World

BOARD OF TRUSTEE GLOBAL DISTRICT GOALS

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.
2. Fosters 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, local government, business, service organizations, etc. as partners in the education of our students.

COMPLIANCE CHECK LIST

Complies with Board Policy _____
Complies with Site Plan (LIP) _____
Complies with Governance & Management Document _____
Complies with Mission Statement _____
Funding Sign-Off by J. Stewart _____

Personnel Sign-Off by B. Noyes _____
Program Sign Off by S. Leaman _____

SBLT Involvement _____
Initial _____

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

SUBJECT:

Lincoln High School
Foundation Land Trust

AGENDA ITEM AREA:

DISCUSSION/ACTION

REQUESTED BY:

Paul Long, Board Member
Business Service

ENCLOSURES:

MEETING DATE:

August 5, 2003

BACKGROUND:

- The Lincoln High School Farm Foundation will be in attendance, along with representatives from the agencies working with them on this endeavor. In depth discussion is expected with action following.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees approve the Lincoln High School Farm Foundation Land Trust as presented.

Eva\h:\wpfiles\Board\format4

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MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World	
BOARD OF TRUSTEE GLOBAL DISTRICT GOALS	
1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy ____
2. Fosters a safe, caring environment where individual differences are valued and respected.	Complies with Site Plan (LP) ____
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Complies with Governance & Management Document ____
4. Promote the involvement of the community, local government, business, service organizations, etc. as partners in the education of our students.	Complies with Mission Statement ____
	Funding Sign-Off by J. Stewart ____
	Personnel Sign-Off by B. Noyes ____
	Program Sign Off by S. Leaman ____
	SBLT Involvement ____
	Initial

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

SUBJECT:

City of Lincoln and
Western Placer Unified
School District Collaboration
Letter of Intent

AGENDA ITEM AREA:

INFORMATION/DISCUSSION/ACTION

REQUESTED BY:

Roger R. Yohe, Superintendent

ENCLOSURES:

MEETING DATE:

August 5, 2003

BACKGROUND:

- Being presented for information, discussion and action is consideration of the development of a "Letter of Intent" in regard to district collaboration with the City of Lincoln in regard to joint facility use.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees approve the development of a Letter of Intent in regard to joint use facilities with the City of Lincoln.

7.2



**WESTERN
PLACER
UNIFIED
SCHOOL
DISTRICT**

810 J Street
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Karen Roberts
Nels Tahti

Asst. Superintendent,
Business Services
Jay M. Stewart

Asst. Superintendent,
Educational
Services
Scott Leaman

Director,
Human Services
Robert Noyes

LETTER OF INTENT

The Western Placer Unified School District Board of Trustees wish to formalize our intent with the City of Lincoln on a number of joint use projects over the next several years. The District, as well as the City of Lincoln is committed to provide the citizens of Lincoln with quality facilities, programs and services that serve the community's current and future needs.

In addition to co-locating parks next to future school sites, the District continues it's interest in exploring other cost saving improved efficiency operations such as transportation, food service, maintenance and operations, shared facilities and purchasing.

Our attached signatures indicate our commitment to the City and citizens of Lincoln to keep the dialogue open and on going in an effort to provide the community with maximizing our state and federal revenue dollars.

_____ Karen Roberts, President

_____ Paul Long, Vice President

_____ Marcia Harris, Clerk

_____ Nels Tahti, Member

_____ Earl Mentze, Member

letter of intent

"PURSUIT OF EXCELLENCE"

7.2.1

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World

BOARD OF TRUSTEE GLOBAL DISTRICT GOALS

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.
2. Fosters 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, local government, business, service organizations, etc. as partners in the education of our students.

COMPLIANCE CHECK LIST

Complies with Board Policy ____
Complies with Site Plan (LIP) ____
Complies with Governance &
Management Document ____
Complies with Mission Statement ____
Funding Sign-Off by J. Stewart ____

Personnel Sign-Off by B. Noyes ____
Program Sign Off by S. Leaman ____

SBLT Involvement ____
Initial

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

SUBJECT:

OPSC – Application For Joint Use
Apportionment

AGENDA ITEM AREA:

INFORMATION/DISCUSSION/ACTION

REQUESTED BY:

Roger R. Yohe, Superintendent

ENCLOSURES:

Application

MEETING DATE:

August 5, 2003

BACKGROUND:

- The District is applying to the California State Allocation Board for joint use funds for the construction of Gymnasium/Library/Multipurpose Rooms for the elementary school at Twelve Bridges. These facilities will be available for us by the citizens and City of Lincoln.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees approve the Office of Public School Construction Application for Joint Use Apportionment.

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7.3

GENERAL INFORMATION

This Form is intended to present information for one Joint Use (JU) project. The application must be supported by the following additional documents:

- Final Division of the State Architect (DSA) approved plans and specifications for the Joint Use project.
- California Department of Education (CDE) plan approval letter or Form 4.09 for the Joint Use project.
- Copy of Joint Use Agreement.

All applicable documents must be submitted with the application or it will be returned to the district. The district may submit more than one application for a type of Joint Use facility per funding cycle. Each facility will require a separate application.

The business address entered on the front of this form, should be the location that the school district wishes the Office of Public School Construction (OPSC) to mail all correspondence regarding this application.

These are estimates and they will be adjusted based on an upon review of the plans by OPSC.

This form must have the original signature of the district representative or alternate district representative.

Note: OPSC will accept a facsimile application for immediate processing, a hard copy with an original signature must be received within 5 days.

This Form may also be used solely to change the authorized district representative for the Lease-Purchase (LP) Joint Use Program or alternate reported in item 1. Should this be the case, complete the school district information and item 1 only, then sign and submit to the OPSC.

SPECIFIC INSTRUCTIONS

1. Designees - Enter the name(s) of a district employee(s) that can act on behalf of the District's Board. A consultant who is on contract to the district to communicate with the OPSC on behalf of the district's board may be listed as an alternate.
2. Type of Joint Use Facility Requested - Check the appropriate box that best describes the type of facility being requested.
3. CBEDS Enrollment - Enter the previous California Basic Education Data Systems (CBEDS) enrollment at the school site where the Joint Use facility will be constructed.
4. Name of Existing School - Enter the name of the existing school where the Joint Use facility will be constructed.
5. Grade Span - Check the grade level that applies to this application and indicate the grades to be served.
6. Square Footage Information
Enter the:
 - a. State funded eligible square feet.
 - b. Excess square feet funded solely by Joint Use partner.
 - c. Excess square feet funded by district/others.
 - d. Total square feet of area in project (Total of a,b,and c).
 - e. Square footage of total project area that is either toilet or food service area.
7. Funding Information Category - Check the box (es) that best represent the priority funding information category of this application. If the School District files more than one JU Application per funding cycle, then also fill-in the priority order number of this application in relation to the other JU Applications submitted in this funding cycle. (Refer to Joint Use policy)
8. Estimated State Funding Requested: Enter a single dollar amount for the estimated State funding requested for the project (Refer to Joint Use policy.)

7.3.1

**APPLICATION FOR JOINT USE APPORTIONMENT
EC17052**

SAB 506 JU (Rev. 05/02)

The School District named below applies to the State Allocation Board (SAB) via the Office of Public School Construction (OPSC) for an apportionment under Education Code (EC) 17052 and the provisions of Chapter 12, Part 10, Division 1, Section 17000 et seq., of the Education Code.

APPLICANT DISTRICT	FIVE DIGIT DISTRICT CODE NUMBER (See California Public School Directory)
BUSINESS ADDRESS	APPLICATION NUMBER (OPSC Use Only)
COUNTY	

1. Designees -The following individuals have been designated as District Representative(s) by School Board Minutes.

District Representative	Telephone	Alternate District Representative	Telephone
-------------------------	-----------	-----------------------------------	-----------

2. Type of Joint Use Facility Requested (Check Box)

☐ Gymnasium ☐ Library ☐ Multipurpose Room

3. CBEDS Enrollment - Enter the latest enrollment at the school site where the Joint Use facility will be constructed.

4. Name of existing school where the Joint Use facility will be constructed.

5. Grade Span of this project

	FROM	TO
<input type="checkbox"/> ELEMENTARY	_____	_____
<input type="checkbox"/> MIDDLE	_____	_____
<input type="checkbox"/> HIGH SCHOOL	_____	_____

6. Square Footage Information

a. State funded eligible square feet (From CDE Form 4.10.) _____

b. Square feet solely funded by Joint Use partner. _____

c. Excess square feet funded by district/others.. _____

d. Total square feet of area in project. _____

e. Toilet and food service area in project. _____

7. Funding Information Categories [Check box (es)]

- ☐ The school district constructed at least 3,500 Sq. Ft. of classroom area between 9/30/96-9/29/98, which was fully funded by district funds.
- ☐ The school district will construct a project that is at least 30% larger than the eligible State funded area.
- ☐ The existing school site does not have a gymnasium, nor multipurpose, nor library or the square footage of each is less than 50 percent of the square footage of eligibility allowed in the Joint Use Policy.
- ☐ The existing school site has only one of the following or the square footage of each is less than 50 percent of the square footage of eligibility allowed in the Joint Use Policy. A gymnasium, a multipurpose room, or a library.
- ☐ The existing school site has two of the following or the square footage of each is less than 50 percent of the square footage of eligibility allowed in the Joint Use Policy. A gymnasium, a multipurpose room, or a library.
- ☐ This application is the first and only application filed by the District in this funding cycle.
- ☐ This application is not the only application filed by the District in this funding cycle. Priority # _____

8. Estimated State Funding Requested:

\$ _____

7.3.2

CERTIFICATION

I certify that:

- a resolution supporting this application for apportionment under Chapter 12, Part 10, Division 1, Section 17000, et. seq., of the Education Code was adopted by the School District's Governing Board on _____; and,
- the State of California shall have no financial obligation beyond the Full and Final Apportionment made by the State Allocation Board (SAB). The School District will be responsible for all project costs beyond the "Full and Final" Apportionment by the SAB; and,
- the school district has received a letter of approval for the current Five Year Facilities Plan from the California Department of Education (copy on file at the district office); and,
- the school district will establish a restricted account for the exclusive purposes of regular maintenance as outlined in Education Code Section 17014; and,
- the project meets all requirements of the California Environmental Quality Act; and,
- the existing school does not have the facility (i.e. library, multipurpose, or gym) for which the district is requesting funding or the square footage of the existing facility (i.e. library, multipurpose, or gym) is less than 50 percent of the square footage of eligibility allowed in the Joint Use Policy. An existing facility shall be deemed to be a structure originally designed and constructed to serve the specific function; and,
- the facility for which the district is requesting funding has not received funding under provisions of any State school facility program; and,
- all contracts awarded under this project will comply with all applicable provisions of law relating to the construction of school facilities and shall include the SAB Disabled Veterans Business Enterprise Policy; and,
- the facility to be constructed will be located on district-owned property or the district has at least a 40-year lease for the property where the facility will be constructed; and,
- the school district's financial contribution is on deposit or is available for the project; and,
- the school district is aware that this application is subject to the provisions of Education Code Section 17041.2 regarding audits, material inaccuracies, and penalties; and,
- the statements set forth in this application and supporting documents are true and correct to the best of my knowledge and belief; and,
- it is understood that Government Code, Section 12650 et. seq. provides for penalties, including the imposition of treble damages, for making false claims against the State; and,
- this form is an exact duplicate (verbatim) of the form provided by the Office of Public School Construction. In the event a conflict should exist, then the language in the SAB Form will prevail and,
- apportionment subject to rescission in the event the facility is not contracted for within 12 months.

SIGNATURE OF DISTRICT REPRESENTATIVE

DATE



7.3.3

SCHOOL DISTRICT

SITE

COUNTY

APPLICATION NUMBER

Agreement

RESET

(Under the Leroy F. Greene State School Building Lease-Purchase Law of 1976)

(Education Code [EC] Section 17052)

This Agreement, ("Agreement") is effective upon initial project approval by the State Allocation Board of the State of California ("Board") and is made and entered into pursuant to Chapter 12, Part 10, Division 1 of the Education Code (commencing with Section 17000 thereof) entitled the Leroy F. Greene State School Building Lease-Purchase Law of 1976, including any subsequent amendments thereto, ("Act"), by and between the Board and the School District or County Superintendent of Schools acting as a School District, as named above ("District").

Whereas, the District has filed an application for funding from the Board for construction of school facilities, as more fully set forth in the District's application as identified by the Application or Project number set forth above which is incorporated by reference as part of this agreement; and,

Whereas, the District either is the owner of the site or is the lessee of a lease from the owner of the site, the term of which lease is at least equal to the term of this Agreement; and,

Whereas, the District will, when it has in its possession plans and specifications approved pursuant to Education Code Sections 17024 and 17025, and has filed an application for the construction of school buildings and related facilities to be constructed as identified by the Application or Project number set forth above; and,

Whereas, the application includes the acquisition of certain furniture and equipment as approved by the Board; and,

Whereas, the construction on the site and the acquisition of the furniture and equipment as described in the previous paragraphs of this Agreement, shall hereinafter be referred to as the "Project"; and,

Whereas, the Board has agreed to provide funds to the District, subject to the conditions contained herein and in the Act, said funds to be used, along with other funds available to the District, for the completion of the Project ("Funding");

Now, Therefore, in consideration of the above and the performance of mutual promises and agreements herein contained at the time and in the manner specified, the parties agree as follows:

Continued on next page

7.3.4

Item 1. Release of Funds

The release of State funds for a Joint Use Project which receives an Appointment by the Board is contingent up on the submission by the District of this Agreement

Item 2. Term

The term of this Agreement shall be forty (40) years from the date of the Notice of Completion of the Project, unless this Agreement is sooner terminated as provided in this Agreement or the Act.

Item 3. District Representative

The District shall appoint one or more persons of the District's staff as the "District's Representative" to act as a liaison between the District and the Board and to perform all acts required or contemplated under this Agreement. The District shall inform the Office of Public School Construction (OPSC) immediately of the name and title of its District Representative, and shall inform the OPSC, whenever there is a change in the name of its District Representative. In the event there is no District Representative appointed, then the District's Superintendent shall act as the District Representative.

Item 4. Availability of Funds

The District understands that this Agreement is contingent upon the availability of funds and that the board shall incur no costs or liability as a result of the approval given to this project by the Board until funding becomes available to apportion to this project and the apportionment is made. The District shall be solely responsible for any costs arising from this Project until such time as the Board shall apportion funds for this project. Further, to the extent the District proceeds with the project in advance of the apportionment, the District agrees to indemnify, defend and hold harmless the State, its officers, agents and employees from any and all claims and losses caused by the District accruing or resulting to any person, firm or corporation furnishing or supplying financing.

Item 5. Responsibility and Indemnity

The District understands and acknowledges, that all contracts entered into as a result of this agreement are District contracts to which neither the State nor the Board is a party. The District shall be liable for all injuries, damages, debts or other liabilities caused by the District arising out of any contract entered into by the District as a result of this Agreement, and the Board shall not be liable for any such injuries, damages, debts or other liabilities caused by the district arising out of said contract(s). The Board shall be liable for all damages directly caused by the Board. The District shall indemnify and hold harmless the Board and its officers, agents and employees from any loss, or liability (including reasonable attorney's fees and costs) caused by the District arising out of or relating to any contract entered into by the District as result of this Agreement.

Item 6. Reimbursement of Costs Incidental to the Preparation of Plans

All costs necessary and incidental to the preparation of plans, including, but not limited to, surveys, testing, architects' fees, and legally required fees, may be paid from State funding if such expenditures are deemed eligible by the Board.

Item 7. Construction of the Project or Other Improvements

The District shall deliver to the Executive Officer copies of all plans and specifications for the Project. The District shall not commence construction of the Project, nor make or cause to be made any other improvement upon the Site, without the prior written approval of the Board, unless otherwise authorized by the Act. The District shall comply with the Act and regulations promulgated thereunder regarding the construction and completion of the Project. The District shall use the plans and specifications for construction of the Project that is approved by the Board. All costs and fees necessary and incidental to (1) the inspection of the construction on the Site for the Project, and (2) construction testing, including but not limited to materials testing, may be paid from the funding.

Continued on next page

7.3.5

Item 8. Signage Language

The District shall cause to be erected signage on the Project Site in the manner specified by the Board. The cost of the signage shall be an eligible project cost within the building cost allowance. The signage shall remain in place until the dedication of the project.

Item 9. Notification of Pending or Threatened Litigation

If upon the date of execution of this Agreement there is any litigation pending or threatened relating to the validity of this Agreement, the financing of the Project or the construction of the Project, the District shall notify the Board and the District shall not obligate any portion of the funding, nor will funding be released without the prior written approval of the Executive Officer.

Item 10. Changes in Plans and Specifications

Once the Board has accepted the plans and specifications for the Project, the District shall not change the plans and specifications without the notification of the Board. When required by Education Code Sections 17024 and 17025, any such changes also shall be subject to the approval of the California Department of General Services and the Department of Education.

Item 11. Categories of Allowable Costs

Once the board has apportioned funds for the Project, the District may not request additional funds to be paid by the Board. The funding shall be reduced pursuant to Board policy by such amount not expended as determined by an audit of allowable costs.

Item 12. Changes to the Project

During the term of this Agreement, the District shall not make any changes to the facilities that are inconsistent with the Project's original purpose without notification of the Board.

Item 13. Assessments

During the term of this Agreement, the District shall be liable for and discharge at the sole cost and expense of the District any assessments validly made against the Site. Assessments resulting from the completion of the Project may be paid from the funding apportioned.

Item 14. Repairs, Renewals or Replacements

During the term of this Agreement, the District, at the sole cost and expense of the District shall maintain the Project in good and safe working order and condition and shall manage, operate, and maintain the Project, including without limitation, security service, janitor service, grounds-keeping, power, gas, telephone, light, heating, air conditioning, water and all other utility services. In the event the Project requires repairs, renewals, replacements as a result of damages from any cause, casualty, or otherwise, the District at the sole cost and expense of the District shall make the same.

Item 15. Liens, Charges and Encumbrances

During the term of this Agreement, at the sole cost and expense of the District, the District shall keep the Site clear of all liens, charges and encumbrances, except any arising as required for easements for utilities or rights-of-way.

Item 16. Access to Premises

During the term of this Agreement, the Board and its designees shall have the right to enter the school site and all buildings thereon during reasonable business hours.

Item 17. Sublease or Assignment of Site; Use of Site

During the term of this Agreement, the District shall not, without the prior written approval of the Board, sublet or assign the Site or any portion thereof, or grant any use thereof that is not revocable on 30 days or less notice. The District shall permit no use of the Site, which is in violation of law, including the Act.

Item 18. Compliance with the Act

During the term of this Agreement, the District shall comply with all applicable terms of the Act.

Item 19. Insurance

During the period of construction of the Project, the District shall insure the Project is covered during the course of construction within [builders' risk] insurance policy provided by an admitted insurance company, which cost shall be paid from the funding. Immediately following acceptance of the Project from the contractor, the District at the sole cost and expense of the district, shall provide a policy or policies of insurance for the benefit of the District and the Board, both of whom shall be insured, including self insurance, from an admitted insurance company insuring against (1) loss or damage, resulting from fire, lightning, vandalism, malicious mischief, and such other perils ordinarily defined as extended coverage, and (2) such additional risks as the Board and District may agree should be insured against in such amounts and under such provisions as are satisfactory to each, provided that they shall provide that payment of claims that satisfy the State's interest shall be made solely to the Board for the purposes described in this Agreement. Such policies shall be maintained during the term of this Agreement. During the term of this Agreement, the District, at the sole cost and expense of the District, also shall provide and keep in force public liability and property damage policies protecting both the Board and the District under such provisions and in such amounts as are satisfactory to each. The District agrees that the District shall obtain insurance adequate to protect the interests of the District and the Board consistent with this agreement.

Item 20. Condemnation

In the event the entire Site and the Project, or so much thereof as to render the same unusable for the purposes for which they were intended, is permanently taken under the power of eminent domain or sold to any government agency threatening to exercise such power, the proceeds thereof, whether for the Project or the Site, shall be paid to the Board, which shall use the proceeds to assist the District to build a similar project, if required, and if not required, shall be retained by the Board. In the event that less than all of the Site and Project shall be taken under the power of eminent domain or sold to any governmental agency threatening to exercise such power and the remainder is usable for the purposes intended, this Agreement shall not terminate. If the condemnation award is, or sale proceeds are sufficient to repair or restore the necessary portion of the Project, and both the Board and the District give their approval, the Board shall receive the entire condemnation award or sale proceeds, whether for the Site or Project, and shall repair or restore the Project in such manner as the parties may agree. Any balance of the condemnation award or sale proceeds remaining after the Project has been so repaired or restored shall be retained by the Board. Should the parties fail to concur in the practicability of restoring the project with such funds, or the District does not agree thereto, the entire proceeds from such condemnation, whether of the Site or Project, shall be retained by the Board. The District shall not sell or convey any interest in the Project to any entity threatening condemnation without the prior written approval of the Board.

**AGREEMENT-JOINT USE
EC 10752****Item 21. Insurance and Condemnation**

In the event under either of the two preceding Items entitled Insurance and Condemnation the Board retains proceeds, if either (a) the District has participated in the Project by contributing fifty percent (50%) of the cost of the Project, or (b) after the completion of the Project the District has added improvements to the Site for which insurance or condemnation proceeds were paid, the value of which improvements exceed one percent (1%) of the Board's funding to the District, then such insurance or condemnation proceeds shall be divided between the Board and the District in proportion to either (a) fifty percent (50%) each to the Board and the District, or (b) the ratio of the amount of the funding as compared to the amount of improvements provided by the District after the completion of the project.

Item 22. Headings

The paragraph headings contained herein are for convenience and reference and are not intended to define or limit the scope of any provision of this Agreement.

Item 23. Severability

If any section, subsection, sentence, clause or phrase of this Agreement, or the application thereof to either party or any other person or circumstance, is for any reason held invalid, it shall be deemed severable and validity of the remainder of the Agreement or the application of such provision to the other party or to any person or circumstance shall not be affected thereby.

Item 24. Alteration or Amendment

No alteration of or amendment to this Agreement shall be deemed binding upon the parties unless the same has been executed thereby by the Board and the District in writing.

Item 25. Notices

All notices, requests or communications required or permitted to be given in this Agreement shall be in writing and, mailed or delivered to the respective party as follows:

Board: State Allocation Board
1130 K Street, Suite 400
Sacramento, CA 95814
Attention: Executive Officer

District: _____

_____, CA _____

Attn.: District Representative

RESET

The Board and the District may, by notice given hereunder, designate any further or different address to which subsequent notices and other communications shall be sent.

The laws of the State of California shall govern this Agreement, the interpretation thereof and any right or liability arising hereunder. Any action or proceeding to enforce or interpret any provision of this Agreement shall be brought, commenced or prosecuted in Sacramento County, California.

In Witness Whereof, the Board has caused this Agreement to be executed by its duly authorized officers and the District has caused this Agreement to be executed by the Trustees of said District and attested by the Clerk/Secretary of the District, as of the day and year set forth below.

STATE ALLOCATION BOARD

By _____ Date _____
Executive Officer

COUNTY SUPERINTENDENT OF SCHOOLS OR
SCHOOL DISTRICT BOARD OF TRUSTEES

By _____ Date _____
Chairperson/President

By _____ Date _____
Member

By _____ Date _____
Member

By _____ Date _____
Member

By _____ Date _____
Member

By _____ Date _____
Member

7.3.9

CONSTRUCTION CONTRACT CERTIFICATION FOR JOINT USE - EC 17052

STATE SCHOOL BUILDING LEASE-PURCHASE JOINT USE PROGRAM

SAB 599 JU (REV. 05/02)

OFFICE OF PUBLIC SCHOOL CONSTRUCTION

DISTRICT	AUTHORIZED TERM OF CONTRACT
SCHOOL NAME	DATE CONTRACT SIGNED
COUNTY	CONTRACT START DATE
CONTRACTOR	AMOUNT OF CONTRACT
SAB APPLICATION NUMBER	ESTIMATED COMPLETION DATE

Certification:

The District hereby certifies that all of the following applies:

- the Board of Trustees for the above named District has awarded the contract in accordance with applicable legal requirements.
- the District has complied with the State Allocation Board (SAB) Disabled Veterans Business Enterprise requirement for all contracts over \$10,000.
- the District has entered into a construction contract with the above-named contractor for the Joint Use facility.
- the contract has been approved as to form by the District's legal counsel.
- the contractor has presented a labor and material bond to the District, which is issued by an admitted surety *, in an amount equal to at least 50% of the construction contract amount.
- the contractor has presented a performance bond to the District, which is issued by an admitted surety *, in an amount equal to 100% of the construction contract amount.
- the District Share as required by the SAB, is on deposit in the Lease-Purchase Fund or the monies are available in a fund acceptable to the SAB.
- the District has the funds available to complete the Joint Use project.

* "Admitted surety insurer" means a corporate or a reciprocal or interinsurance exchange to which the Insurance Commissioner has issued a certificate of authority to transact surety insurance in the State of California, as defined in Section 105 of the Insurance Code. [Code of Civil Procedure Section 995.120 (a)]

The Department of Insurance can provide current verification of licensed surety companies on the "admitted surety" list when you call (800) 927-4357, selection 1. Each County Clerk also receives annually the Department of Insurance's admitted surety list annually.

I certify that this form and its supporting documents properly set forth the request of the District for funding under Part 10, Chapter 12, of the California Education Code (EC) 17052, and that the information contained herein is true and accurate to the best of my knowledge and belief. In making this certification I am aware that Section 6203 of the Government Code provides that any officer knowingly making false statements is guilty of a misdemeanor.



SIGNATURE OF DISTRICT REPRESENTATIVE

DATE

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World BOARD OF TRUSTEE GLOBAL DISTRICT GOALS		COMPLIANCE CHECK LIST
1.	Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy ____ Complies with Site Plan (LP) ____ Complies with Governance & Management Document ____ Complies with Mission Statement ____ Funding Sign-Off by J. Stewart ____
2.	Fosters a safe, caring environment where individual differences are valued and respected.	Personnel Sign-Off by B. Noyes ____ Program Sign Off by S. Leaman ____
3.	Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	SBLT Involvement ____ Initial
4.	Promote the involvement of the community, local government, business, service organizations, etc. as partners in the education of our students.	

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

SUBJECT:
Adoption of Revised
Policies and Regulations

AGENDA ITEM AREA:
DISCUSSION/ACTION

REQUESTED BY:
Roger R. Yohe, Superintendent

ENCLOSURES:
Revised Policies/Regulations

MEETING DATE:
August 5, 2003

BACKGROUND:

•The District Policy Committee has reviewed the CSBA policy updates. These revisions are now being presented for approval by the Board of Trustees.

- BP/AR 0420 Charter Schools
- BP/AR 0450 Comprehensive Safety Plan
- AR 1340 Access to District Records
- AR 3515.2 Disruptions
- BP/AR 4131.6 – Professional Development Program - DELETED
- AR 4161.2 Personal Leaves
- BP/AR 4200 Classified Personnel
- BP 4213 Assignment/Classification – DELETED
- BP/AR 5020 Parent Rights and Responsibilities
- AR 5117.2 Alternative Interdistrict Attendance Program
- BP 5131 Conduct
- BP/AR 5142 Safety
- BP 5142.3 Student Use of Bicycles – DELETED
- BP/AR 5144 Discipline
- AR 5144.1 Suspension and Expulsion/Due Process (Pages “a” and “d” and attachments 2 and 3)
- AR 5144.2 Suspension and Expulsion/Due Process (Students with Disabilities)
- BP 5145.1 Privacy – DELETED
- BP/AR 5148 Child Care and Development
- BP 6112 School Day
- BP/AR 6142.1 Family Life/Sex Education
- AR 6143 Courses of Study

7.4

- o BP/AR 6162.8 Research
- o BP/AR 6171 Title I Programs
- o BB 9011 Disclosure of Confidential/Privileged Information
- o BB 9250 Remuneration, Reimbursement and Other Benefits (E 9250 DELETED)
- o BB 9320 Meetings and Notices
- o BB 9321 Closed Session Purposes and Agendas
- o BB 9322 Agenda/Meeting Materials
- o BB/E 9323.2 Actions by the Board

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees approve the revisions of the policies and regulations as submitted by the committee.

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7.4.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT

BP 0420.4(a)

PHILOSOPHY-GOALS-OBJECTIVES AND COMPREHENSIVE PLANS

Charter Schools

The Governing Board believes that charter schools may provide an opportunity to implement school-level reform and to support innovations which improve student learning. These schools shall operate under the provisions of, their individual charters, federal laws, specified state laws and general oversight of the Board.

As needed, the Superintendent or designee may work with charter school petitioners to establish workable plans for technical assistance or contracted services which the district may provide to the proposed charter school.

In determining whether to grant or deny a charter, the Board shall carefully review the proposed charter and any supplementary information, consider public and staff input, and determine whether the charter petition adequately addresses all the provisions required by law. The Board shall not deny a charter school petition unless specific written factual findings are made pursuant to law and administrative regulation.

The Board shall ensure that any charter granted by the Board contains adequate processes and measures for holding the school accountable for fulfilling the terms of its charter. These shall include, but not be limited to, fiscal accountability systems as well as multiple measures for evaluating the educational program. To assist the Board in its general oversight responsibility, charters shall provide for regular reports to the Board related to the charter provisions.

(cf. 0500 - Accountability)

The district shall not require any student to attend a charter school and shall not require any district employee to work at a charter school. (Education Code 47605)

Legal Reference:

EDUCATION CODE

33054 Waivers

41365 Charter school revolving loan fund

42100 Annual statement of receipts and expenditures

42238.53 Funding for charter districts

44237 Criminal record summary

44830.1 Certificated employees, conviction of a violent or serious felony

7.4.2

**PHILOSOPHY-GOALS-OBJECTIVES AND
COMPREHENSIVE PLANS(continued)**

BP 0420.4(b)

46201 Instructional minutes
47600-47617 Charter Schools Act of 1992, as amended
47640-47647 Special education funding for charter schools
47652 Funding of first-year charter schools
42238.51-42238.52 Funding for charter districts
48000 Minimum age of admission (kindergarten)
48010 Minimum age of admission (first grade)
48011 Minimum age of admission from kindergarten or other school
51745-51749.3 Independent study
54032 Limited English or low-achieving pupils
56026 Special education
56145-56146 Special education services in charter schools
60600-60652 Assessment of academic achievement, including:
60605 Academic content and performance standards; assessments
60640-60647 Standardized Testing and Reporting Program

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act
54950-54963 The Ralph M. Brown Act

PENAL CODE

667.5 Definition of violent felony
1192.7 Definition of serious felony

CODE OF REGULATIONS, TITLE 5

11700.1-11705 Independent study
11960-11969 Charter schools

ATTORNEY GENERAL OPINIONS

80 Ops.Cal.Atty.Gen. 52 (1997)
78 Ops.Cal.Atty.Gen. 297 (1995)

Management Resources:

CSBA PUBLICATIONS

Charter Schools: A Manual for Governance Teams, 2002

CDE PUBLICATIONS

Special Education and Charter Schools: Questions and Answers, September 10, 2002

WEB SITES

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

CDE: <http://www.cde.ca.gov/charter>

Education Commission of the States: <http://www.ecs.org>

NSBA: <http://www.nsba.org>

Adopted: 1994

Revised: 1/6/98, 1/19/99, 5/2/00

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7.4.3

WESTERN PLACER UNIFIED SCHOOL DISTRICT

AR 0420.4(a)

PHILOSOPHY-GOALS-OBJECTIVES AND COMPREHENSIVE PLANS

CHARTER SCHOOLS

Requirements for Charter Petitions

Petition Signatures

To be considered by the Governing Board, charter school petitions must be signed by one of the following (Education Code 47605)

1. A number of parents/guardians equivalent to at least one-half of the number of students that the charter school estimates will enroll in the charter school for its first year of operation
2. A number of teachers equivalent to at least one-half of the number of teachers that the charter school estimates will be employed at the school during its first year of operation

(cf. 4116 - Permanent/Probationary Status)

In circulating a petition, the petitioners shall include a prominent statement explaining that a signature means that the parent/guardian is meaningfully interested in having his/her child attend the charter school or, in the case of a teacher's signature, that the teacher is meaningfully interested in teaching at the charter school. The proposed charter shall be attached to the petition. (Education Code 47605)

A charter petition shall include affirmations of the conditions described in Education Code 47605(d) as well as descriptions of all of the following: (Education Code 47605, 47611.5)

1. The educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling students to become self-motivated, competent, and lifelong learners.

If the proposed school will serve high school students, the petition shall describe how the charter school will inform parents/guardians about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western

7.4.4

CHARTER SCHOOLS (continued)**AR 0420.4 (b)**

Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the "A" to "G" admissions criteria may be considered to meet college entrance requirements.

2. The measurable student outcomes identified for use by the charter school. "Student outcomes" means the extent to which all students of the school demonstrate that they have attained the skills, knowledge and attitudes specified as goals in the school's educational program.
3. The method by which student progress in meeting those student outcomes is to be measured.
4. The means by which the school will ensure that special education services are provided to eligible students.
5. The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parental involvement.
6. The services requested from the district and the financial agreement for provisions of these services.
7. The qualifications to be met by individuals to be employed by the school.
8. The procedures that the school will follow to ensure the health and safety of students and staff. These procedures shall include the requirement that each school employee
9. furnish the school with a criminal record summary as described in Education Code 44237.
10. The means by which the school will achieve a racial and ethnic balance among its students that is reflective of the general population residing within the district's territorial jurisdiction.
11. Nondiscriminatory admission requirements if applicable
12. The manner in which annual independent financial audits shall be conducted, which shall employ generally accepted accounting principles and the manner in which audit exceptions and deficiencies shall be resolved to the satisfaction of the Board.
13. The procedures by which students can be suspended or expelled-
14. The manner by which staff members of the charter schools will be covered by the State

7.4.5

PHILOSOPHY-GOALS-OBJECTIVES AND COMPREHENSIVE PLANS

CHARTER SCHOOLS (continued)

Teachers' Retirement System, the Public Employee's Retirement System, or federal social security.

15. The public school attendance alternatives for students residing within the district who choose not to attend charter schools.
16. A description of the rights of any district employee upon leaving district employment to work in a charter school, and of any rights of return to the district after employment at a charter school.
17. The procedures to be followed by the charter school and the Board to resolve disputes relating to charter provisions.
18. A declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining under Government Code 3540-3549.3.
19. The procedures to be used if the charter school closes. The procedures shall ensure a final audit of the charter school to determine the disposition of all assets and liabilities of the school, including plans for disposing of any net assets and for the maintenance and transfer of student records.

Charter school petitioners shall provide information to the Board regarding the proposed operation and potential effects of the school, including but not limited to: (Education Code 47605)

1. The facilities to be used by the school, including where the school intends to locate
(*cf. 7160 – Charter School Facilities*)
2. The manner in which administrative services of the school are to be provided
3. Potential civil liability effects, if any, upon the school and district
4. Financial statements that include a proposed first-year operational budget, including start-up costs, and cash-flow and financial projections for the first three years of operation

1.4.6

PHILOSOPHY-GOALS-OBJECTIVES AND COMPREHENSIVE PLANS

CHARTER SCHOOLS (continued)

Location of Charter School

Any charter petition submitted to the Board on or after July 1, 2002, unless otherwise exempted by law, shall identify a single charter school that will operate within the geographic boundaries of the district. A charter school may propose to operate at multiple sites within the district as long as each location is identified in the petition. (Education Code 47605, 47605.1)

A charter school that is unable to locate within the district's jurisdictional boundaries may establish one site outside district boundaries but within the county, if: (Education Code 47605, 47605.1)

1. The Board is notified prior to approval of the petition.
2. The County Superintendent of Schools and Superintendent of Public Instruction are notified before the charter school begins operations.
3. The school has attempted to locate a single site or facility to house the entire program but such a facility or site is unavailable in the area in which the school chooses to locate, or the site is needed for temporary use during a construction or expansion project.

A charter school may establish a resource center, meeting space or other satellite facility located in an adjacent county if both the following conditions are met: (Education Code 47605.1)

1. The facility is used exclusively for the educational support of students who are enrolled in non classroom-based independent study of the charter school.
2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized.

All charter schools shall be subject to these requirements by June 30, 2005, or upon the expiration of a charter that is in existence on January 1, 2003, whichever is later. Until this date, any charter school that provided educational services before July 1, 2002, shall be subject to these requirements only for new educational services or school sites it establishes or acquires. (Education Code 47605.1)

7.4.1

PHILOSOPHY-GOALS-OBJECTIVES AND COMPREHENSIVE PLANS

CHARTER SCHOOLS (continued)

Charter Approval/Denial

Within thirty (30) days of receiving a petition to establish a charter school, the Board shall hold a public hearing to determine the level of support for the petition teachers other employees of the District, and parents/guardians. (Education Code 47605)

(cf. 9320 – Meetings and Notices)

Within sixty (60) days of receiving a petition, or within ninety (90) days with the consent of the petitioners and the Board, the Board shall either grant or deny the request to establish a charter school. Education Code 47605)

The Board shall grant the charter if doing so is consistent with sound educational practice. A charter shall be denied only if the Board presents written specific factual findings that one or more of the following conditions exist: (Education Code 47605)

1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain the number of signatures required.
4. The petition does not contain an affirmation of each of the conditions described in Education Code 47605 (d).
5. The petition does not contain reasonably comprehensive descriptions of charter provisions in Education Code 47605 (b).

The Board also shall not grant any charter that authorizes the conversion of a private school to a charter school. (Education Code 47602)

The Board shall not approve any charter petition that proposes to serve students in a grade level that is not served by the district, unless the petition proposes to serve students in all the grade levels served by the district. (Education Code 47605)

The Board shall not deny a petition based on the actual or potential costs of serving students with disabilities, nor shall it deny a petition solely because the charter school

7.4.8

PHILOSOPHY-GOALS-OBJECTIVES AND COMPREHENSIVE PLANS

CHARTER SCHOOLS (continued)

might enroll disabled students who reside outside the special education local plan area (SELPA) in which the district participates. (Education Code 47605.7, 47647)

The approval or denial of a charter petition shall not be controlled by collective bargaining agreements nor subject to review or regulation by the Public Employment Relations Board. (Education Code 47611.5)

In granting charter petitions, the Board shall give preference to schools best able to provide comprehensive learning experiences for academically low-achieving students according to standards established by the California Department of Education under Education Code 54032. (Education Code 47605)

The Board may initially grant a charter for a specified term not to exceed five years. (Education Code 47607)

The petitioners shall provide written notice of the Board's approval and a copy of the charter to the State Board of Education. (Education Code 47605)

The approval or denial of a charter petition shall not be controlled by collective bargaining agreements nor subject to review or regulation by the Public Employment Relations Board. (Education Code 47611.5)

Revisions

Material revisions to a charter may be made only with Board approval and shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605. (Education Code 47607)

If, after receiving approval of its petition, a charter school proposes to establish operations at one or more additional sites within the district's boundaries, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations. The Board shall consider approval of the additional locations at an open meeting. (Education Code 47605)

Renewals

A charter school seeking renewal of the charter shall submit a written request to the Board at least 120 days before the term of the charter is due to expire.

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PHILOSOPHY-GOALS-OBJECTIVES AND COMPREHENSIVE PLANS

CHARTER SCHOOLS (continued)

At least 90 days before the term of the charter is due to expire; the Board shall conduct a public hearing to receive input on whether or not to extend the charter. At least 60 days before the expiration date, the Board shall either grant or deny the request for renewal.

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605. (Education Code 47607) and described on pages "b" and "c" of this regulation.

Each renewal shall be for a period of five years. (Education Code 47607)

Revocations

The Board may revoke a charter whenever it finds that the charter school has done any of the following:

1. Committed a material violation any of the conditions, standards, or procedures set forth in the charter
2. Failed to meet or pursue any of the student outcomes identified in the charter
3. Failed to meet generally accepted accounting principles or engaged in fiscal mismanagement
4. Violated any provision of law

Prior to revocation, the Board shall notify the charter school of any violation and give the school a reasonable opportunity to correct the violation unless the Board determines, in writing, that the violation constitutes a severe and imminent threat to the health or safety of the students. (Education Code 47607)

Requirements for Charter Schools

In providing general oversight of a charter school, the Board shall determine whether the school meets the legal requirements applicable to charter schools. Each charter school shall:

1. Be nonsectarian in its programs, admission policies, employment practices and all other operations (Education Code 47605)

7.7.10

PHILOSOPHY-GOALS-OBJECTIVES AND COMPREHENSIVE PLANS

CHARTER SCHOOLS (continued)

2. Not charge tuition (Education Code 47605)
3. Not discriminate against any student on the basis of ethnicity, national origin, gender or disability (Education Code 47605)
4. Adhere to all laws establishing minimum age for public school attendance (Education Code 47610)

(cf. 5111 - Admission)

5. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965. (Education Code 47612)
6. Serve students with disabilities in the same manner as such students are served in other public schools (Education Code 47646, 56145)

(cf. 0430 - Comprehensive Local Plan for Special Education)

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification of Individuals for Special Education)

7. Admit all students who wish to attend the school, according to the following criteria and procedures: (Education Code 47605)
 - a. Admission to the charter school shall not be determined according to the student's place of residence, or that of his/her parents/guardians, within this state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within the school's former attendance area.

However, if a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced price meals, it may also establish an admissions preference for students who are currently enrolled in the public elementary school and for students who reside in the public school attendance area. (Education Code 47603.3)

17. 4.11

PHILOSOPHY-GOALS-OBJECTIVES AND COMPREHENSIVE PLANS

CHARTER SCHOOLS (continued)

- b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing, except that preferences shall be extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. In the event of a drawing, the Board shall make reasonable efforts to accommodate the growth of the charter school and shall not take any action to impede the charter school from expanding enrollment to meet student demand.
- c. Other admissions preferences permitted by the Board on an individual school basis as consistent with law.
- 8. Require its teachers to hold a Commission on Teacher Credentialing certificate, permit or other document equivalent to that which a teacher in other public schools would be required to hold. (Education Code 47605)

(cf. 4112.2 - Certification)
- 9. Not hire any person, in either a certificated or classified position, who has been convicted of a violent or serious felony except as otherwise provided by law. (Education Code 44830.1, 45122.1)

(cf. 4112.5 /4312.5 - Criminal Record Check)
(cf. 4212.5 - Criminal Record Check)
- 10. Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System. (Education Code 47610)
- 11. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment. (Education Code 47611.5)
- 12. Meet all statewide standards and conduct the student assessments required by Education Code 60605 and any other statewide standards or student assessments applicable to non-charter public schools. (Education Code 47605, 47612.5)

(cf. 6011 - Academic Standards)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - Standardized Testing and Reporting Program)

7.4.12

PHILOSOPHY-GOALS-OBJECTIVES AND COMPREHENSIVE PLANS

CHARTER SCHOOLS (continued)

13. Offer, at a minimum, the same number of instructional minutes set forth in Education Code 46201 for the appropriate grade levels. (Education Code 47612.5)

(cf. 6111 - School Calendar)
14. Meet the requirements of Education Code 51745-51749.3 if it provides independent study, except that it may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e). (Education Code 47612.5, 51747.3; 5 CCR 11705)

(cf. 6158 - Independent Study)
15. Identify and report to the Superintendent of Public Instruction any portion of its average daily attendance that is generated through non classroom-based instruction, including but not limited to independent study, home study, work study, and distance and computer-based education. (Education Code 47612.5, 47634.2)
16. On a regular basis, consult with parents/guardians and teachers regarding the school's educational programs. (Education Code 47605)
17. On or before September 15 of each year, approve and file with the district an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100)
18. By December 15 of each year, transmit a copy of its annual, independent financial audit report for the preceding fiscal year to the Superintendent or designee, the state Controller, the County Superintendent of Schools, and the California Department of Education, unless the charter school's audit is encompassed in the district's audit. (Education Code 47605)
19. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection. (Education Code 47612.5)
20. Promptly respond to all reasonable inquiries from the district, the county office of education or the Superintendent of Public Instruction, including but not limited to inquiries regarding its financial records. (Education Code 47604.3)

7.4.13

PHILOSOPHY-GOALS-OBJECTIVES AND COMPREHENSIVE PLANS

CHARTER SCHOOLS (continued)

Financial Relationship

The district may charge for the actual costs of supervisorial oversight of a charter school not to exceed one percent of the charter school's revenue. If the district is able to provide substantially rent-free facilities to the charter school, the district may charge actual costs up to three percent of the charter school's revenue for supervisorial oversight. (Education Code 47613)

The charter school may separately purchase administrative or other services from the district or any other source. (Education Code 47613)

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System and the Public Employees' Retirement System on behalf of the charter school. The charter school may be charged for the actual costs of the reporting services, but shall not be required to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

Waivers

If a charter school submits to the district an application for a waiver of any state Education Code provisions, the Board shall hold a public hearing on the waiver request no later than 90 days following receipt of the request. (Education Code 33054)

The Superintendent or designee shall subsequently prepare a summary of the public hearing to be forwarded with the waiver request to the State Board of Education. If the Board recommends against approval of the waiver request, it shall set forth the reasons for its disapproval in written documentation that shall be forwarded to the State Board of Education. (Education Code 33054)

Adopted: 1/20/98

Revised: 8/4/98, 1/19/99, 5/2/00

7.4.14

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Philosophy-Goals-Objectives and Comprehensive Plans

BP 0450 (a)

COMPREHENSIVE SAFETY PLAN

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment. Strategies for violence prevention, high expectations for student behavior, including respect for others are elements of this policy. (See AR 0450)

(cf. 5131 – Conduct)

The Superintendent or designee shall oversee the development of a comprehensive districtwide safety plan that identifies major safety concerns as well as the district's goals and priorities for safe schools. The plan shall include violence prevention strategies and actions to be taken in the event of a crisis. The Superintendent or designee may appoint a district-level safety committee to assist with the development of the safety plan.

In addition, each principal or designee shall ensure the development of a comprehensive site-level plan aligned with the district plan and tailored to the specific concerns of each school. The plan shall take into account the school's staff, available resources and building design, as well as other factors unique to the site. The principal or designee may appoint a broad-based committee to assist with the development and implementation of the safety plan.

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

The district's comprehensive safety plan shall be regularly reviewed and updated in order to reflect changed circumstances and to evaluate the district's progress in achieving safety goals and objectives. In addition, school safety plans and programs shall be reviewed and revised as needed to ensure consistency with the goals and objectives of the district's comprehensive plan.

The school safety plan shall be reviewed and updated annually by March 1 of each year. Each school shall forward the safety plan to the district for approval. New school campuses shall develop a safety plan within one year of initiating operation. (Education Code 35294.6)

(cf. 0510 - School Accountability Report Card)

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COMPREHENSIVE SAFETY PLAN

Each school shall forward the safety plan to the Board for approval. The Board shall approve the plan at a regularly scheduled meeting of the Board and the adoption of the plan shall not be a consent item. At a minimum, the Board shall discuss both of the following: (Education Code 35294.8, 35294.21, 35294.22)

1. How the safety plan addresses the needs of the school and students within that school
2. How the school site council or safety planning committee considered the "three essential components" when writing the plan, including (a) assuring each student a safe physical environment; (b) assuring each student a safe, respectful, accepting and emotionally nurturing environment; and (c) providing each student resiliency skills

The Board shall review the comprehensive districtwide and/or school safety plan(s) in order to ensure compliance with state law, Board policy and administrative regulation.

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 35294.1. (Education Code 35294.8)

The principal or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 35294.2)

(cf. 1340 - Access to District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of sex discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

35291.5 School-adopted discipline rules

35294-35294.9 School safety plans

35294.10-35294.15 School Safety and Violence Prevention Act

35294.20-35294.25 Double Your Cash Program

48900-48926 Suspension and expulsion

48950 Speech and other communication

67381 Violent crime, definition

PENAL CODE

628-628.6 Reporting of school crime

11164-11174.3 Child Abuse and Neglect Reporting Act

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

7.4.16

COMPREHENSIVE SAFETY PLAN

Management Resources:

CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999

CDE PUBLICATIONS

Safe Schools: A Planning Guide for Action, 1995

WEB SITES

CDE, Safe Schools Office: <http://www.cde.ca.gov/spbranch/safety/safetyhome>

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

National Alliance for Safe Schools: <http://www.safeschools.org>

School/Law Enforcement Partnership: <http://www.cde.ca.gov/spbranch/safety/slep/partnership.asp>

National School Safety Center: <http://www.nssc1.org>

Adopted: 1997

Revised: 11/19/02

Q:1000b\bp0450

7.4.17

WESTERN PLACER UNIFIED SCHOOL DISTRICT

AR 0450 (a)

PHILOSOPHY-GOALS-OBJECTIVES AND COMPREHENSIVE PLANS

Comprehensive Safety Plan Development and Review of Safety Plan

The Site Based Leadership Team/School Site Council shall write and develop a comprehensive safety plan relevant to the needs and resources of that particular school. The Site Based Leadership Team/School Site Council shall consult with local law enforcement in the writing and development of the plan, as well as other Site Based Leadership Team and safety committees, when practical. (*Education Code 35294.1, 35294.2*)

(cf. 0420- School Plans/Site Councils)

In addition, the Site Based Leadership Team/School Site Council may consult with other local agencies as appropriate, including health care and emergency service providers.

(cf. 1400 - Relations between other Governmental Agencies and the Schools)

The Site Based Leadership Team/School Site Council may delegate the responsibility for writing and developing a school safety plan to a school safety planning committee. This committee shall be composed of the following members: (*Education Code 35294.1*)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One Parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization.
5. Other members, if desired

Before adopting its comprehensive school safety plan, the Site Based Leadership Team/School Site Council or School Safety Planning school committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the school safety plan. (*Education Code 35294.8*)

(cf. 1220 - Citizen Advisory Committees)

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**PHILOSOPHY-GOALS-OBJECTIVES AND
COMPREHENSIVE PLANS**

AR 0450(b)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 35294.8)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs

(cf. 1230 - School-Connected Organizations)

4. A representative of each teacher organization at the school site

(cf. 4140/4240 - Bargaining Units)

5. A representative of the student body government
6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 35294.8)

1. A representative of the local churches
2. Local civic leaders
3. Local business organizations

(cf. 1220 - Citizen Advisory Committees)

(cf. 1700 - Relations between Private Industry and the Schools)

The school site council or safety planning committee may consider incorporating into the plan the following "three essential components" and/or the strategies recommended in Education Code 35294.21:

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**PHILOSOPHY-GOALS-OBJECTIVES AND
COMPREHENSIVE PLANS**

AR 0450(c)

1. Assuring each student a safe physical environment
2. Assuring each student a safe, respectful, accepting and emotionally nurturing environment
3. Providing each student resiliency skills

The school site council or safety planning committee shall evaluate, and amend as necessary, the safety plan at least once a year to ensure that the plan is properly implemented. (Education Code 35294.2)

Content of the Safety Plan

The districtwide and/or school site safety plan shall include, but not be limited to:
(*Education Code 35294.2*)

1. An assessment of the current status of school crime committed on campuses and at school-related functions

(*cf. 3515.1 - Crime Data Reporting*)

2. Appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following

- a. Child abuse reporting procedures consistent with Penal Code 11164

(*cf. 5141.4 - Child Abuse Reporting Procedures*)

- b. Routine and emergency disaster procedures

(*cf. 3516 - Emergencies and Disaster Preparedness Plan*)

(*cf. 3516.1 - Fire Drills and Fires*)

(*cf. 3516.2 - Bomb Threats*)

(*cf. 3516.3 - Earthquake Emergency Procedure System*)

(*cf. 3516.5 - Emergency Schedules*)

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

7.4.20

**PHILOSOPHY-GOALS-OBJECTIVES AND
COMPREHENSIVE PLANS**

AR 0450(d)

- c. Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations.

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

- d. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

(cf. 4158/4258/4358 - Employee Security)

- e. A discrimination and harassment policy consistent with the prohibition against discrimination pursuant to Education Code 200-262.4

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 4119.11/4219.11/4319.11 - Sexual Harrassment)

- f. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel," the provisions of that dress code and the definition of "gang-related apparel."

(cf. 5132 - Dress and Grooming)

- g. Procedures for safe ingress and egress of students, parents/guardians and employees to and from school

(cf. 5142 - Safety)

- h. A safe and orderly environment conducive to learning at the school

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

- i. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

(cf. 5144 - Discipline)

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**PHILOSOPHY-GOALS-OBJECTIVES AND
COMPREHENSIVE PLANS**

AR 0450(e)

- j. Procedures for reporting school crimes, including hate crimes, on the California Safe Schools Assessment

(cf. 3515.1 - *Crime Data Reporting*)

(cf. 5145.9 - *Hate-Motivated Behavior*)

Among the strategies for providing a safe environment, the plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management and conflict resolution.

(cf. 5138 – *Conflict Resolution/Peer Mediation*)

(cf. 5145.3 - *Nondiscrimination/Harassment*)

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

(cf. 4118 - *Suspension/Disciplinary Action*)

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

(cf. 5113 - *Absences and Excuses*)

(cf. 5136 - *Gangs*)

(cf. 5145.12 - *Search and Seizure*)

2. Disciplinary policies and procedures that contain prevention strategies as well as behavioral expectations and consequences for violations.

3. Curriculum that emphasizes prevention and alternatives to violence. This curriculum may include multicultural education, character/values education, media analysis skills, conflict resolution and service learning.

(cf. 6141.6 - *Multicultural education*)

(cf. 6142.4 - *Learning through Community Service*)

(cf. 1240 - *Volunteer Assistance*)

(cf. 6020 - *Parent Involvement*)

(cf. 5020 – *Parent Rights and Responsibilities*)

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus.

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol. These prevention efforts shall reflect expectations for drug-free schools and support for recovering students.

(cf. 5131.6 - *Alcohol and Other Drugs*)

(cf. 5131.61 - *Drug Testing*)

(cf. 5131.62 - *Tobacco*)

7.4.22

**PHILOSOPHY-GOALS-OBJECTIVES AND
COMPREHENSIVE PLANS**

AR 0450 (f)

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system and the schools that lead to the development of a set of common goals and community wide strategies for violence prevention and instruction.

7. Procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of the school

(cf. 3514.1 - Hazardous Substances)
(cf. 3514.2 - Integrated Pest Management)
(cf. 1020 - Youth Services)

8. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures. Ground security measures may include procedures for the closing of campuses to outsiders, securing the campus perimeter, and protecting buildings against vandalism. In addition, methods for effective enforcement and prevention shall be considered, including the presence of law enforcement on campus.

(cf. 1250 - Visitors/Outsiders)
(cf. 3515 - Campus Security)
(cf. 3515.3 - District Police Department)
(cf. 3530 - Risk Management/Insurance)
(cf. 5112.5 - Open/Closed Campus)
(cf. 5131.5 - Theft, Vandalism and Graffiti)

9. Districtwide and school-site crisis intervention strategies, which may include the following:

- a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

(cf. 3515.2 - Disruptions)
(cf. 3515.5 - Sex Offender Notification)
(cf. 5131.4 - Campus Disturbances)

- b. Assignment of staff members responsible for each identified task and procedure
- c. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan

7.9.23

**PHILOSOPHY-GOALS-OBJECTIVES AND
COMPREHENSIVE PLANS**

AR 0450 (g)

- d. Coordination of communication to schools, Governing Board members, parents/guardians, and the media

(cf. 1112 – Media Relations)
(cf. 9010 – Public Statements)

- e. Development of a districtwide method for the reporting of violent incidents
- f. Development of follow-up procedures that may be required after the crisis has occurred, such as counseling

- 10. Staff training in violence prevention and intervention techniques, including preparation to implement the elements of the school's safety plan

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Adopted: 6/3/97
Revised: 10/20/98, 5/2/00, 11/19/02
Q:1000\AR0450

7.4.24

COMMUNITY RELATIONS

Access To District Records

Records Open to the Public

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used or retained by the district regardless of physical form or characteristics. (Government Code 6252)

Writing means any handwriting, typewriting, printing, photostating, photographing, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 6252)

A member of the public includes any person, except a member, agent, officer, or employee of the district acting within the scope of his/her office or employment. Governing Board members are entitled to access to public records permitted by law in the administration of their duties, and, as to other public records, on the same basis as any other person. (Government Code 6252, 6252.5)

Records to which the public shall have access include but are not limited to:

1. The proposed and approved budgets (Government Code 6252, Education Code 42103)
(cf. 3100 - Budget)
2. Statistical compilations (Government Code 6252)
3. Reports and memoranda (Government Code 6252)
4. Notices and bulletins (Government Code 6252)
5. Minutes of public meetings (Government Code 6252)

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Access To District Records

(cf. 9324 - Minutes and Recordings)

6. Meeting agendas (Government Code 6252, 54957.5)

(cf. 9322 - Agenda/Meeting Materials)

7. Official communications between governmental branches (Government Code 6252)

8. School-based program plans (Education Code 52850, 54722)

(cf. 0420.1 - School-Based Program Coordination)

(cf. 0420.3 - School-Based Student Motivation and Maintenance Program)

9. Information and data relevant to the evaluation and modification of school improvement plans (Education Code 52015.5)

(cf. 0420.2 - School Improvement Program)

10. Initial proposals of exclusive employee representatives and of the district (Government Code 3547)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

11. Tort claims filed against the district and records pertaining to pending litigation which predate the filing of the litigation, unless protected by some other provision of law (Government Code 6254.25, Fairley v. Superior Court, 71 Ops.Cal.Atty.Gen. 235, 1988)

(cf. 3320 - Claims and Actions Against the District)

12. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)

(cf. 9270 - Conflict of Interest)

13. Contracts of employment and settlement agreements (Government Code 53262)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

(cf. 4141/4241 - Collective Bargaining Agreement)

7.4.26

Access To District Records

Confidential Records

Records to which the general public shall not have access include but are not limited to:

1. Preliminary drafts, notes, interdistrict or intradistrict memoranda which are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 6254)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

2. Records specifically prepared for litigation to which the district is a party or to claims made pursuant to the Tort Claims Act, until the pending litigation or claim has been finally adjudicated or otherwise settled, unless the records are protected by some other provision of law (Government Code 6254; Fairley v. Superior Court; 71 Ops.Cal.Atty.Gen. 235 (1998))
3. Personnel records, medical records, student records, personal correspondence, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 6254)

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

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

The home addresses and home telephone numbers of employees may be disclosed only as follows: (Government Code 6254.3)

- a. To an agent or a family member of the individual to whom the information pertains
- b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties
- c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, unless the employee performs law enforcement- related functions or requests in writing that the information not be disclosed

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Access To District Records

- d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents
- 4. Test questions, scoring keys and other examination data except as provided by law (Government Code 6254)

(cf. 6162.5 - Student Assessment)

- 5. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 6254)
- 6. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information (Government Code 6254)

(cf. 7212 - Mello-Roos Districts)

- 7. Library circulation records kept for the purpose of identifying the borrower of items available in the library (Government Code 6254)

(cf. 6163.1 - Library Media Centers)

- 8. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 6254)
- 9. Documents prepared by the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that is for distribution or consideration in closed session (Government Code 6254)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

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Access To District Records

10. Recall petitions or petitions for the reorganization of school districts (Government Code 6253.5)
10. The minutes of Board meetings held in closed session (Government Code 54957.2)

(cf. 9321 - Closed Session Purposes and Agendas)

11. Computer software developed by the district (Government Code 6254.9)
12. Written instructional textbooks or other materials for which providing a copy would infringe a copyright or would constitute an unreasonable burden on the operation of the district (65 Ops.Cal.Atty.Gen. 185 (1981))

(cf. 5020 - Parent Rights and Responsibilities)

13. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes

Inspection of Records and Requests for Copies

Public records are open to inspection at all times during district office hours. Any reasonably segregable portion of a record shall be made available for inspection by any person requesting the record after deletion of the portions that are exempted by law. (Government Code 6253)

Every person may request a copy of any district record open to the public and not exempt from disclosure. (Government code 6253)

Within 10 days of receiving any request for a copy of records, the Superintendent or designee shall determine whether the request seeks copies of disclosable public records in the district's possession. The Superintendent or designee shall promptly inform the person making the request of his/her determination and the reasons for the decision. (Government Code 6253)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include, but only to the extent reasonably necessary to properly process the request: (Government Code 6253)

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Access To District Records

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
2. The need to search for, collect and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
3. The need for consultation, which shall be conducted with all practicable speed, with another agency having a substantial interest in the determination of the request or among two or more components of the district having substantial subject matter interest therein
4. The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 6253)

Any person may request a copy of any district record open to the public and not exempt from disclosure. Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 6253)

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the Superintendent or designee.

Computer data shall be provided in a form determined by the Superintendent or designee. (Government Code 6253)

If any person requests a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested so long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code 6253.9)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 6253.9)

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Access To District Records

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals
2. The request would require data compilation, extraction, or programming to produce the record

Assistance in Identifying Requested Records

If the Superintendent or designee denies a request for disclosable records, he/she shall assist the requester in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 6253.1)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, Item #1 above will be deemed satisfied.

2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the Public Record Act shall not be construed so as to delay access for purposes of inspecting records open to the public. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253)

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11.4.31

WESTERN PLACER UNIFIED SCHOOL DISTRICT

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

AR 3515.2(a)

Disruptions

The principal, designee or school security officer may direct an individual to leave school grounds if he/she has a reasonable basis for concluding that the person is committing an act that is likely to interfere with the peaceful conduct of school activities or that the person has entered the campus with the purpose of committing such an act.

(cf. 4158/4258/4358 - Employee Security)

When an individual is directed to leave under such circumstances, the principal or designee shall inform the person that he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment if he/she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. (*Penal Code 626.7*)

If an individual refuses to leave upon request or returns before the applicable period of time, the principal or designee shall notify law enforcement.

The principal or designee may direct any specified sex offender or drug offender to leave school grounds. This does not apply to a student, parent/guardian of a student attending that school, or an individual who has obtained prior written permission for entry from the principal or designee. Upon directing the individual to leave, the principal or designee shall inform the person that he/she will be guilty of a crime if he/she:

1. Remains after being directed to leave (*Penal Code 626.8*)
2. Returns to the campus without following the school's posted registration requirements (*Penal Code 626.7*)
3. Returns within seven days after being directed to leave (*Penal Code 626.8, 626.85*)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.3 - District Police/Security Department)

(cf. 3515.5 - Sex Offender Notification)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5131.4 - Campus Disturbances)

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BUSINESS AND NON INSTRUCTIONAL OPERATIONS

AR 3515.2(b)

Disruptions

Gun Free School Zone

Possession of unauthorized firearms, weapons, or other dangerous instruments is prohibited within 1000 feet of school grounds. (Penal Code 626.9, 626.10)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Appeal Procedure

Any person who is asked to leave a public school building or grounds may appeal to the Superintendent or designee. This appeal shall be made no later than the second school day after the person has departed from the school building or grounds. After reviewing the matter with the principal or designee, the Superintendent or designee shall render his/her decision within 24 hours after the appeal is made, and this decision shall be binding. (*Education Code 32211*)

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Q3000/AR3515.2

7.11.33