

WESTERN PLACER
UNIFIED SCHOOL DISTRICT

WPUSD Board Meetings Held Via Google Meet While Shelter in Place Order is in Effect

Public Comments Accepted by Email and Telephone

During this time of local health concerns, the Western Placer Unified School District is following the State of California Executive Orders N-29-20 and N-33-20, which provide for holding public meetings electronically. The Western Placer Unified School District will convene Board of Trustee meetings using virtual technology. Members of the public can participate.

When an agenda is published online [here](#), meeting information will be included on the agenda so the public can access the meeting live. There are three ways for members of the public to submit comments about items on the agenda:

1. **Email** - Submit a comment via email to the Superintendent's Administrative Assistant, Maria Gonzalez, at mgonzalez@wpusd.org at least two hours before the start of the meeting.
2. **Telephone** - Call the Superintendent's Administrative Assistant at (916) 645-6350 by 12:00 p.m. on Tuesday, June 1, 2021 to submit a comment.
3. **Google Meet Participation** - Please join the meeting from your computer, tablet or smartphone.

Google Meet joining information:

Video call link: <https://meet.google.com/efj-kfsm-kxj>

Comments submitted by email, telephone or comments form will be placed into the record at the meeting but may or may not be read during the meeting call. We appreciate your patience during these extraordinary times. For questions, please contact Scott Leaman at (916) 645-6350 between 9:00 and 4:00 or email sleaman@wpusd.org.

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

MEMBERS OF THE GOVERNING BOARD

Kris Wyatt – President
 Damian Armitage – Vice President
 Brian Haley – Clerk
 Criste Freymond – Member
 Jason Price – Member

DISTRICT ADMINISTRATION

Scott Leaman, Superintendent
 Kerry Callahan, Deputy Superintendent of Educational Services
 Gabe Simon, Assistant Superintendent of Personnel Services
 Audrey Kilpatrick, Assistant Superintendent of Business & Operations

	<u>STUDENT ENROLLMENT</u>		
School	2019-2020 CALPADS	4/1/2021	5/3/2021
Sheridan Elementary (K-5)	64	54	54
First Street Elementary (K-5)	447	427	427
Carlin C. Coppin Elementary (K-5)	441	409	410
Creekside Oaks Elementary (K-5)	609	466	468
Twelve Bridges Elementary (K-5)	652	612	615
Foskett Ranch Elementary (K-5)	412	372	374
Lincoln Crossing Elementary (K-5)	698	425	425
Scott Leaman Elementary (K-5)		482	485
Glen Edwards Middle School (6-8)	869	825	820
Twelve Bridges Middle School (6-8)	830	797	801
Lincoln High School (9-12)	2,071	2,066	2,062
Phoenix High School (10-12)	84	111	103
Atlas (K-12) (new 2019-2020)	40	24	23
SDC Program (18-22)	11	15	15
Non-Public Schools	31	29	30
TOTAL	7259	7,114	7,112

SDC Pre-School

Foskett Ranch	24
First Street/LIP	69
SLE	10

GLOBAL DISTRICT GOALS

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

Western Placer Unified School District

Regular Meeting of the Board of Trustees

June 1, 2021

WPUSD District Office/City Hall Building–Google Meet
600 Sixth Street, Lincoln, CA 95648

AGENDA

2020-2021 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; Component II: Curriculum Themes; Component III: Special Student Services; Component IV: Staff & Community Relations; Component V: Facilities/Administration/Budget.

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

1. ANNOUNCEMENT: EXECUTIVE ORDER N-29-30 TELECONFERENCE FLEXIBILITY

This meeting is being held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. All board members may attend the meeting by teleconference. This meeting will be a virtual meeting. The public may listen/participate via instruction listed prior to section 3 of the agenda.

2. ANNOUNCEMENT: Should this Board Meeting encounter any security breach or inappropriate issues, the meeting will be ended immediately.

To submit a public comment: Email - Superintendent's Administrative Assistant, Maria Gonzalez at mgonzalez@wpusd.org or Telephone – Call Superintendent's Administrative Assistant at (916) 645-6350 by 12:00 p.m. on Tuesday, June 1, 2021.

Public comments regarding any item appearing on the agenda may be submitted by 12:00 p.m. on Tuesday, June 1, 2021. Individuals who wish to make a public comment to the Board of Trustees have two options. Choose only one option: 1. Make a VERBAL public comment (3 minute max), 2. Submit a WRITTEN public comment (500 word limit for public comment) which will be placed into the record and may or may not be read during the meeting.

Call to Order Open Session

Please join the meeting from your computer, tablet or smartphone.

Video call link: <https://meet.google.com/efj-kfsm-kxj>

5:00 P.M. START

3. CALL TO ORDER – WPUSD District Office/City Hall Bldg. – Google Meet

4. COMMUNICATION FROM THE PUBLIC

This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Board regarding matters on the agenda. 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.

5:05 P.M.

5. CLOSED SESSION – WPUSD District Office – 4th Floor Zebra Conference Room

Regular Meeting of the Board of Trustees

June 1, 2021

Agenda

- 5.1 STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**
Student Discipline – Stipulated Expulsion Student #20-21-F
- 5.2 CONFERENCE WITH LABOR NEGOTIATOR**
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators:
~Scott Leaman, Superintendent
~Kerry Callahan, Deputy Superintendent of Educational Services
~Gabe Simon, Assistant Superintendent of Personnel Services
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
- 5.3 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No.
CPF15-514477
- 5.4 PERSONNEL**
Public Employee Employment/Discipline/Dismissal/Release

Open Session

Please join the meeting from your computer, tablet or smartphone.

Video call link: <https://meet.google.com/efj-kfsm-kxj>

To submit a public comment: Email - Superintendent's Administrative Assistant, Maria Gonzalez at mgonzalez@wpusd.org or Telephone – Call Superintendent's Administrative Assistant at (916) 645-6350 by 12:00 p.m. on Tuesday, June 1, 2021.

Individuals who wish to make a public comment to the Board of Trustees have two options. Choose only one option: 1. Make a VERBAL public comment (3 minute max), 2. Submit a WRITTEN public comment (500 word limit for public comment) which will be placed into the record and may or may not be read during the meeting

6:00 P.M.

- 6. ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE** – District Office/City Hall Blvd., - Virtual Meeting – Google Meet
The Board of Trustees will disclose any action taken in Closed Session regarding the following items:
 - 6.1 Page 11 - STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**
Student Discipline – Stipulated Expulsion Student #20-21-F
 - 6.1 Page 12- CONFERENCE WITH LABOR NEGOTIATOR**
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators:
~Scott Leaman, Superintendent
~Kerry Callahan, Deputy Superintendent of Educational Services
~Gabe Simon, Assistant Superintendent of Personnel Services
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

Regular Meeting of the Board of Trustees

June 1, 2021

Agenda

- 6.2 **Page 13 - CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF15-514477

- 6.3 **Page 14 - PERSONNEL**
Public Employee Employment/Discipline/Dismissal/Release-

7. **Page 16-19 - SPECIAL ORDER OF BUSINESS**

- a. District will Honor:
- *Retirees*
 - *Employees of the Year*
 - *Teachers of the Year*

8. **Page 21-139 - 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.

- 8.1 Certificated Personnel Report
- 8.2 Classified Personnel Report
- 8.3 Approval of Minutes for: May 4 & 18, 2021
- 8.4 Approval of Warrants
- 8.5 Ratification of Contract between Pacific Environmental Education Center and Foscett Ranch Elementary School
- 8.6 Agreement between Learning for Living, Inc. and Western Placer Unified School District-Lincoln High School 21-22
- 8.7 Ratification of Agreement between Kelpro Security and WPUSD and Lincoln High School
- 8.8 Ratification of Contract between Bill Smith Photography and WPUSD and Twelve Bridges High School
- 8.9 Approve Agreement for Fiscal Budget Services between School Services of California, Inc., and WPUSD
- 8.10 Agreement between Kingsley Bogard LLP and Western Placer Unified School District-Legal Services
- 8.11 Disposal of Surplus Items – E-Waste
- 8.12 Disposal of Surplus Items
- 8.13 Approval of 2021-2022 Contract with Maxim Healthcare Staffing
- 8.14 Approval of 2021-2022 Contract with 2 Teach, LLC
- 8.15 Approval of 2021-2022 Contract with Wellness Together, Inc
- 8.16 Approval of 2021-2024 Contract with AVID
- 8.17 Extension of Grazing Contract with Auburn Ravine Ranch Inc.
- 8.18 Student Discipline – Stipulated Expulsion Student #20-21-F

Roll call vote:

Regular Meeting of the Board of Trustees

June 1, 2021

Agenda

9. 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. 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.

10. REPORTS & COMMUNICATION

- Lincoln High School Student Advisory – Mattie Ridgway
- Western Placer Teacher's Association – Tim Allen
- Western Placer Classified Employee Association – Gus Nevarez
- Superintendent – Scott Leaman

11. ♦ ACTION ♦ DISCUSSION ♦ INFORMATION

Please contact the Superintendent's Administrative Assistant, Maria Gonzalez at mgonzalez@wpusd.org prior to the start of the meeting to request to speak.

11.1 Information/*Page 141*– ANNUAL REPORT OF THE MEASURE “A” AND MEASURE “N” CITIZENS BOND OVERSIGHT COMMITTEE - Adell (20-21 G & O Component I, II, III, IV, V)

11.2 Information/*Page 142*– ANNUAL DISTRICT OVERVIEW OF CERTIFICATES OF PARTICIPATION – DEBT FINANCINGS AND REPAYMENT PLAN - Kilpatrick (20-21 G & O Component I, II, III, IV, V)

11.3 Information/*Page 152*– MAY REVISION – UPDATE OF 2021-22 GOVERNOR'S DISCUSSION PROPOSED STATE BUDGET – Kilpatrick (20-21 G & O Component I, II, III, IV, V)

11.4 Information/*Page 159*– ASSISTANT SUPERINTENDENT OF PERSONNEL SERVICES – Leaman (20-21 G & O Component I, II, III, IV, V)

11.5 Information/*Page 176*– HORIZON CHARTER SCHOOLS – Leaman (20-21 Discussion G & O Component I, II, III, IV, V)

11.6 Action *Page 181* – ADOPTION OF REVISED/NEW EXHIBITS/ POLICIES/ REGULATIONS – Leaman (20-21 G & O Component I, II, III, IV, V)

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

These new and/or revised exhibits/policies/regulations are now being presented for approval by the Board of Trustees. (*Italicized policies are part of the new GAMUT platform/updates. The GAMUT Work in Progress (WIP) – Reconciliation Checklist is attached.*)

- AR 0430 – Comprehensive Local Plan For Special Education
- BP/AR 5113.2 – Work Permits
- BP/AR 5126 – Awards for Achievement
- BP/AR 5141.31 – Immunizations

Regular Meeting of the Board of Trustees

June 1, 2021

Agenda

- BP/AR 5148.3 – Preschool/Early Childhood Education
- BP 6146.1 – High school Graduation Requirements
- BP/AR 6146.2 – Certificate of Proficiency/High School Equivalency
- E 6146.2 – Certificate of Proficiency/High School Equivalency (New Exhibit)
- BP 6170.1 – Transitional Kindergarten

12. BOARD OF TRUSTEES

12.1 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.

- School Safety
- Health
- Lee (Leland) Basham – naming of theater at LHS

12.2 BOARD MEMBER REPORTS/COMMENTS

13. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- **June 15, 2021 6:00 P.M.**, Regular Meeting of the Board of Trustees – Google Meet
- **June 22, 2021 6:00 P.M.**, Special Meeting of the Board of Trustees – Google Meet

14. ADJOURNMENT

Accommodating Those Individuals with Special Needs:

In compliance with the Americans with Disabilities Act, the Western Placer Unified School District encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact the Office of the Superintendent, at (916) 645-6350 at least 48 hours in advance of the meeting you wish to attend so that we may make every reasonable effort to accommodate you, including auxiliary aids or services.

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

Western Placer Unified School District

CLOSED SESSION AGENDA

Place: District Office/City Hall Bldg. – Google Meet

Date: Tuesday, June 1, 2021

Time: 5:05 P.M.

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

1. **LICENSE/PERMIT DETERMINATION**

- A. Specify the number of license or permit applications.

2. **SECURITY MATTERS**

- A. Specify law enforcement agency
B. Title of Officer

3. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

- A. Property: specify the street address, or if no street address the parcel number or unique other reference to the property under negotiation.
B. Negotiating parties: specify the name of the negotiating party, not the agent who directly or through an agent will negotiate with the agency's agent.
C. Under negotiations: specify whether the instructions to the negotiator will concern price, terms of payment or both.

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

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Student Discipline
Stipulated Expulsion
Student #20-21-F

AGENDA ITEM AREA:

Closed Session

REQUESTED BY:

Chuck Whitecotton
District Hearing Officer

ENCLOSURES:

Yes

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

The Board of Trustees will take action under consent to approve the Stipulated Expulsion of Student #20-21-F.

RECOMMENDATION:

The Administration recommends the Board of Trustees disclose approve the Stipulated Expulsion of Student #20-21-F.

wp/rk/factform

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Bargaining Groups:
WPTA & CSEA Negotiations
Agency Negotiators:
Scott Leaman, Superintendent
Kerry Callahan, Deputy Superintendent of
Educational Services
Gabe Simon, Assistant Superintendent
of Personnel Services
Audrey Kilpatrick, Assistant Superintendent
Business and Operations

AGENDA ITEM AREA:

Disclosure of action taken in
closed session

REQUESTED BY:

Scott Leaman
Superintendent

ENCLOSURES:

No

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

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

ADMINISTRATION RECOMMENDATION:

Administration recommends the board of trustees be updated on negotiations.

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

CONFERENCE WITH LEGAL COUNSEL –
EXISTING LITIGATION

AGENDA ITEM AREA:

Disclosure of Action Taken in
Closed Session

REQUESTED BY:

Scott Leaman, Superintendent
Kerry Callahan, Deputy Superintendent of
Educational Services

ENCLOSURES:

No

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

The Board of Trustees will disclose any action taken in closed session in regard to Case: Mark Babbin and CAL200, S.F. County Superior Court (Case No. CPF-15-514477).

RECOMMENDATION:

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

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

PUBLIC EMPLOYEE EMPLOYMENT/DISCIPLINE/
DISMISSAL/RELEASE

AGENDA ITEM AREA:

Closed Session

REQUESTED BY:

Gabe Simon
Assistant Superintendent of Personnel Services

ENCLOSURES:

No

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

Yes

BACKGROUND:

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

RECOMMENDATION:

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

SPECIAL ORDER OF BUSINESS

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

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

DISTRICT GLOBAL GOALS

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4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5. Promote student health and nutrition in order to enhance readiness for learning.

SUBJECT:

District Will Honor:

- Retirees
- Employees of the Year
- Teachers of the Year

AGENDA ITEM AREA:

Special Order of Business

REQUESTED BY:

Scott Leaman,
Superintendent

ENCLOSURES:

No

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

The Board of Trustees would like to recognize the following:

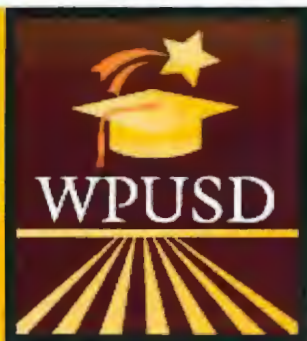
- *Retirees*
- *Classified Employees of the Year*
- *Teachers of the Year*

RECOMMENDATION:

The Administration recommends the recognition.

RETIREEES

- * Maria Aguilar
- * Cindy Cygan
- * Debra Henri
- * Carol Hutchinson
- * Scott Leaman
- * Rhonda Martinez
- * Diana Melendrez
- * Julie Perry
- * Karen Roberts
- * Rosa Schwartz
- * Pam Soha
- * Elizabeth Tofft
- * Susan Watkins
- * Eric Williams



WESTERN PLACER UNIFIED SCHOOL DISTRICT

Honoring Retirees Please Join Us

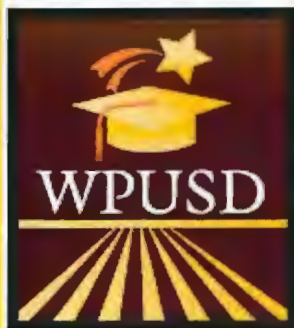
The Western Placer Unified School District would like to invite you to the Board of Trustee Meeting on Tuesday, June 1, 2021 via Google Meet where we plan to honor you for your years of dedicated service to the students of WPUSD. Please feel free to invite any friends or family members to the virtual meeting.

Date: June 1, 2021

Time: 6:00 p.m.

WPUSD

**You
Are
Invited**



**WESTERN PLACER
UNIFIED SCHOOL DISTRICT**

**PLEASE JOIN US FOR A
SPECIAL RECOGNITION**

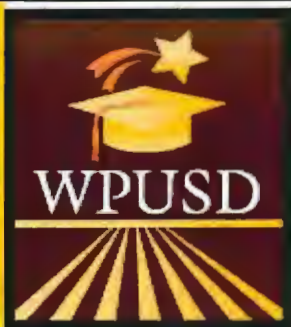
We would like to give you a
special invitation to attend the
Board of Trustee Meeting.
It will be held Tuesday,
June 1, 2021, 6:00 p.m.
via Google Meet

You will be recognized as
Department Employee
of the Year for
2020-2021.

You

Are

Invited



**WESTERN PLACER
UNIFIED SCHOOL DISTRICT**

**PLEASE JOIN US FOR A
SPECIAL RECOGNITION**

We would like to give you a special invitation to attend the Board of Trustee Meeting.

It will be held Tuesday,
June 1, 2021, 6:00 p.m. at
via Google Meet

You will be recognized as
Teacher of the Year
2021

CONSENT

AGENDA

ITEMS

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Certificated Personnel Report

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Gabriel Simon *GS*
Assistant Superintendent of Personnel Services

ENCLOSURES:

Yes

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

General Fund/Categorical

MEETING DATE:

June 01, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

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

RECOMMENDATION:

Administration recommends ratification of the certificated personnel report.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
PERSONNEL REPORT**

June 01, 2021

CERTIFICATED/MANAGEMENT

NEW HIRES: None

REQUEST FOR LEAVE OF ABSENCE:

1. Name: Carrie Garbett
Position: 3rd Grade Teacher
Effective: 2021/2022 School Year
School Site: Twelve Bridges Elementary
2. Name: Marilu Sanchez-Okusako
Position: Special Education Teacher
Effective: August 16-September 24, 2021
School Site: Scott M. Leaman Elementary

REQUEST FOR LEAVE OF ABSENCE (SHARED CONTRACTS): None

RESIGNATIONS:

1. Name: Diane Mahan
Position: Library Media Specialist
FTE: .25 FTE
Effective: June 12, 2021
School Site: District Office
2. Name: Nancy Hoppe
Position: English Teacher
FTE: 1.0 FTE
Effective: June 11, 2021
School Site: Lincoln High School
3. Name: Shannon De Arkland
Position: RSP Teacher
FTE: 1.0 FTE
Effective: June 11, 2021
School Site: Twelve Bridges Elementary
4. Name: Abigail Lund
Position: Social Science Teacher
FTE: 1.0 FTE
Effective: June 11, 2021
School Site: Lincoln High School

RESIGNATIONS CONTINUED:

5. Name: Barbara Morebeck
Position: SDC Teacher
FTE: 1.0 FTE
Effective: June 11, 2021
School Site: First Street Elementary School

6. Name: Samantha Moss
Position: English Teacher
FTE: 1.0 FTE
Effective: June 11, 2021
School Site: Lincoln High School

RETIREMENTS: None

TRANSFERS/PROMOTIONS: None

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Classified Personnel Report

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Gabriel Simon *GS*
Assistant Superintendent of Personnel Services

ENCLOSURES:

Yes

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

General Fund/Categorical

MEETING DATE:

June 01, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

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

RECOMMENDATION:

Administration recommends ratification of the classified personnel report.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
PERSONNEL REPORT**

June 01, 2021

CLASSIFIED/MANAGEMENT

NEW HIRES:

1. Name: Alicia Andres
 Position: Campus/Cafeteria Supervisor
 FTE: .50 hours
 Days: 10 Months
 Effective: May 24, 2021
 Site: Creekside Oaks Elementary

REHIRE:

1. Name: Sherri Olson
 Position: Campus Monitor
 FTE: 2.0 hours
 Days: 10 Months
 Effective: 2021/2022 School Year
 Site: Lincoln High School

TRANSFER/PROMOTIONS:

1. Name: Kathleen Cummings
 Position: School Clerk II
 FTE: 8.0 hours
 Days: 11 Months
 Effective: 2021/2022 School Year
 Site: Twelve Bridges High School
2. Name: Brandon Campbell
 Position: Maintenance/Custodian
 FTE: 8.0 hours
 Days: 12 Months
 Effective: 2021/2022 School Year
 Site: Twelve Bridges High School
3. Name: Diane Cuneo
 Position: Food Service Assistant
 FTE: 4.0 hours
 Days: 10 Months
 Effective: 2021/2022 School Year
 Site: Twelve Bridges High School
4. Name: Denise Clary
 Position: Campus Monitor
 FTE: 7.0 hours
 Days: 10 Months
 Effective: 2021/2022 School Year
 Site: Twelve Bridges High School

TRANSFER/PROMOTIONS CONTINUED:

5. Name: Kimberly Yarrington
Position: Campus Monitor
FTE: 7.0 hours
Days: 10 Months
Effective: 2021/2022 School Year
Site: Twelve Bridges High School
6. Name: Holly Harris
Position: Health Clerk
FTE: 3.0 hours
Days: 10 Months
Effective: 2021/2022 School Year
Site: Twelve Bridges High School
7. Name: Jim Houck
Position: Lead Custodian
FTE: 8.0 hours
Days: 12 Months
Effective: 2021/2022 School Year
Site: Twelve Bridges High School
8. Name: Cindy Hood
Position: School Secretary I
FTE: 8.0 hours
Days: 11 Months
Effective: 2021/2022 School Year
Site: Lincoln Crossing Elementary School

ADDITIONAL POSITION:

1. Name: Martha Mora Pina
Position: Campus/Cafeteria Supervisor
FTE: .34 hours
Days: 10 Months
Effective: May 03, 2021
Site: Scott M. Leaman Elementary
2. Name: Amy Kuehl
Position: Instructional Aide
FTE: 2.0 hours
Days: 10 Months
Effective: 2021/2022 School Year
Site: Sheridan Elementary
3. Name: Michelle Renee Garcia
Position: Health Clerk
FTE: 3.5 hours
Days: 10 Months
Effective: May 05, 2021
Site: Creekside Oaks Elementary

REQUEST FOR LEAVE OF ABSENCE (Maternity Leave):

1. Name: Bhawnpreet Kaur
Position: LVN
FTE: 6.0 hours
Effective: July 15-December 1, 2021
Site: District Office

REQUEST FOR LEAVE OF ABSENCE: None

RESIGNATIONS:

1. Name: Renee Garcia
Position: Campus/Cafeteria Supervisor
Effective: May 05, 2021
Site: Creekside Oaks Elementary
2. Name: Mary Grant
Position: Campus/Cafeteria Supervisor
Effective: May 17, 2021
Site: Carlin C Coppin Elementary
3. Name: Jahnaleigh Hill Dattilio
Position: Paraprofessional
Effective: May 15, 2021
Site: Carlin C Coppin Elementary
4. Name: Sara Misiego Adan
Position: Bilingual Instructional Aide
Effective: June 11, 2021
Site: Creekside Oaks Elementary
5. Name: Denise Clary
Position: Campus/Cafeteria Supervisor
Effective: June 30, 2021
Site: Carlin C Coppin Elementary
6. Name: Kathleen Cummings
Position: Health Clerk
Effective: June 11, 2021
Site: Twelve Bridges Elementary
7. Name: Jessica Reesa
Position: Instructional Aide
Effective: June 11, 2021
Site: Twelve Bridges Elementary

RETIREMENTS:

1. Name: Patricia Shorkey
Position: School Clerk II
Effective: June 30, 2021
Site: Lincoln Crossing Elementary
2. Name: Maria Aguilar
Position: Food Service Assistant
Effective: June 12, 2021
Site: Glen Edwards Middle School
3. Name: Elizabeth Tofft
Position: Child Nutrition Clerk
Effective: June 30, 2021
Site: Glen Edwards Middle School

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Approval of Minutes:

- May 4 & 18, 2021 Regular Board of Trustee Meeting

AGENDA ITEM AREA:

CONSENT AGENDA

REQUESTED BY:

Scott Leaman,
Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

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

- May 4 & 18, 2021 Regular Board of Trustee Meeting

RECOMMENDATION:

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

Western Placer Unified School District

Regular Meeting of the Board of Trustees

May 4, 2021

WPUSD District Office/City Hall Building—Go To Meeting
600 Sixth Street, Lincoln, CA 95648

MINUTES

2020-2021 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; Component II: Curriculum Themes; Component III: Special Student Services; Component IV: Staff & Community Relations; Component V: Facilities/Administration/Budget.

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

Board Members Present via Teleconference:

Kris Wyatt, President
Damian Armitage, Vice President
Criste Freymond, Member
Jason Price, Member

Board Members Not Present

Brian Haley, Clerk

Others Present via Teleconference:

Scott Leaman, Superintendent
Kerry Callahan, Deputy Superintendent of Educational Services
Audrey Kilpatrick, Assistant Superintendent of Business & Operations
Gabe Simon, Assistant Superintendent of Personnel Services
Maria Gonzalez, Administrative Assistant to the Superintendent
Matthew Nobert, Lincoln News Messenger

1. ANNOUNCEMENT: EXECUTIVE ORDER N-29-30 TELECONFERENCE FLEXIBILITY

This meeting is being held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. All board members may attend the meeting by teleconference. This meeting will be a telephone conference call only. The public may listen/participate via instruction listed prior to section 3 of the agenda.

2. ANNOUNCEMENT: Should this Board Meeting encounter any security breach or inappropriate issues, the meeting will be ended immediately.

5:00 P.M. START

3. CALL TO ORDER – WPUSD District Office/City Hall Bldg. – Virtual-Go To Meeting

4. COMMUNICATION FROM THE PUBLIC

There was no communication from the public

5:05 P.M.

5. CLOSED SESSION – WPUUSD District Office – 4th Floor Zebra Conference Room

5.1 CONFERENCE WITH LABOR NEGOTIATOR

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators:

~Scott Leaman, Superintendent

~Kerry Callahan, Deputy Superintendent of Educational Services

~Gabe Simon, Assistant Superintendent of Personnel Services

~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

5.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No.
CPF15-514477

5.3 PERSONNEL

Public Employee Employment/Discipline/Dismissal/Release

6:00 P.M.

6. ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE – District Office/City Hall Blvd., - Virtual Meeting – Go To Meeting

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

Mr. Leaman explained the process of the meeting. The President will introduce the items that are being presented. We will have the person presenting the item speak on the item, and then Mrs. Wyatt will ask if there are any questions. We will take comments during the comments portion. We will then close down the time for discussion. When board is discussing item please do not interrupt the Board discussing the item.

6.1 *Page 11* - CONFERENCE WITH LABOR NEGOTIATOR

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators:

~Scott Leaman, Superintendent

~Kerry Callahan, Deputy Superintendent of Educational Services

~Gabe Simon, Assistant Superintendent of Personnel Services

~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

No action taken

6.2 *Page 12* - CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No.
CPF15-514477

No action taken

6.3 *Page 13* - PERSONNEL

Public Employee Employment/Discipline/Dismissal/Release-

No action taken

Minutes

7. **Page 15-99 - CONSENT AGENDA**

- 7.1 Certificated Personnel Report
- 7.2 Classified Personnel Report
- 7.3 Approval of Request for Unpaid Leave of Absence
- 7.4 Approval of Minutes for: April 6 & 20, 2021
- 7.5 Approval of Warrants
- 7.6 Ratification of Contract with Starstruck Showcase – Lincoln Crossing Elementary School Enrichment Program
- 7.7 Agreement between Sierra Building Systems, Inc. and Western Placer Unified School District
- 7.8 Agreement between Learning For Living, Inc. and Western Placer Unified School District – Twelve Bridges High School
- 7.9 Ratification of Contract Between Broadway on Tour and Western Placer Unified School District
- 7.10 Disposal of Surplus Items
- 7.11 Approval of 2021-2022 Contract with Seesaw
- 7.12 Ratify Contract between ATX Learning and WPUSD – April 12, 2021 through June 11, 2021
- 7.13 Ratify Contract Between Presence Learning and WPUSD – June 14, 2021 through July 16, 2021
- 7.14 Williams Uniform Quarterly Complaint Report

Motion by Mr. Price, seconded by Mr. Freymond and passed by a 4-0 (*Ayes: Price, Armitage, Freymond, Wyatt No: None*) roll call vote to approve consent agenda as presented.

8. **COMMUNICATION FROM THE PUBLIC**

There was no communication from the public

9. **REPORTS & COMMUNICATION**

- Lincoln High School Student Advisory – Mattie Ridgway was not present
- Western Placer Teacher's Association – Tim Allen wanted to congratulate Mr. Scott Pickett who is replacing Kerry Callahan, Deputy Superintendent as she moves into the Superintendent role. Mr. Pickett was a principal and is currently a Director in the District. They are gaining some steam in contract negotiating for next year with Tara Jean as the new Chief Negotiator. They have three-year contract and this last one lasted four years due to the pandemic. Excited to continue their interest in the bargaining program. Scott Leaman has done a great job in the past as well as WPTA. Waiting to see Placer County drop down below the red tier. Looking forward to graduation and the end of the year.
- Western Placer Classified Employee Association – Gus Nevarez was not present
- Superintendent – Scott Leaman
 - COVID cases are low. Most cases are not linked to schools.
 - The State testing program for athletes has led to some challenges with other school Districts. We use the Lincoln Clinic and we have been fortunate, as they are timely in providing results.
 - Indoor sports are going strong and we do have some positive cases.

- Graduation at Lincoln High School is happening with six-foot distance between people. We will also have promotions at the middle schools with the six-foot distance rules in place.
- We are planning to come back full time at our schools in the Fall
- Admin changes include Scott Picket who will be taking Kerry Callahan's position. His contract will come to the Board at our next meeting.
- Our virtual Thank You Breakfast will be this Friday. We will share a lot of information regarding our District. Kerry Callahan will also speak.
- We are currently hiring, postings are on Edjoin
- Awards night is coming up. Looking forward to presenting a scholarship in his wife's name
- Thanked our District staff for focusing on our students, it is their heart and goal

10. ♦ACTION ♦DISCUSSION ♦INFORMATION

10.1 Information/*Page 102*– **DONATION OF OLE PROPERTY AND FUNDS**

Discussion/– **Leaman** (20-21 G & O Component I, II, III, IV, V)

Action

Scott Leaman stated that approximately 150 acres located between Rocklin and Twelve Bridges, commonly referred to as Outdoor Learning Environment or OLE, is being offered to the District from the Western Placer Unified Educational Foundation along with Land donation, the Foundation is offering the District \$1.9 million dollars to be used to maintain and operate the outdoor facility. The District is excited to be the steward for this land and we feel that we can do this in a way that will bring the Educational Foundation honor. The Educational Foundation will remain an entity. They kept \$600,000 so they can do grants for our teachers. We are extremely appreciative of the efforts of the Foundation and these generous gifts of land and monetary support.

Mr. Armitage wanted to thank the Foundation for its generous donation. It will continue to serve students of this district for a long time.

Mrs. Wyatt wanted to comment that when she was reading the information in the packet, and it stated that the Foundation was the steward of this special site and it is her hope that we continue doing that. It is a very special piece of property that has been around us for quite a while and it is still thriving. It is her hope that we continue with be a steward also.

Bob Romness stated that speaking on behalf of the Foundation as the President, they are happy to provide this property as well as the endowment to continue the vision that this outdoor learning environment provides. This has been a long time coming. They had to wait for infrastructure and roads to come. With those things in place, it seems like it is the perfect opportunity to turn it over to the School District so they can continue the great vision of that outdoor classroom and enhance the property for the students in the Western Placer School District. They are excited and appreciate the support of the School District.

Motion by Mr. Armitage, seconded by Mr. Price and passed by a 4-0 (*Ayes: Armitage, Freymond, Price, Wyatt No: None*) roll call vote to Approve the Donation of OLE Property and Funds.

10.2 Information/Page 126– BOARD POLICY 4151 AND SALARY COMPARISONS

Discussion/– Leaman (20-21 G & O Component I, II, III, IV, V)
Action

Scott Leaman stated the Board requested a change in Board Policy 4151 to assure comparison be presented to the Board at least every three years. A change to Board Policy 4151 is being presented to the Board for discussion or approval at this time.

Tim Allen stated that with WPTA they feel that comparing with Tahoe Truckee, which is a unique district, is hard because we are never going to be competitive because they are the only district in their area. With WPTA, we use 20 areas near our District because when teachers are looking for work here, they are looking at other district near our own district.

Motion by Mr. Armitage, seconded by Mrs. Freymond and passed by a 4-0 (*Ayes: Armitage, Freymond, Price, Wyatt No: None*) vote to Approve Board Policy 4151 and Salary Comparisons.

10.3 Action

Page 128 – ADOPTION OF REVISED/NEW EXHIBITS/ POLICIES/ REGULATIONS – Leaman (20-21 G & O Component I, II, III, IV, V)

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

These new and/or revised exhibits/policies/regulations are now being presented for approval by the Board of Trustees. (*Italicized policies are part of the new GAMUT platform/updates. The GAMUT Work in Progress (WIP) – Reconciliation Checklist is attached*).

- E 1113 – District and School Web Sites (New Exhibit)
- BP/AR 5113.1 – Chronic Absence and Truancy
- BP/AR 5145.7 – Sexual Harassment
- AR/E 5145.71 – Title IX Sexual Harassment Complaint Procedures
- BP/AR/E 6161.1 – Selection and Evaluation of Instructional Materials
- E(1) 9323.2 – Actions by the Board
- BB 9012 – Board Member Electronic Communications
- BB 9320 – Meetings and Notices

Motion by Mr. Price and seconded by Mr. Armitage and passed by a 4-0 (*Ayes: Armitage, Freymond, Price, Wyatt No: None*) vote to approve the adoption of revised/new exhibits/policies/regulations.

11. BOARD OF TRUSTEES

11.1 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.

- School Safety
- Health
- Create Policy to review salary comparisons for all groups
- Lee (Leland) Basham – naming of theater at LHS

Mr. Leaman stated we could remove Create Policy to review salary comparison for all groups based on item 10.2

11.2 BOARD MEMBER REPORTS/COMMENTS

Mrs. Freymond is excited and looking forward to the awards night. Her group the Kiwanis club is giving out six scholarships and she is going to speak at the awards night ceremony. Excited to add to the year coming to an end with graduation for our seniors.

Mr. Armitage a couple of weeks ago he attended the Placer County Board Presidents meeting on behalf of Mrs. Wyatt. The districts shared many things that they are doing especially around COVID and summer school. He shared the information that Kerry Callahan provided to him. It was very detailed. He was ready to answer the questions. He regrets that he will be unable to attend the Appreciation Breakfast due to a prior commitment. Last week he drove his wife to Arizona to pick up his son from Northern Arizona University to do his move out. It was a nice drive. On the way back they came through Nevada on Highway 95, which is a beautiful drive. They drove through several little towns and in one of them, there were donkeys everywhere.

Mr. Price he attended the CTE Works Advisory Board meeting. For those that aren't aware of the amazing work that it does, in its many pathways, these very dedicated teachers go through extra time and credential so that they can provide a critical link between our students and a potential career path that might wait for them outside of their High School career. There are many pathways to success, students have seasons in their life, and he loves the idea of showing them how they might fund their long run with some of these short hop along points. Some of the most interesting people he has ever met have done 10 different things in their careers. As a young person, they sometimes feel like they need to hurry up and pick where they want to go and start their lives. He wants to commend the program, it is not easy and it is a lot of work. He stated it is tragic what is happening in India right now and it is a good conversation starter to how divided this country is but how fortunate we all are to be in a country that has, as expensive as our health system is, at least we have one. This is an opportunity to look at vaccine equity. We have half of the country that is refusing the vaccine that if sent to India it would be taken within seconds and many people are dying every day from COVID. He stated his appreciation for early bold leadership here and for continuing it on all sides.

Mrs. Wyatt wanted to mention the CTE program, thank you to Jennifer Horton for setting up the meeting. It ran very smoothly, to go from everyone being on line to separating into your groups. When they share ideas with each other, they come out with so many great ideas. She is looking forward to graduation, but it is a very bittersweet one for her, having a grandson graduate this year, she is so excited for what the future is going to be for him. He is excited to go away and she is excited for him.

12. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

➤ **May 18, 2021 6:00 P.M.**, Regular Meeting of the Board of Trustees – Go-To - Meeting

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:34 p.m.

Kris Wyatt, President

Brian Haley, Clerk

Scott Leaman, Superintendent

Maria Gonzalez, Administrative Assistant to
the Superintendent

Adopted:

Ayes:

Noes:

Absent:

Accommodating Those Individuals with Special Needs:

In compliance with the Americans with Disabilities Act, the Western Placer Unified School District encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact the Office of the Superintendent, at (916) 645-6350 at least 48 hours in advance of the meeting you wish to attend so that we may make every reasonable effort to accommodate you, including auxiliary aids or services.

Western Placer Unified School District

Regular Meeting of the Board of Trustees

May 18, 2021

WPUSD District Office/City Hall Building–Google Meet
600 Sixth Street, Lincoln, CA 95648

MINUTES

2020-2021 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; Component II: Curriculum Themes; Component III: Special Student Services; Component IV: Staff & Community Relations; Component V: Facilities/Administration/Budget.

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

Board Members Present via Teleconference:

Kris Wyatt, President
Damian Armitage, Vice President
Criste Freymond, Member

Board Members Not Present

Brian Haley, Clerk
Jason Price, Member

Others Present via Teleconference:

Scott Leaman, Superintendent
Kerry Callahan, Deputy Superintendent of Educational Services
Audrey Kilpatrick, Assistant Superintendent of Business & Operations
Gabe Simon, Assistant Superintendent of Personnel Services
Maria Gonzalez, Administrative Assistant to the Superintendent
Mattie Ridgeway, Student Advisory
Matthew Nobert, Lincoln News Messenger

1. ANNOUNCEMENT: EXECUTIVE ORDER N-29-30 TELECONFERENCE FLEXIBILITY

This meeting is being held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. All board members may attend the meeting by teleconference. This meeting will be a telephone conference call only. The public may listen/participate via instruction listed prior to section 3 of the agenda.

2. ANNOUNCEMENT: Should this Board Meeting encounter any security breach or inappropriate issues, the meeting will be ended immediately.

5:30 P.M. START

3. CALL TO ORDER – WPUSD District Office/City Hall Bldg. – Google Meet

4. COMMUNICATION FROM THE PUBLIC There was no communication from the public

5:35 P.M.

5. CLOSED SESSION – WPUSD District Office – 4th Floor Zebra Conference Room

5.1 CONFERENCE WITH LABOR NEGOTIATOR

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators:

~Scott Leaman, Superintendent

~Kerry Callahan, Deputy Superintendent of Educational Services

~Gabe Simon, Assistant Superintendent of Personnel Services

~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

5.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No.
CPF15-514477

5.3 PERSONNEL

Public Employee Employment/Discipline/Dismissal/Release

6:00 P.M.

6. ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE – District Office/City Hall Blvd., - Virtual Meeting – Google Meet

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

Mr. Leaman explained the process of the meeting. The President will introduce the items that are being presented. We will have the person presenting the item speak on the item, and then Mrs. Wyatt will ask if there are any questions. We will take comments during the comments portion. We will then close down the time for discussion. When board is discussing item please do not interrupt the Board discussing the item. We have three Board member here tonight out of a five member Board. For anything to pass it does need to receive all three votes at this meeting.

6.1 *Page 11*- CONFERENCE WITH LABOR NEGOTIATOR

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators:

~Scott Leaman, Superintendent

~Kerry Callahan, Deputy Superintendent of Educational Services

~Gabe Simon, Assistant Superintendent of Personnel Services

~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

No action taken

6.2 *Page 12* - CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No.
CPF15-514477

No action taken

6.3 *Page 13* - PERSONNEL

Public Employee Employment/Discipline/Dismissal/Release

No action taken

7. Page 15-94 - CONSENT AGENDA

- 7.1 Certificated Personnel Report
- 7.2 Classified Personnel Report
- 7.3 Approval of Request for Unpaid Leave of Absence
- 7.4 Agreement for Tyler Technologies Inc. and Western Placer Unified School District
- 7.5 Ratify Contracts between Capitol Public Finance Group and Western Placer Unified School District for Professional and Consulting Services
- 7.6 Ratification of Contract between Sierra National Asphalt and Western Placer Unified School District/ LHS
- 7.7 Ratification of Contract between Sierra National /Asphalt and Western Placer Unified School District/LHS
- 7.8 Agreement between KS Telecom, Inc., and WPUSD for Camera Installation at Lincoln High School
- 7.9 Ratification of Contract between Linmoore Fencing and Western Placer Unified School District/LHS
- 7.10 Disposal of Surplus Items – E Waste
- 7.11 Ratification of Side Letter Agreement between the California School Employees' Association (Chapter #741) and Western Placer Unified School District
- 7.12 Approval of 2021-2022 Contract with Nearpod
- 7.13 Approval of 2020-2021 Contract with Edmentum
- 7.14 Ratification of amended 2020-2021 Contract with Wellness Together, Inc., dba HearYou.org
- 7.15 Assistant Superintendent of Educational Services Job Description

Motion by Mr. Armitage, seconded by Mrs. Freymond and passed by a 3-0 (*Ayes: Armitage, Freymond, Wyatt No: None*) roll call vote to approve consent agenda as presented.

8. COMMUNICATION FROM THE PUBLIC

There was no communication from the public

9. REPORTS & COMMUNICATION

➤ Lincoln High School Student Advisory – Mattie Ridgway shared the following

- Senior awards night went very well
- Last Friday was theater showcase for performing arts seniors. It went very well, band, theater program and choir all performed
- Today was first digital AP test
- Sports are still going on. Baseball will end the latest, June 4th
- Last Friday they passed out free yard signs to every senior
- Graduation is 19 days away
- Since Mattie is a senior and will be leaving the board, a new board rep will be at the next board meeting

➤ Western Placer Teacher's Association – Tim Allen stated it is busy during this time of year hiring for open positions. He congratulated Scott Picket for his new position in Ed Services. He is sad to see Gabe Simon go. Tim stated that Cliff De Graw will be the new in Assistant Superintendent in Personnel. Working in several committees that are led by

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Kerry Callahan, LCAP and ESAC, which are looking at one time monies that are coming in and the Federal legislation guidelines for the use of the monies. He wanted to thank the District for always bringing them into the conversation. Excited to go from this time last year were the sky was falling to now. Looking forward to graduation and summer break.

➤ Western Placer Classified Employee Association – Jim Houck stated a lot going on with the end of the year, graduation and promotions. Thank you to Gabe Simon for all of his work that they have done together and they hate to see him go. They would also like to welcome the new head of Personnel, Cliff De Graw

➤ Superintendent – Scott Leaman

- CDC stated that mask were optional for people that had their vaccination. They made a correction yesterday that the recent guidelines do not apply to schools.
- Governor Newsome announcement California will remain with masking except for vaccinated people being able to go outside without a mask until June 15.
- New announcement will be made on June 15
- We follow the guidelines from CDPH and Cal OSHA since we are an employer.
- June 15 may apply to business and the color coding and may not apply to schools
- Mask will remain the same for us until the end of the school year. We are still discussing what will be required in the Fall.
- We will recognize our Retirees and Teacher and Employee of the Year at our next meeting. He plans on hand delivering the plaques to everyone.
- Wanted to acknowledge Twelve Bridges Middle School staff, Tim and Jim who is the custodian on staff with working through some issues regarding their HVAC issues
- He attended the Placer County Teacher of the Year event with Tara Jeane and Daniella Thompson, who are our nominated Teachers of the Year
- The Leaman Lemur Lowdown newspaper end of the year addition was given to the Board Members. It was a first year in retrospect issue.
- He wanted to acknowledge downtown and the individuals who put on the scavenger hunt for our seniors this past weekend
- He will follow-up on FFA banquet for this year, not sure if it will be virtual
- Audrey is going to work on our budget with the January and the May revise's. There is an increase in money coming to school districts. Cola to 5.07% for LCFF
- Universal Transitional Kindergarten starts in 2022
- The Governor is proposing Cola increase to 4.05% which will help will help with our special education contribution
- The Administration is not proposing an additional year of Hold Harmless so we are going to need to use our actual ADA.
- We are currently offering distance education. We will not offer distance education next year due to the budget guidelines. We will offer independent study for those who do not want to come back to in person school.
- We will provide free meals again next year under our school nutrition program
- This is Gabe Simons last meeting. He has done a great job for us in Personnel Services. He has been working hard finishing many things here and his last day is May 28. We appreciate all of Gabe's services.

10. ♦ACTION ♦DISCUSSION ♦INFORMATION

10.1 Action **Page 98 – CONSIDER APPROVAL OF REVISED DISTRICT CALENDAR FOR 2021-2022 AND DISTRICT CALENDAR FOR 2022-2023– SIMON** (20-21 G & O Component I, II, III, IV, V)

Gabe Simon reviewed the approval request of revised District Calendar for 2021-2022 and District Calendar for 2022-2023. Motion by Mrs. Freymond, seconded by Mr. Armitage and passed by a 3-0 (*Ayes: Freymond, Armitage, Wyatt No: None*) roll call vote for approval of revised District Calendar for 2021-2022 and District Calendar for 2022-2023.

10.2 Discussion/ **Page 101 – CONSIDER APPROVING JOB DESCRIPTION FOR COORDINATOR: SPECIAL PROJECTS AND REVISION TO 2021/2022 CERTIFICATED MANAGEMENT SALARY SCHEDULE–Simon** (20-21 G & O Component I, II, III, IV, V)
Action

Gabe Simon stated that as part of ongoing review of District needs, programs, and staffing by the District, there exists a need to approve a job description for a certificated Coordinator: Special Projects in order to establish the job requirements. Motion by Mr. Armitage, seconded by Mrs. Freymond and passed by a 3-0 (*Ayes: Armitage, Freymond, Wyatt No: None*) vote to approve job description for Coordinator: Special Projects and revision to the 2021/2022 Certificated Management Salary Schedule.

10.3 Discussion/ **Page 105 – CONTRACT EXTENSION FOR DIRECTOR OF TECHNOLOGY–Simon** (20-21 G & O Component I, II, III, IV, V)
Action

Gabe Simon presented the Western Placer Unified School District's Director of Technology contract extension to June 30, 2023. Motion by Mr. Armitage, seconded by Mrs. Freymond and passed by a 3-0 (*Ayes: Armitage, Freymond, Wyatt No: None*) vote for contract extension for Director of Technology.

Damian Armitage commented that since Tsugu Furuyama has been here things have been much better in the technology department and he appreciates that.

10.4 Action **Page 106 – APPROVAL OF GUARANTEED MAXIMUM PRICE FOR LEASE LEASEBACK AGREEMENTS WITH ROEBBELEN CONTRACTING, INC., FOR THE TWELVE BRIDGES MIDDLE SCHOOL HYDRONIC PIPING REPLACEMENT PROJECT– Adell** (20-21 G & O Component I, II, III, IV, V)

Mike Adell stated that on April 20, the Board approved the selection of Roebbelen Contracting, Inc., for the Lease Leaseback services for the Twelve Bridges Middle School Hydronic Piping Replacement Project. HMC Architects is providing the architectural and engineering services for the project and the plans and specifications have been completed. In

addition, Roebbelen Contracting has completed their preconstruction services for the project. Motion by Mrs. Freymond, seconded by Mr. Armitage and passed by a 3-0 (*Ayes: Armitage, Freymond, Wyatt No: None*) roll call vote for approval of guaranteed maximum price for Lease Leaseback Agreement with Roebbelen Contracting, Inc., for the Twelve Bridges Middle School Hydronic Piping Replacement Project.

10.5 Action **Page 126 – EXPANDED LEARNING OPPORTUNITIES (ELO) GRANT PLAN– Callahan** (20-21 G & O Component I, II, III, IV, V)

Kerry Callahan stated the California Legislature provided \$4.6 billion in the Assembly Bill 86 COVID-19 relief package for Expanded Learning Opportunities (ELO) Grants. Expanded Learning Opportunities (ELO) Grant Plans must be completed by school districts that receive ELO Grant funds under California Education Code (EC) Section 43521(b). Mrs. Callahan stated that they worked with the LCAP committee. Mrs. Callahan stated that our goal is that all of our students are going to graduate college and career ready. They are adding some enhancements to support ongoing need for our district and our students. Mrs. Callahan reviewed the information on page 131 of the packet. She also spoke about independent study and support and professional development for staff. The ELO Grant Plan must be adopted by the local governing board of the LEA at a public meeting and or before June 1, 2021, and it must be submitted to the county office of education within five days of the adoption. Motion by Mrs. Freymond, seconded by Mr. Armitage and passed by a 3-0 (*Ayes: Armitage, Freymond, Wyatt No: None*) vote to approve the Expanded Learning Opportunities (ELO) Grant Plan.

10.6 Action **Page 138 – PLACER COUNTY SCHOOL BOARDS ASSOCIATION ELECTIONS – COMMITTEE ELECTIONS– Leaman** (20-21 G & O Component I, II, III, IV, V)

Scott Leaman stated the Placer County School Board Association has three 2-year positions and four 3-year positions open on the Executive Committee due to the expired terms. They are requesting the Board submit their votes for the open positions. Action was done by taking the vote on forms provided by Placer County School Board Association.

10.7 Discussion/ Action **Page 141 – CHANGE IN ATTENDANCE BOUNDARIES FOR INDEPENDENCE DEVELOPMENT– Leaman** (20-21 G & O Component I, II, III, IV, V)

Scott Leaman presented the change in Attendance Boundaries due to a new development in the area commonly known as Independence for Foskett Ranch and Creekside Oaks Elementary Schools. Motion by Mr. Armitage, seconded by Mrs. Freymond and passed by a 3-0 (*Ayes: Armitage, Freymond, Wyatt No: None*) vote to approve the change in attendance boundaries for Independence Development.

10.8 Discussion/ Page 144 – ASSISTANT SUPERINTENDENT OF EDUCATIONAL SERVICES CONTRACT– Leaman (20-21 G & O Component I, II, III, IV, V)
Action

Scott Leaman stated that after a multistep process including outside candidates for Assistant Superintendent of Educational Services, a contract for Scott Pickett is being forwarded to the Board for approval. Motion by Mrs. Freymond, seconded by Mr. Armitage and passed by a 3-0 (*Ayes: Armitage, Freymond, Wyatt No: None*) vote to approve the Assistant Superintendent of Educational Services Contract.

Kris Wyatt stated that it has been a pleasure to work with Scott Pickett over these years and observing him work with his kids when he was at Creekside Oaks Elementary and then moving on.

Scott Pickett stated that he is grateful for the opportunity to work in this position. It has been a great blessing to work in Western Placer. He is grateful for the people he has worked with. He is grateful for Scott Leaman and his leadership, Kerry Callahan. He has a great relationship with Tim Allen and Jim Houck and Gus Nevarez. The relationships in this district are what counts and he is looking forward to continuing that. He is humbled and grateful. He also thanked Mattie Ridgeway for her comments.

11. BOARD OF TRUSTEES

11.1 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.

- School Safety
- Health
- Lee (Leland) Basham – naming of theater at LHS

Kris Wyatt asked if the Lee Basham items is moving along. Mr. Leaman stated they might need to move to the new year due to needing to get a committee together.

11.2 BOARD MEMBER REPORTS/COMMENTS

Mr. Armitage had no report

Mrs. Freymond worked the scavenger event for our seniors this past weekend and it was great to see all the kids. She attended the awards night and presented some scholarships on behalf of the Kiwanis club. The amount of money that these kids get from our community is fabulous, \$190,000 plus.

Mrs. Wyatt wanted to thank Gabe for his service and being a great employee. She attended the awards night and agrees with Criste for us to give 190,000 plus during this time, extremely grateful to our community and their belief in our kids. She did not attend the senior scavenger hunt, a big applause to Tracie Flaherty for putting it on and organizing the rest of the parents that helped out. A lot of people came

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through. The community and not just parents have to be involved. She wanted to applaud Jennifer Hladun for putting on the awards night on the football field. She did a great job and it was very successful. She also wanted to applaud Mattie for getting the senior signs organized and delivered. She wanted to recognize Marilou Edwards for recognizing the seniors on Facebook pages. She hopes graduations are all safe and sound.

12. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

➤ **June 1, 2021 6:00 P.M.**, Regular Meeting of the Board of Trustees – Google Meet

➤ **June 15, 2021 6:00 P.M.**, Regular Meeting of the Board of Trustees – Google Meet

➤ **June 22, 2021 6:00 P.M.**, Special Meeting of the Board of Trustees – Google Meet

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:55 p.m.

Kris Wyatt, President

Brian Haley, Clerk

Scott Leaman, Superintendent

Maria Gonzalez, Administrative Assistant to the Superintendent

Adopted:

Ayes:

Noes:

Absent:

Accommodating Those Individuals with Special Needs:

In compliance with the Americans with Disabilities Act, the Western Placer Unified School District encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact the Office of the Superintendent, at (916) 645-6350 at least 48 hours in advance of the meeting you wish to attend so that we may make every reasonable effort to accommodate you, including auxiliary aids or services.

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:
Approval of Warrants

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Audrey Kilpatrick
Assistant Superintendent of
Business and Operations

ENCLOSURES:
Warrants may be found at
www.wpusd.org

DEPARTMENT:
Business Services

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
June 1, 2021

ROLL CALL REQUIRED:
N/A

BACKGROUND:

The Board of Trustees will consider approval of warrants paid since the May 4, 2021 board meeting.

RECOMMENDATION:

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

Checks Dated 05/26/2021

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85793312	05/26/2021	Lehew-Lenz, Anna E	01-4300		248.56
85793313	05/26/2021	Nohef, Jenna M	01-4300		49.25
85793314	05/26/2021	O'Toole, Kristine L	01-4300		69.06
85793315	05/26/2021	APPLE INC.	01-4300		431.93
85793316	05/26/2021	ASHI ACQUISITION CO AMERICAN SAFETY & HEALTH INST	01-4300		811.48
85793317	05/26/2021	AWARDS BY KAY	01-4300		149.16
85793318	05/26/2021	CHRISTOPHER FAINA UG CUSTOMS	01-4300		4,630.00
85793319	05/26/2021	DIRECT 2 PRESS	01-4300		1,090.93
85793320	05/26/2021	EBSCO INDUSTRIES INC.	01-4300		563.18
85793321	05/26/2021	FASTENAL COMPANY	01-4300		3,339.25
85793322	05/26/2021	FOLLETT SCHOOL SOLUTIONS, INC.	01-4300		256.92
85793323	05/26/2021	KYOCERA	01-4300	641.53	
			01-5600	213.49	855.02
85793324	05/26/2021	LAKESHORE LEARNING MATERIALS	01-4300		179.15
85793325	05/26/2021	LITTLE CAESARS PIZZA	01-4300		41.67
85793326	05/26/2021	LITTLE CAESARS PIZZA	01-4300		47.62
85793327	05/26/2021	LITTLE CAESARS PIZZA	01-4300		47.62
85793328	05/26/2021	MJB WELDING SUPPLY, INC.	01-4300		468.66
85793329	05/26/2021	NASCO MODESTO	01-4300		52.68
85793330	05/26/2021	OFFICE DEPOT	01-4300		43.38
85793331	05/26/2021	ROCHESTER 100 INC	01-4300	1,414.63	
			Unpaid Tax	95.63-	1,319.00
85793332	05/26/2021	ROCKLER WOODWORKING & HARDWARE	01-4300	2,569.86	
			01-4400	2,027.00-	542.86
85793333	05/26/2021	SAFEWAY INC	01-4300		74.84
85793334	05/26/2021	TEACHER SYNERGY, LLC	01-4300		40.99
85793335	05/26/2021	WESTERN TOOL SUPPLY	01-4300		2,137.63
85793336	05/26/2021	BAGEL AND BEAN LLC	13-4710		1,660.00
85793337	05/26/2021	DANIELSEN COMPANY	13-4710		6,893.77
85793338	05/26/2021	GENERAL PRODUCE CO LTD	13-4710		1,090.00
85793339	05/26/2021	GOLD STAR FOODS, INC	13-4710		30,497.78
85793340	05/26/2021	NEXT GENERATION FOODS	13-4710		4,454.40
85793341	05/26/2021	WEST COAST PAPER COMPANY	01-4300	3,831.81	
			13-4380	2,418.06	6,249.87
85793342	05/26/2021	WPUSD GENERAL FUND	01-4300	116.97	
			01-5800	19.00	135.97
85793343	05/26/2021	WPUSD PETTY CASH FUND	01-8699		345.90
85793344	05/26/2021	Bonnie Blades	13-8634		44.75
85793345	05/26/2021	Sandra Hackbarth	13-8634		31.50
85793346	05/26/2021	LAKESHORE LEARNING MATERIALS	01-4300		117.94
85793347	05/26/2021	LOZANO SMITH LLP	01-5200		210.00
85793348	05/26/2021	Schools Insurance Group	01-5400		400,118.50
85793349	05/26/2021	Watkins, Susan E	01-4300		36.24
85793350	05/26/2021	A-Z BUS SALES INC	01-4365		2,175.21

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

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Checks Dated 05/26/2021

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85793351	05/26/2021	APPROVED SAFE & LOCK	01-4300		93.00
85793352	05/26/2021	AT&T BUSINESS SERVICE	01-5560		123.06
85793353	05/26/2021	BANK OF AMERICA #4333	01-4300	5,319.84	
			01-5200	670.00	
			01-8699	46.58-	5,943.26
85793354	05/26/2021	BLACKBURN CONSULTING	21-6140		3,206.60
85793355	05/26/2021	CAPITOL CLUTCH AND BRAKE INC	01-4365		222.74
85793356	05/26/2021	CITRUS HEIGHTS SAW & MOWER	01-4365		297.33
85793357	05/26/2021	CITY OF LINCOLN	01-5540	274.04	
			01-5570	2,227.41	2,501.45
85793358	05/26/2021	CITY OF LINCOLN - ALARM PRGM LINCOLN POLICE DEPARTMENT	01-5800		20.00
85793359	05/26/2021	COAST TO COAST COMPUTER PRODUCTS	01-4300		85.78
85793360	05/26/2021	ERIC ELLIS MD INC	01-5800		5,460.00
85793361	05/26/2021	FOLLETT SCHOOL SOLUTIONS, INC.	01-4200		1,623.67
85793362	05/26/2021	GRAINGER	01-4300		582.77
85793363	05/26/2021	HILLYARD / SACRAMENTO	01-4300		60.66
85793364	05/26/2021	HOLT OF CALIFORNIA	01-4365		437.52
85793365	05/26/2021	LOZANO SMITH LLP	01-5810		4,992.75
85793366	05/26/2021	NANCY ALEXANDER-STORM	01-5800		2,500.00
85793367	05/26/2021	NORMAC	01-4300		584.29
85793368	05/26/2021	PACIFIC GAS & ELECTRIC CO	01-5510	71,680.73	
			01-5530	7,064.96	78,745.69
85793369	05/26/2021	PACIFIC OFFICE AUTOMATION	01-5800		425.00
85793370	05/26/2021	PCOE - PLACER CO OFFICE OF ED	01-7142		125.55
85793371	05/26/2021	PEARSON ASSESSMENTS ORDERING DEPARTMENT	01-4300		405.06
85793372	05/26/2021	PLACER COUNTY SELPA	01-5200		800.00
85793373	05/26/2021	PLACER CO ENVIRONMENTAL HEALTH	21-5800		1,488.00
85793374	05/26/2021	PLACER COUNTY CLERK-RECORDER ELECTIONS DIVISION	21-6250		50.00
85793375	05/26/2021	PSYCHOLOGICAL ASSESS RESOURCES	01-4300		291.60
85793376	05/26/2021	RAILBOX CONSULTING LLC	01-6400		13,001.29
85793377	05/26/2021	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		1,403.03
85793378	05/26/2021	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		278.65
85793379	05/26/2021	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		121.51
85793380	05/26/2021	SCHOOL FACILITY CONSULTANTS	25-5800		3,783.75
85793381	05/26/2021	SHARP ARCHITECTURE, INC.	21-5800		6,320.00
85793382	05/26/2021	SIERRA BUILDING SYSTEMS INC	01-4300	262.63	
			01-5600	527.01	

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Checks Dated 05/26/2021

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85793382	05/26/2021	SIERRA BUILDING SYSTEMS INC	01-5800	1,246.74	2,036.38
85793383	05/26/2021	SIERRA OFFICE SUPPLIES &	01-4300		682.75
85793384	05/26/2021	SIG EMPLOYEE BENEFITS TRUST	76-9558		722,971.65
85793385	05/26/2021	UNIFIRST CORPORATION	01-5800		188.49
85793386	05/26/2021	VERIZON WIRELESS	01-5560		1,029.34
Total Number of Checks			75		<u>1,334,435.29</u>

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	62	549,620.66
13	Cafeteria Fund	8	47,090.26
21	Building Fund #1	4	11,064.60
25	Capital Facilities Fund	1	3,783.75
76	Payroll Fund	1	722,971.65
Total Number of Checks		75	1,334,530.92
Less Unpaid Tax Liability			95.63
Net (Check Amount)			<u>1,334,435.29</u>

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

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Checks Dated 05/19/2021

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85792311	05/19/2021	Gerberding, Ryan W	76-9554		596.33
85792312	05/19/2021	Shahhosseini, Kazem	01-5800		105.00
85792313	05/19/2021	A-Z BUS SALES INC	01-4365		1,923.64
85792314	05/19/2021	AERCO PACIFIC INC	01-5600		4,000.00
85792315	05/19/2021	AMS.NET INC	01-4400		24,925.84
85792316	05/19/2021	AT&T	01-5560		4,138.53
85792317	05/19/2021	AT&T BUSINESS SERVICE	01-5560		45.17
85792318	05/19/2021	ATX LEARNING LLC	01-5800		13,751.25
85792319	05/19/2021	B&H PHOTO VIDEO	21-4300		109.00
85792320	05/19/2021	C & S TELECOMMUNICATIONS INC	01-5600		360.00
85792321	05/19/2021	CDW GOVERNMENT INC	01-4300	2,168.95	
			01-4400	16,484.49	
			01-5800	157.89	
			21-4400	972.46	19,783.79
85792322	05/19/2021	CITY OF LINCOLN / PG&E REIMB	01-5510		2,295.49
85792323	05/19/2021	EATON INTERPRETING SVCS INC	01-5800		3,094.00
85792324	05/19/2021	EPLUS TECHNOLOGY INC	01-4300		1,339.70
85792325	05/19/2021	ERIC ELLIS MD INC LINCOLN URGENT CARE	01-5800		10,580.00
85792326	05/19/2021	FUN AND FUNCTION	01-4300		228.41
85792327	05/19/2021	GOLD COUNTRY MEDIA PUBLICATIONS	01-5800		132.60
85792328	05/19/2021	HD SUPPLY FACILITIES MAINTENANCE, LTD.	01-4300		75.08
85792329	05/19/2021	HILLYARD / SACRAMENTO	01-4300		146.50
85792330	05/19/2021	KYOCERA	01-5600		108.86
85792331	05/19/2021	LOWE'S	01-4300		1,003.81
85792332	05/19/2021	MCGRAW-HILL	01-4100		1,612.79
85792333	05/19/2021	MEDICAB	01-5800		7,456.50
85792334	05/19/2021	NORMAC	01-4300		959.58
85792335	05/19/2021	OFFICE DEPOT	01-4300		68.65
85792336	05/19/2021	One Workplace L. Ferrari, LLC	01-4300		355.56
85792337	05/19/2021	PACIFIC GAS & ELECTRIC CO	01-5510		1,180.01
85792338	05/19/2021	PCOE - PLACER CO OFFICE OF ED	01-5200		1,500.00
85792339	05/19/2021	PLACER COUNTY AIR POLLUTION	01-5800		336.63
85792340	05/19/2021	PLACER COUNTY PUBLIC WORKS	01-5800		94.25
85792341	05/19/2021	PLACER LEARNING CENTER	01-5800		40,240.00
85792342	05/19/2021	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		278.65
85792343	05/19/2021	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		121.51
85792344	05/19/2021	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5540		1,345.09
85792345	05/19/2021	RIEBES AUTO PARTS	01-4365		1,331.30
85792346	05/19/2021	SAFEWAY INC	01-4300		221.21
85792347	05/19/2021	SCHOOL NURSE SUPPLY INC.	01-4300		2,504.72
85792348	05/19/2021	SCHOOL SPECIALTY INC	01-4300		4.45

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

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Checks Dated 05/19/2021

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85792349	05/19/2021	SIERRA FOOTHILLS ACADEMY	01-5800		40,522.83
85792350	05/19/2021	SITEONE LANDSCAPE SUPPLY	01-4300		97.76
85792351	05/19/2021	SPECIALIZED EDUC OF CA, INC.	01-5800		17,351.25
85792352	05/19/2021	STATE OF CALIFORNIA - DOJ	01-5821		49.00
85792353	05/19/2021	UNIFIRST CORPORATION	01-5800		838.81
85792354	05/19/2021	WAVE	01-5560	1,715.34	
			01-5903	3,569.25	5,284.59
85792355	05/19/2021	WELLNESS TOGETHER	01-5800		2,700.00
85792356	05/19/2021	WESTERN PLACER WASTE MGT AUTH ACCOUNTING DIVISION WPWMA	01-5540		51.66
85792357	05/19/2021	ZEP SALES & SERVICE	01-4300		55.39
85792358	05/19/2021	STAPLES BUSINESS ADVANTAGE	01-4300	24,377.28	
			13-4300	81.51	
			25-4300	152.27	24,611.06
85792359	05/19/2021	DANIELSEN COMPANY	13-4710		4,432.62
85792360	05/19/2021	FIERY GINGER FARM	13-4710		1,401.00
85792361	05/19/2021	GENERAL PRODUCE CO LTD	13-4710		1,120.00
85792362	05/19/2021	GOLD STAR FOODS, INC	13-4710		13,542.39
85792363	05/19/2021	NEXT GENERATION FOODS	13-4710		945.00
85792364	05/19/2021	Cygan, Cindy	01-4300		51.22
85792365	05/19/2021	Hood, Cindy J	01-4300		21.44
85792366	05/19/2021	MacQueen, Mary A	01-4300		511.26
85792367	05/19/2021	Middleton, William R	01-4300		376.05
85792368	05/19/2021	Miller, Linda M	01-5200		185.00
85792369	05/19/2021	Nesci, Peter A	01-5200		525.00
85792370	05/19/2021	Willard, Kelli M	01-4300		30.01
85792371	05/19/2021	AWARD EMBLEM MFG. CO. INC.	01-4300		437.63
85792372	05/19/2021	BEST BUY FOR BUSINESS	01-4300		160.86
85792373	05/19/2021	BROADWAY SACRAMENTO	01-5800		9,075.00
85792374	05/19/2021	BSN SPORTS SPORTS SUPPLY GROUP	01-4300		27,481.07
85792375	05/19/2021	CARROT-TOP INDUSTRIES	01-4300		64.97
85792376	05/19/2021	CDW GOVERNMENT INC	01-4300		1.12
85792377	05/19/2021	DIRECT PRESS 2	01-4300		315.12
85792378	05/19/2021	FLINN SCIENTIFIC INC	01-4300		2,469.14
85792379	05/19/2021	FLORA FRESH, INC.	01-4300		952.92
85792380	05/19/2021	FLORAL RESOURCES SACRAMENTO	01-4300		144.25
85792381	05/19/2021	LACOE - LOS ANGELES CO OFFICE OF EDUCATION	01-4300		20.00
85792382	05/19/2021	LAKESHORE LEARNING MATERIALS	01-4300		936.47
85792383	05/19/2021	LEARNING FOR LIVING, INC	01-5800		5,000.00
85792384	05/19/2021	MCMaster CARR SUPPLY CO	01-4300		190.80
85792385	05/19/2021	NASCO MODESTO	01-4300	864.95	
			01-4400	462.57	1,327.52
85792386	05/19/2021	ORIENTAL TRADING COMPANY INC	01-4300		214.46

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

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Checks Dated 05/19/2021

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85792387	05/19/2021	PITNEY BOWES INC	01-5600		155.78
85792388	05/19/2021	SAFEWAY INC	01-4300		74.46
85792389	05/19/2021	SCHOOL SPECIALTY INC	01-4300		220.26
85792390	05/19/2021	THE SENSORY PATH INC	01-4300		1,182.50
85792391	05/19/2021	USI INC	01-4300		258.77
85792392	05/19/2021	WEST MUSIC	01-4300	42.40	
			01-4400	57.49	
			Unpaid Tax	6.76-	93.13
85792393	05/19/2021	WESTERN PSYCHOLOGICAL SERVICES	01-4300		300.84
85792394	05/19/2021	CDW GOVERNMENT INC	01-4300	3,165.19	
			01-4400	10,446.57	13,611.76
85792395	05/19/2021	CITY OF LINCOLN	01-5540	4,180.97	
			01-5550	7,712.10	
			01-5570	16,237.03	28,130.10
85792396	05/19/2021	EPLUS TECHNOLOGY INC	01-4300	2,339.19	
			01-4400	13,301.55	15,640.74
85792397	05/19/2021	ERIC ELLIS MD INC LINCOLN URGENT CARE	01-5800		4,740.00
85792398	05/19/2021	FUN AND FUNCTION	01-4300		383.91
85792399	05/19/2021	HMC GROUP	21-6150	2,060.00	
			21-6210	48,875.00	50,935.00
85792400	05/19/2021	LRP PUBLICATIONS	01-4300		195.25
85792401	05/19/2021	MEDICAB	01-5800		7,688.00
85792402	05/19/2021	MWG MESTMAKER & ASSOCIATES	01-3901		145.70
85792403	05/19/2021	PEARSON ASSESSMENTS ORDERING DEPARTMENT	01-4300		200.30
85792404	05/19/2021	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		509.44
85792405	05/19/2021	UNIFIRST CORPORATION	01-5800		149.20
Total Number of Checks			95		<u>436,463.71</u>

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	87	362,182.89
13	Cafeteria Fund	6	21,522.52
21	Building Fund #1	3	52,016.46
25	Capital Facilities Fund	1	152.27
76	Payroll Fund	1	596.33
Total Number of Checks		95	436,470.47
Less Unpaid Tax Liability			6.76-
Net (Check Amount)			<u>436,463.71</u>

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Checks Dated 05/12/2021

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85791113	05/12/2021	De Arkland, Shannon M	01-4300		87.01
85791114	05/12/2021	Eggel, Alla K	01-4300		305.54
85791115	05/12/2021	Getz, Pamela	01-5200		25.31
85791116	05/12/2021	Hichborn, Amber N	01-5200		113.96
85791117	05/12/2021	Kessier, Jeanne L	01-4300		259.38
85791118	05/12/2021	Munno, Melissa A	01-4300		50.38
85791119	05/12/2021	Turnbull, Emily A	01-4300		49.11
85791120	05/12/2021	A-Z BUS SALES INC	01-4365		74.35
85791121	05/12/2021	ADVANCED INTEGRATED PEST PEST MNGMT	01-5800		1,296.00
85791122	05/12/2021	APLPD HOLDCO, INC & SUBSIDIARY	01-5600		673.47
85791123	05/12/2021	AUBURN TROPHIES	01-4300		958.20
85791124	05/12/2021	BORDERLAN SECURITY	01-5800		45,000.00
85791125	05/12/2021	BOTTLED WATER SUPPLY CO INC COOLER ZONE	01-4300		49.00
85791126	05/12/2021	CDW GOVERNMENT INC	01-4300	9,070.16	
			01-4400	23,458.39	
			21-6400	14,662.15	47,190.70
85791127	05/12/2021	DAWSON OIL COMPANY	01-4345	4,158.22	
			01-4350	15,329.69	19,487.91
85791128	05/12/2021	DIRECT PRESS 2	01-4300		802.23
85791129	05/12/2021	DISCOUNT SCHOOL SUPPLY	01-4300		181.05
85791130	05/12/2021	EATON INTERPRETING SVCS INC	01-5800		3,302.00
85791131	05/12/2021	EPLUS TECHNOLOGY INC	01-4300	1,191.53	
			01-4400	4,766.22	5,957.75
85791132	05/12/2021	ERIC ELLIS MD INC LINCOLN URGENT CARE	01-5800		6,420.00
85791133	05/12/2021	FAR WEST RENTS & READY MIX	01-5600		122.00
85791134	05/12/2021	FOLLETT SCHOOL SOLUTIONS, INC.	01-5800		6,993.02
85791135	05/12/2021	FUN AND FUNCTION	01-4300		32.52
85791136	05/12/2021	GCR TIRES & SERVICE	01-4360		1,166.59
85791137	05/12/2021	GRAINGER	01-4300		331.63
85791138	05/12/2021	HANKIN SPECIALTY ELEVATORS INC	01-5600		475.00
85791139	05/12/2021	HILLYARD / SACRAMENTO	01-4300		296.89
85791140	05/12/2021	JABBERGYM INC.	01-5800		5,320.00
85791141	05/12/2021	JAMIE PUCCETTI ESCOBAR	01-5800		209.67
85791142	05/12/2021	KINGSLEY BOGARD THOMPSON LLP	01-5810		2,081.15
85791143	05/12/2021	KYOCERA	01-4300	.71	
			01-5600	10.57	11.28
85791144	05/12/2021	LEARNING SOLUTIONS INC	01-5800		3,200.00
85791145	05/12/2021	MAGDALENA STEPIEN	01-5800		3,360.00
85791146	05/12/2021	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		720.00
85791147	05/12/2021	ODYSSEY LEARNING CENTER, INC.	01-5800		13,747.44

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Checks Dated 05/12/2021

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85791148	05/12/2021	PLACER COUNTY SELPA	01-5200		400.00
85791149	05/12/2021	POWER SCHOOL GROUP, LLC	01-5800		13,500.00
85791150	05/12/2021	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-4300	378.38	
			01-5600	517.10	895.48
85791151	05/12/2021	ROEBBELEN CONTRACTING INC	01-5600		4,702.00
85791152	05/12/2021	SAFEWAY INC	01-4300		166.76
85791153	05/12/2021	SANDRA ANN STEURER	01-5800		2,240.00
85791154	05/12/2021	SCHOOL SPECIALTY INC	01-4300		41.60
85791155	05/12/2021	SCHOOL STEPS, INC.	01-5800		35,226.56
85791156	05/12/2021	SHARP ARCHITECTURE, INC.	21-5800		7,040.00
85791157	05/12/2021	SIERRA BUILDING SYSTEMS INC	01-5800		4,350.00
85791158	05/12/2021	SIERRA OFFICE SUPPLIES &	01-4300		224.26
85791159	05/12/2021	U.S. BANK NATIONAL ASSOCIATION U.S. BANCORP PURCHASING CARD	01-4300	12,489.20	
			01-4390	342.80	
			01-5200	229.00	
			01-5800	29.00	
			13-4300	70.74	
			21-4300	453.98	
			25-5200	586.75	14,201.47
85791160	05/12/2021	UNIFIRST CORPORATION	01-5800		44.05
85791161	05/12/2021	UNILAB CORPORATION	01-5800		1,700.00
85791162	05/12/2021	WAXIE'S SANITARY SUPPLY	01-4300		133.96
85791163	05/12/2021	WINSOR LEARNING, INC.	01-5800		23,149.91
85791164	05/12/2021	DANIELSEN COMPANY	13-4710		5,833.02
85791165	05/12/2021	GENERAL PRODUCE CO LTD	13-4710		698.85
85791166	05/12/2021	GOLD STAR FOODS, INC	13-4710		27,443.44
85791167	05/12/2021	PLACER CO ENVIRONMENTAL HEALTH	01-5800		154.00
85791168	05/12/2021	WEST COAST PAPER COMPANY	13-4380		2,998.58
85791169	05/12/2021	Anne Moya Del Pino	76-9550		859.23
85791170	05/12/2021	Antonia Tan	13-8634		238.00
85791171	05/12/2021	Suzanne Ziswasser	13-8634		13.55
85791172	05/12/2021	Western Placer USD Cafeteria f und	13-8699		1,482.45
85791173	05/12/2021	Western Placer USD General fun d	01-8699		1,644.58
85791174	05/12/2021	Alcorn, Daniel T	01-4300		248.03
85791175	05/12/2021	Bartlett, Nicole R	01-4300		66.31
85791176	05/12/2021	Brown, Stephanie A	01-4300		140.06
85791177	05/12/2021	Dickson, Megan L	01-4300		130.03
85791178	05/12/2021	Eutsey, Victoria	01-4300		401.01
85791179	05/12/2021	Haddox, Mona G	01-4300		100.00
85791180	05/12/2021	Hayes, Mary E	01-4300		25.00
85791181	05/12/2021	Kassis, Hannah C	01-4300		61.95
85791182	05/12/2021	MacQueen, Kirstie A	01-4300		110.32
85791183	05/12/2021	Miller, Linda M	01-5200		185.00
85791184	05/12/2021	Reafsnyder, Joshua D	01-5200		595.00

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Checks Dated 05/12/2021

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85791185	05/12/2021	Rowe, Michelle T	01-4300		32.18
85791186	05/12/2021	Salinger, Adam P	01-5800		86.00
85791187	05/12/2021	Taylor, Emilie M	01-4300		707.75
85791188	05/12/2021	Whitecotton, Charles E	01-4300		80.72
85791189	05/12/2021	Willard, Kelli M	01-4300		30.01
85791190	05/12/2021	ALL METALS SUPPLY INC	01-4300		270.39
85791191	05/12/2021	B&H PHOTO VIDEO	01-4300	1,181.44	
			01-4400	14,324.94	15,506.38
85791192	05/12/2021	BALL CHAIN MFG CO INC	01-4300	94.59	
			Unpaid Tax	5.59-	89.00
85791193	05/12/2021	BORDERLAN SECURITY	01-4300		63.00
85791194	05/12/2021	BROADWAY TEACHING GROUP	01-5200		349.00
85791195	05/12/2021	BRYCE CRAWFORD INC	01-4400		5,010.00
85791196	05/12/2021	BURKETT'S OFFICE	01-4300	2,387.11	
			13-4300	108.69	2,495.80
85791197	05/12/2021	CDW GOVERNMENT INC	01-4300	21,809.43	
			01-4400	11,940.93	33,750.36
85791198	05/12/2021	COAST TO COAST COMPUTER PRODUCTS	01-4300		77.16
85791199	05/12/2021	COASTAL ENTERPRISES	01-4300		652.51
85791200	05/12/2021	DELTA WIRELESS	01-4300		7,545.04
85791201	05/12/2021	EXCEL PHOTOGRAPHERS	01-4300		1,154.12
85791202	05/12/2021	FOLLETT SCHOOL SOLUTIONS, INC.	01-4300		599.66
85791203	05/12/2021	GOLD COUNTRY MEDIA PUBLICATIONS	01-4300		669.98
85791204	05/12/2021	GOPHER SPORT	01-4300		689.41
85791205	05/12/2021	HEINEMANN	01-4300	3,993.39	
			01-5200	500.00	4,493.39
85791206	05/12/2021	JOHN JANSEN	01-4300	1,235.43	
			01-4400	4,200.00	5,435.43
85791207	05/12/2021	LAKESHORE LEARNING MATERIALS	01-4300		599.19
85791208	05/12/2021	LANGUAGE LINE SERVICES	01-5800		77.33
85791209	05/12/2021	LEARNING FOR LIVING, INC	01-4300	1,000.00	
			01-5200	6,000.00	7,000.00
85791210	05/12/2021	LOWE'S	01-4300	1,304.92	
			01-4400	2,036.73	3,341.65
85791211	05/12/2021	MJB WELDING SUPPLY, INC.	01-4300		38.00
85791212	05/12/2021	NASCO MODESTO	01-4300		594.66
85791213	05/12/2021	OFFICE DEPOT	01-4300		2,001.19
85791214	05/12/2021	ORIENTAL TRADING COMPANY INC	01-4300		156.00
85791215	05/12/2021	PACIFIC OFFICE AUTOMATION	01-4300		1,492.41
85791216	05/12/2021	PLACER FARM SUPPLY	01-4300		1,459.23
85791217	05/12/2021	PROJECT LEAD THE WAY INC	01-4300		6,055.07
85791218	05/12/2021	RIEBES AUTO PARTS	01-4300		367.21
85791219	05/12/2021	ROCHESTER 100 INC	01-4300	2,615.83	
			Unpaid Tax	176.83-	2,439.00

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ESCAPE ESCALATION
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Checks Dated 05/12/2021

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85791220	05/12/2021	SCHOOL SPECIALTY INC	01-4300		120.98
85791221	05/12/2021	SELWAY MACHINE TOOLS	01-4300		96.92
85791222	05/12/2021	SIERRA OFFICE SUPPLIES &	01-4300		101.96
85791223	05/12/2021	TEACHER DIRECT	01-4300	162.17	
			Unpaid Tax	10.97-	151.20
85791224	05/12/2021	TEACHER SYNERGY, LLC	01-4300		48.72
85791225	05/12/2021	TFD SUPPLIES	01-4300	117.98	
			Unpaid Tax	7.98-	110.00
85791226	05/12/2021	VALLEY TRUCK & TRACTOR	01-4400		894.63
85791227	05/12/2021	VIKING SHRED LLC	01-5800		47.99
85791228	05/12/2021	ORIENTAL TRADING COMPANY INC	01-4300		46.07
85791229	05/12/2021	POSTMASTER / LCE	01-4300		220.00
85791230	05/12/2021	RENAISSANCE LEARNING INC.	01-4300		450.00
85791231	05/12/2021	SHIELDS PROF SERVICES LLC	01-4300	6,942.16	
			Unpaid Tax	453.06-	6,489.10
85791232	05/12/2021	TEACHER SYNERGY, LLC	01-4300		12.53
Total Number of Checks			120		<u>435,993.33</u>

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	111	374,158.33
13	Cafeteria Fund	9	38,887.32
21	Building Fund #1	3	22,156.13
25	Capital Facilities Fund	1	586.75
76	Payroll Fund	1	859.23
Total Number of Checks		120	436,647.76
Less Unpaid Tax Liability			654.43-
Net (Check Amount)			<u>435,993.33</u>

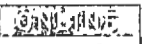
The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 05/05/2021

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85790056	05/05/2021	Dyok, Cheryl A	01-4300		44.78
85790057	05/05/2021	Eggel, Alla K	01-5200		71.12
85790058	05/05/2021	Goertz, Donna M	01-4300		23.94
85790059	05/05/2021	Gordon, Kelley D	01-5200		71.68
85790060	05/05/2021	Gutierrez, Vanessa E	01-4300		90.08
85790061	05/05/2021	Middleton, William R	01-4300		34.29
85790062	05/05/2021	Stanley, Karen N	01-4300		22.82
85790063	05/05/2021	Zimmerman, Mikaela K	01-4300		42.86
85790064	05/05/2021	A-Z BUS SALES INC	01-4365		231.83
85790065	05/05/2021	APPROVED SAFE & LOCK	01-4300	32.11	
			01-5600	15.00	47.11
85790066	05/05/2021	AT&T BUSINESS SERVICE	01-5560		61.09
85790067	05/05/2021	BUS WEST - DIVISION OF VELOCITY VEHICLE GROUP	01-4365		793.88
85790068	05/05/2021	CAPITOL CLUTCH AND BRAKE INC	01-4365		1,204.93
85790069	05/05/2021	CDW GOVERNMENT INC	01-4300		173.56
85790070	05/05/2021	COMPUTER-USING EDUCATORS, INC.	01-5200		237.00
85790071	05/05/2021	ERIC ELLIS MD INC LINCOLN URGENT CARE	01-5800		1,260.00
85790072	05/05/2021	ESPECIAL NEEDS, LLC	01-4300		53.94
85790073	05/05/2021	FLINT BUILDERS, INC.	21-6200	1,185,185.00	
			35-6200	2,000,000.00	3,185,185.00
85790074	05/05/2021	GCR TIRES & SERVICE	01-4360		888.52
85790075	05/05/2021	GRAINGER	01-4300		77.59
85790076	05/05/2021	HD SUPPLY FACILITIES MAINTENANCE, LTD.	01-4300		422.37
85790077	05/05/2021	KYOCERA	01-5600		10.54
85790078	05/05/2021	LABOR LAW POSTER SERVICE LLC	01-4300		172.00
85790079	05/05/2021	NAVIA BENEFIT SOLUTIONS	01-5800		107.35
85790080	05/05/2021	PACIFIC GAS & ELECTRIC CO	01-5510	28,528.59	
			01-5530	5,698.62	34,227.21
85790081	05/05/2021	PCOE - PLACER CO OFFICE OF ED	01-7142		2,230.65
85790082	05/05/2021	PITNEY BOWES INC	01-4300		82.04
85790083	05/05/2021	PLACER COUNTY PUBLIC WORKS	01-5800		69.75
85790084	05/05/2021	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		139.04
85790085	05/05/2021	RSD - REFRIGERATION SUPPLIES	01-4300		406.84
85790086	05/05/2021	SCHOOL TECH SUPPLY	01-4400		95,454.35
85790087	05/05/2021	STUDIES WEEKLY INC.	01-4100		511.58
85790088	05/05/2021	T-MOBILE USA INC	01-5903		3,082.82
85790089	05/05/2021	UNIFIRST CORPORATION	01-5800		960.65
85790090	05/05/2021	VIKING SHRED LLC	01-5800		61.99
85790091	05/05/2021	WAXIE'S SANITARY SUPPLY	01-4300		289.62
85790092	05/05/2021	WELLNESS TOGETHER	01-5800		17,907.76
85790093	05/05/2021	The Home Depot Pro	01-4300		1,481.36
85790094	05/05/2021	Berkley, Beverly S	01-4300		113.17

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

ESCAPE 
Page 1 of 3

Checks Dated 05/05/2021

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85790095	05/05/2021	Burbage-Macaluso, Daniel T	01-4300		364.64
85790096	05/05/2021	Dixon, Shane W	01-5200		775.00
85790097	05/05/2021	Eutsey, Victoria	01-4300		294.38
85790098	05/05/2021	Gonzalez, Felicitas M	01-4300		135.00
85790099	05/05/2021	Hood, Cindy J	01-4300		11.10
85790100	05/05/2021	Lehew-Lenz, Anna E	01-4300		178.58
85790101	05/05/2021	Nordby, Ann M	01-4300		131.28
85790102	05/05/2021	Parnell, Denise L	01-4300		218.13
85790103	05/05/2021	Yule, Madison A	01-4300		234.14
85790104	05/05/2021	Zimmerman, Mikaela K	01-4300		53.48
85790105	05/05/2021	APPLE INC.	01-4300	410.48	
			01-4400	159.80-	250.68
85790106	05/05/2021	BSN SPORTS SPORTS SUPPLY GROUP	01-4300	14,763.87	
			01-4400	935.99	15,699.86
85790107	05/05/2021	CAROLINA BIOLOGICAL SUPPLY	01-4300		320.47
85790108	05/05/2021	CDW GOVERNMENT INC	01-4300		187.90
85790109	05/05/2021	DENNIS M HOEY DBA WEST COAST MICROSCOPE SERVICE	01-4300		1,187.71
85790110	05/05/2021	DICK BLICK	01-4300		1,061.79
85790111	05/05/2021	DISCOUNT SCHOOL SUPPLY	01-4300		340.27
85790112	05/05/2021	FLAG HOUSE	01-4300		195.29
85790113	05/05/2021	FOLLETT SCHOOL SOLUTIONS, INC.	01-4300		509.79
85790114	05/05/2021	FULL COMPASS SYSTEMS	01-4300		643.48
85790115	05/05/2021	IT'S ELEMENTARY	01-4300		753.97
85790116	05/05/2021	JONES SCHOOL SUPPLY CO INC	01-4300		636.31
85790117	05/05/2021	K S TELECOM INC	01-4400		7,980.00
85790118	05/05/2021	KYOCERA	01-4300		3.16
85790119	05/05/2021	LAKESHORE LEARNING MATERIALS	01-4300		1,678.38
85790120	05/05/2021	LAMINATION DEPOT	01-4300		317.89
85790121	05/05/2021	MANN LAKE LTD	01-4300		590.70
85790122	05/05/2021	MARLEEN NOBELL DBA: MAR/CAL	01-4300		175.68
85790123	05/05/2021	MCMASTER CARR SUPPLY CO	01-4300		94.60
85790124	05/05/2021	MONTY MULLER - DBA MULLER SPORTS	01-4300	2,062.00	
			01-4400	18,830.00	20,892.00
85790125	05/05/2021	NSTA	01-5200		290.00
85790126	05/05/2021	ORIENTAL TRADING COMPANY INC	01-4300		339.83
85790127	05/05/2021	PURCHASE POWER	01-4300		1,020.99
85790128	05/05/2021	REALLY GOOD STUFF	01-4300		476.57
85790129	05/05/2021	RIDDELL ALL AMERICAN SPORTS CORPORATION	01-4300		14,691.02
85790130	05/05/2021	SCHOLASTIC BOOK CLUBS	01-4200		69.18
85790131	05/05/2021	SCHOLASTIC INCORPORATED	01-4300		359.18
85790132	05/05/2021	SCHOOL MATE	01-4300	369.29	
			Unpaid Tax	20.89-	348.40

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

ESCAPE L. JONES

Page 2 of 3

Checks Dated 05/05/2021

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85790133	05/05/2021	SCHOOL SPECIALTY INC	01-4300		526.45
85790134	05/05/2021	SOCIETY OF HEALTH & PHYS EDUC	01-5200		710.00
85790135	05/05/2021	TOTALLY TROPHIES	01-4300		1,674.00
85790136	05/05/2021	VIKING SHRED LLC	01-5600	47.99	
			01-5800	47.99	95.98
85790137	05/05/2021	WARD'S NATURAL SCIENCE	01-4300		367.92
85790138	05/05/2021	Keaton, Evelyn G	01-5200		25.20
85790139	05/05/2021	BAGEL AND BEAN LLC	13-4710		3,300.00
85790140	05/05/2021	DANIELSEN COMPANY	13-4710		5,981.64
85790141	05/05/2021	FAT CAT BAKERY	13-4710		2,816.00
85790142	05/05/2021	GENERAL PRODUCE CO LTD	13-4710		1,872.70
85790143	05/05/2021	GOLD STAR FOODS, INC	13-4710		16,254.23
85790144	05/05/2021	PLACER CO ENVIRONMENTAL HEALTH	13-5800		8,172.00
85790145	05/05/2021	WEST COAST PAPER COMPANY	01-4300	3,922.90	
			13-4380	102.09	4,024.99
85790146	05/05/2021	Anita Moya Del Pino	76-9550		859.23
85790147	05/05/2021	B&H PHOTO VIDEO	21-4300	4,600.63	
			21-4400	26,442.81	31,043.44
85790148	05/05/2021	ERIC ELLIS MD INC LINCOLN URGENT CARE	01-5800		7,440.00
Total Number of Checks			93		3,507,021.72

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	84	251,456.28
13	Cafeteria Fund	7	38,498.66
21	Building Fund #1	2	1,216,228.44
35	Schools Facilities (Prop 1A)	1	2,000,000.00
76	Payroll Fund	1	859.23
Total Number of Checks		93	3,507,042.61
Less Unpaid Tax Liability			20.89
Net (Check Amount)			3,507,021.72

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

ESCAPE [Signature]
Page 3 of 3

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Ratification of Contract between Pacific
Environmental Education Center and
Foskett Ranch Elementary School

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent of
Business and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Co-Curricular Funds

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contract is for services between Pacific Environmental Education Center and Foskett Ranch Elementary School for an outdoor educational program for the 2021-22 school year. The services include a 4-day stay for 50 students and 5 chaperones at Pacific Environmental Education Center. The cost of these services is \$9,975 and will be paid with the co-curricular Funds.

RECOMMENDATION:

Administration recommends that the Board ratify the contract agreement between Pacific Environmental Education Center and Foskett Ranch Elementary School.

Contract for Services

This agreement between __Foskett Ranch Elementary_____ and Pacific Environmental Education Center (PEEC), a 501©3 non-profit California corporation, is entered into for the purposes of providing educational services for an outdoor education program to be conducted on the Mendocino Coast, on behalf of said school by Pacific Environmental Education Center.

PEEC will provide:

1. **Outdoor School Staff** of one site director and staff naturalists at an approximate ratio of 1 per every 10-12 students.
2. **Room and Board** for students, teachers, parent chaperones and program staff.
3. **Supplies and Materials** as required for implementation of the program.
4. **Insurance** covering accident and sickness for all students in attendance.
5. **Extra Vehicle** to transport supplies and to serve as an emergency vehicle on site.

School to provide:

1. **One Teacher** per class.
2. **Transportation** between school and PEEC as well as between PEEC study sites.
3. **Chaperones** in the ratio of one chaperone for every eight to ten students.
Additional chaperones will be required to pay full price.
4. **Liability Insurance** for program activities naming Pacific Environmental Education Center as an additional insured on said school's policy.

Fee Schedule

Deposit- A deposit of \$1000 per week will reserve your approved program dates. This amount will be applied toward student tuition fees. It may also be carried over for the following year's deposit upon request. The deposit amount will be refundable only upon written notice to the director 16 weeks prior to arrival date of school.

1st Payment- ½ of the estimated student and chaperone fees are due 21 days prior to the date of arrival. This fee is refundable only upon cancellation of the week's program by PEEC.

2nd Payment- Bring the final payment on the day of arrival adjusted as closely as possible for the total number of students and chaperones attending. Any underpayments will be billed and overpayments will be refunded.

Any late payments will accrue an additional 1% per week if more than 7 days late.

Contract for Services (Page 2)

PEEC trip for Fall 2021

School: Foskett Ranch Telephone: 916-434-5255

School Address: 1561 Joiner Parkway, Lincoln, CA 95648

Teacher: Maggie Mechanick Principal: Gina Pasquini

Approximate number of students: 50 Grade attending: 5th

Program Date: 10/19/21 - 10/22/21

Fee per student: \$190.00 Fee per chaperone: \$95.00

Estimated Total Fee: \$9,975

Deposit status: \$1000 Payment in August 2021

Estimated 1st payment: \$5000 Due: 9/28/21

Estimated final payment: \$3975 Due: 10/19/21

Students will arrive by: School Bus X Charter Bus Private Vehicles

Carla Carlson 5/21/21
School Signature Date

PEEC Signature Date

Please complete and sign this contract. Return it to the PEEC office by 6/1/21. We will review and return your copy promptly.

Pacific Environmental Education Center
P.O. Box 2376
Fort Bragg, CA 95437

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:

Agreement between Learning For Living, Inc.
and Western Placer Unified School District -
Lincoln High School 21-22

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick, Assistant Superintendent of
Business and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Site Supplemental Funds

MEETING DATE:

June 01, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

The district has contracted with Learning For Living, Inc. to present "School Culture Professional Development: Module one" at Lincoln High School.

The service will include one presentation. The total cost for these services will be \$5,000.00 and paid with Site Supplemental Funds.

RECOMMENDATION:

Administration recommends that the Board ratify the contract agreement between Learning For Living, Inc. and Western Placer Unified School District – Lincoln High School.

AGREEMENT FOR THE SERVICES OF LEARNING FOR LIVING, INC.

SPONSOR: Lincoln High School - Lincoln
CONTACT: Jennifer Hladum
WORK PHONE: (916) 450-6360
EMAIL: jhladun@wpusd.org
CELL PHONE:

ADDRESS: 790 J Street
CITY, ST, ZIP: Lincoln, CA 95648
ALT CONTACT: Cameron Layton
ALT EMAIL: clayton@wpusd.org
ALT CELL PHONE:

PRESENTATION INFORMATION

SPEAKER: Dean Whellams
DATE(S): Tuesday, August 17, 2021
PROGRAM NAME: School Culture Professional Development: Module One
PROGRAM LENGTH: 4-6 hours
ADD OF EVENT: TBD
ARRIVAL TIME: TBD
AUDIENCE: Approx. 100 Staff

COMPLETION TIME: TBD

DETAILS: Dean will facilitate a 4-6 hour workshop focused on culture, connections and building trust through relationships. Outcomes include higher levels of collaboration, enhanced learning through observation and higher level of trust and respect among staff.

FINANCIAL AGREEMENT

*Speaker's fee is **\$5,000.00**. A deposit of \$2,000.00 is due at time of booking and remaining balance of \$3,000.00 due on day of presentation. Checks are to be payable to Learning for Living, Inc. An invoice is included with this contract. All fees in US funds only. Learning for Living, Inc. Federal ID #20-1038575


*A deposit and a Purchase Order are requested to hold this date. If final payment cannot be made on the day of the presentation, speaker's fee will be \$5,500.00.


*Speaker's fee is all-inclusive, including all fees and expenses.

*In the event of cancellation, four weeks notice will be needed. If this is not possible, there will be a 50% cancellation fee of speaker's honorarium. If, through events beyond the control of the speaker, the speaker is unable to appear, Learning for Living Inc. will arrange to send a suitable and qualified replacement, reschedule the engagement or refund the deposit.

*Please provide a wireless microphone with quality sound system, projector for PPT and computer with speakers and one ream of white paper. Presenter will also need a table.

THE ABOVE INFORMATION IS AGREED AND ACCEPTED BY:



Laurie Boyle, Learning for Living, Inc. Date


Jennifer Hladum, Lincoln High School Date

Audrey Kilpatrick
Asst Supt of Business Svs and Operations

Learning for Living, 52 Night Heron, Chapel Hill, NC 27517
www.learningforliving.com 800/874.1100

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5. Promote student health and nutrition in order to enhance readiness for learning.

SUBJECT:

Ratification of Agreement between Kelpro Security and WPUSD and Lincoln High School

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent of Business and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

ESSER II Funds

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached agreement is for services between Kelpro Security and Lincoln High School. Security services will be provided for graduation setup from 6/9/21 to 6/11/21 from 7PM to 7AM. The services will be paid for with ESSER II funds.

RECOMMENDATION:

Administration recommends that the Board ratify the contract agreement between Kelpro Security and WPUSD and Lincoln High School.

SECURITY SERVICES AGREEMENT

THIS AGREEMENT executed on May 17, 2021, by and between Lincoln High School 790 J Street

KELPRO SECURITY

P.O. BOX 1056
LINCOLN, CA
95648
(916)

Lincoln, CA (hereafter "client"), and KELPRO SECURITY (hereafter "contractor" or "Security").

NOW, THEREFORE, IN CONSIDERATION of the mutual promises and agreements contained herein, Client hires Security, and Security agrees to work for Client under the terms and conditions hereby agreed upon by both parties.

SECTION 1 - WORK TO BE PERFORMED:

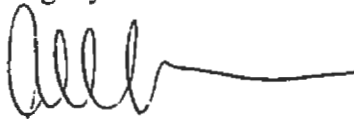
- 1.1 **Term.** Client agrees to hire Security, to perform the services and work as stated in section 1.2 of this agreement.
- 1.2 **Duties.** Security agrees to perform work for the Client on the terms and conditions set forth in this agreement as follows: Deter fire, theft, vandalism and malicious mischief. While we cannot guarantee that no incidents will occur, we will make a diligent effort to do so.
- 1.3 **Completion Date.** The work to be performed shall start on June 9, 2021 (7pm – 7am), and continue nightly through June 11, 2021 (7pm – 7am), unless extended by Client.

SECTION 2 – COMPENSATION

- 2.1 **Compensation.** In consideration for services rendered, Client shall pay KELPRO SECURITY at the rate of \$36.00 per hour, per officer. Invoice shall be sent (or delivered) upon completion of this assignment and shall be due and payable within 15 days of said invoice.

SECTION 3 – REPRESENTATIONS OF WARRANTIES OF KELPRO SECURITY

- 3.1 KELPRO SECURITY represents and warrants to the Client regarding the work to be performed as follows: Provide one security officer assigned to Client location nightly from 7:00 PM to 7:00 AM, unless otherwise requested,



Lincoln High School

Audrey Kilpatrick
Asst Supt of Business Svcs and Operations

Tony Koelsch
KELPRO SECURITY

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Ratification of Contract between Bill Smith
Photography and WPUSD and Twelve Bridges
High School

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent of Business and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Student Payments

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contract is for services with Bill Smith Photography and Twelve Bridges High School. This contract includes additional services and reduced and free prices for limited portrait sessions. The contract is effective with the 2021-22 school year. There is no extension of the term of the agreement. The school did also ask for other proposals for photography services and found that Bill Smith Photography offered more services for a competitive price. The services include ID cards for all students and staff, digital photos for Admin programs, senior portraits, photography coverage for commencement day, school dances and school events, and volunteer mentorship for the school yearbook classes. The portrait sessions options have been expanded to include a free senior portrait for the one photo to be placed in the yearbook. The services will be paid for with student payments.

RECOMMENDATION:

Administration recommends that the Board ratify the contract agreement between Bill Smith Photography and WPUSD and Twelve Bridges High School.

Twelve Bridges High School

Bill Smith
Photography

Serving Northern California since 1947



High School Photography Services

We at Bill Smith Photography value the relationship we have with our schools, students and families. This overview includes the services we would like to offer Twelve Bridges High School. We are flexible with your needs and wants and are willing to work with you in order to achieve full satisfaction with our company.

ADMINISTRATION SUPPORT

Fall Picture Days

We will photograph all students and staff. We will provide packages for sale. All packages are delivered directly to the students' homes, avoiding taking the valuable time of the school staff.

We know that Twelve Bridges High School may have parents who wish to help. Although we do not require help and will provide enough staff to run a smooth and efficient picture day, we do embrace parent help. As our thank you, we will provide a complimentary picture package to the parent's child or the student helping. We can put to use up to 3 helpers for the original picture day and one for the makeup picture day.

Student ID Cards

We will design instant custom ID card templates using the school logo and colors. The cards will print out on picture day and will be provided to each student. Each card will have the student's name, grade, ID number and barcode printed on it. The card can indicate ASB and an assortment of other options. Staff ID cards also provided, if requested.

Student Directories

We will provide 3 student directories as requested by the school. Directories are sorted alphabetically, by grade, or by school.

School Administration Software Images

We will provide the school with a download of Fall images compatible with your school's software program. The download link will be provided within 48 hours of photography.

Staff Pictures

Complimentary picture packages are provided to staff members as requested. Staff members are allowed to donate their free staff package to a student in need if they wish.

Staff Group

By request, we will photograph a staff group photo. A complimentary framed wall portrait will

be provided for the school office and a 5x7 photo for each staff member.

Panorama Photograph

By Request, we will photograph the graduating class and will provide the panorama photo for sale online. All orders are delivered directly to the students' homes to avoid taking the valuable time of the school staff. We will give a complimentary framed panoramic photo to the school.

GRADUATES

"Class of" Photograph

We will photograph the graduating class group and will provide the photo for sale online. All orders are delivered directly to the students' homes to avoid taking the valuable time of the school staff. We will give a complimentary framed photo to the school. We will also make the image available to the yearbook advisor.

Graduation Ceremony Photos

We will photograph handshake and posed portraits of each graduating student at the graduation ceremony and will provide the photos for sale online. All orders are delivered directly to the students' homes.

YEARBOOK SUPPORT

Fall Pictures

Images of students and staff portraits formatted to your yearbook company's specifications will be provided to the yearbook adviser or yearbook company representative. We will also provide an alpha list by grade of all students and staff not photographed. This will allow the yearbook staff to begin working on the undergrad section of the yearbook.

Senior Yearbook Portraits

Images of all seniors photographed and a printout of those images, to ensure quality will be provided to the yearbook adviser in time to meet the senior deadline.

A list of seniors that have been photographed and a list of seniors that have not been photographed will be sent to the yearbook staff to allow work on those pages to progress.

Clubs, Band, Dance, Sports Team/Group Photos

Our photographers will be available to photograph all clubs, band and sports team photos. Group portraits will be made available to the yearbook adviser via a download link provided by Bill Smith Photography.

Student Photography Training

Bill Smith Photography will be available for classroom and job shadowing instruction for the yearbook class.

Yearbook Deadlines

Bill Smith Photography will work closely with the yearbook adviser to ensure all publishing deadlines are met.

SENIORS

You will find we have an experienced staff, combined with modern equipment to service your seniors and families. We provide the highest quality workmanship, from artistically posed sessions to finished photographic portraits, using skilled technicians to produce the finest senior portraits in the area. We offer our full range of sessions from which to choose. Our in-house photography and print labs are located in the same building as our Roseville studio.

Senior Appointments

Seniors or their parents may go to our website, www.billsmithphoto.com to review the choices available and schedule appointments. They will receive immediate confirmation of their appointment after they have completed scheduling it on our website. They may also call or text our studio at (916) 749-1026 to schedule an appointment.

All seniors will be contacted several times during the summer to remind them to go to our website or call our studio to schedule their appointment. All remaining seniors will be contacted again after school starts to give them a "last chance" reminder to schedule their own appointment.

Yearbook Only Option

Students wanting to take a "yearbook only" portrait will be photographed at no charge.

Yearbook Attire & Portrait Options

Our studio provides the senior yearbook attire; jacket & tie, tux, or robes for the boys; velvet drapes or robes for the girls.

Optional portrait options are offered, which include: multiple studio backgrounds, 3/4 length, cap & gown, furs, v-drapes, outdoor portraits, black and white portraits, portraits with a friend, a sibling or a pet, sports portraits and outdoor options. The Miner's Ravine trail is right behind our studio for amazing outdoor photography.

ALL OF OUR WORK IS GUARANTEED!

Special Senior Services

Bill Smith Photography will finance up to two special hardship seniors. They will be selected by Twelve Bridges High School. These seniors will be photographed at no charge and receive complimentary senior portrait prints.

The Smith family has a long legacy of hosting foreign exchange students and will provide complimentary senior portrait sessions and prints for Foreign Exchange senior students. This service is to be requested, confirmed and arranged by the administration.

DANCES

Dance Events

We have several options for dance/prom coverage; including photo booths (several options available), traditional background portraits and digital options.

We can provide USB wristbands, strip or larger prints and digital downloads.

We will work with the dance committee to create a customized experience for each dance.

Online appointment scheduling is available.

A complimentary group photograph of the royalty and a complimentary 5x7 will be provided to each member of the royalty, as requested by the dance advisor.

A complimentary dance package will be provided to the adult chaperones, as requested.

For dances at which we photograph formal portraits, we will provide candid pictures of the dance for yearbook purposes, free of charge.

The dance packages will be mailed home.

SPORTS

Sports Picture Days

We will provide full sports coverage, including professional portraits on location for all teams and individuals and will provide packages for sale. All packages are mailed home, avoiding taking the valuable time of the school staff

We will request rosters from the coaches so athletes and parents can be notified of the picture day. Pre-order links will be emailed to the parents.

Bill Smith Photography will work closely with the athletic director and coaches to establish a schedule that is as convenient as possible for everyone involved, and still meets the yearbook deadline.

Bill Smith Photography will provide each coach with a complimentary team portrait.

COMPLIMENTARY ITEMS

Calendars

By request, we will provide up to 5 large blotter-style desk calendars for the office staff, as needed.

Visitor Badges

By request, we will provide reusable visitor badges for the office, as needed.

Additional Service Items

Every school is different; if you have needs that are not addressed here, please do not hesitate to ask. We tailor our services to each individual school.

Our goal is to ensure you have the time to address the many tasks on your plate. Our service ensures that school photography does not take you away from your most important task, the education of our community's future. Thank you for your time, we know it is valuable.

QUALITY ASSURANCE - THE DIFFERENCE We have built our reputation on customer service. We know that our community is the reason we can wake up every morning and do what we love. We do not take the trust of our community lightly. We prioritize communications with our customers by having an amazing customer service team that answers the phone when you call and responds to emails and social media posts immediately.

- Our team consists of only full-time, professional photographers.
- Our staff photographers average 13 years experience, the national average is just two years.
- Our photographers have been published in photographic journals.
- We are members of the Professional Photography Association of America, the Professional Photography Association of California, and several other national and local groups.

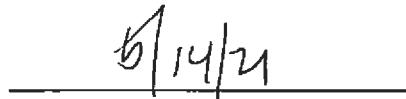
Bill Smith Photography is a 100% local business that has been serving and supporting our local community since 1947! We have in-house photo and print labs; efficient methods to make picture days run smoothly, professional and experienced photographers, and a proven customer service track record...just ask our clients.

Bill Smith Photography understands that student information is protected by state and federal laws and agrees to maintain and protect the confidentiality of the information. Further, the company agrees it will not release the information to any other person or company and will only use it for the purpose for which the information has been obtained.

This agreement is for the 2021/2022, 2022/2023 & 2023/2024 school years. It may be extended by the consensus of Twelve Bridges High School and Bill Smith Photography. Either party may withdraw from this agreement with 30 days written notice.



School Representative
Audrey Kilpatrick
Asst Supt of Business Svs and Operations



Date



BSP Representative



Date

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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


SUBJECT:

Approve Agreement for Fiscal Budget Services
Between School Services of California, Inc., and
WPUUSD

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent of Business Services

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

General Funds

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

School Services of California, Inc., is specially trained to provide assistance regarding topics of school finance, legislation, school budgeting and general fiscal issues. The attached agreement authorizes School Services of California, Inc., to continue to provide fiscal budget services to Western Placer Unified School District through the 2021-22 school year.

RECOMMENDATION:

Administration recommends the Board ratify the agreement for fiscal budget services between School Services of California, Inc., and Western Placer Unified School District.

AGREEMENT FOR SPECIAL SERVICES
Fiscal Budget Services

This is an Agreement between the **WESTERN PLACER UNIFIED SCHOOL DISTRICT**, hereinafter referred to as "Client," and **SCHOOL SERVICES OF CALIFORNIA INC.**, hereinafter referred to as "Consultant," entered into as of July 1, 2021.

RECITALS

WHEREAS, the Client needs assistance regarding issues of school finance, legislation, school budgeting, and general fiscal issues; and

WHEREAS, the Consultant is professionally and specially trained and competent to provide these services; and

WHEREAS, the authority for entering into this Agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable;

NOW, THEREFORE, the parties to this Agreement do hereby mutually agree as follows:

1. The Consultant agrees to perform such duties relating to issues of school finance, including:
 - a. Electronic delivery of the *Fiscal Report* containing information on issues of school finance, budgets, or practices and policy issues that impact local educational agency fiscal policies, and an electronic copy of the *Analysis of the Governor's Proposals for the State Budget and K-12 Education*.
 - b. An analysis of all major school finance/fiscal legislation and reports on its legislative/executive branch progress
 - c. Eight hours of service annually as the Client directs on fiscal issues, including: analysis of specific revenue or expenditure issues, analysis of specific legislative or regulatory issues, and a "quick query" service to provide telephone response to specific fiscal questions of the Client.

Services for which the base service hours may not be used, include: mandate questions, Client-specific economy, efficiency, or management consulting services, including, but not limited to, efficiency or management studies, demographic or school facility studies; special education studies; fiscal health analysis, and/or an in-depth budget review, direct collective bargaining or factfinding assistance; legislative representation or advocacy; fiscal analysis for purposes of collective bargaining, appearance as an expert witness, provision of depositions or declarations for local educational agency legal issues; major customized research projects or studies; or, on-site speeches or presentations.
 - d. Participation at the Consultant's school finance conferences and workshops at the Consultant's client rate.
2. The Client agrees to pay to the Consultant for services rendered under this Agreement:
 - a. \$4,080 annually, plus expenses, or payable at \$340 per month, plus expenses, for the services listed in Item 1 above, upon billings from the Consultant

- b. For all requested services in excess of eight direct service hours as indicated in Item 1c above in a 12-month period, the applicable hourly rate for the person(s) performing the services shall apply
 - c. "Hours" are defined as hours of direct service to the Client, as well as reasonable travel time to and from the Client's site
 - d. "Expenses" are defined as actual, out-of-pocket expenses, such as travel, meals, shipping, and duplication of materials
3. The term of this contract shall be for the period of one year, beginning July 1, 2021, and terminating June 30, 2022. Agreement may be terminated prior to June 30, 2022, by either party on 30 days' written notice. In the event that the Client elects to terminate services at the end of the Agreement, the Client shall give a 30-day written notice of nonrenewal. The Consultant will provide continuing services for 90 days after the expiration date of the Agreement or until the Client provides written notice. The Client is responsible for these accrued charges and the Consultant may bill these additional days. In case of cancellation, the Client shall be liable for any costs accrued to the date of cancellation under Item 2 above.
4. It is expressly understood and agreed to by both parties that the Consultant, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Client.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as indicated below:

By:  _____

Audrey Kilpatrick

Print Name

Asst Supt of Business Svs and Operations

Job Title

Western Placer Unified School District

Date: 5/18/21

By:  _____

John D. Gray

President

School Services of California Inc.

Date: May 11, 2021

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Agreement between Kingsley Bogard LLP
and Western Placer Unified School District -
Legal Services

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick, Assistant Superintendent of
Business and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

District Administration

MEETING DATE:

June 01, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

The district has contracted with Kingsley Bogard LLP for legal Services for the 2021-2022 fiscal year.

The hourly billing rates are noted on the attached agreement. The cost for these services will be charged to district administration.

RECOMMENDATION:

Administration recommends that the Board ratify the contract agreement between Kingsley Bogard LLP and Western Placer Unified School District.



**ACKNOWLEDGMENT OF
2021/2022 FISCAL YEAR
LEGAL SERVICES BILLING RATES**

Associate:	\$220 - \$260
Senior Associate	\$270 - \$290
Partners	\$295 - \$330
Of Counsel	\$295 - \$310
Paralegal	\$150 - \$185

Please acknowledge receipt of Kingsley Bogard's 2021/2022 fiscal year billing rates for legal services by signing and returning this form to:

Lindsay K. Moore
Kingsley Bogard LLP
600 Coolidge Drive, Suite 160
Folsom, CA 95630
lmoore@kblegal.us

FOR: Western Placer Unified School District

Date: 5/20, 2021

Signature: 

Name: Scott Leaman

Title: Superintendent

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

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

SUBJECT:

Disposal of Surplus Items – E-Waste

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent of Business Services

ENCLOSURES:

No

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

Board Policy 3270 provides that the Board of Trustees may authorize the disposal of surplus equipment when the equipment becomes unusable, obsolete or no longer needed. Administrative Regulation 3270 provides the process for selling or disposal of surplus or obsolete property through a number of methods. If the property value is insufficient to defray the costs to arrange a sale, the Board may unanimously approve that property be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping (EC 17546).

The attached list of items from Technology have been determined to be unusable, obsolete or no longer needed and the district desires to dispose of the obsolete televisions through E-Waste for good which is designed to ensure compliance with state regulations and policies. No funds will be received for the E-waste process.

RECOMMENDATION:

Administration recommends the Board of Trustees declare the attached list of items as surplus, authorize the disposal of the items and authorize the removal of these items from the fixed assets inventory list if applicable.

Model	Serial Number	Type of Device
Dell E178FPd	CN-ORY979-46633-76R-DWUFU	Monitor
HP Compaq LE1711	CNC018P58F	Monitor
Logitech Z200 Speakers	2019ALM01N36	Speakers
Dell E170Sc	CN-0U072N-64180-92S-2AJS	Monitor
Dell E178FPd	CN-0Y9998-72872-65U-09NT	Monitor
Acer AL1716 F	ETL510857873303E50422C	Monitor
HP Elitebook 8460p	CNU1404L6M	Laptop
HP Elitebook 8460p	CNU1311KS7	Laptop
HP Elitebook 8460p	CNU1512VSL	Laptop
HP Elitebook 8460p	CNU15130JT	Laptop
HP Elitebook 8460p	CNU13913GV	Laptop
HP Elitebook 8460p	CNU24697TK	Laptop
HP Elitebook 8460p	CNU1432117	Laptop
HP V194	3CQ5111906	Monitor
HP LaserJet P1102w	VND3P56373	Printer
Tsunami EA-60B	N/A	Speakers
HP Compaq 8200 Elite SFF	2UA206102M	Desktop
HP Compaq 8200 Elite SFF	2UA140226S	Desktop
Polycom SoundPoint IP 331	0004F2AE319F	IP Phone
HP Compaq 8200 Elite SFF	2ua23500fz	Desktop
HP Compaq 8200 Elite SFF	MXL23408SS	Desktop
Apple A1416	dmpj273cdj8R	iPad
Apple A1416	dmpj276Qj8r	iPad
Apple A1416	DMPJ2720Dj8R	iPad
Apple A1395	DN6GCMAYDFHY	iPad
Apple A1599	P4KP419HG5V1	iPad
Apple A1416	DMPJ278CDJ8R	iPad
Apple A1416	DMPJ27D2DJ8R	iPad
Apple a1416	DMPJ27DTDj8R	iPad
Apple A1416	DMPJ27HBDJ8R	iPad
Apple A1416	DMPJ27HBDJ8R	iPad
Apple A1416	DMPJ27D6DJ8R	iPad
Apple A1416	DN6GCMEQDFHY	iPad
Apple A1416	DMPJ278GDJ8R	iPad
Apple A1416	DMPJ27FHDJ8R	iPad
Apple A1416	DMPJ27DVDJ8R	iPad
Apple A1416	DMPJ27CADJ8R	iPad
Apple A1416	DMQJ1NCWDJ83	iPad
Apple A1416	DMQJ1N4XDJ8R	iPad
Apple A1416	DMPJ276LDJ8R	iPad
Apple A1416	DMPJ2HG4DJ8R	iPad
Apple A1416	DMQJ1NBHdj8R	iPad
Nook	BNTV600	
Nook	BNTV600	
Apple A1416	DMQJ1N6ADJ8R	iPad

Apple A1416	DMQJ1NPOSj8R	iPad
Apple A1416	DMqj1Np0Dj8R	iPad
Apple A1416	DMPj27BKDJ8R	iPad
Apple A1416	DN6G8WWQDFHY	iPad
Apple A1416	DN6GCM2GDFHY	iPad
Apple A1416	DMQj1NEGdj8R	iPad
Apple A1416	DMQJ1NMGDJ8R	iPad
Apple A1416	DMPJ27BYDJ8R	iPad
Apple A1416	DMPJ27E4Dj8R	iPad
Apple A1416	DMPJ277LDJ8R	iPad
Apple A1416	DMQJ1NVBDJ8R	iPad
Apple A1416	DKVK803RDJHG	iPad
HP ProDisplay P19A	CNK51603CN	Monitor
HP ProDisplay P19A	CNK51603CH	Monitor
HP Chromebox G1	5cd524124r	Chromebox
HP Chromebox G2	5cd524125h	Chromebox
Dell SK-8115	E145614	Keyboard
HP KU-0316	N/A	Keyboard
DELL OKD944	F0E04NP1	Mouse
DELL OKD944	FOG00T6G	Mouse
DELL E197FPb	CN-0WH320-46633-682-1CLL	Monitor
DELL E156FPc	CN-0KC026-64180-651-0X1L	Monitor
DELL E179FPc	CN-0TP219-64180-775-47SC	Monitor
DELL Color Laser Printer 3110cn	CN-OPF019-73240-670-1143	Printer
HP ProBook 4530s	CNU1383CDD	Laptop
Logitech Slim Folio	1734CE133368	Keyboard Cover
Color laserjet pro M452	VNB3M00746	Printer
HP Chromebook 14 SMB G1	5CD4072W4Y	Chromebook
HP Chromebook 14 SMB G1	5CD4072W6N	Chromebook
HP Chromebook 14 SMB G1	5CD4133WY8	Chromebook
HP Chromebook 14 SMB G1	5CD4072W5J	Chromebook
HP Chromebook 14 SMB G1	5CD4072W7G	Chromebook
HP Chromebook 14 SMB G1	5cd4072w39	Chromebook
HP Chromebook 14 SMB G1	5cd4072w2q	Chromebook
HP Chromebook 14 SMB G1	5cd4072w6l	Chromebook
HP Chromebook 14 SMB G1	5cd4133fmd	Chromebook
HP Chromebook 14 SMB G1	5cd4072w89	Chromebook
HP Chromebook 14 SMB G1	5cd4072w70	Chromebook
DELL E170Sb	CN-0N445N-74261-9A8-1FFS	Monitor
Dell Keyboard	CN-ODJ331-71616-98R-074I	Keyboard

Asset Tag	Model	Manufacturer	Serial
900034	HP LA2205WG	Hewlett-Packard	3CQ124PGYG
900063	HP Chromebook 14 G4	Hewlett-Packard	5CD7115R4G
900079	HP Chromebook 14 G4	Hewlett-Packard	5CD7115QS7
900091	HP Chromebook 14 G4	Hewlett-Packard	5CD7115R4M
900123	HP Chromebox PC	Hewlett-Packard	5CD7084CBD
900124	HP Chromebox PC	Hewlett-Packard	5CD7084D0G
900127	HP Chromebox PC	Hewlett-Packard	5CD7084D12
900128	HP Chromebox PC	Hewlett-Packard	5CD7084CGN
900129	HP Chromebox PC	Hewlett-Packard	5CD7124YTD
900130	HP Chromebox PC	Hewlett-Packard	5CD7124YRG
900136	HP Chromebox PC	Hewlett-Packard	5CD7084CJX
900137	HP Chromebox PC	Hewlett-Packard	5CD7084C77
900138	HP Chromebox PC	Hewlett-Packard	5CD7084CRP
900139	HP Chromebox PC	Hewlett-Packard	5CD7124YPW
900140	HP Chromebox PC	Hewlett-Packard	5CD7124YPN
900141	HP Chromebox PC	Hewlett-Packard	5CD7084D0R
900142	HP Chromebox PC	Hewlett-Packard	5CD7084CCZ
900144	HP Chromebox PC	Hewlett-Packard	5CD7084CVR
902748	HP Chromebook 14 G3	Hewlett-Packard	5CD526B8W
902742	HP Chromebook 14 G3	Hewlett-Packard	5CD52569RH
902751	HP Chromebook 14 G3	Hewlett-Packard	5CD5256B54
902754	HP Chromebook 14 G3	Hewlett-Packard	5CD5256BCY
902756	HP Chromebook 14 G3	Hewlett-Packard	5CD5256B5H
902757	HP Chromebook 14 G3	Hewlett-Packard	5CD5256B52
902758	HP Chromebook 14 G3	Hewlett-Packard	5CD5256BS0
902760	HP Chromebook 14 G3	Hewlett-Packard	5CD5256B99
902762	HP Chromebook 14 G3	Hewlett-Packard	5CD5256B5Y
902764	HP Chromebook 14 G3	Hewlett-Packard	5CD5256B53
902842	CP-X2521WN	Hitachi	F3DU64307
902510	HP Compaq Elite 8300 Small Form Factor	Hewlett-Packard	MXL3252FD6
902854	HP Compaq 8200 Elite SFF	Hewlett-Packard	2UA20211MR
902846	HP Chromebook 14 G1	Hewlett-Packard	5CD5121BMK
902913	DeskJet 950C	Hewlett-Packard	SG9AG1W102JM

900174	HP Chromebook 14 G4	Hewlett-Packard	5CD6206K6K
900361	HP Chromebook 14 G1	Hewlett-Packard	5cd4170vm5
900359	HP Chromebook 14 G1	Hewlett-Packard	5cd4170vn6
900349	HP Chromebook 14 G1	Hewlett-Packard	5cd4170vnf
900347	HP Chromebook 14 G1	Hewlett-Packard	5cd4170vnm
900335	HP Chromebook 14 G1	Hewlett-Packard	UNKNOWN02
900321	HP Chromebook 14 G1	Hewlett-Packard	5cd4133fil
900311	HP Chromebook 14 G1	Hewlett-Packard	5cd4133y0t
900302	HP Chromebook 14 G1	Hewlett-Packard	5CD4170VNT
900286	HP Chromebook 14 G1	Hewlett-Packard	5cd4170vpc
900276	HP Chromebook 14 G1	Hewlett-Packard	5cd4170vm2
900272	HP Chromebook 14 G1	Hewlett-Packard	5CD5123KH9
900271	HP Chromebook 14 G1	Hewlett-Packard	5CD5123JZY
900269	HP Chromebook 14 G1	Hewlett-Packard	5CD512218V
900268	HP Chromebook 14 G1	Hewlett-Packard	5CD5122Y7J
900266	HP Chromebook 14 G1	Hewlett-Packard	5CD5123K9W
900262	HP Chromebook 14 G1	Hewlett-Packard	5CD5122Y7V
900261	HP Chromebook 14 G1	Hewlett-Packard	5CD5122ZMN
900260	HP Chromebook 14 G1	Hewlett-Packard	5CD5122ZG8
900259	HP Chromebook 14 G1	Hewlett-Packard	5CD5123KH6
900255	HP Chromebook 14 G1	Hewlett-Packard	5CD5122Y8X
900252	HP Chromebook 14 G1	Hewlett-Packard	5CD5123KHJ
900245	HP Chromebook 14 G1	Hewlett-Packard	5CD5122Y7H
900208	HP Chromebook 14 G1	Hewlett-Packard	5CD4122K9G
902615	PowerLite 93	Epson	P94F151191L
902575	HP Chromebook 14 G1	Hewlett-Packard	5CD5112LSV
902589	HP Chromebook 14 G1	Hewlett-Packard	5CD5113W57
902593	HP Chromebook 14 G1	Hewlett-Packard	5CD5106ZNM
902594	HP Chromebook 14 G1	Hewlett-Packard	5CD5106ZJF
902596	HP Chromebook 14 G1	Hewlett-Packard	5CD5112L7C
902597	HP Chromebook 14 G1	Hewlett-Packard	5CD5112LVW
902598	HP Chromebook 14 G1	Hewlett-Packard	5CD5110HPC
902599	HP Chromebook 14 G1	Hewlett-Packard	5CD5110J15
902600	HP Chromebook 14 G1	Hewlett-Packard	5CD5106ZLN

902601	HP Chromebook 14 G1	Hewlett-Packard	5CD5112LZZ
902602	HP Chromebook 14 G1	Hewlett-Packard	5CD51070H8
902603	HP Chromebook 14 G1	Hewlett-Packard	5CD5112M5Y
902605	HP Chromebook 14 G1	Hewlett-Packard	5CD5110HS3
902606	HP Chromebook 14 G1	Hewlett-Packard	5CD5112M45
900195	HP Chromebook 14 G3	Hewlett-Packard	5CD5121D31
900180	HP Chromebook 14 G3	Hewlett-Packard	5CD5121D3G
900604	HP Chromebook 14 G3	Hewlett-Packard	5CD5121FKN
902656	E170S	DELL	CN0U072N6418094K19RU
902639	HP Compaq 6000 Pro SFF	Hewlett-Packard	2UA2331YK2
900677	HP Chromebook 14 G1	Hewlett-Packard	5CD4342WCW
900689	HP Chromebook 14 G1	Hewlett-Packard	5cd4123pn2
900700	HP Chromebook 14 G1	Hewlett-Packard	5CD4122KNN
900723	XE303C12	Samsung	HY3A91JD202482T
900785	HP Chromebook 14 G1	Hewlett-Packard	5CD4123PLQ
900770	HP Chromebook 14 G1	Hewlett-Packard	5CD4123PMS
900778	HP Chromebook 14 G1	Hewlett-Packard	5CD41330ZC
900782	HP Chromebook 14 G1	Hewlett-Packard	5CD4123PN8
901643	HP Chromebook 14 G1	Hewlett-Packard	5CD4342WD7
901644	HP Chromebook 14 G1	Hewlett-Packard	5CD4342WBT
901645	HP Chromebook 14 G1	Hewlett-Packard	5CD4342WBX
901646	HP Chromebook 14 G1	Hewlett-Packard	5CD41330ZR
901650	HP Chromebook 14 G1	Hewlett-Packard	5CD4342WBN
901653	HP Chromebook 14 G1	Hewlett-Packard	5CD4342WCL
901655	HP Chromebook 14 G1	Hewlett-Packard	5CD4342WF1
901656	HP Chromebook 14 G1	Hewlett-Packard	5CD4342WDF
901658	HP Chromebook 14 G1	Hewlett-Packard	5cd4342wc0
901660	HP Chromebook 14 G1	Hewlett-Packard	5CD4342WBY
901661	HP Chromebook 14 G1	Hewlett-Packard	5CD4342WCY
901665	HP Chromebook 14 G1	Hewlett-Packard	5cd5292pjj
902357	PowerLite 570	Epson	UKHK5700328
902267	HP Compaq 8200 Elite SFF	Hewlett-Packard	MXL23408M0
902271	HP Compaq 8200 Elite SFF	Hewlett-Packard	MXL2340B09
902275	HP Compaq 8200 Elite SFF	Hewlett-Packard	MXL23408Qy

902281	HP Compaq 8200 Elite SFF	Hewlett-Packard	2UA210119H
902291	HP Compaq 8200 Elite SFF	Hewlett-Packard	MXL23408Q3
902293	HP Compaq 8200 Elite SFF	Hewlett-Packard	2UA1270M1S
902302	HP Compaq 8200 Elite SFF	Hewlett-Packard	MXL23409Z0
902304	HP Compaq 8200 Elite SFF	Hewlett-Packard	MXL2340B5N
902305	HP Compaq 8200 Elite SFF	Hewlett-Packard	2UA20109Y9
902307	HP Compaq 8200 Elite SFF	Hewlett-Packard	MXL2340B51
902309	HP Compaq 8200 Elite SFF	Hewlett-Packard	MXL23408W7
902321	HP Compaq 8200 Elite SFF	Hewlett-Packard	MXL2340B1C
902326	HP Compaq 8200 Elite SFF	Hewlett-Packard	MXL2340B2V
902327	HP Compaq 8200 Elite SFF	Hewlett-Packard	MXL2340B3N
902353	HP Compaq 8200 Elite SFF	Hewlett-Packard	2UA21515DR
902283	HP Compaq 8200 Elite SFF	Hewlett-Packard	2UA1450DSP
902295	HP Compaq 8200 Elite SFF	Hewlett-Packard	MXL23408XB
902297	HP Compaq 8200 Elite SFF	Hewlett-Packard	2UA201095C
902289	HP Compaq 8200 Elite SFF	Hewlett-Packard	MXL2340B6J
902310	HP Compaq 8200 Elite SFF	Hewlett-Packard	2UA14404ZB
902322	HP Compaq 8200 Elite SFF	Hewlett-Packard	MXL23408T1
901232	HP Chromebook 14 G4	Hewlett-Packard	5cd7106pbw
901774	HP Chromebook 14 G3	Hewlett-Packard	5cd5335xjw
901777	HP Chromebook 14 G3	Hewlett-Packard	5cd5335xk4
902466	HP LaserJet P1102w	Hewlett-Packard	VND3Y72472
902070	HP Compaq 8200 Elite SFF	Hewlett-Packard	2UA1270LZG
901380	E1911C	DELL	CN0N01VP641801AL1Y3B
901424	HP Chromebox PC	Hewlett-Packard	5CD7124XQ1
901423	HP Chromebox PC	Hewlett-Packard	5CD7124XYM
901420	HP Chromebox PC	Hewlett-Packard	5CD7124XWR
901419	HP Chromebox PC	Hewlett-Packard	5CD7124XR0
901417	HP Chromebox PC	Hewlett-Packard	5CD7124XVJ
901414	HP Chromebox PC	Hewlett-Packard	5CD7124XNY
901413	HP Chromebox PC	Hewlett-Packard	5CD7124Y7Q
901411	HP Chromebox PC	Hewlett-Packard	5CD7124Y1G
901408	HP Chromebox PC	Hewlett-Packard	5CD7124XZ6
901407	HP Chromebox PC	Hewlett-Packard	5CD7124Y5R

901405	HP Chromebox PC	Hewlett-Packard	5CD7124Y8S
901402	HP Chromebox PC	Hewlett-Packard	5CD7124XP3
901399	HP Chromebox PC	Hewlett-Packard	5CD7124XTD
901398	HP Chromebox PC	Hewlett-Packard	5CD7124Y3G
901396	HP Chromebox PC	Hewlett-Packard	5CD7124Y31
901392	HP Chromebox PC	Hewlett-Packard	5CD7124YB1
901393	HP Chromebox PC	Hewlett-Packard	5CD7124YCQ
900806	HP Chromebox PC	Hewlett-Packard	5CD7124XT2
900804	HP Chromebox PC	Hewlett-Packard	5CD7124XPP
900802	HP Chromebox PC	Hewlett-Packard	5CD7124XRM
901426	HP Chromebox PC	Hewlett-Packard	5CD7124XP2
900812	HP Chromebox PC	Hewlett-Packard	5CD7124Y79
900810	HP Chromebox PC	Hewlett-Packard	5CD7124Y23
900808	HP Chromebox PC	Hewlett-Packard	5CD7124Y14
900817	HP Chromebox PC	Hewlett-Packard	5CD7124XVM
900819	HP Chromebox PC	Hewlett-Packard	5CD7124XTX
900821	HP Chromebox PC	Hewlett-Packard	5CD7124XTY
900823	HP Chromebox PC	Hewlett-Packard	5CD7124XXL
900824	HP Chromebox PC	Hewlett-Packard	5CD7124XRK
900827	HP Chromebox PC	Hewlett-Packard	5CD7124YN7
900829	HP Chromebox PC	Hewlett-Packard	5CD7124YKR
900832	HP Chromebox PC	Hewlett-Packard	5CD7124YCJ
901425	E178FPc	DELL	CN0RY9794663376I1HWL
901422	E178FPc	DELL	CN0U072N6418095J0VVU
901421	E178FPc	DELL	CN0U072N6418095J28DU
901418	E178FPc	DELL	CN0U072N6418095J0VUU
901416	E178FPc	DELL	CN0U072N6418095J1PVU
901415	E178FPc	DELL	CN0U072N6418095J1QBU
901412	E178FPc	DELL	CN0U072N6418095J1QJU
901410	E178FPc	DELL	CN0U072N6418095J0X8U
901409	E178FPc	DELL	CN0U072N6418095J1QUU
901406	E178FPc	DELL	CN0U072N6418095J1PQU
901404	E178FPc	DELL	CN0U072N6418095J1PGU
901403	E178FPc	DELL	CN0U072N6418095J1PKU

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901400	E178FPC		DELL	CN0U072N6418095J1QNU
901397	E178FPC		DELL	CN0U072N6418095J0VPU
900805	E178FPC		DELL	CN0U072N6418095J0WVU
900803	E178FPC		DELL	CN0U072N6418095J1QVU
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900830	E178FPC		DELL	CN0U072N6418095J0VDU
900833	E178FPC		DELL	CN0U072N6418095J3NAU
900834	HP Compaq 8200 Elite SFF		Hewlett-Packard	MXL2340B2H
902443	CP-X2530WN		Hitachi	F3KU10758
901899	HP Chromebook 14 G4		Hewlett-Packard	5CD6362V5N
901913	HP Chromebook 14 G4		Hewlett-Packard	5CD6362W2S
901834	HP Chromebook 14 G1		Hewlett-Packard	5CD41330ZV
900495	E178FPC		DELL	Cn0RY9794663377K3N1S
900493	HP Compaq 8200 Elite SFF		Hewlett-Packard	2UA1271L1D
901022	HP Chromebook 14 G4		Hewlett-Packard	5CD6085NKO
901092	P2412H		DELL	CN0KG49T742612682H6U
901093	P2412H		DELL	CN0KG49T742612682HAU
901094	P2412H		DELL	CN0KG49T742612691AGU
901095	P2412H		DELL	CN0KG49T7426125E1WTU
901096	P2412H		DELL	CN0KG49T7426127426YU
901097	P2412H		DELL	CN0KG49T7426126919GU
901098	P2412H		DELL	CN0KG49T7426126R0MVU

901099	HP Compaq 8200 Elite SFF				CN0KG49T742612682H7U
901100	P2412H		Hewlett-Packard	DELL	CN0KG49T7426126R0HDU
901103	P2412H			DELL	CN0KG49T7426124F4GDU
901104	P2412H			DELL	CN0KG49T7426124F503U
901106	P2412H			DELL	CN0KG49T7426126R0H8U
901107	P2412H			DELL	CN0KG49T742612691ARU
901126	P2412H			DELL	CN0KG49T742612682GEU
901128	P2412H			DELL	CN0KG49T742612682H5U
901129	P2412H			DELL	CN0KG49T742612691ALU
901130	P2412H			DELL	CN0KG49T7426125C1DLU
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901133	P2412H			DELL	CN0KG49T7426125E1DUU
901134	P2412H			DELL	CN0KG49T7426125E1E1U
901118	HP Compaq 8200 Elite SFF		Hewlett-Packard		2UA1320QP7
901135	P2412H			DELL	CN0KG49T742612682GGU
901136	P2412H			DELL	CN0KG49T7426125C1DCU
901137	P2412H			DELL	CN0KG49T7426126G3UFU
901138	P2412H			DELL	CN0KG49T7426125E1DEU
901139	P2412H			DELL	CN0KG49T742612691ANU
901140	P2412H			DELL	CN0KG49T742612691AFU
901141	P2412H			DELL	CN0KG49T7426126918%U
901142	P2412H			DELL	CN0KG49T742612691AJu
901441	HP Chromebook 14 G1		Hewlett-Packard		5CD41330Z8
902451	HP Compaq Elite 8300 Small Form Factor		Hewlett-Packard		MXL21627T0
900943	FS-C5200dn		Kyocera		00C0EE43FC5D
900462	E178FP		DELL		CN0RY9794663377A5FEU
903175	A1395		Apple		DN6G8WVTDHFY
903176	A1395		Apple		DN6GCMAWDFHY
903177	A1395		Apple		DN6GC70HDFHY
903178	A1395		Apple		DN6GCMNDNFHY
903179	A1395		Apple		DN6GCM1ADHFY
903180	A1395		Apple		DN6GCL5RDFHY
903181	A1395		Apple		DN6G8XCJDFHY

903182	A1395	Apple	DN6GCMF0DFHY
903183	A1395	Apple	DN6G8X14DFHY
903185	A1395	Apple	DMPJ27ATDJ8R
903186	A1395	Apple	DN6GCMC8DFHY
903187	A1395	Apple	DN6GCMFDDDFHY
903188	A1395	Apple	DN6G8XH1DFHY
903189	A1395	Apple	DN6GCMEO0DFHY
903190	A1395	Apple	DMPJ984ZDJ8R
903191	A1395	Apple	DN6GCMFYDFHY
903192	A1395	Apple	DN6GCMFUDDFHY
903193	A1395	Apple	DN6G8WX4DFHY
903194	A1395	Apple	DN6GCM9LDFHY
903195	A1395	Apple	DMPG78YXDFHY
903196	A1395	Apple	DN6GCM0WDFHY
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903198	A1395	Apple	DN6GCMBYDFHY
903199	A1395	Apple	DN6G8SHQDFHY
903200	A1395	Apple	DN6GCMVDFHY
903128	HP Officejet 6000	Hewlett-Packard	CN11O1F0WGO57W
903164	HP Chromebook 14 G4	Hewlett-Packard	5CD7052BXR
903112	E1911C	DELL	CN0N01VP641801AL1XYB
903272	HP Chromebox PC	Hewlett-Packard	5CD5206Q9Y
903370	Solo 8	Hovercam	SL81606033227E4D
903086	E177FP	DELL	CN0U072N6418095J2FFU
903565	E1911C	DELL	CN05Y2327161848IBAWM
903574	LE1711	Hewlett-Packard	CNC018P54G
903624	LE1711	Hewlett-Packard	CNC018P5Ss
903579	LTV-19BS	Astar	60719BS000820
903672	E170S	DELL	CN0U072N6418095J2XGU
903734	FS-1370DN	Kyocera	Q651926722
903644	LE1711	Hewlett-Packard	CNC018P61S
903955	E1911C	DELL	CN0N01VP6418018B3MLB
903969	E1911C	DELL	CN0N01VP641801AL1YCB
903978	E156FPc	DELL	CN0KC026641806510JAL

904194	HP Chromebook 14 G1	Hewlett-Packard	5CD4122JPK
904059	HP Chromebook 14 G1	Hewlett-Packard	5CD4133FXB
904090	HP Chromebook 14 G1	Hewlett-Packard	5CD41330T8
904122	HP Chromebook 14 G4	Hewlett-Packard	5CD7034WGS
903759	LE1711	Hewlett-Packard	CNN748071J
903800	E177FP	DELL	CN0CC299641806692JPL
903841	HP Chromebook 14 G1	Hewlett-Packard	5CD4133XYR
903854	HP Chromebook 14 G1	Hewlett-Packard	5CD4122NTB
903868	HP Chromebook 14 G3	Hewlett-Packard	5CD5257TL5
903889	HP Chromebook 14 G3	Hewlett-Packard	5CD5257TKF
903875	HP Chromebook 14 G3	Hewlett-Packard	5CD5257TL2
903905	HP Chromebook 14 G1	Hewlett-Packard	5CD4133XZW
903907	HP Chromebook 14 G1	Hewlett-Packard	5CD4133FS4
903911	HP Chromebook 14 G1	Hewlett-Packard	5CD413316W
904341	HP Chromebook 14 G1	Hewlett-Packard	5CD4133FGB
904357	HP Chromebook 14 G4	Hewlett-Packard	5cd6362v53
904358	HP Chromebook 14 G4	Hewlett-Packard	5cd6362v67
904391	HP Chromebook 14 G4	Hewlett-Packard	5cd6362tqp
904447	HP Chromebook 14 G4	Hewlett-Packard	5cd62946sz
904721	LaserJet Pro M102w	Hewlett-Packard	VNB3F04989
903382	HP Chromebook 14 G1	Hewlett-Packard	5CD5121BLC
904807	HP Chromebook 14 G4	Hewlett-Packard	5CD73369CL
904522	HP Chromebook 14 G4	Hewlett-Packard	5CD7331SYX
904525	HP Chromebook 14 G4	Hewlett-Packard	5CD7331T5Z
903438	HP Chromebook 14 G4	Hewlett-Packard	5CD7345YTY
904936	HP Chromebook 14 G4	Hewlett-Packard	5CD71900Z9
913034	HP Chromebook 14 G4	Hewlett-Packard	5CD71901FZ
903487	HP Chromebook 14 G4	Hewlett-Packard	5CD7194S6H
905003	HP Chromebook 14 G4	Hewlett-Packard	5CD73724F4
905070	HP Chromebook 14 G4	Hewlett-Packard	5CD7372NHF
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905361	HP Compaq LE1711	Hewlett-Packard	CNC018P5YL
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905494	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121HMR

905496	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121HM4
905497	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121FMJ
905498	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121HMG
905499	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121G9D
905500	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121HKW
905501	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121FJK
905502	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121HM9
905503	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121HN3
905504	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121FJV
910910	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121HNC
910911	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121HMS
912288	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121FIQ
905492	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121HMB
910912	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121HMH
905483	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121FHX
905484	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121HN1
905485	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121HN7
905487	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121HLH
905488	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121FI1
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905510	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121HM7
905511	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121HHG
905512	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121HKQ duplicate
905513	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121GGB
905865	HP Chromebook 14 G4	Hewlett-Packard	5CD7492yj3
905885	HP Chromebook 14 G4	Hewlett-Packard	5CD7492YFr
905891	HP Chromebook 14 G4	Hewlett-Packard	5CD7492YC5
905550	HP Chromebook 14 SMB	Hewlett-Packard	5CD4133WS8
905541	HP Chromebook 14 G4	Hewlett-Packard	5CD748D858
905329	HP Chromebook 14 G4	Hewlett-Packard	5cd6075952

906340	HP Chromebook 14 G3	Hewlett-Packard	5CD5387NP8
906343	HP Chromebook 14 G3	Hewlett-Packard	5CD5387NNZ
906347	HP Chromebook 11 G4	Hewlett-Packard	5CD6124PMX
906357	HP Chromebook 11 G4	Hewlett-Packard	5CD6124PNO
906367	HP Chromebook 14 G4	Hewlett-Packard	5CD635535L
906374	HP Chromebook 14 G3	Hewlett-Packard	5CD54630G8
906378	HP Chromebook 14 SMB	Hewlett-Packard	5CD515525B
906389	HP Chromebook 14 G3	Hewlett-Packard	5CD5256B94
906393	HP Chromebook 14 G3	Hewlett-Packard	5CD52569G1
906398	HP Chromebook 14 G3	Hewlett-Packard	5CD5256B86
906418	HP Chromebook 14 SMB	Hewlett-Packard	5CD5110F8T
906440	HP Chromebook 14 G4	Hewlett-Packard	5CD6505R43
907376	Color LaserJet Pro M452dn	Hewlett-Packard	JPBDQ03825
907383	HP Deskjet 6980	Hewlett-Packard	MY6968R3SF
906500	DC211	Lumens	d21c05954
907419	HP Chromebox PC	Hewlett-Packard	5CD7084CXX
907420	LE1711	Hewlett-Packard	CNC018P60K
907442	HP ProDesk 400 G2 Desktop Mini	Hewlett-Packard	MXL70716NW
907486	PowerLite 410w	Epson	LTHF011269L
906520	DC211	Lumens	D21C06077
907495	DC211	Lumens	d21c05968
906148	E178FP	DELL	CNORy9794663376R851U
905392	ML-3712ND	Samsung	Z6YXBJBF20000PJ
906190	A1458	Apple	DMPKKJF2F183
906178	E1S6FPc	DELL	cn0y9998728726360vLT
906285	A1458	Apple	DMPKLUN0F183
906286	A1458	Apple	DMPKLUBNF183
906274	LE1711	Hewlett-Packard	cnc018p5ws
906277	LE1711	Hewlett-Packard	cnc018p5rp
906279	LE1711	Hewlett-Packard	cnc018p562
906253	Solo 8	Hovercam	si8150902707e429
905965	HP Chromebook 14 SMB	Hewlett-Packard	5CD4122JS5
905966	HP Chromebook 14 SMB	Hewlett-Packard	5CD4123PLW
905971	HP Chromebook 14 SMB	Hewlett-Packard	5CD4122KMQ

905972	HP Chromebook 14 SMB	Hewlett-Packard	5CD4122JN0
905975	HP Chromebook 14 SMB	Hewlett-Packard	5CD4123PLP
905995	HP Chromebook 14 SMB	Hewlett-Packard	5CD42{#XJB
905997	HP Chromebook 14 SMB	Hewlett-Packard	5CD4293XLK
905998	HP Chromebook 14 SMB	Hewlett-Packard	5CD4293XLJ
906003	HP Chromebook 14 SMB	Hewlett-Packard	5CD4293XM7
906013	HP Chromebook 14 SMB	Hewlett-Packard	5CD4293XM8
906014	HP Chromebook 14 SMB	Hewlett-Packard	5CD4293XML
906021	HP Chromebook 14 SMB	Hewlett-Packard	5CD4293XLP
906024	HP Chromebook 14 SMB	Hewlett-Packard	5CD4293XMB
906055	HP Chromebook 14 SMB	Hewlett-Packard	5CD4293XKP
906059	HP Chromebook 14 SMB	Hewlett-Packard	5CD4293XLV
907169	E170Sc	DELL	cn0u072n6418095j2fpu
907163	HP LP1965	Hewlett-Packard	cn7321mrp
913376	HP Chromebook 14 G1	Hewlett-Packard	5CD41330SC
907222	HP Chromebook 14 G1	Hewlett-Packard	5CD4133FMB
907224	HP Chromebook 14 G1	Hewlett-Packard	5CD4133FQC
907226	HP Chromebook 14 G1	Hewlett-Packard	5CD4133XZ8
907239	HP Chromebook 14 G1	Hewlett-Packard	5CD413318C
907240	HP Chromebook 14 G1	Hewlett-Packard	5CD4133FNQ
907241	HP Chromebook 14 G1	Hewlett-Packard	5CD4191HPX
907242	HP Chromebook 14 G1	Hewlett-Packard	5CD4191J5F
907199	HP Chromebook 14 G1	Hewlett-Packard	5CD4133FX9
907181	HP Chromebook 14 G1	Hewlett-Packard	5CD4133FNT
907201	HP Chromebook 14 G1	Hewlett-Packard	5CD41330TB
907205	HP Chromebook 14 G1	Hewlett-Packard	5CD4133189
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906091	HP DeskJet 6940	Hewlett-Packard	MY14KCK0B104Q9
906100	E1911C	DELL	CN0N01VP641801AL1Y0B
906098	E177FP	DELL	CN0WH318728726B11RLI
906094	E156FPc	DELL	CN0KC0266418065109EL
906096	HP DeskJet 6940	Hewlett-Packard	MY15VCK1BS04Q9
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906583	TT-02RX	Elmo		412562
906651	DC210	Lumens	d12a09535	
906674	TT-02RX	Elmo		442646
906689	TT-02RX	Elmo		526449
906727	OptiPlex GX520	DELL	6MVDHB1	
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907930	OptiPlex GX520	DELL	HMBWY81	
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907932	OptiPlex GX520	DELL	9NVDHB1	
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907933	OptiPlex 745	DELL	5BF0DD1	
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906701	TT-02RX	Elmo		451843
907938	E190Sb	DELL	CN0F779N7426193805HL	
907955	DC170	Lumens	D39D03175	
907962	TT-02RX	Elmo		451830
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907973	HP Compaq 8200 Elite SFF	Hewlett-Packard	2ua22023sw	
908001	HP Chromebook 14 SMB	Hewlett-Packard	5cd4@(!ldv	
901641	HP Chromebook 14 SMB	Hewlett-Packard	5cd4122kvl	
908040	XE303C12	Samsung	hy3a91ad231637z	
908117	PowerLite X27	Epson	VU3F5Y0808L	
908118	DC211	Lumens	d21b05300	
907549	DC211	Lumens	d21b05145	
907591	VS15451	ViewSonic	tsp1736j5278	
908352	HP Compaq 8200 Elite SFF	Hewlett-Packard	2UA20616Z5	
908357	DC211	Lumens	d21b05243	

908459	HP Chromebook 14 SMB	Hewlett-Packard	5cd413317v
908174	HP Chromebook 14 G5	Hewlett-Packard	5CD81218FY
906753	HP Chromebook 14 SMB	Hewlett-Packard	5CD4122L6J
906758	HP Chromebook 14 SMB	Hewlett-Packard	5CD41330YK
908207	HP Chromebook 14 G4	Hewlett-Packard	5cd5514q4v
906759	HP Chromebook 14 SMB	Hewlett-Packard	5CD41330WD
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906766	HP Chromebook 14 SMB	Hewlett-Packard	5CD4122K8W
906767	HP Chromebook 14 SMB	Hewlett-Packard	5CD4122L7D
908248	HP Chromebook 14 G1	Hewlett-Packard	5CD412348Q
906815	HP Chromebook 14 SMB	Hewlett-Packard	5CD41330SX
906816	HP Chromebook 14 SMB	Hewlett-Packard	5CD41330RC
906826	HP Chromebook 14 SMB	Hewlett-Packard	5CD4123PMX
906832	HP Chromebook 14 SMB	Hewlett-Packard	5CD4123PPD
906893	HP Chromebook 14 SMB	Hewlett-Packard	5CD4133YRB
906898	HP Chromebook 14 SMB	Hewlett-Packard	5CD4133YQH
906899	HP Chromebook 14 SMB	Hewlett-Packard	5CD4133W8J
906900	HP Chromebook 14 SMB	Hewlett-Packard	5CD4133VWK
906901	HP Chromebook 14 SMB	Hewlett-Packard	5CD4133YM2
906905	HP Chromebook 14 SMB	Hewlett-Packard	5CD4133YPW
906907	HP Chromebook 14 SMB	Hewlett-Packard	5CD4133GBY
906806	HP Chromebook 14 SMB	Hewlett-Packard	5CD4133FXV
908828	HP Chromebook 14 SMB	Hewlett-Packard	5CD5266233
908762	HP Chromebook 14 SMB	Hewlett-Packard	5cd41233x2
908747	HP Chromebook 14 SMB	Hewlett-Packard	5CD4133Y86
908749	HP Chromebook 14 SMB	Hewlett-Packard	5CD4122KGW
908750	HP Chromebook 14 SMB	Hewlett-Packard	5CD4133WBC
908752	HP Chromebook 14 SMB	Hewlett-Packard	5CD413344L
908763	HP Chromebook 14 SMB	Hewlett-Packard	5cd41234hp
908797	HP Chromebook 14 SMB	Hewlett-Packard	5CD4072W2P
908799	HP Chromebook 14 SMB	Hewlett-Packard	5CD4072W7F
908800	HP Chromebook 14 SMB	Hewlett-Packard	5CD4072W73
908774	HP Chromebook 14 SMB	Hewlett-Packard	5cd4133vxh

908775	HP Chromebook 14 SMB	Hewlett-Packard	5CD41234HF
908777	HP Chromebook 14 SMB	Hewlett-Packard	5CD41234HL
908778	HP Chromebook 14 SMB	Hewlett-Packard	5CD41234JJ
908779	HP Chromebook 14 SMB	Hewlett-Packard	5CD41234HM
908789	HP Chromebook 14 SMB	Hewlett-Packard	5CD4072W75
908792	HP Chromebook 14 SMB	Hewlett-Packard	5CD4072W15
908794	HP Chromebook 14 SMB	Hewlett-Packard	5CD4072W3R
908804	HP Chromebook 14 SMB	Hewlett-Packard	5CD4072W5V
908307	HP Chromebook 14 G1	Hewlett-Packard	5CD4133FGJ
908318	HP Chromebook 14 G1	Hewlett-Packard	5CD4133W29
908319	HP Chromebook 14 G1	Hewlett-Packard	5CD4133YML
908323	HP Chromebook 14 G1	Hewlett-Packard	5CD4133X61
908829	HP Chromebook 14 SMB	Hewlett-Packard	5CD52661VM
908830	HP Chromebook 14 SMB	Hewlett-Packard	5CD5266212
908836	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121HM6
908841	HP Chromebook 14 SMB	Hewlett-Packard	5cd41330qj
908847	HP Chromebook 14 SMB	Hewlett-Packard	5cd4133fx8
908873	HP Chromebook 14 SMB	Hewlett-Packard	5CD4133WXY
908875	HP Chromebook 14 SMB	Hewlett-Packard	5CD4133WWZ
908886	HP Chromebook 14 SMB	Hewlett-Packard	5cd41330r3
908889	HP Chromebook 14 SMB	Hewlett-Packard	5CD5121HGZ
908896	HP Chromebook 14 SMB	Hewlett-Packard	5cd4133fwd
908531	HP Chromebook 14 SMB	Hewlett-Packard	5CD4133FV2
908535	HP Chromebook 14 SMB	Hewlett-Packard	5CD4133FY9
908538	HP Chromebook 14 SMB	Hewlett-Packard	5CD41330W5
908545	HP Chromebook 14 SMB	Hewlett-Packard	5CD4133FSS
908563	HP Chromebook 14 G4	Hewlett-Packard	5CD6190VPQ
908627	HP Chromebook 14 SMB	Hewlett-Packard	5cd4133wmh
908630	HP Chromebook 14 SMB	Hewlett-Packard	5cd4133wr4
908631	HP Chromebook 14 SMB	Hewlett-Packard	5cd4133w27
908635	HP Chromebook 14 SMB	Hewlett-Packard	5cd4133y1w
907292	HP Chromebook 14 G3	Hewlett-Packard	5cd5256bdk
907732	HP Chromebook 14 G5	Hewlett-Packard	5CD8241Z16
908674	HP Chromebook 14 G5	Hewlett-Packard	5CD8242VRP

909030	HP Chromebook 14 G5	Hewlett-Packard	5CD8237YPS
909109	A1458	Apple	DMPK9EL7183
909104	MC705LL/A	Apple	DMTJ138CDJ8T
909334	HP Chromebook 14 G5	Hewlett-Packard	5CD83587YR
909285	HP Chromebook 14 G5	Hewlett-Packard	5CD83376CK
909384	HP Chromebook 14 G5	Hewlett-Packard	5CD8467F56
909378	HP Chromebook 14 G5	Hewlett-Packard	5CD8467F5P
907024	HP Chromebook 14 G5	Hewlett-Packard	5CD8467F1C
907040	HP Chromebook 14 G5	Hewlett-Packard	5CD8467F9W
909545	HP Chromebook 14 G5	Hewlett-Packard	5CD9045WTZ
909549	HP Chromebook 14 G5	Hewlett-Packard	5CD9045WV7
909716	HP Chromebook 14 G5	Hewlett-Packard	5CD8203R3R
909985	HP Chromebook 14 G5	Hewlett-Packard	5CD8203R7B
910050	HP Chromebook 14 G5	Hewlett-Packard	5CD81148ND
910006	Solo 8	Hovercam	5l8p19040233669e9
910743	iMac (Mid 2010)	Apple	YD123218DAS
911017	HP Chromebook 14 G5	Hewlett-Packard	5CD90462KG
911018	HP Chromebook 14 G5	Hewlett-Packard	5CD90462JY
910609	HP Chromebook 14 G5	Hewlett-Packard	5CD9325HM7
910302	V194	Hewlett-Packard	3cq811190p
911100	HP Chromebook 14A G5	Hewlett-Packard	5CD9311CH3
910674	HP Chromebook 14 G5	Hewlett-Packard	5cd9410msn
910681	HP Chromebook 14 G5	Hewlett-Packard	5cd9332yht
911314	HP Chromebook 14 G5	Hewlett-Packard	5CD9299C2H
911396	HP Chromebook 14A G5	Hewlett-Packard	5CD9291BYN
911641	HP Chromebook 14 G5	Hewlett-Packard	5CD92997Z1
911624	HP Chromebook 14 G5	Hewlett-Packard	5CD9299C75
911558	HP Chromebook 14 G5	Hewlett-Packard	5CD9299CDP
911159	HP Chromebook 14A G5	Hewlett-Packard	5CD9299CFV
911198	HP Chromebook 14A G5	Hewlett-Packard	5CD9299CC7
911185	HP Chromebook 14A G5	Hewlett-Packard	5CD9299C42
911953	HP Chromebook 14 G4	Hewlett-Packard	5CD6362W72
911899	NM274A	Hewlett-Packard	3CQ124PJBB
912141	V514761	ViewSonic	T6X142121073

912619	SOLO Spark	Hovercam	SLS2007004205333
912705	HP Chromebook 14 G4	Hewlett-Packard	5cd5512yk3
912717	HP Chromebook 14 G4	Hewlett-Packard	5cd5514q4r
913012	HP Compaq 8200 Elite SFF	Hewlett-Packard	mxl23408yf
912928	HP Compaq 8200 Elite SFF	Hewlett-Packard	mxl2340b1j
913374	HP Chromebook 14 G1	Hewlett-Packard	5cd4133fnp
913375	HP Chromebook 14 G1	Hewlett-Packard	5cd41330n3
913378	HP Chromebook 14 G1	Hewlett-Packard	5cd4191hpl
913377	HP Chromebook 14 G3	Hewlett-Packard	5CD5121C9D
914633	SOLO Spark	Hovercam	8.58E+11
914631	SOLO Spark	Hovercam	SLS200903900F8CE
914870	SOLO Spark	Hovercam	SLS2009000414207
914616	SOLO Spark	Hovercam	SLS2009001812257
913383	HP Chromebook 14 G1	Hewlett-Packard	5CD4133WTS
913388	HP Chromebook 14 G1	Hewlett-Packard	5cd4l#3www
913458	SOLO Spark	Hovercam	SLS20090376110C0
913445	SOLO Spark	Hovercam	SLS200900093195F
913428	SOLO Spark	Hovercam	SLS20090000637E8
913038	HP Chromebook 14 G3	Hewlett-Packard	5cd53405qk
914350	HP Chromebook 11 G8	Hewlett-Packard	5CD0419NW3
913511	HP Chromebook 14 G1	Hewlett-Packard	5CD4133WYS
913490	HP Chromebook 14 G1	Hewlett-Packard	5CD4133XT0
913501	HP Chromebook 14 G1	Hewlett-Packard	5CD41234HJ
916821	Chromebook 3100	DELL	bqm5c73
913365	PowerLite 93	Epson	p94f135492l
904718	PowerLite 93	Epson	P94F121154L
919264	HP LP1965	Hewlett-Packard	CNN7040CV6
918616	A1395	Apple	DN6GCMFCDFHY
918625	PowerLite 93	Epson	P94F142962L
919914	HP Compaq 8200 Elite SFF	Hewlett-Packard	MXL2340B69

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:

Disposal of Surplus Items

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent of Business Services

ENCLOSURES:

No

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

General Fund

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

Board Policy 3270 provides that the Board of Trustees may authorize the disposal of surplus equipment when the equipment becomes unusable, obsolete or no longer needed. Administrative Regulation 3270 provides the process for selling surplus or obsolete property through a number of methods. If the property value is insufficient to defray the costs to arrange a sale, the Board may unanimously approve that property be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping (EC 17546)

The attached list of items from Lincoln High School and have been determined to be unusable, obsolete or no longer needed and the district desires to sell the items. If items on the list do not sell or the cost to sell exceeds the estimated value, they will be disposed of by donation or dumping. Below is a description of items are below:

- Three (3) wrestling mat pieces
 - 12ft x36ft - total mat size 36ft x 36ft
 - Condition - Fair

Per Education Code 17547, money received from the sale of surplus property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made (for example Building Fund or Facilities Fund).

RECOMMENDATION:

Administration recommends the Board of Trustees declare the attached list of items as surplus, authorize the disposal and/or sale of the items and authorize the removal of these items from the fixed assets inventory list if applicable.

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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


SUBJECT:

Approval of 2021-2022 Contract with
Maxim Healthcare Staffing

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Kerry Callahan 
Deputy Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

Educational Services

FINANCIAL INPUT/SOURCE:

LCFF Base

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached one-year contract is with Maxim Healthcare Staffing and Western Placer Unified School District where Maxim will provide licensed or certified providers (i.e. LPNS, RNS, SLPs, School Psychologists, SPED Teachers, BCBAs, and other various health and related services personnel) for supplemental staffing services. Maxim provides staff for district field trips that require nursing services for students as well as filling staff positions when needed – short term.

RECOMMENDATION:

Administration recommends that the Board approve the contract between Maxim Healthcare Staffing and Western Placer Unified School District.



EDUCATIONAL INSTITUTION STAFFING AGREEMENT

This EDUCATIONAL INSTITUTION Staffing Agreement (hereinafter "Agreement") is entered into this 18 day of May, 2021, by and between **Western Placer Unified School District** located at 600 Sixth Street Lincoln, CA 95648, referred to in this Agreement as "EDUCATIONAL INSTITUTION," and Maxim Healthcare Staffing Services, Inc., a Maryland Corporation including its affiliates and subsidiaries, with an office located at 1050 Fulton Avenue, Suite 235 Sacramento, CA 95825 referred to in this Agreement as "MAXIM."

RECITALS

WHEREAS, EDUCATIONAL INSTITUTION operates a Western Placer Unified School District located in California and wishes to engage MAXIM to provide personnel to supplement EDUCATIONAL INSTITUTION's staff.

WHEREAS, MAXIM operates a supplemental staffing agency and employs licensed health care personnel to provide healthcare services to EDUCATIONAL INSTITUTION.

THEREFORE, in consideration of the above premises set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, and intending to be legally bound, EDUCATIONAL INSTITUTION and MAXIM hereby agree to the following terms and conditions.

ARTICLE 1. TERM OF AGREEMENT

Section 1.1 Term. This Agreement will be in effect for one (1) EDUCATIONAL INSTITUTION calendar year and will be automatically renewed at the end of the first year and each subsequent year unless terminated.

Section 1.2 Termination. Either party may terminate this Agreement at any time, with or without cause, by providing at least ninety (90) days advance written notice of the termination date to the other party. Such termination will have no effect upon the rights and obligations resulting from any transactions occurring prior to the effective date of the termination.

ARTICLE 2. RESPONSIBILITIES OF MAXIM

Section 2.1 Services.

- A. **Supplemental Staffing Service(s).** MAXIM will, upon request by EDUCATIONAL INSTITUTION, provide one or more licensed or certified providers (i.e. LPNs, RNs, SLPs, School Psychologists, SPED Teachers, BCBAs, and other various health and related services personnel) as specified by EDUCATIONAL INSTITUTION (collectively, "Personnel") for supplemental staffing services, subject to availability of qualified Personnel. Subject to the terms of Section 6.8 of this Agreement, to the extent that MAXIM is unable to provide the type of healthcare provider requested by EDUCATIONAL INSTITUTION, MAXIM will provide EDUCATIONAL INSTITUTION with a higher skilled healthcare provider. MAXIM must, however, bill that higher skilled provider at that provider's fair market value rate.
- B. **Distance Learning Service(s).** EDUCATIONAL INSTITUTION may request MAXIM Personnel to provide services off-site, including, but not limited to remote services and/or in-home services at a student's location ("Distance Learning Service(s)") due to EDUCATIONAL INSTITUTION closings and/or delays.

- Section 2.2 Personnel.** MAXIM will supply EDUCATIONAL INSTITUTION with Personnel who meet the following criteria and will provide evidence of the following to EDUCATIONAL INSTITUTION upon written request:
- 1) Possess current state license/registration and/or certification.
 - 2) Possess CPR certification, as requested in writing by EDUCATIONAL INSTITUTION to comply with applicable law.
 - 3) Completed pre-employment physical as requested in writing by EDUCATIONAL INSTITUTION to comply with applicable law.
 - 4) Possess proof of pre-employment screening to include: (a) TB skin test or chest X-ray as required by law, (b) criminal background check(s), (c) drug screenings as requested in writing, and (d) anything additional as required by the Agreement.
 - 5) Possess a preferred one (1) year of relevant professional experience and a preferred one (1) year of specialty experience.
 - 6) If applicable, possess current skills competency to include, (i) written exam; (ii) skills checklist; and (iii) verified work history.
 - 7) Completed MAXIM standard OSHA and HIPAA training.
- Section 2.3 Insurance.** MAXIM will maintain (at its sole expense), or require the individuals it provides under this Agreement to maintain, valid policies of insurance evidencing general and professional liability coverage of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate, covering the sole negligent acts or omissions which may give rise to liability for services provided under this Agreement. MAXIM will provide a certificate of insurance evidencing such coverage upon request by EDUCATIONAL INSTITUTION.
- Section 2.4 Use of Independent Contractors and Subcontractors.** Personnel provided to EDUCATIONAL INSTITUTION are employees of MAXIM and are subject to MAXIM'S standard screening process, as well as additional qualifications as required in this Agreement. If MAXIM deems it necessary to obtain the services of a subcontractor to fulfill its requirements under this Agreement, MAXIM may subcontract this Agreement, in whole or in part, to an entity owned by or under common control with MAXIM or in connection with any acquisition of all of the assets or capital stock of a party. MAXIM will ensure that any subcontractor will comply with all applicable terms of this Agreement. MAXIM will provide written notification to EDUCATIONAL INSTITUTION if it becomes necessary for MAXIM to utilize independent contractors to fulfill its staffing obligations to EDUCATIONAL INSTITUTION. Any Personnel provided to EDUCATIONAL INSTITUTION by an independent contractor will be subject to the same qualifications as MAXIM employees.
- Section 2.5 Employment and Taxes.** MAXIM will follow its standard employment policies and procedures to verify that all Personnel meet applicable licensing requirements. MAXIM, or its subcontractor if applicable, will maintain direct responsibility as employer for the payment of wages and other compensation, and for any applicable mandatory withholdings and contributions such as federal, state, and local income taxes, social security taxes, worker's compensation, and unemployment insurance. EDUCATIONAL INSTITUTION shall be responsible for any sales tax, gross receipts tax, excise tax or other state taxes applicable to the Services provided by MAXIM.
- Section 2.6 Timekeeping.** MAXIM reserves the right to utilize any automated or electronic timekeeping software or systems for the provision of Services and is not required or mandated to use paper-based timekeeping record keeping unless otherwise required by applicable law(s).

ARTICLE 3. RESPONSIBILITIES OF EDUCATIONAL INSTITUTION

Section 3.1 Responsibility for Student Care. EDUCATIONAL INSTITUTION retains full authority and responsibility for professional and medical management of care for each of its students, for developing and providing Individualized Healthcare Plans (IHPs) for its student(s) (IHPs shall include, but not be limited to: Equipment Plan, Emergency Plan, Transportation Plan, Medication Management, any applicable Documentation, and Privacy Issues and/or Concerns, (collectively "Protocol(s)"). EDUCATIONAL INSTITUTION's responsibilities include, but are not limited to: Protocol(s) for how Service(s) will be provided, including, but not limited to: Protocol(s) itself and compliance with Free Appropriate Public Education (FAPE) guidelines, Occupational Safety and Health Administration (OSHA) requirements, and any other applicable federal or state law and guidelines; Protocol(s) instruction(s) provided to MAXIM Personnel, additionally provided pursuant to Section 3.2; and compliance with Section 3.12, Section 3.13, and Section 7.2 including that those Sections shall comply with this Section's referenced laws.

Responsibility for Distance Learning Service(s). EDUCATIONAL INSTITUTION retains full authority and responsibility for directing the Distance Learning Service(s). Additionally, CLIENT retains full authority, responsibility, and oversight over any applicable Protocol(s) for how Service(s) will be provided, including, but not limited to: Protocol(s) itself and compliance with the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH), Family Educational Rights and Privacy Act ("FERPA"), and any other applicable federal or state law and guidelines; Protocol(s) instruction(s) provided to MAXIM Personnel, additionally provided pursuant to Orientation requirement(s); and compliance with Work Environment, Supplies, and Data Security requirement(s), including that those Sections shall comply with this Section's referenced laws. Additionally, EDUCATIONAL INSTITUTION agrees to indemnify and hold harmless MAXIM, its directors, officers, shareholders, employees, and agents from and against any and all claims, actions, or liabilities arising out of and/or in connection with any Protocol(s) provided to MAXIM and/or MAXIM Personnel, including whether or not Protocol(s) were followed by EDUCATIONAL INSTITUTION.

Section 3.2 Orientation. EDUCATIONAL INSTITUTION will promptly provide MAXIM Personnel with an adequate and timely orientation to EDUCATIONAL INSTITUTION. EDUCATIONAL INSTITUTION shall review instructions regarding confidentiality (including student and employee), and orient MAXIM Personnel to the specific Exposure Control Plan(s) and Emergency Action Plan(s) and/or Protocol(s) of the EDUCATIONAL INSTITUTION as it pertains to OSHA requirements for bloodborne pathogens, as well as any of the EDUCATIONAL INSTITUTION's specific policies and procedures provided to MAXIM for such purpose.

Section 3.3 Requests for Personnel. EDUCATIONAL INSTITUTION will use its best efforts to request Personnel at least twenty-four (24) hours prior to reporting time in order to assure prompt arrival of assigned Personnel. All information regarding reporting time and assignment will be provided by EDUCATIONAL INSTITUTION at the time of the initial call.

Section 3.4 Short-Notice Requests. MAXIM will bill EDUCATIONAL INSTITUTION for the entire shift if an order for staff is made less than two (2) hour(s) prior to the start of the shift, as long as the Personnel report for work within a reasonable prompt period of time under existing conditions after receiving notice of the assignment.

- Section 3.5 Staff Order Cancellation.** If EDUCATIONAL INSTITUTION changes or cancels an order less than two (2) hours prior to the start of a shift, MAXIM will bill EDUCATIONAL INSTITUTION for two (2) hours at the established fee for each scheduled Personnel. MAXIM will be responsible for contacting MAXIM Personnel prior to reporting time.
- Section 3.6 Placement Fee.** For a period of twelve (12) months following that date on which MAXIM Personnel last worked a shift at EDUCATIONAL INSTITUTION, EDUCATIONAL INSTITUTION agrees that it will take no steps to recruit, hire or employ as its own employees or as a contractor those Personnel provided by MAXIM during the term of this Agreement. EDUCATIONAL INSTITUTION understands and agrees that MAXIM is not an employment agency and that Personnel are assigned to the EDUCATIONAL INSTITUTION to render temporary service(s) and are not assigned to become employed by the EDUCATIONAL INSTITUTION. The EDUCATIONAL INSTITUTION further acknowledges and agrees that there is a substantial investment in business related costs incurred by MAXIM in recruiting, training and employing Personnel, to include advertisement, recruitment, interviewing, evaluation, reference checks, training, and supervising Personnel. In the event that EDUCATIONAL INSTITUTION, or any affiliate, subsidiary, department, or division of EDUCATIONAL INSTITUTION hires, employs or solicits MAXIM Personnel, EDUCATIONAL INSTITUTION will be in breach of this Agreement. EDUCATIONAL INSTITUTION agrees to give MAXIM either (a) one hundred and eighty (180) days prior written notice of its intent to hire, or employ, continuing to staff Personnel through MAXIM for a minimum of thirty-six (36) hours per week through the one hundred and eighty (180) days notice period; OR (b) to pay MAXIM a placement fee equal to the greater of: five thousand dollars (\$5,000) or the sum of thirty percent (30%) of such Personnel's annualized salary (calculated as Weekday Hourly Bill Rate x 1,440 Hours x 30%).
- Section 3.7 Per Diem or Short Term Staff Non-Performance.** If EDUCATIONAL INSTITUTION concludes, in its sole discretion, that any Personnel provided by MAXIM have engaged in misconduct, or have been negligent, EDUCATIONAL INSTITUTION may require the Personnel to leave the premises and will notify MAXIM immediately in writing, providing in reasonable detail the reason(s) for such dismissal. EDUCATIONAL INSTITUTION'S obligation to compensate MAXIM for such Personnel's services will be limited to the number of hours actually worked. MAXIM will not reassign the individual to EDUCATIONAL INSTITUTION without prior approval of the EDUCATIONAL INSTITUTION.
- Section 3.8 Per Diem or Short Term Staff Right to Dismiss.** EDUCATIONAL INSTITUTION may request the dismissal of any MAXIM Personnel for any reason. EDUCATIONAL INSTITUTION agrees to notify MAXIM of any such action immediately in writing, providing in reasonable detail the reason(s) for such dismissal. EDUCATIONAL INSTITUTION shall be obligated to compensate MAXIM for all Personnel hours worked prior to dismissal.
- Section 3.9 Assignment Confirmation.** MAXIM may cancel the remaining term of an assignment with notification to EDUCATIONAL INSTITUTION. MAXIM will use commercially reasonable efforts to promptly provide a qualified replacement for such cancelled Personnel.
- Section 3.10 Insurance.** EDUCATIONAL INSTITUTION will maintain at its sole expense valid policies of general and professional liability insurance with minimum limits of \$1,000,000 per occurrence and \$3,000,000 annual aggregate covering the acts or omissions of its employees, contractors and agents which may give rise to liability in connection with the Services under this Agreement. EDUCATIONAL INSTITUTION will give MAXIM prompt written notice of any material change in

EDUCATIONAL INSTITUTION coverage. EDUCATIONAL INSTITUTION shall name MAXIM as an additional insured on its general liability policy.

- Section 3.11 Incident Reports.** Incidents may be reported to MAXIM account representative at any time. However, EDUCATIONAL INSTITUTION shall report any event or incident involving MAXIM Personnel within twenty-four (24) hours of the event. EDUCATIONAL INSTITUTION shall provide MAXIM with any applicable incident reports and detailed description of any investigation completed. EDUCATIONAL INSTITUTION shall not interview or discuss the event with MAXIM Personnel without consent.
- Section 3.12 Work Environment.** EDUCATIONAL INSTITUTION will provide a clean and properly maintained workspace(s) for MAXIM to conduct the Service(s) that will enable MAXIM to safely provide Services to Student(s). EDUCATIONAL INSTITUTION will provide furniture at its sole risk to include, but not limited to, tables and chairs, and allow MAXIM Personnel reasonable access to telephones for business use. MAXIM will not be responsible for the proper maintenance of any property supplied by EDUCATIONAL INSTITUTION.
- Section 3.13 Supplies.** EDUCATIONAL INSTITUTION will either (i) supply all necessary medical supplies to be used in administering and/or providing Services to Recipients, including, but not limited to gloves and other PPE, disinfecting wipes, and waste disposal container(s) with proper plastic lining(s) ("Supplies") to MAXIM Personnel, or (ii) cost of Supplies will be billed as pass-through to EDUCATIONAL INSTITUTION either as line-item invoice item(s) or as built-in cost in rate(s). EDUCATIONAL INSTITUTION shall be responsible for disposing of all medical waste and biohazard produced by the Screening(s) and will comply with all applicable local, state, and federal rules, regulations and laws governing such disposal. EDUCATIONAL INSTITUTION agrees to defend, indemnify, and hold harmless MAXIM, and its directors, officers, shareholders, employees and agents, from and against any and all claims, actions, or liabilities which may be asserted against them arising from any failure to ensure proper disposal of medical waste or biohazard, or any and all claims, actions, or liabilities in connection with any Supplies provided, or the inability of either party to obtain Supplies due to supply shortages or for any reason, in connection with this Agreement. Additionally, Should adequate Supplies become unavailable, MAXIM will not be required to provide Services pursuant to this Agreement and shall have no liability whatsoever to EDUCATIONAL INSTITUTION or any third Party as a result of its failure or inability to do so.

ARTICLE 4. MUTUAL RESPONSIBILITIES

- Section 4.1 Non-discrimination.** Neither MAXIM nor EDUCATIONAL INSTITUTION will discriminate on the basis of age, race, color, national origin, religion, sex, disability, being a qualified disabled veteran, being a qualified veteran of the Vietnam era, or any other category protected by law.

ARTICLE 5. COMPENSATION

- Section 5.1 Invoicing.** MAXIM will supply Personnel under this Agreement at the rates listed in the Attachment(s). MAXIM will submit invoices to EDUCATIONAL INSTITUTION at chosen schedule below:

- ☒ Weekly
☐ Bi-weekly
☐ Monthly

Invoice will be for Personnel provided to EDUCATIONAL INSTITUTION during the preceding timeframe. Invoices shall be submitted to the following address:

**Western Placer Unified School District
600 Sixth Street
Lincoln, CA 95648
ATTN: Scott Pickett**

- Section 5.2** **Payment.** All amounts due to MAXIM are due and payable within thirty (30) days from date of invoice. EDUCATIONAL INSTITUTION will send all payments to the address set forth on the invoice.
- Section 5.3** **Late Payment.** Payments not received within thirty (30) days from the applicable invoice date will accumulate interest, until paid, at the rate of one and one-half percent (1.5%) per month on the unpaid balance, equating to an annual percentage rate of eighteen percent (18%), or the maximum rate permitted by applicable law, whichever is less.
- Section 5.4** **Rate Change.** MAXIM will provide EDUCATIONAL INSTITUTION at least thirty (30) days advance written notice of any change in rates.
- Section 5.5** **Annual Rate Increases.** EDUCATIONAL INSTITUTION agrees to and accepts annual rate increases at the percentage listed on Attachment A of this Agreement.

ARTICLE 6. GENERAL TERMS

- Section 6.1** **Independent Contractors.** MAXIM and EDUCATIONAL INSTITUTION are independent legal entities. Nothing in this Agreement shall be construed to create the relationship of employer and employee, or principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Neither MAXIM nor EDUCATIONAL INSTITUTION nor any of their respective agents or employees shall control or have any right to control the activities of the other party in carrying out the terms of this Agreement.
- Section 6.2** **Assignment.** Neither party may assign this Agreement without the prior written consent of the other party, and such consent will not be unreasonably withheld. No such consent will be required for assignment to an entity owned by or under common control with assignor or in connection with any acquisition of all of the assets or capital stock of a party; provided however, the assigning party will provide notice of such transaction to the other party and remain fully responsible for compliance with all of the terms of this Agreement.
- Section 6.3** **Indemnification.**
MAXIM shall indemnify and hold harmless the Educational Institution, elected and appointed officers, employees, agents and volunteers ("Educational Institution Indemnitees") only for negligent acts, errors, or omissions of MAXIM or its employees, agents, and/or subcontractors, for services performed under this Agreement, and only to the extent that passive and/or vicarious liability for such negligent acts, errors or omissions is imposed upon the Educational Institution Indemnitees in a claim or suit, up to the applicable state cap(s) for healthcare services. No indemnity shall be provided by MAXIM for any liability imposed upon the Educational Institution Indemnitees for their concurrent negligence, active negligence, sole negligence, and/or willful misconduct.

Educational Institution shall indemnify and hold harmless MAXIM, its employees, agents and subcontractors ("MAXIM Indemnitees") for negligent acts, errors, or omissions of the Educational Institution or its employees, agents, and/or subcontractors, and to the extent that passive and/or vicarious liability for such negligent acts, errors or omissions is imposed upon the MAXIM Indemnitees in a claim or suit. No indemnity shall be provided by the Educational Institution for any liability imposed upon the MAXIM Indemnitees for their concurrent negligence,

active negligence, sole negligence, and/or willful misconduct. Notwithstanding the above, if EDUCATIONAL INSTITUTION is a public agency subject to immunity under state or federal law, it agrees to indemnify MAXIM pursuant to the above up to applicable state law limit(s).

Section 6.4 Attorneys' Fees. In the event either party is required to obtain legal assistance (including in-house counsel) to enforce its rights under this Agreement, or to collect any monies due to such party for services provided, the prevailing party shall be entitled to receive from the other party, in addition to all other sums due, reasonable attorney's fees, court costs and expenses, if any, incurred enforcing its rights and/or collecting its monies.

Section 6.5 Notices. Any notice or demand required under this Agreement will be in writing; will be personally served or sent by certified mail, return receipt requested, postage prepaid, or by a recognized overnight carrier which provides proof of receipt; and will be sent to the addresses below. Either party may change the address to which notices are sent by sending written notice of such change of address to the other party.

Western Placer Unified School District 600 Sixth Street Lincoln, CA 95648 ATTN: Scott Pickett	Maxim Healthcare Staffing Services, Inc. 7227 Lee DeForest Drive Columbia, MD 21046 ATTN: Contracts Department
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COPY TO:
Maxim Healthcare Staffing Services, Inc.
1050 Fulton Ave. Suite 235
Sacramento, CA 95825
ATTN: Vanessa Dugan

Section 6.6 Headings. The headings of sections and subsections of this Agreement are for reference only and will not affect in any way the meaning or interpretation of this Agreement.

Section 6.7 Entire Contract; Counterparts. This Agreement constitutes the entire contract between EDUCATIONAL INSTITUTION and MAXIM regarding the services to be provided hereunder. Any agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect. This Agreement may be executed in any number of counterparts, each of which will be deemed to be the original, but all of which shall constitute one and the same document. No amendments to this Agreement will be effective unless made in writing and signed by duly authorized representatives of both parties except as provided in Section 6.9.

Section 6.8 Availability of Personnel. The parties agree that MAXIM'S duty to supply Personnel on request of EDUCATIONAL INSTITUTION is subject to the availability of qualified MAXIM Personnel. The failure of MAXIM to provide Personnel or the failure of EDUCATIONAL INSTITUTION to request Personnel shall result in no penalty to EDUCATIONAL INSTITUTION or any party claiming by or through it and shall not constitute a breach of this Agreement. In instances where MAXIM is providing individual care for a student(s), MAXIM will make commercially reasonable efforts to ensure that student(s) care remain consistent.

Section 6.9 Compliance with Laws. MAXIM agrees that all services provided pursuant to this Agreement shall be performed in compliance with all applicable federal, state, and/or local rules and regulations. In the event that applicable federal, state or local laws and regulations or applicable accrediting body standards are modified, MAXIM reserves the right to notify EDUCATIONAL INSTITUTION in writing of any

modifications to the Agreement in order to remain in compliance with such law, rule or regulation.

- Section 6.10 Severability.** In the event that one or more provision(s) of this Agreement is deemed invalid, unlawful and/or unenforceable, then only that provision will be omitted, and will not affect the validity or enforceability of any other provision; the remaining provisions will be deemed to continue in full force and effect.
- Section 6.11 Governing Law, Jurisdiction.** This Agreement will be governed by and construed in accordance with the laws of the State of Maryland, without regard to its principles of conflict of laws. Any dispute or claim from this Agreement shall be resolved exclusively in the federal and state courts of the State of Maryland and the parties hereby irrevocably submit to the personal jurisdiction of said courts and waive all defenses thereto.
- Section 6.12 Limitation on Liability.** Neither MAXIM nor EDUCATIONAL INSTITUTION will be responsible for special, indirect, incidental, consequential, or other similar damages, including but not limited to lost profits, that the other party may incur or experience in connection with this Agreement or the services provided, however caused, even if such party has been advised of the possibility of such damages.
- Section 6.13 Incorporation of Recitals.** The recitals set forth at the top of this Agreement are incorporated by reference as if fully set forth herein.
- Section 6.14 Conflict of Interest.** By entering into this Agreement, the Parties agree that all conflicts of interest shall be disclosed to the other Party for review in accordance with that Party's policies and procedures. A conflict of interest occurs when an employee or Contractor has professional or personal interests that compete with his/her services to or on behalf of MAXIM or the EDUCATIONAL INSTITUTION, or the best interests of students. Such competing interests may make it difficult for an employee or Contractor to fulfill his or her duties impartially.

ARTICLE 7. CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION

Section 7.1 Confidentiality.

A. MAXIM/EDUCATIONAL INSTITUTION Information. The parties recognize and acknowledge that, by virtue of entering into this Agreement and providing services hereunder, the parties will have access to certain information of the other party that is confidential and constitutes valuable, special, and unique property of the party. Each of the parties agrees that neither it nor his/her staff shall, at any time either during or subsequent to the term of this Agreement, disclose to others, use, copy, or permit to be copied, except pursuant to his duties for or on behalf of the other party, any secret or confidential information of the party, including, without limitation, information with respect to the party's students, costs, prices, and treatment methods at any time used, developed or made by the party during the term of this Agreement and that is not available to the public, without the other party's prior written consent.

B. Terms of this Agreement. Except for disclosure to his/her legal counsel, accountant or financial or other advisors/consultants neither party nor its respective staff shall disclose the terms of this Agreement to any person who is not a party or signatory to this Agreement, unless disclosure thereof is required by law or otherwise authorized by this Agreement. Unauthorized disclosure of the terms of this Agreement shall be a material breach of this Agreement and shall provide the party with the option of pursuing remedies for breach or immediate termination of this Agreement in accordance with the provisions stated herein.

C. Student/Customer Information: Neither party nor its employees shall disclose any financial or medical information regarding students/customers treated hereunder to any third-party, except where permitted or required by law or where such disclosure is expressly approved by EDUCATIONAL INSTITUTION, MAXIM and student/customer in writing. Further, each party and its employees shall comply with the other party's rules, regulations and policies regarding the confidentiality of such information as well as all federal and state laws and regulations including, without limitation, Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Family Educational Rights and Privacy Act ("FERPA"), and the Health Information Technology for Economic and Clinical Health Act ("HITECH").

D. The obligations set forth in this Section shall survive the termination of this Agreement.

Section 7.2

HIPAA/FERPA/HITECH Obligations. Each party and its respective staff shall comply with all federal and state laws and regulations, and all rules, regulations, and policies of the other party, regarding the confidentiality of student information, to include, without limitation, HIPAA, FERPA, and HITECH. In addition, if necessary, the parties agree to resist any effort to obtain access to such records or information in judicial proceedings, except such access as is expressly permitted by federal/state regulations.

To the extent that EDUCATIONAL INSTITUTION may be a "Covered Entity" as defined by HIPAA, and would therefore be subject to applicable requirements, including, but not limited to, requirements to enter into certain contracts with their "business associates," by HIPAA, the parties acknowledge that a business associate agreement is not needed due to the nature of services provided by MAXIM. Specifically, the parties acknowledge that under HIPAA, Personnel provided hereunder are considered part of EDUCATIONAL INSTITUTION's workforce and to that end, all Protected Health Information ("PHI") is created, viewed, used, maintained and otherwise stored and safeguarded in EDUCATIONAL INSTITUTION's work environment. The parties further acknowledge that PHI is not exchanged between the parties in order for MAXIM to provide Personnel as part of EDUCATIONAL INSTITUTION's temporary workforce.

Data Security. EDUCATIONAL INSTITUTION will be responsible for establishing and overseeing all information and/or data security measures, which may be needed to maintain and protect the security of all computer systems, networks, files, data, and software related to the services under this Addendum and Agreement. EDUCATIONAL INSTITUTION will be responsible for providing all education and training to MAXIM Personnel as it relates to EDUCATIONAL INSTITUTION's privacy and security processes, including, without limitation the EDUCATIONAL INSTITUTION's process and expectations for collecting, storing, securing, and transferring data collected under this Addendum and Agreement. EDUCATIONAL INSTITUTION acknowledges and understands that no PII or PHI will be relayed, transmitted, or otherwise provided to or stored by MAXIM Personnel and that in terms of Maxim Personnel placed in the EDUCATIONAL INSTITUTION's physical or technical environment as a result of this Addendum and Agreement for remote services, any Personally identifiable information ("PII") or Protected Health Information ("PHI") viewed, created, accessed, and/or stored by MAXIM Personnel would be done solely in the EDUCATIONAL INSTITUTION's technical environment. Additionally, EDUCATIONAL INSTITUTION agrees to indemnify and hold harmless MAXIM, its directors, officers, shareholders, employees, and agents from and against any and all claims, actions, or liabilities arising out of and/or in connection with any data security or lack of data security while MAXIM Personnel is providing remote service(s).

Notwithstanding the foregoing, MAXIM and all staff provided to EDUCATIONAL INSTITUTION hereunder shall comply with confidentiality, medical records and/or other applicable laws and regulations with regard to any and all information directly or indirectly accessed or used by MAXIM and their personnel, including without limitation HIPAA, FERPA, and HITECH.

EDUCATIONAL INSTITUTION and MAXIM have acknowledged their understanding of and agreement to the mutual promises written above by executing and delivering this Agreement as of the date set forth above.

WESTERN PLACER UNIFIED SCHOOL
DISTRICT:

Signature

Printed Name & Title

Date

MAXIM HEALTHCARE STAFFING SERVICES,
INC.:

Signature

Printed Name & Title

Date

ATTACHMENT A
Western Placer Unified School District STAFFING RATES

Charges will be based on the following hourly rate schedule effective 18 May 2021:

Service	Rate (per hour)
Borad Certified Behavior Analyst (BCBA)	\$125
Behavior Tech (BT)	\$50
Behavioral Mid – Level Supervisor	\$80
SLPA/COTA/PTA	\$72
Health Aide/EMT	\$40
Medical Assistant (MA)	\$42
Licensed Vocational Nurse (LVN)	\$55
Register Nurse (RN)	\$75
School Credentialed Nurse	\$95
Overnight School Field Trips (BT and Nursing)	\$2000 (2+ nights)
Physical Therapist (PT)/ Occupational Therapist (OT)	\$85 - \$120
School Psychologist	\$90 - \$120
Speech Language Pathologist (SLP)	\$90 - \$120
Associate Clinical Social Worker (ASW)	\$85
Lisenced Clinical Social Worker (LCSW)	\$110
Licesned Marriage and Family Therapist (LMFT)	\$110
Special Education Teacher – Mild/Mod	\$85
Special Education Teacher – Mod/Severe	\$90

Annual Rate Increase. An annual rate increase of 1% will be added to each services type listed above every year on Effective Date.

Mileage. Mileage will be charged at \$According to CA State Law per mile.

Orientation. Rates listed above will be charged for all time spent in required EDUCATIONAL INSTITUTION orientation.

Overtime. Overtime rates are charged for all hours worked in excess of forty (40) per week or according to applicable state law. The overtime rate is one and one-half (1.5) times the regular billing rate for such hours.

Quarantine. CLIENT agrees to pay Quarantine costs for assigned personnel if personnel is placed on COVID-19 Quarantine while on assignment at CLIENT facility, including, but not limited to: travel expenses and two (2) weeks of pay. Costs will be billed as pass-through to CLIENT.

WESTERN PLACER UNIFIED SCHOOL
DISTRICT:

+82

Signature

Kerry Callahan
Asst. Supt.

Printed Name & Title

Stiller

Date

MAXIM HEALTHCARE STAFFING SERVICES,
INC.:

Signature

Printed Name & Title

Date

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:

Approval of 2021-2022 Contract with
2 Teach, LLC

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Kerry Callahan 
Deputy Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

Educational Services

FINANCIAL INPUT/SOURCE:

Supplemental

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

Co-teaching is a successful practice for providing special education students mainstream access to grade level standards in a least restrictive environment. WPUSD continues to implement a learning center/co-teaching model TK-12 to ensure our special education students have access to mainstream learning. To provide ongoing support to teachers, we are contracting with 2 Teach, LLC to provide professional development, coaching, and technical assistance to teachers and administrators.

RECOMMENDATION:

Administration recommends that the Board ratify the contract proposal agreement between 2 Teach, LLC and Western Placer Unified School District.

SERVICE AGREEMENT

This Contract for Services is made effective as of May 20, 2021, by and between Western Placer Unified School District of 600 Sixth Street, Suite 400, Lincoln, CA 95648 and 2Teach of 8408 Jason Ave, West Hills, California 91304.

1. DESCRIPTION OF SERVICES. Beginning on July 01, 2021 and through June 30, 2022, 2Teach will provide to Western Placer Unified School District the services described in the attached Exhibit (collectively, the "Services").

2. PAYMENT. Payment shall be made to 2Teach West Hills, California 91304, in the amount of \$36,000 upon completion of the services described in this Contract and will be paid within 30 days of the work.

Western Placer Unified School District shall pay all costs of collection, including without limitation, reasonable attorney fees. In addition to any other right or remedy provided by law, if Western Placer Unified School District fails to pay for the Services when due, 2Teach has the option to treat such failure to pay as a material breach of this Contract, and may cancel this Contract and/or seek legal remedies.

3. TERM. This Contract will terminate automatically upon completion by 2Teach of the Services required by this Contract.

4. CONFIDENTIALITY. 2Teach, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of 2Teach, or divulge, disclose, or communicate in any manner, any information that is proprietary to Western Placer Unified School District. 2Teach and its employees, agents, and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this Contract. Any oral or written waiver by Western Placer Unified School District of these confidentiality obligations which allows 2Teach to disclose Western Placer Unified School District's confidential information to a third party will be limited to a single occurrence tied to the specific information disclosed to the specific third party, and the confidentiality clause will continue to be in effect for all other occurrences.

5. DEFAULT. The occurrence of any of the following shall constitute a material default under this Contract:

- a. The failure to make a required payment when due.
- b. The insolvency or bankruptcy of either party.
- c. The subjection of any of either party's property to any levy, seizure, general assignment for the benefit of creditors, application or sale for or by any creditor or government agency.

d. The failure to make available or deliver the Services in the time and manner provided for in this Contract.

6. REMEDIES. In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Contract (including without limitation the failure to make a monetary payment when due), the other party may terminate the Contract by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 10 days from the effective date of such notice to cure the default(s). Unless waived in writing by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Contract.

7. FORCE MAJEURE. If performance of this Contract or any obligation under this Contract is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, without limitation, acts of God, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars, or strikes, lock-outs, work stoppages, or supplier failures. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.

8. ENTIRE AGREEMENT. This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral agreements between the parties.

9. SEVERABILITY. If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

10. AMENDMENT. This Contract may be modified or amended in writing by mutual agreement between the parties, if the writing is signed by the party obligated under the amendment.

11. GOVERNING LAW. This Contract shall be construed in accordance with the laws of the State of California.

12. NOTICE. Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the

address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

13. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

14. ATTORNEY'S FEES TO PREVAILING PARTY. In any action arising hereunder or any separate action pertaining to the validity of this Agreement, the prevailing party shall be awarded reasonable attorney's fees and costs, both in the trial court and on appeal.

15. CONSTRUCTION AND INTERPRETATION. The rule requiring construction or interpretation against the drafter is waived. The document shall be deemed as if it were drafted by both parties in a mutual effort.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written. Kathleen Leehane for Western Placer Unified School District, and Wendy Lochner for 2Teach, effective as of the date first above written.

Service Recipient:
Western Placer Unified School District

By: 
Kerry Callahan(Deputy Superintendent of Education Services)

Service Provider:
2Teach

By: _____
Wendy Lochner (Vice President)

2 Teach

8408 Jason Ave
West Hills, CA 91304 US
818-281-6735
djanderson@2teachllc.com
2teachllc.com



Estimate

ADDRESS
Western Placer Unified School District
Western Placer Unified School District
600 Sixth Street
Suite 400
Lincoln, CA 95648 USA

ESTIMATE 1048
DATE 05/14/2021
EXPIRATION DATE 06/14/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Honorarium	Professional Development - Co-teaching (1 Day Math (September 2021 & 1 Day English-October 2021)	2	4,000.00	8,000.00
	Honorarium	3 Days of Observations and Debriefs - Fall 2021 semester with Dr. Philip Bernhardt	3	4,000.00	12,000.00
	Honorarium	3 Days of Observations and Debriefs - Spring 2022 semester with Dr. Philip Bernhardt	3	4,000.00	12,000.00
08/12/2021	Honorarium	Professional Development - C-teaching 101 (Aug 12, 2021) with Dr. Philip Bernhardt (All inclusive of travel and per diem)	1	4,000.00	4,000.00
TOTAL					\$36,000.00

Accepted By

Accepted Date

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Approval of 2021-2022 Contract with
Wellness Together, Inc.

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Kerry Callahan 
Deputy Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

Educational Services

FINANCIAL INPUT/SOURCE:

LCFF Supplemental

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contract with Wellness Together, Inc. is for enhanced mental health counseling for our students and their families. Wellness Together staff will provide services to all schools based on need and priority. The need for this additional support was discussed and approved through the LCAP committee.

RECOMMENDATION:

Administration recommends that the Board approve the contract between Wellness Together Inc. and Western Placer Unified School District.

AGREEMENT FOR SERVICES OF COUNSELING CONSULTANT (SCHOOL-BASED COUNSELING SERVICES)

THIS AGREEMENT ("Agreement") is made and entered into this 19th of May, 2021 between Western Placer Unified School District, 600 Sixth Street, Lincoln, CA 95648, Placer County, (hereinafter "District") and Wellness Together, Inc., a California nonprofit corporation, 5701 Lonetree Boulevard, Suite 210, Rocklin, California, 95765 (hereinafter "Consultant"). The term of this Agreement shall be from August 30th, 2021 to June 9th, 2022.

RECITALS

- A. District provides educational and educationally related counseling to school age children and their families, and in the conduct of that business desires to have certain services, as a consultant, to be performed by Consultant.
- B. Consultant agrees to perform these services for District under the terms and conditions set forth in this Agreement.

AGREEMENT

In consideration of the mutual promises set forth in this Agreement, it is agreed by and between District and Consultant as follows:

1.0 Engagement of Consultant as Independent Contractor

District hereby agrees to engage Consultant to support the overall counseling goals of District. In performance of this Agreement, Consultant is an independent contractor, the District being interested only in the result obtained. The manner and means of conducting the work will be under the sole control of Consultant. However, all work performed under this Agreement will be done in accordance with the provisions of this Agreement and be subject to the continuing right of inspection by the District's representatives.

Consultant will be entirely and solely responsible for all acts and the acts of Consultant's agents and employees while engaged in the performance of the work contracted for. Consultant is not an employee of District and is not entitled to the benefits provided by District to its employees, including, but not limited to, District group insurance and pension plans. Consultant may practice its profession for others during those periods when Consultant is not performing work under this contract for the District.

District may, during the term of this Agreement, engage other independent contractors to perform the same work that Consultant performs under this

Agreement.

Consultant personally, and for all heirs, successors or assigns, covenants and agrees to indemnify and save harmless District, absolutely and without limit, against all claims, demands, suits, or judgments, asserted, made or recovered by any and all persons whomsoever on account of the acts or omissions of Consultant, Consultant's agents or employees, arising out of and during the performance of the work contracted for under this Agreement. Similarly, Consultant agrees to indemnify District for loss or damage to any of District's property or equipment used or obtained in connection with the work to be performed under this Agreement.

2.0 Limitation on Delegation of Personal Services by Consultant

The work and services provided for in this Agreement shall be performed by Consultant, and no person other than regular associates or employees of Consultant shall be engaged in such work or services except on written approval of District, provided that this provision shall not apply to secretarial, clerical, routine mechanical, and similar incidental services needed by Consultant to assist in the performance of this Agreement.

3.0 Nature of Work

Consultant will perform consulting and advisory services on behalf of District with respect to all matters relating to or affecting the integration and implementation of supplementary counseling support services for District students in a safe, encouraging, and supportive manner in an individual and/or group setting, relevant and specific to the needs of the participating students. These services may be conducted in person or online if applicable.

Specific services may include, but will not necessarily be limited to, the following:

A. School-based services:

- 1) Individual counseling sessions
- 2) General psychosocial interventions
- 3) Group counseling sessions

B. Community referrals

Upon discontinuation of School-based services, as set forth above, the student and/or family may be offered three (3) referrals to alternative community mental health providers. Students and/or families may also choose to obtain services through Consultant in

an agency setting, by separate Agreement with Consultant, at their own expense.

- C. Family engagement sessions
- D. Classroom presentations
- E. Collection, analysis, and provision of certain non-personally identifying process data in aggregate to the District.

To the extent that the District desires Consultant to perform additional work beyond the foregoing and/or in excess of the staffing requirements described in Paragraph 4.0, below, the District may request those additional services, in writing and will pay Consultant for those additional services.

4.0 Consultant Staffing

Consultant's staffing shall include, but will not necessarily be limited to, the following:

- A. Any combination of Mental Health Specialist I positions (MHS I) and/or Mental Health Specialist II positions (MHS II) totaling 118 hours per week.

I) MHS I

- (1) Holds a bachelor degree and is currently enrolled in a graduate program for Marriage and Family Therapy, Counseling, Psychology, Social Work, or a closely related field and has completed a minimum of 12 units. Individuals enrolled in a Pupil Personnel Services Credential program in the state of California may also be eligible to hold this position.

II) MHS II

- (1) Registered Associate or licensed with either the California Board of Behavioral Sciences (BBS) or the California Board of Psychology (BOP) in at least one of the following areas: Marriage and Family Therapy, Counseling, Psychology, Social Work, or a closely related field.

- B. One (1) clinical supervisor, and

C. One (1) organizational leadership and support staff member.

5.0 Payment

District will pay Consultant the total sum of ONE HUNDRED EIGHTY SEVEN THOUSAND EIGHT HUNDRED THIRTY NINE DOLLARS AND EIGHTY THREE CENTS (\$187,839.83) for the work required to be performed pursuant to this Agreement, as follows:

Any combination of Mental Health Specialist I (MHS I) or Mental Health Specialist II (MHS II) positions.

\$184,156.70	Total cost of Licensed Supervision, Program Administration, Program Costs and Wages for 118 MHS I or MHS II hours for 35 weeks during the 2021-2022 School Year.
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\$3,683.13	2% 2021-2022 Cost of Living Adjustment (COLA) based on Consumer Price Index, West Region - February 2021 - 2% based on 2021-2022
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<u>\$187,839.83</u>	<u>Total Cost of Contract</u>
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Consultant shall be paid in accordance with monthly invoicing from Consultant. Up to four (4) of the days may be used as paid training days. Consultant shall invoice the District by the 5th of the month after services were rendered. The District shall pay Consultant within fifteen (15) calendar days of the invoice date. To the extent that this Agreement is terminated prior to Consultant performing the work for which the District has paid, Consultant shall refund any unearned fees upon termination.

If the start date of Services falls after the start date of this Agreement, hours will be prorated and Services will not be billed until MHS hours begin on the campus or online.

However invoiced, Consultant shall not be entitled to more than \$187,839.83 for the 2021-2022 school year for the basic services described in Paragraphs 3.0 & 4.0, above. Any additional work specifically requested by the District as set forth in Paragraph 3.0, above shall be in addition to this amount.

6.0 Communications to District

From the time this agreement commences until its termination, Consultant shall communicate and channel to District all knowledge, business, and service contacts, and any other matters of information that could concern or be in any way beneficial to the business of District, whether acquired by Consultant before or during the term of this agreement; provided, however, that nothing shall be construed as requiring such communications where the information is lawfully protected from disclosure as a matter of law.

Any such information communicated to District as mentioned shall be, and remain, the property of District notwithstanding the subsequent termination of this agreement.

Consultant will work and coordinate with one designated administrator as a point of contact for each school site for purposes of referral processes, location of counseling services, office space, and data collection and sharing.

Consultant will provide District with documentation and processes that ensure parent/guardian permissions and attention to student privacy as may be required by the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA), as appropriate.

7.0 Control of Work and Workers by Consultant

Consultant shall have sole control of the manner and means of performing this Agreement and shall complete it according to Consultant's own means and methods of work. Consultant shall direct the performance of Consultant's agents and employees.

8.0 Furnishing of Materials and Equipment

All materials and equipment needed by Consultant to carry out the work to be performed by Consultant under this Agreement shall be furnished by Consultant at Consultant's expense. Notwithstanding the foregoing, the District shall at its expense provide Consultant with a confidential, safe, furnished office with secure WiFi/Internet (recommended speed of 50 Mb/s), adequate student supervision during transitions, reasonable technical assistance, and other standard utilities, at each campus location from which Consultant may perform in-person or telehealth services.

9.0 Place of Performance of Services

The services to be performed under this Agreement shall be performed at

the District's place of business at the address set forth above and other District locations as District may determine or online.

10.0 Hiring of Employees

Consultant shall have full authority to employ qualified and experienced workers in carrying out the terms of this Agreement and shall be responsible for, and in full control of, such workers. Persons hired by Consultant shall be employees of Consultant and are to be paid by Consultant alone at such compensation as Consultant deems proper, subject to applicable law. Consultant alone shall have the right to discharge workers in Consultant's employment.

11.0 Supervision by Consultant

Consultant shall superintend, either personally or through a job supervisor, representative or employee, as the case may be, the execution of all work covered by this Agreement. If Consultant uses a job supervisor, representative or employee, as the case may be, Consultant agrees that such individual shall be competent and qualified and shall give his or her personal attention to the work under this Agreement at all times, and shall represent Consultant with full power to act on matters pertaining to this Agreement.

12.0 Right of District to Supervise and Inspect

Consultant, as an independent contractor, shall have the authority to control and direct the performance of the work done under this Agreement. However, the work shall be subject to District's general right of inspection and supervision to secure the satisfactory completion of it in accordance with generally accepted counseling standards and principles.

District shall designate a representative or representatives who shall have access at all reasonable and appropriate times for the purpose of observing or inspecting the work performed by Consultant to judge whether such work is being performed by Consultant in accordance with this Agreement. However, the actual performance and superintendence of all work shall be by Consultant. Such representative or representatives shall be empowered to act for the District in all matters relating to Consultant's performance of work under this Agreement. Any and all of District's foregoing right to observe and supervise Consultant's work is subject to and conditioned on any applicable privacy laws, and the reasonably accepted privacy and confidentiality concerns of patients for whom Consultant is providing services. To the extent there is any conflict

or question between District's right to supervise or observe and the privacy rights of patients, the latter will control.

13.0 Clearances

All clearances required to provide service in a public school district in the State of California will be arranged and executed by and at the expense of Consultant. To the extent possible, District will reasonably assist and inform Consultant of such required clearances.

14.0 Additional Compensation

Except for the provision allowing the District to request Consultant perform additional counseling work described in Paragraph 3.0, above, the parties agree that work performed during the term of this Agreement shall be deemed to be performed under the provisions of this Agreement and shall not entitle Consultant to any additional compensation. If, during the term of this Agreement, District desires to retain Consultant to perform work or services determined by the Parties to be new work or services not covered by this Agreement (except as stated in Paragraph 3.0), then a separate written Agreement for the new work or services must be executed between the parties prior to performance of the new work or services.

15.0 Insurance

Consultant will carry and maintain throughout the period of this Agreement, at Consultant's sole cost, workers' compensation liability insurance in an approved company or companies, to cover all classifications of work contemplated by this Agreement, and also will carry and maintain throughout the period of this Agreement:

1. Public liability insurance in an approved company or companies, within the limits of one million dollars (\$1,000,000.00) for each person, and three million dollars (\$3,000,000.00) for each incident. Certificates of insurance coverage shall be furnished when requested by District within thirty (30) days.
2. State workers compensation coverage as required by law. Employees liability with a limit of not less than \$1,000,000.00.

This insurance shall be adequate to protect both Consultant and District from all liability on account of injury or damage done to the persons or property of any and all persons during or in consequence of the performance of the services contracted for. The maintenance of such insurance will not in any manner affect Consultant's obligation to indemnify company, as provided herein, but

maintenance of the approved insurance shall be a condition precedent to the payment to Consultant of compensation for the work and services provided for in this Agreement.

All consultant policies shall contain an endorsement providing that written notice shall be given to District at least thirty (30) days prior to termination, cancellation or reduction of coverage in the policy.

16.0 Compliance with Laws and Regulations

In the performance of work provided for in this Agreement, Consultant agrees that it shall be conducted in full compliance with any and all applicable laws, rules, and regulations adopted or promulgated by any governmental agency or regulatory body, both state and federal. Consultant assumes full responsibility for the payment of all contributions, payroll taxes, or assessments, state or federal, as to all its employees engaged in the performance of work under this Agreement. Consultant further agrees to meet all requirements that may be specified under regulations of administrative officials or bodies charged with the enforcement of any state or federal laws on this subject. Consultant further agrees to furnish District, on request, a certificate or other evidence of compliance with state or federal laws covering contributions, taxes, and assessments on payrolls. Consultant assumes and agrees to pay any and all gross receipts, compensation, use, transaction, sales, or other taxes or assessments of whatever nature or kind levied or assessed as a consequence of the work to be performed or on the compensation to be paid under this Agreement.

17.0 Duration

1. This Agreement shall become effective upon execution by the Parties, but the obligations therein shall commence on August 30, 2021, and shall remain in effect for the duration of this Agreement as provided, unless terminated for breach.
2. Upon mutual agreement of the Parties, this Agreement may be extended up to 3 years with an annual Cost of Living Adjustment (COLA) applied for each extension year. The Parties shall negotiate a reasonable COLA, and may use the "Consumer Price Index, West Region" as created by the Bureau of Labor Statistics , with February 2020 to February 2021 as the term of increase.

18.0 Assignment

This Agreement is personal to the parties and may not be assigned by Consultant, in whole or in part, without the prior written consent of the District.

19.0 Representative's Authority

Consultant shall have no right or authority, either express or implied, to assume or create, on behalf of the District, any obligation or responsibility of whatsoever kind or nature.

20.0 Indemnification

Consultant agrees to indemnify District, its officers, agents, board, representatives, and employees, against all claims, damages, losses, and expenses, including reasonable attorney fees arising out of performance of Consultant's work under this Agreement that are caused in whole or in part by Consultant's negligent act or omission, or that of anyone employed by Consultant for whose acts Consultant may be liable.

21.0 Contract Governed by Law of State of California

The parties agree that it is their intention and covenant that this Agreement and performance under this Agreement and all suits and special proceedings under this Agreement be construed in accordance with and under and pursuant to the laws of the State of California and that in any action, special proceeding, or other proceeding that may be brought arising out of, in connection with, or by reason of this Agreement, the laws of the State of California shall be applicable and shall govern, to the exclusion of the law of any other forum, without regard to the jurisdiction in which any action or special proceeding may be instituted.

22.0 Waiver or Modification Ineffective Unless in Writing

No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless it is in writing and signed by a duly authorized representative of both parties to this Agreement.

23.0 Written Notice

1. All communications regarding this Agreement should be sent to Consultant at the address set forth above unless notified to the contrary.
2. Any written notice under this Agreement shall become effective as of the date of mailing by registered or certified mail and shall be deemed sufficiently given if sent to the address stated in this Agreement or such

other address as may hereafter be specified by notice in writing.

24.0 District's Obligation on Termination of Agreement by Consultant

If, during the term of this Agreement, Consultant should fail or refuse to perform the services contemplated, or be unable to perform these services, District's obligation to make any payments shall cease, except that District shall pay Consultant for all work actually performed through the effective date of termination.

25.0 Mediation

Any differences, claims, or matters in dispute arising between the parties out of this Agreement or connected with this Agreement shall be submitted by them to mediation (the cost of which shall be split equally) prior to either Party commencing litigation.

IN WITNESS WHEREOF, the parties have executed this Agreement
at _____ California, on the dates designated
below.

DISTRICT



Superintendent or Designee

Western Placer Unified School District



Date

CONSULTANT

Jacob Vallejo, Director of Operations

Wellness Together, Inc.

Taxpayer ID: 81-1653329

Date

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:

Approval of 2021-2024 Contract with
AVID

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Kerry Callahan 
Deputy Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

Educational Services

FINANCIAL INPUT/SOURCE:

LCFF Supplemental & Title I

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contract is with AVID for technical assistance, professional development, and curriculum to support TBMS, GEMS, TBHS and LHS in implementing the AVID College Readiness Program on their campuses. It is also for CCC, COES, FSS, LCES and SES to begin or continue AVID Elementary. The services provided through this contract are in alignment with the actions outlined in our District's LCAP, specifically for Goal #3: All students will graduate from high school/college and career ready.

This contract has been updated from a one-year contract to a three-year contract (July 1, 2021-June 30, 2021). This is being utilized to receive discounts for the upcoming years including AVID Summer Institute Registration.

RECOMMENDATION:

Administration recommends that the Board approve the contract proposal agreement between AVID and Western Placer Unified School District.

AVID Center



Products and Services 2021-24 Quote/Order

Client: Western Placer Unified School District

AVID Center Representative : Joni Guerrero

Address: 600 6th St Ste 400

Phone : (303) 436-2202

Lincoln, CA, 95648

Email : jguerrero@avid.org

Effective Date: July 1, 2021

Expiration Date: June 30, 2024

2021-22 Western Placer USD
Quote/Order #: Q-80620

District Products				
QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
25	AVID Summer Institute or DigitalXP Registration Fee	\$925.00	\$1875.00	\$21250.00
SUBTOTAL				\$ 21,250.00

Carlin C Coppin Elem School				
QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3125.00	\$0.00	\$3125.00
1	AVID Weekly Elementary	\$595.00	\$0.00	\$0.00
SUBTOTAL				\$ 3,125.00

Creekside Oaks Elem School				
QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3125.00	\$0.00	\$3125.00
1	AVID Weekly Elementary	\$595.00	\$0.00	\$0.00
SUBTOTAL				\$ 3,125.00

First Street Elementary School

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3125.00	\$0.00	\$3125.00
1	AVID Weekly Elementary	\$595.00	\$0.00	\$0.00
SUBTOTAL			\$ 3,125.00	

Glen Edwards Middle School

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Secondary	\$4099.00	\$0.00	\$4099.00
1	AVID Weekly Secondary	\$595.00	\$15.00	\$580.00
SUBTOTAL			\$ 4,679.00	

Lincoln Crossing Elem School

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3125.00	\$0.00	\$3125.00
1	AVID Weekly Elementary	\$595.00	\$0.00	\$0.00
SUBTOTAL			\$ 3,125.00	

Lincoln High School

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Secondary	\$4099.00	\$0.00	\$4099.00
1	AVID Weekly Secondary	\$595.00	\$15.00	\$580.00
SUBTOTAL			\$ 4,679.00	

Sheridan Elementary School

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3125.00	\$0.00	\$3125.00
1	AVID Weekly Elementary	\$595.00	\$0.00	\$0.00
SUBTOTAL			\$ 3,125.00	

Twelve Bridges High School

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Secondary	\$4099.00	\$0.00	\$4099.00
1	AVID Secondary Library Package	\$4590.00	\$0.00	\$4590.00
1	Shipping & Handling	\$150.00	\$0.00	\$150.00
1	Secondary Digital Library Set - 8 Licenses	\$750.00	\$0.00	\$0.00
1	AVID Weekly Secondary	\$595.00	\$0.00	\$0.00
5	AVID Summer Institute or DigitalXP Registration Fee	\$925.00	\$375.00	\$4250.00
SUBTOTAL			\$ 13,089.00	

Twelve Bridges Middle School

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Secondary	\$4099.00	\$0.00	\$4099.00
1	AVID Weekly Secondary	\$595.00	\$15.00	\$580.00
SUBTOTAL			\$ 4,679.00	

2022-23 Western Placer USD

Quote/Order #: Q-81704

District Products

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
25	AVID Summer Institute or DigitalXP Registration Fee	\$925.00	\$1875.00	\$21250.00
SUBTOTAL			\$ 21,250.00	

Carlin C Coppin Elem School

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3125.00	\$26.00	\$3099.00
1	AVID Weekly Elementary	\$595.00	\$0.00	\$0.00

Multi-year Quote/Order

2021 - 2024 Western Placer Unified School District Drafted : 2021-05-25

129

SUBTOTAL \$ 3,099.00

Creekside Oaks Elem School

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3125.00	\$26.00	\$3099.00
1	AVID Weekly Elementary	\$595.00	\$0.00	\$0.00
SUBTOTAL				\$ 3,099.00

First Street Elementary School

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3125.00	\$26.00	\$3099.00
1	AVID Weekly Elementary	\$595.00	\$0.00	\$0.00
SUBTOTAL				\$ 3,099.00

Foskett Ranch Elem School

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3125.00	\$26.00	\$3099.00
1	AVID Weekly Elementary	\$595.00	\$0.00	\$0.00
1	Elementary Curriculum Set	\$970.00	\$0.00	\$970.00
1	Shipping & Handling	\$75.00	\$0.00	\$75.00
1	Elementary Digital Library Set - 4 Licenses	\$300.00	\$0.00	\$0.00
4	AVID Summer Institute or DigitalXP Registration Fee	\$925.00	\$300.00	\$3400.00
SUBTOTAL				\$ 7,544.00

Glen Edwards Middle School

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Secondary	\$4099.00	\$290.00	\$3809.00
1	AVID Weekly Secondary	\$595.00	\$50.00	\$545.00

SUBTOTAL \$ 4,354.00

Lincoln Crossing Elem School

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3125.00	\$26.00	\$3099.00
1	AVID Weekly Elementary	\$595.00	\$0.00	\$0.00
SUBTOTAL				\$ 3,099.00

Lincoln High School

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Secondary	\$4099.00	\$290.00	\$3809.00
1	AVID Weekly Secondary	\$595.00	\$50.00	\$545.00
SUBTOTAL				\$ 4,354.00

Sheridan Elementary School

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3125.00	\$26.00	\$3099.00
1	AVID Weekly Elementary	\$595.00	\$0.00	\$0.00
SUBTOTAL				\$ 3,099.00

Twelve Bridges High School

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Secondary	\$4099.00	\$290.00	\$3809.00
1	AVID Weekly Secondary	\$595.00	\$50.00	\$545.00
1	Secondary Digital Library Set - 8 Licenses - Year 2	\$0.00	\$0.00	\$0.00
SUBTOTAL				\$ 4,354.00

Twelve Bridges Middle School

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Secondary	\$4099.00	\$290.00	\$3809.00

1	AVID Weekly Secondary	\$595.00	\$50.00	\$545.00
SUBTOTAL			\$ 4,354.00	

2023-24 Western Placer USD
Quote/Order #: Q-81707

District Products				
QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
25	AVID Summer Institute or DigitalXP Registration Fee	\$925.00	\$1875.00	\$21250.00
SUBTOTAL			\$ 21,250.00	

Carlin C Coppin Elem School				
QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3125.00	\$26.00	\$3099.00
1	AVID Weekly Elementary	\$595.00	\$0.00	\$0.00
SUBTOTAL			\$ 3,099.00	

Creekside Oaks Elem School				
QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3125.00	\$26.00	\$3099.00
1	AVID Weekly Elementary	\$595.00	\$0.00	\$0.00
SUBTOTAL			\$ 3,099.00	

First Street Elementary School				
QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3125.00	\$26.00	\$3099.00
1	AVID Weekly Elementary	\$595.00	\$0.00	\$0.00
SUBTOTAL			\$ 3,099.00	

Foskett Ranch Elem School				
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QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3125.00	\$26.00	\$3099.00
1	AVID Weekly Elementary	\$595.00	\$0.00	\$0.00
1	Elementary Digital Library Set - 4 Licenses - Year 2	\$0.00	\$0.00	\$0.00
SUBTOTAL			\$ 3,099.00	

Glen Edwards Middle School				
QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Secondary	\$4099.00	\$290.00	\$3809.00
1	AVID Weekly Secondary	\$595.00	\$50.00	\$545.00
SUBTOTAL			\$ 4,354.00	

Lincoln Crossing Elem School				
QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3125.00	\$26.00	\$3099.00
1	AVID Weekly Elementary	\$595.00	\$0.00	\$0.00
SUBTOTAL			\$ 3,099.00	

Lincoln High School				
QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Secondary	\$4099.00	\$290.00	\$3809.00
1	AVID Weekly Secondary	\$595.00	\$50.00	\$545.00
SUBTOTAL			\$ 4,354.00	

Sheridan Elementary School				
QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3125.00	\$26.00	\$3099.00
1	AVID Weekly Elementary	\$595.00	\$0.00	\$0.00

SUBTOTAL \$ 3,099.00

Twelve Bridges Elementary Sch

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3125.00	\$26.00	\$3099.00
1	AVID Weekly Elementary	\$595.00	\$0.00	\$0.00
1	Elementary Curriculum Set	\$970.00	\$0.00	\$970.00
1	Shipping & Handling	\$75.00	\$0.00	\$75.00
1	Elementary Digital Library Set - 4 Licenses	\$300.00	\$0.00	\$0.00
4	AVID Summer Institute or DigitalXP Registration Fee	\$925.00	\$300.00	\$3400.00
SUBTOTAL				\$ 7,544.00

Twelve Bridges High School

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Secondary	\$4099.00	\$290.00	\$3809.00
1	AVID Weekly Secondary	\$595.00	\$50.00	\$545.00
SUBTOTAL				\$ 4,354.00

Twelve Bridges Middle School

QTY	PRODUCT NAME	UNIT PRICE	DISCOUNT	EXTENDED PRICE
1	AVID Membership Fees Secondary	\$4099.00	\$290.00	\$3809.00
1	AVID Weekly Secondary	\$595.00	\$50.00	\$545.00
SUBTOTAL				\$ 4,354.00

Quote Summary :

Quote #	Quote Start Date	Quote End Date	Subtotal
Q-80620	July 1, 2021	June 30, 2022	\$ 64,001.00
Q-81704	July 1, 2022	June 30, 2023	\$ 61,705.00
Q-81707	July 1, 2023	June 30, 2024	\$ 64,804.00

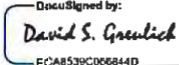
Grand Total	\$ 190,510.00
*plus all applicable taxes	

Additional Comments :

Prices for this multi-year contract 2021-2024 are contingent upon Client paying for all quotes/years in year 1. If Client does not pay the Grand Total in 2021-22, then Client agrees that AVID Center has the right to adjust pricing of applicable quotes to the current prices appropriate for that year and invoice accordingly.

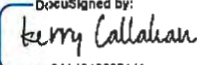
This AVID Center Products and Services Quote/Order is a Subsequent Quote/Order as defined in the General Terms and Conditions previously agreed to by AVID Center and the "Client" identified above. This Quote/Order, together with the General Terms and Conditions, supersedes all previous Quote/Orders and constitutes a binding agreement between AVID Center and Client with respect to the AVID Products and Services specified above. Descriptions and requirements for AVID Products and Services can be found at <https://www.avid.org/Page/3290>. Certain AVID Products and Services may be cancelled by Client as set forth in AVID Center's Rest Assured Policy, which may be viewed at <https://www.avid.org/rest-assured-policy>. No payment is due at the time of execution of this Quote/Order, notwithstanding anything to the contrary in the General Terms and Conditions. Payment will be due within thirty (30) days following receipt of AVID Center's invoice related to this Quote/Order. Each party has caused this Quote/Order to be signed by its duly authorized representative. The terms of this Quote/Order will control in the event of a conflict with any terms or conditions set forth in any purchase order or other document or communication from Client and any such terms and conditions are hereby rejected by AVID Center and of no effect.

AVID Center, a California Non-Profit
Corporation 501(c)(3)

By: 
Print Name: David S. Greulich
Title: Controller
Date: 5/25/2021 | 2:34 PM PDT
Email: contracts@avid.org

AVID Center
9797 Aero Drive, Suite 100
San Diego, CA 92123
Employer ID # 33-0522594

Western Placer Unified School
District

By: 
Print Name: Kerry Callahan
Title: Deputy Superintendent
Date: 5/25/2021 | 5:29 PM EDT
Email: kcallahan@wpusd.org

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Extension of Grazing Contract with Auburn Ravine Ranch Inc.

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Scott Leaman, Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

Superintendent

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

Bert Lefty is requesting an extension of the grazing contract for Mariner Ranch. The original contract was approved by the WPUSD Board on November 17, 2020 and expires on June 15, 2021. The extension request would continue the contract until June 15, 2022 under the same terms as the original contract.

RECOMMENDATION:

Administration recommends approval of the contract extension.

Auburn Ravine Ranch, Inc.

1364 Ferreira Road – Lincoln, CA 95648 – (916)847-7410 – (916)645-2534

April 12, 2021

Western Placer Unified School District
Scott Leaman, Superintendent
600 Sixth Street
Lincoln, CA 95648

This letter is to request a renewal of the Lease Agreement for the real property south of West Wise Road and west of North Dowd Road, identified as Assessor Parcel Number 21-020-067, leased by Auburn Ravine Ranch, Inc.

Respectfully,



Bert Lefty

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Student Discipline
Stipulated Expulsion
Student #20-21-F

AGENDA ITEM AREA:

Consent Session

REQUESTED BY:

Chuck Whitecotton
District Hearing Officer

ENCLOSURES:

Yes

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

The Board of Trustees will take action under consent to approve the Stipulated Expulsion of Student #20-21-F.

RECOMMENDATION:

The Administration recommends the Board of Trustees disclose approve the Stipulated Expulsion of Student #20-21-F.

wp/rk/factform

INFORMATION

DISCUSSION

ACTION

ITEMS

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

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

DISTRICT GLOBAL GOALS

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


SUBJECT:

Annual Report of the Measure "A" and
Measure "N" Citizens' Bond Oversight Committee

AGENDA ITEM AREA:

Information

REQUESTED BY:

Michael Adell 
Director of Facilities

ENCLOSURES:

Yes

DEPARTMENT:

Facilities

FINANCIAL INPUT/SOURCE:

Measure A/Measure N Funds

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

On March 17, 2015, the Board approved Resolution 14/15.21 and on January 17, 2017, the Board approved Resolution 16/17.17 pursuant to the requirements of Education Code Section 15278, et seq., appointing members to the Measure "A" and Measure "N" Citizens' Bond Oversight Committee ("Committee") to inform the public concerning the expenditures of the bond revenues as an accountability measure for the voters and taxpayers of the District.

The Committee has conducted meetings over the past 7 years to review expenditure reports to ensure the bond proceeds have been expended only for the purposes set forth in the ballot measures and not for unauthorized expenditures, including teacher or administrator salaries or other operating expenses. One responsibility of the Committee is to present to the Board an annual written report which contains 1.) A statement whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution, and 2) A summary of the Committee's proceedings and activities for the preceding year.

The President of the Committee will be presenting the annual report to the Board.

RECOMMENDATION:

Staff recommends that the Board of Trustees receive the Annual Report of the Measure "A" and Measure "N" Citizens Bond Oversight Committee.

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Annual District Overview of Certificates of Participation - Debt Financings and Repayment Plan

AGENDA ITEM AREA:

Information

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent - Business & Operations

ENCLOSURES:

Enclosed

DEPARTMENT:

Business Services / Facilities

FINANCIAL INPUT/SOURCE:

None

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

In 2008 and 2009, the district embarked on a COPs restructuring plan to create a debt repayment schedule that reflects the timing of the receipt of known revenue sources and secure fixed interest rates for budgeting purposes. In 2011, the district restructured the remaining Certificate of Participation debt. The restructuring accomplished two primary objectives. First, the interest rates were converted from variable rate to fixed rate in order to give the district certainty and stability over the amount of the annual payment. Second, the terms of the principal repayment of the loan were extended to make the debt payment affordable given the district's available repayment sources. Since 2011, each of the COPs has been refinanced for savings to reduce the annual debt service payments.


The source of repayment is primarily Community Facilities District special taxes, developer fees, capital facilities fund balance and interest earnings. It is anticipated that these sources of repayment will be sufficient to delay any impact on the General Fund until approximately 2034, at which time an annual General Fund contribution will be made to augment available capital revenue sources and meet debt service requirements.

In 2014 and 2016, the District's voters authorized the issuance of General Obligation Bonds to fund four key projects: Modernization of Lincoln High School, Construction of Twelve Bridges High School, Modernization of Glen Edwards Middle School, and Construction of Leaman Elementary School. The bond funds were intended to fund a portion of the school costs, with State funding making up the difference. The State has been slow in distributing its share of the funding and has run out of authorization. As a result, in order to complete the District's bond projects, the District issued three series of bridge financings which will be repaid from future State funds.

Cathy Dominico from Capitol Public Finance Group will provide the enclosed annual update of the District's current debt financings and repayment plan for the outstanding COPs and bridge financings.


RECOMMENDATION:

Administration recommends the Board receive the information.

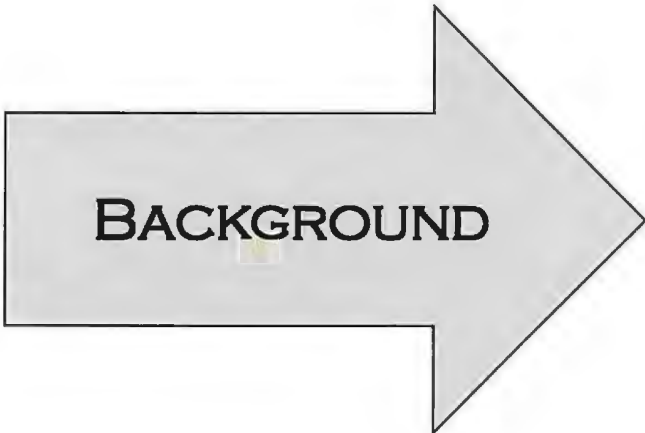


Capitol | PFG

Review of Outstanding Debt and Repayment Plan

Western Placer Unified School District 

June 1, 2021



BACKGROUND

OUTSTANDING CERTIFICATES OF PARTICIPATION (“COPs”)

- In 2008 the District embarked on a COP restructuring plan
 - Restructured 5 outstanding variable rate COPs into 4 fixed rate COPs
 - With repayment structured based on available revenues
 - The original COPs were used to fund the construction of
 - Twelve Bridges Elementary – 2004
 - Foskett Ranch Elementary - 2005
 - Twelve Bridges Middle – 2006
 - Lincoln Crossing Elementary – 2007
- \$123 million currently outstanding in 3 different series after recent refinances for savings (2016, 2017, and 2019)

3

WHAT ARE CERTIFICATES OF PARTICIPATION?

Long-term loan
structured like a lease

Can be repaid from
any legally available
revenue source

- Ultimately an obligation of the General Fund

Used to fund capital
needs

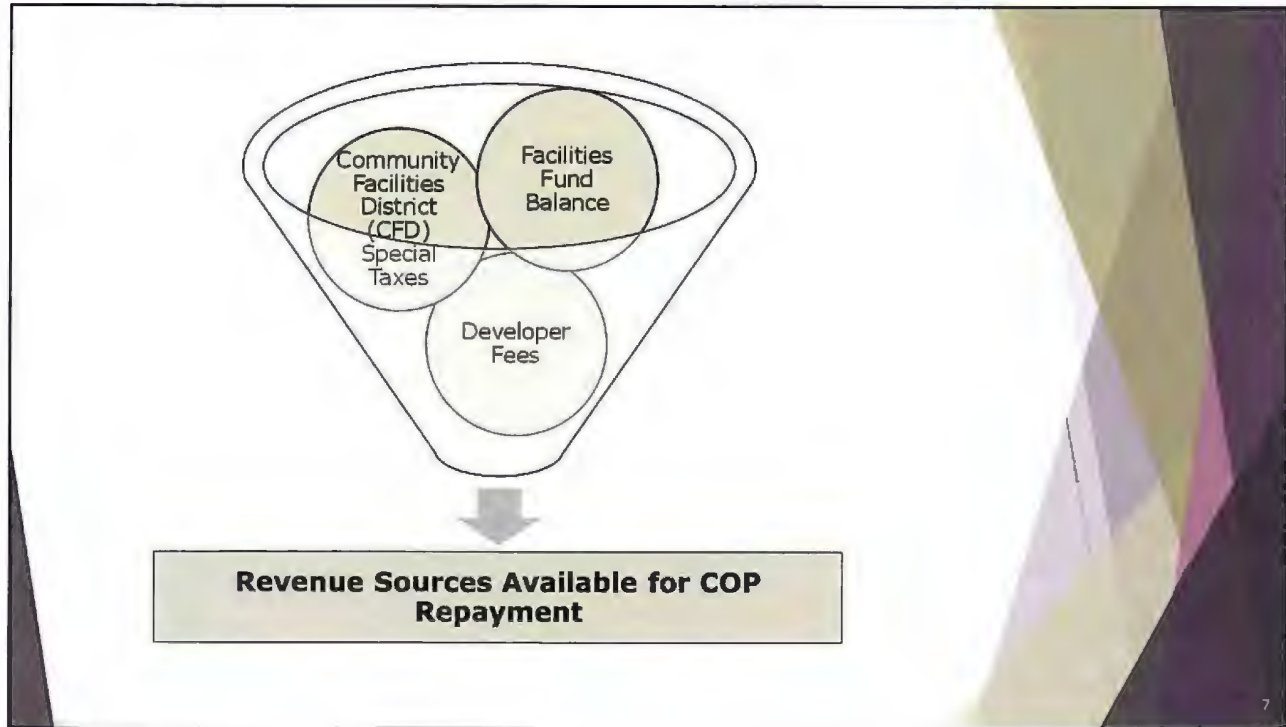
4

2019/2020 CAPITAL FUNDING PLAN

- In 2014 and 2016, voters of the District approved General Obligation Bonds to fund a portion of the cost of:
 - Lincoln High Modernization
 - Twelve Bridges High School Construction
 - Glen Edwards Middle Modernization
 - Leaman Elementary School Construction
- Remaining project costs to be funded by the State
 - The District is in line for State funding for all of the 2019/2020 capital projects, but has only received \$6 million to date
- The District issued 3 interim funding measures to “bridge” the receipt of State funding
 - Short-term bridge financing
 - CFD #1 Bond Anticipation Notes
 - CFD #2 Bond Anticipation Notes

5

COP REPAYMENT PLAN



STATUS OF REVENUE SOURCES

Previous projections estimated that the Facilities Fund Balance would be depleted by this fiscal year.

Until this year, developer fees were not coming in as expected until, but increased substantially this year.

- Developer fee collections were approximately \$500,000 in 2018-19 and \$300,000 in 2019-20, well below the \$800,000 targeted each year in the original debt repayment plan.
- The District used facilities fund balance to make up the shortfall, which significantly reduced funds available.

However, developer fee collections have exceeded \$2 million in the current fiscal year

- Enabling the District to fully fund this year's COP debt service with CFD taxes and developer fees

FUTURE REVENUE SOURCES FOR COP REPAYMENT

CFD special taxes will continue to be the primary repayment source for the COPs

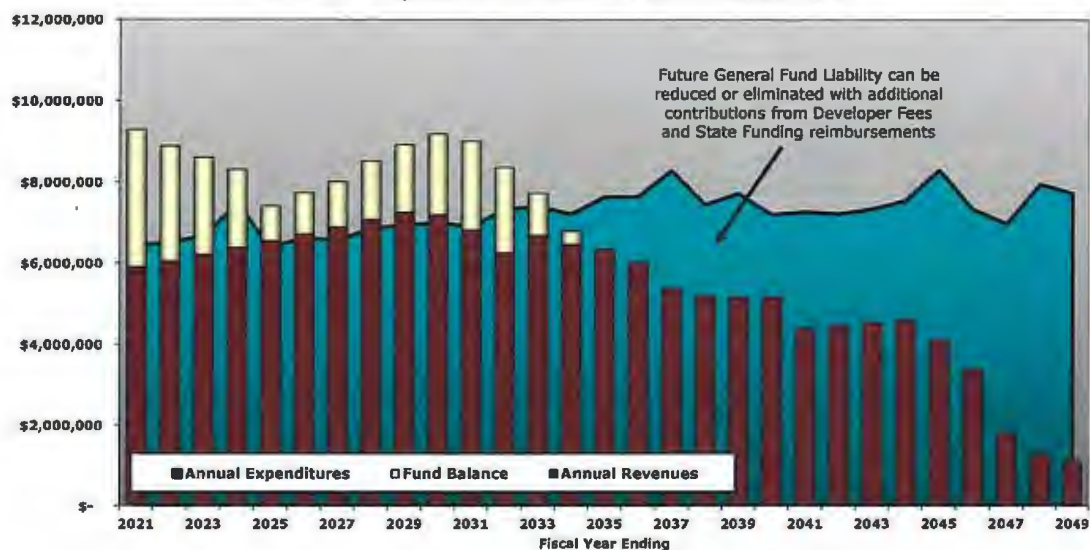
- Fund approximately 85% of debt service through 2036

Years of high developer fee collections can replenish Facilities Fund Balance

Receipt of State funds, after paying off the bridge financings, can be used to further replenish Facilities Fund Balance


9

Annual CFD and Developer Fees of \$800,000 Per Year, Combined with Facilities Fund Balance Are Expected to Fund COP Debt Service Until 2034



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BRIDGE FINANCING REPAYMENT PLAN

OVERVIEW OF “BRIDGE” FINANCINGS

Short-Term Direct
Placement issued as
“bridge” financing for
State funds from Prop 51

•\$18.87 million issued in Dec.
2019

CFD Bond Anticipation
Notes (BANs) issued as
“bridge” financing for
State funds pending a
future State School Bond

•\$54.3 million issued in June 2020

REPAYMENT PLAN

Use State funding when received to:

- Make debt payments on "bridge" financings
- Pay off bridge direct placement
- Pay off bridge CFD BANs
- ***No guarantee that future State bond will happen***

Based on estimated project costs and timing of State funds, there is a positive cash flow of over \$4 million once all State money is received

- Recommend using towards COP repayment plan

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STATE FUNDING IS THE INTENDED REPAYMENT SOURCE FOR ALL THREE

Anticipated State Funding Reimbursements		
Funding Source	Estimated Amount	Estimated Timing
State CTE Funding for Twelve Bridges High School	\$3,000,000	Available
State Reimbursement for Lincoln High New Construction	\$3,097,171	Available
State Reimbursement for Lincoln High Modernization	\$6,043,676	2023
State Modernization Funding for GEMS	\$5,470,550	2023
State New Construction Funding for GEMS	\$4,395,460	2023
State New Construction Funding for Twelve Bridges High School*	\$43,874,610	2024
State New Construction Funding for Scott M. Leaman Elementary*	\$14,996,201	2024
State Modernization Funding for GEMS - Phase II*	\$110,267	2024
State New Construction Funding for GEMS - Phase II*	\$4,689,096	2024
Total Anticipated State Funding Reimbursements	\$85,677,031	

* Funding for projects submitted beyond Prop. 51 have been adjusted for inflation at 3% per year.
Source: State funding information provided by School Facility Consultants and Office of Public School Construction.

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STATUS OF STATE FUNDING

Received funding for Twelve Bridges HS CTE and Lincoln HS

- \$6,097,171

3 project applications submitted and in-line for funding from Prop 51 for Lincoln HS and GEMS

- \$15,909,686

4 project applications submitted after Prop 51 funding was exhausted for Twelve Bridges HS, Leaman Elem and GEMS

- \$63,672,464

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BANS STRUCTURE

- Structure of the BANS can buy some time for a possible 2022 and/or 2024 State school bond with its 5-year term.
 - If there is no successful State school bond, the District will have to refinance the BANS and repay them over the remaining life of the 2 CFDs, which would require alternative funding for the COPs.
- Assuming a successful future State school bond, the District will have sufficient funds to repay both the BANS and Short Term Notes in their entirety.

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ONGOING DEBT MAINTENANCE

Restrict Facilities Fund Balance for Debt Repayment

- Use of Facilities Fund Balance for projects other than debt repayment will increase the General Fund liability

Consider Applying Additional Developer Fee Revenue Towards Repayment

- Try to minimize future impact on the General Fund

Identify Alternative Revenue Sources

- Monitor refinance opportunities
- Apply any excess State funds to COP repayment plan

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WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:

May Revision – Update of 2021-22 Governor's
Proposed State Budget

AGENDA ITEM AREA:

Information/Discussion

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent Business & Operations

ENCLOSURES:

Enclosed

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

On May 14, 2021, Governor Newsom will be releasing his May Revision with his proposals for the 2020-21 State Budget. On May 10, 2019, Governor Newsom released his May Revision to the proposals for the 2019-20 State Budget. The May Revision is a statutory opportunity for the Governor to recast his proposals in light of the latest economic data.

Staff will update the Board of Trustees on the latest 2020-21 State budget information and based on the Governor's May Revision the potential effect on the District for the 2021-22 Budget. The presentation is enclosed in the board item.

RECOMMENDATION:

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

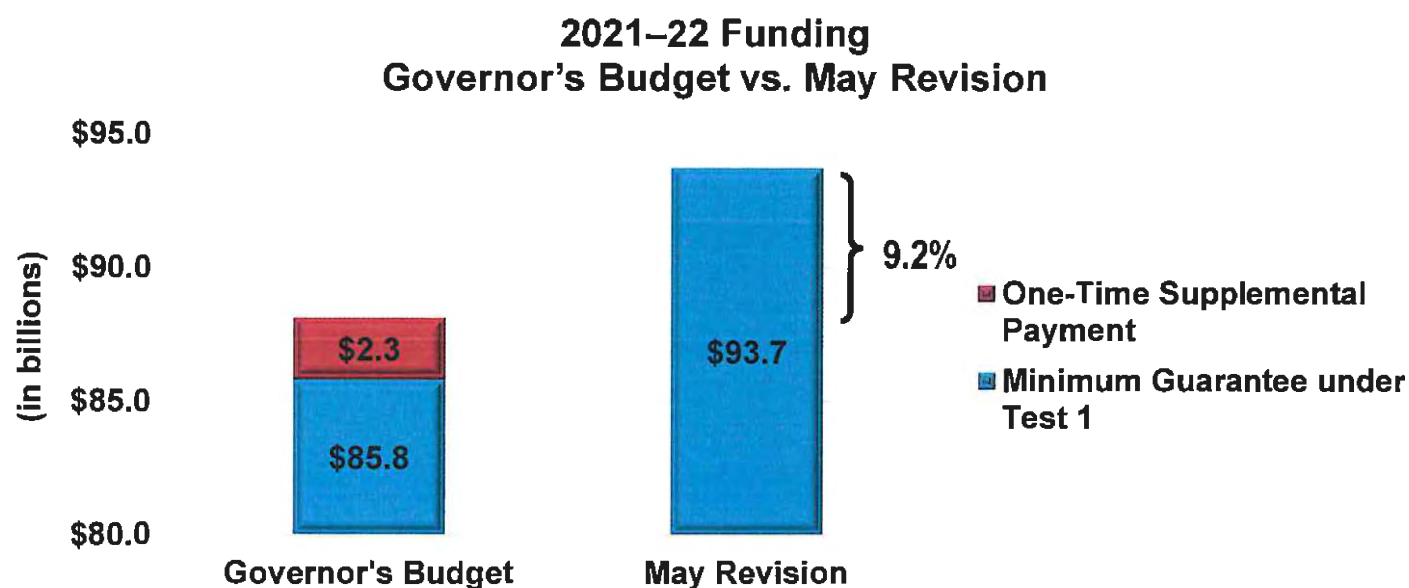
WESTERN PLACER UNIFIED SCHOOL DISTRICT

An Overview of the 2021-22 Governor's May Revision

Governor Gavin Newsom's budget proposal reflects the dramatic rebound in the state's economy from the COVID-19-induced recession. The state's \$76 billion surplus is historic and allows for unprecedented levels of investment in public education. The governor's education proposals are framed as the California for All Kids Plan — a five-year strategy intended to reduce academic and societal inequities.

PROPOSITION 98

The May Revision estimates the Proposition 98 guarantee to be \$79.3 billion in 2019-20, \$92.8 billion in 2020-21 and \$93.7 billion in 2021-22, which, according to the governor's budget summary, represents a three-year increase of \$17.7 billion over the level estimated in the governor's January budget.



LOCAL CONTROL FUNDING FORMULA (LCFF), COST-OF-LIVING ADJUSTMENT AND AVERAGE DAILY ATTENDANCE

The May Revision increases the cost-of-living adjustment (COLA) provided in the Governor's Budget in two ways. First, the May Revision recognizes the statutory COLA for 2021–22 is 1.70%—an increase of 0.2% from the Governor's January Budget. Second, "to help local educational agencies (LEAs) address ongoing fiscal pressures," an additional \$520 million in Proposition 98 General Fund revenues is proposed to increase the COLA applicable to the Local Control Funding Formula (LCFF) by an additional 1.00%—bringing it to 2.70%. **The 2.70% COLA, compounded with the 2019–20 statutory COLA of 2.31%, results in an LCFF COLA of 5.07% for 2021–22.**

WESTERN PLACER UNIFIED SCHOOL DISTRICT

An Overview of the 2021-22 Governor's May Revision

Below are the COLA percentage increases for the LCFF, Special Education and other categorical programs:

COLA	Programs
5.07% (mega)	LCFF
4.05% (compounded)	Special education
1.70% (statutory)	Other categorical programs—Child Nutrition, State Preschool, Youth in Foster Care, Mandate Block Grant, Adults in Correctional Facilities Program, American Indian Education Centers, and the American Indian Early Childhood Education Program

2021-22 LCFF Funding Factors Grade Span	K-3	4-6	7-8	9-12
2020-21 Base Grant per ADA	\$7,702	\$7,818	\$8,050	\$9,329
5.07% Mega COLA	\$390	\$396	\$408	\$473
2021-22 Base Grant per ADA	\$8,092	\$8,214	\$8,458	\$9,802
GSA	\$842	—	—	\$255
2021-22 Adjusted Base Grant per ADA	\$8,934	\$8,214	\$8,458	\$10,057
20% Supplemental Grant per ADA (Total UPP)	\$1,787	\$1,643	\$1,692	\$2,011
50% Concentration Grant per ADA (UPP Above 55%)	\$4,467	\$4,107	\$4,229	\$5,029

- For WPUSD, the increase in the 2021-22 proposed COLA from 3.84% (January 2021) to 5.07% (May 2021) increases LCFF base funding by \$746,000 and \$54,000 in Supplemental funding.

VIRTUAL LEARNING

The proposal assumes a return to full-time, in-person instruction for the 2021-22 school year as the default for all students and schools. It allows for independent study to be the only allowable virtual option for students and families. The May Revision proposes a series of changes to the state's existing traditional and course based independent study programs, including requirements to: (1) provide access to technology, internet connectivity, and a dedicated and rigorous curriculum; (2) develop and implement a framework of tiered re-engagement strategies for students; and (3) track and record daily student participation and interaction with teachers.

WESTERN PLACER UNIFIED SCHOOL DISTRICT

An Overview of the 2021-22 Governor's May Revision

UNIVERSAL TRANSITIONAL KINDERGARTEN

The May Revision proposes \$900 million to begin implementing universal access (all four-year-olds) to transitional kindergarten (TK) in 2022-23. By 2024-25, the funding will increase to \$2.7 billion, which will be supported by shifting the amount from the state's general fund to the Proposition 98 guarantee.

2022-23

Expand TK eligibility for four-year-olds whose fifth birthday occurs between September 2 and March 2

2023-24

Expand TK eligibility to four-year-olds whose fifth birthday occurs between September 2 and June 2

2024-25

Expand TK eligibility to four-year-olds whose fifth birthday occurs between September 2 and September 1 of the following calendar year

EXPANDED LEARNING

The revised budget proposes \$1 billion in 2021-22 to begin funding a five-year plan to provide expanded-day, full-year instruction and enrichment for all elementary school students in LEAs with the highest concentrations of low-income students, English learners and foster youth. By 2025-26, the programs will be fully implemented with \$5 billion, and these students would have access to no-cost after school and summer programs.

COMMUNITY SCHOOLS

The May Revision proposes \$3 billion in one-time Prop. 98 funds, available over several years, to further expand the implementation and use of the community school model. This level of proposed funding would support grants for up to 1,400 LEAs to convert school campuses into full-service community schools.

MENTAL HEALTH

The governor proposes \$4 billion over five years to identify and treat behavioral health issues for youth up to age 25. Additionally, the Mental Health Services Act Partnership Grant Program includes \$30 million one-time Mental Health Services Fund for the Mental Health Student Services Act partnership grants.

REDUCING STUDENT TO STAFF RATIOS

The May Revision proposes an ongoing increase of \$1.1 billion, that will be allocated to eligible LEAs by increasing the LCFF concentration grant add-on from 50 percent to 65 percent, to fund staffing increases on school campuses. These funds would have to be used to hire certificated or classified employees in order to decrease student to staff ratios, which would have to be demonstrated through the local control accountability plan (LCAP).

- **WPUSD does not receive LCFF concentration grant funds**

EDUCATOR PREPARATION, RETENTION AND TRAINING

The budget proposes \$3.3 billion for educator workforce preparation, retention and training. Among the numerous proposals, the May Revision includes grant programs that would support teachers working in priority schools in high-needs subject areas, support classified school staff pursuing teaching credentials, waive credential fees, and provide high-quality professional learning for administrators and other school leaders.

WESTERN PLACER UNIFIED SCHOOL DISTRICT

An Overview of the 2021-22 Governor's May Revision

ACCELERATED LEARNING

The May Revision proposes \$2.6 billion in one-time funding (federal and Prop. 98) to provide interventions for students, including intensive tutoring.

REOPENING SCHOOLS

The May Revision proposes \$2 billion one-time Prop. 98 funds to fund health and safety activities, including testing and vaccine initiatives, enhanced cleaning, personal protective equipment, and improved ventilation.

K-12 CATEGORICALS

The governor proposes a 1.7 percent cost-of-living adjustment for categorical programs that remain outside of the LCFF and Special Education, including Adult Education, Child Nutrition and State Preschool.

- **For WPUSD, the increase in the 2021-22 proposed COLA from 1.5% (January 2021) to 1.7% (May 2021) increases State Child Nutrition and Mandate Block Grant funding by less than \$1,000**

DEFERRALS

The budget includes a proposal to pay off the full K-12 deferral in 2019-20 and \$8.4 billion of the K-12 deferral in 2020-21. The amount represents an increased pay down amount of \$1.1 billion than what was proposed by the Governor in January. The deferral schedule for February to May 2021 will remain but are one-time and will be repaid on the existing schedule (August to November 2021). This would leave a \$2.6 billion ongoing June to July deferral.

- **For WPUSD, no significant effect on district's 2021-22 cash flow.**

BROADBAND

The May Revision proposes, using a combination of federal American Rescue Plan Act funds and state funds, a \$7 billion investment over three years as part of a plan to expand broadband infrastructure, affordability and access to all Californians.

CAREER TECHNICAL EDUCATION

The governor proposes \$86.4 million one-time Prop. 98 funds for career technical education regional occupational centers or programs (ROCPs) operated by a joint powers authority to address costs associated with the COVID-19 pandemic.

SPECIAL EDUCATION

The proposal includes \$117.7 billion in Prop. 98 to provide a 4.05 percent COLA for state special education. It also includes \$277.7 million from IDEA to LEAs to increase general special education resources and \$15 million in one-time IDEA funds to provide technical assistance and support to LEAs.

- **For WPUSD, the increase in the 2021-22 proposed COLA from 1.5% (January 2021) to 4.05% (May 2021) increases special education funding by 75,000.**

WESTERN PLACER UNIFIED SCHOOL DISTRICT

An Overview of the 2021-22 Governor's May Revision

UNEMPLOYMENT INSURANCE

LEAs may elect to participate in the pooled School Employees Fund under the Economic Development Department (EDD). The School Employees Fund oversees the majority of LEAs unemployment insurance claims. It appears the Administration expects payment of the significant costs due to unemployment insurance to be paid out of the proposed funding increases.

NUTRITION

The May Revision proposes \$150 million ongoing Prop. 98 funds to increase the state reimbursement rate for schools participating in a federal universal meal provisions. The proposal also includes \$100 million in one-time Prop. 98 funds to provide school kitchen upgrades and training for school cafeteria staff.

For WPUSD – One-time school kitchen upgrade base allocation - \$25,000 for school district.

SCHOOL DISTRICT RESERVES CAP (PROP. 98 RAINY DAY FUND)

The revised budget proposal includes \$4.6 billion in payments to the Public School System Stabilization Account between 2020-21 and 2021-22. The amount would trigger a cap of 10 percent on school district reserves beginning in 2022-23.

WHAT'S NEXT

Just a year ago, the state had a \$54 billion shortfall and drastic cuts to public education were anticipated. The state's surplus provides the opportunity to make meaningful investments to improve the quality of education and address long-standing issues of equity.

At the State level:

- Budget Committees conduct broad overview
- LAO issues detailed review of Governor's May Revision
- Budget Subcommittee process
- Negotiations between the Governor and Legislature
- On time State budget - June 15th requirement

At the local level – WPUSD

- **June 15, 2019 Board Meeting** – Public Hearing of WPUSD Local Control and Accountability Plan (LCAP) and 2021-22 Preliminary Budget
- **June 22, 2019 Board Meeting** – Adopt WPUSD Local Control and Accountability Plan (LCAP) and 2021-22 Adopted Budget
- State Budget Approval (June 15th Deadline)– WPUSD presents 45-day District budget revision if material changes from 2021-22 Adopted Budget

SSC School District and Charter School Financial Projection Dashboard 2021-22 May Revision

This version of School Services of California Inc. (SSC) Financial Projection Dashboard is based on the Governor's 2021-22 May Revision. We have updated the cost-of-living adjustment (COLA), Consumer Price Index (CPI), and ten-year T-bill planning factors per the latest economic forecasts. We have also updated the Local Control Funding Formula (LCFF) factors. We rely on various state agencies and outside sources in developing these factors, but we assume responsibility for them with the understanding that they are general guidelines.

LCFF PLANNING FACTORS					
Factor	2020-21	2021-22	2022-23	2023-24	2024-25
Department of Finance (DOF) Statutory COLA	2.31%	1.70% ¹	2.48%	3.11%	3.54%
SSC Estimated Planning COLA	0.00%	5.07% ²	2.48%	3.11%	3.54%

LCFF GRADE SPAN FACTORS FOR 2021-22				
Entitlement Factors per ADA*	K-3	4-6	7-8	9-12
2020-21 Base Grants	\$7,702	\$7,818	\$8,050	\$9,329
Mega COLA at 5.07%	\$390	\$396	\$408	\$473
2021-22 Base Grants	\$8,092	\$8,214	\$8,458	\$9,802
Grade Span Adjustment Factors	10.4%	—	—	2.6%
Grade Span Adjustment Amounts	\$842	—	—	\$255
2021-22 Adjusted Base Grants ^{3,4}	\$8,934	\$8,214	\$8,458	\$10,057

*Average daily attendance (ADA)

OTHER PLANNING FACTORS						
Factors		2020-21	2021-22	2022-23	2023-24	2024-25
California CPI		2.14%	3.84%	2.40%	2.23%	2.42%
California Lottery	Unrestricted per ADA	\$150	\$150	\$150	\$150	\$150
	Restricted per ADA	\$49	\$49	\$49	\$49	\$49
Mandate Block Grant (District)	Grades K-8 per ADA	\$32.18	\$32.79	\$33.60	\$34.64	\$35.87
	Grades 9-12 per ADA	\$61.94	\$63.17	\$64.74	\$66.75	\$69.11
Mandate Block Grant (Charter)	Grades K-8 per ADA	\$16.86	\$17.21	\$17.64	\$18.19	\$18.83
	Grades 9-12 per ADA	\$46.87	\$47.84	\$49.03	\$50.55	\$52.34
Interest Rate for Ten-Year Treasuries		1.30%	2.13%	2.40%	2.30%	2.40%
CalSTRS Employer Rate ⁵		16.15%	16.92%	19.10%	19.10%	19.10%
CalPERS Employer Rate ⁵		20.70%	22.91%	26.10%	27.10%	27.70%
Unemployment Insurance Rate ⁶		0.05%	1.23%	0.20%	0.20%	0.20%

STATE MINIMUM RESERVE REQUIREMENTS	
Reserve Requirement	District ADA Range
The greater of 5% or \$71,000	0 to 300
The greater of 4% or \$71,000	301 to 1,000
3%	1,001 to 30,000
2%	30,001 to 400,000
1%	400,001 and higher

¹Applies to Child Nutrition, Preschool, Foster Youth, American Indian Education Centers/American Indian Early Childhood Education, and Mandate Block Grant.

²Amount represents the 2021-22 statutory COLA of 1.70% plus an augmentation of 1.00%, compounded with the 2020-21 unfunded statutory COLA of 2.31%.

³Additional funding is provided for students who are designated as eligible for free or reduced-price meals, foster youth, and English language learners. A 20% augmentation is provided for each eligible student with an additional 50% for each eligible student beyond the 55% identification rate threshold.

⁴May Revise proposes an augmentation to increase the 50% to 65%, with the condition that the additional 15% be used to increase the number of credentialed and/or classified staff that provide direct services to students on school campuses

⁵ California Public Employees' Retirement System (CalPERS) rate in 2021-22 is final; whereas the California State Teachers' Retirement System (CalSTRS) rate in 2021-22 is based on the most recent actuarial study, and is subject to board approval in June 2021. Rates in the following years are subject to change based on determination by the respective governing boards

⁶ Unemployment rate in 2021-22 is final, and the subsequent years' rates are subject to actual experience of the pool and will be calculated in accordance with California Unemployment Insurance Code Section 823(b)(2)

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

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

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

SUBJECT:

Assistant Superintendent of Personnel Services
Contract

AGENDA ITEM AREA:

Discussion/Action

REQUESTED BY:

Scott Leaman, Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

Superintendent

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

After a multistep process including outside candidates for Assistant Superintendent of Personnel Services, a contract for Cliff De Graw is being forwarded to the Board for approval.

RECOMMENDATION:

Administration recommends approval of the contract.

**EMPLOYMENT CONTRACT
WESTERN PLACER UNIFIED SCHOOL DISTRICT
(Assistant Superintendent of Personnel Services)**

This Employment Contract ("Contract" or "Agreement") is by and between the Governing Board ("Board") of the Western Placer Unified School District ("District") and Cliff De Graw ("Assistant Superintendent of Personnel Services"), collectively referred to as the "Parties".

NOW, THEREFORE, Board offers, and Assistant Superintendent of Personnel Services accepts, employment as Assistant Superintendent of Personnel Services.

I. TERM

A. Term.

District shall employ Assistant Superintendent of Personnel Services for a period commencing July 1, 2021 and ending June 30, 2024.

B. Non-Renewal.

In the event the District determines Assistant Superintendent of Personnel Services is not to be reemployed upon expiration of this Agreement, Assistant Superintendent of Personnel Services shall be given written notice of this decision at least forty-five (45) calendar days in advance of the expiration of the term of this Agreement.

II. COMPENSATION

- A. Assistant Superintendent of Personnel Services' annual Base Salary shall be paid according to the Board adopted Assistant Superintendent Salary Schedule. Effective July 1, 2021 Assistant Superintendent of Personnel Services shall be placed on Step 8 of the Assistant Superintendent Salary Schedule attached hereto as Exhibit A and incorporated herein by this reference. Each year thereafter, the Assistant Superintendent of Personnel Services will progress one step on the Board adopted Assistant Superintendent Salary Schedule, if steps remain.
- B. Salary shall be payable on the last day of each month in installments of one-twelfth (1/12) of the annual salary rate for services rendered during the previous month.
- C. The Board will consider increases to the Assistant Superintendent Salary Schedule in an amount equal to such increases provided to other certificated employees. However, this does not limit salary increases established by the Board.
- D. Assistant Superintendent of Personnel Services shall receive the same longevity increases afforded certificated managers. Longevity shall be in addition to the Assistant Superintendent of Personnel Services' annual salary.
- E. Salary increases shall be effective on any date ordered by the Board in accordance with

Education Code section 35032.

III. DUTIES OF ASSISTANT SUPERINTENDENT OF PERSONNEL SERVICES

- A. Duties of Assistant Superintendent of Personnel Services shall be as set forth in the job description attached hereto as Exhibit B and incorporated herein by this reference. At a minimum, this shall include all duties set forth in the adopted job description, plus other duties as may be reasonably assigned by the Board or Superintendent, subject at all times to applicable state and federal laws and Board Policies.
- B. In addition to oversight, Assistant Superintendent of Personnel Services will provide technical assistance to District sponsored Charter Schools.
- C. Assistant Superintendent of Personnel Services' responsibilities shall also include the accomplishment of District goals as determined by the Superintendent (e.g. Strategic Plan, LCAP).

IV. DUTY – NON DUTY DAYS AND LEAVE BENEFITS

A. Work Year.

The Assistant Superintendent of Personnel Services shall serve as a full-time employee of the District and his annual work year shall be two hundred twenty-seven (227) days per year, exclusive of eleven (11) holidays set forth in Education Code section 37220, and twenty-two (22) vacation days. The Superintendent and the Assistant Superintendent of Personnel Services shall agree upon Assistant Superintendent of Personnel Services' work schedule prior to the commencement of each school year. Assistant Superintendent of Personnel Services duty days shall correspond to the days school is in session, except when pre-approved by the superintendent.

B. Vacation.

The Assistant Superintendent of Personnel Services shall be entitled to twenty-two (22) working days annual vacation with pay. In the event of termination of this Agreement, Assistant Superintendent of Personnel Services shall be entitled to full compensation for unused vacation at the highest daily rate (annual compensation/227) during his tenure in the District. In no case will more than thirty-five (35) days of unused vacation be paid at the expiration or termination of this Agreement.

C. Illness Leave.

The Assistant Superintendent of Personnel Services shall accrue illness leave at the rate of one (1) day per month per Contract year. This leave may accumulate without limit. The Assistant Superintendent of Personnel Services shall not be entitled to use sick leave in advance of accrual or in excess of the number of days actually earned. In no event shall the District make a cash payment to the Assistant Superintendent of Personnel Services for accumulated and

unused sick leave. The Assistant Superintendent of Personnel Services shall follow District procedures and use District forms for reporting sick leave use.

D. Other Leaves.

District shall provide Assistant Superintendent of Personnel Services with such other leaves as are provide to other certificated management employees.

V. **EVALUATION**

A. The Superintendent shall evaluate, in writing, the performance of the Assistant Superintendent of Personnel Services.

B. The evaluation shall be related to the duties and responsibilities of the Assistant Superintendent of Personnel Services as set forth above in Article III, the goals and objectives as set forth above in Article V, and applicable law and Board Policy.

C. The final format, procedures and goals of the Assistant Superintendent of Personnel Services evaluation shall be established by the Superintendent. The Superintendent may, in their discretion, revise the format and procedure of the evaluation, but such revision shall first be preceded by reasonable notice to Assistant Superintendent of Personnel Services.

D. The evaluation shall provide a rating system to indicate whether the performance of Assistant Superintendent of Personnel Services is:

- Outstanding;
- Skilled;
- Satisfactory, but could improve;
- Weak and should improve; or
- Ineffective.

E. The evaluation shall assess both overall performance and the specific criteria set forth in the evaluation format, and shall follow the following process:

1. The Superintendent shall evaluate the Assistant Superintendent of Personnel Services in writing not later than the last day of the affected school year.
2. A meeting shall be scheduled between the Superintendent and the Assistant Superintendent of Personnel Services to discuss Assistant Superintendent of Personnel Services' evaluation on or before the last day of the school year of this Contract.
3. If the Superintendent determines that the Assistant Superintendent of Personnel Services' performance is unsatisfactory in any respect, the written report shall describe such unsatisfactory performance in reasonable detail.

F. Failure to Evaluate Non-Limiting.

If the Superintendent fails to timely conduct the formal, written evaluation, this Agreement shall remain unchanged. Any failures on the part of the Superintendent to evaluate the Assistant Superintendent of Personnel Services or any failure by the Superintendent or the Board to adhere to these timelines and evaluation procedures shall not release the Assistant Superintendent of Personnel Services from fully, faithfully and competently performing the services required to be performed under this Agreement and shall not constitute a breach of this Agreement or a default by District of its obligations under this Agreement.

VI. EXPENSES AND OTHER BENEFITS

A. General Expenses.

Except as otherwise provided in this Agreement, the District shall reimburse Assistant Superintendent of Personnel Services for all actual and necessary expenses, incurred within the scope of his employment. In accordance with prudent practices, payment shall require adequate records and other documentary evidence required by federal and state statutes and regulations issued by appropriate taxing authorities for the substantiation of each such expenditure. Such expenses, include, but are not limited to, the expenses incurred at the attendance of regional, state or national conferences, seminars, hearings, or meetings which are to the benefit and welfare of the District.

B. Transportation.

Assistant Superintendent of Personnel Services shall receive three-hundred fifty dollars (\$350.00) per month to compensate for the operation of his personal vehicle in furtherance of District related activities within the greater Placer County area. All travel beyond one hundred (100) miles will be reimbursed at the then IRS rate in accordance with District policy.

C. Professional Organizations.

The District shall pay Assistant Superintendent of Personnel Services' annual membership charges to the Association of California School Administrators and other organizations approved by the superintendent in support his duties.

D. Life Insurance.

Assistant Superintendent of Personnel Services' medical condition permitting, the District agrees to pay, on behalf of Assistant Superintendent of Personnel Services, necessary premiums for term-life insurance with the carrier selected by the District, as provided to certificated management employees.

E. Health and Welfare Benefits.

1. District shall provide Assistant Superintendent of Personnel Services with such other health and welfare benefits (medical, dental and vision insurance) as are provided to other

certificated management employees.

2. District shall provide a long-term disability income protection plan by a carrier selected by the District, as provided to certificated management employees.

F. Retirement Benefits.

Assistant Superintendent of Personnel Services shall be entitled to retire from service with the District with the same retirement benefits as provided to certificated management employees.

VII. TERMINATION OF AGREEMENT

A. Mutual agreement of the Parties.

B. Retirement of the Assistant Superintendent of Personnel Services.

C. Death of the Assistant Superintendent of Personnel Services.

D. Termination for Cause.

1. The Board may terminate the Contract for cause, which shall be defined as conduct which is seriously prejudicial to the District. "Cause" shall include, by way of illustration and not limitation:
 - i. Failure of good behavior, either during or outside of duty hours, which is of such a nature that it causes discredit to the District;
 - ii. Failure by Assistant Superintendent of Personnel Services to possess or maintain any credential required by the California Commission on Teacher Credentialing to legally perform his duties;
 - iii. Unprofessional conduct;
 - iv. Neglect of duty;
 - v. Physical and/or mental inability to perform his duties;
 - vi. Material breach of this Contract; and/or
 - vii. Assistant Superintendent of Personnel Services fails to notify the Board and Superintendent within three (3) days of a final interview for another position.
2. Determination as to whether cause exists shall be in the sole discretion of the Board and shall require majority vote.
3. Should the Board elect to terminate the Contract for Cause, the Board shall notify the Assistant Superintendent of Personnel Services in writing, after which the following

procedure shall apply:

- i. Within five (5) days of Assistant Superintendent of Personnel Services' receipt of the Board's written notice of dismissal for Cause, Assistant Superintendent of Personnel Services may request a Statement of Charges. If Assistant Superintendent of Personnel Services does not timely request a Statement of Charges, the Board may terminate the Contract as noticed.
- ii. If timely requested, the Board shall issue a Statement of Charges within fifteen (15) days of the Assistant Superintendent of Personnel Services' request. The Statement of Charges shall contain a reasonably detailed statement of the facts upon which the Board has determined cause exists. Assistant Superintendent of Personnel Services may request a meeting with the Board to contest the Statement of Charges within five (5) days of receipt. If Assistant Superintendent of Personnel Services does not request a meeting, the Board may terminate the Contract as noticed.
- iii. If timely requested, the meeting shall be held within fifteen (15) days of Assistant Superintendent of Personnel Services' request for hearing. At the meeting Assistant Superintendent of Personnel Services will be afforded the opportunity to present evidence on his behalf, call witnesses, and to be represented by counsel. If Assistant Superintendent of Personnel Services chooses to be accompanied by counsel at such meeting, Assistant Superintendent of Personnel Services shall bear the costs and/or fees. Such meeting shall be conducted in Closed Session. Within five (5) days of the meeting's conclusion, Assistant Superintendent of Personnel Services shall be provided a written decision describing the results of the meeting.
- iv. The Board's decision, as set forth in its written decision, shall be final.

E. Governing Board Option.

1. Notwithstanding any other provision of this Contract, the Board shall have the sole right to terminate this Contract upon written notice to Assistant Superintendent of Personnel Services. In such case, the Board shall pay to Assistant Superintendent of Personnel Services an amount equal to his base monthly salary for the lesser of twelve (12) months, or for that number of months remaining on this Contract. Assistant Superintendent of Personnel Services acknowledges and agrees that the District has made no representation to him regarding the tax consequences of such lump sum, and Assistant Superintendent of Personnel Services agrees to pay all applicable federal and state taxes. This payment shall be reflected on a Form 1099, to be issued by the District. Such payments shall commence upon notice of the Contract's termination.
2. The compensation set forth in Article VIII.E.1 shall be the only compensation of any kind which shall be due to Assistant Superintendent of Personnel Services if this Contract is terminated by the Board pursuant to Article VIII.E.1.
3. ***Note: The following is set forth only because California Government Code Section***

53260(a) requires its presence in certain employment contracts, but nonetheless due to the existence the preceding Article VIII.E.1 language, however, the following paragraph is of no force or effect:

If this Agreement is terminated, the maximum cash settlement that Assistant Superintendent of Personnel Services may receive shall be an amount equal to the monthly salary of Assistant Superintendent of Personnel Services multiplied by the number of months left on the unexpired term of the Agreement. However, if the unexpired term of the Agreement is greater than eighteen (18) months, the maximum cash settlement shall be an amount equal to the monthly salary of Assistant Superintendent of Personnel Services multiplied by eighteen (18). (California Government Code Section 53260(a)(1).)

VIII. EXTENSION OF AGREEMENT

- A. If Assistant Superintendent of Personnel Services' evaluation in the school year immediately preceding the last school year of this Contract is deemed as "Satisfactory" or better in all areas by the Superintendent as set forth in Article VI, this Contract may be extended by the Board for whatever legal time is deemed appropriate by the Board.
- B. If the Contract is extended, this extension shall be confirmed publicly by the Board at the next regular Board meeting subsequent to this extension.
- C. If this Contract is extended by operation of this provision (Article IX.), this provision continues to apply to the Contract as extended.

IX. GENERAL PROVISIONS

- A. This Contract is the full and complete agreement between the Parties. It can be changed or modified only in writing, which must be signed by the Parties.
- B. Except as modified herein, this Contract is subject to all applicable laws of the State of California, to the rules and regulations of the State Board of Education, and to the lawful rules and regulations of the Governing Board of the Western Placer Unified School District. Said laws, rules, regulations, and policies, as modified herein, are hereby made a part of the terms and conditions of this Contract as though set forth fully herein.
- C. Defense and Indemnification.

To the extent required by law, (currently Government Code sections 825 and 995) the District shall:

- 1. Defend Assistant Superintendent of Personnel Services against any civil action or proceeding brought against him in his official or individual capacity, or both, on account of an act or omission occurring within the scope of his employment as an employee of the

District.

2. Indemnify Assistant Superintendent of Personnel Services against any and all claims or actions against him arising out of any act or omission occurring within the scope of his employment with the District. Such indemnification shall only be provided if:
 - i. A request for defense is made not less than ten (10) days prior to the first day of trial; and
 - ii. Assistant Superintendent of Personnel Services reasonable cooperates in the defense of his claim.
3. Provide indemnification as described in Article X, after Assistant Superintendent of Personnel Services retires, for any and all claims or action against him arising out of any act or omission occurring within the scope of his employment with the District.

D. AB 1344.

1. If this Agreement is terminated, any cash settlement related to the termination that Assistant Superintendent of Personnel Services may receive from the District shall be fully reimbursed to the District if the Assistant Superintendent of Personnel Services is convicted of a crime involving an abuse of his office or position.
2. If Assistant Superintendent of Personnel Services is convicted of a crime involving abuse of his office, the following sums paid by the District on behalf of or to the Assistant Superintendent of Personnel Services shall be fully reimbursed:
 - i. Paid leave for the Assistant Superintendent of Personnel Services pending an investigation (Section 53243);
 - ii. Funds for the legal criminal defense of the Assistant Superintendent of Personnel Services (Section 53243.1); or
 - iii. Any cash settlement related to the Assistant Superintendent of Personnel Services' termination (Section 53243.2).

IN WITNESS HERETO, we affix our signatures to this Contract as the full and complete understanding of the relationships between the parties hereto.

BOARD OF TRUSTEES OF THE WESTERN PLACER UNIFIED SCHOOL DISTRICT

By: _____
Kris Wyatt
President of the Governing Board

DATE

By: _____
Brian Haley
Clerk of the Governing Board

DATE

I hereby accept this offer of employment and agree to comply with the conditions thereof and to fulfill all of the duties of employment of Assistant Superintendent of Personnel Services of the Western Placer Unified School District.



Cliff De Graw

5/13/2021
DATE

EXHIBIT A
TO
AGREEMENT FOR SERVICES
(Assistant Superintendent of Personnel Services)

Salary Scheduled Attached

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Full Time Assistant Superintendent Positions
2021-2022 Salary Schedule

Position Classification	Duty Days	Car Allowance	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
Assistant Superintendent of Business Services	260	350	149,750	153,210	156,758	160,396	164,127	167,551	171,050	175,358
Assistant Superintendent of Personnel Services	260	350	141,250	144,710	148,258	151,897	155,627	159,051	162,550	166,858
Assistant Superintendent of Educational Services	260	350	141,250	144,710	148,258	151,897	155,627	159,051	162,550	166,858

MA Stipend - \$1402

Longevity - Based on administrative years of service in the WPUSD

5 years in administration 2.5% added to base salary
10 years in administration 3.0% added to base salary
15 years in administration 3.5% added to base salary
20 years in administration 4.0% added to base salary
1/2% Every 5 years After

Notation: Salary advancement is with the recommendation of the Superintendent and with the approval of the Board of Trustees.

Revised 7/1/11 - Salary Schedule reflects 4 furlough days

Revised 7/1/12 - Salary Schedule reflects 8 furlough days

Revised 7/1/13 - Salary Schedule reflects 4 furlough days

Revised 7/1/15 - Salary Schedule reflects 3.75% increase w/retro back to March 1, 2015

Revised 4/19/16 - Salary Schedule reflects 4% increase w/retro back to January 1, 2016

*2016-17 Off Salary Schedule Payment of 1.5% w/retro back to July 1, 2016

Revised 7/1/17 - Salary Schedule reflects 1.53% increase

Revised 7/1/18 - Salary Schedule reflects 0.5% increase w/retro back to January 1, 2019

Revised 7/1/19 - Salary Schedule reflects 1.3% increase

Effective 7/1/19 - Charter Technical Assistance added as regular duties

Effective 7/1/19 - Master Stipend added

Revised 3/16/21 - Salary Schedule reflects 3.00% increase Effective 7/1/20

Revised 3/16/21 Effective 7/1/21 - Salary Schedule reflects 1.06% increase. Steps adjusted to reflect Placer County comparison

*****In addition to the above, the district pays \$14,424 annually towards health benefits**

EXHIBIT B
TO
AGREEMENT FOR SERVICES
(Assistant Superintendent of Personnel Services)

Board Approved Job Description

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **ASSISTANT SUPERINTENDENT, PERSONNEL SERVICES**
Department: Administrative Office
Reports to: District Superintendent

SUMMARY:

Responsible for personnel functions including staffing, hiring, counseling, policy administration and record keeping for all certified and non-certified staff. Plans, coordinates, and supervises the operation of the personnel office. As requested, participates in labor relations, benefits administration, and special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following responsibilities may be used to define the personnel office organization and procedures:

- * PERSONNEL FILE MAINTENANCE
 - * Complete and Accurate Personnel Files
 - * Procedure for Viewing Files
 - * Procedure for Derogatory Material
- * EMPLOYEE RECORDS
 - * Employee Absences
 - * Sick Leave Records
 - * Vacation Records
 - * Credentials
 - * Tuberculosis Clearance
 - * Professional Growth Units
 - * CBEDS Accounting
 - * Board Agendas
- * ASSIGNMENT OF STAFF
 - * Job Descriptions and Classifications
 - * Staffing Allocations: Hours, Ratios
 - * Credentials and Authorization of Placement
 - * Transfers and Reassignments
 - * Resignations
- * SALARY SCHEDULE ADMINISTRATION
 - * Annual Employee Contract Renewals
 - * Annual Salary Increases
 - * Notification/Interaction with Payroll
 - * Units for Salary Advancement
 - * Update of Salary Schedules
 - * Development of Salary Schedules
- * PRE-EMPLOYMENT: RECRUITMENT/SELECTION
 - * Projection of Staffing Needs
 - * On-campus Recruitment
 - * Advertisement/Posting Vacancies
 - * Paper Screening

-
- * Testing of Applicants
 - * Oral Interviews
 - * Reference Checks: pre/post Interview
 - * Affirmative Action
 - * Policy, Implementation, Reports
 - * Pre-employment Physical
 - * Salary Schedule Placement
 - * Establishment of Personnel File
 - * New Employee Procedures/Documents
 - * Orientation of New Personnel
 - * Insurance Enrollment
 - * **CONTRACT MANAGEMENT PROCEDURES**
 - * Collective Bargaining: proposals/negotiations
 - * Interpretation and Clarification: rules, policies, procedures
 - * Communication with Management/Employees
 - * Communicate with Board/Superintendent
 - * Grievances
 - * Leaves of Absence
 - * Transfer and Reassignment
 - * In-service/Distribution of Contracts
 - * Effects of Layoff
 - * Unfair Employment Practice Charges
 - * **EVALUATION AND DISCIPLINE**
 - * Management/Staff In-service
 - * Competence of Administrators to Evaluate
 - * Establishment of Timelines
 - * Evaluation Monitoring
 - * Assistance for Substandard Performance
 - * Disciplinary Action Process
 - * Non-reelection/Termination Process
 - * **SUBSTITUTE SYSTEM**
 - * Recruitment/Screening/Selection
 - * Credentials
 - * Requests and Assignments
 - * Orientation/Handbook
 - * Evaluation
 - * Long-term Substitute Staffing
 - * Payroll Information
 - * **FRINGE BENEFITS PROGRAM**
 - * Processing of Employee Benefits Insurances (medical, dental, vision, life)
 - * Facilitation/Assistance with Claims
 - * Accounting of Employer/Employee Contributions
 - * Accounting for Payment to Insurance Carriers
 - * Insurance Information to Employees
 - * **WORKERS' COMPENSATION/DISABILITY/UNEMPLOYMENT**
 - * Monitoring and Processing of all Claims
 - * Information to all Sites and Staff
 - * Absence and Benefits Accounting
 - * Reasonable Assurance Notification

- * PERSONNEL OFFICE CLIMATE
 - * Positive Communications: Public, Staff, Other Agencies
 - * Employee Recognition Programs
- * READY REFERENCE LIBRARY
 - * Education Code
 - * Government code
 - * Title V California Administrative Code
 - * Digest of Selected California Laws Related to Certificated/Classified Personnel
 - * Legal Counsel Opinions
 - * New Legislation Information
 - * Collective Bargaining Documents
- * EMPLOYEE COUNSELING
 - * Retirement Options
 - * Unemployment Claims
 - * Fringe Benefit Information
 - * Employee Assistance Programs
 - * Disciplinary Action
 - * Exit Interviews
- * STUDENT TEACHING/INTERN PROGRAMS
 - * Placement
 - * College/University Agreements
 - * Stipends
- * REDUCTION IN FORCE (LAYOFF) PROCEDURES
 - * Legal Interpretations Affecting Layoffs
 - * Timelines; Certificated/Classified
 - * Current Seniority Lists
 - * Current Credential Information
 - * Reemployment Lists
- * Acts as District Complaint Hearing Officer, investigating and resolving written, parent, community, staff complaints.
- * Ensures Title IX, Sexual Harassment laws are followed.
- * Conducts student and staff development in the area of conflict management.

ADDITIONAL DUTIES:

- * Student Personnel - District Disciplinary Action
- * Serves on appropriate District, County, and State committees, Task Force, etc. as directed by the Superintendent

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. In addition to oversight, provides technical assistance to District sponsored charter schools.

QUALIFICATION REQUIREMENTS:

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

EDUCATION and/or EXPERIENCE:

Administrative Credential, related experience and/or training; or equivalent combination of education and experience or as determined by the Board of Trustees.

CERTIFICATES, LICENSES, REGISTRATIONS:

Administrative Credential, teaching credential and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups employees and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

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

While performing the duties of this position, the employee is frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Some driving is required. Frequent writing is required. Some extended hours and multiple demands from several people are frequently required of the employ.

WORK ENVIRONMENT:

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

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

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Horizon Charter Schools

AGENDA ITEM AREA:

Information/Discussion

REQUESTED BY:

Scott Leaman, Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

Superintendent

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

June 1, 2021

ROLL CALL REQUIRED:

No

BACKGROUND:

The District engaged in an investigation at Horizon Charter Schools (HCS) based on issues raised through actions of the Horizon Charter Schools Board and the receipt of a formal complaint last fall. The District hired an outside investigator and initial results of the investigation were presented to the Western Placer Unified School District Board at its December 1, 2020 meeting. The Board accepted the investigation and tasked the WPUSD superintendent to contact HCS to respond to the matters. After a series of contacts with HCS and Board reports, the final report from the District's external investigator is attached.

RECOMMENDATION:

Determine if additional action is required, if any



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John R. Yeh
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jyeh@bwsllaw.com

M E M O R A N D U M

TO: Scott Leaman, Superintendent
Western Placer Unified School District

FROM: John R. Yeh, Burke, Williams & Sorensen, LLP

DATE: May 25, 2021

RE: Horizon Charter Schools (HCS) Investigation

<u>Board Issues</u>	<u>HCS Response</u>	<u>Board Activity Noted</u>	<u>Status</u>
<u>Board Trainings</u> (Governance, Brown Act)	Not explicitly discussed	<u>Board trainings</u> - Kathleen Daugherty, Momni Café, LLP: 10/29/20 - Fagen, Friedman & Fulfrost, attorneys: 12/10/20	Addressed
<u>Internal Board Procedures</u> - Update Board Bylaws - "Unwritten" rules and expectations - Requests for information from Board/Board members to CEO/Superintendent - Agenda setting /Management/Setting of Board/HCS Priorities - Conduct of Board meetings - Status and role of individual board members v. quorum v. entire board	Examples of Board workshops and training, Governance Handbook, and Revised Bylaws	- <u>Board Self-Evaluation Survey</u> : 03-04-21 - <u>Board Governance Workshop</u> : 02-25-21 - <u>Revised Bylaws</u> : 01/21/21 - <u>Board Goals</u> : 12/17/20 - <u>Bylaws, Employee Actions</u> : 12/12/20 - <u>Board Vacancy Filled</u> : 11/12/20 (Parent) - <u>Board President Elected</u> : 8/20/20 - <u>Board Bylaws</u> : 08/20/20 - <u>WPUSD Board Rep</u> : 8/20/20	Addressed



Board Issues	HCS Response	Board Activity Noted	Status
<ul style="list-style-type: none"> - Board culture and communication - Setting Standards – clarifying what constitutes legal requirement v. best practice v. preferred practice - Neutral “ombudsperson” to mediate disputes 			
CEO/Superintendent Contractual Evaluation Procedures/Action		<u>Ongoing: “Policy 3.4: Monitoring Performance, CEO”</u>	Addressed
Significant Internal Issues at HCS remain to be investigated:			
<ul style="list-style-type: none"> - Employee morale/Employee surveys (allegations of cronyism, favoritism, manipulation) 	Creation of Board goals and collaborative opportunities with employees. Creation of committees.	- <u>Review of Employee Surveys:</u> 8/20/20	Addressed, but ongoing.
<ul style="list-style-type: none"> - Practice for approving administrative stipends 	Stipends are disbursed according to contract and salary schedule		Addressed. HCS has provided a list of stipends provided to administrators for extra duties, by name, date, amount, and purpose, for the 2019-2020 through 2020-2021 school years. WPUSD has recommended to HCS that the HCS Board approve stipends as separately agenda items, as opposed to part of the approval of a larger program expenditure.

Board Issues	HCS Response	Board Activity Noted	Status
Status of Particular items under the HCS charter:			
- Mobile Learning Unit	Planned for 2021-2022	Mobile Learning Lab Updates: 12/17/20; 01/21/21	Addressed
- GATE program	Implementation occurring 19-20, 20-21 and 21-22	GATE Update: 08/20/20	Addressed
- Status of real estate matters	HCS will have no learning centers outside of WPUSD boundaries by June 30, 2021. The case has settled, and HCS denies the allegations.		Addressed
Issues raised in <i>Spears v. Horizon Charter Schools</i> matter (Placer County Superior Court Case No SCV0042813)			Addressed. HCS has provided leave transaction system documentation, with sick/vacation leave use, and balances, for Dr. Wood, for the 2017-2018, 2018-2019, and 2019-2020 school years.

nan, Superintendent
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	<u>HCS Response</u>	<u>Board Activity Noted</u>	<u>Status</u>
<p>May 26, 2020 ol Choice 4 ess to personal e-</p>			<p>WPUSD has asked HCS to investigate.</p>

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

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

SUBJECT:
Adoption of Revised/New
Exhibits/Policies/Regulations

AGENDA ITEM AREA:
Action

REQUESTED BY:
Scott Leaman
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
June 1, 2021

ROLL CALL REQUIRED:
No

BACKGROUND:

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

- AR 0430 – Comprehensive Local Plan For Special Education
- BP/AR 5113.2 – Work Permits
- BP/AR 5126 – Awards for Achievement
- BP/AR 5141.31 – Immunizations
- BP/AR 5148.3 – Preschool/Early Childhood Education
- BP 6146.1 – High school Graduation Requirements
- BP/AR 6146.2 – Certificate of Proficiency/High School Equivalency
- E 6146.2 – Certificate of Proficiency/High School Equivalency (New Exhibit)
- BP 6170.1 – Transitional Kindergarten

RECOMMENDATION:

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

CSBA POLICY GUIDE SHEET

December 2020

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

Administrative Regulation 0430 - Comprehensive Local Plan for Special Education

Regulation updated to reflect **NEW LAW (SB 98, 2020)** which extends, from July 1, 2021 to July 1, 2023, the date by which the Special Education Local Plan Area (SELPA) must include in its local plan an annual assurances support plan demonstrating how the SELPA and its participating agencies are coordinating to assure effective outcomes for students with disabilities.

Board Policy 5113.2 - Work Permits

Policy updated to reflect **NEW LAW (AB 908, 2020)** which prohibits consideration of grades, grade point average, or school attendance in the event of an extended campus closure due to a natural disaster, pandemic, or other emergency.

Administrative Regulation 5113.2 - Work Permits

Regulation updated to reflect **NEW LAW (AB 908, 2020)** which prohibits consideration of grades, grade point average, or school attendance in the event of an extended campus closure due to a natural disaster, pandemic, or other emergency and provides flexibility in the work permit application process during such a closure. Regulation also updated to clarify that (1) students who have graduated early from high school or have received a certificate of proficiency need a "certificate of age" rather than a work permit to be employed; (2) a work permit is not required for students who are serving with written parent/guardian permission as unpaid trainees, volunteers, or in an in-school placement, nor for students who are employed in agricultural, horticultural, viticultural, or domestic labor during non-school hours when the work is performed for or under the control of the parent/guardian; (3) a student applying for a full-time work permit needs to appear in person with the student's parent/guardian except during an extended school closure; (4) a work permit shall not be denied based on a student's grades, grade point average, or school attendance when a student will be participating in a government-administered employment and training program that will occur during a school vacation or recess; (5) work permits are required to be issued on forms provided by or authorized by CDE; and (6) impairment of a student's health can be the basis for revocation of a work permit.

Board Policy 5126 - Awards for Achievement

Policy updated to add optional language for the presentation of biliteracy awards to students who are English learners upon their reclassification as fluent English proficient. New optional section on "State Seal of Civic Engagement" addresses awards for students who have demonstrated excellence in civics education and participation and an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. Policy also clarifies that a district committee established by the board to administer a scholarship and loan fund is subject to the open meeting requirements of the Brown Act.

Administrative Regulation 5126 - Awards for Achievement

Regulation updated to add eligibility criteria for the Golden State Seal Merit Diploma which had been removed while the criteria were in flux. Regulation also adds eligibility criteria for the State Seal of Biliteracy and reflects **NEW LAW (SB 98, 2020)** which authorizes the Superintendent of Public Instruction to provide alternative criteria for students on track to graduate in 2020 or 2021 who were not able to take the English Language Proficiency Assessments for California or who did not receive a letter grade in English language arts due to COVID-19, and waives the requirement to take the California Assessment of Student Performance and Progress for students who were not able to take the exam. New section on "State Seal of Civic Engagement" includes eligibility criteria, clarifies that the state criteria establish a framework for the development of qualifications based on local contexts, and adds material regarding the provision of insignias.

Board Policy 5141.31 - Immunizations

Policy updated to reflect **NEW LAWS (SB 276, 2019 and SB 714, 2019)** which specify conditions under which a medical exemption is effective. Policy also deletes outdated date regarding immunization requirements for enrollment or advancement to grade 7.

Administrative Regulation 5141.31 - Immunizations

Regulation updated to delete outdated material regarding immunization requirements for enrollment or advancement to grade 7, and to add material regarding immunization records and the California Immunization Registry (CAIR). Regulation also updated to reflect **NEW LAWS (SB 276, 2019 and SB 714, 2019)** addressing medical exemptions, including provisions that (1) medical exemption requests must be made by a licensed physician or surgeon on an electronic, standardized, statewide form developed by the California Department of Public Health (CDPH) and transmitted using CAIR; (2) a student who has a medical exemption issued prior to January 1, 2020 must be allowed to continue enrollment until the next grade span, except that after July 1, 2021 a student may not be admitted or advanced to grade 7 unless the student has been immunized as required or a medical exemption form has been filed; (3) temporary exemptions cannot exceed one year and all medical exemptions cannot extend beyond the grade span; (4) medical exemptions may be revoked by CDPH if it is determined that the exemption does not meet applicable criteria; (5) a parent/guardian may appeal the revocation of a student's medical exemption to the Secretary of California Health and Human Services; and (6) districts must annually file the written report on the immunization status of new students to CDPH and the local department of public health.

Board Policy 5148.3 - Preschool/Early Childhood Education

Policy updated to reflect **NEW STATE REGULATIONS (Register 2020, No. 21)** which establish modifications to the UCP for investigating and resolving complaints alleging violation of applicable health or safety requirements for license-exempt programs operating under the CSPP.

Administrative Regulation 5148.3 - Preschool/Early Childhood Education

Regulation updated to clarify that families need to meet at least one of two specified criteria to be eligible for subsidized services. Regulation also reflects **NEW LAW (SB 75, 2019)** which authorizes eligibility for a full-day CSPP without meeting the requirements related to the need for child care services if all families meeting those requirements have been enrolled and establishes enrollment priorities for schools where at least 80 percent of students are eligible for free or reduced-price meals.

Board Policy 6146.1 - High School Graduation Requirements

Policy updated to change "foreign language" to "world language" to reflect current terminology in law, add material regarding the provision of credits towards community service hours for completion of a course in community emergency response training, and reflect **NEW LAW (AB 1350, 2020)** which authorizes districts to award a retroactive diploma to students who were in good standing and on track to graduate at the end of the 2019-20 school year but were unable to complete the statewide graduation requirements due to COVID-19.

Board Policy 6146.2 - Certificate of Proficiency/High School Equivalency

Policy updated to clarify the distinction between a certificate of proficiency and a high school equivalency certificate. Policy also reflects that there is a fee for these tests which is waived for homeless or foster youth under 25 years of age who meet all other registration requirements and submit certification of homeless or foster youth status.

Administrative Regulation 6146.2 - Certificate of Proficiency/High School Equivalency

Regulation updated to reflect **NEW LAW (SB 820, 2020)** which requires CDE to schedule testing dates at least once in the fall semester and once in the spring semester, add the requirement that districts develop a consent form that may be used by persons receiving a certificate of proficiency to be exempted from compulsory school attendance, and reflect the two tests currently approved by the State Board of Education for the purpose of attaining a California High School Equivalency Certificate (the General Educational Development test and the High School Equivalency Test).

NEW - Exhibit 6146.2 - Certificate of Proficiency/High School Equivalency

New exhibit presents a sample consent form to be used by students who receive a certificate of proficiency, and their parents/guardians if the student is under 18 years of age, for the purpose of requesting an exemption from compulsory school attendance for the student.

Board Policy 6170.1 - Transitional Kindergarten

Policy updated to clarify that it is only districts with an extended day kindergarten program that are authorized to maintain transitional kindergarten (TK) and kindergarten programs for different lengths of time either at the same or different school sites and reflect **NEW LAW (SB 98, 2020)** which extends, until August 1, 2021, the requirement for credentialed teachers who are first assigned to a TK class to meet additional qualifications.

COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION

Definitions

Free appropriate public education (FAPE) means special education and related services that are provided at public expense, under public supervision and direction, and without charge; meet the standards of the California Department of Education, including the requirements of 34 CFR 300.1-300.818; include appropriate preschool, elementary school, or secondary school education for children between the ages of 3 and 21; and are provided in conformity with the student's individualized education program (IEP) that meets the requirement of 34 CFR 300.320-300.324. (Education Code 56040; 34 CFR 300.17, 300.101, 300.104)

Least restrictive environment means that, to the maximum extent appropriate, students with disabilities, including children in public or private institutions or other care facilities, be educated with individuals who are nondisabled, including the provision of nonacademic and extracurricular services and activities. Special classes, separate schooling, or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in the regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. (Education Code 56040.1; 34 CFR 300.107, 300.114, 300.117)

Elements of the Local Plan

The local plan developed by the Special Education Local Plan Area (SELPA) shall include, but not be limited to: (Education Code 56122, 56205, 56206)

1. Policies, procedures, and programs; that are consistent with state laws, regulations, and policies and 20 USC 1412(a), 20 USC 1413(a)(1), and 34 CFR 300.201 governing the following:
 - a. Free appropriate public education
 - b. Full educational opportunity
 - c. Child find and referral
 - d. Individualized education programs, including development, implementation, review, and revision
 - e. Least restrictive environment
 - f. Procedural safeguards
 - g. Annual and triennial assessments
 - h. Confidentiality

COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)

- i. Transition from the Infants and Toddlers with Disabilities programs pursuant to 20 USC 1431 to the preschool program
- j. Children in private schools
- k. Compliance assurances, including general compliance with the federal Individuals with Disabilities Education Act (20 USC 1400-1482), Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794), the federal Americans with Disabilities Act of 1990 (42 USC 12101-12213), related federal regulations, and Education Code 56000-56865
- l. A description of the governance and administration of the local plan in accordance with Education Code 56205(a)(12)
- m. Personnel qualification to ensure that personnel, including special education teachers and personnel and paraprofessionals are appropriately and adequately prepared and trained in accordance with Education Code 56058 and 56070 and 20 USC 1412(a)(14) and 1413(a)(3)
- n. Performance goals and indicators
- o. Participation in state and districtwide assessments, including assessments described in 20 USC 6301 et seq. and alternate assessments in accordance with 20 USC 1412(a)(16), and reports relating to assessments
- p. Supplementation of state, local, and other federal funds, including nonsupplantation of funds
- q. Maintenance of financial effort
- r. Opportunities for public participation before adoption of policies and procedures
- s. Suspension and expulsion rates
- t. Access to instructional materials by blind individuals with exceptional needs and others with print disabilities in accordance with 20 USC 1412(a)(23)
- u. Overidentification and disproportionate representation by race and ethnicity of children as individuals with exceptional needs, including children with disabilities with a particular impairment described in 20 USC 1401 and 1412(a)(24)

COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)

- v. Prohibition of mandatory medication use pursuant to Education Code 56040.5 and 20 USC 1412(a)(25)
2. An annual budget plan, including descriptions of the SELPA's allocation plan in accordance with Education Code 56836-56845, all revenues by revenue source received by the SELPA specifically for the purpose of special education, a breakdown of the distribution of funds to each local educational agency (LEA) within the SELPA, projected total special education expenditures by each LEA, projected total expenditures by the SELPA and the LEAs within the SELPA, projected funding to be received specifically for regionalized operations, and a breakdown of projected SELPA operating expenditures
 3. An annual service plan, describing the services to be provided by each LEA, regardless of whether the LEA participates in the local plan, including the nature of the services and the physical location at which the services will be provided. This description shall demonstrate that all individuals with exceptional needs shall have access to services and instruction appropriate to meet their needs as specified in their individualized education programs.
 4. Beginning July 1, ~~2021~~ **2023**, an annual assurances support plan to demonstrate how the SELPA and its participating agencies are coordinating for purposes of assuring effective outcomes for students with disabilities, including a description of:
 - a. How the **governing board of the SELPA** will support ~~each~~-participating **agencies** ~~district~~ in achieving the goals, actions, and services identified in ~~its~~ **their** local control and accountability plans
 - b. How the **governing board of the SELPA** will connect ~~any~~ participating **agencies** ~~district~~ in need of technical assistance to the statewide system of support
 - c. The services, technical assistance, and support the **governing board of the SELPA** will provide to meet the required policies, procedures, and programs specified in Education Code 56205
 5. A description of programs for early childhood special education from birth through five years of age
 6. A description of the method by which members of the public, including parents/guardians of individuals with disabilities who are receiving services under the plan, may address questions or concerns pursuant to Education Code 56205

COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)

7. A description of a dispute resolution process, including mediation and arbitration to resolve disputes over the distribution of funding, the responsibility for service provision, and the other governance activities specified within the local plan
8. Verification that the plan has been reviewed by the community advisory committee in accordance with Education Code 56205 and that the committee had at least 30 days to conduct this review before submission of the local plan to CDE
9. A description of the process being utilized to refer students for special education instruction pursuant to Education Code 56303
10. A description of the process being utilized to oversee and evaluate placements in nonpublic, nonsectarian schools, the method of ensuring that all requirements of each student's IEP are being met, and a method for evaluating whether the student is making appropriate educational progress
11. A description of how specialized equipment and services will be distributed within the local plan area in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environment

The local plan, annual budget plan, annual service plan, and annual assurances support plan shall be written in language that is understandable to the general public. They shall be adopted at a public hearing of the SELPA, for which notice of the hearing shall be posted in each school in the SELPA at least 15 days before the hearing. (Education Code 56205)

Availability of the Plan

The Superintendent or designee shall post on the district's web site the approved local plan, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans. A complete copy of the local plan, annual budget plan, annual service plan, annual assurances support plan, and policies and procedures shall be held on file in the district office and shall be accessible to any interested party. (Education Code 56205.5)

WORK PERMITS

The Board of Trustees recognizes that part-time employment can provide students with income, as well as job experience, and **valuable life skills that can help them develop appropriate workplace skills and attitudes and should be permitted to the extent that such employment does not interfere with a student's education.** ~~Upon obtaining an~~ **Before accepting any** offer of employment, district students who are minors shall obtain work permits from the Superintendent or designee, ~~in accordance with law,~~ regardless of whether the employment will occur when school is in session and/or not in session, **unless otherwise exempted by law.**

(cf. 6178 - Career Technical Education)

In determining whether to grant or continue a work permit, the Superintendent or designee shall consider whether employment is likely to significantly interfere with the student's schoolwork. Students granted work permits ~~must~~ **shall be required to** demonstrate and maintain a 2.0 grade point average and satisfactory school attendance, **except during periods of extended school closure due to an emergency as described in Education Code 49200 and the accompanying administrative regulation.** On a case-by-case basis, the Superintendent or designee may approve a maximum work hour limit that is lower than the limit specified in law and administrative regulation.

(cf. 5121 - Grades/Evaluation of Student Achievement)

Students with work permits may be exempted from attendance in a full-time day school provided they attend part-time classes. (Education Code 48230)

(cf. 5112.1 - Exemptions from Attendance)

Work permits shall be limited to part-time employment as defined by law, except when the Superintendent or designee determines that circumstances warrant the granting of a permit for full-time employment.

Any student authorized to work full time when school is in session shall be enrolled in part-time continuation classes. A student age 14 or 15 who receives a permit to work full time shall also be enrolled in a work experience education program. (Education Code 49130, 49131, 49135)

(cf. 6178.1 - Work-Based Learning)

(cf. 6184 - Continuation Education)

Legal Reference: (see next page)

WORK PERMITS (continued)

Legal Reference:

EDUCATION CODE

48230 Exemption from full-time school attendance for students with work permits

48231 Exemption from compulsory attendance for students entering attendance area near end of term

49100-49101 Compulsory attendance

49110-49119 Permits to work

49130-49135 Permits to work full time

49140-49141 Exceptions

49160-49165 Employment of minors; duties of employers

49180-49183 Violations

49200 Permit to work during extended emergency school closure

51760-51769.5 Work experience education

52300-52499.66 Career technical education

LABOR CODE

1285-1312 Employment of minors

1391-1394 Working hours for minors

CODE OF REGULATIONS, TITLE 5

10120-10121 Work permits

16023-16027 District records, retention and destruction

CODE OF REGULATIONS, TITLE 8

11701-11707 Prohibited and dangerous occupations for minors

11750-11763 Work permits and conditions, minor employed in entertainment industry

CODE OF FEDERAL REGULATIONS, TITLE 29

570.1-570.129 Child labor regulations

ATTORNEY GENERAL OPINIONS

18 Qps.Cal.Atty.Gen. 114 (1951)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Work Permit Handbook for California Schools: Laws and Regulations Governing the Employment of Minors, 2007

Permit to Employ and Work, Form B1-4

Statement of Intent to Employ a Minor and Request for a Work Permit - Certificate of Age, Form B1-1

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Child Labor Laws, 2000-2013

WEB SITES

California Department of Education, Work Experience Education: <http://www.cde.ca.gov/ci/ct/we>

California Department of Education, Office of Regional Occupational Centers and Programs and Workforce Development: <http://www.cde.ca.gov/ei/et/wd>

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

WORK PERMITS

Before accepting employment, a student under the age of 18 who is subject to the state's compulsory attendance law, including a students who ~~have~~ **has** not yet graduated from high school or ~~have~~ **has** not received a certificate of proficiency, shall obtain a work permit.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

The district may issue a permit authorizing employment while school is in session, including employment connected with a work experience education program pursuant to Education Code 51760-51769.5, to a ~~minor~~ student ~~age~~ **14-17 years of age**. The district also may issue a permit to any ~~minor~~ **age student 12-17 years of age** to be employed during a regular school holiday, during a regular or specified occasional public school vacation, and when the student is exempt from compulsory school attendance pursuant to Education Code 48231 because ~~he/she~~ **the student** arrived from another state within 10 days before the end of the school term ~~pursuant to Education Code 48231~~. (Education Code 49111, 49113, 49160)

(cf. 6178.1 - Work-Based Learning)

If a ~~minor~~ student has obtained an offer of employment in the entertainment industry, ~~he/she~~ **the student** shall request a work permit from the California Department of Industrial Relations, Division of Labor Standards Enforcement, pursuant to Labor Code 1308.5 and 8 CCR 11752-11753.

A work permit shall not be required for a student who is not receiving pay or financial reimbursement for services rendered in volunteer services or educational purposes, is not in an employer-employee relationship in accordance with the Fair Labor Standards Act, is serving as an unpaid trainee or volunteer or in an in-school placement, and has submitted written parent/guardian permission. (5 CCR 10121)

In addition, a A student shall not be required to obtain a work permit if ~~he/she~~ **the student** is self-employed; is working at odd jobs such as yard work and babysitting in private homes where ~~he/she~~ **the student** is not regularly employed; is a self-employed news carrier delivering newspapers to consumers on a regular route; ~~by his/her parent/guardian~~ in **agricultural, horticultural, viticultural, or domestic labor during non-school hours when the work is performed for or under the control of the parent/guardian and is performed upon or** in connection with premises the parent/guardian owns, operates, or controls; or is otherwise exempted by law.

WORK PERMITS (continued)

Persons Authorized to Issue Work Permits

The following individuals are authorized to issue a work permit to a ~~minor~~ student in the district: (Education Code 49110)

1. The Superintendent
2. An employee holding a services credential with a specialization in pupil personnel services or a certificated work experience education teacher or coordinator, when authorized by the Superintendent in writing
3. A principal, or another school administrator designated by the principal, provided that **he/she the principal or designee:**
 - a. Provides a self-certification that **he/she the principal or designee** understands the requirements of law for issuing a work permit
 - b. Does not issue a work permit to the ~~his/her~~ **principal's or designee's** own child

If the person designated to issue work permits is not available and delay in issuing a permit would jeopardize a student's ability to secure work, the Superintendent may temporarily authorize another person to issue the permit. (Education Code 49110)

~~Approval Process~~ Application

The student's parent/guardian, foster parent, caregiver with whom the student resides, or residential shelter services provider shall file a written request for a work permit. (Education Code 49110)

The request for a work permit shall be submitted to the Superintendent or designee on a form approved by the California Department of Education (CDE). ~~The Superintendent or designee shall have discretion to determine whether or not to issue the work permit.~~

If the student is applying for a full-time work permit, the student and the student's parent/guardian shall generally be required to appear before, and submit the application to, the Superintendent or designee. (Education Code 49132)

In the event of an extended physical closure of the campus due to a natural disaster, pandemic, or other emergency, the required documentation, including signatures, may be collected electronically. In addition, if the application is for a full-time work permit, the student and parent/guardian shall not be required to appear in person before the Superintendent or designee if the completed application has been successfully submitted electronically and the student and parent/guardian have attended a video conference with the person issuing the work permit. (Education Code 49132, 49200)

WORK PERMITS (continued)

Approval Process

The Superintendent or designee shall have discretion to determine whether or not to issue the work permit.

In determining whether to approve a work permit, the Superintendent or designee shall verify the student's date of birth, the type of work permit to be issued, and whether the student meets any other criteria established by the Governing Board. The Superintendent or designee may inspect the student's records and/or may confer with at least one of the student's teachers for evidence of satisfactory grades and school attendance and to determine whether the student possesses the motivation and maturity to maintain academic progress while working.

(cf. 5121 - Grades/Evaluation of Student Achievement)

However, a work permit shall not be denied based on a student's grades, grade point average, or school attendance under either of the following circumstances: (Education Code 49120, 49200)

- 1. The student's school has been physically closed for an extended time due to a natural disaster, pandemic, or other emergency.**
- 2. The student is applying for a work permit in order to participate in a government-administered employment and training program that will occur during the regular summer recess or vacation of the student's school.**

Minors Students shall not be approved to work in environments declared hazardous or dangerous for young workers or otherwise prohibited by child labor laws. (Labor Code 1290-1298; 29 CFR 570.33, 570.50-570.72)

The Superintendent or designee shall ensure that the requested work hours do not exceed the maximum work hours specified in law based on the student's age and whether the employment will occur while school is in session and/or not in session. (Education Code 49111, 49112, 49116; Labor Code 1391-1391.1; 29 CFR 570.35)

Full-time employment may be authorized for students **age 14-17 years of age only** in accordance with Education Code 49130-49135.

(cf. 6184 - Continuation Education)

All work permits shall be issued ~~in a format approved and authorized by the~~ **on forms provided by the or authorized** by CDE. (Education Code 49117)

Each permit shall authorize work for a specific employer. Whenever a student changes employers, ~~he/she~~ **the student** shall request a new permit.

WORK PERMITS (continued)

The student may be issued more than one work permit if ~~he/she~~ **the student** works concurrently for more than one employer, provided that the total number of hours worked does not exceed the total number of hours allowed by law and the district.

Whenever a work permit is issued by a principal or other designated school administrator, the principal or designee shall submit to the Superintendent a copy of each work permit ~~he/she~~ **issued**, along with a copy of the application. (Education Code 49110)

The Superintendent or designee shall periodically inspect the grades and attendance records of students granted work permits to ensure maintenance of academic progress and any additional criteria established in Board policy.

Expiration of Work Permits

Work permits issued during the school year shall expire five days after the opening of the next succeeding school year. (Education Code 49118)

Before the work permit expires, a student may apply for a renewed work permit in accordance with the procedures specified in the section "Approval Process" above.

Revocation of Work Permits

The Superintendent or designee shall revoke a student's work permit whenever ~~he/she~~ **the Superintendent or designee** determines that ~~the employment is interfering with the student's education impairing the health or education of the student,~~ that any provision or condition of the permit is being violated, ~~or that the student is performing work in violation of law, or any condition for the issuance of the permit no longer exists or never existed.~~
(Education Code 49116, 49164; Labor Code 1300)

The Superintendent may revoke a work permit issued by a principal of a public or private school located within the district if the Superintendent becomes aware of any grounds upon which the student may be deemed ineligible for a work permit under law. (Education Code 49110)

Retention of Records

The Superintendent or designee shall retain a copy of the work permit application and the work permit until the end of the fourth year after the work permit was issued. (5 CCR 16026)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

Regulation
approved: September 4, 2007
revised: June 1, 2021

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

AWARDS FOR ACHIEVEMENT

The Board of Trustees encourages excellence as a goal for all students and wishes to publicly recognize students for unique or exemplary achievements in academic, ~~athletic~~, ~~—artistic~~, extracurricular, athletic, ~~and~~ ~~or~~ community service activities

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 6142.4 - Service Learning/Community Service Classes)

District/School Awards

Student awards may include verbal recognition, a letter, a certificate, a Board resolution, public ceremony, trophy, gift, plaque or ~~cash~~ monetary gift.

The Superintendent or designee shall develop criteria for the selection of student award recipients.

Golden State Seal Merit Diplomas

At graduation from high school, ~~special recognition shall be awarded to those~~ students whose academic achievements in core curriculum areas have been outstanding **shall receive special recognition.**

The Superintendent or designee shall identify **graduating** high school students who have demonstrated mastery of the high school curriculum qualifying them for the Golden State Seal Merit Diploma. (Education Code 51454)

(cf. 6162.51 – State Academic Achievement Tests)

State Seal of Biliteracy Award

The district shall present the State Seal of Biliteracy to each graduating high school student who has attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English. (Education Code 51460-51464)

(cf. 6142.2 - World/Foreign Language Instruction)

(cf. 6174 - Education for English Language Learners)

In order to affirm the value of bilingualism and encourage students' enrollment in world language programs, the Superintendent or designee may present awards at appropriate grade levels to recognize the pursuit and/or attainment of grade-level proficiency in one or more languages in addition to English. **The Superintendent or designee may also present awards to English learners who are reclassified as fluent English proficient to recognize proficiency in both English and the student's native language.**

AWARDS FOR ACHIEVEMENT

State Seal of Civic Engagement

The Superintendent or designee shall present the State Seal of Civic Engagement to each student who demonstrates excellence in civics education and participation and has demonstrated an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. (Education Code 51470-51474)

All district students shall be afforded the opportunity to earn the State Seal of Civic Engagement, regardless of their background, communities, or experiences. No student shall be denied such opportunity based on academic ability, alternative school setting, or unique or unconventional expression of civic engagement.

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

(cf. 0415 - Equity)

(cf. 6157 - Distance Learning)

(cf. 6158 - Independent Study)

(cf. 6159 - Individualized Education Program)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

Scholarship and Loan Fund

The Board shall establish and maintain a scholarship and loan fund which ~~shall~~ **may** be used to provide interest-free loans for educational advancement, scholarship, **and/o** grants-in-aid to bona fide organizations, students, or graduates of district schools. (Education Code 35310, 35315)

(cf. 1260 - Educational Foundation)

(cf. 3290 - Gifts, Grants and Bequests)

The district's scholarship and loan fund shall be administered by a district committee composed of Board members, the Superintendent, and such other community, staff, administrative, and/or student representatives as determined by the Board. (Education Code 35310)

The Board shall select its own representatives to the committee. Staff, community, and/or student representatives shall be selected by the Superintendent. Members of this committee shall serve two-year terms.

(cf. 1220 - Citizen Advisory Committees)

(cf. 9140 - Board Representatives)

AWARDS FOR ACHIEVEMENT

The committee may accept gifts, donations, and bequests made for the purposes of the fund and may prescribe conditions or restrictions on these gifts and bequests. If the donor imposes any conditions, the committee shall review the conditions and make a recommendation to the Board as to the compatibility of such conditions with the intent and purpose of the fund. The Board may prohibit the committee from accepting any donation under conditions it finds incompatible with the fund's intents and purposes. (Education Code 35313)

The Superintendent or designee shall report to the Board at least annually regarding the status and activity of the fund. (Education Code 35319)

Legal Reference:

EDUCATION CODE

220 Nondiscrimination

35160 Authority of governing boards

35310-35319 Scholarship and loan funds

44015 Awards to employees and students

51243-51245 Credit for private school foreign language instruction

51450-51455 Golden State Seal Merit Diploma

51460-51464 State Seal of Biliteracy

51470-51474 State Seal of Civic Engagement

52164.1 Assessment of English language skills of English learners

GOVERNMENT CODE

54950-54963 Brown Act open meeting laws

CODE OF REGULATIONS, TITLE 5

876 Golden State Seal Merit Diploma

1632 Credit for private school foreign language instruction

11517.60-11519.56 *English Language Proficiency Assessments for California Assessment of English language development*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

SSCE Implementation Guidance

WEB SITES

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

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

Californians Together: <http://www.californianstogether.org>

Policy

WESTERN PLACER UNIFIED SCHOOL DISTRICT

adopted: September 4, 2007

Lincoln, California

revised: March 19, 2013, January 20, 2015, January 5, 2016, June 1, 2021

Students

AWARDS FOR ACHIEVEMENT

District/School Awards

The Superintendent or designee may appoint an awards committee at each school to consider student accomplishments. This committee may consist of school administrators, **staff members** teachers, parents/guardians community members, and student representatives. The committee shall submit recommendations for student awards to the Superintendent or designee for approval.

(cf. 1220 – Citizen Advisory Committees)

Individual awards in excess of \$200 must be expressly approved by the Board of Trustees. (Education Code 44015)

Golden State Seal Merit Diplomas

To be eligible to receive the Golden State Seal Merit Diploma upon graduation from high school, a student shall complete all requirements for a high school diploma and **shall demonstrate, in accordance with the means adopted by the State Board of Education,** mastery of the curriculum in mathematics, English language arts, science, ~~United States~~ **U.S.** history, and two other subject matter areas selected by the student **by meeting at least one of the following criteria for each subject:-** (Education Code 51451, 51452; 5 CCR 876)

1. Mathematics and English language arts

- a. A grade of at least B+ or the numerical equivalent in a single course each semester completed in grade 9, 10, or 11
- b. An achievement level of "Standard Met" or above for the high school Smarter Balanced Summative Assessment

2. Science

- a. A grade of at least B+ or the numerical equivalent in a single course each semester completed in grade 9, 10, or 11
- b. An achievement level of "Standard Met" or above for the high school California Science Test taken in grade 10 or 11

AWARDS FOR ACHIEVEMENT (continued)**3. U.S. history**

- a. A grade of at least B or the numerical equivalent in the required U.S. history course each semester**
- b. A qualifying score that demonstrates mastery of the subject as determined by the district for an exam produced by a private provider or the district**

4. Two additional subject areas of the student's choosing

- a. Any additional qualifying grade or score listed above, earned for the subject of English language arts, mathematics, science, or U.S. history not already used to meet eligibility**
- b. A grade of at least B or the numerical equivalent upon completion of high school courses in other subjects**
- c. A qualifying score that demonstrates mastery of other subjects, as determined by the district, for an exam produced by a private provider or the district**

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

The Superintendent or designee shall maintain appropriate records to identify students who ~~are eligible for the merit diploma~~ **have earned the Golden State Seal Merit Diploma** and shall affix an insignia to the **high school** diploma and transcript of each **such** student ~~awarded the merit diploma~~. (Education Code 51454)

(cf. 5125 - Student Records)

The Superintendent or designee shall submit an insignia request form to the California Department of Education in sufficient time to allow **for** processing of the request prior to the high school graduation ceremony.

State Seal of Biliteracy Award

To be eligible to receive the State Seal of Biliteracy upon graduation, a student shall demonstrate, in accordance, ~~in accordance with state criteria,~~ **a high level of proficiency** in English and at least one other language, which may include American Sign Language, **by**

AWARDS FOR ACHIEVEMENT (continued)

meeting all of the following state-established criteria: ~~A student whose primary language is other than English shall also attain the required proficiency level on the state test of English language proficiency.~~ (Education Code 51461)

1. **Completion of all English language arts requirements for graduation with an overall grade point average of at least 2.0 in those classes**
2. **Passage of the California Assessment of Student Performance and Progress for English language arts or any successor test administered in grade 11 at or above the "Standard Met" achievement level**
3. **Proficiency in one or more languages other than English, demonstrated through one of the following methods:**
 - a. **Passage of a world language Advanced Placement (AP) exam with a score of 3 or higher or an International Baccalaureate (IB) exam with a score of 4 or higher**
 - b. **Successful completion of a four-year high school course of study in a world language, attaining an overall grade point average of at least 3.0 in that course of study, and oral proficiency in the language comparable to that required on an AP or IB exam**
 - c. **If no AP exam or off-the-shelf language test exists, passage of a district language exam that can be certified to meet the rigor of a four-year high school course of study in a given language and, at a minimum, assesses speaking, reading, and writing in a language other than English at the proficient level or higher**
 - d. **If a language is not characterized by listening, speaking, or reading, or for which there is no written system, passage of an assessment on the modalities that characterize communication in that language at the proficient level or higher**
 - e. **Passage of the SAT II world language exam with a score of 600 or higher**

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 - Advanced Placement)

(cf. 6142.2 - World/Foreign Language Instruction)

(cf. 6174 - Education for English Learners)

To be eligible to receive the State Seal of Biliteracy, a A student whose primary language is other than English shall also attain the level which demonstrates English language required proficiency level on the state's test of English Llanguage Pproficiency Assessments for California. (Education Code 51461)

AWARDS FOR ACHIEVEMENT (continued)

(cf. 6174 - Education for English Learners)

The Superintendent or designee shall maintain appropriate records to identify high school students who ~~qualify for the award~~ **have earned the State Seal of Biliteracy** and shall affix the insignia to the **high school** diploma or transcript of each **such** student ~~who earns the award~~. (Education Code 51463)

Note: The following optional section is for use by districts that choose to present the State Seal of Civic Engagement to students who have demonstrated excellence in civics education and participation and an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government pursuant to Education Code 51470-51474; see the accompanying Board policy. The following criteria, adopted by SBE in September 2020, are intended to provide districts with a framework for making determinations of student qualifications based on local contexts.

CDE's [SSCE Implementation Guidance](#), available on its web site, offers ideas and considerations for districts in the implementation of the criteria.

State Seal of Civic Engagement

To be eligible to receive the State Seal of Civic Engagement, a student shall meet district requirements for all of the following state-established criteria:

1. **Be engaged in academic work in a productive way**
2. **Demonstrate a competent understanding of U.S. and California Constitutions, functions and governance of local governments, tribal government structures and organizations, the role of the citizen in a constitutional democracy, and democratic principles, concepts, and processes**
3. **Participate in one or more informed civic engagement project(s) that address real-world problems and require students to identify and inquire into civic needs or problems, consider varied responses, take action, and reflect on efforts**
4. **Demonstrate civic knowledge, skills, and dispositions through self-reflection**
5. **Exhibit character traits that reflect civic-mindedness and a commitment to positively impact the classroom, school, community and/or society**

Note: CDE provides the insignias to be affixed to students' diplomas or transcripts indicating the award of the State Seal of Civic Engagement. When ordering the insignias, districts will self-certify that students earned the award based on locally created criteria.

The Superintendent or designee shall maintain appropriate records to identify students who have earned the State Seal of Civic Engagement and shall affix the insignia to the high school diploma or transcript of each such student. (Education Code 51473)

AWARDS FOR ACHIEVEMENT (continued)**Scholarship and Loan Fund**

The Superintendent shall serve as executive officer of the scholarship and loan and as chairperson of the district committee established to administer the fund. The committee shall meet at least once each fiscal year and at other such times as it may be called into session by the Superintendent. (Education Code 35311, 35312)

Scholarship and loan funds shall be deposited, administered, and audited in accordance with Education Code 35314 and 35318.

(cf. 3400 - Management of District Assets/Accounts)
(cf. 3460 - Financial Reports and Accountability)

The Superintendent or designee shall establish criteria, procedures, and deadlines for student applications for scholarships and/or loans from the fund. As applicable, the Superintendent or designee may require the student to submit letters of recommendation or other supplementary materials providing evidence of the student's accomplishments and/or need.

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

Notifications

Note: The following optional section may be revised to reflect programs offered by the district.
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The Superintendent or designee shall annually distribute information about eligibility requirements for the Golden State Seal Merit Diploma, State Seal of Biliteracy, **State Seal of Civic Engagement**, and/or any district awards programs to students at the applicable grade levels.

Regulation
 approved: September 4, 2007
 revised: November 15, 2011
 revised: January 20, 2015
 revised: January 5, 2016
 revised: June 1, 2021

WESTERN PLACER UNIFIED SCHOOL DISTRICT
 Lincoln, California

IMMUNIZATIONS

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Board of Trustees desires to cooperate with state and local health agencies to encourage immunization of all district students against preventable diseases.

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 6142.8 - Comprehensive Health Education)

Each student enrolling for the first time in a district ~~elementary or secondary~~ school, preschool, or child care and development program or, ~~after July 1, 2016,~~ enrolling in or advancing to grade 7 shall present an immunization record from any authorized private or public health care provider certifying that ~~he/she~~ **the student** has received all required immunizations in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

~~Except to the extent otherwise authorized by law, each transfer student shall present evidence of immunization before he/she is admitted to school. Such evidence may include the child's personal immunization record from his/her authorized health care provider or his/her cumulative file from his/her previous school.~~

~~However, when necessary, a transfer student may be conditionally admitted for up to 30 school days while his/her immunization records are being transferred from the previous school. If these records do not arrive within 30 school days, the student shall present written documentation by an authorized health care provider showing that the required immunizations were received. If such documentation is not presented, the student shall be excluded from school until the required immunizations have been administered. (17 CCR 6070)~~

Transfer students shall be requested to present his/her immunization records, if possible, upon registration at a district schools if possible.

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

The Superintendent or designee may arrange for an authorized health care provider to administer immunizations at school to any student whose parent/guardian has consented in writing. At the beginning of the school year, parents/guardians shall be notified of their right to provide consent for the administration of an immunization to their child at school. (Education Code **48980, 49403**)

IMMUNIZATIONS

(cf. 5141.3 - Health Examinations)
(cf. 5141.6 - Student Health and Social Services)
(cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE

44870 Qualifications of supervisor of health
46010 Total days of attendance
48216 Immunization and exclusion from attendance
48853.5 Immediate enrollment of foster youth
48980 Required notification of rights
49403 Cooperation in control of communicable disease and immunizations
49426 Duties of school nurses
49701 Flexibility in enrollment of children of military families
51745-51749.6 Independent study

HEALTH AND SAFETY CODE

120325-120380 Immunization against communicable disease especially:
120335 Immunization requirement for admission
120372 Statewide medical exemption electronic standardized form
120395 Information about meningococcal disease, including recommendation for vaccination
120440 Disclosure of immunization information

CODE OF REGULATIONS, TITLE 5

430 Student records; definition

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

UNITED STATES CODE, TITLE 42

11432 Immediate enrollment of homeless children

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

Management Resources:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

California Immunization Handbook for Schools and Child Care Programs, August 2015

Exemptions FAQs

Guide to Immunizations Requirements for Pre-kindergarten (Child Care)

Guide to Immunizations Requirements for K-12th Grade School Entry

Parents' Guide to Immunizations Required for Pre-kindergarten (Child Care)

Parents' Guide to Immunizations Required for School Entry

Vaccinations and Medical Exemptions Questions and Answers

California Immunization Handbook for Pre-kindergarten (Child Care) Programs and Schools, 10th Edition, July 2019~~August 2015~~

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, July 2015

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Family Educational Rights and Privacy Act (FERPA) and H1N1, October 2009

Management Resources continued: (see next page)

IMMUNIZATIONS (continued)

Management Resources: (continued)

WEB SITES

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

California Department of Public Health, Immunization Branch:

<https://www.cdph.ca.gov/programs/cid/dcdc/pages/immunize.aspx>

<http://www.cdph.ca.gov/programs/immunize>

California Department of Public Health, Shots for Schools: <http://shotsforschools.org>

<https://www.shotsforschool.org>

California Health & Human Services Agency: <https://www.chhs.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

U.S. Department of Education: <http://www.ed.gov>

Policy
adopted: September 4, 2007
revised: December 4, 2012
revised: February 2, 2016
revised: June 1, 2021

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

IMMUNIZATIONS

Upon a student's registration at a district school, ~~t~~The Superintendent or designee shall provide **the student's** parents/guardians, ~~upon school registration,~~ a written notice summarizing the state's immunization requirements.

The Superintendent or designee shall not unconditionally admit any student to a district ~~elementary or secondary~~ school, preschool, or child care and development program for the first time nor, ~~after July 1, 2016,~~ admit or advance any student to grade 7, unless the student has been fully immunized. The student shall present documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases: (Health and Safety Code 120335; 17 CCR ~~6020-6025~~)

1. Measles, mumps and rubella (~~MMR~~)
2. Diphtheria, tetanus and pertussis (whooping cough) (~~DTP-DTaP or Tdap~~)
3. Poliomyelitis (polio)
4. Hepatitis B
5. Varicella (chickenpox)
6. Haemophilus influenza type b (Hib meningitis)
7. Any other disease ~~designated~~ **deemed appropriate** by the CDPH

(cf. 5141.22 - Infectious Diseases)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6170.1 - Transitional Kindergarten)

However, full immunization against hepatitis B shall not be a condition by which the Superintendent or designee shall admit or advance any student to grade 7. (Health and Safety Code 120335)

A student who qualifies for an individualized education program (IEP), unless otherwise exempt, shall be fully immunized in accordance with Health and Safety Code 120335 and this regulation. However, the district shall continue to implement the student's IEP and shall not prohibit the student from accessing any special education and related services required by **the student's** ~~his/her~~ IEP regardless of whether the student is fully immunized. (Health and Safety Code 120335)

(cf. 6159 - Individualized Education Program)

IMMUNIZATIONS (continued)

School personnel shall record information for each student regarding all doses of required immunizations and the status of all requirements in accordance with 17 CCR 6070. The school records shall be based on the student's immunization record ~~shall be~~ provided by the student's health care provider provider, ~~or~~ from the student's previous school immunization record, or through the California Immunization Registry (CAIR). The record must show at least the month and year for each dose., except that the day, month, and year must be shown for the MMR doses given during the month of the first birthday and for the Tdap dose given during the month of the seventh birthday. (17 CCR 6070)

Exemptions

Exemption from one or more immunization requirements shall be granted under any of the following circumstances:

1. **A medical exemption is submitted using the standardized form developed by CDPH and transmitted using CAIR which includes, but is not limited to, a description of the medical basis for which the exemption for each individual immunization is sought and whether the medical exemption is permanent or temporary. (Health and Safety Code 120372)**

~~The student's parent/guardian provides a written statement by a licensed physician that, due to the physical condition or medical circumstances of the student, one or more immunizations are considered unsafe or are permanently not indicated. The physician's statement shall indicate the specific nature and probable duration of the medical condition or circumstances that contraindicate immunization, including, but not limited to, family medical history, for which the physician does not recommend immunization. In such circumstances, the student shall be exempted from one or more vaccines to the extent indicated by the physician's statement.~~

A student who has a medical exemption issued prior to January 1, 2020 shall be allowed to continue enrollment until the next grade span, except that after July 1, 2021, a student may not be admitted or advanced to grade 7 unless the student has been immunized or a medical exemption form filed as stated above. (Health and Safety Code 120370)

A temporary exemption shall not exceed one year, and all medical exemptions shall not extend beyond the grade span. (Health and Safety Code 120372)

If a student's medical exemption is revoked by CDPH on the basis that the exemption does not meet applicable criteria for medical exemptions, the student shall continue in attendance and, within 30 calendar days of the revocation, commence the immunization schedule required for conditional admittance pursuant to 17 CCR 6050, as described below. (Health and Safety Code 120372)

IMMUNIZATIONS (continued)

The student's parent/guardian may appeal a revocation to the Secretary of California Health and Human Services. If a revocation is appealed, the student shall continue in attendance and shall not be required to commence the immunization schedule required for conditional admittance provided the appeal is filed within 30 calendar days of the revocation. (Health and Safety Code 120372, 120372.05)

2. The student's parent/guardian filed with the district, before January 1, 2016, a letter or written affidavit stating that an immunization is contrary to ~~his/her~~ **the student's** personal beliefs, in which case the student shall be exempted from the immunization until ~~he/she~~ **the student** enrolls in the next applicable grade span requiring immunization (birth to preschool, grades K-6, grades 7-12). (Health and Safety Code 120335)

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

When a student transfers to a different school within the district or transfers into the district from another school district in California, ~~the student's his/her~~ personal beliefs exemption filed before January 1, 2016, shall remain in effect until the next applicable grade span. A student transferring from a school outside the district shall present a copy of the personal beliefs exemption upon enrollment. **When a student transfers into the district from outside California and presents a personal beliefs exemption issued by another state or country prior to January 1, 2016, the Superintendent or designee may consult with legal counsel regarding the applicable immunization requirements.**

3. The student is enrolled in an independent study program pursuant to Education Code 51745-51749.6 and does not receive classroom-based instruction. **(Health and Safety Code 120335)**

(cf. 6158 - Independent Study)

Conditional Enrollment

The Superintendent or designee may conditionally admit a student with documentation from an authorized health care provider that: ~~(Health and Safety Code 120340; 17 CCR 6000, 6035)~~

1. ~~The~~ **the** student has not received all the immunizations required for **the student's** ~~his/her~~ age group, but has commenced receiving doses of all required vaccines and is not due for any vaccine dose at the time of admission

IMMUNIZATIONS (continued)

~~2. The student has a temporary exemption from immunization for medical reasons pursuant to item #1 in the section "Exemptions" above.~~

~~The Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses as specified in 17 CCR 6035.~~

(cf. 5145.6 - Parental Notifications)

In addition, a transfer student may be conditionally admitted for up to 30 school days while **the student's** his/her immunization records are being transferred from the previous school. If such documentation is not presented within 30 days, the student shall be excluded from school until the required immunizations have been administered. (17 CCR ~~6070~~ **6035**)

~~The Superintendent or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, he/she shall be excluded from further attendance until the immunizations are received. (Health and Safety Code 120375; 17 CCR 6070)~~

The Superintendent or designee shall immediately enroll homeless students, foster youth, and students of military families even if their immunization records are missing or unavailable at the time of enrollment. School or district staff shall work with the student's prior school to obtain the student's immunization records or shall ensure that **the student** he/she is properly immunized. (Education Code 48853.5, 49701; Health and Safety Code 120341; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

The Superintendent or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, **the student** he/she shall be excluded from further attendance until the immunizations are received. (Health and Safety Code 120375; 17 CCR ~~6040~~ **6070**)

Exclusions Due to Lack of Immunizations

~~Any student without the required evidence of immunization may be excluded from school until the immunization is obtained or an exemption is granted in accordance with the section "Exemptions" above.~~

(cf. 5112.2 - Exclusions from Attendance)

(cf. 6183 - Home and Hospital Instruction)

IMMUNIZATIONS (continued)

~~Before an already admitted student is excluded from school attendance because of lack of immunization, If an enrolled student who was previously believed to be in compliance with immunization requirements is subsequently discovered to not be in compliance with requirements for unconditional or conditional admission,~~ the Superintendent or designee shall notify the parent/guardian that he/she has ~~10 school days in which to supply evidence of proper immunization or an appropriate exemption~~ **must be provided within 10 schoold days.** This notice shall refer the parent/guardian to the student's usual source of medical care, then to the county health department or school immunization program, if any. (Education Code 48216; 17 CCR 6040)

(cf. 5112.2 - Exclusions from Attendance)
(cf. 5141.6 - School Health Services)

The Superintendent or designee shall exclude from further attendance ~~any already admitted~~ **an enrolled** student who fails to obtain the required immunization within 10 school days following the parent/guardian's receipt of the notice specified above, unless the student is exempt from immunization for medical reasons or personal beliefs. The student shall remain excluded from school until he/she ~~provides written evidence~~ **documentation is provided indicating that** the student he/she has received another dose of each required vaccine due at that time. ~~The student shall also be reported to the attendance supervisor or principal.~~ (17 CCR 6040, 6055)

Exclusion Due to Exposure to Disease

If the district has good cause to believe that a student has been exposed to a disease listed in the section "Required Immunizations" above and **the student's** ~~his/her~~ documentation of immunization does not show proof of immunization against that disease, that student may be temporarily excluded from the school until the local health officer ~~informs the district in writing that he/she is satisfied that the student is no longer at risk of developing or transmitting the disease.~~ (Health and Safety Code 120370)

Records

~~The Superintendent or designee shall record each new entrant's immunizations in the California School Immunization Record and retain it~~ **Each student's immunization record shall be retained** as part of the student's mandatory permanent student record. District staff shall maintain the confidentiality of immunization records and may disclose such information to state and local health departments only in accordance with law. (Health and Safety Code 120375, 120440; 17 CCR 6070)

(cf. 5125 - Student Records)

IMMUNIZATIONS (continued)

The district shall also retain in the mandatory student record any physician or health officer statement, personal beliefs letter or affidavit, reason for conditional enrollment, or any other documentation related to the student's immunization record or exemptions.

At least annually, the Superintendent or designee shall file a written report on the immunization status of new students with CDPH and the local department of public health on forms prescribed by CDPH. (Health and Safety Code 120375; 17 CCR 6075)

Audits

If an audit reveals deficiencies in the district's reporting procedures, the Superintendent or designee shall present the Board with a plan to remedy such deficiencies.

Regulation
approved: September 4, 2007
revised: December 4, 2012
revised: March 18, 2014
revised: February 2, 2016
revised: June 1, 2021

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

Students

PRESCHOOL/EARLY CHILDHOOD EDUCATION

The Board of Trustees recognizes the value of high-quality preschool experiences to enhance children's social-emotional development, knowledge, skills, abilities, and attributes necessary for a successful transition into the elementary education program. The Board desires to provide children ages 3-4 years access to developmentally appropriate activities in a safe, adequately supervised, and cognitively rich environment.

The Superintendent or designee shall collaborate with the local child care and development planning council, the county office of education, other public agencies, organizations, and/or private preschool providers to assess the availability of preschool programs in the community and the extent to which the community's preschool needs are being met. The Board encourages the development of a comprehensive districtwide and/or communitywide plan to increase children's access to high-quality preschool programs.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 5148 - Child Care and Development)

The Superintendent or designee shall provide information about preschool options in the community to parents/guardians upon request.

District Preschool Programs

When the Board determines that it is feasible, the district may contact with California Department of Education (CDE) to provide preschool services in facilities at or near district schools, either directly or through a subcontract with public or private provider.

District preschool programs shall comply with all health and safety laws and regulations, including, when applicable, licensure requirements pursuant to 22 CCR 101156.

The Board shall approve, for the district's preschool program, a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and the accompanying administrative regulation. (5 CCR 18271)

The Board shall set priorities for establishing or expanding services as resources become available giving consideration to the benefits of providing early education programs for at-risk children and/or children residing in the attendance areas of the lowest performing district schools.

(cf. 6171 - Title I Programs)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

Preschool classrooms shall be addressed in the district's master plan, including an assessment as to whether adequate and appropriate space exists on school sites. As necessary, the Superintendent or designee shall provide information to the Board regarding facilities financing options for preschool classrooms and/or facilities available through partnering organizations or agencies.

(cf. 1330.1 – Joint Use Agreements)
(cf. 7110 - Facilities Master Plan)
(cf. 7210 - Facilities Financing)

Because parents/guardians are essential partners in supporting the development of their children, the Superintendent or designee shall involve them in program planning.

(cf. 5020 – Parent Rights and Responsibilities)
(cf. 6020 – Parent Involvement)

The Superintendent or designee shall coordinate the district's preschool program, transitional kindergarten program, TK, and elementary education program to provide a developmental continuum that builds children's growing skills and knowledge.

(cf. 6011 – Academic Standards)
(cf. 6170.1 Transitional Kindergarten)

The district's program shall be aligned with preschool learning foundations and curriculum frameworks developed by the California Department of Education which identify the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool. The program shall be designed to facilitate children's development in essential skills in the areas of language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

The district's preschool program shall provide appropriate services to support the needs of at-risk children.

(cf. 0415 – Equity)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6173 – Education for Homeless Children)
(cf. 6173.1 – Education for Foster Youth)
(cf. 6173.2 – Education of Children of Military Families)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 – Migrant Education Program)

To maximize the ability of children to succeed in the preschool program, the program shall support children's health through proper nutrition and physical activity and shall provide or make referrals to available health and social services as needed.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

(cf. 3550 - Food Services/Child Nutrition Program)
(cf. 5030 - Student Wellness)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.6 - School Health Services)

The district shall encourage volunteerism in the program and shall communicate frequently with parents/guardians of enrolled children regarding their child's progress.

(cf. 1240 - Volunteer Assistance)

The Superintendent or designee shall ensure that administrators, teachers, and paraprofessionals in district preschool programs possess the appropriate permit(s) issued by the Commission on Teacher Credentialing, meet any additional qualifications established by the Board, and participate in professional development opportunities designed to continually enhance their knowledge and skills.

(cf. 4112.2 - Certification)
(cf. 4112.4/4212.4/4312.4 - Health Examinations)
(cf. 4112.5/4312.5 - Criminal Record Check)
(cf. 4131 - Staff Development)
(cf. 4222 - Teacher Aides/Paraprofessionals)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Preschool admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and a health examination requirement. (CCR 18105; 22 CCR 101218)

The Superintendent or designee shall ensure that subsidized preschool is provided to eligible families to the extent that state and/or federal funding is available and shall establish enrollment priorities in accordance with Education Code 8263 and 5 CCR 18106.

The Superintendent or designee shall recommend strategies to link the district's preschool program with other available child care and development programs in the district or community in order to assist families whose child care needs extend beyond the length of time that the district's part-day preschool program is offered.

The Superintendent or designee shall develop and implement an annual plan of evaluation which conforms to state requirements. (5 CCR 18279)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

The district's ~~Williams~~ uniform complaint procedures, with modifications as necessary, shall be used to investigate and resolve complaints alleging violation of applicable health or safety requirements for license-exempt programs operating under the California State Preschool Program. However, licensed programs shall refer complaints alleging health and safety violations to the California Department of Social Services. (Education Code 8235.5; 5 CCR 4610, 4611, **4690-4694**)

~~(cf. 1312.4 - Williams Uniform Complaint Procedures)~~
(cf. 1312.3 - Uniform Complaint Procedures)

The Superintendent or designee shall regularly report to the Board regarding enrollments in district preschool programs and the effectiveness of the programs in preparing preschoolers for transition into the elementary education program.

(cf. 0500 - Accountability)

*Legal Reference:***EDUCATION CODE**

8200-8499.10 *Child Care and Development Services Act, especially:*
8200-8209 *General provisions for child care and development services*
8230-8233 *Migrant child care and development program*
8235-8239 *California state preschool program*
8240-8244 *General child care and development programs*
8250-8252 *Programs for children with special needs*
8263 *Eligibility and priorities for subsidized child development services*
8263.3 *Disenrollment of families due to reduced funding levels*
8264.8 *Center-based child care programs, staffing ratios*
8273.1 *Family fees*
8360-8370 *Personnel qualifications*
8400-8409 *Contracts, administrative appeal procedure*
8493-8498 *Facilities, capital outlay*
8499.3-8499.7 *Local child care and development planning councils*
44065 *Interchange between certificated and classified positions*
44256 *Credential types*
48000 *Transitional kindergarten*
48985 *Notification, primary language other than English*

HEALTH AND SAFETY CODE

1596.70-1596.895 *California Child Day Care Act*
1596.90-1597.21 *Day care centers*
120325-120380 *Immunization requirements*

CODE OF REGULATIONS, TITLE 5

~~4680-4687 - Williams uniform complaint procedures~~
4600-4670 Uniform complaint procedures
4690-4694 Health and safety complaints in license-exempt preschool programs
18000-18434 *Child care and development programs, especially:*
18130-18136 *California State Preschool Program*
18295 *Waiver of qualifications for site supervisor*

Legal Reference: (see next page)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

Legal Reference: (continued)

80105-80125 *Permits authorizing service in child development programs*
CODE OF REGULATIONS, TITLE 22
101151-101239.2 *General requirements, licensed child care centers, especially:*
101151-101163 *Licensing and application procedures*
101212-101231 *Continuing requirements*
101237-101239.2 *Facilities and equipment*
UNITED STATES CODE, TITLE 20
1400-1482 *Individuals with Disabilities Education Act*
6311-6322 *Title I, relative to preschool*
6371-6376 *Early Reading First*
6381-6381k *Even Start family literacy programs*
6391-6399 *Education of migratory children*
UNITED STATES CODE, TITLE 42
9831-9852 *Head Start programs*
9858-9858q *Child Care and Development Block Grant*
CODE OF FEDERAL REGULATIONS, TITLE 45
1301-1310 *Head Start*

Management Resources:

CSBA PUBLICATIONS
What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California Preschool Learning Foundations
Dream Big for Our Youngest Children: Final Report of the California Early Learning Quality Improvement System Advisory Committee, 2010
Preschool English Learners: Principles and Practices to Promote Language, Literacy, and Learning, 2009
Prekindergarten Learning Development Guidelines, 2000
First Class: A Guide for Early Primary Education, 1999
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings, 2016
WEB SITES
CSBA: <http://www.csba.org>
California Association for the Education of Young Children: <http://www.caeyc.org>
California County Superintendents Educational Services Association: <http://www.ccsesa.org>
California Department of Education: <http://www.cde.ca.gov>
California Head Start Association: <http://caheadstart.org>
California Preschool Instructional Network: <http://www.cpin.us>
Child Development Policy Institute: <http://www.cdpi.net>
Cities, Counties, and Schools Partnership: <http://www.ccspartnership.org>
First 5 Association of California: <http://www.f5ac.org>
National Institute for Early Education Research: <http://nieer.org>
U.S. Department of Education: <http://www.ed.gov>

Policy

adopted: September 4, 2007
revised: November 15, 2011
revised: May 3, 2016
revised: December 18, 2018
revised: June 1, 2021

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Lincoln, California

Students

PRESCHOOL/EARLY CHILDHOOD EDUCATION

When approved by the California Department of Education (CDE) under the California State Preschool Program, (CSPP), the district may operate one or more part-day preschool programs in accordance with law and the terms of its contract with the CDE.

(cf. 5148 - Child Care and Development)

The district's preschool program shall include all required program components, as described in 5 CCR 18272-18281 and AR 5148 - Child Care and Development, for the educational program, the creation of a developmental profile for each child, staff development, parent involvement and education, community involvement, health and social services, nutrition, and program evaluation. (5 CCR 18271-28281)

Minimum Hours/Days of Operation

The district's part-day preschool program shall operate a minimum of three hours per day, excluding time for home-to-school transportation, and for a minimum of 175 days per year unless otherwise specified in the program's contract. (Education Code 8235; 5 CCR 18136)

Staffing

The preschool program shall maintain an adult-child ratio of at least one adult for every eight children and a teacher-child ratio of at least one teacher for every 24 children. If the district cannot recruit a sufficient number of parents/guardians or volunteers to meet the required adult-child ratio, teacher aides shall be hired as necessary. (5 CCR 18135, 18290)

(cf. 1240 - Volunteer Assistance)

(cf. 6020 - Parent Involvement)

Any person employed at a district preschool and any volunteer who provides care and supervision to children at a preschool shall, unless exempted by law, be immunized against influenza, pertussis, and measles in accordance with Health and Safety Code 1596.7995 and AR 5148 - Child Care and Development. Documentation of required immunizations, or applicable exemptions, shall be maintained in the employee's personnel file. (Health and Safety Code 1596.7995)

(cf. 4112.4 - Health Examinations)

(cf. 4112.6 - Personnel Files)

In addition, preschool teachers shall present evidence of a current tuberculosis clearance and meet other requirements as specified in Health and Safety Code 1597.055.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)**Wraparound Child Care Services**

In accordance with its contract with the CDE, the district may offer full-day services to meet the needs of eligible families through a combination of part-day preschool and wraparound child care services that are offered for the remaining portion of the day or year following completion of the preschool services. Child care and development services offered through this program shall meet the requirements of general child care and development programs pursuant to Education Code 8240-8244. (Education Code 8239)

Wraparound services shall operate a minimum of 246 days per year unless otherwise specified in the contract. Within this period of time, the part-day preschool programs shall operate 175-180 days. After the completion of the preschool program, a part-time general child care and development programs may operate a full day for the remainder of the year. (Education Code 8239)

Family Literacy Services

When any district preschool program receives funding for family literacy services pursuant to Education Code 8238.4, the Superintendent or designee shall coordinate the provision of: (Education Code 8238)

1. Opportunities for parents/guardians to work with their children on interactive literacy activities, including activities in which parents/guardians actively participate in facilitating their children's acquisition of prereading skills through guided activities such as shared reading, learning the alphabet, and basic vocabulary development
2. Parenting education for parents/guardians of children in participating classrooms to support their child's development of literacy skills, including, but not limited to, parent education in:
 - a. Providing support for the educational growth and success of their children
 - b. Improving parent-school communications and parental understanding of school structures and expectations
 - c. Becoming active partners with teachers in the education of their children
 - d. Improving parental knowledge of local resources for the identification of and services for developmental disabilities, including, but not limited to, contact information for the district special education referral
3. Referrals to providers of adult education and instruction in English as a second language as necessary to improve academic skills of parents/guardians

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)*(cf. 6200 - Adult Education)*

4. Staff development for teachers in participating classrooms that includes, but is not limited to:
 - a. Development of a pedagogical knowledge, including, but not limited to, improved instructional and behavioral strategies
 - b. Knowledge and application of developmentally appropriate assessments of the prereading skills of children in participating classrooms
 - c. Information on working with families, including the use of on-site coaching, for guided practice in interactive literacy activities
 - d. Providing targeted interventions for all young children to improve kindergarten readiness upon program completion

*(cf. 4131 - Staff Development)***Eligibility and Enrollment**

Children eligible for the district's CSPP program include those who will have their third or fourth birthday on or before December 1 of the fiscal year that they are being served. Children who have their third birthday on or after December 2 may be enrolled on or after their third birthday. (Education Code 8208, 8235, 8236)

Eligibility for the CSPP program shall be as follows:

1. ~~Children shall be eligible for subsidized preschool services if their~~ The family is a current aid recipient, income eligible, ~~or~~ homeless, and/or ~~one whose~~ the children are recipients of protective services or have been identified as being, or at risk of being, abused, neglected, or exploited. ~~(Education Code 8235, 8263, 8263.1)~~
2. ~~Children shall be eligible for subsidized wraparound preschool and child care services if their~~ The family ~~meets at least one of the criteria specified in item #1 above and~~ needs child care services due to either of the following circumstances: ~~(Education Code 8239, 8263)~~
 - a. The child is identified by a legal, medical, or social services agency, the district liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services, as being or at risk of being neglected, abused, or exploited, or as being homeless.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

(cf. 6173 - Education for Homeless Children)

- b. The parents/guardians are engaged in vocational training leading directly to a recognized trade, paraprofession, or profession; are engaged in an educational program for English language learners or for the attainment of a high school diploma or general education development certificate; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated.

If all families meeting at least one of the criteria specified in item #2 have been enrolled, a full-day CSPP program may provide services to families who do not meet any of those criteria, provided the criteria in item #1 are met. (Education Code 8263)

Enrollment Priority

The Superintendent or designee shall consult the county's centralized eligibility list, when available, or shall maintain a district waiting list in accordance with admission priorities. As vacancies occur, applicants shall be contacted in order of their priority. (5 CCR 18106)

First priority for enrollment in a preschool program shall be given to neglected or abused children age 3 or 4 years who are recipients of child protective services or who, based upon written referral from a legal, medical, or social service agency or at risk of being neglected, abused, or exploited. If unable to enroll a child in this category, the district shall refer the child's parent/guardian to local resource and referral services so that services for the child can be located. (Education Code 8236, **8236.3**; 5 CCR 18131)

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 1700 - Relations Between Private Industry and the Schools)

After all children with first priority are enrolled, the district shall give priority to eligible children age 4 years who are not enrolled in a transitional kindergarten program prior to enrolling eligible children age 3 years. (Education Code 8236, **8236.3**)

<p>Note: Education Code 8236.3, as added by SB 75, establishes enrollment priorities for schools where at least 80 percent of students are eligible for free or reduced-price meals. First and second priority for enrollment in such programs is the same as for other programs as described in the preceding two paragraphs.</p>

If a CSPP program is operating within the attendance boundaries of a school where at least 80 percent of the students are eligible for free or reduced-price meals, third priority for enrollment shall be for families who meet the criteria of Education Code 8263 specified in items #1-2 in the section "Eligibility" above. Any remaining slots may be open to any families not otherwise eligible, provided that the families prove

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

residency within the attendance boundary of the school and priority is given to families with the lowest income. (Education Code 8236.3)

After all otherwise eligible children have been enrolled, the program may provide services to children with disabilities who are ages 3-4 and whose family income is above the income eligibility threshold. (Education Code 8235)

In addition, after enrolling all eligible children, up to 10 percent of the program's enrollment, calculated throughout the entire contract, may be filled with children whose exceed the age limitations and children whose family income exceeds the income eligibility threshold by is no more than 15 percent. (Education Code 8235; 5 CCR 18133)

The district may certify eligibility and enrollment up to 120 calendar days prior to the first day of the beginning of the preschool year. After establishing eligibility at the time of initial enrollment, a child shall remain eligible for the remainder of the program year. (Education Code 8237; 5 CCR 18082)

Notice of Action

Note: Pursuant to 5 CCR 18082-18083, the parent/guardian must submit an application for services which contains specified information and documentation. The application form is available on CDE's web site. Upon receiving an application, a person designated by the district must certify the family's or child's eligibility.

Upon receiving a parent/guardian's application for services, the Superintendent or designee shall review the application and documentation and shall certify the eligibility of the family or child.

The district's decision to approve or deny a child's enrollment shall be communicated to the family through a written Notice of Action mailed or delivered within 30 days from the date the application is signed by the parent/guardian. (5 CCR 18094, 18095, 18118)

(cf. 5145.6 - Parental Notifications)

Subsequently, the Superintendent or designee shall mail or deliver a Notice of Action to a parent/guardian at least 14 calendar days before any intended change in services, including, but not limited to, an increase or decrease in fees, an increase or decrease in the amount of services, or termination of services, due to any of the following circumstances: (5 CCR 18095, 18119)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

1. A determination during recertification or update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified
2. Failure of the parent/guardian to document the family's need or eligibility after the district requested such documentation in writing
3. An indication by the parent/guardian that ~~he/she~~ **the parent/guardian** no longer wants the service
4. The death of a parent/guardian or child
5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

For each child enrolled in the district's preschool program, the Superintendent or designee shall maintain a family data file containing a completed and signed application for services, documentation of income eligibility, and a copy of all Notices of Action. For each child not receiving subsidized services, the family data file shall also include records of the specific reason(s) for enrolling each child, the child's family income, and evidence that the district has made a diligent search for children eligible for subsidized services. (5 CCR 18130, 18133, 18081, 18084)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

Combined Preschool/Transitional Kindergarten Classroom

When a child is eligible for both the preschool program and the district's TK program, the district may place the child in a classroom which is commingled with children from both programs as long as the commingled program meets all of the requirements of each program as well as the following requirements: (Education Code 8235, 48000)

1. An early childhood environment rating scale, as specified in 5 CCR 18281, shall be completed for the classroom.
2. All children enrolled for 10 or more hours per week shall be evaluated using the Desired Results Developmental Profile, as specified in 5 CCR 18272.
3. The classroom shall be taught by a teacher who holds a credential issued by the Commission on Teacher Credentialing in accordance with Education Code 44065 and 44256.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

4. The classroom shall comply with the adult-child ratio specified in Education Code 8264.8.
5. Contractors of the district shall report the services, revenues, and expenditures for children in the preschool program in accordance with 5 CCR 18068.
6. The classroom shall not include children enrolled in TK for a second year or children enrolled in a regular kindergarten classroom.

(cf. 5111 - Admission)

(cf. 6170.1 - Transitional Kindergarten)

Fees and Charges

Fees for participation in the district's preschool program shall be assessed and collected in accordance with the fee schedule established by the Superintendent of Public Instruction. (Education Code 8273, 8273; 5 CCR 18078)

(cf. 3260 - Fees and Charges)

However, no fee shall be charged to an income-eligible family whose child is enrolled in a part-day preschool program, a family that is receiving CalWORKs cash aid (Education Code 8273.1; 5 CCR 18110)

A family may be exempt from the fees for up to 12 months if the child qualifies for preschool on the basis of being the recipient of child protective services or as being, or at risk of being, abused or neglected. (Education Code 8273.1)

The Superintendent or designee shall establish a process which involves parents/guardians in determining whether to require parents/guardians to provide diapers and/or whether and how much to charge parents/guardians for field trip expenses, within the limit specified in law. A child shall not be denied participation in a field trip due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (Education Code 8273.3)

Disenrollment Based on Reduced Funding

When necessary due to a reduction in state reimbursements, families shall be disenrolled in the following order: (Education Code 8236, 8263.3)

1. Children age 3 years whose families have the highest income in relation to family size shall be disenrolled first, followed by children age 4 years of age whose families have the highest income in relation to family size.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

At each age level, if two or more families have the same income ranking, the child with disabilities shall be disenrolled last. If there are no families that have a child with disabilities, the child who has received services the longest shall be disenrolled first.

2. Families of children 3 or 4 years of age who are receiving child protective services or who have been documented to be at risk of being neglected, or abused, regardless of income, shall be disenrolled last.

Expulsion/Unenrollment Based on Behavior

A district preschool program shall not expel or unenroll a child based on the child's behavior, unless the district first takes the following actions to address the child's behavior: (Education Code 8239.1)

1. Inform the parents/guardians of the child's persistent and serious challenging behaviors and consult with the parents/guardians and teacher in an effort to maintain the child's safe participation in the program
2. If the child has an individualized family service plan (IFSP) or individualized education program (IEP), with written parent/guardian consent, contact the agency or district employee responsible for such plan or program to seek consultation in regard to serving the child

(cf. 6159 - Individualized Education Program)

3. If the child does not have an IFSP or IEP, consider if it is appropriate to complete a universal screening of the child, including, but not limited to, screening the child's social and emotional development, referring the parents/guardians to community resources, implementing behavior supports within the program, and considering an IEP for the child

If the district has taken the actions specified in items #1-3 above and the child's continued enrollment would present a serious safety threat to the child or other enrolled children, the district shall refer the parents/guardians to other potentially appropriate placements, the local child care resource and referral agency, or any other referral service available in the local community. Within 180 days of the start of the process, the district may unenroll the child. (Education Code 8239.1)

Children with disabilities may only be suspended or expelled in conformance with the procedures and limitations of the Individuals with Disabilities Education Act.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)**Parent Hearing**

If a parent/guardian disagrees with any district action to deny ~~his/her~~ **the** child's eligibility for subsidized preschool services, disenroll the child due to a funding shortage, increase or decrease fees, increase or decrease the amount of services, terminate services, or otherwise change the level of services, ~~he/she~~ **the parent/guardian** may file a request for a hearing with the Superintendent or designee within 14 calendar days of the date the Notice of Action was received. Within 10 calendar days of receiving the request for a hearing, the Superintendent or designee shall notify the parent/guardian of the time and place of the hearing, which, to the extent possible, shall be convenient for the parent/guardian. (5 CCR 18120)

The hearing shall be conducted in accordance with the procedures specified in 5 CCR 18120 by a district administrator who is at a staff level higher in authority than the staff person who made the contested decision. Within 10 calendar days after the hearing, the district administrator shall mail or deliver a written decision to the parent/guardian. If the parent/guardian disagrees with the written decision, ~~he/she~~ **the parent/guardian** may, within 14 calendar days, appeal the decision to the CDE. (5 CCR 18120-18122)

Regulation
 approved: November 15, 2011
 revised: August 19, 2014
 revised: May 3, 2016
 revised: December 18, 2018
 revised: June 1, 2021

WESTERN PLACER UNIFIED SCHOOL DISTRICT
 Lincoln, California

HIGH SCHOOL GRADUATION REQUIREMENTS

The Board of Trustees desires to prepare all students to **successfully complete the high school course of study and obtain a high-school diploma that represents their educational achievement and increases their** ~~so that they can take advantage of opportunities for~~ postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Three courses in English (Education Code 51225.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Two courses in mathematics

At least one mathematics course, or a combination of the two mathematics courses shall meet or exceed state academic content standards for Algebra I or Mathematics I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I or Mathematics I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code 51224.5)

Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission. (Education Code 51225.3, 51225.35)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6152.1 - Placement in Mathematics Courses)

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)

(cf. 6142.93 - Science Instruction)

4. Four courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

5. One course in visual or performing arts, ~~foreign world language, or career technical education (CTE).~~ **For purposes of this requirement, a course in including American Sign Language, shall be deemed a course in world language. or career technical education (CTE)** (Education Code 51225.3)

To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education. **(Education Code 51225.3)**

(cf. 6142.2 - World/Foreign Language Instruction)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6178 - Career Technical Education)
(cf. 6178.2 - Regional Occupational Center/Program)

6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

(cf. 6142.7 - Physical Education)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6142.8 - Comprehensive Health Education)

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)
(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

Exemptions from District-Adopted Graduation Requirements

District students are required to complete graduation course requirements specified above, including the requirements imposed by Education Code 51225.3 and those adopted by the Board. However, a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers into the district or between district schools any time after completing the second year of high school, or a newly arrived immigrant student who is in the third or fourth year of high school and is participating in a newcomer program, shall be exempted from any graduation requirements adopted by the

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

Board that are in addition to the statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school. Within 30 days of the transfer or of the commencement of participation in a newcomer program, as applicable, the Superintendent or designee shall notify any eligible student of the availability of the exemption and whether the student qualifies for it. (Education Code 51225.1)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5145.6 - Parental Notifications)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6173.3 - Education for Juvenile Court School Students)

(cf. 6175 - Migrant Education Program)

Retroactive Diplomas

Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 51413)

In addition, the district may retroactively grant high school diplomas to **former students who:** (Education Code 48204.4, 51430, 51440)

1. ~~Persons who d~~Departed California against their will while in grade 12 and did not receive a diploma because the departure interrupted their education, provided that they were in good academic standing at the time of the departure

Persons may be considered to have departed California against their will if they were in custody of a government agency and were transferred to another state, were subject to a lawful order from a court or government agency that authorized their removal from California, were subject to a lawful order and were permitted to depart California before being removed from California pursuant to the lawful order, were removed or were permitted to depart voluntarily pursuant to the federal Immigration and Nationality Act, or departed due to other circumstances determined by the district that are consistent with the purposes of Education Code 48204.4.

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall consider any coursework that may have been completed outside of the United States or through online or virtual courses.

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

2. ~~Former students who w~~Were interned by order of the federal government during World War II or who are honorably discharged veterans of World War II, the Korean War, or the Vietnam War, provided that they were enrolled in a district school immediately preceding the internment or military service and did not receive a diploma because their education was interrupted due to the internment or military service in those wars

Deceased former students who satisfy these conditions may be granted a retroactive diploma to be received by their next of kin.

3. ~~Are v~~Veterans who entered the military service of the United States while in grade 12 and who had satisfactorily completed the first half of the work required for grade 12 in a district school
4. **Were in their senior year of high school during the 2019-20 school year, were in good academic standing and on track to graduate at the end of the 2019-20 school year as of March 1, 2020, and were unable to complete the statewide graduation requirements as a result of the COVID-19 crisis**

Honorary Diplomas

The Board may grant an honorary high school diploma to: (Education Code 51225.5)

1. An international exchange student who has not completed the course of study ordinarily required for graduation and who is returning to the **student's** home country following the completion of one academic school year in the district

(cf. 6145.6 - International Exchange)

2. A student who is terminally ill

The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the district. (Education Code 51225.5)

Legal Reference: (see next page)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

Legal Reference:

EDUCATION CODE

47612 Enrollment in charter school
48200 Compulsory attendance
48204.4 Parents/guardians departing California against their will
48412 Certificate of proficiency
48430 Continuation education schools and classes
48645.5 Acceptance of coursework
48980 Required notification at beginning of term
49701 Interstate Compact on Educational Opportunity for Military Children
51224 Skills and knowledge required for adult life
51224.5 Algebra instruction
51225.1 Exemption from district graduation requirements
51225.2 Student in foster care defined; acceptance of coursework, credits, retaking of course
51225.3 High school graduation
51225.35 Mathematics course requirements; computer science
51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation
51225.5 Honorary diplomas
51225.6 Compression-only cardiopulmonary resuscitation
51228 Graduation requirements
51230 Credit for community emergency response training
51240-51246 Exemptions from requirements
51250-51251 Assistance to military dependents
51410-51413 Diplomas
51420-51427 High school equivalency certificates
51430 Retroactive high school diplomas
51440 Retroactive high school diplomas
51450-51455 Golden State Seal Merit Diploma
51745 Independent study restrictions
56390-56392 Recognition for educational achievement, special education
66204 Certification of high school courses as meeting university admissions criteria
67386 Student safety; affirmative consent standard

CODE OF REGULATIONS, TITLE 5

1600-1651 Graduation of pupils from grade 12 and credit toward graduation
4600-4670 Uniform complaint procedures

COURT DECISIONS

O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>
University of California, List of Approved a-g Courses:
<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

Policy

WESTERN PLACER UNIFIED SCHOOL DISTRICT

adopted: September 4, 2007

Lincoln, California

revised: October 21, 2008, revised: March 6, 2012, revised: December 17, 2013

revised: June 2, 2015, revised: September 3, 2019, June 1, 2021

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY

The Board of Trustees desires that every student have the opportunity to earn a high school diploma through successful completion of ~~class work and examination~~ **district graduation requirements**. However, when a student is unable to do so, the Board encourages completion of an alternative program that allows ~~him/her~~ **the student** to obtain an equivalent certificate.

(cf. 5147 - Dropout Prevention)

(cf. 6146.1 - High School Graduation Requirements)

(cf. ~~6162.52 - High School Exit Examination~~)

(cf. 6200 - Adult Education)

Eligible persons ~~may obtain a certificate of proficiency or a high school equivalency certificate in accordance with law, Board policy and administrative regulation who pass the California High School Proficiency Examination~~ **may obtain a certificate of proficiency from the State Board of Education (SBE). Eligible persons who pass a general educational development test designated by the SBE may obtain a high school equivalency certificate from the testing service.**

The Superintendent or designee shall make information available to interested persons regarding the eligibility and examination requirements of each program.

(cf. 6164.2 - Guidance/Counseling Services)

Interested persons shall register for the test directly with the testing service and pay the applicable fee. However, the fee shall be waived for a homeless or foster youth who is under age 25 years, meets all other registration requirements, and submits certification of homeless or foster youth status. (Education Code 48412; 5 CCR 11524-11526, 11533-11534.1)

Legal Reference: (see next page)

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY (continued)

Legal Reference:

EDUCATION CODE

48400-48403 Persons subject to compulsory continuation education

48410 Persons exempt from continuation classes

48412 Certificate of proficiency; examination fees

48413 Enrollment in continuation classes

48414 Reenrollment in district

51420-51427 High school equivalency certificate

52052 Accountability; numerically significant student subgroups

CODE OF REGULATIONS, TITLE 5

11520-11523 Proficiency examination and certificate

11530-11532 High school equivalency certificate (~~GED~~)

Management Resources:

CDE PUBLICATIONS

~~Adult Education Handbook for California, 1997~~

WEB SITES

~~CDE California Department of Education, California High School Proficiency Examination:~~

~~<http://www.cde.ca.gov/ta/tg/sp>~~

~~CDE California Department of Education, High School Equivalency Tests:~~

~~<http://www.cde.ca.gov/ta/tg/gd>~~

~~California High School Proficiency Examination: <https://www.chspe.net>~~

~~General Educational Development Test: <https://ged.com>~~

~~High School Equivalency Test: <https://hiset.ets.org>~~

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY**Certificate of Proficiency**

The principal of each **high** school ~~maintaining grades 11 and 12~~ shall distribute to each student in ~~these~~ grades **11-12** an announcement explaining the California High School Proficiency Examination (CHSPE). When announcements from the California Department of Education (CDE) or its contractor ~~are received, this information~~ shall be distributed early enough to enable interested students to register for the test to be given in the fall of that year. (5 CCR 11523)

(cf. 5145.6 - Parental Notifications)

The principal also shall advise students that the certificate of proficiency awarded upon passing the CHSPE, while equivalent to a high school diploma, is not the equivalent of completing all coursework required for high school graduation and therefore students should contact the admissions office of the college or university they are interested in attending to determine if the certificate satisfies college admission requirements.

~~Any~~ student may take the CHSPE if ~~he/she~~ **the student** meets one of the following conditions: (Education Code 48412)

1. Is age 16 or older
2. Has been enrolled in the 10th grade for one school year or longer
3. Will complete one school year of enrollment in 10th grade at the end of the semester during which the CHSPE will be administered

If a student receives the proficiency certificate, the district shall indicate the student's accomplishment and the date of the award on the student's official transcript. (5 CCR 11521)

(cf. 5125 - Student Records)

Any student who has received the certificate of proficiency may be exempted from compulsory school attendance upon ~~his/her~~ **the student's** request, with verified parent/guardian consent as appropriate. **For this purpose, the Superintendent or designee shall provide a consent form which contains at least the following information:** (Education Code 48410; 5 CCR 11522)

(cf. 5112.1 - Exemptions from Attendance)

~~The consent form to be exempted from compulsory school attendance shall be provided by the Superintendent or designee and shall contain at least the following information: (5 CCR 11522)~~

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY (continued)

1. A general explanation of the student's rights of exemption from compulsory attendance and of reenrollment in the public **high** schools
2. The date of issuance of the certificate of proficiency
3. The signature of the parent/guardian and the date
4. The signature of the school administrator who has personally confirmed the authenticity of the parent/guardian's signature and the date

(cf. 5112.1 - Exemptions from Attendance)

If a student age 16 or 17 terminates ~~his/her~~ enrollment after receiving the high school proficiency certificate, ~~he/she~~ **the student** may re-enroll in the district. If ~~he/she~~ **the student** subsequently terminates enrollment again, ~~he/she~~ **the student** may be denied re-enrollment until the beginning of the following semester. (Education Code 48414)

(cf. 6184 - Continuation Education)

High School Equivalency Certificate

An eligible person may earn a high school equivalency certificate by passing a general educational development test designated by the State Board of Education pursuant to Education Code 51420, including the General Educational Development (GED) test; **or** the High School Equivalency Test (HiSET); ~~or the Test Assessing Secondary Completion (TASC).~~

Any person is eligible to take a test leading to a high school equivalency certificate if ~~he/she~~ **the person** is a resident of California or a member of the armed forces assigned to duty in California, and meets any one of the following criteria: (Education Code 51420; 5 CCR 11532)

1. Is 18 years of age or older, or within 60 days of ~~his/her~~ **the person's** 18th birthday, regardless of enrollment status
2. Is not currently enrolled in school and is within 60 days of when ~~he/she~~ **the person** would have graduated from high school had ~~he/she~~ **the person** remained in school and followed the usual course of study
3. Is 17 years of age, has been out of school for at least 60 consecutive days, and provides a letter of request for the test from the military, a postsecondary educational institution or a prospective employer

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY (continued)

4. Is 17 years of age, has accumulated fewer than 100 units of high school credit, is confined to a state or county hospital or to an institution maintained by a state or county correctional facility, and meets other criteria listed in 5 CCR 11532
5. Is 17 years of age, has accumulated fewer than 100 units of high school credit prior to enrollment in an academic program offered by a dropout recovery high school's as defined in Education Code 52052, and has successfully completed the dropout recovery high school's instructional program which is aligned to state standards, offers the opportunity for a high school diploma, and provides services for at least one year

Regulation
approved: September 4, 2007
revised: January 20, 2015
revised: August 4, 2015
revised: June 1, 2021

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY**NOTICE AND CONSENT TO DISCONTINUE SCHOOL ATTENDANCE
FOR STUDENTS WITH A CERTIFICATE OF PROFICIENCY**

Notice of Student Rights: Students who pass the California High School Proficiency Examination (CHSPE) and receive a Certificate of Proficiency issued by the State Board of Education may continue to attend school, but upon request will be exempted from compulsory school attendance pursuant to Education Code 48410. If the student is under 18 years of age, the student's parent/guardian must also provide approval in order for the student to discontinue school attendance.

If the student leaves school after receiving a Certificate of Proficiency and is under 18 years of age, the student may later decide to re-enroll in the district with no adverse consequences. In this case, the student may be required to meet new or additional requirements established since the student was previously enrolled. If the student re-enrolls and then leaves school again, the student may be denied re-admittance until the beginning of the following semester.

For further information about leaving school after obtaining the Certificate of Proficiency, contact the principal or school guidance counselor.

Student's name: _____

School: _____

Date on which the Certificate of Proficiency was issued: _____

To be completed by student: I understand the rights granted to students who are awarded the Certificate of Proficiency to disenroll from school, and to re-enroll if desired before the age of 18. I hereby notify the school district of my intent to disenroll from school.

Student's signature: _____ Date: _____

To be completed by parent/guardian: I hereby grant consent for my minor child to disenroll from school.

Parent/guardian's name (please print): _____

Signature: _____ Date: _____

To be completed by school administrator: I hereby verify the parent/guardian's signature and date recorded above.

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY (continued)

Name of school administrator (please print): _____

Position: _____

Signature: _____ Date: _____

TRANSITIONAL KINDERGARTEN

The Board of Trustees desire to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The transitional kindergarten program shall assist children in developing the academic, social, and emotional skills ~~they need~~ **needed** to succeed in kindergarten and beyond.

The district's ~~transitional kindergarten~~ TK shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's transitional kindergarten program.

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Eligibility

The district's ~~transitional kindergarten~~ TK program shall admit children whose fifth birthday is from September 2 through December 2: (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the ~~transitional kindergarten~~ TK program and of the age, residency, immunization, and any other enrollment requirements. Enrollment in the ~~transitional kindergarten~~ TK program shall be voluntary.

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

On a case-by-case basis, a child whose fifth birthday is on or before September 1 **may be admitted into the district's TK program** ~~Upon request of a child's parents/guardians, the district may, on a case-by-case basis after~~ **if** the Superintendent or designee determines that it is in the child's best interest, ~~admit into the district's transitional kindergarten program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.~~

At any time during the school year, the district may admit into the ~~transitional kindergarten~~ TK program a child whose fifth birthday is after December 2, of that same school year, provided that the Superintendent or designee recommends that enrollment in a ~~transitional kindergarten~~ TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

TRANSITIONAL KINDERGARTEN (continued)**Curriculum and Instruction**

The district's ~~transitional-kindergarten~~ TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education. It shall be designed to facilitate students' development in essential **knowledge and** skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6011 - Academic Standards)
(cf. 6174 - Education for English Language Learners)

The Board shall establish the length(s) of the school day in the district's TK program, **which shall be at least three hours but no more than four hours long. If the district has adopted an extended-day kindergarten, the length of the school day for the TK program may be different than the length of the school day for the kindergarten program** ~~TK programs may be maintained for different lengths of time either at the same or different school sites, as long as the school day is at least three hours but no more than four hours.~~ The Superintendent or designee shall annually report to the California Department of Education as to whether the district's TK programs are offered full day, part day, or both. (Education Code ~~8973~~, 37202, 46111, 46117, 48003)

(cf. 6111 - School Calendar)
(cf. 6112 - School Day)

~~Transitional kindergarten~~ TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

Transitional kindergarten students may be ~~placed in a classroom~~ commingled in the same classroom with 4 four-year-old students from a California State Preschool Program as long as **all of the requirements of each program are met and** the classroom does not include

TRANSITIONAL KINDERGARTEN (continued)

students enrolled in ~~Transitional kindergarten~~ TK for a second year or students enrolled in a regular kindergarten. (Education Code 8235, 48000)

(cf. 5148.3 - Preschool/Early Childhood Education)

Staffing

The Superintendent or designee shall ensure that teachers assigned to teach in ~~transitional kindergarten~~ TK classes shall possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

(cf. 4112.2 - Certification)

A credentialed teacher who is first assigned to a ~~Transitional kindergarten~~ TK class after July 1, 2015, shall, by August 1, ~~2020~~ 2021, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that ~~transitional kindergarten~~ TK teachers are knowledgeable about standards and effective instructional methods for teaching young children.

(cf. 4131 - Staff Development)

Continuation to Kindergarten

Students who complete the ~~transitional kindergarten~~ TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the ~~transitional kindergarten~~ TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of ~~transitional kindergarten~~ TK and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

TRANSITIONAL KINDERGARTEN (continued)

Assessment

The Superintendent or designee shall develop or identify appropriate formal and/or informal assessments of transitional kindergarten students' development and progress. ~~He/she~~ **The Superintendent or designee** shall monitor and regularly report to the Board regarding program implementation, ~~and~~ the progress of students in meeting related academic standards, **and student preparedness for future education.**

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference: (see next page)

TRANSITIONAL KINDERGARTEN (continued)

Legal Reference:

EDUCATION CODE

8235 California State Preschool Program

~~8970-897473~~ **Early primary programs; Extended-day kindergarten**

37202 School calendar; equivalency of instructional minutes

44258.9 Assignment monitoring by county office of education

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten

48000 Age of admission kindergarten and transitional kindergarten

48002 Evidence of minimum age required to enter kindergarten or first grade

48003 Kindergarten annual report

48200 Compulsory education, starting at age six

Management Resources:

CSBA PUBLICATIONS

What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 3, 2013

California Preschool Learning Foundations, Vol. 3, 2012

California Preschool Curriculum Framework, Vol. 2, 2011

California Preschool Learning Foundations, Vol. 2, 2010

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

WEB SITES

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

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

California Kindergarten Association: <http://www.ckanet.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Transitional Kindergarten California: <https://www.tkcocalifornia.org>

Policy

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WESTERN PLACER UNIFIED SCHOOL DISTRICT

Lincoln, California