

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

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

DISTRICT ADMINISTRATION

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

School	<u>STUDENT ENROLLMENT</u>		
	2015-16 CALPADS	1/2/2017	2/1/2017
Sheridan Elementary (K-5)	66	68	65
First Street Elementary (K-5)	465	423	424
Carlin C. Coppin Elementary (K-5)	394	439	444
Creekside Oaks Elementary (K-5)	607	621	622
Twelve Bridges Elementary (K-5)	632	624	635
Foskett Ranch Elementary (K-5)	471	454	459
Lincoln Crossing Elementary (K-5)	645	652	648
Glen Edwards Middle School (6-8)	866	891	891
Twelve Bridges Middle School (6-8)	773	766	765
Lincoln High School (9-12)	1,735	1,808	1,801
Phoenix High School (10-12)	77	73	74
TOTAL	6731	6,819	6,828

SDC Pre-School

Foskett Ranch 21
First Street/LIP 77
Carlin C. Coppin 0

Parent Education

Continuing Educ. Classes

GLOBAL DISTRICT GOALS

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

Western Placer Unified School District
Regular Meeting of the Board of Trustees
February 21, 2017, 7:00 P.M.
WPUSD District Office/City Hall Building-3rd Floor Conference Room
600 Sixth Street, Lincoln, CA 95648

AGENDA

2016-2017 Goals & Objectives (G & O) for the Management Team: **Component I:** Quality Student Performance; **Component II:** Curriculum Themes; **Component III:** Special Student Services; **Component IV:** Staff & Community Relations; **Component V:** Facilities/Administration/Budget.

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

6:20 P.M. START

1. **CALL TO ORDER** – WPUSD District Office/City Hall Bldg. - 3rd Floor Conference Room
2. **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. Request forms for this purpose are located at the entrance to the Board Room. Request forms are to be submitted to the Board Clerk prior to the start of the meeting.

6:25 P.M.

3. **CLOSED SESSION** – WPUSD District Office – 4th Floor Overlook Room
 - 3.1 **CONFERENCE WITH LABOR NEGOTIATOR**
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators:
~Scott Leaman, Superintendent
~Gabe Simon, Assistant Superintendent of Personnel Services
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
~Kerry Callahan, Assistant Superintendent of Educational Services
 - 3.2 **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF-15-514477
 - 3.3 **PERSONNEL**
Public Employee Employment/Discipline/Dismissal/Release -
Resolution No. 16/17.22 Authorizing the Release of Temporary Certificated Employees

7:00 P.M.

4. **ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE** – District Office/City Hall Blvd., - 3rd Floor Conference Room
The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

Regular Meeting of the Board of Trustees

February 21, 2017

Agenda

4.1 **Page 9 - CONFERENCE WITH LABOR NEGOTIATOR**

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators:

~Scott Leaman, Superintendent

~Gabe Simon, Assistant Superintendent of Personnel Services

~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

~Kerry Callahan, Assistant Superintendent of Educational Services

4.2 **Page 10 - CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF-15-514477

4.3 **Page 11 - PERSONNEL**

Public Employee Employment/Discipline/Dismissal/Release -

Resolution No. 16/17.22 Authorizing the Release of Temporary Certificated Employees

Roll Call vote:

5. **Page 13 - 16 - CONSENT AGENDA**

NOTICE TO THE PUBLIC

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

5.1 Certificated Personnel Report

5.2 Classified Personnel Report

Roll call vote:

6. **COMMUNICATION FROM THE PUBLIC**

This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Board regarding matters not on the agenda. The Board is not allowed to take action on any item, which is not on the agenda except as authorized by Government Code Section 54954.2. Request forms for this purpose are located at the entrance to the Board Room. Request forms are to be submitted to the Board Clerk prior to the start of the meeting.

7. **REPORTS & COMMUNICATION**

➤Lincoln High School Student Advisory – Janna McCoy

➤Western Placer Teacher's Association – Tara McCroskey

➤Western Placer Classified Employee Association – Mike Kimbrough

➤Superintendent - Scott Leaman

8. **◆ACTION ◆DISCUSSION ◆INFORMATION**

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

8.1 Discussion/ **Page 18 – CONSIDER APPROVING REVISED JOB DESCRIPTION**

Action **FOR TECHNOLOGY DATA SPECIALIST** – Simon (16-17 G & O
Component I, II, III, IV, V)

Regular Meeting of the Board of Trustees

February 21, 2017

Agenda

- As a part of the ongoing review of District needs, programs, and staffing by the District there exists a need to approve a revised job description for a classified Technology Data Specialist, in order to establish the revised job requirements. This job description will go into effect following Board approval.

8.2 Discussion/ Action **Page 22 – CONSIDER APPROVAL OF TENTATIVE AGREEMENT BETWEEN WPUSD AND WPTA REGARDING ARTICLE XV – WORK YEAR (CALENDAR) FOR THE 2017-2018 SCHOOL YEAR**

– **Simon** (16-17 G & O Component I, II, III, IV, V)

- A tentative agreement has been reached between WPUSD and WPTA on the portion of Article XV – Work Year 2017-2018 as outlined in the attached document as it relates to the school calendar. This tentative agreement for the 2017-2018 school year for WPTA employees has been ratified by the WPTA membership.

8.3 Discussion/ Action **Page 24 – TWELVE BRIDGES MIDDLE SCHOOL OPEN ENROLLMENT** – **Leaman** (16-17 G & O Component I, II, III, IV, V)

- During the 2013/14 school year, the Western Placer Unified School established middle school boundaries based on projected enrollments. After enacting the boundaries, Glen Edwards Middle School has experienced an unexpected increase in enrollment.

8.4 Action **Page 44 - ADOPTION OF REVISED/NEW POLICIES/EXHIBITS/ REGULATIONS** – **Leaman** (16-17 G & O Component I, II, III, IV, V)

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

- BP 0410 Nondiscrimination in District Programs and Activities
- BP 0420.41 Charter School Oversight
- BP 3470 Debt Issuance and Management
- BP/AR 3513.3 Tobacco-Free Schools
- BP 5131.62 Tobacco
- AR 5125.3 Challenging Student Records
- BP/AR 6200 Adult Education

8.5 Discussion/ Action **Page 88 - CSBA DELEGATE ASSEMBLY ELECTION** – **Leaman** (16-17 G & O Component I, II, III, IV, V)

- CSBA request the Board of Trustees take action to elect a representative to CSBA Delegate Assembly from our region or subregion. The board as a whole may vote for one candidate for the vacancy of the Subregion 4-D, which covers (Nevada, Placer, Sierra Counties). The ballot must be submitted by March 15, 2017.

9. BOARD OF TRUSTEES

9.1 FUTURE AGENDA ITEMS

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

- High School in the Twelve Bridges Area
- Lincoln Crossing Elementary South/Facilities Update

Regular Meeting of the Board of Trustees

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9.2 BOARD MEMBER REPORTS/COMMENTS

10. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

➤ **March 7, 2017 7:00 P.M.**, Regular Meeting of the Board of Trustees - District Office/City Hall Bldg., 3rd Floor Conference Room

➤ **March 21, 2017 7:00 P.M.**, Regular Meeting of the Board of Trustees – Twelve Bridges Elementary School

11. 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.

Posted: 021617

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

Western Placer Unified School District

CLOSED SESSION AGENDA

Place: District Office/City Hall Bldg. – Overlook Room (Fourth Floor)

Date: Tuesday, February 21, 2017

Time: 6:25 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/DISSMISSAL/RELEASE**
 - a. It is not necessary to give any additional information on the agenda.
 - E. **COMPLAINTS OR CHARGES AGAINST AN EMPLOYEE, UNLESS EMPLOYEE REQUESTS OPEN SESSION**
 - a. No information needed
9. **CONFERENCE WITH LABOR NEGOTIATOR**
 - A. Name any employee organization with whom negotiations to be discussed are being conducted.
 - B. Identify the titles of unrepresented individuals with whom negotiations are being conducted.
 - C. Identify by name the agency's negotiator
10. **STUDENTS:**
 - A. **STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**
 - B. **STUDENT PRIVATE PLACEMENT**
 - a. Pursuant to Board Policy 6159.2
 - C. **INTERDISTRICT ATTENDANCE APPEAL**
 - a. Education Code 35146 and 48918
 - D. **STUDENT ASSESSMENT INSTRUMENTS**
 - a. Reviewing instrument approved or adopted for statewide testing program.
 - E. **STUDENT RETENTION/ APPEAL**
 - a. Pursuant to Board Policy 5123
 - F. **DISCLOSURE OF CONFIDENTIAL STUDENT RECORD INFORMATION**
 - a. Prevent the disclosure of confidential student information.

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Bargaining Groups:

WPTA & CSEA Negotiations

Agency Negotiators:

Scott Leaman, Superintendent

Gabe Simon, Assistant Superintendent
of Personnel Services

Audrey Kilpatrick, Assistant Superintendent
Business and Operations

Kerry Callahan, Assistant Superintendent of
Educational Services

AGENDA ITEM AREA:

Disclosure of action taken in
closed session

REQUESTED BY:

Scott Leaman
Superintendent

ENCLOSURES:

No

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

February 21, 2017

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**

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SUBJECT:

CONFERENCE WITH LEGAL COUNSEL –
EXISTING LITIGATION

AGENDA ITEM AREA:

Disclosure of Action Taken in
Closed Session

REQUESTED BY:

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

ENCLOSURES:

No

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

February 21, 2017

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**

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SUBJECT:

Employee Discipline/Dismissal/Release
Approve Closed Session Resolution No. 16/17.22
Authorizing the Release of Temporary
Certificated Employees

AGENDA ITEM AREA:

Closed Session

REQUESTED BY:

Gabe Simon *GS*
Assistant Superintendent of
Personnel Services

ENCLOSURES:

Yes

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

Categorical/General

MEETING DATE:

February 21, 2017

ROLL CALL REQUIRED:

Yes

BACKGROUND:

Pursuant with Education Code 44954 the District may end its employment relationship with all Temporary Certificated Employees by notifying said employees that their temporary employment term ends at the close of the 2016-2017 school year.

RECOMMENDATION:

Administration recommends the Board of Trustees approve Closed Session Resolution No. 16/17.22 authorizing the release of Certificated Temporary Employees. Disclose action taken in closed session.

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.

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SUBJECT:

Certificated Personnel Report

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Gabe Simon 
Assistant Superintendent of Personnel Services

ENCLOSURES:

Yes

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

Categorical/General

MEETING DATE:

February 21, 2017

ROLL CALL REQUIRED:

BACKGROUND:

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

RECOMMENDATION:

Administration recommends ratification of the certificated personnel report.

WESTERN PLACER UNIFIED SCHOOL DISTRICT

PERSONNEL REPORT

February 21, 2017

CERTIFICATED/MANAGEMENT

RETIREMENT:

1.	Name:	Olen Dillingham
	Position:	Language Arts Teacher
	Effective Date:	June 30, 2017
	Site:	GEMS

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

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SUBJECT:

Classified Personnel Report

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Gabriel Simon

Assistant Superintendent of Personnel Services

ENCLOSURES:

Yes

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

General Fund/Categorical

MEETING DATE:

February 21, 2017

ROLL CALL REQUIRED:

BACKGROUND:

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

RECOMMENDATION:

Administration recommends ratification of the classified personnel report.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
PERSONNEL REPORT**

February 21, 2017

CLASSIFIED/MANAGEMENT

TRANSFER/PROMOTION

- | | |
|---|--|
| 1. Name: JahnaLeigh Dattilio
Position: Paraprofessional Aide
Salary: CSEA, Range 17, Step A
Hours: 6.16 Hours/5 Days a week
Days: 10 Months/Year | Effective: 2/6/17
Site: Carlin C. Coppin Elementary
Replacement |
|---|--|

RESIGNATION:

- | |
|---|
| 1. Name: Jessica Chavez
Position: Program Facilitator
Salary: Sheridan Elementary
Hours: 4 Hours/5 Days a week
Effective: 2/10/17 |
| 2. Name: JahnaLeigh Dattilio
Position: Campus/Café Supervisor
Salary: Lincoln Crossing Elementary
Hours: .34 Hours/5 Days a week
Effective: 2/3/17 |
| 3. Name: JahnaLeigh Dattilio
Position: Campus/Café Supervisor
Salary: Lincoln Crossing Elementary
Hours: 2 Hours/5 Days a week
Effective: 2/3/17 |
| 4. Name: Chelsea Midel
Position: Campus/Café Supervisor
Salary: Glen Edwards Middle
Hours: 3 Hours/5 Days a week
Effective: 2/17/17 |

REQUEST FOR LEAVE OF ABSENCE:

- | |
|---|
| 1. Name: Maria Diaz
Position: Campus/Café Supervisor
Effective: February 9, 2017
Site: First Street Elementary |
|---|

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.

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

SUBJECT:

Consider Approving Revised Job Description
For Technology Data Specialist

AGENDA ITEM AREA:

Discussion/Action

REQUESTED BY:

Gabe Simon, Ed.D.
Assistant Superintendent of
Personnel Services

ENCLOSURES:

Proposed Job Description for
Technology Data Specialist

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

General

MEETING DATE:

February 21, 2017

ROLL CALL REQUIRED:

No

BACKGROUND:

As a part of the ongoing review of District needs, programs, and staffing by the District there exists a need to approve a revised job description for a classified Technology Data Specialist, in order to establish the revised job requirements. This job description will go into effect following Board approval.

RECOMMENDATION:

Approve the attached job description for Technology Data Specialist

 Western Placer Unified School District

 POSITION DESCRIPTION

Position Title: **Technology Data Specialist**
 Department: ~~Educational Services~~– Technology Department
 Reports To: Director of Technology & ~~Deputy Superintendent of Educational Services~~

SUMMARY:

Responsible for installing, monitoring, maintaining, and updating the district's student information system and associated programs and databases; researching, designing, and implementing procedures to audit, certify, and publish student information; performing statistical reporting activities required by the district; process, summarize, analyze, prepare and certify student information reports for the Western Placer Unified School District (WPUSD) and on behalf of WPUSD for local, regional, state, and federal agencies; consults with and provides technical assistance to schools and central office administrators regarding student information analysis activities and reports; and performs related duties as required or assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Installs, monitors, maintains, updates, and supports the student information system and associated programs and databases
- * Assists end-users with student database queries and issues
- * Plans, designs, and manages all aspects of new and ongoing requests for student information to comply with state and WPUSD internal data warehouse projects and programs
- * Designs, tests, plans, and performs testing for new associated programs and databases developed internally or through vendor purchases
- * Provides technical assistance to school and district office personnel in use of operational systems or data warehouse tools and statistical analysis to gather data for district reports
- * Assists in the development of standards, policies, and procedures related to maintaining district data
- * Provides training and technical assistance to staff regarding student information system and associated programs and databases
- * Creates, audits, and summarizes student information for other departments to satisfy reporting requirements
- ~~* Uses databases, spreadsheets, and advanced statistical software for data management and analysis activities~~
- * Provide a positive customer service oriented level of support for district technology users
- * Uses a variety of presentation software to prepare written reports, analyses, and statistical documents for a variety of audiences
- ~~* Assists the technology director with e-rate applications, cellular devices, and the development and management of the budget supporting the student information system;~~
- ~~* Assists with and provides secondary support for federal, state, and local data requirements~~
- * Research, design, and implement procedures to audit, certify, and publish student and staff information to CALPADS and other local, regional, state, and federal agencies.
- * Support implementation and management of the district Learning Management system (LMS)
- * Develop and implement security policies, procedures, and guidelines for all district data stored in district databases
- * Participate in staff meetings, workshops, conferences, and classes
- * Adheres to and assists in enforcing technology policies, rules, and regulations by reporting violations to appropriate officials and/or administrators

-
- * Other related duties as assigned

QUALIFICATION REQUIREMENTS:

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

EMPLOYMENT ELIGIBILITY:

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

Knowledge, Skills, and Abilities:

- * Monitor, maintain, and administer MS SQL databases
- * Interpret and write complex SQL queries
- * Knowledge of MS Access
- * Demonstrate knowledge of the general principles of data processing, retrieval, analysis, and statistical reporting as related to student information systems
- * Ability to drive a car or district vehicle and possession of an appropriate, valid motor vehicle operator's license
- * Ability to remain current in local, state, and federal student information reporting requirements and accreditation requirements for public schools
- * Technical expertise using data retrieval and reporting software and report formats
- * Ability to communicate effectively, both orally and in writing, including communication of technical information
- * Ability to establish and maintain cooperative relationships with other school personnel and other administrators
- * Knowledge of basic math including calculation of fractions, percent's and/or ratios.
- * Skills to read a variety of manuals and understand multiple-step instructions
- * Skills to write documents following prescribed formats and/or present information before groups
- * Ability to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions
- * Ability to speak in audible tones so that others may understand clearly in training sessions and other meetings
- * Ability to interpret and implement rules relating to Western Placer Unified School District policies
- * Ability to schedule a number of activities; often gather, collate, and/or classify data; and coordinate a significant number of factors in the use of equipment
- * Ability to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using various methods of operation
- * Ability to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a wide variety of job-related equipment
- * Ability to apply problem-solving techniques to analyze issues, create plans of action and reach solutions.

EDUCATION and/or EXPERIENCE:

- * AA degree in Computer Science, Information Systems or equivalent preferred. High school diploma required.
- * Five years' experience in database management and software support. Skill set in student

information system preferred.

LANGUAGE SKILLS:

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

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

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

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

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

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

DISTRICT GLOBAL GOALS

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


SUBJECT:

Consider Approval of Tentative Agreement
Between WPUSD and WPTA regarding
Article XV – Work Year (Calendar) for the
2017-2018 School Year

AGENDA ITEM AREA:

Discussion/Action

REQUESTED BY:

Gabe Simon, Ed.D. 
Assistant Superintendent of
Personnel Services

ENCLOSURES:

Yes

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

February 21, 2017

ROLL CALL REQUIRED:

Yes

BACKGROUND:

A tentative agreement has been reached between WPUSD and WPTA on the portion of Article XV – Work Year 2017-2018 as outlined in the attached document as it relates to the school calendar. This tentative agreement for the 2017-2018 school year for WPTA employees has been ratified by the WPTA membership.

RECOMMENDATION:

Administration recommends the Board of Trustees approve the Tentative Agreement between WPUSD and WPTA as submitted.

Tentative Agreement

Tentative agreement has been reached between the Western Placer Unified School District and the Western Placer Teacher's Association on Article XV: Work Year.

The following article has been agreed upon:

Article XV – Work Year 2017-2018

Staff Start Day:	August 15 th , 2017
Staff Stop Day:	June 7 th , 2018
Non ADA Days:	District/Site Day (1/2 District, ½ PLC) – October 9 th , 2017
	Site/Teacher Day (1/2 Site, ½ Teacher) – August 15 th , 2017
	Teacher Day – August 16 th , 2017
	District Day – March 12 th , 2018

Mike Agrippino
WPTA Designee

2/3/17
Date

2/3/17
Date Ratified by WPTA Members

[Signature]
WPUSD Designee

2/3/17
Date

Date Adopted by Board of Trustees

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

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

SUBJECT:

Twelve Bridges Middle School Open Enrollment

AGENDA ITEM AREA:

Discussion/Action

REQUESTED BY:

Scott Leaman
Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

District Office

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE

February 21, 2017

ROLL CALL REQUIRED:

No

BACKGROUND:

During the 2013/14 school year, the Western Placer Unified School established middle school boundaries based on projected enrollments. After enacting the boundaries, Glen Edward Middle School has experienced an unexpected increase in enrollment. Additional portable classrooms have been placed at the school, but no more can be added at the site. During this same period, Twelve Bridges Middle School has experienced an unexpected drop in enrollment.

After discussing several options, staff is recommending open enrollment for students residing in the Glen Edwards attendance area based on the attached form. For reference, past board actions and our current policy are attached.

RECOMMENDATION:

This item is for discussion. An action label was placed on the item so the Board could approve the item should the Board decide to do so.

TWELVE BRIDGES MIDDLE SCHOOL OPEN ENROLLMENT REQUEST

Western Placer Unified School District
600 Sixth Street, Suite 400
Lincoln, CA 95648
Phone: (916) 645-6350 • Fax: (916) 645-6356

Date Received _____ School Year _____ **Please Complete One Form Per Child**

The Board of Trustees of the Western Placer Unified School District, hereby agree to permit the within named student, while residing in Glen Edward Middle School attendance area, to attend Twelve Bridges Middle School from sixth through eighth grade:

1. Student will maintain good attendance and proper behavior as determined by the principal of the school of attendance.
2. No transportation will be provided except as required by P.L. 107-110, Section 116 and Board Policy 5116.1

STUDENT

Name: _____

DOB: _____ Current Grade: _____

Grade Next Year: _____

Reason for Request: _____

PARENT/GUARDIAN

Name: _____

Physical Address: _____

Mailing Address: _____

City, State, ZIP: _____

Home Phone: _____

Work Phone: _____

Other: _____

Parent Signature: _____ Date: _____

THIS SECTION FOR SCHOOL/DISTRICT USE ONLY

Granted: _____

Denied: _____ Date: _____

PRINCIPAL (Glen Edwards Middle School)

Granted: _____

Denied: _____ Date: _____

PRINCIPAL (Twelve Bridges Middle School)

Granted: _____

Denied: _____ Date: _____

SUPERINTENDENT/ASSISTANT SUPERINTENDENT

1. While enrolled at the school, siblings of the student will be approved to attend Twelve Bridges Middle School.
2. The district may cap attendance based on grade level or school capacity.
3. Twelve Bridges Open Enrollment is an ongoing program of the Western Placer Unified School District.
4. Twelve Bridges Open Enrollment was approved by the Western Placer Unified School District at their _____ meeting.

Distribution: White – District Office Canary – Releasing School Copy Pink – Parent Copy Goldenrod – School of Destination Copy
Revised 2/21/17

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

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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:

Proposal for Implementation
of Carlin C Coppin Middle School
Attendance Boundary Change

AGENDA ITEM AREA:

Information/Discussion

REQUESTED BY:

Heather Steer, Facilities Coordinator
Scott Leaman, Superintendent
Audrey Kilpatrick, Assistant Superintendent of
Business Services

ENCLOSURES:

Yes

DEPARTMENT:

Facilities

FINANCIAL INPUT/SOURCE:

None

MEETING DATE:

November 19, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

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

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

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

The presentation you will be reviewing tonight is one that was just given to the parents at Carlin C. Coppin during a parent meeting on October 29th. This presentation is to inform every one of the intended policies that staff will be using in order to best initiate this change in boundaries. Staff has some input received from parents at this meeting, and will propose to the Board of Trustees all options set forth.

RECOMMENDATION:

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

WPUSD Middle School Boundary Adjustment Carlin C. Coppin to Glen Edwards Middle

October 29, 2013

- Student enrollment growing in both Twelve Bridges Elementary and Carlin C. Coppin Elementary.
- Twelve Bridges Middle is at capacity and the school is facing over population within a year.
- Need to balance enrollment at both Glen Edwards Middle School and Twelve Bridges Middle School.

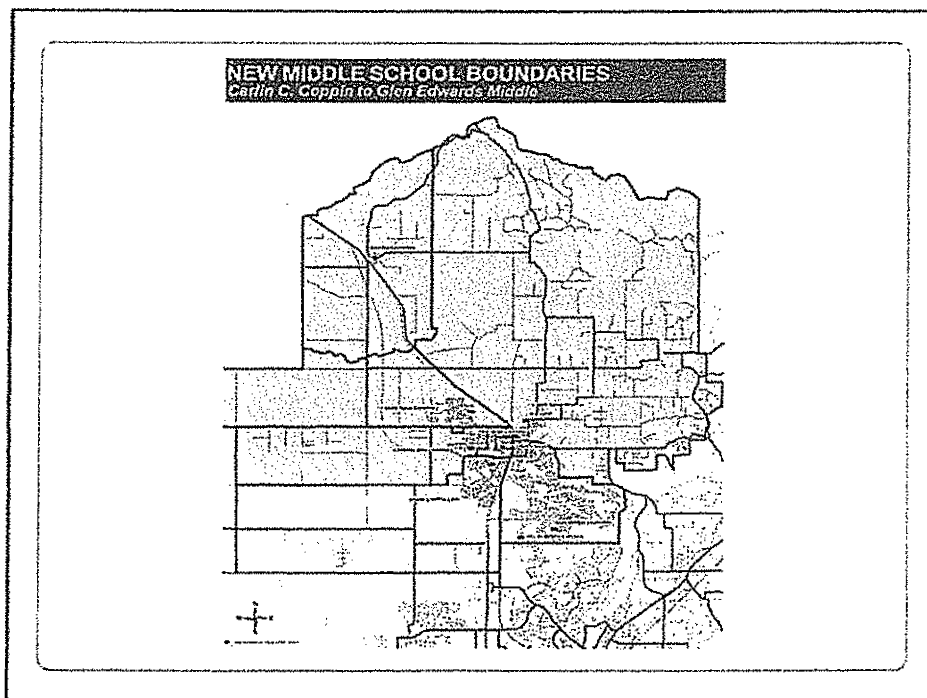
Purpose of the Plan

Current 2013/14 5th graders at Carlin C. Coppin Elementary will attend Glen Edwards Middle School in the 2014/15 school year.

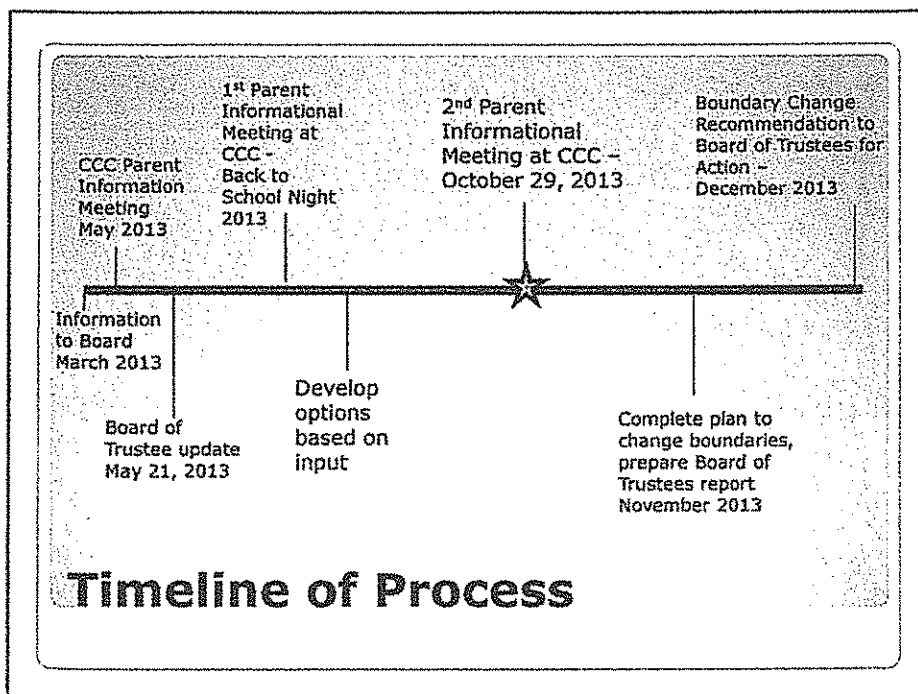
Students who are currently attending Twelve Bridges Middle School can continue to attend there until completing 8th Grade.

Bussing service to Twelve Bridges Middle School for current attending students will continue until they graduate, or no longer needed.

Proposed Plan



8.4.2²



Q: Will current 2013/14 5th Graders go to GEMS?

A: Yes. As of the next school year, 2014/15, they will be 6th graders at Glen Edwards Middle.

Q: Do you have a map of the address that are part of the boundary change?

A: The previous map shows the new middle school attendance boundaries, but no specific addresses. If you live in the Carlin C. Coppin attendance boundary, you will then go to Glen Edwards Middle School.

Questions/Concerns from 8/29/13

8.4.3³

Q: Is there a possibility of fee for service bussing to GEMS?

A: No, but there are City busses that can be utilized, and the WPUSD "guest rider" program.

Q: When would the special TBMS bus route stop?

A: Either June 2016 to accommodate the current 6th graders, or sooner if no longer needed.

Q: Are there busses that go from CCC to GEMS?

A: No, this is not a route for WPUSD busses.

Questions/Concerns from 8/29/13

Q: What type of before school services would be available if I need to drop my student off at GEMS before 8:00 am?

A: Neither GEMS nor TBMS have a before school program, but students are dropped off as early as 7:30 am.

Q: Transportation for out of City limits, how does that work?

A: The District does not provide bussing for students within the City limits, however if you live outside the official City of Lincoln limits, we do provide fee based bussing to your school.

Questions/Concerns from 8/29/13

8.4.4⁴

Q: What will be the "grandfathering" limit for siblings?

A: The District is proposing that families with students currently attending TBMS be allowed to continue attending until the completion of 8th grade.

Families with a student currently attending TBMS may enroll a sibling to TBMS for the 2014-2015 and 2015-2016 school years only.

Bussing from CCC attendance area to TBMS will continue through the 2015-16 school year.

Q: How does the intra-district process work?

A: Annually you can request to have your child attend a school site that is not within your attendance area through the intra-district application process. The applications are evaluated by space availability, reasons for transfer, and are approved by the Superintendent.

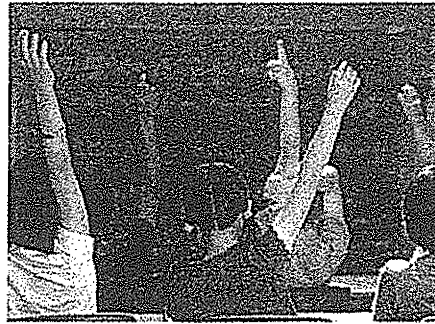
Questions/Concerns from 8/29/13

Q: What are the current feeder schools to both GEMS and TBMS?

A: The attached map will have some reference, but as of 2014/15 TBMS will serve Twelve Bridges Elementary and Lincoln Crossing. GEMS will serve Sheridan, Foskett Ranch, Carlin C. Coppin, Creekside Oaks, and First Street School.

Questions/Concerns from 8/29/13

8.4.5⁵



Process Questions and Comments

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

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

SUBJECT:

Carlin C. Coppin Middle School Attendance
Boundary Change

AGENDA ITEM AREA:

Action

REQUESTED BY:

Scott Leaman, Superintendent
Audrey Kilpatrick, Asst Supt Business Services
Heather Steer, Facilities

ENCLOSURES:

Yes

DEPARTMENT:

Facilities

FINANCIAL INPUT/SOURCE:

None

MEETING DATE:

December 3, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

Due to enrollment growth projections, and vast reduction in student capacity at Twelve Bridges Middle School, staff has worked over the past year to formulate a plan to implement the change of middle school attendance for the Carlin C. Coppin Elementary attendance area.

Currently students that attend Carlin C. Coppin are included in the Twelve Bridges Middle School attendance boundary. The proposed change would bring that elementary school back into the Glen Edwards Middle School attendance boundary.

In working through this process, District Staff has met with parents and interested parties at Carlin C. Coppin Elementary School on; May 16th, August 29th, and October 29th of this year. At the 11/19/13 Board of Trustees meeting a presentation with suggested policies to implement this change was also reviewed.

It is during this meeting that we will be asking for Board consideration of the enclosed proposed boundary change implementation policies.

RECOMMENDATION:

Staff recommends the Board of Trustees approve the proposed policies for the Carlin C. Coppin Middle School Attendance Boundary Change.

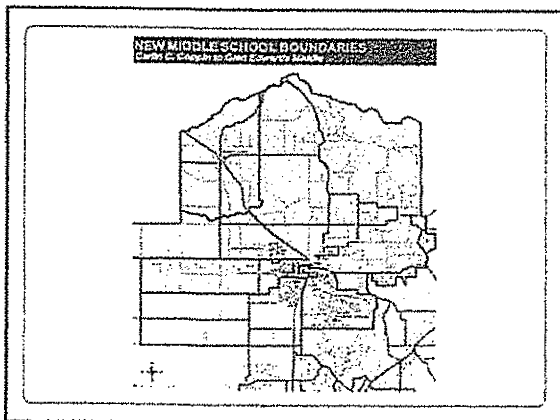
8.1

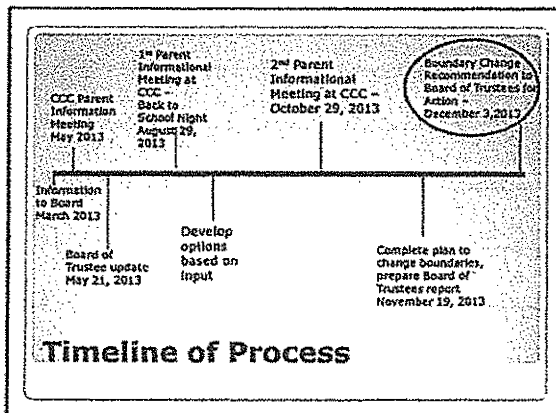
WPUSD Middle School Boundary Adjustment Carlin C. Coppin to Glen Edwards Middle – Recommended Policy

December 3, 2013

- Student enrollment growing in both Twelve Bridges Elementary and Carlin C. Coppin Elementary (CCC).
- Twelve Bridges Middle (TBMS) is at capacity and the school is facing over population within a year.
- Need to balance enrollment at both Glen Edwards Middle School (GEMS) and Twelve Bridges Middle School.

Purpose of Change in Boundary





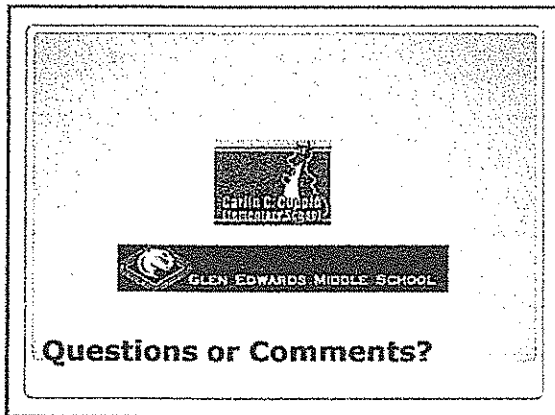
• Current 2013/14 5th graders at CCC will attend GEMS in the 2014/15 school year. *
 • Students who are currently attending TBMS can continue to attend there until completing 8th Grade.
 • Bussing for these students will continue to be provided through their 8th grade year (2015/16); or until no longer feasible to operate.

*All current intra-district transfer options and procedures will stay in place for those families that wish to apply for one.

Proposed Policies

• Current 2013/14 5th graders at CCC who have siblings that will be attending TBMS after the 2013/14 school year, may complete the intra-district paperwork to attend TBMS on a preapproval basis annually through that student's 8th grade year (2016/17).
 • Bussing for these students will be available at the usual fees on the current route only until the completion of the 2015/16 school year, or until no longer feasible to operate.

Proposed Policies - Siblings



Western Placer USD | BP 5116.1 Students

Intradistrict Open Enrollment

The Board of Trustees desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy and administrative regulation.

(cf. 5117 - Interdistrict Attendance)

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. (Education Code 35160.5)

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5111.13 - Residency for Homeless Children)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

Enrollment Priorities

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

(cf. 5116 - School Attendance Boundaries)

The Superintendent or designee shall grant priority to any district student to attend another district school, including a charter school, outside of his/her attendance area as follows:

1. Any student enrolled in a district school that has been identified on the state's Open Enrollment List. (Education Code 48354)

(cf. 5118 - Open Enrollment Act Transfers)

2. Any student enrolled in a district school receiving Title I funds that has been identified for program improvement (PI), corrective action, or restructuring. (20 USC 6316)

(cf. 0420.4 - Charter Schools)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 6171 - Title I Programs)

3. Any student enrolled in a district school designated by the California Department of Education as "persistently dangerous." (20 USC 7912; 5 CCR 11992)

(cf. 0450 - Comprehensive Safety Plan)

4. Any student who is a victim of a violent crime while on school grounds. (20 USC 7912)

5. Upon a finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area. Special circumstances, include, but are not limited to, threats of bodily harm or threats

to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers.

To grant priority under these circumstances, the Superintendent or designee must have received either:
(Education Code 35160.5)

- a. A written statement from a representative of an appropriate state or local agency, such as a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist
- b. A court order, including a temporary restraining order and injunction
- 6. Any sibling of a student already in attendance in that school.
- 7. Any student whose parent/guardian is assigned to that school as his/her primary place of employment.

Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between March and May of the current school year preceding the school year for which the transfer is requested.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

Except for priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

(cf. 6172 - Gifted and Talented Student Program)

Transportation

Except as required by 20 USC 6316, for transfers out of Title I (PI) program improvement schools, the district shall not be obligated to provide transportation for students who attend school outside their attendance area.

(cf. 3250 - Transportation Fees)

(cf. 3540 - Transportation)

Legal Reference:

EDUCATION CODE

200 Prohibition against discrimination

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance agreements

48200 Compulsory attendance

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48980 Notice at beginning of term

CODE OF REGULATIONS, TITLE 5

11992-11994 Definition of persistently dangerous schools

UNITED STATES CODE, TITLE 20

6316 Transfers from program improvement schools

7912 Transfers from persistently dangerous schools

CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

200.48 Transportation funding for public school choice

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 95 (2002)

Management Resources:

U.S. DEPARTMENT OF EDUCATION NONREGULATORY GUIDANCE

Public School Choice, January 2009

Unsafe School Choice Option, May 2004

WEB SITES

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

California Department of Education, Unsafe School Choice Option: <http://www.cde.ca.gov/ls/ss/se/usco.asp>

U.S. Department of Education, No Child Left Behind: <http://www.nclb.gov>

Policy WESTERN PLACER UNIFIED SCHOOL DISTRICT

adopted: September 4, 2007 Lincoln, California

revised: January 20, 2015

Western Placer USD | AR 5116.1 Students

Intradistrict Open Enrollment

Transfers for Victims of a Violent Criminal Offense

Within a reasonable amount of time, not to exceed 14 school days, after a student becomes the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In determining whether a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student and his/her parent/guardian in making the offer. If the parents/guardians choose to transfer their child, the transfer shall be completed as soon as practicable.

Transfer from a "Persistently Dangerous" School

Within 10 school days after learning that a school has been designated as "persistently dangerous," the Superintendent or designee shall notify parents/guardians of the school's designation. Within 20 school days after learning of the school's designation, the Superintendent or designee shall notify parents/guardians of their option to transfer.

(cf. 0450 - Comprehensive Safety Plan)

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide a written request to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. The Superintendent or designee may establish a reasonable timeline, not to exceed seven school days, for the submission of parent/guardian requests.

The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. Upon assignment, the transfer shall be completed as soon as practicable. If parents/guardians decline the assigned school, the student may remain in his/her current school.

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

The Superintendent or designee shall cooperate with neighboring districts to develop an interdistrict transfer program in the event that space is not available in a district school.

(cf. 5117 - Interdistrict Agreements)

Other Intradistrict Open Enrollment

Except for transfers for victims of a violent crime and from a "persistently dangerous school," the following procedures shall apply to intradistrict open enrollment:

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of these schools and open enrollment applications shall be available at all school offices, the district office, and on the district's web site.
2. After the enrollment priorities have been applied in accordance with Board policy, if there are more requests for a particular school than there are spaces available, a random drawing shall be held from the applicant pool. A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.
3. The Superintendent or designee shall provide written notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.
4. Approved applicants must confirm their enrollment within 10 school days.

Once enrolled, a student shall not be required to apply for readmission. However, the student may be subject to displacement due to excessive enrollment.

Any complaints regarding the selection process shall be submitted in accordance with the applicable complaint procedure.

(cf. 5117 - Interdistrict Agreements)

Notifications

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code 48980)

1. All options for meeting residency requirements for school attendance

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5111.13 - Residency for Homeless Children)

2. Program options offered within local attendance areas

3. A description of any special program options available on both an interdistrict and intradistrict basis

4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied

5. A district application form for requesting a change of attendance

6. The explanation of attendance options under California law as provided by the California Department of Education

Regulation WESTERN PLACER UNIFIED SCHOOL DISTRICT

approved: September 4, 2007 Lincoln, California

revised: March 18, 2009

revised: November 16, 2010

revised: January 20, 2015

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Adoption of Revised/New
Policies/Regulations/Exhibits

AGENDA ITEM AREA:

Action

REQUESTED BY:

Scott Leaman
Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

February 21, 2017

ROLL CALL REQUIRED:

No

BACKGROUND:

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

- BP 0410 Nondiscrimination in District Programs and Activities
- BP 0420.41 Charter School Oversight
- BP 3470 Debt Issuance and Management
- BP/AR 3513.3 Tobacco-Free Schools
- BP 5131.62 Tobacco
- AR 5125.3 Challenging Student Records
- BP/AR 6200 Adult Education

RECOMMENDATION:

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

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

The Board of Trustees is committed to **providing** equal opportunity for all individuals in education. District programs and activities, **and practices** shall be free from **unlawful** discrimination, **including discrimination against an individual or group** based on race, color, ancestry, **nationality**, national origin, ethnic group identification, age, religion, marital, **pregnancy**, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; ~~the a~~ perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. ~~The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.~~

(cf. 1240 – Volunteer Assistance)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
(cf. 4033 – Lactation Accommodation)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4161.8/4261.8/4361.8 – Family Care and Medical Leave)
(cf. 5131.2 – Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6145 – extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6164.4 - Identification of Individuals for Special Education)
(cf. 6164.6 - Identification and Education under Section 504)
(cf. 6178 - Career Technical Education)
(cf. 6200 - Adult Education)

District programs and activities shall also be free of any racially derogatory or discriminatory school athletic team names, mascots, or nicknames.

Annually, the Superintendent or designee shall review district programs and activities to ensure the removal of any **derogatory or discriminatory name, image, practice, or other** barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. ~~, including the use of facilities.~~ He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

(cf. 1330 - Use of Facilities)

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalog, handbook, application form, or other materials distributed to these groups **and, as applicable, to the public. As appropriate, such notification shall be posted in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations and shall be posted on the district's web site and, when available, district-supported social media.**

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. **When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.**

(cf. 6163.2 - Animals at School)

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, **assistive technologies or other modifications to increase accessibility to district and school web sites**, notetakers, written materials, taped text, and Braille or large print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program, or meeting.

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

(cf. 6020 - Parent Involvement)
(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

**Assistant Superintendent of Personnel Services
600 Sxith Street, Suite 400, Lincoln, CA 95648
(916) 645-6350
gsimon@wpusd.k12.ca.us**

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

51007 Legislative intent: state policy

GOVERNMENT CODE

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

2301-2415 Carl D. Perkins Vocational and Applied Technology Act

6311 State plans

6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)*Legal Reference: (continued)*CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

*Management Resources:*CSBA PUBLICATIONSUpdated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex discrimination, July 2016Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014Interim Guidance Regarding Transgender Students, Privacy, and Facilities, September 27, 2013Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONSCalifornia Law Prohibits Workplace Discrimination and HarassmentU.S. DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS PUBLICATIONSDear Colleague Letter: Transgender Students, May 2016Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016Dear Colleague Letter: Title IX Coordinators, April 2015Dear Colleague Letter: Harassment and Bullying, October 2010Dear Colleague Letter: Electronic Book Readers, June 29, 2010Notice of Non-Discrimination, January, 1999Protecting Students from Harassment and Hate Crime, January, 1999Nondiscrimination in Employment Practices in Education, August, 1991U.S. DEPARTMENT OF JUSTICE PUBLICATIONS2010 ADA Standards for Accessible Design, September 2010Accessibility of State and Local Government Websites to People with Disabilities, June 2003WORLD WIDE WEB CONSORTIUM PUBLICATIONSWeb Content Accessibility Guidelines, December 2008WEB SITESCSBA: <http://www.csba.org>California Department of Education : <http://www.cde.ca.gov>California Department of Education: <http://www.cde.ca.gov>Safe Schools Coalition: <http://www.casafeschoolscoalition.org>Pacific ADA Center: <http://www.adapacific.org>U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act: <http://www.ada.gov>U.S. Equal Employment Opportunity Commission: <http://www.eoc.gov>World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

Policy

adopted: September 4, 2007

revised: April 1, 2014

revised: February 21, 2017

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Lincoln, California

CHARTER SCHOOL OVERSIGHT

The Board of Trustees recognizes its ongoing responsibility to ~~ensure~~ **oversee** that any charter school authorized by the Board is successfully fulfilling the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.

(cf. 0420.4 - Charter School Authorization)

(cf. 0500 - Accountability)

The Superintendent or designee shall identify at least one staff member to serve as a contact **person** for each charter school **authorized by the Board**. (Education Code 47604.32)

The Board and Superintendent or designee may inspect or observe any part of the charter school at any time. The Superintendent or designee shall visit each charter school at least annually. (Education Code 47604.32, 47607)

The Superintendent or designee shall attend meetings of the charter school board whenever possible and shall periodically meet with a representative of the charter school.

~~Whenever a charter school operates as or is operated by a nonprofit public benefit corporation as authorized by Education Code 47604, the Superintendent shall recommend and the Board shall appoint a district representative, who may be the district's charter school contact, on the corporation's board of directors.~~

Waivers

If the charter school wishes to request a general waiver of any state law or regulation **applicable to it**, it shall request that the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall **submit such a waiver request to the SBE on behalf of the charter school**. ~~apply for the waiver.~~

(cf. 1431 - Waivers)

Provision of District Services

The charter school may purchase administrative or other services from the district or any other source. (Education Code 47613)

Whenever the district agrees to provide administrative or support services, the district and charter school shall develop a memorandum of understanding which clarifies the financial and operational agreements between the district and charter school.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement

CHARTER SCHOOL OVERSIGHT (continued)

System on behalf of the charter school. The **district may charge the** charter school ~~may be charged~~ for the actual costs of the reporting services, but shall not be required **the charter school** to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

Material Revisions to Charter

Material revisions to a charter may be made only with Board approval. Material revisions shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

If an approved charter school proposes to ~~expand~~ **establish or move** operations to one or more additional sites ~~within the district's boundaries~~, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations. The Board shall consider approval of the additional locations at an open meeting. (Education Code 47605)

The Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision **of the approved charter**.

Monitoring Charter School Performance

The Superintendent or designee shall monitor the charter school to determine whether it complies with all legal requirements applicable to charter schools, including making all reports required of charter schools in accordance with Education Code 47604.32. Any violations of law shall be reported to the Board.

The Board shall monitor each charter school to determine whether it is achieving, both schoolwide and for all groups of students served by the school, the measurable student outcomes set forth in the charter. This determination shall be based on the measures specified in the approved charter and **on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP)**. ~~shall include, at a minimum, a consideration of whether the school is meeting its Academic Performance Index growth targets established pursuant to Education Code 52052 and is making "adequate yearly progress" (AYP) pursuant to 20 USC 6311, as applicable.~~

The Board shall monitor the fiscal condition of the charter school based on any financial information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, **annual update of the school's LCAP, first and second interim financial reports, and final unaudited report for the full prior year.** (Education

CHARTER SCHOOL OVERSIGHT (continued)

~~Code 47604.32, 47604.33, 47606.5) an annual update, aligned to the template adopted by the SBE, of school goals, actions, and related expenditures; first and second interim financial reports; and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)~~

The district may charge up to one percent of a charter school's revenue for the actual costs of supervisory oversight of the school. However, if the district is able to provide substantially rent-free facilities to the charter school, the district may charge actual costs of supervisory oversight up to three percent of the charter school's revenue **for actual costs of supervisory oversight or, if the facility is provided under Education Code 47614, the pro-rata share facilities costs calculated pursuant to 5 CCR 11969.7. If the district charges the pro-rata share, it may also charge one percent of the charter school's revenue in oversight fees.** (Education Code 47613)

(cf. 7160 - Charter School Facilities)

Technical Assistance/Intervention

If a charter school receiving federal Title I funding ~~has been fails to make AYP, as defined pursuant to 20 USC 6311, for two or more consecutive years, the school shall be identified for program improvement, and it shall implement improvement strategies in accordance with its existing school improvement plan. 20 USC 6316.~~

(cf. 0520.2 - Title I Program Improvement Schools)

If, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more student subgroups identified in Education Code 52052, or for all of the student subgroups if the school has fewer than three, in regard to one or more state or school priorities identified in the charter, the district: (Education Code 47607.3)

1. Shall provide technical assistance to the charter school using an evaluation rubric adopted by the SBE pursuant to Education Code 52064.5
2. May request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074

In accordance with law, the Board may deny a charter's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regards to the academic achievement of all numerically significant subgroups of students served by the charter school.

(cf. 0420.42 - Charter School Renewal)

CHARTER SCHOOL OVERSIGHT (continued)

(cf. 0420.43 - Charter School Revocation)

Complaints

Each charter school shall **establish and maintain policies and** processes to enable any person to file a complaint, in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4687, alleging the school's noncompliance with Education Code 47606.5 or 47607.3. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

School Closure

In the event that the Board revokes or denies renewal of a charter or the school closes for any other reason, the Superintendent or designee shall, when applicable in accordance with the charter and/or a memorandum of understanding, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days **of the Board's action**, if **renewal of the charter school is denied, the charter is revoked, or the charter school will cease operation** for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

Legal Reference: (see next page)

CHARTER SCHOOL OVERSIGHT (continued)*Legal Reference:***EDUCATION CODE****215 Suicide prevention policy****220 Nondiscrimination****221.9 Sex equity in competitive athletics****222 Lactation accommodations for students****17280-17317 Field Act****17365-17374 Field Act, fitness for occupancy****35330 Field trips and excursions; student fees****38080-38086 School meals****39831.3 Transportation safety plan****39843 Disciplinary action against bus driver; report to Department of Motor Vehicles****42100 Annual statement of receipts and expenditures****44030.5 Reporting change in employment status due to alleged misconduct****44237 Criminal record summary****44691 Information on detection of child abuse****44830.1 Certificated employees, conviction of a violent or serious felony****45122.1 Classified employees, conviction of a violent or serious felony**~~**46201 Instructional minutes**~~**47600-47616.7 Charter Schools Act of 1992****47634.2 Nonclassroom-based instruction****47640-47647 Special education funding for charter schools****48000 Minimum age of admission for kindergarten; transitional kindergarten****48010-48011 Minimum age of admission (first grade)****48850-48859 Educational placement of foster youth and homeless students****48907 Students' exercise of free expression; rules and regulations****48950 Student speech and other communication****49011 Student fees****49061 Student records****49110 Authority of issue work permits****49414 Epinephrine auto-injectors****49475 Health and safety, concussions and head injuries****51224.7 Mathematics placement policy****51225.6 Instruction in cardiopulmonary resuscitation****51745-51749.3 Independent study****52051.5-52052 Academic performance index, applicability to charter schools****52060-52077 Local control and accountability plans****52075 Uniform complaint procedures****56026 Special education****56145-56146 Special education services in charter schools****60600-60649 Assessment of academic achievement****60850-60859 High school exit examination****69432.9 Cal Grant program; notification of grade point average****CORPORATIONS CODE****5110-6910 Nonprofit public benefit corporations****GOVERNMENT CODE****1090-1099 Prohibitions applicable to specified officers****3540-3549.3 Educational Employment Relations Act**~~**54950-54963 The Ralph M. Brown Act**~~**81000-91014 Political Reform Act of 1974**

CHARTER SCHOOL OVERSIGHT (continued)

Legal Reference: (continued)

HEALTH AND SAFETY CODE

104420 Tobacco Use Prevention Education grant program

104559 Tobacco-free schools

LABOR CODE

1198.5 Personnel records related to performance and grievance

PENAL CODE

667.5 Definition of violent felony

1192.7 Definition of serious felony

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

Article 19, Section 8.5 Public finance; school accountability report card

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

11700.1-11705 Independent study

11960-11969 Charter schools

15497.5 Local control and accountability plan template

CODE OF REGULATIONS, TITLE 24

101 et seq. California Building Standards Code

UNITED STATES CODE, TITLE 20

6311 State plan Adequate-yearly-progress

6319 Qualifications of teachers and paraprofessionals

7223-7225 7221-7221j Charter schools

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.78 Accountability

300.18 Highly-qualified special education teachers

COURT DECISIONS

Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986

ATTORNEY GENERAL OPINIONS

89 Ops. Cal. Atty. Gen. 166 (2006)

80 Ops. Cal. Atty. Gen. 52 (1997)

78 Ops. Cal. Atty. Gen. 297 (1995)

CALIFORNIA OFFICE OF ADMINISTRATIVE HEARINGS DECISIONS

Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. 2011060763

Management Resources: (see next page)

CHARTER SCHOOL OVERSIGHT (continued)

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Manual for Governance Teams, rev. 2016 ~~2009~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

California School Accounting Manual

Sample Copy of a Memorandum of Understanding

Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory ~~11-01~~, November 9, 2011 ~~12-02~~, April 24, 2013

Special Education and Charter Schools: Questions and Answers, September 10, 2002

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Charter Schools Program: Title V, Part B of the ESEA, April 2011

The Impact of the New Title I Requirements on Charter Schools, July 2004

WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.qualitycharters.org>

U.S. Department of Education: <http://www.ed.gov>

Policy
adopted: December 17, 2013
revised: February 21, 2017

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

DEBT ISSUANCE AND MANAGEMENT

The Governing Board is committed to long-term capital and financial planning and recognizes that the issuance of debt is a key source for funding the improvement and maintenance of school facilities and managing cash flow. Any debt issued by the district shall be consistent with law and this policy.

(cf. 3000 - Concepts and Roles)

(cf. 3460 - Financial Reports and Accountability)

(cf. 7110 - Facilities Master Plan)

(cf. 7210 - Facilities Financing)

The district shall not enter into indebtedness or liability that in any year exceeds the income and revenue provided for such year, unless two-thirds of the voters approve the obligation or one of the exceptions specified in law applies. (California Constitution, Article 16, Section 18)

When the Board determines that it is in the best interest of the district, the Board may issue debt or order an election to issue debt. The Superintendent or designee shall make recommendations to the Board regarding appropriate financing methods for capital projects or other projects that are authorized purposes for debt issuance. When approved by the Board and/or the voters as applicable, the Superintendent or designee shall administer and coordinate the district's debt issuance program and activities, including the timing of issuance, sizing of issuance, method of sale, structuring of the issue, and marketing strategies.

The Superintendent or designee shall retain a financial advisor, municipal advisor, investment advisor, and other financial services professionals as needed to assist with the structuring of the debt issuance and to provide general advice on the district's debt management program, financing options, investments, and compliance with legal requirements. Contracts for services provided by such advisors may be for a single transaction or for multiple transactions, consistent with the contracting requirements in Education Code 17596. In the event that the district issues debt through a negotiated sale, underwriters may be selected for multiple transactions if multiple issuances are planned for the same project. In addition, the district shall select a legal team on an as-needed basis to assist with debt issuances or special projects.

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

(cf. 9270 - Conflict of Interest)

Goals

The district's debt issuance activities and procedures shall be aligned with the district's vision and goals for providing adequate facilities and programs that support student learning and well-being. When issuing debt, the district shall ensure that it:

1. Maintains accountability for the fiscal health of the district, including prudent management and transparency of the district's financing programs

DEBT ISSUANCE AND MANAGEMENT (continued)

2. Attains the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements
3. Takes all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues
4. Maintains effective communication with rating agencies and, as appropriate, credit enhancers such as bond insurers or other providers of credit or liquidity instruments in order to enhance the creditworthiness, liquidity, or marketability of the debt
5. Monitors the district's statutory debt limit in relation to assessed valuation within the district and the tax burden needed to meet long-term debt service requirements
6. When determining the timing of debt issuance, considers market conditions, cash flows associated with repayment, and the district's ability to expend the obtained funds in a timely, efficient, and economical manner consistent with federal tax laws
7. Determines the amortization (maturity) schedule which will fit best within the overall debt structure of the district at the time the new debt is issued
8. Considers the useful lives of assets funded by the debt issue, as well as repair and replacement costs of those assets to be incurred in the future
9. Preserves the availability of the district's general fund for operating purposes and other purposes that cannot be funded by the issuance of voter-approved debt
10. Meets the ongoing obligations and accountability requirements associated with the issuance and management of debt under state and federal tax and securities laws

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 7000 - Concepts and Roles)

Authorized Purposes for the Issuance of Debt

The district may issue debt for any of the following purposes:

1. To pay for the cost of capital improvements, including acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, and/or equipping district facilities
2. To refund existing debt

DEBT ISSUANCE AND MANAGEMENT (continued)

3. To provide for cash flow needs

*(cf. 3100 - Budget)**(cf. 3110 - Transfer of Funds)*

Pursuant to Government Code 53854, general operating costs, including, but not limited to, items normally funded in the district's annual operating budget, shall not be financed from debt payable later than 15 months from the date of issuance. The district may deem it desirable to finance cash flow requirements under certain conditions so that available resources better match expenditures within a given fiscal year. To satisfy both state constitutional and statutory constraints, such cash flow borrowing shall be payable from taxes, income, revenue, cash receipts, and other moneys attributable to the fiscal year in which the debt is issued.

Authorized Types of Debt

The Superintendent or designee shall recommend to the Board potential financing method(s) that result in the highest benefit to the district, with the cost of staff and consultants considered. Potential financing sources may include:

1. Short-Term Debt

- a. Short-term debt, such as tax and revenue anticipation notes (TRANs), when necessary to allow the district to meet its cash flow requirements (Government Code 53850-53858)
- b. Bond anticipation notes (BANs) to provide interim financing for capital bond projects that will ultimately be paid from general obligation bonds (Education Code 15150)
- c. Grant anticipation notes (GANs) to provide interim financing pending the receipt of grants and/or loans from the state or federal government that have been appropriated and committed to the district (Government Code 53859-53859.08)

2. Long-Term Debt

- a. General obligation bonds for projects approved by voters (California Constitution, Article 13A, Section 1; Education Code 15100-15262, 15264-15276; Government Code 53506-53509.5)

(cf. 7214 - General Obligation Bonds)

DEBT ISSUANCE AND MANAGEMENT (continued)

- b. Special tax bonds issued pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code 53311-53368.3)

(cf. 7212 - Mello Roos Districts)

- 3. Lease financing, including certificates of participation (COPs)
 - a. Lease financing to fund the highest priority capital equipment purchases when pay-as-you-go financing is not feasible (Education Code 17450-17453.1)
 - b. Lease financing to fund facilities projects when there is insufficient time to obtain voter approval or in instances where obtaining voter approval is either not feasible or unavailable (Education Code 17400-17429)
- 4. Special financing programs or structures offered by the federal or state government, such as Qualified Zone Academy Bonds or other tax credit obligations or obligations that provide subsidized interest payments, when the use of such programs or structures is determined to result in sufficiently lower financing costs compared to traditional tax-exempt bonds and/or COPs
- 5. Temporary borrowing from other sources such as the County Treasurer

COPs, TRANS, revenue bonds, or any other non-voter approved debt instrument shall not be issued by the district in any fiscal year in which the district has a qualified or negative certification, unless the County Superintendent of Schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. (Education Code 42133)

Relationship of Debt to District Facilities Program and Budget

Decisions regarding the issuance of debt for the purpose of financing capital improvement shall be aligned with current needs for acquisition, development, and/or improvement of district property and facilities as identified in the district's facilities master plan or other applicable needs assessment, the projected costs of those needs, schedules for the projects, and the expected resources.

The cost of debt issued for major capital repairs or replacements shall be evaluated against the potential cost of delaying such repairs and/or replacing such facilities.

When considering a debt issuance, the Board and the Superintendent or designee shall evaluate both the short-term and long-term implications of the debt issuance and additional operating costs associated with the new projects involved. Such evaluation may include, but is not limited

DEBT ISSUANCE AND MANAGEMENT (continued)

to, the projected ratio of annual debt service to the tax burden on the district's taxpayers and the ratio of annual debt service secured by the general fund to general fund expenditures.

The district may enter into credit enhancement agreements such as municipal bond insurance, surety bonds, letters of credit, and lines of credit with commercial banks, municipal bond insurance companies, or other financial entities when their use is judged to lower borrowing costs, eliminate restrictive covenants, or have a net economic benefit to the financing.

Structure of Debt Issues

The district shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

The district shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, ensure cost effectiveness, provide flexibility, and, as practical, recapture or maximize its debt capacity for future use. Principal amortization will be structured to meet debt repayment, tax rate, and flexibility goals.

For new money debt issuances for capital improvements, the district shall size the debt issuance with the aim of funding capital projects as deemed appropriate by the Board, as long as the issuance is consistent with the overall financing plan, does not exceed the amount authorized by voters, and, unless a waiver is sought and received from the state, will not cause the district to exceed the limitation on debt issuances specified in the California Constitution or Education Code 15106.

To the extent practicable, the district shall also consider credit issues, market factors, and tax law when sizing the district's bond issuance. The sizing of refunding bonds shall be determined by the amount of money that will be required to cover the principal of, any accrued interest on, and any redemption premium for the debt to be paid on the call date and to cover appropriate financing costs.

Any general obligation bond issued by the district shall mature within 40 years of the issuance date or as otherwise required by law. (California Constitution, Article 16, Section 18; Government Code 53508.6)

The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed but, with respect to a lease purchase of equipment, no longer than a period of 10 years. (Education Code 17452)

DEBT ISSUANCE AND MANAGEMENT (continued)

Method of Sale

For the sale of any district-issued debt, the Superintendent or designee shall recommend the method of sale with the potential to achieve the lowest financing cost and/or to generate other benefits to the district. Potential methods of sale include:

1. A competitive bidding process through which the award is based on, among other factors, the lowest offered true interest cost
2. Negotiated sale, subject to approval by the district to ensure that interest costs are in accordance with comparable market interest rates
3. Private placement sale, when the financing can or must be structured for a single or limited number of purchasers or where the terms of the private placement are more beneficial to the district than either a negotiated or competitive sale

Investment of Proceeds

The district shall actively manage the proceeds of debt issued for public purposes in a manner that is consistent with state law governing the investment of public funds and with the permitted securities covenants of related financing documents executed by the district. Where applicable, the district's official investment policy and legal documents for a particular debt issuance shall govern specific methods of investment of bond-related proceeds. Preservation of principal shall be the primary goal of any investment strategy, followed by the availability of funds and then by return on investment.

(cf. 3430 - Investing)

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

The management of public funds shall enable the district to respond to changes in markets or changes in payment or construction schedules so as to ensure liquidity and minimize risk.

Refunding/Restructuring

The district may consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility. When doing so, the district shall consider the maximization of the district's expected net savings over the life of the debt issuance and, when using a general obligation bond to refund an existing bond, shall ensure that the final maturity of the refunding bond is no longer than the final maturity of the existing bond.

DEBT ISSUANCE AND MANAGEMENT (continued)**Internal Controls**

The Superintendent or designee shall establish internal control procedures to ensure that the proceeds of any debt issuance are directed to the intended use. Such procedures shall assist the district in maintaining the effectiveness and efficiency of operations, properly expending funds, reliably reporting debt incurred by the district and the use of the proceeds, complying with all laws and regulations, preventing fraud, and avoiding conflict of interest.

(cf. 3314 - Payments for Goods and Services)

(cf. 3400 - Management of District Assets/Accounts)

The district shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred as defined in the text of the voter-approved bond measure. (Government Code 53410)

When feasible, the district shall issue debt with a defined revenue source in order to preserve the use of the general fund for general operating purposes.

The district shall annually conduct a due diligence review to ensure its compliance with all ongoing obligations applicable to issuers of debt. Such a review may be conducted by general legal counsel or bond counsel. Any district personnel involved in conducting such reviews shall receive periodic training regarding their responsibilities.

In addition, the Superintendent or designee shall ensure that the district completes, as applicable, all performance and financial audits that may be required for any debt issued by the district, including disclosure requirements applicable to a particular transaction.

Records/Reports

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). Such report shall include a self-certification that the district has adopted a policy concerning the use of debt that complies with law and that the contemplated debt issuance is consistent with that policy. (Government Code 8855)

On or before January 31 of each year, the Superintendent or designee shall submit a report to the CDIAC regarding the debt authorized, the debt outstanding, and the use of proceeds of the issued debt for the period from July 1 to June 30. (Government Code 8855)

The Superintendent or designee shall provide initial and any annual or ongoing disclosures required by 17 CFR 240.10b-5 and 240.15c2-12 to the Municipal Securities Rulemaking Board, investors, and other persons or entities entitled to disclosure, and shall ensure that the district's disclosure filings are updated as needed.

DEBT ISSUANCE AND MANAGEMENT (continued)

The Superintendent or designee shall maintain transaction records of decisions made in connection with each debt issuance, including the selection of members of the financing team, the structuring of the financing, selection of credit enhancement products and providers, and selection of investment products. Each transaction file shall include the official transcript for the financing, interest rates and cost of issuance on the day when the debt was sold ("final number runs"), and a post-pricing summary of the debt issue. In addition, documentation evidencing the expenditure of proceeds, the use of debt-financed property by public and private entities, all sources of payment or security for the debt, and investment of proceeds shall be kept for as long as the debt is outstanding, plus the period ending three years after the financial payment date of the debt or the final payment date of any obligations or series of bonds issued to refund directly or indirectly all of any portion of the debt, whichever is later.

The Superintendent or designee shall annually report to the Board regarding debts issued by the district, including information on actual and projected tax rates, an analysis of bonding capacity, ratings on the district's bonds, market update and refunding opportunities, new development for California bond financings, and the district's compliance with post-issuance requirements.

*Legal Reference:***EDUCATION CODE**

5300-5441 *Conduct of elections*
 15100-15262 *Bonds for school districts and community college districts*
 15264-15276 *Strict accountability in local school construction bonds*
 15278-15288 *Citizen's oversight committees*
 15300-15425 *School Facilities Improvement Districts*
 17150 *Public disclosure of non-voter-approved debt*
 17400-17429 *Leasing of district property*
 17450-17453.1 *Leasing of equipment*
 17456 *Sale or lease of district property*
 17596 *Duration of contracts*
 42130-42134 *Financial reports and certifications*

ELECTIONS CODE

1000 *Established election dates*

GOVERNMENT CODE

8855 *California Debt and Investment Advisory Commission*
 53311-53368.3 *Mello-Roos Community Facilities Act*
 53410-53411 *Bond reporting*
 53506-53509.5 *General obligation bonds*
 53550-53569 *Refunding bonds of local agencies*
 53580-53595.55 *Bonds*
 53850-53858 *Tax and revenue anticipation notes*
 53859-53859.08 *Grant anticipation notes*

DEBT ISSUANCE AND MANAGEMENT (continued)

Legal Reference: (continued)

CALIFORNIA CONSTITUTION

Article 13A, Section 1 Tax limitation

Article 16, Section 18 Debt limit

UNITED STATES CODE, TITLE 15

78o-4 Registration of municipal securities dealers

UNITED STATES CODE, TITLE 26

54E Qualified Zone Academy Bonds

CODE OF FEDERAL REGULATIONS, TITLE 17

240.10b-5 Prohibition against fraud or deceit

240.15c2-12 Municipal securities disclosure

CODE OF FEDERAL REGULATIONS, TITLE 26

1.103 Interest on state and local bonds

1.141 Private activity bonds

1.148 Arbitrage and rebate

1.149 Hedge bonds

1.6001-1 Records

Management Resources:

CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PUBLICATIONS

California Debt Issuance Primer

GOVERNMENT FINANCE OFFICERS ASSOCIATION PUBLICATIONS

An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016

Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015

Investment of Bond Proceeds, Best Practice, September 2014

Selecting and Managing Municipal Advisors, Best Practice, February 2014

Debt Management Policy, Best Practice, October 2012

Analyzing and Issuing Refunding Bonds, Best Practice, February 2011

INTERNAL REVENUE SERVICE PUBLICATIONS

Tax Exempt Bond FAQs Regarding Record Retention Requirements

Tax-Exempt Governmental Bonds, Publication 4079, rev. 2016

U.S. GOVERNMENT ACCOUNTABILITY OFFICE PUBLICATIONS

Internal Control System Checklist

WEB SITES

California Debt and Investment Advisory Commission: <http://www.treasurer.ca.gov/cdiac>

Government Finance Officers Association: <http://www.gfoa.org>

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

Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA):

<http://www.emma.msrb.org>

U.S. Government Accountability Office: <http://www.gao.gov>

U.S. Securities and Exchange Commission: <https://www.sec.gov>

TOBACCO-FREE SCHOOLS

The Board of Trustees recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff.

(cf. 3514 – Environmental Safety)

(cf. 4159/4259/4359 - Employee Assistance Programs)

(cf. 5030 – Student Wellness)

(cf. 5131.62 - Tobacco)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

The Board prohibits **smoking and/or** the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. (Health and Safety Code 104420, **104559**); ~~Labor Code 6404.5; 20 USC 6083~~)

~~This~~**These** prohibitions apply to all employees, students and visitors at any school-sponsored instructional program, activity or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

(cf. 1330 – Use of School Facilities)

(cf. 1330.1 – Joint Use Agreements)

~~Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products. Exceptions may be made for the use or possession of prescription nicotine products.~~

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff

TOBACCO-FREE SCHOOLS (continued)

- 2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah**
- 3. Any component, part, or accessory of a tobacco product, whether or not sold separately**

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

Legal Reference: (see next page)

TOBACCO-FREE SCHOOLS (continued)

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

HEALTH AND SAFETY CODE

22950.5 Stop Tobacco Access to Kids Enforcement Act; definitions

~~39002 Control of air pollution from nonvehicular sources~~

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

104559 Tobacco use prohibition

119405 Unlawful to sell or furnish electronic cigarettes to minors

LABOR CODE

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 Occupational safety and health: use of tobacco products

UNITED STATES CODE, TITLE 20

6083 Nonsmoking policy for children's services

~~7111-7117 Safe and Drug-Free Schools and Communities Act~~

7111-7122 Student Support and Academic Enrichment Grants

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.11-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

PUBLIC EMPLOYMENT AND REGULATIONS BOARD RULINGS

Eureka Teachers Assn v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Management Resources:

WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

<http://www.cde.ca.gov/ls/he/at>

California Department of Education, Tobacco-Free School District Certification:

CDE: <http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp>

California Department of Public Health, Tobacco Control: <http://www.cdph.ca.gov/programs/tobacco>

Occupational Safety and Health Standards Board: <http://www.dir.ca.gov/OSHSB/oshsb.html>

U.S. Environmental Protection Agency: <http://www.epa.gov>

Policy
adopted: September 4, 2007
revised: May 17, 2011
revised: May 19, 2015
revised: February 21, 2017

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

TOBACCO-FREE SCHOOLS

Notifications

Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students and the community. (Health and Safety Code 104420)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 – Parental Notifications)

The Superintendent or designee may disseminate this information through annual written notifications, district and school web sites, student and parent handbooks, and/or other appropriate methods of communication.

(cf. 1113 - District and School Web Sites)

The Superintendent or designee shall ensure that signs stating "Tobacco use is prohibited" shall be prominently displayed at all entrances to school property. (Health and Safety Code 104420, 104559)

Enforcement/Discipline

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property
2. Request local law enforcement assistance in removing the person from school premises
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

TOBACCO-FREE SCHOOLS

The Superintendent of designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee. (Labor Code 6404.5)

TOBACCO

The Governing Board recognizes that ~~tobacco use presents~~ **the serious health risks presented by tobacco use** and desires to **ensure that, through adoption of consistent policies, district student are made aware of those risks and, to the extent possible, protected from them.** ~~provide support and assistance in reducing the number of students who begin or continue to use tobacco.~~ The Superintendent or designee shall establish a comprehensive program that includes consistent enforcement of laws prohibiting tobacco **a coordinated school health system which includes a comprehensive behavioral health education component that teaches students the knowledge, skills, and attitudes they need in order to lead healthy lives and avoid high-risk behaviors, such as tobacco use.** ~~possession and use by students; tobacco use prevention education including youth development activities, and intervention and cessation activities and/or referrals.~~

(cf. 5141.23 - Asthma Management)

The Superintendent or designee shall provide prevention, intervention, and cessation education, information, activities, and/or referrals to district students and shall ensure consistent enforcement of district policies prohibiting student possession and use of tobacco products.

Prohibition Against Tobacco Use

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. ~~Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.~~ (Education Code 48900, 48901)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

~~Students' possession or use of nicotine delivery devices, such as electronic cigarettes, electronic hookahs, and other vapore-mitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited.~~

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

TOBACCO (continued)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medications on campus. (Education Code 48900)

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

Prevention Instruction

The district shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12. Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which the district participates.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

Intervention/Cessation Services

The district may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. Such intervention services shall be provided as an alternative to suspension for tobacco possession.

(cf. 1020 - Youth Services)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

TOBACCO (continued)

Program Planning

The district's tobacco-use prevention and intervention program shall be based on an assessment of tobacco-use problems in district schools and the community, an examination of existing services and activities in the community, and a determination of high-risk student populations that are most in need of district services.

The Superintendent or designee shall coordinate with the local health department and county office of education in program planning and implementation. He/she may establish an advisory council including students, parents/guardians, district staff, representatives of the local health department and community organizations, law enforcement professionals, and/or others with demonstrated expertise in tobacco prevention and cessation.

(cf. 1220 - Citizen Advisory Councils)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Superintendent or designee also shall coordinate the district's tobacco-use prevention and intervention program with other district efforts to reduce students' use of illegal substances and to promote student wellness.

(cf. 5030 - Student Wellness)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.63 - Steroids)

The Superintendent or designee shall select anti-tobacco programs based on the model program designs identified by the California Department of Education (CDE) and may modify the model to meet district needs. (Health and Safety Code 104420)

The Superintendent or designee shall not accept for distribution any materials or advertisements that promote the use or sale of tobacco products. He/she also shall not accept tobacco-use prevention or intervention funds or materials from the tobacco industry or from any entity which has received funding from the tobacco industry.

(cf. 1325 - Advertising and Promotion)

(cf. 3290 - Gifts, Grants and Bequests)

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

Program Evaluation

To evaluate the effectiveness of the district's program and ensure accountability, the Superintendent or designee shall biennially administer the California Healthy Kids Survey or

TOBACCO (continued)

other appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she also shall annually report to the Board, and to the CDE if required, the data specified in Health and Safety Code 104450.

(cf. 0500 - Accountability)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 6162.8 - Research)

The results of program evaluations shall be used to refine program goals and objectives and make changes as needed to strengthen program implementation.

*Legal Reference:*EDUCATION CODE

8900 Suspension or expulsion (grounds)

~~48900 Suspension or expulsion (grounds)~~

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

51202 Instruction in personal and public health and safety

60041 Instructional materials, portrayal of effects of tobacco use

BUSINESS AND PROFESSIONS CODE

22950.5 Stop Tobacco Access to Kids Enforcement Act; definitions

HEALTH AND SAFETY CODE

104350-104495 Tobacco-use prevention education

104559 Tobacco use prohibition

119405 Unlawful to sell or furnish electronic cigarettes to minors

PENAL CODE

308 Minimum age for tobacco possession

CODE OF REGULATIONS, TITLE 17

6800 Definition, health assessment

6844-6847 Child Health and Disability Prevention program; health assessments

UNITED STATES CODE, TITLE 20

7111-7117 Safe and Drug-Free Schools and Communities Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

ATTORNEY GENERAL OPINIONS

88 Ops. Cal. Atty. Gen. 8 (2005)

Management Resources: (see next page)

TOBACCO (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

TUPE Acceptance of Funds Guidance

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Health Framework for California Public Schools: Kindergarten Through Grade Twelve, 2003

Getting Results: Part II California Action Guide to Tobacco Use Prevention Education, 2000

WEST ED PUBLICATIONS

Guidebook for the California Healthy Kids Survey

WEB SITES

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

California Department of Education, Tobacco-Use Prevention Education:

<http://www.cde.ca.gov/ls/he/at/tupe.asp>

California Department of Public Health, Tobacco Control: <http://www.cdph.ca.gov/programs/tobacco>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Healthy Kids Survey: <http://www.wested.org/hks>

Centers for Disease Control and Prevention, Smoking and Tobacco Use: <http://www.cdc.gov/tobacco>

Safe and Healthy Kids Annual Report: <http://hk.duerrevaluation.com>

U.S. Department of Education: <http://www.ed.gov>

U.S. Surgeon General: <http://www.surgeongeneral.gov>

Policy

adopted: September 4, 2007

revised: February 21, 2012

revised: May 19, 2015

revised: February 21, 2017

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Lincoln, California

CHALLENGING STUDENT RECORDS

At the beginning of each school year or, for a student enrolled after the beginning of the school year, at the time of enrollment, parents/guardians shall be notified of the availability of the following procedures for challenging the contents of student records. Any student who is 18 years of age or attends a postsecondary institution shall have the sole right to challenge the contents of his/her records in accordance with the following procedures. (Education Code 49061, 49063)

(cf. 5125 - Student Records)

(cf. 5145.6 - Parental Notifications)

Procedures for Challenging Records

The custodial parent/guardian of any student may submit to the Superintendent or designee a written request to correct or remove from his/her child's records any information concerning the child which he/she alleges to be any of the following: (Education Code 49070; 34 CFR 99.20)

1. Inaccurate
2. An unsubstantiated personal conclusion or inference
3. A conclusion or inference outside of the observer's area of competence
4. Not based on the personal observation of a named person with the time and place of the observation noted
5. Misleading
6. In violation of the privacy or other rights of the student

~~*(cf. 5125 - Student Records)*~~

~~When a student grade is challenged, the teacher who gave the grade shall be given an opportunity to state orally, in writing, or both, the reasons for which the grade was given. Insofar as practicable, he/she shall be included in all discussions related to any grade change. In the absence of clerical or mechanical error, fraud, bad faith or incompetency, the student's grade as determined by the teacher shall be final. (Education Code 49066)~~

Within 30 days of receiving a request to correct or remove information from a record, the Superintendent or designee shall meet with the parent/guardian and with the **district** employee (if still employed) who recorded the information in question, **if he/she is presently employed by the district**. ~~The Superintendent shall then sustain or deny the allegations.~~ (Education Code 49070)

CHALLENGING STUDENT RECORDS (continued)

If the challenge involves a student's grade, the teacher who gave the grade shall be given an opportunity to state, orally and/or in writing, the reasons for which the grade was given. Insofar as practicable, the teacher shall be included in all discussions related to any grade change. In the absence of clerical or mechanical error, fraud, bad faith, or incompetency, a student's grade as determined by the teacher shall be final. (Education Code 49066)

(cf. 5121 - Grades/Evaluation of Student Achievement)

Resolution of Challenge/Appeals

After considering all relevant information, the Superintendent or designee shall sustain or deny the parent/guardian's allegations. (Education Code 49070)

If the parent/guardian's allegations are sustained, the Superintendent or designee shall order the correction or removal and destruction of the information. (Education Code 49070)

If the Superintendent denies the allegations, the parent/guardian may write within 30 days to appeal the decision to the Board of Trustees. Within 30 days of receiving the written appeal, the Board shall meet in closed session with the parent/guardian and the employee (if still employed) who recorded the information in question. The Board shall then decide whether or not to sustain or deny the allegations. If it sustains any or all of the allegations, the Superintendent shall immediately correct or remove and destroy the information from the student's records. (Education Code 49070)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

~~The decision of the Board shall be final. If the decision of the Superintendent or Board is unfavorable to the parent/guardian, the parent/guardian shall have the right to submit a written statement of objections. This statement shall become a part of the student's record. (Education Code 49070)~~

If the Board sustains any or all of the allegations, the Superintendent or designee shall immediately order the correction or removal and destruction of the pertinent information from the student's records and shall inform the parent/guardian in writing that the information has been corrected or destroyed. (Education Code 49070)

If the parent/guardian does not file an appeal, or if the appeal is denied by the Board, the parent/guardian shall be informed of his/her right to submit a written objection to the information. Any statement submitted by the parent/guardian shall be maintained with the contested part of the record for as long as the record is maintained and shall be disclosed whenever the related part of the record is disclosed. (Education Code 49070; 34 CFR 99.21)

CHALLENGING STUDENT RECORDS (continued)***Hearing Panel***

~~Both the Superintendent and the Board have the option of appointing a hearing panel to assist in making the decision. The hearing panel may be used at the discretion of the Superintendent or the Board provided that the parent/guardian consents to releasing record information to panel members. (Education Code 49070, 49071)~~

~~The right to challenge a record becomes the sole right of the student when the student becomes 18 or attends a postsecondary institution. (Education Code 49061)~~

~~At the beginning of each school year, parents/guardians shall be notified of the availability of the above procedures for challenging student records. (Education Code 49063)~~

~~(cf. 5145.6—Parental Notifications)~~

The Superintendent or designee and/or the Board may appoint a hearing panel to assist in making determinations regarding a challenge to student records or an appeal, as applicable, provided that the parent/guardian gives written consent to releasing relevant student record information to the panel members. Such a hearing panel shall consist of the following persons: (Education Code 49071)

- 1. A chairperson who is a principal of a public school other than the school at which the record is on file**
- 2. A certificated employee appointed by the district's certificated employee council or, if no such council exists, by a parent/guardian**
- 3. A parent/guardian appointed by the Superintendent or designee or the Board, whoever convenes the panel**

If possible, the members of the hearing panel shall not be acquainted with the student, his/her parent/guardian, or the employee who recorded the information, except when the parent/guardian appoints the certificated employee pursuant to item #2 above. (Education Code 49071)

The panel shall be provided with verbatim copies of the information that is the subject of the controversy. The panel shall, in closed session, hear the parent/guardian's objections to the student record and, if the employee is presently employed by the district, the employee's testimony. The proceedings of the hearing shall not be disclosed or discussed by panel members except in their official capacities. The panel shall submit, to the Superintendent or designee or the Board as applicable, its written findings setting forth the facts and decisions of the panel. (Education Code 49071)

CHALLENGING STUDENT RECORDS (continued)

Legal Reference:

EDUCATION CODE

49061 *Definitions*

49063 *Notification of parents of their rights*

49066 *Grades; change of grade; physical education grade*

49070 *Challenging content of records*

49071 *Hearing panel*

UNITED STATES CODE, TITLE 20

1232g *Family Educational and Privacy Rights Act of 1974*

1681-1688 *Title IX of the Education Amendments of 1972*

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 *Family Educational Rights and Privacy, especially:*

99.20-99.22 *Procedures for amending educational records*

ADULT EDUCATION

The Board of Trustees ~~recognizes~~ **believes** that education is a lifelong process and that it is important for individuals to continuously develop new skills. **Eligible adults shall be offered opportunities to enroll in programs and courses that develop academic and workforce skills and, as appropriate, lead to completion of requirements for high school graduation.**

~~The Superintendent or designee shall develop and oversee the district's adult education program. The Board shall approve all courses to be offered in this program.~~

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

The district shall participate in an adult education program administered by the county office of education and/or district participating in the region's adult education consortium. District students enrolled in this program shall be under the immediate supervision of a certificated employee.

To ensure efficient and coordinated adult education services, the district shall collaborate with other local educational agencies and the community college district in the region's adult education consortium. The district shall participate in the consortium's identification of the educational needs of adults in the region, identification of available funding and services, development and approval of an adult education plan pursuant to Education Code 84906, and implementation of strategies to address the identified needs, improve the effectiveness of district services, and improve students' transitions into postsecondary education and the workforce.

The district's representative to the region's adult education consortium shall be designated by the Board. (Education Code 84905)

(cf. 9140 - Board Representatives)

The Superintendent or designee shall ensure that all teachers of adult education classes possess an appropriate credential issued by the Commission on Teacher Credentialing and have access to high-quality professional development to continuously enhance their knowledge and skills.

(cf. 4112.2 - Certification)

(cf. 4131 - Staff Development)

Adult education classes may be offered any day or evening, including weekends, for such length of time during the school year as determined by the Board. (Education Code 52505, 52513)

A certificate of completion of the eighth grade shall be awarded through the adult school upon successful completion of both of the following:

1. **At least one term in the adult elementary program**

ADULT EDUCATION (continued)

2. Overall eighth-grade placement on a recognized standardized achievement test

Adult education students who fulfill the district's graduation requirements shall receive a diploma of high school graduation.

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

(cf. 6146.1 - *High School Graduation Requirements*)

The Superintendent or designee shall regularly report to the Board on the effectiveness of the district's adult education program. This report shall include, but not be limited to, the number of adults and high school students participating in the program, student participation in each type of adult education course or class, and the extent to which students successfully completed these programs, including, as applicable, the completion of requirements for the high school diploma or certificate of equivalency.

(cf. 0500 - *Accountability*)

*Legal Reference:***EDUCATION CODE**

8500-8538 *Adult education*

10200 CalWORKs education and job training plan

~~41505-41508 Pupil Retention Block Grant~~

41975-41976.2 *Adult education; authorized classes and courses*

44260.2-44260.3 Credential requirements, designated subjects adult education credential

44865 *Qualifications for home teachers and teachers in special classes*

46190-46192 *Adult school; days of attendance*

~~46300.1-46300.4 Independent study in adult education~~

~~46351-46352 Adult classes~~

51040 *Prescribed courses*

51056 Adult education course of study

51225.3 *Requirements for graduation*

51241 Physical education exemptions

~~51246 Physical education exemptions from attendance~~

51730-51732 *Elementary school special day and evening classes*

51745-51749.6 Independent study

51810-51815 *Community service classes*

51938 *Parental excuse from sexual education or HIV/AIDS prevention education*

52500-52523 *Adult schools*

52530-52531 *Use of hospitals*

52540-52544 *Adult English classes*

52550-52556 *Classes in citizenship*

52570-52572 *Disabled adults*

52610-52616.24 **Adult schools, finances**

52651-52656 *Immigrant Workforce Preparation Act*

60410 *Books for adult classes*

ADULT EDUCATION (continued)

Legal Reference: (continued)

84900 Adult education consortium
84900-84920 Adult Education Block Grant
WELFARE AND INSTITUTIONS CODE
11320-11329.5 CalWORKs, including education and job training
CODE OF REGULATIONS, TITLE 5
10501 Adult education
10508 Records and reports
10530-10560 Standards
~~10600-10615 Adult education innovation~~
80034 Teaching credentials, adult education
80036-80036.4 Requirements for designated subjects adult education credential
80040.2-80040.2.7 Programs of personalized preparation for the designated subjects adult education teaching credentialing
UNITED STATES CODE, TITLE 8
~~1184 Foreign students~~
UNITED STATES CODE, TITLE 20
2301-2415 Carl D. Perkins Career and Technical Education Act
UNITED STATES CODE, TITLE 29
3101-3255 Workforce Innovation and Opportunity Act
3271-3333 Adult Education and Family Literacy Act

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Adult Education Handbook for California, 1997-2005
Pupil Fees, Charges, and Other Deposits, Fiscal Management Advisory 12-02, April 24, 2013
CDE LEGAL ADVISORIES
WEB SITES
California Council for Adult Education: <http://www.ccaestate.org>
California Department of Education: <http://www.cde.ca.gov/sp/ae>
California department of Industrial Relations, Division of Apprenticeship Standards:
<https://www.dir.ca.gov/das>
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
Comprehensive Adult Student Assessment Systems: <https://www.casas.org>
~~0319-97 Amendments to F-1 Student Visa Requirements, LO: 1-97~~
CDE PROGRAM ADVISORIES
~~0600-92 Using Independent Study in Adult Education Programs: An Option~~
~~0609-88 Education Fees for F-1 Visa Students~~
~~0622-87 Discrimination Against the Handicapped in Adult Education Programs~~

Policy
adopted: September 4, 2007
revised: February 7, 2017

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

ADULT EDUCATION

~~All adult education programs, courses and classes and their enrollment period shall be listed in the district's catalog of adult education classes provided to the public. (Education Code 52523)~~

Enrollment

With the exception of programs specified in Education Code 52570, Adults education classes shall be located in a facility which clearly identifies the class as being open to the general public. (Education Code 52517, 52570)

Adults shall have first priority for enrollment in any adult education class, provided they enroll during the regular enrollment period. (Education Code 52523)

For purposes of the Adult Education Block Grant pursuant to Education Code 84900-84920, adults include persons 18 years of age or older. For other adult education programs, adults include persons age 18 or older and other persons not concurrently enrolled in a regular high school program. However, high school students may be concurrently enrolled in adult education under the conditions specified in the section "Concurrent Enrollment of High School Students" below. (Education Code 52610, 84901)

~~For purposes of these programs, "adults" include persons age 18 or older or other persons not concurrently enrolled in a regular high school program. (Education Code 52610)~~

~~Students possessing or seeking an F-1 visa designation shall not be enrolled in district adult school programs. Students currently enrolled with an F-1 visa designation shall continue to be eligible for enrollment in district adult schools until their visas expire or until they leave the United States. (8 USC 1184)~~

~~(cf. 5111.2—Nonresident Foreign Students)~~

Concurrent Enrollment of High School Students

High school students shall be permitted to enroll in an adult education program, course, or class for sound educational purposes, ~~Such classes shall supplement and not supplant the regular high school curriculum. Sound educational purposes including~~ **ing**, but are not limited to, the following: (Education Code 52523)

1. The adult education program, course, or class is not offered in the regular high school curriculum.
2. The student needs the adult education program, course, or class in order to make up deficient credits for graduation from high school.

(cf. 6146.1 – High School Graduation Requirements)

ADULT EDUCATION (continued)

3. The adult education program, course, or class allows the student to gain vocational and technical skills beyond that provided by the regular high school's ~~vocational and career~~ technical education program.

(cf. 6178 - Vocational Career Technical Education)

4. The adult education program, course, or class supplements and enriches the high school student's educational experience.

High school students are expected to enroll in regular high school classes before seeking admission to any similar classes offered in the adult education program. A failed course, however, may be repeated through adult education.

Before enrolling in an adult education class, the high school student shall complete a counseling session that includes his/her parent/guardian and a certificated representative of the high school. The certificated high school representative shall ensure that the student's school record includes written documentation of the **counseling session meeting** and both of the following statements: (Education Code 52500.1, 52523)

1. That the student is enrolling voluntarily in the adult education **course or class**
2. That this enrollment will enhance the student's progress toward meeting educational requirements for high school graduation

The above statement shall be signed by the student, the parent/guardian and the certificated high school representative.

(cf. 6164.2 - Guidance/Counseling Services)

Classes offered in the district's adult education program shall supplement and not supplant the regular high school curriculum. No course required by the district for high school graduation or necessary for students to maintain satisfactory academic progress shall be offered exclusively through the adult education program. (Education Code 52523)

Programs and Courses

~~A proposed adult education classes or courses shall offer instruction in one or more of the following: have an educational purpose and meet the following criteria required for approval by the California Department of Education:~~

1. ~~The class shall be located in a facility which clearly identifies the class as being open to the general public, with the exception of apprenticeship training classes, classes~~

ADULT EDUCATION (continued)

~~designed to serve the needs of disabled adults, classes in state hospitals and classes in jails and prisons. (Education Code 52517, 52570)~~

~~(cf. 0410 – Nondiscrimination in District Programs and Activities)~~

- ~~2. Class time shall be devoted to instruction.~~
- ~~3. Course content shall be educational and intended to teach a skill or knowledge unrelated to repetitive practices.~~
- ~~4. The course title shall clearly indicate its educational nature.~~

Adult education classes or courses shall offer instruction in one or more of the following categories: (Education Code 41976, **84913**)

- ~~1. Parenting, including parent cooperative preschools, classes in child growth and development, and parent-child relationships~~
- 21. Programs in Elementary and secondary basic skills including programs leading to and other courses and classes required for the a high school diploma or high school equivalency certificate**

~~(cf. 6146.2 – Certificate of Proficiency/High School Equivalency)~~

- ~~3. English as a second language (ESL)~~
- 42. Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation classes in the basic skills of speaking, listening, reading, writing, mathematics, decision making and problem solving, and other classes required for preparation to participate in job-specific technical training**
- 3. Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce**
- 4. Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary students to succeed academically in school**
- 5. Programs for substantially disabled persons adults with disabilities**
- 6. Short-term vocational career technical educational programs with high employment potential**

ADULT EDUCATION (continued)

7. **Programs offering pre-apprenticeship training activities in coordination with one or more approved apprenticeship programs**
8. **Programs in parenting, including parent cooperative preschools, and classes in child growth and development, parent-child relationships, and parenting**
9. **English as a second language**
710. Programs for older adults
8. ~~Programs for apprentices~~
911. Home economics
120. Health and safety education

The Superintendent or designee shall annually submit to the California Department of Education for approval the titles of classes that have been approved by the Governing Board to be offered in any of the program areas listed above.

~~Classes for adults may be offered any day or evening, including weekends, for such length of time during the school year as determined by the Board of Trustees. (Education Code 52505, 52513)~~

Adults also may be enrolled in community service classes offered by the district. (Education Code 51811)

(cf. 6146.4 - Service Learning/Community Service Classes)

All adult education programs, courses, and classes and their enrollment period shall be published in the district's catalog of adult education classes provided to the public. (Education Code 52523)

~~Community Service Classes~~

~~As part of the adult education program, the Board may establish and maintain community service classes to provide instruction that contributes to the physical, mental, moral, economic or civil development of any persons who may wish to enroll. (Education Code 51810)~~

~~Certificates of skill or accomplishment may be provided upon the satisfactory completion of community service classes. (Education Code 51813)~~

ADULT EDUCATION (continued)**Independent Study**

The Superintendent or designee may make independent study available as an instructional strategy for students enrolled in adult education as appropriate to meet their individual needs.

(cf. 6158 - Independent Study)

Participation in independent study shall be voluntary. (Education Code 51747)

~~For students 21 years of age or older, or students 19 years of age or older who have not been continuously enrolled in school since their 18th birthday, Any course taken through independent study must~~ **shall** be a course listed in Education Code 51225.3 or otherwise required by the Board as a prerequisite to receiving a diploma for high school graduation. (Education Code 46300.4)

(cf. 6143 - Courses of Study)

An adult who has been continuously enrolled in K-12 education since his/her 18th birthday may remain engaged in K-12 independent study until his/her 21st birthday. (Education Code 46300.1)

Fees

~~The district may charge adult education students a registration fee for each adult education class, with the following exceptions:~~

- ~~1. No fee shall be charged for a class for which high school credit is granted if the class is taken by an individual who does not hold a high school diploma. (Education Code 52612)~~
- ~~2. No charge shall be made for a class in an elementary subject or a class in English or citizenship for foreigners unless the student is a nonimmigrant alien with an F-1 visa status. Any nonimmigrants enrolled in these classes shall be charged a fee to cover the full cost of the instruction, not to exceed actual costs. The fee shall be adopted by the Board at a regular meeting at least 90 days before the beginning of the class for which the fee is charged. (Education Code 52612, 52613)~~

No fee shall be charged for the following adult education programs or classes: (Education Code 52612, 52613)

- 1. A class for which high school credit is granted, if the class is taken by an individual who does not hold a high school diploma.**

ADULT EDUCATION (continued)

2. **A class in an elementary subject or a class in English as a second language or citizenship, unless the student is a nonimmigrant alien with an F-1 visa status. Any nonimmigrant enrolled in these classes shall be charged a fee to cover the full cost of the instruction, not to exceed actual costs. The fee shall be adopted by the Board at a regular meeting at least 90 days before the beginning of the class for which the fee is charged.**

Except for those fees required by law, ~~at the recommendation of the Superintendent or designee,~~ the payment of fees may be waived in cases of unusual hardship **at the recommendation of the Superintendent of designee.**

The Board may fix a charge, not to exceed costs, for books furnished to adult education students. In some cases books may be obtained from the district at cost or may be obtained on loan with the payment of a refundable deposit. In addition, materials purchased from the incidental expense account may be sold to adult school students for use in their classes. (Education Code 52615, 60410)

(cf. 3260 - Fees and Charges)

~~Graduation Requirements~~

~~A certificate of completion of the eighth grade shall be awarded through the adult school upon successful completion of the following:~~

- ~~1. At least one term in the adult elementary program which includes reading, writing, arithmetic, spelling, current events, geography, California and U.S. history, civics and natural science~~
- ~~2. Overall eighth grade placement on a recognized standard achievement test~~
- ~~3. Successful passage of a district test in U.S. history and Constitution~~

~~Adult education students who fulfill the district's graduation requirements shall receive a diploma of high school graduation.~~

(cf. 6146.1 - High School Graduation Requirements)

Regulation
approved: September 4, 2007
revised: February 7, 2017

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

**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	
<ol style="list-style-type: none">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 students2. 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:
CSBA Delegate Assembly -
Call for Nominations

AGENDA ITEM AREA:
Discussion/Action

REQUESTED BY:
Scott Leaman
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
February 21, 2017

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees will discuss submitting a nomination ballot for the CSBA Delegate Assembly Elections. The ballot must be submitted by January 7, 2017.

ADMINISTRATION RECOMMENDATION:

Administration recommends the Board of Trustees review.



TIME SENSITIVE, REQUIRES BOARD ACTION
DEADLINE Wednesday, March 15, 2017

January 31, 2017

MEMORANDUM

To: All Board Presidents and Superintendents
CSBA Member Boards of Education

From: Susan Henry, President

Re: 2017 CSBA Delegate Assembly Election
U.S. Postmark Deadline – Wednesday, March 15, 2017

Enclosed is the ballot material for election of a representative to the CSBA Delegate Assembly from your region or subregion. The material consists of the ballot (on red paper), required candidate biographical sketch form, and if submitted, résumé for each candidate. In addition, we are including a “copy” of the ballot on white paper so that it may be included in board agenda packets, if you choose to do so. **Only the ballot on red paper is to be completed and returned.**

The board as a whole may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies in the region or subregion, the board may vote for up to three individuals. Regardless of the number of vacancies, each board may cast no more than one vote for any one candidate. (The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.)

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district’s stationery; please write **DELEGATE ELECTION** prominently on the envelope with the region or subregion number on the bottom left corner. **Ballots must be postmarked by the U.S. Post Office on or before Wednesday, March 15, 2017. No exceptions are allowed.**

Election results will be posted on CSBA’s web site no later than Monday, April 3. If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2017 – March 31, 2019. The next meeting of the Delegate Assembly is on Saturday, May 20 – Sunday, May 21 at the Hyatt Regency in Sacramento.

Please do not hesitate to the Executive Office at (800) 266-3382 should you have any questions. Thank you.

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **WEDNESDAY, MARCH 15, 2017**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2017 DELEGATE ASSEMBLY BALLOT
SUBREGION 4-D
(Nevada, Placer, Sierra Counties)

Number of vacancies: 2 (Vote for no more than 2 candidates)

Delegates will serve two-year terms beginning April 1, 2017 – March 31, 2019

**denotes incumbent*

☐

Julann Brown (Auburn Un. ESD)*

☐

Linda Campbell (Nevada Jt. Un. HSD)

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District Name

Date of Board Action

See reverse side for list of all current Delegates in your Region.

2017 Delegate Assembly Candidate Biographical Sketch Form

DUE: Saturday, January 7, 2017

Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691 | fax: (916) 371-3407 | or email: nominations@csba.org.

Please complete, sign and date this required one-page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one-page candidate form will not be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office. Late submissions will not be accepted. If you have any questions, please contact the Executive Office at (800) 266-3382.

Name: <u>Julann Brown</u>	CSBA Region-subregion #: <u>4-D</u>
District or COE Name: <u>Auburn Union Elementary School District</u>	Years on board: <u>2</u>
Profession: <u>Bookkeeper</u>	Contact Number: <u>(530) 308-3859</u>
E-mail: <u>jbrown@auburn.k12.ca.us</u>	
Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? <u>3 months</u>	

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I believe that public education is one of the greatest achievements of our Country, but it is not without flaws. It is grossly underfunded and reform is needed. As a school Board Trustee, it is my responsibility to do all that I can to ensure that when a child walks into school, every adult that child encounters is highly trained and has his or her best interest at heart, that the buildings, classrooms and playgrounds are safe and nurturing and that all children are given every opportunity to reach their highest potential regardless of their ethnicity, economic status, family background, religious beliefs or sexual orientation. My involvement as parent in my local school district has taught me that, though important, involvement on the local level can only get you so far in affecting change. If you want to have a voice in the policy making one must become involved at a much higher level. Being a Delegate for the CSBA is a step in that direction. As a parent leader I was advocating for my children. As a School Board Trustee, I am advocating for the children in my school district. As a Delegate to the CSBA, I am advocating for all children in the State.

Please describe your activities and involvement on your local board, community, and/or CSBA.

I have been a local advocate for public education for 16 years as an involved parent in various leadership positions on the PTC throughout my sons' school years (now ages 20 and 17). I served on a variety of District committees and served a two year term as President of the Auburn Education Foundation. I have always been a political person and decided two years ago that I would like to serve in a public office. my heart and passion for public education led me run and serve on my local School Board. In 2017 I will be serving as Board President.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

In California, we have undergone positive reforms with the creation of the LCFF, LCAP and the ushering in of Common Core Standards. These reforms are new, fragile and vulnerable to changing political forces. The new political landscape at a national level indicates a shift towards policies that favor vouchers and private charter schools and threatens to further erode equity in funding and undermine the quality of our public educational system. Local governing boards are still novices when it comes to the implementation of LCFF and LCAP and shifting programs to meet the new Common Core standards. The CSBA needs to lead the way in defending the progress that has been made and ensure that governing boards are given three things: time, patience and money. Time is needed in order to see meaningful results. Patience is needed as we recalibrate and adjust programs and policies in order to achieve the best results. Money is needed to hire, train and sustain high quality teachers and staff, modernize and maintain our facilities and foster innovation. As an aggregate of local elected officials, the CSBA has tremendous potential to shape public education policy. The greatest challenge for the CSBA is how to turn that tremendous potential into a powerful political voice both on a State and National level.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Julann Brown Date: 1/6/17

2017 Delegate Assembly Candidate Biographical Sketch Form

DUE: Saturday, January 7, 2017

Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691 | fax: (916) 371-3407 | or email: nominations@csba.org.

Please complete, sign and date this required one-page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one-page candidate form will **not** be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office. Late submissions will not be accepted. If you have any questions, please contact the Executive Office at (800) 266-3382.

Name: <u>Linda Campbell</u>		CSBA Region-subregion #: <u>4/D</u>
District or COE Name: <u>Nevada Joint Union High School District</u>		Years on board: <u>2</u>
Profession: <u>Retired Educator</u>	Contact Number: <u>(530) 575-7518</u>	E-mail: <u>lsuecamp@hotmail.com</u>
Are you a continuing Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how long have you served as a Delegate? _____		

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I became interested when the previous delegate chose not to run for another term. I had discovered as our school board representative for our County's (NCBSA) local association, that CSBA could be a powerful voice in assuring that all of our State's students have access to quality public school education. It also has provided an opportunity to be an advocate for a life long held personal as well as professional principle that education funding matches the legislation. In simple (but not easy) terms, that our State elected officials do their jobs.

In terms of unique or individual assets I would bring to the table, I believe my vocation or for lack of a better term "calling" will speak for itself. I was and am grateful for the opportunity to be a California public secondary school teacher and administrator for 31 years. As such, due to my education and experience, I have a solid background in school finance, California Education Code, Curriculum Development and have spent many an hour on the other side of the table at board meetings.

Please describe your activities and involvement on your local board, community, and/or CSBA.

Though serving as an elected member of a school board is a first for me, I have served on boards professionally as well as in the community. Professionally my experience includes; serving as a member and chair for SARB (Student Attendance Review Board), member of CAUSS (Community Agencies United for Safe Streets) and Co-Chair and Chair of two school WASC Committees that resulted in the school receiving six year accreditations.

Community past experience includes member of CCA (Community Center Association) board, member of the Nevada Union High School District Foundation and Co-Chair of the All Class Reunion for Nevada Union High School (yes, I am a local and alumni of Nevada Union Class of 1973). Currently, in addition to being a school board member, I am the representative for NCSBA and for the Durham Transportation JPA. I was a WASC visiting member pre-retirement and remain active as a WASC Chair. I volunteer regularly for Nevada City Chamber of Commerce.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

The major issue I have had with school boards as a public school educator is the reality that the qualifications for becoming a school board member are far less than they are to become a credentialed teacher or administrator. Though I support the original intent and have experienced well educated civic minded board members, that was luck. However, due to this ever-changing high technology world, it is critical that an elected school board member have the education, skills and experience necessary to be an effective, capable and responsible board member. In conclusion, I believe that if higher standards of candidacy for school board members, as well as term limits, were implemented this would result in lower legal expenses as well as reduce the amount of money for lobbyists or consultants. This would result in more money to the classrooms, as we board members would be the main advocates or lobbyists for our schools. Isn't that part of our job description?

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Linda Campbell

Date: 1-6-17