

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

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

DISTRICT ADMINISTRATION

Scott Leaman, Superintendent
Mary Boyle, Deputy Superintendent of Educational Services
Joyce Lopes, Assistant Superintendent of Business Services

STUDENT ENROLLMENT

School	2010 CBEDS	02/01/12	02/29/12
Sheridan School (K-5)	84	84	83
First Street School (K-5)	449	453	447
Carlin C. Coppin Elementary (K-5)	420	429	428
Creekside Oaks Elementary (K-5)	620	624	617
Twelve Bridges Elementary (K-5)	716	681	679
Foskett Ranch Elementary (K-5)	543	562	561
Lincoln Crossing Elementary (K-5)	612	631	632
Glen Edwards Middle (6-8)	699	697	693
Twelve Bridges Middle School (6-8)	832	823	820
Lincoln High School (9-12)	1,496	1,459	1,450
Phoenix High School (10-12)	80	71	69
PCOE Home School	0	0	0
TOTAL:	6,551	6,514	6,479

State Preschool

First & L Street 22 A.M. /24 P.M.
Carlin Coppin 24 A.M.

Pre-K/Special Ed

Foskett 13
FSS PPPIP 65

Adult Education 366

First-5 Program

First Street 20 A.M. /20 P.M.
Sheridan 15 A.M. /14 P.M.

GLOBAL DISTRICT GOALS

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

Western Placer Unified School District
Regular Meeting of the Board of Trustees
March 6, 2012, 7:00 P.M.
LINCOLN HIGH SCHOOL – Performing Arts Building
790 J Street, Lincoln, CA 95648

AGENDA

2011-2012 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.

6:25 P.M. START

1. **CALL TO ORDER** – Lincoln High School – Performing Arts Building

6:30 P.M.

2. **CLOSED SESSION** – Lincoln High School – Main Office
 - 2.1 **PERSONNEL**
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Public Employee Discipline/Dismissal/Release
 - 2.2 **CONFERENCE WITH LABOR NEGOTIATOR**
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators: Scott Leaman, Superintendent, Mary Boyle, Deputy Superintendent of Educational Services, Ryan Davis, Director of Human Services
Joyce Lopes, Assistant Superintendent of Business Services

7:00 P.M.

3. **ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE** – Lincoln High School Performing Arts Building
The Board of Trustees will disclose any action taken in Closed Session regarding the following items:
 - 3.1 **PERSONNEL**
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Public Employee Discipline/Dismissal/Release
 - 3.2 **CONFERENCE WITH LABOR NEGOTIATOR**
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators: Scott Leaman, Superintendent, Mary Boyle, Deputy Superintendent of Educational Services, Ryan Davis, Director of Human Services
Joyce Lopes, Assistant Superintendent of Business Services

4. **CONSENT AGENDA**

NOTICE TO THE PUBLIC

March 6, 2012

Agenda

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

- 4.1 Approval of Meeting Minutes for:
 - February 7 & February 21, 2012 Regular Board of Trustee Meeting
 - February 28, 2012 Special Board of Trustee Meeting
- 4.2 Approval of Warrants
- 4.3 Classified Personnel Report
- 4.4 Certificated Personnel Report
- 4.5 Approve Student Discipline/Stipulated Expulsion for students #11-12 R & S.
- 4.6 Agreement for Audit Services with Crowe Horwath, LLP.

Roll call vote:

5. **COMMUNICATION FROM THE PUBLIC**

This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Board regarding matters not on the agenda, but within the board's subject matter jurisdiction. The Board is not allowed to take action on any item, which is not on the agenda except as authorized by Government Code Section 54954.2. Request forms for this purpose "Request to Address Board of Trustees" are located at the entrance to the Performing Arts Theater. Request forms are to be submitted to the Board Clerk prior to the start of the meeting.

6. **REPORTS & COMMUNICATION**

- 6.1 Lincoln High School, Student Advisory – Isabella Franco
- 6.2 Western Placer Teacher's Association – Mike Agrippino
- 6.3 Western Placer Classified Employee Association – Mike Kimbrough
- 6.4 Superintendent - Scott Leaman

7. **◆ACTION ◆DISCUSSION ◆INFORMATION**

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

7.1 Discussion/ **RATIFICATION OF MEMORANDUM OF UNDERSTANDING WITH WPTA REGARDING BUDGET REDUCTIONS INCLUDING FURLOUGH DAYS AND OTHER CONCESSIONS –**

Action

Davis (11-12 G & O Component I, II, III, V, IV)

•The Western Placer Unified School district and the Western Placer Teachers Association have signed a Memorandum of Understanding regarding furlough days, salary, PAR fund sweep, class size overages, Lottery fund sweep, column movement, extension of the retirement notification date and other items for the 2012/2013 school year. This MOU will greatly assist the District with achieving its required budget reductions for the 2012-2013 school year while saving positions and programs.

7.2 Action **ADOPTION OF NEW AND REVISED POLICIES, REGULATIONS AND EXHIBITS – Leaman** (11-12 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.

March 6, 2012

Agenda

- BP/AR 3110 Transfer of Funds – *Delete/New*
- BP/AR 3511 Energy and Water Conservation
- BP/AR 3515.4 Recovery for Property Loss or Damage
- BP/AR 3580 District Records
- AR 4112.23 Special Education Staff
- BP/AR 5121 Grades/Evaluation of Student Achievement
- BP 5131.5 Vandalism, Theft and Graffiti
- AR 6116 Classroom Interruptions
- BP 6145 Extracurricular and Cocurricular Activities
- BP 6146.1 High School Graduation Requirements
- BP/AR 6161.1 Selection and Evaluation of Instructional Materials
- E 6161.1 Selection and Evaluation of Instructional Materials-*NEW*
- AR 6173.1 Education for Foster Youth

7.3 Action **CSBA DELEGATE ASSEMBLY ELECTION– Leaman** (*11-12 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, 2012.

8. BOARD OF TRUSTEES

8.1 FUTURE AGENDA ITEMS

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

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

8.2 BOARD MEMBER REPORTS/COMMENTS

9. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- March 20, 2012 7:00 P.M., Regular Meeting of the Board of Trustee, Creekside Oaks Elementary School
- April 3, 2012 7:00 P.M., Regular Meeting of the Board of Trustee, Lincoln High School
- April 17, 2012 7:00 P.M., Regular Meeting of the Board of Trustee, Carlin C. Coppin Elementary School

10. ADJOURNMENT

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

Western Placer Unified School District

CLOSED SESSION AGENDA

Place: Lincoln High School – High School Office

Date: Tuesday, March 6, 2012

Time: 6:30 P.M.

1. LICENSE/PERMIT DETERMINATION
 2. SECURITY MATTERS
 3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
 4. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
 5. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
 6. LIABILITY CLAIMS
 7. THREAT TO PUBLIC SERVICES OR FACILITIES
 8. **PERSONNEL**
 - * PUBLIC EMPLOYEE APPOINTMENT
 - * PUBLIC EMPLOYEE EMPLOYMENT
 - * PUBLIC EMPLOYEE PERFORMANCE EVALUATION
 - * **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
 - * COMPLAINTS OR CHARGES AGAINST AN EMPLOYEE
 9. **CONFERENCE WITH LABOR NEGOTIATOR**
 10. **STUDENTS**
 - * STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918
 - * STUDENT PRIVATE PLACEMENT
 - * INTERDISTRICT ATTENDANCE APPEAL
 - * STUDENT ASSESSMENT INSTRUMENTS
 - * STUDENT RETENTION APPEAL, Pursuant to BP 5123
-
1. **LICENSE/PERMIT DETERMINATION**
 - a. Specify the number of license or permit applications.
 2. **SECURITY MATTERS**
 - a. Specify law enforcement agency
 - b. Title of Officer,
 3. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
 - a. Property: specify the street address, or if no street address the parcel number or unique other reference to the property under negotiation.
 - b. Negotiating parties: specify the name of the negotiating party, not the agent who directly or through an agent will negotiate with the agency's agent.

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

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

**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:

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/
RELEASE

AGENDA ITEM AREA:

Closed Session

REQUESTED BY:

Board of Trustees

ENCLOSURES:

No

DEPARTMENT:

Ryan Davis
Director of Human Services

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

March 6, 2012

ROLL CALL REQUIRED:

No

BACKGROUND:

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

RECOMMENDATION:

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

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Bargaining Groups:

WPTA & CSEA Negotiations

Agency Negotiators:

Scott Leaman, Superintendent

Mary Boyle, Deputy Superintendent

Ryan Davis, Director of Human Services

Joyce Lopes, Assistant Superintendent
of Business Services

AGENDA ITEM AREA:

Disclosure of action taken in
closed session

REQUESTED BY:

Ryan Davis

Director of Human Services

ENCLOSURES:

No

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

March 6, 2012

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.

CONSENT

AGENDA

ITEMS

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

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

DISTRICT GLOBAL GOALS

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students
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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:

Approval of Minutes:

- February 7, & 21, 2012 Regular Board Mtgs.
- February 28, 2012 Special Board Mtg.

AGENDA ITEM AREA:

CONSENT AGENDA

REQUESTED BY:

Scott Leaman,
Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

March 6, 2012

ROLL CALL REQUIRED:

No

BACKGROUND:

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

- February 7, & 21, 2012 Regular Board Meetings
- February 28, 2012 Special Board Meeting

RECOMMENDATION:

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

Western Placer Unified School District
Special Meeting of the Board of Trustees
February 28, 2012, 7:00 P.M.
LINCOLN HIGH SCHOOL – Performing Arts Theater
790 J Street, Lincoln, CA 95648

MINUTES

2011-2012 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.

MEMBERS PRESENT:

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

OTHERS PRESENT:

Scott Leaman, Superintendent
Mary Boyle, Deputy Superintendent
Joyce Lopes, Assistant Superintendent of Business Services
Ryan Davis, Director of Personnel Services
Rosemary Knutson, Secretary to the Superintendent
Patty McAlpin, Lincoln News Messenger

6:10 P.M. START

1. **CALL TO ORDER** – Lincoln High School – Performing Arts Theater

6:15 P.M.

2. **CLOSED SESSION** – Lincoln High School – Main Office

- 2.1 **PERSONNEL**

- PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

- Public Employee Discipline/Dismissal/Release

- a. Approve Closed Session Resolution No. 11/12.8 Authorizing the Non Re-Election of Certificated Probationary Employees.

Roll call vote:

- b. Approve Closed Session Resolution No. 11/12.9 Authorizing Administrative Release/Reassignments for the 2012-2013 School Year.

Roll call vote:

- 2.2 **CONFERENCE WITH LABOR NEGOTIATOR**

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators: Scott Leaman, Superintendent, Mary Boyle, Deputy Superintendent of Educational Services, Ryan Davis, Director of Human Services
Joyce Lopes, Assistant Superintendent of Business Services

4.1.1

February 28, 2012

Minutes

7:00 P.M.

- 3. ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE**-Performing Arts Theater
The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

3.1 PERSONNEL

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Public Employee Discipline/Dismissal/Release

- a. Approve Closed Session Resolution No. 11/12.8 Authorizing the Non Re-Election of Certificated Probationary Employees.

Mr. Haley reported the Board of Trustees took action in closed session to approve resolution 11/12.8, authorizing the Non-Release Election of Certificated Probationary Employees.

- b. Approve Closed Session Resolution No. 11/12.9 Authorizing Administrative Release/Reassignments for the 2012-2013 School Year.

Mr. Haley reported the Board of Trustees took action in closed session to approve resolution 11/12.9, authorizing Administrative Release/Reassignments for the 2012-2013 school year.

3.2 CONFERENCE WITH LABOR NEGOTIATOR

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators: Scott Leaman, Superintendent, Mary Boyle, Deputy

Superintendent of Educational Services, Ryan Davis, Director of Human Services

Joyce Lopes, Assistant Superintendent of Business Services

4. COMMUNICATION FROM THE PUBLIC

5. REPORTS & COMMUNICATION

- 5.1 Lincoln High School, Student Advisory – Isabella Franco was not present
- 5.2 Western Placer Teacher's Association – Mike Agrippino expressed his amazement that the Sacramento Kings are going to build a new arena, it's a shame that we can't keep our staff. Nobody created this budget crises, this is a state budget crises. We will be making acceptations that will be coming out next week. We will continue to work with the district office and school board to keep more members employed
- 5.3 Western Placer Classified Employee Association – Mike Kimbrough reported CSEA is going along with the same thing WPTA brings to you, our group has given many concessions, and will continue to do so, one of the discussions is the Health Clerks, and we will continue to discuss this. CSEA wants to continue to make sure the students get the best care, possibly other concessions will be made and we will continue working with the district as soon as possible.
- 5.4 Superintendent - Scott Leaman requested to save his remarks during budget reductions.

4.1.2

6. ♦ACTION ♦DISCUSSION ♦INFORMATION

6.1 Action **2012-13 BUDGET REDUCTIONS** – Leaman/Lopes (11-12 G & O
Component I, II, III, V, IV)

• The district is currently deficit spending and faced with budget reductions. The Board directed staff to achieve a balanced budget by the 2013-14 budget year. Despite significant budget reductions over the past several years, we find ourselves faced with another \$7 to \$9 million in reductions necessary over the next two fiscal years to achieve a balanced budget. We have targeted \$5.75 million in reductions for 2012-13.

Joyce Lopes presented a power point to review current deficit spending and direction the board will have to take to achieve a balanced budget by the 2013-2014 budget year. She reviewed the following:

- Education funding in California
 - Education funding cut 16% over past 5 years
- Revenue Limit Trend
- California's Budget Challenge
 - Our cyclical economy isn't cycling fast enough
 - The state is running out of solutions
 - The Governor is making the most of a bad situation
 - It isn't going to be resolved anytime soon
- Economics Drive Policy
 - Focus – we do we have the money?
 - Leads to bad policy for education
 - We need a longer school year – NOT shorter
 - We need lower class sizes – NOT higher
 - We need more options for students – NOT fewer
 - We need stability for our dedicated teachers/staff – NOT layoffs
- Looking Ahead
 - The Governor's Budget assumes new temporary taxes (5 years) are approved by voters in November 2012
 - The budget proposes severe reductions in school funding if tax extensions are not approved
 - Economic changes between now and enactment of the 2012-13 Budget could cause a revision, up or down
- WPUSD Budget Impact
 - WPUSD stated reductions in 2008-09
 - Cut \$2.20 million
 - \$1.15 million on-going
 - \$1.05 million one-time
 - Increased fees – facility use, transportation, food service
 - Increased class sizes in K-5
 - Eliminated programs – independent study, ROTC
 - Reduced workers compensation premium
 - WPUSD stated reductions in 2009-10
 - Cut \$100,000
 - Utilized flexibility for Tier III categorical funds
 - Spent \$4.1 million in fund balance to cover remainder of deficit
 - WPUSD stated reductions in 2010-11
 - Cut \$2.07
 - \$1.42 million on-going
 - \$650 thousand one-time
 - Increased class sizes in K-5

4.1.3

February 28, 2012

Minutes

- Spend down reserves
- Transportation (K-12 on same bus, only bus outside city limits)
- Used state flexibility with categorical funds
- Eliminate deferred maintenance transfer
- WPUSD stated reductions in 2011-12
 - Cut \$3 million
 - \$440 thousand on-going
 - \$2.56 million one-time
 - Federal Jobs Funds
 - 4 Furlough Days Health benefit reductions
 - Categorical flexibility
- WPUSD stated reductions in 2011-12 – IN ADDITION
 - Cut \$1.67 million
 - \$1.62 million on-going
 - \$50 thousand one-time
 - Early retirement incentives
 - Left Assistant Superintendent position vacant
 - Reduce 1 FRE custodial
 - Reduce 0.5 FRE district office reception
 - Reduce 1 FTE teacher
- WPUSD Budget Impact
 - 2012-13 Proposed Reductions
 - Cut \$5.75 million (on-going vs. one-time TBD)
 - Utilize \$2.4 million in reserves
 - Furlough days
 - Increase class sizes
 - Reduce staffing
 - Categorical flexibility
 - 205 to 40% reduction in operating budgets
 - Eliminate SRO position
 - Use \$750,000 Wetland Reserve
- WPUSD Budget Impact
 - 2012-13 Proposed Reductions
 - Achieve a balanced budget (revenues = expenses)
 - Reduce an additional \$3 to \$4 million – depending on tax initiative
 - ON-going reductions from 2012-13 won't have to be 'cut' again in 2013-14
 - One-time reductions from 2012-13 will have to be 'found' again in 2013-14
 - \$750,000 Wetland Reserve will need to be replaced

Mr. Leaman reviewed the list of proposed budget recommendations, along with revisions that need to be made. He reported the following, the budget will be finalized in June; the district will continue to look at making changes to the reductions; will continue to work with CSEA on coming up with a different way to change elimination of health clerks; we will continue to stay away from the students and do what is best for our students. We are looking at cutting 5.75 million dollars and the budget picture might get worse.

Public Speakers:

Raney Dern spoke to the board hoping they had agreed to not eliminate adult education, we need to educate parents as well as students and we need to offer adult education. She also expressed her support to Foskett

4.1.4

February 28, 2012

Minutes

Ranch Teachers. Foskett Ranch received the distinguished School award and was due to the teachers.

Delfeno Valquez shared he is very happy to be in this land, and hoping the district will keep the doors open for the English classes. The English language is number one around the world.

Abel Balderas pleaded that the board support Adult Education and not to cut the class. He has children in school and I would like to be able to understand everything they say. "Please don't the cut the class".

Alex Azaraga expressed he wants to keep learning, he has learned a lot from Raney and wants to stay in the U.S.

Linda Davis helps with GED she furnishes all the books and materials, she has spent \$3,000 of her own money and the program is very important to California. She shared a large population of folks do not go to college, and the district is getting a bargain with Raney and myself.

Tracey Pelligreno is in her 3rd year as a first grade teacher at Creekside Oaks, she spoke and read a poem at the last board meeting in support of all the teachers. Once again she read another poem that inspires her to be positive and thankful. She shared, "Members of the board and Superintendent, I am thankful to teach for the district and I know I am one of the teachers who makes a difference".

Dan Burbige-Macaluso feels the budget crises are a national problem and we need to protect the rights of the minority, the children. He thanked his Foskett Ranch team. He is most concerned that with more students; more responsibility, less resources that this makes good teachers, not great teachers. He spoke of students that he has had personal connections with. He feels having more students does not allow time to teach them to be responsible or teach them to cope. Teaching is not always about testing.

Lori Deschamps works at Twelve Bridges as a health clerk and has 700 students. She expressed the importance of her job, and the position. She pleaded with the board to just allow her to do her job.

Board Discussion:

Paul Carras shared our district is in a fix that he has never seen and expressed his appreciation to both associations and their attitude.

Brian Haley shared he doesn't feel we can complete, what ever the board does just know we're thinking of you regardless of the outcome.

Damian Armitage questioned the \$750,000.00 wetlands money, and his concern that the district may not be able to put it back during the 2013-14 year. Scott explained the process of replacing the money.

Paul Long reported that these monies have been used before in the past during budget difficulties.

Paul Carras expressed the ESL and Adult Education, wonders if there are other avenues to help fund the Adult Ed Program. Scott explained there is currently discussion on other ways to possibly fund the program.

Motion by Mr. Carras, seconded by Mrs. Wyatt, and passed by a 4-0 vote to approve 2012-13 proposed budget reductions.

4.1.5

- 6.2 Discussion/ **APPROVE RESOLUTION NO. 11/12.10 ADOPTING**
Action **COMPETENCY CRITERIA IN THE CASE OF A CERTIFICATED**
REDUCTION IN FORCE – Davis (11-12 G & O Component I, II, III, V, IV)
●Pursuant to Education Codes 44949, 44955 and 44951, the District administration is making a recommendation that will require the Governing Board of the Western Placer Unified School District to reduce or discontinue particular kinds of services in order to reduce the number of certificated employees of the District. In conjunction with that recommendation it is necessary to adopt criteria for determining if a certificated employee would have the competency to replace (bump) another certificated employee out of their position. The District must have a way to ensure that when one certificated employee may potentially replace (bump) another certificated employee that they possess the necessary competency in order to provide adequate services.

Ryan Davis explained the Resolution adopting competency criteria in case of certificated reduction in force. The district is currently working with both associations to save as many positions as possible. The district must act now in order to assure the competency criteria on bumping rights. There was a motion by Mr. Haley, seconded by Mr. Long, and passed by a 5-0 vote roll call vote approving Resolution No. 11/12.10. Roll call vote: Haley, Long, Wyatt, Carras, Armitage

- 6.3 Discussion/ **APPROVE RESOLUTION NO. 11/12.11 ADOPTING TIE**
Action **BREAKING CRITERIA IN THE CASE OF A CERTIFICATED**
REDUCTION IN FORCE – Davis (11-12 G & O Component I, II, III, V, IV)
●Pursuant to Education Codes 44949, 44955 and 44951, the District administration is making a recommendation that will require the Governing Board of the Western Placer Unified School District to reduce or discontinue particular kinds of services in order to reduce the number of certificated employees of the District. In conjunction with that recommendation it is necessary to adopt criteria for tie breaking when two or more certificated employees possess the same seniority date. The District must have a way to break ties between two or more certificated employees with the same seniority date who are both currently providing the same particular kind of service identified for reduction or discontinuance.

Ryan Davis explained the Resolution adopting a way to break ties between two people who have the same service and enough criteria. There was a Motion by Mr. Long, seconded by Mrs. Wyatt and passed by a 5-0 roll call vote to approve Resolution No. 11/12.11. Roll call vote: Long, Wyatt, Carras, Haley, Armitage

- 6.4 Discussion/ **APPROVE RESOLUTION NO. 11/12.12 AUTHORIZING THE**
Action **REDUCTION OR DISCONTINUANCE OF PARTICULAR KINDS**
OF SERVICES – Davis (11-12 G & O Component I, II, III, V, IV)
●Pursuant to Education Codes 44949, 44955 and 44951, the District administration is making a recommendation that will require the Governing Board of the Western Placer Unified School District to reduce or discontinue particular kinds of services in order to reduce the number of certificated employees of the District. Reduction or discontinuance of particular kinds of services are needed to address budget reductions for the 2012-2013 school year.

4.1.6

Ryan Davis handed out a revised copy of the Resolution that was given to the board earlier. The changes are the reduction of 14 is now reduced to 11, (review other changes). Hope to further reduce that number, changes to (c.) of the resolution. There was a motion by Mr. Carras, seconded by Mr. Haley and passed by a 5-0 vote to approve Resolution No. 11/12.12. Roll call vote: Wyatt, Carras, Haley, Long, Armitage

6.5 Discussion/ Action **APPROVE RESOLUTION NO. 11/12.13 AUTHORIZING THE REDUCTION OR DISCONTINUANCE OF PARTICULAR KINDS OF SERVICES – Davis (11-12 G & O Component I, II, III, V, IV)**

●Pursuant to Education Code 44951 and in order to help mitigate the anticipated budget shortfall that the District is facing, the District Administration is recommending reducing the work year for Certificated Administrators including the Superintendent by up to eight (8) days for the 2012-2013 school year and their compensation would be reduced accordingly thus resulting in a financial savings to the District. The work years of Classified Administrators, Confidential Employees will be addressed in other Agenda items at a future meeting.

Ryan Davis explained Resolution No. 11/12.13 allowing time to give proper notice to Certificated Administration that they will have a reduction up to 8 days. There was a motion by Mrs. Wyatt, seconded by Mr. Carras and passed by a 5-0 roll call vote authorizing the reduction or discontinuance of particular kinds of services. Roll call vote: Carras, Haley, Long, Wyatt, Armitage

Note: Item 6.5 should have read: APPROVE RESOLUTION NO. 11/12.13 REGARDING WORK YEAR REDUCTION FOR CERTIFICATED MANAGEMENT EMPLOYEES AND AUTHORIZATION FOR REQUIRED NOTICE PURSUANT TO EDUCATION CODE SECTION 44951. This is being noted as a clerical error. The information was presented in the caption and the clerical error was clarified during Mr. Davis item presentation, and action was taken accordingly.

7. FUTURE AGENDA ITEMS

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

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

8. BOARD MEMBER REPORTS/COMMENTS

Mr. Haley had no report

Mr. Long spoke regarding Resolution on 11/12.12, expressing all items on this list are persons, and he would like to put a name and a face to the list. Would like to shake the hands, and thank the people on the list. He expressed his appreciation of the associations for continuing to work with solutions to keep positions.

Mrs. Wyatt expressed the difficulty, having gone through this herself. These are people who have worked with her grandkids, daughters and herself over the years; she gave them credit for all

4.1.7

February 28, 2012

Minutes

the work they have put into our district. She thanked all for the time and effort that has been put in with the district instead of fighting.

Mr. Carras shared he has never seen such cooperative spirit and professionalism, and for years we have tried to stay away from layoffs. He thanked everyone for there professional demeanor that has been shown.

Mr. Armitage is hopeful the negotiating parities can come up with more solutions.

9. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- March 6, 2012 7:00 P.M., Regular Meeting of the Board of Trustee, Lincoln High School,
- March 20, 2012 7:00 P.M., Regular Meeting of the Board of Trustee, Creekside Oaks Elem.

10. ADJOURNMENT

There being no further business the meeting was adjourned at 8:10 p.m.

Damian Armitage, Board President

Brian Haley, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the Superintendent

Adopted:

Ayes:

Noes:

Absent:

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

4-1-8

Western Placer Unified School District
Regular Meeting of the Board of Trustees
February 21, 2012, 7:00 P.M.
LINCOLN HIGH SCHOOL – Performing Arts Theater
790 J Street, Lincoln, CA 95648

MINUTES

2011-2012 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.

MEMBERS PRESENT:

Damian Armitage, President
Brian Haley, Clerk
Paul Carras, Member
Paul Long, Member

MEMBERS ABSENT:

Kris Wyatt, Vice President

OTHERS PRESENT:

Scott Leaman, Superintendent
Mary Boyle, Deputy Superintendent
Ryan Davis, Director of Personnel Services
Rosemary Knutson, Secretary to the Superintendent
Isabella Franco, LHS Student Representative
Stephanie Dumm, Lincoln News Messenger

6:25 P.M. START

1. **CALL TO ORDER** – Lincoln High School – Performing Arts Theater

6:30 P.M.

2. **CLOSED SESSION** – Lincoln High School – Main Office
 - 2.1 **PERSONNEL**
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Public Employee Discipline/Dismissal/Release
 - 2.2 **CONFERENCE WITH LABOR NEGOTIATOR**
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators: Scott Leaman, Superintendent, Mary Boyle, Deputy Superintendent of Educational Services, Ryan Davis, Director of Human Services
Joyce Lopes, Assistant Superintendent of Business Services

7:00 P.M.

3. **ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE**-Performing Arts Theater
The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

- 419

3.1 PERSONNEL
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Public Employee Discipline/Dismissal/Release

No action taken

3.2 CONFERENCE WITH LABOR NEGOTIATOR
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators: Scott Leaman, Superintendent, Mary Boyle, Deputy
Superintendent of Educational Services, Ryan Davis, Director of Human Services
Joyce Lopes, Assistant Superintendent of Business Services

No action taken

4. SPECIAL ORDER OF BUSINESS
School Being Featured: Phoenix High School

Mr. Doherty gave a short introduction on PHS along with current student ratios and he introduced his staff. The following students were given certificates in recognition of their academic achievements: Tyler Bergh, Agustus Remigio, Stephen Newton, Rudy Brito, Tyler Hutchins and Owe Caster. Mr. and Mrs. Brito spoke on behalf of their son, and how well he is doing at Phoenix High. Mrs. Doris Kerek a volunteer with S.C.H.O.O.L.S and has been at Phoenix High for past two years. She thanked the Phoenix High staff for allowing her to volunteer, and work with the students, she shared how wonderful the students are in their accomplishments and what pleasure the students bring to her every time she is there, these have been the best years for her. Miranda Williams a student who attended Phoenix High and has participated in Odyssey Ware to get caught up on credits, this has allowed her to be able to get back on track to return to LHS to graduate with her senior class. The student performed a dance routine for the board and audience.

5. CONSENT AGENDA

- 5.1 Classified Personnel Report
- 5.2 Certificated Personnel Report
- 5.3 Approve Lincoln Kiwanis Foundation donation to Phoenix High School.
- 5.4 Approve Lincoln Community Foundation donation to Carlin C. Coppin School
- 5.5 Approve Student Discipline/Stipulated Expulsion for student #11-12 Q.

Motion by Mr. Long, seconded by Mr. Carras, and passed by a 4-0 roll call vote to approve consent agenda as presented.

Roll call vote: Haley, Long, Carras, Armitage

6. COMMUNICATION FROM THE PUBLIC

Florina Martinez asked that the board not cut Adult Education class.

Guillermo Quintero pleaded to the board to not cut Adult Education. The classes allow him to help his kids with their homework.

Raul Alvarez expressed how much the ESL and computer class is needed, the class has allowed him to communicate with everyone.

4-1-10

February 21, 2012

Minutes

Ramey Dern spoke at the last meeting for her students, and wanted to share once again. She expressed they're real people, they want to learn English to get ahead, they want to be able to help their children, be role models, some are even young adults, some are parents, some have gone to sierra college, and one have even taken the GED class. She feels it is a privilege to work with her students, teaches 3 days a week, 2 hour classes. Materials used are recycled books; TV; VCR; 5 sets of flash cards; two games with no computers, they have learned to be resourceful and are getting new students all the time. She has advertised on the radio to get new students and feels as a community we need to provide. She hopes to have some sort of program for next year.

Maria Magdalena Arias used to be an ESL student, right now she is taking the GED and plans to go to college, wants better for herself and is really happy that she can communicate with everyone. She pleaded that the board not cut the Adult Education program.

Maria Alvarez shared we need of the English classes, so please don't cut the classes.

Cristin Herrera is the newcomer teacher at Creekside Oaks, and worked with ESL students. She wanted to speak about adult education, and has countless hours working with adults, and the ELAC committee, she has head the concerns at the meeting regarding parents help their students. If parents can't learn English, they can't help their children. She read a letter from State Superintendent regard Adult Education.

Kathy Risuccu is a parent and intervention service provider at Twelve Bridges Elementary, she spoke about services provider to the students.

Nicole Bartlett is intervention service provider at Twelve Bridges Elementary and these positions are looking at being cut. She does not see students being successful without intervention services and larger class sizes.

Fernando Yates is a teacher at Glen Edwards and has a credential in Math and Science, and has been working with Lincoln High students to help prepare them to for college. His reason for being here, is he is the only teacher taken to the office and asked for lesson plans. Had a formal evaluation, and invited WPTA president, He is hoping to find a solution for his problem

Coreena Whiteside thanked the board, expressing this will not an easy task and cuts do need to be made, and asked that they look carefully at increasing class sizes.

Julie Kilkenny is a mom of two boys that attend Foskett Ranch and is here to support the school and teachers. It makes her very upset that Mrs. Whiteside has the potential of getting a pink slip. When people look at moving, they look at schools and class sizes. She asked that they consider cutting consumables, buy one book and make copies, cut administration pay by 2%, cut administration car allowances. She asked who makes the decision on where our money goes, and feels it is time to put the kids first and keep the teachers.

Blake Kilkenny is a 4th grade at Foskett Ranch. He shared if his teacher was fired he would be devastated and she is the only combination Teacher for advanced students.

Tracy Pellegrino shared this is her 3rd year as a first grade teacher at Creekside Oaks and is concerned for the teachers who look at loosing their jobs. She read a poem on all the great teachers. She requested the Superintendent and the Board work with the Teacher Association to help keep jobs.

Kendra Colflesh shared she is here to help you understand the concern for those who may be let go, she feels we have a Professional Learning Community and it makes her sad that this team may not exist anymore.

4/1/11

Rosanna Johnson is a parent and volunteer of a child who attends at Carlin Coppin. She is considering transferring due to class size increase and feels we can do something about it. This is not losing teachers, adult education; it makes more sense to cut upper grade teachers, and not lower grade teachers. She suggested look at cutting administration, secretaries, and custodians.

Jennifer Beggerly is a 3rd grade teacher at Foskett Ranch and wants what is best for our students. She requested staff work together for the children, and it will be difficult with 30 plus in a classroom. Better class size, helps better students education.

Natasha Riedel is a teacher from Foskett Ranch and enjoys the balance between student and teachers. She is passionate about her job and is thankful to be working for Western Placer, these cuts will be extremely painful, but cares for what is best for the students.

Lucy Schmidt is a volunteer 3 days a week in a combination class, which seems like a sink or swim situation. She requested the classes be kept at one grade level, not combination classes.

Shannon DeArkland is a Resource teacher at Foskett Ranch and feels she needs to speak on behalf of her colleagues who work with her. Feels our society wouldn't run without our teachers, teachers are the biggest. Taking teachers away would cause our students to fail. Pleaded to keep staff members.

Rheannon Weisnahn is a parent and here to support Creekside on behalf of parents, a lot of good teacher from Foskett Ranch, and Creekside Oaks. She helps out in Ms. Pellegrino class, and also Jennifer Mason. She presented the board with letters of support.

Sandy McFarlin is a parent of two students, she spoke on behalf of teachers and nurses aides. She serves on site council at both, Foskett Ranch and Glen Edwards and feels it is if we are truly putting students first, we need to keep the money in the classroom, and keep cuts away from the classroom. She will consider putting her students in a charter school if class sizes increase. Please consider saving teachers and take money from other places, like pulling stipends, car allowances and district office, and feels we should keep Adult Education because we have a high percentage of English learners in our district.

7. REPORTS & COMMUNICATION

7.1 Lincoln High School, Student Advisory – Isabella Franco reported:

- This week is FFA week, and students are promoting FFA
- AP exams are coming up
- Acceptance for colleges are coming in
- Girls basketball beat Placerville
- Concert performance by Mr. Wong
- Ashton trip is coming up

7.2 Western Placer Teacher's Association – Mike Agrippino thanked all the speakers for a great job. He shared the relationship and collaboration between the district office is great, and the state's mandated date for layoff is March 15th. WPTA is still working on some items that can be reconsidered.

7.3 Western Placer Classified Employee Association – Mike Kimbrough was out sick

7.4 Superintendent - Scott Leaman

- LHS Showcase is this Thursday
- In the process at looking at all the items that are on the budget.

4.1.12

- Set a special board meeting for next Tuesday, February 28th
- The budget will continue to be reworked
- Appreciate the comments of all those who spoke
- Reviewed the budget list process and taking all these comments very seriously.

8. ♦ACTION ♦DISCUSSION ♦INFORMATION

8.1 Information KINDERGARTEN REGISTRATION UPDATE – Boyle (11-12 G & O Component I, II, III, V, IV)

- Western Placer Unified School District is preparing for Kindergarten Registration for 2012 - 2013. Registration packets are available at elementary school sites beginning March 6. The age of kindergarten eligibility has been changed throughout the state for the coming year: students must be five years of age on or before November 1, 2012 to be enrolled in kindergarten for the 2012 - 2013 school year. Additional information will be presented at the Board meeting.

Mary Boyle gave an update to the board on the Kindergarten eligibility and the process for Kindergarten Registration.

8.2 Information INTERDISTRICT AGREEMENTS – Leaman (11-12 G & O Component I, II, III, V, IV)

- The board will discuss implementation of the two board policies.

Mr. Leaman reported we started accepting IDA for next year, and we currently we have about 300 students attending other schools outside the district. He reviewed the reasons allowed for transfers. 91% of the transfers from last year were approved.

8.3 Action ADOPTION OF NEW AND REVISED POLICIES, REGULATIONS AND EXHIBITS – Leaman (10-11 G & O Component I, 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/AR 3270 Sale and Disposal of Books, Equipment and Supplies
- AR 4112.4 Health Examinations
 - 4212.4
 - 4312.4
- BP 4119.21 Professional Standards
 - 4219.21
 - 4319.21
- BP 5021 Noncustodial Parents
- E 5116.1 Intradistrict Open Enrollment
- AR 5123 Promotion/Acceleration/Retention
- BP/AR 5117 Intradistrict Attendance
- BP 5131.62 Tobacco
- BP 5141.52 Suicide Prevention
- BP 6011 Academic Standards

4.1.13

- BP 6120 Response to Instruction and Intervention
- BP 6141.6 Multicultural Education
- BP 6142.94 History-Social Science Instruction
- BP 6145.2 Athletic Competition
- BP 6146.4 Differential Graduation and Competency Standards for Students with Disabilities
- BP/AR 6173.2 Education of Children of Military Families
- BP 6181 Alternative Schools/Programs of Choice

Mr. Leaman requested the removal of one policy BP6120. Motion by Mr. Carras, seconded by Mr. Haley, and passed by a 4-0 vote to approve new, revised and deleted policies, with the exception of policy BP 6120 that was pulled for further review.

9.1 FUTURE AGENDA ITEMS

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

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

9.2 BOARD MEMBER REPORTS/COMMENTS

Mr. Haley had no comment

Mr. Long thanked teachers and parents, this district has not done any cuts, but we have used our reserves, and hoping Scott and the Associations can come up with something. Attended Mr. Wong's concert, he donated his time, expenses, and 5 CD's which sold at \$100.00 each. It was over a two hour concert.

Mr. Carras the collaboration between WPTA and CSEA will get us through these tough times, never seen this type of communication lines. He thanked both associations for working with the district.

Mr. Armitage thanked Phoenix administration, staff, students, and appreciate the speakers who spoke regarding the cuts.

10. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- February 28, 2012 7:00 P.M., Special Meeting of the Board of Trustees, Lincoln High School
- March 6, 2012 7:00 P.M., Regular Meeting of the Board of Trustee, Lincoln High School,
- March 20, 2012 7:00 P.M., Regular Meeting of the Board of Trustee, Creekside Oaks Elem.

11. ADJOURNMENT

There being no further business the meeting was adjourned at 9:10 p.m.

4.1.14

Damian Armitage, Board President

Brian Haley, Clerk

Scott Leaman, Superintendent

**Rosemary Knutson, Secretary to the
Superintendent**

Adopted:

Ayes:

Noes:

Absent:

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

Western Placer Unified School District
Regular Meeting of the Board of Trustees
February 7, 2012, 7:00 P.M.
LINCOLN HIGH SCHOOL – Performing Arts Building
790 J Street, Lincoln, CA 95648

MINUTES

2011-2012 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.

5:55 P.M. START

1. **CALL TO ORDER** – Lincoln High School – Performing Arts Building

MEMBERS PRESENT:

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

OTHERS PRESENT:

Scott Leaman, Superintendent
Mary Boyle, Deputy Superintendent
Joyce Lopes, Assistant Superintendent of Business Services
Ryan Davis, Director of Personnel Services
Rosemary Knutson, Secretary to the Superintendent
Stephanie Dumm, Lincoln News Messenger

6:00 P.M.

2. **CLOSED SESSION** – Lincoln High School – Main Office
 - 2.1 **STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C.48918**
Student Discipline/Expulsion Pursuant to E.C. 48918
Student Expulsion # 11-12 N
 - 2.2 **CONFERENCE WITH LEGAL COUNCIL – EXISTING LITIGATION**
Placer County Case No. SCV0029632
 - 2.3 **PERSONNEL**
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Public Employee Discipline/Dismissal/Release
 - 2.4 **CONFERENCE WITH LABOR NEGOTIATOR**
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators: Scott Leaman, Superintendent, Mary Boyle, Deputy Superintendent of Educational Services, Ryan Davis, Director of Human Services

4.1.16

Joyce Lopes, Assistant Superintendent of Business Services

2.5 INTERDISTRICT ATTENDANCE APPEAL

Interdistrict Request Appeal 11/12 – 39

7:00 P.M.

3. ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE – Lincoln

High School Performing Arts Building

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

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

Student Discipline/Expulsion Pursuant to E.C. 48918

Student Expulsion # 11-12 N

Motion by Mr. Haley, seconded by Mr. Long, and passed by a 5-0 vote to expel student for the remainder of the school year.

3.2 CONFERENCE WITH LEGAL COUNCIL – EXISTING LITIGATION

Placer County Case No. SCV0029632

Mr. Haley reported in the Board of Trustees took action in closed session to approve a Stipulated Settlement Agreement to resolve Placer County Case No. SCV0029632 regarding one certificated employee.

3.3 PERSONNEL

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Public Employee Discipline/Dismissal/Release

No action was taken

3.4 CONFERENCE WITH LABOR NEGOTIATOR

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators: Scott Leaman, Superintendent, Mary Boyle, Deputy Superintendent of Educational Services, Ryan Davis, Director of Human Services
Joyce Lopes, Assistant Superintendent of Business Services

No action was taken.

3.5 INTERDISTRICT ATTENDANCE APPEAL

Interdistrict Request Appeal 11/12 – 39

Motion by Mr. Carras, seconded by Mrs. Wyatt, and passed by 5-0 vote to deny transfer appeal.

Special Presentation - Mr. Leaman presented Mr. Carras with a plaque for his service to Western Placer Unified School District as board president from 2008 to 2011.

4.1.17

4. CONSENT AGENDA

- 4.1 Approval of Meeting Minutes for:
 - January 10 & January 24, 2012 Regular Board of Trustee Meeting
- 4.2 Approval of Warrants
- 4.3 Classified Personnel Report
- 4.4 Certificated Personnel Report
- 4.5 Approve Williams Uniform Quarterly Complaint Report.
- 4.6 Approve Student Discipline/Stipulated Expulsion for student's #11-12 O & P.
- 4.7 Report of Disclosure Requirements for Quarterly Reports of Investments.
- 4.8 Request Approval of Maxim Health Care Service Contract.

Motion by Mrs. Wyatt, seconded by Mr. Long, and passed by a 5-0 roll call vote to approve consent agenda as presented. Roll call vote: Haley, Long, Wyatt, Carras, Armitage

5. COMMUNICATION FROM THE PUBLIC

No communication from the public

6. REPORTS & COMMUNICATION

- 6.1 Lincoln High School, Student Advisory – Isabella Franco was absent
- 6.2 Western Placer Teacher's Association – Mike Agrippino – Mr. Agrippino took a brief moment to remind the public, some of the days being taken off next week are furlough days, which mean lost instruction and lost salary. He spoke about the list of budget cuts being presented tonight, and reassured that Students will not be denied an education. People care about students, and will continue to make a difference to our students, and we must find every avenue. We are looking at dollars but people's lives will be affected. He finished off with a quote from Woodrow Wilson.
- 6.3 Western Placer Classified Employee Association – Mike Kimbrough shared, everyone knows what a huge impact the cuts will have on our students, which include a possible loss of health clerks, supervisors on the playground; special education reductions; reductions to library techs; campus monitors. Cuts need to be kept from affecting our students and CSEA will continue to work with the district to come up with avenues to keep away from the students.
- 6.4 Superintendent - Scott Leaman
 - It's a busy time in our district as we have been preparing the budget document for this evening
 - Technology Fair at Lincoln High was well attended
 - Had a site visit at Lincoln Crossing Elementary

7. ♦ACTION ♦DISCUSSION ♦INFORMATION

- 7.1 Action **APPROVE RESOLUTION NO. 11/12.7 IN ORDER TO APPOINT A REPRESENTATIVE AND AN ALTERNATE TO THE SCHOOLS INSURANCE GROUP JOINT POWERS BOARD - Lopes (11-12 G & O Component I, II, III, V, IV)**
 - As a participating agency in Schools Insurance Group, WPUSD must delegate a representative as a member of the Joint Powers Board and an alternate to serve in the absence of the representative.

4.1.18

Joyce Lopes spoke on the purpose of appointing an alternate to SIG Board. Motion by Mr. Carras, seconded by Mrs. Wyatt, and passed by a 5-0 roll call vote to approve resolution No. 11/12.7. Roll call vote: Wyatt, Long, Carras, Haley, Armitage

7.2 Information **2012-13 BUDGET REDUCTIONS – Leaman/Lopes (11-12 G & O Component I, II, III, V, IV)**

- The district is currently deficit spending and faced with budget reductions. Board direction to staff regarding the necessary budget reductions is to use a balanced approach. Board directed staff to achieve a balanced budget by the 2012-14 budget year.

Joyce Lopes shared this is a very difficult day for our district, she reviewed the last two years of cuts and what we have done to balance our budget, she asked if there were any questions from the board. Mr. Leaman asked that we go through the budget cut list as presented, he feels our district did things right, we now are at a minimum reserve. He applauded both groups for working with us, and he really appreciates their openness. We are look forward to the State of California to coming up with something to help our students. He express this is not the fault of anyone in this room and reviewed the list of budget reductions being recommended. He reviewed the Non Negotiable/No Personnel Involved; and Negotiable. Mr. Armitage called for those who requested to speak.

Public Comments:

Jim Spratling spoke on behalf of the counselor who is being cut, and shared the importance of a counselor, and the strain that it would cause to the students. Counselors work very hard the prepare students for college.

Sandy McFarlin spoke as a parent of children in the district. She volunteers in the classroom and is concerned with increasing classroom sizes, we have amazing teachers, and it's hard to image students will get the best education due to the cuts.

Ofelia Vasquez spoke on behalf of adult education, has a student of a second language and is hoping you can help Adult Education.

Socorro Villanueva pleaded for help to not cut adult education. She wants to be able to help her kids with homework.

Rannie Dern is the Teacher of Adult Education. She doesn't want adult education to be cut, our adult education help's our students, it's a triple effect, and they go from ESL to GED, than to Sierra College, it is sad for the community. She pleaded with the Board to support the students and think about their lives and their children.

Cyril Kalbach shared his successful with the federal government, where he ran the E-rate program. If you shut down the adult education be careful, teachers get no benefits, consider cost to the benefits

Phyllis Kalbach is a teacher of the adult education program, people who go through the program help their students and even go to college, and if you take this away it will be detrimental to them.

4.1.19

Eliazer Lazaro as an adult education student would like to help his child, improve his reading and writing, if he is educated he feels he could better motivate his son, people who come from another counties just try to do better here.

Sandra Ruiz as an adult education student shared, we need English classes and we need to be educated. We need it to help for jobs, to help our children, we want to have good communication, please leave adult education class open.

Sandra Hackbarth secretary at TBE, spoke about the elimination of health clerks. She shared they deal with many issues, this could be a major concern, they do more than put band-aids on.

Raechele McNeel-Caird spoke on behalf of the Health clerks in schools. School nurses are extremely busy with many other issues, send out letters on eyes, ears, head lice, having two children and sees all that the health clerk does, this could cause some students not be allowed medications.

Lori Deschamps as a health clerk at TBE expressed the service she gives is amazing, and the office staff is not able to provide the care that a health aide could and the care for our children is very important to the parents.

Betty Jo Boram a school nurse, and is here to speak on behalf of both nurses. There are two nurses spread throughout the district of 6,000. The health clerks are experienced and are really needed and the office staff is already impacted. She shared a letter from Gurbinder, the other nurse, saying the clerks contribute immensely, saying the two nurses could not do it on their own and the lives of the students are being jeopardized.

Terry Swaggerty is the husband of a teacher at CCC. He thanked the teachers, and recommended the district as a whole taking a 10% cut across the board. He said he doesn't see any cuts to administration, and recommended the teachers talk to their staff about a reduction in pay.

Mr. Carras thanked the audience on how they have presented themselves. Understanding the issue with class sizes, and they do not want to lay people off. The board will look at budget cuts, and will come back on the 21st, and hopefully when it happens, everyone will understand.

Mrs. Wyatt reported having been on the other side, appreciates the compassion, been there as a counselor and knows what it means, we need to come together, and strive.

Mr. Long question the efficiency of the HVAC, and this could cause more damage to pipes, and questioned personnel funding for categorical. He also reviewed the 750,000 reserve from the wetland, asked that we take a look at CSBA costs.

Mr. Haley everyone who spoke tonight was eloquent, the board will go back and look at these, but will have to make cuts, and we didn't make any in the last three years. He thanked everyone for their remarks.

Mr. Armitage shared he has two children in the district and has never experienced this before, and his family was affect with 14% across the board cut and is hoping we can come up with better numbers during negotiations.

4.1.20

8. BOARD OF TRUSTEES

8.1 FUTURE AGENDA ITEMS

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

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

8.2 BOARD MEMBER REPORTS/COMMENTS

Mr. Haley had no report

Mr. Long thanked everyone for coming and is sorry about all the cuts and hurting our kids, and we are not getting out of this recession without a good education, has friends who attended ESL commend them for speaking.

Mrs. Wyatt thank you for your support

Mr. Carras recommended changing the next meeting to LHS

Mr. Armitage thanked all teachers, principals.

9. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- February 21, 2012 7:00 P.M., Regular Meeting of the Board of Trustees, Phoenix High School
- March 6, 2012 7:00 P.M., Regular Meeting of the Board of Trustee, Lincoln High School, Performing Arts Theater
- March 20, 2012 7:00 P.M., Regular Meeting of the Board of Trustee, Creekside Oaks Elementary School

10. ADJOURNMENT

There being no further business the meeting was adjourned at 8:50 p.m.

Damian Armitage, Board President

Brian Haley, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the Superintendent

4.1.21

Adopted:

Ayes:

Noes:

Absent:

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

Posted: 020312
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4.1.22

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Approval of Warrants

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Joyce Lopes
Assistant Superintendent of Business Services

ENCLOSURES:

Warrants may be found at
www.wpusd.k12.ca.us

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

March 6, 2012

ROLL CALL REQUIRED:

No

BACKGROUND:

The Board of Trustees will consider approval of warrants paid since the February 7, 2012 board meeting.

RECOMMENDATION:

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

Checks Dated 02/24/2012 through 02/28/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85235338	02/24/2012	Mary V. Boyle	01-4300		74.30
85235339	02/24/2012	Elise L. Martinez	01-4300		83.90
85235340	02/24/2012	Lauren M. Quinn	01-5200		194.25
85235341	02/24/2012	ADI HONEYWELL INTERNATIONAL	01-4300		318.98
85235342	02/24/2012	AMERIKIT DEPLOYMENT SERVICES	01-4400		76,731.54
85235343	02/24/2012	BALLARD & TIGHE PUBLISHERS	01-4100		6,342.00
85235344	02/24/2012	BUREAU OF EDUCATION & RESEARCH	01-5200		229.00
85235345	02/24/2012	CALIFORNIA HYDRONICS CORP.	01-4300		331.17
85235346	02/24/2012	CASBO - CALIF ASSOC OF SCHOOL BUSINESS OFFICIALS	01-5200		410.00
85235347	02/24/2012	CITY OF LINCOLN/NON UTILITY	01-5800		58,000.00
85235348	02/24/2012	CROSS COUNTRY EDUCATION	01-5200		169.00
85235349	02/24/2012	DAWSON OIL COMPANY	01-4345	7,196.24	
			01-4350	3,612.17	10,808.41
85235350	02/24/2012	DIVERSE NETWORK ASSOCIATES	01-5800		739.92
85235351	02/24/2012	GARY DOUPNIK MANUFACTURING INC	01-4300		64.35
85235352	02/24/2012	GLENN COUNTY OFFICE OF ED	01-5200		156.00
85235353	02/24/2012	GRAINGER .	01-4300		526.58
85235354	02/24/2012	GRAYBAR ELECTRIC COMPANY INC	01-4300		190.47
85235355	02/24/2012	HOUGHTON MIFFLIN COMPANY	01-4100		36.93
85235356	02/24/2012	KRISTINE N CORN DBA SIERRA PEDIATRIC THERAPY CLINIC	01-5800		1,201.75
85235357	02/24/2012	LINCOLN ACE HARDWARE/MAINT	01-4300		154.55
85235358	02/24/2012	NORMAC	01-4300		321.43
85235359	02/24/2012	PACIFIC GAS & ELECTRIC CO	01-5510		4,717.67
85235360	02/24/2012	PITNEY BOWES CREDIT CORP	01-5600		731.00
85235361	02/24/2012	PRO-ED	01-4300	29.31	
			Unpaid Sales Tax	1.81-	27.50
85235362	02/24/2012	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600	408.06	
			01-7438	80.27	
			01-7439	362.73	851.06
85235363	02/24/2012	RIFTON EQUIPMENT	01-4300		201.09
85235364	02/24/2012	SAC VAL JANITORIAL SALES	01-4300		1,103.92
85235365	02/24/2012	SIERRA OFFICE SUPPLIES &	01-4300		81.75
85235366	02/24/2012	THE LATINO FAMILY	01-5200		200.00
85235367	02/24/2012	UNIVERSAL SPECIALTIES, INC.	01-4300		52.10
85235368	02/24/2012	WAVE DIVISION HOLDINGS	01-5560		6,850.00
85235369	02/24/2012	WESTERN BLUE AN NWN COMPANY	01-4300	75.08	
			01-5800	1,260.19	1,335.27
85235370	02/24/2012	WESTERN PSYCHOLOGICAL SERVICES	01-4300		184.05
85235371	02/24/2012	Tina R. Everett	01-5800		110.00
85235372	02/24/2012	Kevin D. Kurtz	01-4300		102.93
85235373	02/24/2012	Karen A. Roberts	01-4300		39.98
85235374	02/24/2012	BANK OF AMERICA #3024	01-4300	680.59	
			01-5200	1,540.24	
			01-5600	383.68	

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

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Checks Dated 02/24/2012 through 02/28/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85235374	02/24/2012	BANK OF AMERICA #3024	01-5800	1,090.00	3,694.51
85235375	02/24/2012	CHEVRON	01-4300		172.20
85235376	02/24/2012	CREATIVE COMPETITIONS INC.	01-4300	321.75	
			Unpaid Sales Tax	21.75-	300.00
85235377	02/24/2012	HOGENTOGLER & CO INC	01-4300	285.71	
			Unpaid Sales Tax	18.27-	267.44
85235378	02/24/2012	LAKESHORE LEARNING MATERIALS	01-4300		261.17
85235379	02/24/2012	MNJ TECHNOLOGIES DIRECT INC	01-4300		760.14
85235380	02/24/2012	OFFICE DEPOT	01-4300	342.32	
			12-4300	590.11	932.43
85235381	02/24/2012	PLACER COUNTY MUSEUMS DIVISION	01-5800		1,230.00
85235382	02/24/2012	TCHOUKBALL INC	01-4300	135.83	
			Unpaid Sales Tax	7.83-	128.00
85235383	02/24/2012	TOLEDO P.E. SUPPLY	01-4300	127.28	
			Unpaid Sales Tax	8.60-	118.68
85235384	02/24/2012	VERIZON WIRELESS	01-4300		228.06
85235385	02/24/2012	WESTERN BLUE AN NWN COMPANY	01-4300		67.48
85235386	02/24/2012	"DANIELSEN COMPANY, THE"	13-4380	218.02	
			13-4710	2,535.40	
			Unpaid Sales Tax	4.77-	2,748.65
85235387	02/24/2012	CROWN DISTRIBUTING INC.	13-4710		1,146.74
85235388	02/24/2012	ED JONES FOOD SERVICE	13-4710		6,323.68
85235389	02/24/2012	MILLERS CITRUS GROVE	13-4710		480.00
85235390	02/24/2012	PIZZA GUYS	13-4710		1,044.31
85235391	02/24/2012	PROPACIFIC FRESH	13-4710		187.95
85235392	02/24/2012	RAY MORGAN CO. / CHICO	13-4300		340.59
85235393	02/24/2012	SARA LEE	13-4710		512.27
85235394	02/24/2012	SYSCO SACRAMENTO	13-4380	222.75	
			13-4710	1,003.58	1,226.33
85235395	02/24/2012	VENDMART OF SACRAMENTO	13-4710		474.00
Total Number of Checks				58	196,317.48

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	48	181,301.11
12	Child Development Fund	1	590.11
13	Cafeteria Fund	10	14,489.29
Total Number of Checks		58	196,380.51
Less Unpaid Sales Tax Liability			63.03-
Net (Check Amount)			196,317.48

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

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4.2.2

ReqPay12a

Board Report

Checks Dated 02/10/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85232811	02/10/2012	Evelyn J. Anderson	01-4300		11.07
85232812	02/10/2012	W. Lynn Kelso	01-4300	34.80	
			01-5200	13.50	48.30
85232813	02/10/2012	Diane M. Metzelaar	01-5200		16.10
85232814	02/10/2012	Melissa A. Ramirez	01-5200		39.40
85232815	02/10/2012	Nancyann M. Rowell	01-5200		115.99
85232816	02/10/2012	Rachel A. Scontriano	01-5200		119.88
85232817	02/10/2012	Diane L. Smith	01-5800		150.00
85232818	02/10/2012	A-Z BUS SALES INC	01-4365		612.01
85232819	02/10/2012	ADVANCED INTEGRATED PEST	01-5800		1,288.00
85232820	02/10/2012	AIRGAS	01-5830		15.81
85232821	02/10/2012	APPROVED SAFE & LOCK	01-4300		110.26
85232822	02/10/2012	AT&T	01-5560	3,877.80	
			11-5560	31.05	
			12-5560	29.11	
			13-5560	96.38	
			21-5560	72.40	4,106.74
85232823	02/10/2012	BUS WEST - FRESNO	01-4365		199.69
85232824	02/10/2012	CA CHARTER SCHOOLS CONFERENCE	01-5200		750.00
85232825	02/10/2012	CAPITOL CLUTCH AND BRAKE INC	01-4365		84.56
85232826	02/10/2012	CASP - CA ASSN OF SCHOOL PSYCHOLOGISTS	01-5200		2,055.00
85232827	02/10/2012	CITY OF LINCOLN/NON UTILITY	01-5800		18,098.99
85232828	02/10/2012	COLUMBIA MEDICAL	01-4400	1,307.83	
			Unpaid Sales Tax	88.40-	1,219.43
85232829	02/10/2012	DAWSON OIL COMPANY	01-4365		3,912.43
85232830	02/10/2012	DISTRIBUTED WEBSITE CORP	01-5800		895.00
85232831	02/10/2012	EMBASSY SUITES	01-5200		670.73
85232832	02/10/2012	GRAINGER .	01-4300		1,177.44
85232833	02/10/2012	HARCOURT INC HOUGHTON MIFFLIN COMPANIES LLC	01-4100		1,540.92
85232834	02/10/2012	HOUGHTON MIFFLIN COMPANY	01-4100		21,562.65
85232835	02/10/2012	LAGUNA PHYSICAL THERAPY & HAND REHABILITATION	01-5800		522.50
85232836	02/10/2012	LANDMARK CONSTRUCTION	40-5800		8,833.57
85232837	02/10/2012	LAW OFFICE OF ELLIS COLEMAN	01-5810		1,170.00
85232838	02/10/2012	LPA INC.	21-6210		155.32
85232839	02/10/2012	MISSION UNIFORM SERVICE INC	01-4300	64.36	
			01-5800	1,661.32	1,725.68
85232840	02/10/2012	PACIFIC GAS & ELECTRIC CO	01-5510		972.79
85232841	02/10/2012	PJ'S MAIL & PARCEL SERVICE	01-4300	97.90	
			01-5800	22.94	120.84
85232842	02/10/2012	PLACER LEARNING CENTER	01-5800		31,042.63
85232843	02/10/2012	FLOW & HEARTH	01-4300	482.83	
			Unpaid Sales Tax	29.90-	452.93
85232844	02/10/2012	RAY MORGAN CO. / CHICO	01-5600		133.41
85232845	02/10/2012	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		2,707.08

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

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Checks Dated 02/10/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85232846	02/10/2012	RIEBES AUTO PARTS	01-4365	996.05	
			01-5830	61.90	1,057.95
85232847	02/10/2012	SAC VAL JANITORIAL SALES	01-4300		991.37
85232848	02/10/2012	SAFEWAY INC	01-4300		227.72
85232849	02/10/2012	SCHOOL SERVICES OF CA INC	01-5200		875.00
85232850	02/10/2012	SIERRA OFFICE SUPPLIES &	01-4300		109.40
85232851	02/10/2012	SIG SCHOOLS INSURANCE GROUP	01-5460		3,932.00
85232852	02/10/2012	SPEECH & LANGUAGE THERAPY	01-5800		190.00
85232853	02/10/2012	TAG / AMS INC	01-5800		125.00
85232854	02/10/2012	UNIVERSAL SPECIALTIES, INC.	01-4300		718.10
85232855	02/10/2012	WA I REGION 4 DBA SIERRA SCHOOL EASTERN-UPPER	01-5200		200.00
85232856	02/10/2012	WHYTRY LLC	01-5200		2,770.00
85232857	02/10/2012	Rosa E. Castro	12-4300		80.08
85232858	02/10/2012	Karen A. Roberts	01-4300		123.65
85232859	02/10/2012	AIRGAS	01-4300		51.60
85232860	02/10/2012	AUBURN JOURNAL	01-4300		564.00
85232861	02/10/2012	BURKETT'S OFFICE	01-4300		825.77
85232862	02/10/2012	CHARLES LEO LANGSTON DBA PRECISION SCUBA INSTRUCTION	01-5800		150.00
85232863	02/10/2012	COSTCO	01-4300		53.31
85232864	02/10/2012	EDUCATIONAL INNOVATIONS INC	01-4300		74.28
85232865	02/10/2012	ENJOY THE CITY NORTH INC	01-5800		624.00
85232866	02/10/2012	FOLLETT LIBRARY RESOURCES	01-4200		2,489.91
85232867	02/10/2012	GBC TECHNICAL SERVICE & SUPPORT	01-4300		129.26
85232868	02/10/2012	HOUGHTON MIFFLIN COMPANY	12-4100		730.64
85232869	02/10/2012	INKJET SUPERSTORE.COM	01-4300		176.46
85232870	02/10/2012	J.W. PEPPER & SON INC	01-4300		265.69
85232871	02/10/2012	LAKESHORE LEARNING MATERIALS	01-4300	160.50	
			12-4300	394.02	554.52
85232872	02/10/2012	MAGICAL MOONSHINE THEATRE	01-5800		585.00
85232873	02/10/2012	OFFICE DEPOT	01-4300		3,359.88
85232874	02/10/2012	PCOE	11-4300		140.00
85232875	02/10/2012	PERMA-BOUND	01-4300		794.77
85232876	02/10/2012	POSTMASTER / FSS	01-4300		720.00
85232877	02/10/2012	POWDER CREEK RANCH SUPPLY	01-4300		285.60
85232878	02/10/2012	PRINT TO MAIL	01-4300		536.81
85232879	02/10/2012	PURCHASE POWER	01-4300		917.16
85232880	02/10/2012	RAY MORGAN CO. / CHICO	01-4300	100.24	
			01-5800	705.78	806.02
85232881	02/10/2012	RESOURCES FOR EDUCATORS INC.	01-4300		207.00
85232882	02/10/2012	RISO PRODUCTS OF SAC INC	01-4300		2,131.41
85232883	02/10/2012	SAFEWAY INC	01-4300		75.01
85232884	02/10/2012	SCHOLASTIC BOOK CLUBS	01-4200	123.00	
			01-4300	59.33	182.33
85232885	02/10/2012	SCHOLASTIC BOOK FAIRS - 12	01-4300		999.69
85232886	02/10/2012	SCHOOL NURSE SUPPLY INC.	01-4300		241.64

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

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Checks Dated 02/10/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85232887	02/10/2012	SCHOOL SPECIALTY INC	01-4300		811.84
85232888	02/10/2012	SCREENING FOR MENTAL	01-4100	402.18	
			Unpaid Sales Tax	27.18-	375.00
85232889	02/10/2012	SHERIDAN SCHOOL	12-4300		15.20
85232890	02/10/2012	STAR EDUCATION	01-5800		100.00
85232891	02/10/2012	SURVEILLANCE SYSTEM INT	01-5600		190.00
85232892	02/10/2012	TARGET BANK	01-4300		110.62
85232893	02/10/2012	TEACHER DIRECT	01-4300	58.70	
			Unpaid Sales Tax	3.42-	55.28
85232894	02/10/2012	WRESTLINGGEAR.COM LTD	01-4300	167.57	
			Unpaid Sales Tax	11.32-	156.25
85232895	02/10/2012	"DANIELSEN COMPANY, THE"	13-4380	674.84	
			13-4710	3,280.18	
			Unpaid Sales Tax	8.07-	3,946.95
85232896	02/10/2012	BERNARD FOOD INDUSTRIES	13-4710		157.86
85232897	02/10/2012	COMMERCIAL APPLIANCE SERVICE	13-4300		47.88
85232898	02/10/2012	CROWN DISTRIBUTING INC.	13-4380		724.09
85232899	02/10/2012	D & P CREAMERY	13-4710		10,579.02
85232900	02/10/2012	ED JONES FOOD SERVICE	13-4710		6,073.39
85232901	02/10/2012	MISSION UNIFORM SERVICE INC	13-4300		749.24
85232902	02/10/2012	PIZZA GUYS	13-4710		1,265.29
85232903	02/10/2012	PROPACIFIC FRESH	13-4710		230.10
85232904	02/10/2012	RAY MORGAN CO. / CHICO	13-4300		142.06
85232905	02/10/2012	SARA LEE	13-4710		538.25
85232906	02/10/2012	SYSCO SACRAMENTO	13-4380	543.29	
			13-4710	848.48	1,391.77
85232907	02/10/2012	VENDMART OF SACRAMENTO	13-4710		2,094.97
			Total Number of Checks	97	<u>166,464.24</u>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	78	128,105.82
11	Adult Education Fund	2	171.05
12	Child Development Fund	5	1,249.05
13	Cafeteria Fund	14	28,045.32
21	Building Fund #1	2	227.72
40	Spec Res For Capital Outlay	1	8,833.57
Total Number of Checks		97	166,632.53
Less Unpaid Sales Tax Liability			168.29-
Net (Check Amount)			<u>166,464.24</u>

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

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Checks Dated 02/17/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85234106	02/17/2012	Janet M. Baird	01-4300		73.26
85234107	02/17/2012	Jennifer A. Clark	01-4300		99.99
85234108	02/17/2012	Jeffrey T. Dardis	13-4300	108.69	
			13-5200	283.75	392.44
85234109	02/17/2012	Michael J. Doherty	01-4300	47.94	
			01-5200	280.00	327.94
85234110	02/17/2012	Laurel A. Etchepare	01-4300		85.06
85234111	02/17/2012	Cheryl A. Metheny	01-4300		53.81
85234112	02/17/2012	Jennifer D. Nelson	01-4300		156.07
85234113	02/17/2012	Jason R. Noonan	01-4300		266.87
85234114	02/17/2012	Michael W. Trueblood	01-4300		1,277.97
85234115	02/17/2012	ACSA - PLACER CO. CHAPTER 2009ATTN: CYNTHIA RENKEN	01-5200		35.00
85234116	02/17/2012	ADD SOME CLASS	01-4300		958.40
85234117	02/17/2012	AIRGAS	01-4300		761.14
85234118	02/17/2012	CALTRONICS BUSINESS SYSTEMS	01-4300	186.06	
			01-5600	583.79	769.85
85234119	02/17/2012	DEMCO MEDIA	01-4200		426.31
85234120	02/17/2012	FOLLETT LIBRARY RESOURCES	01-4300		779.64
85234121	02/17/2012	FORESTRY SUPPLIERS INC	01-4300	267.71	
			Unpaid Sales Tax	16.96-	250.75
85234122	02/17/2012	FUTURE FARMERS OF AMERICA CALIFORNIA ASSOCIATION	01-4300		8.50
85234123	02/17/2012	INDEPENDENT STATIONERS	01-4300		483.28
85234124	02/17/2012	INK 4 EVER	01-4300		25.50
85234125	02/17/2012	LAKESHORE LEARNING MATERIALS	01-4300		225.09
85234126	02/17/2012	LINCOLN ACE HARDWARE / AG	01-4300		44.74
85234127	02/17/2012	LINGUI SYSTEMS INC	01-4300	510.02	
			Unpaid Sales Tax	34.47-	475.55
85234128	02/17/2012	NASCO MODESTO	01-4300		277.68
85234129	02/17/2012	OFFICE DEPOT	01-4300	1,049.80	
			11-4300	102.64	1,152.44
85234130	02/17/2012	ORIENTAL TRADING COMPANY INC	01-4300	244.95	
			Unpaid Sales Tax	15.60-	229.35
85234131	02/17/2012	PBS HOME VIDEO	01-4300		72.90
85234132	02/17/2012	PCOE	01-4300		280.00
85234133	02/17/2012	RAY MORGAN CO. / CHICO	01-4300		680.88
85234134	02/17/2012	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-4300		135.00
85234135	02/17/2012	RENAISSANCE LEARNING INC.	01-4300		135.84
85234136	02/17/2012	RIEBES AUTO PARTS	01-4300		102.61
85234137	02/17/2012	SCHOLASTIC BOOK CLUBS	01-4200		55.00
85234138	02/17/2012	SCHOLASTIC BOOKS	01-4300		135.00
85234139	02/17/2012	SCHOOL SPECIALTY INC	01-4300		289.88
85234140	02/17/2012	SIERRA HAY & FEED	01-4300		189.80
85234141	02/17/2012	STAPLES ADVANTAGE	01-4300	2,185.06	
			13-4300	267.11	2,452.17
85234142	02/17/2012	THE ACTIVE NETWORK INC	01-4400	843.11	

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

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Checks Dated 02/17/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85234142	02/17/2012	THE ACTIVE NETWORK INC	01-5800	817.35	1,660.46
85234143	02/17/2012	THINKING MOVES	01-4300		66.90
85234144	02/17/2012	TWELVE BRIDGES MIDDLE SCHOOL	01-4300		41.00
85234145	02/17/2012	U.S. SCHOOL SUPPLY	01-4300	178.00	
			Unpaid Sales Tax	11.47-	166.53
85234146	02/17/2012	US BANK BUSINESS EQUIPMENT	01-5600		462.00
Total Number of Checks				41	16,562.60

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	40	15,878.91
11	Adult Education Fund	1	102.64
13	Cafeteria Fund	2	659.55
Total Number of Checks		41	16,641.10
Less Unpaid Sales Tax Liability			78.50-
Net (Check Amount)			16,562.60

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

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4.2.7

Checks Dated 02/15/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85233563	02/15/2012	Mary V. Boyle	01-4300		64.97
85233564	02/15/2012	Leah M. Contaxis	01-5200		88.92
85233565	02/15/2012	Robert T. Lyons	01-4300	74.33	
			01-5200	237.39	311.72
85233566	02/15/2012	Rachel A. Scontriano	01-5200		53.28
85233567	02/15/2012	Heather D. Steer	01-4300	35.33	
			01-5200	41.19	76.52
85233568	02/15/2012	Curtis D. Stizzo	01-4300		187.27
85233569	02/15/2012	ASCD ASSOC FOR SUPERVISION	01-5300		49.00
85233570	02/15/2012	BRIGHT BEGINNINGS THERAPY INC	01-5800		2,900.00
85233571	02/15/2012	CASBO - CALIF ASSOC OF SCHOOL BUSINESS OFFICIALS	01-5200		150.00
85233572	02/15/2012	EMPLOYMENT DEVELOPMENT DEPT.	01-3501		3,277.19
85233573	02/15/2012	GRAINGER .	01-4300		377.62
85233574	02/15/2012	GUTIERREZ LAW GROUP	01-5810		425.50
85233575	02/15/2012	JANE JOHNSON	01-5800		10,283.75
85233576	02/15/2012	LANDMARK CONSTRUCTION	35-6270		12,770.54
85233577	02/15/2012	LANGUAGE LINE SERVICES	01-5800		174.11
85233578	02/15/2012	LD PRODUCTS	01-4300		36.20
85233579	02/15/2012	LEARNING SOLUTIONS INC	01-5800		2,677.83
85233580	02/15/2012	PACIFIC GAS & ELECTRIC CO	01-5510		49,720.76
85233581	02/15/2012	PLACER COUNTY SELPA	01-5200		30.00
85233582	02/15/2012	POSTMASTER / SPECIAL ED.	01-4300		90.00
85233583	02/15/2012	RAY MORGAN CO. / CHICO	01-4300	456.84	
			01-4400	810.81	
			01-5600	13.67	1,281.32
85233584	02/15/2012	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		155.90
85233585	02/15/2012	SAC VAL JANITORIAL SALES	01-4300		1,123.66
85233586	02/15/2012	SIG SCHOOLS INSURANCE GROUP	01-3701		873.28
85233587	02/15/2012	STATE OF CALIFORNIA	01-5821		32.00
85233588	02/15/2012	THERAPY SHOPPE INC	01-4300		400.26
85233589	02/15/2012	UNIVERSAL SPECIALTIES, INC.	01-4300		33.74
Total Number of Checks			27		87,645.34

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	26	74,874.80
35	Schools Facilities (Prop 1A)	1	12,770.54
Total Number of Checks		27	87,645.34
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			87,645.34

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

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Checks Dated 02/03/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85231501	02/03/2012	Charles W. Youtsey	01-5200		200.63
85231502	02/03/2012	ALL AROUND KIDS INC DBA BYERS GYMNASTICS CENTER	01-5800		65.00
85231503	02/03/2012	AMERIPRIDE SERVICES INC	01-4300		206.25
85231504	02/03/2012	BANK OF AMERICA #0287 BUSINESS CARD	01-4300		239.94
85231505	02/03/2012	CITY OF LINCOLN	01-5550	12,928.54	
			01-5570	2,635.36	15,563.90
85231506	02/03/2012	CROWE HORWATH LLP	01-5811		5,375.00
85231507	02/03/2012	DELTA EDUCATION INC	01-4100		943.81
85231508	02/03/2012	DISCOUNT SCHOOL SUPPLY	01-4300		43.02
85231509	02/03/2012	GRAINGER .	01-4300		136.04
85231510	02/03/2012	HEALTH ED	01-5200		1,432.00
85231511	02/03/2012	HOME DEPOT	01-4300		2,256.81
85231512	02/03/2012	INTEGRATED FIRE SYSTEMS INC	01-5600	242.50	
			01-5800	1,540.00	1,782.50
85231513	02/03/2012	LOCKING SECURITY MAILBOX	01-4300	287.21	
			Unpaid Sales Tax	17.39-	269.82
85231514	02/03/2012	LOY MATTISON DBA LOY MATTISON ENTERPRISES	01-5800		1,686.25
85231515	02/03/2012	MEDICAL BILLING TECHNOLOGIES	01-5800		400.00
85231516	02/03/2012	OFFICE DEPOT	01-4300		152.92
85231517	02/03/2012	ORIENTAL TRADING COMPANY INC	01-4300	154.14	
			Unpaid Sales Tax	8.88-	145.26
85231518	02/03/2012	PIZZA GUYS	01-4300		203.78
85231519	02/03/2012	PJ'S MAIL & PARCEL SERVICE	01-4300	50.77	
			01-5800	89.01	139.78
85231520	02/03/2012	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5540		135.00
85231521	02/03/2012	SAC VAL JANITORIAL SALES	01-4300		621.61
85231522	02/03/2012	SACRAMENTO CO OFFICE OF ED.	01-5200		210.00
85231523	02/03/2012	SCHOOL SERVICES OF CA INC	01-4300		250.00
85231524	02/03/2012	TEAM VIEWER GMBH	01-4400		1,879.10
85231525	02/03/2012	THOMSON WEST	01-4200		37.54
85231526	02/03/2012	UNIVERSAL SPECIALTIES, INC.	01-4300		191.78
85231527	02/03/2012	VALLEY ROCK LANDSCAPE MTRL INC	01-4300		386.10
85231528	02/03/2012	VERIZON WIRELESS	01-5560	1,088.17	
			13-5560	53.28	
			21-5560	52.78	1,194.23
85231529	02/03/2012	WAVE BROADBAND	01-4300		55.95
85231530	02/03/2012	WESTERN BLUE AN NWN COMPANY	01-4400		9,104.45
85231531	02/03/2012	WILSON WAY TIRE CO. INC.	01-4340	104.60	
			01-4360	356.80	461.40
85231532	02/03/2012	Reynaldo A. Cubias	01-4300		229.90
85231533	02/03/2012	Cindy J. Farris	01-4300		66.87
85231534	02/03/2012	Jennifer L. Jacobo	01-4300		21.45
85231535	02/03/2012	Beverly M. Ruby	01-4300		19.48
85231536	02/03/2012	ADD SOME CLASS	01-4400		8,861.41

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

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Checks Dated 02/03/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85231537	02/03/2012	AIRGAS	01-4300		634.87
85231538	02/03/2012	BIO CORPORATION	01-4300	129.56	
			Unpaid Sales Tax	7.25-	122.31
85231539	02/03/2012	CA INSTITUTE FOR MENTAL HEALTH	01-5200		100.00
85231540	02/03/2012	CALTRONICS BUSINESS SYSTEMS	01-4300		63.39
85231541	02/03/2012	DE LAGE LANDEN	01-5600		252.85
85231542	02/03/2012	DISCOUNT SCHOOL SUPPLY	01-4300		80.54
85231543	02/03/2012	FOLLETT EDUCATIONAL SERVICES	01-4100		1,846.85
85231544	02/03/2012	FOLLETT LIBRARY RESOURCES	01-4300		436.62
85231545	02/03/2012	GATEWAY FUND RAISING SERVICE	01-4300		1,300.00
85231546	02/03/2012	GBC TECHNICAL SERVICE & SUPPORT	01-5800		403.00
85231547	02/03/2012	HANDWRITING WITHOUT TEARS	01-4300		90.86
85231548	02/03/2012	INDEPENDENT STATIONERS	01-4300		391.54
85231549	02/03/2012	MONTY MULLER DBA MULLER SPORTS	01-5800		180.00
85231550	02/03/2012	NASCO MODESTO	01-4300		104.33
85231551	02/03/2012	NEW LIFE ELECTRONICS	01-4400		750.75
85231552	02/03/2012	NORTHERN ENERGY	01-4300		276.65
85231553	02/03/2012	OFFICE DEPOT	01-4300		72.58
85231554	02/03/2012	OREGON LAMINATIONS COMPANY	01-4300		77.92
85231555	02/03/2012	ORIENTAL TRADING COMPANY INC	01-4300	70.16	
			Unpaid Sales Tax	5.41-	64.75
85231556	02/03/2012	PCOE	01-5200		20.00
85231557	02/03/2012	PLACER FARM SUPPLY	01-4300		608.51
85231558	02/03/2012	POSTMASTER / GEMS	01-4300		495.00
85231559	02/03/2012	RAY MORGAN CO. / CHICO	01-4300	75.45	
			01-5600	240.40	315.85
85231560	02/03/2012	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		189.03
85231561	02/03/2012	RIEBES AUTO PARTS	01-4300		1,330.91
85231562	02/03/2012	SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS	01-4300		269.89
85231563	02/03/2012	SCHOLASTIC BOOK FAIRS - 12	01-4300		1,108.74
85231564	02/03/2012	SCHOOL SPECIALTY INC	01-4300		306.69
85231565	02/03/2012	SIERRA HAY & FEED	01-4300		160.11
85231566	02/03/2012	SPEEDPRESS	01-4300	61.81	
			Unpaid Sales Tax	3.66-	58.15
85231567	02/03/2012	STAPLES ADVANTAGE	01-4300		583.09
85231568	02/03/2012	SUTTER CO SUPERINTENDENT	01-4300		280.50
85231569	02/03/2012	TCHOUKBALL INC	01-4300	263.11	
			Unpaid Sales Tax	16.43-	246.68
85231570	02/03/2012	US BANK BUSINESS EQUIPMENT	01-5600		477.00
85231571	02/03/2012	WESTERN BLUE AN NWN COMPANY	01-4300	261.69	
			01-4400	13,012.64	13,274.33
85231572	02/03/2012	"DANIELSEN COMPANY, THE"	13-4380	81.26	
			13-4710	2,463.17	
			Unpaid Sales Tax	2.01-	2,542.42
85231573	02/03/2012	CROWN DISTRIBUTING INC.	13-4710		783.16
85231574	02/03/2012	ED JONES FOOD SERVICE	13-4710		4,704.89

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

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4.2.10

Checks Dated 02/03/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85231575	02/03/2012	PIZZA GUYS	13-4710		1,455.39
85231576	02/03/2012	PROPACIFIC FRESH	13-4710		151.80
85231577	02/03/2012	SARA LEE	13-4710		633.26
85231578	02/03/2012	SEVEN UP BOTTLING CO OF SF	13-4710		105.60
85231579	02/03/2012	SYSCO SACRAMENTO	13-4380	303.77	
			13-4710	902.70	1,206.47
85231580	02/03/2012	VENDMART OF SACRAMENTO	13-4710		1,909.29
Total Number of Checks				80	<u>95,435.55</u>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	71	81,896.23
13	Cafeteria Fund	10	13,547.57
21	Building Fund #1	1	52.78
Total Number of Checks		80	95,496.58
Less Unpaid Sales Tax Liability			61.03-
Net (Check Amount)			<u>95,435.55</u>

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

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4.2.11

Checks Dated 02/01/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85230931	02/01/2012	STAPLES ADVANTAGE	01-4300		3,092.71
Total Number of Checks				1	3,092.71

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	1	3,092.71
	Total Number of Checks	1	3,092.71
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		3,092.71

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

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4.2.12

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Classified Personnel Report

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Ryan Davis
Director, Human Services



ENCLOSURES:

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

General Fund/Categorical

MEETING DATE:

March 6, 2012

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**

March 6, 2012

CLASSIFIED/MANAGEMENT

NEW HIRES

- | | | |
|----|--|-------------------------------|
| 1. | Name: Kathryn Sutcliffe | Effective: 2/21/12 |
| | Position: Paraprofessional Aide | Site: Carlin C. Coppin |
| | Salary: CSEA, Range 17, Step B | Funding: Categorical |
| | Hours: 5 Hours/5 days a week | Replacement Position |
| | Days: 10 Months/Year | |

TRANSFERS

- | | | |
|----|--|--|
| 1. | Name: Karen Sherry | Effective: 2/22/12 |
| | Position: Food Service Lead | Site: Sheridan Elementary |
| | Hours: 4.25 Hours/Day | Replacement Position |
| | Days: 10 Months/Year | |
| 2. | Name: Jon Shorkey | Effective: 2/22/12 |
| | Position: Campus/Café Supervisor | Site: Lincoln Crossing Elementary |
| | Hours: 1.66 Hours/Day | Replacement Position |
| | Days: 10 Months/Year | |
| 3. | Name: Sabrina Vergara | Effective: 2/21/12 |
| | Position: After-School Prgm Facilitator | Site: Creekside Oaks Elementary |
| | Hours: 4 Hours/Day | Replacement Position |
| | Days: 10 Months/Year | |

4.3.1

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Certificated Personnel Report

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Ryan Davis
Director of Human Services



ENCLOSURES:

Yes

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

Categorical/General

MEETING DATE:

March 6, 2012

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.

4.4

WESTERN PLACER UNIFIED SCHOOL DISTRICT

PERSONNEL REPORT

March 6, 2012

CERTIFICATED/MANAGEMENT

RETIREMENTS/ RESIGNATIONS:

1. **Name:** Sheila Radican
 Position: RSP Teacher
 FTE: 1.0
 Effective Date: June 30, 2012
 Site: Lincoln High School

2. **Name:** Marisa Stone
 Position: 7th Grade History Teacher
 FTE: 1.0
 Effective Date: June 30, 2012
 Site: Twelve Bridges Middle School

3. **Name:** Anthony Osburn
 Position: Math Teacher
 FTE: 1.0
 Effective Date: June 30, 2012
 Site: Lincoln High School

4. **Name:** Kelly Gastman
 Position: English/Art Teacher
 FTE: 1.0
 Effective Date: June 30, 2012
 Site: Lincoln High School

44.1

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Student Discipline
Stipulated Expulsion Student(s): #11-12 R
#11-12 S

AGENDA ITEM AREA:

Consent Session

REQUESTED BY:

Michael Doherty
District Hearing Officer

ENCLOSURES:

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

March 06, 2012

ROLL CALL REQUIRED:

No

BACKGROUND:

The Board of Trustees will disclose any action taken during Closed Session in
Regards to the stipulated expulsion of Student(s): #11-12 R
#11-12 S

RECOMMENDATION:

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Agreement for Audit Services with
Crowe Horwath, LLP

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Joyce Lopes
Assistant Superintendent of Business Services

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

General Fund

MEETING DATE:

March 6, 2012

ROLL CALL REQUIRED:

No

BACKGROUND:

Per Education Code 41020, each year the governing board of each local education agency shall provide for an audit of the books and accounts including an audit of income and expenditures by source of funds. The district has contracted with Crowe Horwath, LLP, to provide the audit of the district's financial statements for the year ended June 30, 2012.

RECOMMENDATION:

Administration recommends that the Board ratify the agreement between Crowe Horwath, LLP, and Western Placer Unified School District.



Hw

Crowe Horwath LLP
Independent Member Crowe Horwath International
400 Capitol Mall, Suite 1200
Sacramento, California 95814-4434
Tel 916.441.1000
Fax 916.441.1110
www.crowehorwath.com

February 1, 2012

Ms. Joyce Lopes
Director of Business Services
Western Placer Unified School District
600 6th Street, 4th Floor
Lincoln, CA 95648

Dear Ms. Lopes:

This letter confirms the arrangements for Crowe Horwath LLP ("Crowe" or "us" or "we" or "our") to provide the professional services discussed in this letter to Western Placer Unified School District ("the District" or "you" or "your") for the year ending June 30, 2012. The attached Crowe Engagement Terms is an integral part of this letter, and its terms are incorporated herein.

AUDIT SERVICES

Our Responsibilities

We will audit the financial statements of the governmental activities, the business-type activities (if applicable), the aggregate discretely presented component units (if applicable), each major fund and the aggregate remaining fund information, which collectively comprise the basic financial statements of the District for the period(s) indicated. Also, the document we submit to you will include the following additional information that will be subjected to the auditing procedures applied in our audit of the financial statements:

1. District Organization
2. Schedule of Average Daily Attendance
3. Schedule of Instructional Time
4. Schedule of Expenditures of Federal Awards
5. Reconciliation of Unaudited Actual Financial Report with Audited Financial Statements
6. Schedule of Financial Trends and Analysis
7. Schedule of Charter Schools

The document will also include the following additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will disclaim an opinion:

1. Required Supplementary Information – Management's Discussion and Analysis
2. Required Supplementary Information – Budgetary Comparison Schedule
3. Required Supplementary Information – Other Postemployment Benefits

4.6.1

The objective of the audit is the expression of an opinion on the financial statements. We will plan and perform the audit in accordance with auditing standards generally accepted in the United States of America, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996, and the provisions of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and the *Standards and Procedures for Audits of California K-12 Local Educational Agencies*, prescribed by the State of California. Those standards require that we obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement whether caused by error or fraud, to report on the Schedule of Expenditures of Federal Awards, and on your compliance with laws and regulations and on its internal controls as required for a single audit. Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with applicable standards. An audit is not designed to detect error or fraud that is immaterial to the financial statements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment including the assessment of the risks that the financial statements could be misstated by an amount we believe would influence the financial statement users. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

In making our risk assessments, we consider internal control relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate in writing to those charged with governance and management concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our engagement is not designed to address legal or regulatory matters, which matters should be discussed by you with your legal counsel.

We expect to issue a written report upon completion of our audit of the financial statements. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis of matter or other matter paragraph, or withdraw from the engagement.

In addition to our report on the financial statements, we plan to report on:

- Compliance with State Laws and Regulations
- The Schedule of Expenditures of Federal Awards
- Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards
- Compliance With Requirements That Could Have a Direct and Material Effect on Each Major Program and on Internal Control Over Compliance in Accordance With OMB Circular A-133

We will also perform tests of controls including testing underlying transactions, as required by OMB Circular A-133, to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of your major federal awards programs. We will determine major programs in accordance with OMB Circular A-133. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed. We will inform you of any deficiencies or other matters involving internal control, if any, as required by OMB Circular A-133.

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As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of your compliance with applicable laws, regulations, contracts and grants. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. However, the objective of our audit of compliance relative to the financial statements will not be to provide an opinion on overall compliance with such provisions, and we will not express such an opinion. We will advise you, however, of any matters of that nature that come to our attention, unless they are clearly inconsequential.

OMB Circular A-133 requires that we plan and perform the audit to obtain reasonable assurance about whether you have complied with certain provisions of laws, regulations, contracts and grants. Our procedures will consist of the applicable procedures described in the OMB Circular A-133 Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of your major programs. The purpose of our audit will be to express an opinion on your compliance with requirements applicable to major Federal award programs.

Our audit and work product are intended for the benefit and use of the District only. The audit will not be planned or conducted in contemplation of reliance by any other party or with respect to any specific transaction and is not intended to benefit or influence any other party. Therefore, items of possible interest to a third party may not be specifically addressed or matters may exist that could be assessed differently by a third party. Our reports on internal control and compliance will each include a statement that the report is intended for the information and use of the Board of Trustees / Board of Education, management, the California Department of Education, the State Controller's Office and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

The working papers for this engagement are the property of Crowe and constitute confidential information. However, we may be requested to make certain workpapers available to your oversight agency or grantors pursuant to authority given to them by law, regulation, or contract. If requested, access to such workpapers will be provided under the supervision of our personnel. Furthermore, upon request, we may provide photocopies of selected workpapers to your oversight agency or grantors. The workpapers for this engagement will be retained for a minimum of three years after the date our report is issued or for any additional period requested by the oversight agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the workpapers.

Crowe does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies.

Government Auditing Standards require that we provide you with a copy of our most recent peer review report, which accompanies this letter along with the related letter of comment and response thereto.

The District's Responsibilities

The District's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud. The District's management is also responsible for complying with applicable laws, regulations, contracts and grants and such responsibility extends to identifying the requirements and designing internal control policies and procedures to provide reasonable assurance that compliance is achieved. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings, which should be available for our review, and a corrective action plan.

4.6.3

Management has the responsibility to adopt sound accounting policies, maintain an adequate and efficient accounting system, safeguard assets, and design and implement programs and controls to prevent and detect fraud. Management's judgments are typically based on its knowledge and experience about past and current events and its expected courses of action. Management's responsibility for financial reporting includes establishing a process to prepare the accounting estimates included in the financial statements.

Management is responsible for providing to us, on a timely basis, all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters. Management is also responsible for providing such other additional information we may request for the purpose of the audit, and unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

Management is responsible for adjusting the financial statements to correct material misstatements related to accounts or disclosures. As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including that the effects of any uncorrected misstatements aggregated by us during the audit are immaterial, both individually and in the aggregate, to the financial statements and to its compliance with the requirements of its Federal programs. Because of the importance of management's representations to an effective audit, you agree to release Crowe and its personnel from any liability and costs relating to our services under this letter attributable to any misrepresentations by management.

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will also provide copies of our reports to the State Controller's Office, the California Department of Education and your County Office of Education. However, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of thirty days after receipt of the auditor's reports or nine months after the end of the audit period.

FEES

Our fees, including of out-of-pocket expenses, will not exceed \$53,750 for 2012. Our invoices are due and payable upon receipt. If any amounts invoiced remain unpaid 30 days after the invoice date, you agree that Crowe may, in its sole discretion, cease work until all such amounts are paid or terminate this engagement.

In accordance with the requirements of Education Code Section 14505, the District will not be required to pay the final 10% of this amount until the current year audit report has been accepted by the State Controller's Office.

Circumstances may arise under which we must perform additional work and, thus, require additional billings for our services. Examples of such circumstances include, but are not limited to:

- Changing audit requirements
- New professional standards or regulatory requirements
- New financial statement disclosures
- Work caused due to the identification of, and management's correction of, inappropriate application of accounting pronouncements
- Erroneous or incomplete accounting records
- New or unusual transactions

4,64

- Failure of your staff to prepare information in a timely manner
- Numerous revisions to your information
- Lack of availability of appropriate District personnel during audit fieldwork.

Additionally, to accommodate requests to reschedule audit fieldwork without reasonable notice, additional billings for our services could be required, and our assigned staffing and ability to meet agreed-upon deadlines could be impacted.

Our fee assumes that we will be provided with auditable financial statements for all funds at year end, that all bank accounts and investment accounts will be reconciled through the end of the year being audited to the trial balances, that interfund and transfer accounts will balance, that subsidiary ledgers will reconcile to the general ledger, that beginning fund equity amounts will be reconciled to prior year audited ending fund equity and that the District will have recorded full-accrual entries to the District's accounts in order to prepare government-wide financial statements in accordance with GASB Statement No. 34. We assume that the District will cooperate with our requests for information such as explanations of account activity.

Additionally, we assume the District will provide a copy of the capital assets ledger including current year additions and dispositions and depreciation by functional expense. We assume that requested records such as invoices, contracts, grant agreements and supporting documentation will be located and provided to us. We also assume the Entity will prepare confirmation letters, the Introductory Section, the MD&A section and the Statistical section of the report.

Our fee does not include implementation of any other future accounting or auditing pronouncements and/or government requirements that may change, thus, the scope or amount of auditing necessary to complete our engagements may increase beyond what is currently anticipated. Should such events occur, we would present you with our estimate of any possible increase prior to beginning our audit for the given year. An equitable adjustment in the proposed fee will be negotiated if the cost of time required for performance of the audit service is increased or decreased pursuant to a change in scope of the audit requested by the District or required by State or Federal regulations.

* * * * *

This engagement letter and the attached Crowe Engagement Terms reflect the entire agreement between us relating to the services covered by this letter. The headings included in this letter are to assist in ease of reading only; the letter and attachment are to be construed as a single document, with the provisions of each section applicable throughout. This agreement may not be amended or varied except by a written document signed by both parties. It replaces and supersedes any other proposals, correspondence, agreements and understandings, whether written or oral, relating to the services covered by this letter. The agreements of the District and Crowe contained in this engagement letter shall survive the completion or termination of this engagement. If any term hereof is found unenforceable or invalid, this shall not affect the other terms hereof, all of which shall continue in effect as if the stricken term had not been included. This agreement shall be interpreted and construed under, and governed by the internal laws of the State of Illinois, without regard for choice of law principles.

4.6.5

Ms. Joyce Lopes
Western Placer Unified School District
February 1, 2012
Page 6

If the terms of this letter and the attached Crowe Engagement Terms are acceptable to you, please sign and date below and return a copy of this letter at your earliest convenience. If you have any questions, please contact Matthew Nethaway at (916) 441-1000.

Very truly yours,

Crowe Horwath LLP

By: Matthew Nethaway

Crowe Horwath LLP and the Engagement Authorized Signer above are licensed by the California Board of Accountancy.

I have reviewed the arrangements outlined above and in the attached Crowe Engagement Terms, and I accept on behalf of the District the terms and conditions as stated.

Western Placer Unified School District

Signature: Joyce Lopes

Printed Name: Joyce Lopes

Title: Asst. Superintendent

Date: 2/9/12

4.6.6

Crowe Engagement Terms

We want you to understand the basis under which we offer our services to you and determine our fees, as well as to clarify the relationship and responsibilities between your organization and ours. These terms are part of our engagement letter and apply to all future services, unless a specific engagement letter is entered into for those services. We specifically note that no advice we may provide should be construed to be investment advice.

YOUR ASSISTANCE - For us to provide our services effectively and efficiently, you agree to provide us timely with the information we request and to make your employees available for our questions. You will also provide our personnel with access to the Internet (if available). The availability of your personnel and the timetable for their assistance are key elements in the successful completion of our services and in the determination of our fees. Completion of our work depends on appropriate and timely cooperation from your personnel; complete, accurate, and timely responses to our inquiries; and timely communication by you of all significant accounting and financial reporting matters of which you are aware. If for any reason this does not occur, a revised fee to reflect the additional time or resources required by us will be mutually agreed upon, and you agree to hold us harmless against all matters that arise in whole or in part from any resulting delay.

If circumstances arise that, in our professional judgment, prevent us from completing this engagement, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue other work product or withdrawing from the engagement.

THIRD PARTY PROVIDER - We may use a third-party service provider in providing professional services to you which may require our sharing your confidential information with the provider. If we use a third-party service provider, we will enter into a confidentiality agreement with the provider to require them to maintain the confidentiality of your confidential information. The terms of our engagement letter and these engagement terms shall apply to any third party provider.

CONFIDENTIALITY - We will maintain the confidentiality of your confidential information in accordance with professional standards. You agree not to disclose any confidential material you obtain from us without our prior written consent, except to the extent such disclosure is an agreed objective of this engagement. Your use of our work product shall be limited to its stated purpose and to your business use only. We retain the right to use the ideas, concepts, techniques, industry data, and know-how we use or develop in the course of the engagement. You agree to the use of fax, email, and voicemail to communicate both sensitive and non-sensitive matters; provided, however, that nonpublic personal information regarding your customers or consumers shall not be communicated by unencrypted email.

CHANGES - We may periodically communicate changes in laws, rules, or regulations to you. However, you have not engaged us to and we do not undertake an obligation to advise you of changes in laws, rules, regulations, industry or market conditions, your own business practices, or other circumstances, except to the extent required by professional standards.

PUBLICATION - You agree to obtain our specific permission before using our report or our firm's name in a published document, and you agree to submit to us copies of such documents to obtain our permission before they are filed or published.

NO PUNITIVE OR CONSEQUENTIAL DAMAGES - Any liability of Crowe to you shall not include any special, indirect, consequential, incidental, punitive, or exemplary damages or loss nor any lost profits, savings, or business opportunity.

LIMIT OF LIABILITY - The provisions of this section establishing a limit of liability will not apply if, as determined in a judicial proceeding, we performed our services with gross negligence or willful misconduct. Our engagement with you is not intended to shift risks normally borne by you to us. With respect to any services or work product or this engagement in general, the liability of Crowe and its personnel shall not exceed the fees we receive for the portion of the work giving rise to liability. A claim for a return of fees paid shall be the exclusive remedy for any damages. This limitation of liability is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted. This limitation of liability shall also apply after termination of this agreement.

INDEMNIFICATION FOR THIRD-PARTY CLAIMS - The provisions of this section for indemnification will not apply if, as determined in a judicial proceeding, we performed our services with gross negligence or with willful misconduct. Our engagement with you is not intended to shift risks normally borne by you to us. In the event of a legal proceeding or other claim brought against us by a third party, you agree to indemnify and hold harmless Crowe and its personnel against all costs, fees, expenses, damages, and liabilities, including defense costs and legal fees, associated with such third-party claim arising from or relating to any services or work product that you use or disclose to others or this engagement generally. This indemnification is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted. This indemnification shall also apply after termination of this agreement.

NO TRANSFER OR ASSIGNMENT OF CLAIMS - No claim against Crowe, or any recovery from or against Crowe, may be sold, assigned or otherwise transferred, in whole or in part.

TIME LIMIT ON CLAIMS - In no event shall any action against you or Crowe, arising from or relating to this engagement letter or the services provided by Crowe relating to this engagement, be brought after the earlier of 1) two (2) years after the date on which occurred the act or omission alleged to have been the cause of the injury alleged; or 2) the expiration of the applicable statute of limitations or repose.

RESPONSE TO LEGAL PROCESS - If we are requested by subpoena, other legal process, or other proceedings to produce documents pertaining to you and we are not a named party to the proceeding, you will reimburse us for our professional time, plus out-of-pocket expenses, as well as reasonable attorney fees we incur in responding to such request.

MEDIATION - If a dispute arises, in whole or in part, out of or related to this engagement, or after the date of this agreement, between you or any of your affiliates or principals, and Crowe, and if the dispute cannot be settled through negotiation, you and Crowe agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute-resolution procedure. The results of mediation shall be binding only upon agreement of each party to be bound. Costs of any mediation shall be shared equally by both parties.

JURY TRIAL WAIVER - FOR DISPUTES LITIGATED IN ANY FORUM OTHER THAN CALIFORNIA STATE COURT - For all matters not brought in California state court, the parties agree to waive a trial by jury to facilitate judicial resolution and to save time and expense. Each party agrees that it has had the opportunity to have its legal counsel review this waiver. This waiver is irrevocable, may not be modified either orally or in writing, and shall apply to any subsequent amendments, renewals, or modifications to this Agreement. In the event of litigation, this Agreement may be filed as written consent to a trial by court.

FOR DISPUTES LITIGATED IN CALIFORNIA STATE COURT - Following mediation, all claims, causes of action or other disputes concerning this engagement (each a "Claim"), including questions of law or fact relating thereto, shall upon either party's request be determined by judicial reference pursuant to the California Code of Civil Procedure ("Reference"). The parties shall select a single neutral referee, who shall be an attorney who is also a certified public accountant. In the event that the parties cannot agree upon a referee, the referee shall be appointed by the court, but such referee shall be an attorney who is also a certified public accountant. The referee shall report a statement of decision to the court. Nothing in this paragraph shall limit the right of any party at any time to cease work or otherwise exercise or obtain self-help or provisional remedies. The parties shall bear the fees and expenses of the referee equally. The referee shall also determine all issues relating to the applicability, interpretation, and enforceability of this paragraph. The parties acknowledge and agree that the Claims will not be adjudicated by a jury.

LEGAL AND REGULATORY CHANGE - The scope of services and the fees for the services covered by the accompanying letter are based on current laws and regulations. If changes in laws or regulations change your requirements or the scope of our work, you and we agree that our fees will be modified to a mutually agreed-upon amount to reflect the changed level of our effort.

CONSENT TO HIRE - You and we acknowledge the importance of retaining key personnel. Accordingly, both parties agree that during the period of this agreement and for one year after its expiration or termination, neither party will solicit any personnel of the other party for employment without the written consent of the other party.

AFFILIATES - Crowe Horwath LLP ("Crowe") is an independent member of Crowe Horwath International, a Swiss veren. Each member firm of Crowe Horwath International is a separate and independent legal entity. Crowe and its affiliates are not responsible or liable for any acts or omissions of Crowe Horwath International or any other member of Crowe Horwath International and specifically disclaim any and all responsibility or liability for acts or omissions of Crowe Horwath International or any other member of Crowe Horwath International. Crowe Horwath International does not render any professional services and does not have an ownership or partnership interest in Crowe. Crowe Horwath International and its other member firms are not responsible or liable for any acts or omissions of Crowe and specifically disclaim any and all responsibility or liability for acts or omissions of Crowe.

NOTIFICATION OF NON-LICENSEE OWNERSHIP - Crowe Horwath LLP ("the Firm") and certain owners of the Firm are licensed by the California State Board of Accountancy. However, the Firm has owners not licensed by the California State Board of Accountancy who may provide client services under this agreement. If you have any questions regarding licensure of the personnel performing services under this engagement, please do not hesitate to contact us.

AICPA Peer Review Program
Administered by the
National Peer Review Committee

December 17, 2010

Charles Allen, CPA
Crowe Horwath LLP
One Mid America Pl Ste 700
Oakbrook Terrace, IL 60181

Dear Mr. Allen:

It is my pleasure to notify you that on December 9, 2010, the National Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is December 31, 2013. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,



Betty Jo Charles
Chair—National PRC

cc: Jeff Brown, CPA

Firm Number: 10014904

Review Number: 311547

4.6.10

**MOSS ADAMS** LLP

Certified Public Accountants | Business Consultants

System Review Report

To the Partners of Crowe Horwath LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Crowe Horwath LLP (the firm) applicable to non SEC issuers in effect for the year ended June 30, 2010. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards*, audits of employee benefit plans, and audits performed under FDICIA.

In our opinion, the system of quality control for the accounting and auditing practice of Crowe Horwath LLP applicable to non SEC issuers in effect for the year ended June 30, 2010, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Crowe Horwath LLP has received a peer review rating of *pass*.

Moss Adams LLP

November 5, 2010

4.6.11

INFORMATION

DISCUSSION

ACTION

ITEMS

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Ratification of Memorandum of Understanding
With WPTA regarding Budget Reductions Including
Furlough Days and other Concessions

AGENDA ITEM AREA:

Discussion/Action

REQUESTED BY:

Scott Leaman, Superintendent &
Ryan Davis
Director of Human Services



ENCLOSURES:

MOU Dated 2/28/12

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

General Fund Savings

MEETING DATE:

March 6, 2012

ROLL CALL REQUIRED:

No

BACKGROUND:

The Western Placer Unified School District and the Western Placer Teachers Association have signed a Memorandum of Understanding regarding furlough days, salary, PAR fund sweep, class size overages, Lottery fund sweep, column movement, extension of the retirement notification date and other items for the 2012/2013 school year. This MOU will greatly assist the District with achieving its required budget reductions for the 2012-2013 school year while saving positions and programs.

RECOMMENDATION:

Administration recommends the Board of Trustees ratify the Memorandum of Understanding between the Western Placer Unified School District and the Western Placer Teachers' Association.

MEMORANDUM OF UNDERSTANDING
Between the
WESTERN PLACER UNIFIED SCHOOL DISTRICT
And the
WESTERN PLACER TEACHERS ASSOCIATION

February 28, 2012

INTRODUCTION

On January 18, 2012, February 8, 2012, February 24, 2012 and February 28, 2012 the representatives of Western Placer Unified School District ("District") and the Western Placer Teacher's Association ("WPTA") met and negotiated with regard to the need for reducing the District's budget for the 2012-2013 fiscal year. Both parties understand and agree that there is a financial need to create savings in the budget of the Western Placer Unified School District so that it retains a positive ending balance and meets statutory requirements in 2012-2013, 2013-2014, and 2014-2015. In the interest of promoting harmonious labor relations between the parties and to avoid uncertainty and inconvenience, WPTA and the District, agree as follows:

1. For the fiscal year 2012-2013, WPTA bargaining unit members shall take no less than six (6) unpaid, non-work "furlough" days. Any additional furlough days will require further written agreement between the Parties. Furlough days shall be taken in the following manner:
 - a. All WPTA unit members will receive six (6) unpaid furlough days for the 2012-2013 school year. Each employee's salary shall be reduced accordingly to reflect the six (6) furlough day reduction.
 - b. Five (5) of the furlough days will be taken on instructional days and one (1) furlough day will be taken on a non-ADA day (District Day). WPTA and the District agree to meet and negotiate over the placement of these days. If by April 15, 2012, the parties can't come to mutual agreement on the placement of furlough days, the placement of said furlough days shall be set forth by the District for the 2012-2013 school year.
 - c. The Certificated Salary Schedule shall be adjusted to reflect the salary reduction by the six (6) furlough days for the 2012-2013 school year (this will be considered the negotiated salary adjustment for 2012-2013). By modifying the Salary Schedule unit members shall not be subject to a reduction in service credit, subject only to any changes in law or rules of the State Teacher's Retirement Service (STRS). The adjustment to the Salary Schedule will also reduce the Master Stipend (F-1) and any other pay, salary or stipend associated with the Salary Schedule.
 - d. The above agreement shall affect all bargaining unit members regardless of how their position is funded.
2. WPTA and the District further agree that the District may sweep available funds from the Peer Assistance and Review (PAR) funds (approximately \$23,749 for the 2012-2013 school year) into the general fund. The Parties also agree that the District may use the additional funds remaining in the PAR fund as well as remaining funds from the Staff Development (Block Grant) funds (fund 0393 and fund 0294) to create two (2) Teacher on Special Assignment Peer Coaching Positions. The Peer Coaching positions will still be represented by WPTA however, these positions will not be subject to the normal transfer and assignment process under Article X of the Collective Bargaining Agreement ("CBA") and selection to serve as a Peer Coach will require the

selected candidate to request a leave of absence from their regular position in order to allow the District to fill the unit members vacated regular position with someone serving in a temporary capacity. The Teacher on Special Assignment Peer Coaches will, among other duties, be able to serve any mandatory PAR Participating teachers or voluntary PAR Participating Teachers as well as in a Probationary support role and Intern Support role. Assistance from Peer Coaches may not necessarily be on a volunteer basis. Only members who are currently WPTA unit members during the 2011-2012 school year will be eligible to apply for Peer Coaching positions. WPTA unit members will therefore not be able to seek reimbursement for any Buy Back Hours for the 2012-2013 school year. Two agreed upon job descriptions (in a Draft Format) for the Peer Coaching Position are attached as Exhibit A.

3. WPTA and the District further agree that for the 2012-2013 school year there will be no Class Size Overages compensation paid to Unit Members for classes where the numbers of students exceed the class size maximum numbers set forth in Article IX of the CBA. The class size caps and maximums set forth in Article IX remain in place during the 2012-2013 school year; however, no compensation will be paid when student numbers exceed the maximums.
4. WPTA and the District further agree that each Unit Member's 2012-2013 Lottery funds (approximately \$500 each for full time unit members), as described in Article XXI of the CBA, will be swept into the general fund.
5. WPTA and the District further agree that for the 2012-2013 school year no unit members will move between columns on the Salary Schedule regardless of the number of units turned into the District. Each unit member will remain at the same column at which they were paid for the 2011-2012 school year. For the 2013-2014 school year, unless further concessions of this nature are agreed to by the Parties in writing the employees will again be able to move over one column per year; however, there will be no retroactive pay for any unit member who would have moved over a column for the 2012-2013 school year but was not able to due to this Agreement.
6. The concessions set forth in paragraphs 2, 3, 4, and 5 together with the implementation of a six (6) day reduction in the work year for all WPTA unit members (paragraph 1), with a proportionate decrease in annual pay will generate approximately \$1,164,073 in savings for the 2012-2013 school year. In consideration for the concessions in paragraphs 1, 2, 3, 4, and 5 the proceeds of this reduction/savings will be used to restore or continue WPTA bargaining unit positions for the 2012-2013 school year. For clarification purposes, based on the savings garnered from the concessions set forth in this Agreement in connection with the additional budget reductions necessary, the District will still need to move forward with reducing/eliminating particular kinds of service for the 2012-2013 school year including for the WPTA group: 12 elementary positions, 4 middle school positions, 4 high school positions (or the FTE equivalent of 20 FTE teaching positions), plus 1 middle school Counseling position in addition to categorically funded positions.
 - a. Nothing in this Agreement will prohibit the District from issuing reduction in force/layoff notices to reduce or eliminate services for the 2012-2013 school year or subsequent school years.
 - b. This Agreement in no way prohibits the District from reducing or eliminating programs and/or positions through attrition (i.e. retirements, resignations, etc.) for the 2012-2013 school year or any subsequent school years.
 - c. Nothing in this agreement prohibits the district from releasing temporary teachers, engaging in the non-reelection process based on Education Code, or issuing reduction in force/layoff notices in order to reduce or eliminate categorically funded positions based on program needs or reduction in funds for the 2012-2013 school year.

7. The parties further agree for this year only to extend the retirement notification deadline as described in Article XIV section E2(d)(1) of the Collective Bargaining Agreement between the parties from March 1, 2012 to April 1, 2012.
8. The District and Association agree that all of the terms outlined in this MOU shall sunset on June 30, 2013 unless otherwise agreed upon by the parties in writing. Therefore, the Salary Schedule for the 2012-2013 school year will revert back to the 2010-2011 Salary Schedule unless otherwise agreed upon by the parties in writing.
9. This agreement establishes no past practice or precedent between the parties and shall not alter the terms of the current Collective Bargaining Agreement except as expressly stated above.
10. In the event any term of this MOU shall, to any extent, be found to be invalid or unenforceable, the remainder of this MOU shall remain valid and enforceable.
11. This MOU shall be governed by and controlled in accordance with the laws of the State of California.
12. The MOU is contingent and shall become effective upon approval by Western Placer Teachers Association as evidenced by the signature of the WPTA designee below and by ratification of the Western Placer Unified School District Board of Trustees.

Dated: 2/28/12


For the District:



Ryan Davis, Director of Human Services

Dated: 2/28/12

For WPTA



Jennifer Tarabochia, Chief Negotiator

Exhibit A

7.1.4

DRAFT

WPUSD 2/27/12

POSITION DESCRIPTION

Position Title: TEACHER ON SPECIAL ASSIGNMENT –
PEER COACH ELEMENTARY

Department: Educational Services

Reports To: Deputy Superintendent Educational Services

SUMMARY:

Provides professional development support to elementary teachers toward goal of best first instruction, to include workshops and inservices, presentations at staff meetings, model teaching, in-class support and reflection. Activities and/or information from the Peer Coach will not be used in other Bargaining Unit members' evaluations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attends appropriate and required workshops to enhance existing professional staff development foundational knowledge and skills
- Presents workshops and inservices to WPUSD certificated staff
- Makes presentations at WPUSD site staff meetings
- Makes presentations at WPUSD Management & PAR Meetings
- Models and coaches in best first instructional strategies including:
 - Student Engagement
 - Classroom Management
 - Teaching to Standards
 - Teaching the Writing Process, including the Research Paper
 - Assessment Techniques
 - Feedback
 - Reteaching
 - Intervention
 - TAPPLE Techniques
 - Teach
 - Ask a Question
 - Pause
 - Pick a Non-Volunteer
 - Listen to Response
 - Effective Feedback
 - Other, as appropriate
- Presents model lessons in classrooms
- Visits classrooms to provide observational feedback to teachers
- Engages in discussions with teachers to encourage reflection on effectiveness of teaching strategies

7.1.5

- Communicates with PCOE Staff Development personnel to align WPUSD Peer Coaching support with Best First Instructional strategies and series presented by PCOE
- Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must have at least five years of credentialed classroom teaching experience and be able to perform each essential duty satisfactorily. Applicant must have strong interpersonal skills. Recent attendance at relevant District, PCOE or other professional development workshops and/or series focusing on instruction, effective instructional techniques and lesson planning that is research-based preferred.

EDUCATION:

Four-year degree; masters preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid teaching certificate in K/12 education.

(For remainder, see "Teacher, Middle School" job description. In Mathematical Skills area, add Algebra. In Language Skills area, Ability to write research reports.)

DRAFT

WPUSD 2/27/12

POSITION DESCRIPTION

Position Title: TEACHER ON SPECIAL ASSIGNMENT –
PEER COACH SECONDARY

Department: Educational Services

Reports To: Deputy Superintendent Educational Services

SUMMARY:

Provides professional development support to secondary teachers toward goal of best first instruction, to include workshops and inservices, presentations at staff meetings, model teaching, in-class support and reflection. Activities and/or information from the Peer Coach will not be used in other Bargaining Unit members' evaluations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attends appropriate and required workshops to enhance existing professional staff development foundational knowledge and skills
- Presents workshops and inservices to WPUSD certificated staff
- Makes presentations at WPUSD site staff meetings
- Makes presentations at WPUSD Management & PAR Meetings
- Models and coaches in best first instructional strategies including:
 - Student Engagement
 - Classroom Management
 - Teaching to Standards
 - Teaching the Writing Process, including the Research Paper
 - Assessment Techniques
 - Feedback
 - Reteaching
 - Intervention
 - TAPPLE Techniques
 - Teach
 - Ask a Question
 - Pause
 - Pick a Non-Volunteer
 - Listen to Response
 - Effective Feedback
 - Other, as appropriate
- Presents model lessons in classrooms
- Visits classrooms to provide observational feedback to teachers
- Engages in discussions with teachers to encourage reflection on effectiveness of teaching strategies

7.1.7

- Communicates with PCOE Staff Development personnel to align WPUSD Peer Coaching support with Best First Instructional strategies and series presented by PCOE
- Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must have at least five years of credentialed classroom teaching experience and be able to perform each essential duty satisfactorily. Applicant must have strong interpersonal skills. Recent attendance at relevant District, PCOE or other professional development workshops and/or series focusing on instruction, effective instructional techniques and lesson planning that is research-based preferred.

EDUCATION:

Four-year degree; masters preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid teaching certificate in K/12 education.

(For remainder, see "Teacher, Middle School" job description. In Mathematical Skills area, add Algebra. In Language Skills area, Ability to write research reports.)

**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:

March 6, 2012

ROLL CALL REQUIRED:

No

BACKGROUND:

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

- BP/AR 3110 Transfer of Funds – *Delete/New*
- BP/AR 3511 Energy and Water Conservation
- BP/AR 3515.4 Recovery for Property Loss or Damage
- BP/AR 3580 District Records
- AR 4112.23 Special Education Staff
- BP/AR 5121 Grades/Evaluation of Student Achievement
- BP 5131.5 Vandalism, Theft and Graffiti
- AR 6116 Classroom Interruptions
- BP 6145 Extracurricular and Cocurricular Activities
- BP 6146.1 High School Graduation Requirements
- BP/AR 6161.1 Selection and Evaluation of Instructional Materials
- E 6161.1 Selection and Evaluation of Instructional Materials-*NEW*
- AR 6173.1 Education for Foster Youth

RECOMMENDATION:

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

MANUAL MAINTENANCE GUIDESHEET

March 6, 2012

Page 1 of 3

Note: Descriptions below identify major changes in revised materials. Editorial changes have also been made.

<u>DELETE</u>	<u>ADD</u>	<u>DESCRIPTION</u>
AR 3110	BP 3110	<u>Transfer of Funds</u> Delete AR. Add BP. Material formerly in regulation now incorporated into new policy. New policy reflects NEW LAWS (SBX3 4 and ABX4 2) which grant districts flexibility to transfer funds for "Tier 3" categorical programs and requires, as a condition of receipt of the funds, that the Board first hold a public hearing in order to hear testimony from the public, approve or disapprove the proposed use of the funding, and make explicit the purposes for which the funds will be used. Policy also contains language directing the Board to discuss the district's goals for student learning during the hearing and requiring the Superintendent to regularly report to the Board about the district's exercise of flexibility. Material formerly in regulation re: temporary transfers and loans and permanent transfers between funds shortened to reference law and incorporated into policy.
BP/AR 3511	BP/AR 3511	<u>Energy and Water Management</u> Replace BP/AR. Retitled policy and regulation update to require the Superintendent to develop a resource management program which include strategies to implement sustainable practices, explore renewable energies, reduce consumption, and encourage recycling. Policy also contains new section re: Storm Water Management for use by districts required by the State Water Resources control Board to obtain "permit coverage" and to develop a storm water management plan, with specified components. Material formerly in regulation re: district response in the event of rolling black-outs deleted and new material added to specify the various systems and operations to be incorporated into the district's resource management program.
BP/AR 3515.4	BP/AR 3515.4	<u>Recovery for Property Loss or Damage</u> Replace BP/AR. Policy contains updated note to reflect adjusted parent/guardian liability limits for misconduct of a minor child and for rewards paid by the district, as well as new Board goal language and revised options re: authority for the Superintendent to offer a reward. Revised regulation requires the Superintendent to conduct an investigation into of acts of vandalism or graffiti and to consult with the district's insurance administrator in the recovery of damages.
BP/AR 3580	BP/AR 3580	<u>District Records</u> Replace BP/AR. Revised policy contains language reflecting NEW LAW (AB 5) which creates the California Electronic Discovery Act to make the procedural rules requiring disclosure of documents to the opposing party in litigation applicable to electronically stored information. Policy directs Superintendent to consult with staff to create a document management system which includes a process for the storage and destruction of electronic materials, including a response to "litigation hold" requests. Regulation updated to clarify the definition of "records" pursuant to Title 5 regulations that must classified and retained by the district and to add legal requirements re: retention of electronic records or copies of records.

7.2.1

MANUAL MAINTENANCE GUIDESHEET

March 6, 2012

Page 2 of 3

Note: Descriptions below identify major changes in revised materials. Editorial changes have also been made.

<u>DELETE</u>	<u>ADD</u>	<u>DESCRIPTION</u>
AR 4112.23	AR 4112.23	<u>Special Education Staff</u> <u>Replace</u> AR. MANDATED regulation updated to reflect NEW TITLE 5 REGULATIONS which (1) expand the added authorizations available for special education credential holders, including an autism authorization, and (2) establish the special education limited assignment teaching permit which allows a special education credential holder to serve outside his/her specialty area while completing the coursework for an added authorization in special education or an additional full specialty area in another special education area. Regulation also reflects NEW LAW (AB 239) which authorizes holders of special education district internship credentials to provide classroom instruction to students with disabilities, not limited to students with mild and moderate disabilities. Material on caseloads expanded and moved into new section.
BP/AR 5121	BP/AR 5121	<u>Grades/Evaluation of Student Achievement</u> <u>Replace</u> BP/AR. Updated policy includes new optional language re: "progress reports" for grades K-3 and reflects NEW U.S. DEPARTMENT OF EDUCATION CORRESPONDENCE re: report cards and transcripts for students with disabilities. Policy also includes new language re: Superintendent's authority to determine the methodology to be used in calculating grade point average. MANDATED regulation updated to add paragraph on high school transcripts; revise section on "Grades for Achievement" to add grading systems for grades K-3 and for extra grade weighting for specified classes; expand section on "Grades for Physical Education" to address grades for interscholastic athletic participation; and add new sections on "Grades for College Courses" and "Grade Point Average."
BP 5131.5	BP 5131.5	<u>Vandalism and Graffiti</u> <u>Replace</u> BP. Retitled policy contains new language directing the Superintendent to collaborate with local law enforcement and the city or county to develop vandalism and graffiti prevention strategies, to investigate certain incidents of vandalism or graffiti pursuant to the district's nondiscrimination policies, as appropriate, and to cover up graffiti as soon as possible.
AR 6116	AR 6116	<u>Classroom Interruptions</u> <u>Replace</u> AR. Regulation expanded to include additional strategies for reducing classroom interruptions, such as limiting the use of the intercom or public address system to announcements that apply to all students, scheduling deliveries to classrooms before or after school, addressing late arrival or early pick-up of students, limiting staff conduct of personal business during instructional time, and providing professional development on classroom management.

7.2.2

MANUAL MAINTENANCE GUIDESHEET

March 6, 2012

Page 3 of 3

Note: Descriptions below identify major changes in revised materials. Editorial changes have also been made.

<u>DELETE</u>	<u>ADD</u>	<u>DESCRIPTION</u>
BP 6145	BP 6145	<u>Extracurricular and Cocurricular Activities</u> <u>Replace</u> BP. Revised MANDATED policy reflects NEW LAW (AB 81) which provides that a foster youth who changes residences is immediately eligible for participation in extracurricular activities and interscholastic sports. Policy also reflects NEW LAW (AB 343) which requires districts to be flexible in applying their local rules to children of military families to facilitate their eligibility for extracurricular activities. New section added on "Student Conduct at Extracurricular/Cocurricular Events."
BP 6146.1	BP 6146.1	<u>High School Graduation Requirements</u> <u>Replace</u> BP. Policy revised to reflect NEW LAWS (AB 167 and AB 343) which require the district to exempt or waive specific course requirements for foster youth or children of military families, respectively. Policy also contains general language re: exemption or waiver of the requirement to pass the high school exit examination for students with disabilities. See AR 6162.52 - High School Exit Examination for specific language regarding exemptions and waivers.
BP/AR/E 6161.1	BP/AR/E 6161.1	<u>Selection and Evaluation of Instructional Materials</u> (BP/AR/E revised) Updated policy and exhibit reflect NEW LAW (AB 2211) which revises the definition of "sufficiency of instructional materials" to include materials in a digital format as long as specified conditions are met. Updated regulation reflects NEW LAW (AB 2694) which (1) expands the definition of "supplementary instructional materials" to include materials that use current, relevant technology which engages interactive learning, and (2) requires that technology-based instructional materials used in schools be both available and comparable to other, equivalent instructional materials.
AR 6173.1	AR 6173.1	<u>Education for Foster Youth</u> (AR revised) Updated regulation reflect NEW LAW (SB 1353) which states legislative intent that, when making placement decisions for foster youth, the youth's "best interests" should include a consideration of educational stability. Section on "Enrollment" reflects NEW LAW (AB 1933) which allows a foster youth to (1) continue in his/her school of origin as long as he/she is under the jurisdiction of the court, and (2) matriculate with his/her peers in accordance with established feeder patterns, whether the new school is within the district or in another district. New section on "Transportation" provides options for dealing with transportation to the foster youth's school of origin.

7.23

TRANSFER OF FUNDS

The Governing Board recognizes its responsibility to monitor the district's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.

(cf. 3100 - Budget)

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

The Board may transfer funds during or at the end of the fiscal year in accordance with law as necessary to meet district needs or to permit the payment of district obligations. (Education Code 16095, 17582-17592, 42600-42603, 42605, 42841-42843, 52616.4)

Tier 3 Categorical Flexibility

From the 2008-09 through 2012-13 fiscal years, the Board has determined that it is in the best interest of the district to utilize the categorical program flexibility authorized by Education Code 42605. Funds received for programs identified by law as Tier 3 categoricals may be expended for any educational purpose.

The Board shall hold a public hearing to take testimony from the public, discuss, and approve or disapprove the proposed use of the funding, and shall make explicit for each of the categorical budget items the purposes for which the funds will be used. (Education Code 42605)

During the hearing, the Board shall consider the district's goals for student learning and determine funding priorities and program focus. The Board may also discuss statutory constraints, available resources, and whether program modifications might improve educational outcomes.

The Superintendent or designee shall regularly report to the Board regarding how the district is exercising the flexibility and whether the desired results are being achieved. He/she shall also complete any necessary reports required by the California Department of Education.

(cf. 0420 - School Plans/Site Councils)

(cf. 0420.1 - School-Based Program Coordination)

(cf. 0440 - District Technology Plan)

(cf. 0520.1 - High Priority Schools Grant Program)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3111 - Deferred Maintenance Funds)

(cf. 3530 - Risk Management/Insurance)

(cf. 4111 - Recruitment and Selection)

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

(cf. 4113 - Assignment)

(cf. 4131 - Staff Development)

(cf. 4131.1 - Beginning Teacher Support/Induction)

(cf. 4138 - Mentor Teachers)

(cf. 4139 - Peer Assistance and Review)

7.2.4

TRANSFER OF FUNDS (continued)

(cf. 4331 - Staff Development)
(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 5136 - Gangs)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5145.6 - Parental Notifications)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 5148.1 - Childcare Services for Parenting Students)
(cf. 5149 - At-Risk Students)
(cf. 6111 - School Calendar)
(cf. 6141.5 - Advanced Placement)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6151 - Class Size)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6162.52 - High School Exit Examination)
(cf. 6163.1 - Library Media Centers)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer School)
(cf. 6178 - Career Technical Education)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6179 - Supplemental Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)
(cf. 6200 - Adult Education)
(cf. 9323.2 - Actions by the Board)

Legal Reference: (see next page)

TRANSFER OF FUNDS (continued)

Legal Reference:

EDUCATION CODE

78 Definition governing board
5200 Districts governed by boards of education
16095 Transfer of district funds to district state school building fund
17582 Deferred maintenance fund; establishment; purpose
17583 Deferred maintenance fund; transfer
17584 Budgeting certification deferred maintenance fund; apportionment
17585 Applications for deferred maintenance funding
41301 Section A state school fund allocation schedule
42125 Designated and unappropriated fund balances
42600 District budget limitation on expenditure
42601 Transfers between funds to permit payment of obligations at close of year
42603 Transfer of monies held in any fund or account to another fund; repayment
42605 Tier 3 categorical flexibility
42840-42843 Special reserve fund
52616.4 Expenditures from adult education fund

Management Resources:

CSBA PUBLICATIONS

Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE

Fiscal Issues Relating to Budget Reductions and Flexibility Provisions, April 2009

WEB SITES

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

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

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Policy
adopted:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

7.2.6

TRANSFER OF FUNDS

Transfers may be made from the designated fund balance or the unappropriated fund balance to any expenditure classification or between expenditure classifications by the Board of Trustees on adoption of a resolution by a majority vote.

The resolution must be filed with the County Superintendent of Schools and the county auditor. (Education Code 42600)

End-of-the-Year Procedures

At the close of the school year, the Superintendent or designee may, with Board approval, identify and request the County Superintendent of Schools to make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s) or balance any budget expenditure classifications as necessary to permit the payment of obligations incurred by the district during that school year. (Education Code 42601)

Temporary Transfers Between Classifications

The Board may direct that monies held in any fund or account may be temporarily transferred from one or more of these accounts to another fund or account to be used for the payment of obligations of the district, with limitations as set by Education Code 42603. The transfer shall be accounted for as temporary borrowing and shall not be available for appropriation or be considered income to the borrowing fund or account. (Education Code 42603)

Special Reserve Funds

Any money in a special reserve fund that is maintained for purposes other than capital outlay must be transferred into the district's general fund before it is expended. (Education Code 42842)

Adult Education Funds

Adult education funds expended for the operational costs of the adult education program shall be transferred to the general fund in accordance with Education Code 52616.4.

Legal Reference: (see next page)

TRANSFER OF FUNDS (continued)

Legal Reference:

EDUCATION CODE

78 Definition governing board
5200 Districts governed by boards of education
16095 Transfer of district funds to district state school building fund
17582 Deferred maintenance fund; establishment; purpose
17583 Deferred maintenance fund; transfer
17584 Budgeting certification deferred maintenance fund; apportionment
17585 Applications for deferred maintenance funding
41301 Section A state school fund allocation schedule
42125 Designated and unappropriated fund balances
42600 District budget limitation on expenditure
42601 Transfers between funds to permit payment of obligations at close of year
42603 Transfer of monies held in any fund or account to another fund; repayment
42840-42843 Special reserve fund
52616.4 Expenditures from adult education fund

Regulation
approved: September 4, 2007

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

7.2.8

ENERGY AND WATER CONSERVATION

The Governing Board recognizes the importance of minimizing the district's use of natural resources, providing a high-quality environment that promotes health and productivity, and effectively managing the district's fiscal resources. To that end, the Superintendent or designee shall develop a resource management program which includes strategies for implementing effective and sustainable resource practices, exploring renewable and clean energy technologies, reducing energy and water consumption, minimizing utility costs, reducing the amount of waste of consumable materials, encouraging recycling and green procurement practices, and promoting conservation principles.

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

(cf. 3511.1 - Integrated Waste Management)

(cf. 3512 - Equipment)

(cf. 6142.5 - Environmental Education)

~~The Board of Trustees is committed to reducing the district's demand for electricity and water in order to help conserve natural resources and to save money to support other district needs. To that end, the Board shall establish goals to help reduce the district's energy and water consumption.~~

~~The Superintendent or designee shall establish an energy efficiency program which shall include specific strategies designed to help the district use energy more efficiently and to help ensure that funds intended for student learning are not diverted to cover energy costs.~~

~~As part of the energy efficiency program, the Superintendent or designee shall develop an emergency action plan to address actions to be taken in the event of power outages in schools, both during and after school operations. The action plan shall also address the role of staff, students and parents/guardians in helping to conserve resources and other activities to help the district meet energy reduction goals.~~

The Superintendent or designee shall analyze the effect of a utility rate increase on the district's budget. He/she shall develop and implement any necessary contingency plans.

The Superintendent or designee shall regularly inspect district facilities and operations and make recommendations for maintenance and capital expenditures which may help the district reach its energy and water conservation goals.

(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall make every effort to identify funding opportunities and cost-reducing incentive programs to help the district achieve its conservation goals.

The Superintendent or designee shall periodically report to the Board on the district's progress in meeting **its conservation** ~~energy and water use reduction~~ goals.

ENERGY AND WATER CONSERVATION

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.5 - Emergency Schedules)

Storm Water management

The Board desires to ensure that, to the maximum extent practicable, the district reduce the discharge of pollutant into the water system in order to minimize the threat to water quality from storm water runoff. When the district has been designated by the State Water Resources Control Board or a regional water quality control board, the Superintendent or designee shall ensure that the district complies with applicable General Permit requirements.

(cf. 3514 - Environmental Safety)
(cf. 3314.1 - Hazardous Substances)
(cf. 3514.2 - Integrated Pest Management)

The Superintendent or designee shall develop a storm water management plan and shall submit the plan and a resolution authorizing the implementation of the plan to the Board for approval. The district's plan shall describe best management practices, measurable goals, and timetables for implementation in the following areas:

1. Public education and outreach on storm water impacts
2. Public participation, such as participation in adoption and implementation of the plan
3. Illicit discharge detection and elimination, such as maps and programs to detect and eliminate illicit non-storm water discharges
4. Construction site storm water runoff control, such as reviewing construction plans, inspecting sites, and tracking construction site runoff, as well as erosion and sediment controls
5. Post-construction storm water management, such as developing design standards for preventing runoff and verifying proper maintenance and operation of control procedures
6. Pollution prevention and good housekeeping, such as evaluating waste disposal, material storage, and equipment-cleaning procedures and spill prevention, including at bus maintenance facilities.

The Superintendent or designee shall regularly report to the Board on the status of the district's implementation efforts.

Legal Reference: (see next page)

7.2.10

ENERGY AND WATER CONSERVATION

Legal Reference:

EDUCATION CODE

41422 School term or session length, failure to comply due to disaster

46392 Emergency conditions; ADA estimate

PUBLIC RESOURCES CODE

25410-25421 Energy Conservation Assistance

WATER CODE

13383.5 Storm water discharge monitoring requirements

CODE OF REGULATIONS, TITLE 23

2200 Discharge permit fees

UNITED STATES CODE, TITLE 33

1342 National pollutant discharge elimination system

CODE OF FEDERAL REGULATIONS, TITLE 40

122.1-122.64 National pollutant discharge elimination system

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT ADVISORIES

0118.01 California's Energy Challenge

0706.90 Water Conservation Advisory, 90-09

0222.90 Average Daily Attendance Credit During Periods of Emergency 90-01

WEB SITES

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

Alliance to Save Energy: <http://www.ase.org/>

California Department of Education, Facilities: <http://www.cde.ca.gov/ls/fa> ~~Division, Energy~~

California Energy Commission: <http://www.energy.ca.gov/>

California State Water Resources Control Board: <http://www.swrcb.ca.gov>

Department of General Resources, Green California, Sustainable Schools:

<http://www.green.ca.gov/GreenBuildings/schools>

Challenge: <http://www.cde.ca.gov/facilities/energyefficiency>

Policy
adopted: September 4, 2007
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

7.2.11

ENERGY AND WATER CONSERVATION

The district's energy emergency action plan shall, at a minimum, address the following:

1. Procedures for student and staff safety during power outages
2. Methods to ensure administrative control of operations during power outages
3. Procedures to protect equipment that may be damaged by power outages, such as computers and pumps
4. Procedures to establish a clear, effective communications system with staff, students and parents/guardians
5. Guidelines for coordination with local fire, police and utility providers

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee designates the following position as coordinator of the district's energy tracking, reporting, and conservation efforts:

Director of Maintenance and Facilities

District and school-site plans to conserve resources shall address energy and water use at each site, including plans for:

1. Reducing energy use during high-peak hours
2. Shutting down lights and equipment when facilities are not in use
3. Updating each site's preventative maintenance schedule for emergency lighting, generators, exit lighting, and other safety related equipment

~~The following operations shall also be reviewed in order to ensure that they further the district's energy and water conservation goals:~~

Resource Management Program

In the development of the district's resource management program, the Superintendent or designee shall analyze and review the lighting; heating, ventilation, and air conditioning systems; water heaters; electrical equipment and appliances; water use and irrigation; and solid waste and recycling systems. The following district operations shall be incorporated into the district's resource management program:

1. Educational programs
2. Classroom and building management and maintenance

7.2.12

ENERGY AND WATER CONSERVATION (continued)

3. Food services and equipment maintenance

(cf. 3551 – Food Service Operations/Cafeteria Fund)

4. Landscaping selection and irrigation

5. Transportation services and maintenance

(cf. 3540 – Transportation)

6. New construction

(cf. 7110 – Facilities Master Plan)

7. Administrative operations

8. Use of facilities by outside groups

(cf. 1330 – Use of School Facilities)

(cf. 3512 – Equipment)

(cf. 7111 – Evaluating Existing Buildings)

~~To enlist the support which is essential to achieving the district's energy and water conservation goals, the principal at each site shall:~~

- ~~1. Solicit input from staff, students, and parents/guardians related to district energy and water use~~
- ~~2. Develop strategies designed to ensure cooperation from students and staff in all conservation efforts~~
- ~~3. Recognize those who reduce energy and water use~~

The Superintendent or designee may solicit input from staff, students, and parents/guardians about the district's program. The superintendent or designee shall provide staff and students with training and guidance on best practices to achieve the district's goals, such as a reward program to recognize outstanding accomplishments.

Emergency Interruption of Services

The Superintendent or designee shall develop a plan to address actions to be taken in the event of power outages or other emergency interruption of utility services, both during and after school operations. The plan shall address procedures to help ensure student and staff safety, administrative control of operations, protection of equipment, effective communications, and coordination with local fire, police, and utility service providers.

7.2.13

ENERGY AND WATER CONSERVATION (continued)

(cf. 0450 – Comprehensive Safety Plan)

(cf. 3516 – Emergencies and Disaster Preparedness Plan)

(cf. 3516.5 – Emergency Schedules)

Regulation
approved: September 4, 2007
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

7.2.14

RECOVERY FOR PROPERTY LOSS OR DAMAGE

The Board of Trustees **desires to create a safe and secure learning environment and to minimize acts of vandalism and damage to school property. To discourage such acts, the district shall seek reimbursement of damages, within the limitations and rewards specified in law, from any individual or from the custodial parent/guardian of any minor who has committed any act of theft or has willfully damaged vandalism district or employee property.**

(cf. 3515.3 - District Police/Security Department)
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 5131 - Conduct)
(cf. 5131.5 - Vandalism, Theft and Graffiti)
(cf. 5136 - Gangs)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

Rewards

If When district or law enforcement officials have not been able to identify the person responsible are unable to fix responsibility for the theft or vandalism, the Superintendent or designee is authorized to offer a reward in any amount he/she deems appropriate, not exceeding \$2,500, for information leading to for the identification and apprehension of the guilty party responsible person(s). A reward in excess of \$2,500 must be authorized in advance by the Board.

The Board authorizes the Superintendent or designee to offer a reward in any amount he/she deems appropriate, not exceeding \$2,500. A reward in excess of \$2,500 shall be authorized in advance by the Board.

The Superintendent or designee A reward shall disburse the reward be paid only when the guilt of the person responsible for the act crime has been established by a criminal conviction or other appropriate judicial procedures.

7.2.15

RECOVERY FOR PROPERTY LOSS OR DAMAGE

Legal Reference:

EDUCATION CODE

19910 Libraries, malicious cutting, tearing, defacing, breaking or injuring

19911 Libraries, willful detention of property

44810 Willful interference with classroom conduct

48904 Liability of parent or guardian for willful misconduct; ~~withholding of grades, diplomas and transcripts~~

CIVIL CODE

1714.1 Liability of parent or guardian for act of willful misconduct by a minor

GOVERNMENT CODE

53069.5 Reward for information concerning person causing death, injury, or property damage;
~~liability for reward~~

53069.6 Actions to recover damages

54951 Local agency, definition

~~61601.1 Graffiti abatement district~~

PENAL CODE

484 Theft defined

594 Vandalism

594.1 Aerosol paint and etching cream

640.5 Graffiti; facilities or vehicles of governmental entity

640.6 Graffiti

Management Resources:

WEB SITES

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

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

RECOVERY FOR PROPERTY LOSS OR DAMAGE

Reports by Staff

District employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. In those instances in which insurance reimbursement may be involved, the principal or designee shall contact the appropriate district official.

(cf. 3530 - Risk Management/Insurance)

(cf. 5131.5 - Vandalism, Theft and Graffiti)

Investigation

~~The Superintendent or designee shall ensure that a complete investigation is conducted at the site where the vandalism occurred.~~

~~The principal or designee shall conduct a complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate.~~

The Superintendent or designee shall conduct a complete investigation of any instance of damage to or loss of school property and shall consult law enforcement officials when appropriate. If it is determined that the damage has been committed by any district student, the Superintendent or designee shall initiate appropriate disciplinary procedures against the student.

(cf. 3515.3 - District Police/Security Department)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Recovery of Damages

When the ~~person~~ **individual** causing the damage or loss has been identified and the costs of repair, replacement or cleanup determined, the Superintendent or designee shall take all practical and reasonable steps to recover these costs, including consulting district's legal counsel **and/or insurance administrator, as appropriate.** ~~if necessary.~~

Reasonable steps may include the filing of a civil complaint in a court of competent jurisdiction to recover damages from the responsible person **and**, if the responsible person is a minor, ~~recovery may be sought from the minor's custodial~~ **his/her** parent/guardian in accordance with law. Education Code 48904. Damages may include the cost of repair or replacement of the property, the payment of any reward, interest, court costs and all other damages as provided by law.

7.2.17

RECOVERY FOR PROPERTY LOSS OR DAMAGE

Payment of Reward

When authorized according to Board of Trustees policy, ~~the reward shall be paid to the party who provides information sufficient to identify and apprehend the person or persons subsequently found responsible for the damage or loss. If more than one informant provides information, the reward shall be divided among the informants. the Superintendent or designee shall determine who is entitled to what portion of~~ **pay the reward to the party who provides information sufficient to identify and apprehend the person(s) subsequently determined to be responsible for the damage or loss. If more than one person provides information, the reward shall be divided among them as appropriate.** ~~The identity of the informant shall be considered confidential and shall not be made public by the district.~~

Regulation
approved: September 4, 2007
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

7.2.18

DISTRICT RECORDS

~~District records shall be developed, maintained, and disposed of in accordance with law and California Department of Education regulations.~~

The Governing Board recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)
(cf. 3440 - Inventories)
(cf. 4040 - Employee Use of Technology)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)

~~The Superintendent or designee shall establish regulations that define records which are permanent, optional, and disposable and specify how each type of record is to be maintained or destroyed. Any photographic, microfilm, or electronic copies of original records shall be permanently retained.~~

~~The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage or loss.~~

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency.

(cf. 0440 - District Technology Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 4040 - Employee Use of Technology)
(cf. 9011 - Board Member Electronic Communications)

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss, or theft.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)

The Superintendent or designee shall ensure that employees receive information about the district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.

7.2.19

DISTRICT RECORDS (continued)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Safe at Home Program

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code 6206, 6207)

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 5111.1 - District Residency)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journal

35250-35255 Records and reports

44031 Personnel file contents and inspection

49065 Reasonable charge for transcripts

GOVERNMENT CODE

6205-6211 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking

6252-6265 Inspection of public records

12946 Retention of employment applications and records for two years

PENAL CODE

11170 Retention of child abuse reports

CODE OF REGULATIONS, TITLE 5

432 Varieties of pupil records

16020-16022 Records-general provisions

16023-16027 Retention of records

Management Resources:

SECRETARY OF STATE PUBLICATIONS

Letter re: California Confidential Address Program Implementation (SB 489), August 27, 1999

WEB SITES

California Secretary of State: <http://www.ss.ca.gov/safeathome>

Policy
adopted: September 4, 2007
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

7.2.20

DISTRICT RECORDS

The Superintendent or designee shall ensure that appropriate computer software is used to safeguard any data stored on computers, including computers connected to networks. To further prevent the damage or theft of data, computers and related equipment, he/she shall maintain complete and accurate inventories, specify user responsibilities for damages, and provide appropriate supervision in areas where computers are used.

Classification of Records

~~Before January 1, the Superintendent or designee shall review documents and papers originating during the prior school year and classify them as Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable). Records of continuing nature (active and useful for administrative, legal, fiscal or other purposes over a period of years) shall not be classified until such usefulness has ceased. A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)~~

***Records* means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)**

(cf. 1340 - Access to District Records)

Before January 1, the Superintendent or designee shall review the prior year's records and shall classify them as either a Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

***Records of continuing nature* (active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)**

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

(cf. 3440 - Inventories)

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

(cf. 5125 - Student Records)

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

7.2.21

DISTRICT RECORDS (continued)

Class 1 - Permanent Record (5 CCR 16023)

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) Record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022, **5 CCR 16023**:

1. Annual Reports
 - a. Official budget
 - b. Financial reports of all funds, including cafeteria and student body funds
 - c. Audit of all funds
 - d. Average daily attendance, including Period 1 and Period 2 reports
 - e. Other major annual reports, including:
 - (1) Those containing information relating to property, activities, financial condition or transactions
 - (2) Those declared by Board of Trustees minutes to be permanent

(cf. 3100 - Budget)

(cf. 3452 - Student Activity Funds)

(cf. 3460 - Financial Reports and Accountability)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

2. Official Actions
 - a. Minutes of the Board or Board committees, including the text of rules, regulations, policies or resolutions included by reference only
 - b. The call for and the result of any elections called, conducted or canvassed by the Board
 - c. Records transmitted by another agency pertaining to its action with respect to district reorganization

(cf. 7214 - General Obligation Bonds)

(cf. 9324 - Minutes and Recordings)

3. Personnel Records

- a. ~~Employees~~

7.2.22

DISTRICT RECORDS (continued)

Class 1 (Permanent) records include all detailed records relating to employment, assignment, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as Class 1 (Permanent), and the detailed records may then be classified as Class 3 (Disposable).

Information of a derogatory nature as defined in Education Code 44031 shall be Class 1 (Permanent) only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

4. ~~b.~~ **Student Records**

The records of enrollment and scholarship for each student required by 5 CCR 432, and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law **shall be classified as Class 1 (Permanent) records**. This includes any related policy of liability insurance except that these records cease to be Class 1 (Permanent) one year after the claim has been settled or the statute of limitations has ~~run~~ **expired**.

(cf. 5111.1 - District Residency)

(cf. 5141 - Health Care and Emergencies)

(cf. 5143 - Insurance)

5. **Property Records**

Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as Class 1 (Permanent). The detailed records may then be classified as Class 3 (Disposable) if the property ledger includes all fixed assets, an equipment inventory and, for each piece of property, the date of acquisition, name of previous owner, a legal description, the amount paid, and comparable data if the unit is disposed of.

(cf. 3280 - Sale or Lease of District-Owned Real Property)

Class 2 - Optional Records (5 CCR 16024)

Any record considered **temporarily** worth keeping, but which is not a Class 1 record, may be classified as Class 2 (Optional) and shall be retained until it is reclassified as Class 3 (Disposable). If by agreement of the Board and Superintendent or designee, classification of

7,223

DISTRICT RECORDS (continued)

the prior year records has not been made before January 1, all records of the prior year may be classified Class 2 (Optional) ~~until they are classified as required by 5 CCR 16022. Such classification must occur within one year.~~ **pending further review and classification within one year.**

Class 3 - Disposable Records (5 CCR 16025, 16026, 16027)

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) shall be classified as Class 3 (Disposable). These include but are not limited to: detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent); and periodic reports, including daily, weekly and monthly reports, bulletins and instructions.

Class 3 (Disposable) records shall be destroyed during the third school year after the later of the following:

1. The completion of any legally required audit
2. The retention period required by any agency other than the State of California
3. The school year in which the records originated

(cf. 5113.2 – Work Permits)

SPECIAL EDUCATION STAFF

Any teacher assigned to serve students with disabilities shall possess an appropriate credential or other authorization that specifically authorizes him/her to teach students with that primary disability within the program placement recommended in the students' individualized education program (IEP). (5 CCR 80046.5, 80048.7)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification of Individuals for Special Education)

Special education teachers who teach core academic subjects shall possess the qualifications required by the No Child Left Behind Act. (20 USC 1401, 6319, 7801; 34 CFR 200.55-200.57; 300.18; 5 CCR 6100-6126)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

The Superintendent or designee may request the Commission on Teacher Credentialing (CTC) to issue a special education limited assignment teaching permit to authorize a qualified special education teacher, with his/her written consent, to serve outside the specialty area of his/her credential. In so doing, the district shall submit a Declaration of Need for Fully Qualified Educators that satisfies the requirements of 5 CCR 80026. If the teacher has not yet obtained permanent status, the Superintendent or designee shall assign one or more experienced educators in the special education subject area(s) of the permit, who have at least three years of full-time teaching experience in each of the subject area(s) of the permit, to provide guidance and assistance to the permit holder. (5 CCR 80027.1)

The district may employ a person with an appropriate district internship credential to provide classroom instruction to students with disabilities, provided he/she has met the subject matter requirement specified in Education Code 44325 and receives guidance, supervision, and professional development through an established district internship program. (Education Code 44325, 44326, 44830.3)

(cf. 4112.21 - Interns)

(cf. 0430 - Comprehensive Local Plan for Special Education)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4141/4241 - Collective Bargaining Agreement)

Resource Specialists

~~The Board of Trustees shall employ certificated resource specialists to provide services which shall include~~ **The district's resource specialist program shall provide**, but not be limited to: (Education Code 56362)

1. **Resource specialist(s) to provide** instruction and services for students whose needs have been identified in an individualized education program (IEP) and who are assigned to regular classroom teachers for a majority of the school day

7.2-25

SPECIAL EDUCATION STAFF (continued)

A student shall not be enrolled in a resource specialist program for a majority of a school day without approval by the student's IEP team.

2. Information and assistance to students with disabilities and their parents/guardians
3. Consultation with and provision of resource information and material regarding students with disabilities to their parents/guardians and other staff members
4. Coordination of special education services with the regular school programs for each student enrolled in the resource specialist program
5. Monitoring of student progress on a regular basis, participation in the review and revision of IEPs as appropriate, and referral of students who do not demonstrate sufficient progress to the IEP team
6. **Emphasis** At the secondary school level, **emphasis** on academic achievement, career and vocational development, and preparation for adult life

~~The resource specialist program shall be directed by a resource specialist who is a credentialed special education teacher or who has a clinical services credential with a special class authorization, and who has three or more years of teaching experience, including both regular and special education teaching experience. (Education Code 56362)~~

The district's resource specialist program shall be under the direction of a resource specialist who possesses the qualifications specified in Education Code 56362 and 5 CCR 80070.8. (Education Code 56362)

Teachers of Students with Autism

A teacher whose preliminary Level I education specialist credential or other previously issued credential authorizes him/her to provide instruction to students with mild and moderate disabilities may be assigned to provide instruction to students with autism, provided that the teacher satisfies either of the following criteria prior to the assignment: (Education Code 44265.1)

The teacher has provided full-time instruction for at least one year prior to September 1, 2007, in a special education program that serves students with autism in accordance with their IEP and received a favorable evaluation or recommendation from the district or school to teach students with autism.

2. The teacher has completed a minimum of three semester units of coursework in the subject of autism offered by a regionally accredited institution of higher education.

SPECIAL EDUCATION STAFF (continued)

The Superintendent or designee shall report teachers assigned under the criteria specified in items #1 and 2 above to the county office of education as part of the annual assignment monitoring pursuant to Education Code 44258.9. (Education Code 44265.1)

The Superintendent or designee may employ and assign a teacher to provide instruction to students age 3-4 who are diagnosed with autism if the teacher holds a valid preliminary Level I or clear Level II education specialist credential, is authorized to provide instruction to students with autism, and satisfies either of the criteria listed in items #1 and 2 above, except that the prior service shall have been with autistic students age 3-4 or the completed coursework shall have been in the subject of special education related to early childhood education. (Education Code 44265.2)

Verification of experience or coursework for any teacher of autistic students shall be maintained on file in the district or school office. (Education Code 44265.1, 44265.2)

Caseloads

The Superintendent or designee shall ensure that caseloads for special education teachers are within the maximum caseloads established by law, the collective bargaining agreement, and/or the comprehensive plan of the Special Education Local Plan Area (SELPA) in which the district participates.

(cf. 0430 - Comprehensive Local Plan for Special Education)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4141/4241 - Collective Bargaining Agreement)

No resource specialist shall have a caseload which exceeds 28 students. As necessary and with the agreement of the resource specialist, the Board may request a waiver from the State Board of Education to increase the caseload to no more than 32 students, provided that an individual resource specialist does not have a caseload exceeding 28 students for more than two school years and has the assistance of an instructional aide at least five hours daily during the period of the waiver. (Education Code 56362; 5 CCR 3100)

(cf. 1431 - Waivers)

The average caseload for language, speech, and hearing specialists shall not exceed 55 cases unless otherwise specified and reasons stated in the SELPA plan. The maximum caseload for speech and language specialists exclusively serving children with disabilities age 3-5 shall not exceed 40. (Education Code 56363.3, 56441.7)

7.2.27

SPECIAL EDUCATION STAFF (continued)

Legal Reference:

EDUCATION CODE

44250-44279 *Credentials, especially:*

44256 *Credential types, specialist instruction*

44258.9 *Assignment monitoring*

44265 *Special education credential*

44325-44329.5 *District interns*

56000-56865 *Special Education, especially:*

56195.8 *Adoption of policies*

56361 *Program options*

56362 *Resource specialist program, contents, direction; resource specialists, case-loads, assignments, instructional aide; pupil enrollment*

56362.5 *Resource specialist certificate of competence*

56363.3 *Average caseload limits*

CODE OF REGULATIONS, TITLE 5

3051.1 *Language, speech and hearing development and remediation; appropriate credential*

3100 *Waivers of maximum caseload for resource specialists*

6100-6126 *Teacher qualifications, No Child Left Behind Act*

80026 *Declaration of need for fully qualified educators*

80027.1 *Special education limited assignment teaching permit*

80049-80046.1 *Adapted physical education specialist*

80046.5 *Credential holders authorized to serve students with disabilities*

80048-80048.6 *Credential requirements and authorizations*

80070.1-80070.8 *Resource specialist certificate of competence*

UNITED STATES CODE, TITLE 20

1400-1482 *Individuals with Disabilities Education Act, especially:*

1401 *Definition of highly qualified special education teacher*

6319 *Highly qualified teachers*

7801 *Definitions, highly qualified teacher*

CODE OF FEDERAL REGULATIONS, TITLE 34

200.55-200.57 *Highly qualified teachers*

300.8 *Definition of autism*

300.18 *Highly qualified special education teachers*

300.156 *Special education personnel requirements*

Management Resource: (see next page)

7.2.28

SPECIAL EDUCATION STAFF (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Handbook on Developing and Implementing Early Childhood Special Education Programs and Services, 2001

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

09-16 Approval of Additions to Title 5 Regulations Pertaining to Added Authorizations in Special Education, July 23, 2009

09-15 Approval of Amendments to Title 5 Regulations Pertaining to General and Special Education Limited Assignment Teaching Permits, July 23, 2009

08-13 Alternative Route to Provide Special Education Services to Students with Autism Ages Three and 4, October 9, 2008

08-10 Alternative Route to Provide Special Education Services to Students with Autism, July 7, 2008

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Standards of Quality and Effectiveness for Education Specialist Credential Programs (including University Internship Options) and Clinical Rehabilitative Services Programs, 1996

WEB SITES

California Association of Resource Specialists and Special Education Teachers:

<http://www.carsplus.org>

California Speech-Language-Hearing Association: <http://www.csha.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Regulation
approved: September 4, 2007
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revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

7.2.29

GRADES/EVALUATION OF STUDENT ACHIEVEMENT

The Board of Trustees believes that grades serve a valuable instructional purpose by helping students and parents/guardians **understand performance expectations and identifying** the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's achievement.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

The teacher of each course shall determine the student's grade. The grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy and administrative regulation. (Education Code 49066)

(cf. 5125.3 - Challenging Student Records)

Teachers shall evaluate a student's work in relation to standards which apply to all students at his/her grade level. The Superintendent or designee shall establish and regularly evaluate a uniform grading system, and principals shall ensure that student grades conform to this system. Teachers shall inform students and parents/guardians how student achievement will be evaluated in the classroom.

(cf. 6011 - Academic Standards)

(cf. 6020 - Parent Involvement)

Grades should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, homework, tests and portfolios.

When reporting student grades to parents/guardians, teachers may add narrative descriptions, observational notes and/or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement.

~~Students in grades K-3 shall receive narrative evaluations rather than letter grades in order to give parents/guardians more information about their children's developmental levels and also promote students' self-esteem and experiences of success.~~

Students in grades K-3 shall receive progress reports rather than letter grades.

(cf. 5125 - Student Records)

A report card for a student with a disability may contain information about his/her disability, including whether that student received special education or related services, provided that the report card informs parents/guardians about their child's progress or level of achievement in specific classes, course content, or curriculum. However, transcripts that may be used to inform postsecondary institutions or prospective

7.2.30

GRADES/EVALUATION OF STUDENT ACHIEVEMENT (continued)

employers of the student's academic achievements shall not contain information disclosing the student's disability.

~~Unexcused Absences~~ *Effect of Absences on Grades*

If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed, the teacher may lower the student's grade for nonperformance.

(cf. 6154 - Homework/Makeup Work)

Five ~~Seven~~ unexcused absences per grading period shall constitute excessive unexcused absences. Students with excessive unexcused absences may receive a failing grade and not receive credit for the class(es).

(cf. 5113 - Absences and Excuses)

Grade Point Average (GPA)

The Superintendent or designee shall recommend to the Board the methodology to be used in calculating students' grade point averages.

The Superintendent or designee shall also recommend to the Board whether extra grade weighting will be assigned for honors courses that are substantially similar in depth, breadth and rigor to an Advanced Placement course, an entry-level college course or a community college level course.

(cf. 6141.5 - Advanced Placement)

Legal Reference:

EDUCATION CODE

41505-41508 *Pupil Retention Block Grant*

48070 *Promotion and retention*

48205 *Excused absences*

49066 *Grades; finalization; physical education class*

49067 *Mandated regulations regarding student's achievement*

49069.5 *Students in foster care, grades and credits*

CODE OF REGULATIONS, TITLE 5

10060 *Criteria for reporting physical education achievement, high schools*

Legal Reference: (continued on next page)

7.2.31

GRADES/EVALUATION OF STUDENT ACHIEVEMENT (continued)

Legal Reference: (continued)

UNITED STATES CODE, TITLE 20

1232g Family Education Rights and Privacy Act (FERPA)

6101-6251 School-to-Work Opportunities Act of 1994

COURT DECISIONS

Owasso Independent School District v. Falvo (2002) 122 S.Ct. 934

Las Virgenes Educators Association v. Las Virgenes Unified School District (2nd Appellate District 2001) 86 Cal.App.4th 1

Swany v. San Ramon Valley Unified School District (N.D.Cal. 1989) 720 F.Supp. 764

Johnson v. Santa Monica-Malibu Unified School District Board of Education (App. 2 Dist. 1986) 224 Cal. Rptr. 885, 179 C.A. 3d 593

Management Resources:

CDE PUBLICATIONS

Elementary Makes the Grade!, 2001

WEB SITES

CDE: <http://www.cde.ca.gov>

Advanced Placement Challenge Project: <http://www.apchallenge.net>

Policy
adopted: September 4, 2007
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

7.2-32

GRADES/EVALUATION OF STUDENT ACHIEVEMENT

Grades for Achievement

~~Grades for achievement shall be reported each reporting period.~~

Written report cards displaying students' grades in each subject or course shall be distributed to parents/guardians at the end of each grading period. Parents/guardians shall be offered an opportunity to meet with their child's teacher(s) to discuss the grades and strategies to improve their child's performance.

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (Education Code 49067)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 5124 - Communication with Parents/Guardians)

For each student in grades 9-12, the Superintendent or designee shall maintain a transcript recording the courses taken, the term that each course was taken, credits earned, final grades, and date of graduation.

(cf. 5125 - Student Records)

(cf. 6146.1 - High School Graduation Requirements)

~~An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within three weeks, the incomplete will become an F.~~

Grades for Physical Education

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (Education Code 49066)

(cf. 6145 - Extracurricular and Cocurricular Activities)

Student performance in high school physical education courses shall be based upon evaluation of the student's individual progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests.

(cf. 6142.7 - Physical Education)

High school students using interscholastic athletic participation to fulfill physical education requirements, as authorized by Education Code 51242, may be graded on this participation provided that a teacher credentialed to teach physical education supervises this participation and assigns the grade.

GRADES/EVALUATION OF STUDENT ACHIEVEMENT (continued)*(cf. 6145.2 - Athletic Competition)***~~Academic Grading~~ Grades for Achievement**~~Criteria for determining grades for achievement may include but are not limited to:~~

- ~~1. Preparation of assignments, including accuracy, legibility and promptness.~~
- ~~2. Contribution to classroom discussions.~~
- ~~3. Demonstrated understanding of concepts in tests.~~
- ~~4. Application of skills and principles to new situations.~~
- ~~5. Organization and presentation of written and oral reports.~~
- ~~6. Originality and reasoning ability when working through problems.~~
- ~~7. Demonstrated proficiency on state standards.~~

For grades K-3, students' level of progress shall be reported as follows:

O	Outstanding	3 Proficient – Meets grade-level standards
S	Satisfactory	2 Progressing – Progressing toward grade-level standards
N	Needs Improvement	1 Below – Below grade-level standards

For grades 4-12, grades for achievement shall be reported for each grading period as follows:

A	(90-100%)	Outstanding Achievement	4.0 grade points
B	(80-89%)	Above Average Achievement	3.0 grade points
C	(70-79%)	Average Achievement	2.0 grade points
D	(60-69%)	Below Average Achievement	1.0 grade points
F	(0-59%)	Little or No Achievement	0 grade points
I		Incomplete	0 grade points

An Incomplete shall be given only when a student's work is not finished because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an F.

Advanced Placement/Honors Courses (High School Level)

7.2-34

GRADES/EVALUATION OF STUDENT ACHIEVEMENT (continued)

The district wishes to encourage students to take advanced placement and honors **and concurrent postsecondary** courses in academic subjects. Because of the ~~extra-work involved~~, **more rigorous nature**, the evaluation system shall be weighted to reflect the more rigorous nature of these courses. Grades received in these courses will be counted on the following scale:

- A = 5 points **Outstanding Achievement (90-100%)**
- B = 4 points **Above Average Achievement (80-89%)**
- C = 3 points **Average Achievement (70-79%)**
- D = 1 point **Below Average Achievement (60-69%)**
- F = 0

Pass/Fail Grading

The Superintendent or designee may identify courses or programs for which students may, with parent/guardian permission, elect to earn a Pass or Fail grade instead of an A-F grade.

Students who receive a Pass grade shall acquire the appropriate semester units of credit for the course. The grade shall not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Students who receive an F grade shall not receive credit for taking the course.

Grades for Citizenship and Effort

Grades for citizenship and effort shall be reported each marking period.

Criteria for determining grades for citizenship may include but are not limited to:

1. Student obeys rules.
2. Student respects public and personal property.
3. Student maintains courteous, cooperative relations with teachers and fellow students.
4. Student works without disturbing others.

Honor Roll

Each school may post an Honor Roll. To qualify for the Honor Roll a student must meet the requirements established at each school site.

(cf. 6141.5 - Advanced Placement)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

7.2.35

GRADES/EVALUATION OF STUDENT ACHIEVEMENT (continued)

Peer Grading

At their discretion, teachers may use peer grading of student tests, papers and assignments as appropriate to reinforce lessons.

(cf. 5125 - Student Records)

Progress reports

Progress reports will be sent home with the student at mid-trimester.

Repeating Classes

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. Both grades received shall be entered on the student's transcript, but the student shall receive credit only once for taking the course.

The highest grade received shall be used in determining the student's overall grade point average.

Absences from School

Teachers who withhold class credit because of excessive unexcused absences shall so inform the class and parents/guardians at the beginning of the **school year or semester**.

~~When an unexcused absence occurs, the student and parent/guardian shall again be notified of the district's policy regarding excessive unexcused absences.~~

When a student reaches the number of unexcused absences defined as excessive in Board policy, the student and parent/guardian shall again be notified of the district's policy regarding excessive unexcused absences.

(cf. 5113 - Absences and Excuses)

The student and parent/guardian shall have a reasonable opportunity to explain the absences. (Education Code 49067)

If a student receives a failing grade because of unexcused absences, the student's record shall specify that the grade was assigned because of excessive unexcused absences. (Education Code 49067)

(cf. 5125 - Student Records)

GRADES/EVALUATION OF STUDENT ACHIEVEMENT (continued)

Grades for a student in foster care shall not be lowered if the student is absent from school due to either of the following circumstances: (Education Code 49069.5)

1. A decision by a court or placement agency to change the student's placement, in which case the student's grades and credits shall be calculated as of the date the student left school
2. A verified court appearance or related court-ordered activity

(cf. 6173.1 – Education for Foster Youth)

Regulation
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WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

7.2.37

VANDALISM, THEFT AND GRAFFITI

The Governing Board desires to enhance student learning by striving to provide an environment where students and staff can feel safe and secure and can take pride in their school. To that end, the Superintendent or designee shall develop strategies for preventing graffiti and vandalism on school grounds, including collaborating with local law enforcement and city and county officials, as appropriate, to help develop a coordinated response to graffiti and vandalism in the community.

(cf. 0450 - Comprehensive Safety Plan)

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

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

(cf. 5131.7 - Positive School Climate)

(cf. 5136 - Gangs)

(cf. 5138 - Conflict Resolution/Peer Mediation)

Students and staff are encouraged to report any graffiti or vandalism to the principal or designee for investigation. The principal or designee shall determine whether the incident necessitates an investigation pursuant to the district's sexual harassment, hate-motivated behavior, or nondiscrimination grievance procedure.

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

As appropriate, the principal or designee may contact local law enforcement in instances when the graffiti is repetitive, identifies particular targets or groups, identifies the perpetrator, and/or contains incitements to violence, threats, or intimidation. Photographs or other evidence of the vandalism or graffiti shall be preserved as necessary for investigation by the district or law enforcement and as evidence in any district disciplinary proceedings.

The principal or designee shall ensure that graffiti on school grounds is removed and covered as soon as possible, and if practicable before the beginning of the school day.

The Board of Trustees considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti.

A student who commits an act of vandalism or graffiti on school grounds shall be subject to disciplinary action, including, but not limited to, suspension or expulsion in accordance with Board policy and administrative regulation. If reparation for damages is not made, the district also may withhold the student's grades, diploma, and/or transcripts in accordance with law.

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 5131 - Conduct)

7.2.38

VANDALISM, THEFT AND GRAFFITI

(cf. 5144 - Discipline)

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

~~Any district student who commits an act of vandalism shall be subject to disciplinary action by the district and also may be prosecuted through other legal means. If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts in accordance with law.~~

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension or expulsion

48904 Willful misconduct, limit of liability of parent or guardian

48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold

CIVIL CODE

51.7 Right to be free from violence

52.1 Discrimination liability

1714.1 Liability of parent or guardian for act of willful misconduct by a minor

GOVERNMENT CODE

53069.5 Reward for information concerning person causing death, injury, or property damage; liability for reward

PENAL CODE

594 Vandalism

594.1 Aerosol containers of paint

594.2 Intent to commit vandalism or graffiti

594.6 Vandalism or graffiti, community service

640.5 Graffiti; facilities or vehicles of governmental entity

640.6 Graffiti

CODE OF REGULATIONS, TITLE 5

305 Pupil responsible for care of property

Management Resources:

WEB SITES

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

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

Policy
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revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

7.2.39

CLASSROOM INTERRUPTIONS

In order to allow students to take full advantage of learning opportunities while in the classroom, school staff shall ensure that interruptions are kept to a minimum. Strategies to reduce classroom interruptions include, but are not limited to, the following:

~~The principal or designee shall~~

1. Keep announcements made through intercom or public address systems to a minimum and limit announcements to specific times during the day. Announcements that apply only to teachers shall be distributed in writing.

~~The principal shall~~

2. Establish a fixed time for the delivery of messages to students, except in the case of emergencies.

3. Schedule school maintenance operations involving noise or classroom disruption shall be performed before or after school hours whenever possible.

4. Inform school visitors and observers ~~shall~~ **they should** make appointments in advance, following procedures outlined in Board policy 1250.

(cf. 1250 - Visitors/Outsiders)

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.4 - Disruptions)

5. Notify parents/guardians that they should go to the school office rather than the classroom when they are dropping off their child late, picking him/her up early, or bringing by any forgotten items from home.

6. Notify school staff that they should refrain from conducting personal business during instructional time.

(cf. 4040 - Employee Use of Technology)

7. Provide professional development in classroom management as needed to enable staff to more effectively reduce interruptions caused by inappropriate student conduct in the classroom.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 5131 - Conduct)

(cf. 5131.4 - Student Disturbances)

(cf. 5137 - Positive School Climate)

Legal Reference: (see next page)

CLASSROOM INTERRUPTIONS (continued)

Legal Reference:

EDUCATION CODE

32211 Restricting access to school grounds based on threatened disruption or interference

32212 Classroom interruptions

44810-44811 Disruptions; misdemeanor

48901.5 Authority to regulate use of electronic devices

51512 Prohibited use of electronic listening or recording device

Management Resources:

CSBA PUBLICATIONS

Instructional Time Task Force Report, 2007

Regulation
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WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

7.2.41

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

The Board of Trustees recognizes that extracurricular and cocurricular activities enrich the educational and social development and experiences of students. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

No extracurricular or cocurricular program or activity shall be provided or conducted separately and no district student's participation in extracurricular and cocurricular activities shall be required or refused based on the student's gender, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. Requirements for participation in extracurricular and cocurricular activities shall be limited to those that are essential to the success of the activity. (5 CCR 4925)

Any complaint regarding the district's extracurricular and cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

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

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

No student shall be prohibited from participating in extracurricular and cocurricular activities related to the educational program because of inability to pay fees associated with the activity.

(cf. 3260 - Fees and Charges)

Eligibility Requirements

In order to participate in extra/cocurricular activities, students in grades 6-12 must demonstrate satisfactory citizenship and educational progress **including but not limited to** ~~in meeting the requirements for graduation.~~

~~The Superintendent or designee may exempt from eligibility requirements programs which are offered primarily for the student's academic or educational achievement.~~

Eligibility

~~Students who wish to participate in extra-curricular activities must meet the minimum eligibility requirement:~~

1. **Maintenance of a minimum** ~~Have earned a 2.0 GPA and have no more than one "F" in their overall 8-12 district program for the grading period prior to their participation and for each succeeding grading period during participation (Incoming 9th graders use final 8th grade report card).~~
2. **Meet Maintenance of** standards of satisfactory citizenship.

7.2.42

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)

3. Maintenance of minimum progress toward meeting high school graduation requirements

3.—If a student/athlete is eligible at the beginning, and becomes ineligible during a season of sport because he/she is below a 2.0 GPA, he/she remains eligible until the Monday after grades are published where a complete GPA is computed.

4. — ~~All students who wish to participate must have earned a minimum 2.0 GPA, with no more than one "F", based on grades of record for the grading period immediately prior to their participation. Credits earned will be a factor in computing GPA's.~~

Exception

Athletes may apply for academic probation once during their freshmen/sophomore year and once during their junior/senior year. Athletes may not be on probation more than once during **the** same sport or during consecutive grading periods (between sophomore and junior years). Parents/guardians and student must meet with the assistant principal and complete an academic progress contract before an athlete is eligible to compete.

To Qualify for Probation (Contract): In order for a student to be eligible, a student with a **seven five** period schedule must have a total of ~~15~~**10** grade points (which equals a 2.0 GPA). If not eligible, a contract will be allowed for ~~10-13~~ **7-9** grade points, with no more than one "F".

To determine grade points: an "A" equals four points; a "B" equals three points; a "C" equals two points; a "D" equals one point. The total number of points is then divided by the number of classes a student has during the grading period.

Students not meeting the C.I.F. requirement are ineligible until grades are earned at the next grading period.

Any decision regarding the eligibility of any child in foster care or a child of a military family for extracurricular or cocurricular activities shall be made by the Superintendent or designee in accordance with Education Code 48850 and 49701.

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

The Superintendent or designee may revoke a student's eligibility for participation in extra/cocurricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)**Student Conduct at Extracurricular/Cocurricular Events**

When attending or participating in extracurricular and/or cocurricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

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

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

(cf. 6145.2 - Athletic Competition)

Annual Policy Review

The Board shall annually review this policy and implementing regulations.

*Legal Reference:*EDUCATION CODE

35145 Public meetings

35160.5 District policy rules and regulations; requirements; matters subject to regulation

35179 Interscholastic athletics; associations or consortia

35181 Students' responsibilities

48850 Participation of foster youth in extracurricular activities and interscholastic sports

48930-48938 Student organizations

49700-49704 Education of children of military families

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

5531 Supervision of extracurricular activities of pupils

UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

COURT DECISIONS

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Management Resources: (see next page)

72.44

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)

Management Resources:

CDE LEGAL ADVISORIES

001.90 Access to School-Related Activities and Events by Disabled Students, LO: 3-0

409.87 Requirements for Pupil Participation in Extracurricular and Cocurricular activities, AB 2613,

CIL: 86/87-11

WEB SITES

California Association of Directors of Activities: <http://www.cadal.org>

California Department of Education, Educational Options Office: <http://www.cde.ca.gov/ls/pf/mc>

California Department of Education, Foster Youth Services: <http://www.cde.ca.gov/ls/pf/fy/>

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WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

7.2.45

HIGH SCHOOL GRADUATION REQUIREMENTS

The Board of Trustees desires to prepare each student to obtain a diploma of high school graduation in order to provide students with opportunities for postsecondary education and/or employment.

(cf. 5127 - Graduation Ceremonies and Activities)
(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)
(cf. 6143 - Courses of Study)
(cf. 6146.3 - Reciprocity of Academic Credit)
(cf. 6146.5 - Elementary/Middle School Graduation Requirements)
(cf. 6164.2 - Guidance/Counseling Services)

Course Requirements

To obtain a diploma of graduation from high school, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four courses in English (Education Code 51225.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Three courses in mathematics (Education Code 51225.3)

Beginning in the 2003-04 school year, at least one mathematics course, or a combination of the two mathematics courses required for completion in grades 9-12, shall meet or exceed state academic content standards for Algebra I. (Education Code 51224.5)

Completion, prior to grade 9, of algebra coursework that meets or exceeds state academic content standards shall not exempt a student from the requirement to complete three mathematics courses in grades 9-12. (Education Code 51224.5)

(cf. 6011 - Academic Standards)
(cf. 6142.92 - Mathematics Instruction)

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)

(cf. 6142.93 - Science Instruction)

4. Four courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

(cf. 6142.3 - Civic Education)

7.2.46

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

5. One course in visual or performing arts, foreign language, or American Sign Language (Education Code 51225.3)

(cf. 6142.6 - Visual and Performing Arts Education)

6. Two courses in physical education, unless the student has been exempted pursuant to Education Code 51241 (Education Code 51225.3)

(cf. 6142.7 - Physical Education)

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

The Superintendent or designee shall exempt or waive specific course requirements for foster youth or children of military families in accordance with Education Code 51225.3 and 49701.

(cf. 6173.1 – Education for Foster Youth)

(cf. 6173.2 – Education for Children of Military Families)

(cf. 6146.11 - Alternative Credits Toward Graduation)

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

High School Exit Examination

Each student completing grade 12 shall have successfully passed the state exit examination in language arts and mathematics as a condition of high school graduation **unless he/she receives a waiver or exemption.** (Education Code 6085, 60859)

(cf. 6146.4 – Differential Graduation and Competency Standards for Students with Disabilities)

(cf. 6159 – Individualized Education Program)

(cf. 6162.52 – High School Exit Examination)

Supplemental instruction shall be offered to any student who does not demonstrate “sufficient progress,” as defined in Board policy, toward passing the exit examination. (Education Code 37252, 60851)

(cf. 5148.2 – Before/After School Programs)

(cf. 6164.2 – Guidance/Counseling Services)

(cf. 6176 – Weekend/Saturday Classes)

(cf. 6177 – Summer School)

(cf. 6179 – Supplemental Instruction)

Options for Students Not Passing the High School Exit Examination

The Board believes that it is important to provide continuing support to students who have passed all state and local graduation requirements except for passage of the exit examination.

7.247

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

To the end, the district shall offer students the following options beyond their regular senior year until they pass the examination:

~~Students are allowed to complete exit exam prep two or more years beyond high school through Adult Education located at Phoenix High School.~~

Students who have not passed one or both parts of the exit exam by the end of grade 12 shall have the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they have passed both parts of the exam, whichever comes first. (Education Code 37254)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 5145.6 - Parental Notifications)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 0420.4 - Charter Schools)

(cf. 6158 - Independent Study)

(cf. 6184 - Continuation Education)

Upon receipt of the results of the last administration of the exit examination to high school seniors, the Superintendent or designee shall identify students who have fulfilled all local and state graduation requirements except for passage of the exit examination and shall notify them, and their parents/guardians, of the educational options offered by the district.

The Superintendent or designee shall regularly report to the Board regarding the number of students who have fulfilled all local and state graduation requirements except for passage of the exit examination and the resources that have been offered to such students.

Certificates of Completion

Students who have passed all the district's course requirements by the end of their senior year but are unable to pass the high school exit examination shall receive a certificate of completion.

The Superintendent or designee shall regularly report to the Board regarding the number of students receiving a certificate of completion and the resources that have been offered to such students.

Retroactive Diplomas

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. (Education Code 51430)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

In addition, the Board may retroactively grant a diploma to a deceased former student who satisfies the above conditions. The diploma shall be received by the deceased student's next of kin. (Education Code 51430)

In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)

Legal Reference:

EDUCATION CODE

35186 Williams Uniform Complaint Procedures

37252 Supplemental instructional programs

37254 Supplemental instructional based on failure to pass exit exam by end of grade 12

37254.1 Required student participation in supplemental instruction

47612 Enrollment in charter school

48200 Compulsory attendance

48412 Certificate of proficiency

48430 Continuation education schools and classes

48645.5 Acceptance of coursework

~~48980 Notification of parent/guardian~~

49701 Interstate Compact on Educational Opportunity for Military Children

51224 Skills and knowledge required for adult life

51224.5 Algebra instruction

51225.3 Requirements for graduation

51225.5 Honorary diplomas; foreign exchange students

51228 Graduation requirements

51240-51246 Exemptions from requirements

51410-51412 Diplomas

51420-51427 High school equivalency certificates

51450-51455 Golden State Seal Merit Diploma

56390-56392 Recognition for educational achievement, special education

60850-60859 High school exit exam

66204 Certification of high school courses as meeting university admissions criteria

CODE OF REGULATIONS, TITLE 5

1600-1651 Graduation of pupils from grade 12 and credit toward graduation

COURT DECISIONS

O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

CSBA POLICY ADVISORIES

Preparing for the High Stakes of the High School Exit Exam: An Examination of Certificates of Completion, September 2005

Algebra I Requirement: Eligibility for High School Diplomas, March 2004

WEB SITES

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

California Department of Education, **California High School Exit Examinations:**
<http://www.cde.ca.gov/ta/tg/hs>

Policy

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WESTERN PLACER UNIFIED SCHOOL DISTRICT

Lincoln, California

7.2.49

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

The Board of Trustees desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect the diversity of our society, and enhance the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials **are an effective learning resource to help students achieve grade-level competency and meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned** ~~are aligned~~ with the state and district content standards, **and the district's curriculum in order to ensure that they effectively support the district's adopted courses of study.** ~~meet other criteria specified in law, and are an effective learning resource to help students achieve grade-level competency.~~

(cf. 6000 - Concepts and Roles)

(cf. 9000 - Role of the Board)

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

(cf. 0440 - District Technology Plan)

(cf. 6000 - Concepts and Roles)

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6161 - Equipment, Books and Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6162.5 - Student Assessment)

(cf. 6163.1 - Library Media Centers)

(cf. 9000 - Role of the Board)

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. This process shall involve teachers in a substantial manner and shall also encourage the participation of parents/guardians and community members. **(Education Code 60002)**

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

(cf. 5020 - Parent Rights and Responsibilities)

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

(cf. 9270 - Conflict of Interest)

7.2.50

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

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

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

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

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

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

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

Public Hearing on Sufficiency of Instructional Materials

The Board shall annually conduct one or more public hearings on the sufficiency of the district's instructional materials. At the hearing(s), the Board shall determine, through a resolution, whether each student in each school has sufficient textbooks and/or instructional materials that are aligned to the state content standards adopted pursuant to Education Code 60605 in each of the following subjects: (Education Code 60119) **(5 CCR 9531)**

1. Mathematics
2. Science
3. History/social science
4. English language arts, including the English language development component of an adopted program

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

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

In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has the ability to use and access them at home. However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

For the 2008-09 through 2012-13 fiscal years, the Board shall also make a determination that all students within the district who are enrolled in the same course have "identical" standards-aligned textbooks or instructional materials from the same adoption cycle, as defined in Education Code 1240.3, 60119, and 60422. (Education Code 1240.3, 42605)

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

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

(cf. 9322 - Agenda/Meeting Materials)

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

Legal Reference: (see next page)

7.2.52

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

Legal Reference:

EDUCATION CODE

1240 County superintendent, general duties

1240.3 Definition of sufficiency for categorical flexibility

33050-33054 General waiver authority

33126 School accountability report card

35272 Education and athletic materials

42605 Tier 3 categorical flexibility

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

49415 Maximum textbook weight

51501 Subject matter reflecting on race, color, etc.

60000-60005 Instructional materials, legislative intent

60010 Definitions

60040-60048 Instructional requirements and materials

60060-60062 Requirements for publishers and manufacturers

60070-60076 Prohibited acts (re instructional materials)

60110-60115 Instructional materials on alcohol and drug education

60119 Public hearing on sufficiency of materials

60200-60206 Elementary school materials

60226 Requirements for publishers and manufacturers

60240-60252 State Instructional Materials Fund

60350-60352 Core reading program instructional materials

60400-60411 High school textbooks

60420-60424 Instructional Materials Funding Realignment Program

60510-60511 Donation of sale of obsolete instructional materials

60605 State content standards

CODE OF REGULATIONS, TITLE 5

9505-9535 Instructional materials, especially:

9531-9532 Instructional Materials Funding Realignment Program

Management Resources:

CSBA PUBLICATIONS

Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

STATE BOARD OF EDUCATION POLICY

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

CSBA PUBLICATIONS

Maximizing School Board Leadership: Student Learning and Achievement, 1996

WEB SITES

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

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

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

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

Policy

adopted: September 4, 2007

revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Lincoln, California

7.2.53

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**Instructional Materials Funding Realignment Program**

The district shall use state funds received under the Instructional Materials Funding Realignment Program to ensure that each student is provided with standards-aligned textbooks or instructional materials, **in an electronic or hard-bound format**, as adopted by the State Board of Education (SBE) for grades K-8, in the core curriculum areas of reading/language arts, mathematics, science, and history/social science. (Education Code 60422, **60422.1**)

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

(cf. 6011 - Academic Standards)

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

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

Criteria for Selection and Adoption of Instructional Materials

Instructional materials adopted by the Board shall:

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

(cf. 1431 - Waivers)

2. For instructional materials in high schools, be provided by publishers who comply with the requirements of Education Code 60040-60048, 60060-60062, and 60226 (Education Code 60400)
3. Not reflect adversely upon persons because of their race, color, creed, national origin, ancestry, sex, disability, or occupation, or contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 60044)

7.2.54

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

4. To the satisfaction of the Board, be accurate, objective, current, and suited to the needs and comprehension of students at their respective grade levels (Education Code 60045)
5. With the exception of literature and trade books, use proper grammar and spelling (Education Code 60045)
6. Not provide any exposure to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60200, 60048)
 - a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by the SBE.
 - b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.
7. **If the materials are technology-based materials, be both available and comparable to other, equivalent instructional materials (Education Code 60052)**
8. Meet the requirements of Education Code 60040-60043 for specific subject content
9. Support the district's adopted courses of study and curricular goals
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)
10. Contribute to a comprehensive, balanced curriculum
11. Demonstrate reliable quality of scholarship as evidenced by:
 - a. Accurate, up-to-date, and well-documented information
 - b. Objective presentation of diverse viewpoints
 - c. Clear, concise writing and appropriate vocabulary
 - d. Thorough treatment of subject
12. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels

7.2.55

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

13. Include materials that stimulate discussion of contemporary issues and improve students' thinking and decision-making skills
14. Contribute to the proper articulation of instruction through grade levels
15. As appropriate, have corresponding versions available in languages other than English
16. Include high-quality teacher's guides
17. Meet high standards in terms of the quality, durability, and appearance of paper, binding, text, and graphics
18. When available from the publishers, consider options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials

Instructional Materials Evaluation Committee

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

(cf. 1220 - Citizen Advisory Committees)

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

Conflict of Interest

To ensure integrity and impartiality in the evaluation and selection of instructional materials, any district employee participating in the evaluation of instructional materials **and not otherwise designated in the district's conflict of interest code** shall not:

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

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

(cf. 9270 - Conflict of Interest)

7.2-56

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

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

Regulation
approved: September 4, 2007
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

7.2.57

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**Resolution on Sufficiency of Textbooks or Instructional Materials**

Whereas, the Governing Board of the *Western Placer Unified School District*, in order to comply with the requirements of Education Code 60119, held a public hearing on (date), at (time) o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the *Western Placer Unified School District*, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook and/or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas between the 2008-09 through the 2012-13 fiscal years, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the *Western Placer Unified School District*, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

Finding of Sufficient Textbooks or Instructional Materials

Whereas, sufficient textbooks or instructional materials were provided to each student, including each English learner, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

7.2.58

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

- Science: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

- History-social science: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

- English/language arts, including the English language development component of an adopted program: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

Whereas, sufficient textbooks or instructional materials were provided to each student enrolled in foreign language or health classes, and;

Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore, it is resolved that for the _____ school year, the ***Western Placer Unified School District***, has provided each student with sufficient textbooks or instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

Finding of Insufficient Textbooks or Instructional Materials

Whereas, information provided at the public hearing and to the Board at the public meeting detailed that insufficient textbooks or instructional materials were provided to students in the following subjects and grade levels at district schools: *(For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in mathematics, science, history-social science, English/language arts, foreign language, and health.)*

7.2.59

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

Whereas, sufficient textbooks or instructional materials were not provided at each school listed above due to the following reasons: *(For each school at which there is an insufficiency, list the reasons why each student does not have sufficient instructional materials in each subject and grade level listed above.)*

Therefore, it is resolved, that for the _____ school year, the ***Western Placer Unified School District*** has not provided each student with sufficient textbooks or instructional materials consistent with the cycles and content of the curriculum framework, and;

Be it further resolved, that the following actions will be taken to ensure that all students have sufficient textbooks or instructional materials in all subjects that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made. *(List actions to be taken to resolve insufficiency. See Education Code 60119(a)(2)(B) for other funds that may be used to ensure sufficient instructional materials.)*

PASSED AND ADOPTED THIS _____ day of _____, _____ at a meeting, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

Attest:

Secretary

President

Exhibit
version:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

7.2.60

EDUCATION FOR FOSTER YOUTH

Definitions

Foster youth means a child who has been subject to one of the following: (Education Code 48853.5)

1. Has been removed from his/her home pursuant to Welfare and Institutions Code 309 (investigation and release of child)
2. Is the subject of a petition filed under Welfare and Institutions Code 300 (jurisdiction of juvenile court) or 602 (minors ward of court, violating law)
3. Has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602

Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 727.

School of origin means the school that the foster youth attended when permanently housed or the school in which the student was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that the foster youth attended within the preceding 15 months and with which the youth is connected, the district liaison shall, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, determine, in the best interest of the foster youth, **which school is the school of origin.** (Education Code 48853.5)

~~*Best interest* means a placement that ensures that the youth is placed in the least restrictive educational program and has access to academic resources, services, and extracurricular and enrichment activities that are available to district students. (Education Code 48853)~~

***Best interests* means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853)**

District Liaison

The Superintendent or designee designates the following position as the district liaison for foster youth: (Education Code 48853.5)

7.2.61

EDUCATION FOR FOSTER YOUTH (continued)

**CHKS (California Healthy Kids Survey) Coordinator
Western Placer Unified School District
600 Sixth Street, Suite 400
Lincoln, CA 95648
916-645-6350**

(cf. 6173 - Education for Homeless Children)

The district's liaison for foster youth shall: (Education Code 48645.5, 48853.5)

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care

*(cf. 1400 - Relations between Other Governmental Agencies and the Schools)
(cf. 5141.6 - Student Health and Social Services)*

2. **Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48853.5, 48645.5)**

- ~~2. Assist foster youth when transferring from one school to another or from one district to another in ensuring proper transfer of credits, records, and grades, including ensuring that records reflect full or partial credit for courses taken~~

*(cf. 5117 - Interdistrict Attendance)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5125 - Student Records)
(cf. 6146.3 - Reciprocity of Academic Credit)*

3. **As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973**

*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)*

4. **Ensure that students in foster care receive appropriate school-based services, such as supplemental instruction, counseling, or after-school services**

*(cf. 5141.6 - School Health Services)
(cf. 5148.2 - Before/After School Programs)
(cf. 5149 - At-Risk Students)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Language Learners)
(cf. 6177 - Summer School)
(cf. 6179 - Supplemental Instruction)*

7.2.62

EDUCATION FOR FOSTER YOUTH (continued)

5. **Develop protocols and procedures so that district staff, including principals, school registrars, and attendance clerks, are aware of the requirements for the proper enrollment, placement, and transfer of foster youth**

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

6. **Collaborate with the county placing agency, social services, probation officers, juvenile court officers, nonprofit organizations, and advocates to help coordinate services for the district's foster youth**

(cf. 1020 - Youth Services)

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

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5149 - At-Risk Students)

7. **Monitor the educational progress of foster youth.**

The Superintendent or designee shall regularly monitor the caseload of the district liaison, as well as his/her additional duties outside of the foster youth program, to determine whether adequate time and resources are available to meet the needs of foster youth in the district.

(cf. 4115 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

Enrollment

A foster youth placed in a licensed children's institution or foster family home shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, **48853.5**)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency or in another local educational agency.

(cf. 6159 - Individualized Education Program)

(cf. 6159.2 - Nonpublic Nonsectarian School and Agency Services for Special Education)

2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another educational program.

3. ~~The student is entitled to remain in his/her school of origin as defined above.~~

7.263

EDUCATION FOR FOSTER YOUTH (continued)

- 3. At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined above**
- a. The student may continue in the school of origin for the duration of the court's jurisdiction or, if the court's jurisdiction is terminated prior to the end of a school year, then for remainder of the school year.**
 - b. To provide the student the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts, a student who is transitioning between school grade levels shall be allowed to continue in the district of origin in the same attendance area. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.**

~~At the initial detention or placement, or any subsequent change in placement of a foster youth, the district shall allow the student to continue his/her education in the school of origin for the duration of the academic school year. However, The district liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interest. (Education Code 48853.5)~~

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how this recommendation serves the youth's best interests. (Education Code 48853.5)

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agree that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth. The youth shall be immediately enrolled even if he/she has outstanding fees, fines, textbooks, or other items or monies due to the school last attended or is unable to produce records, such as academic, medical, or proof of residency, or clothing normally required for enrollment. (Education Code 48853.5)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 5132 - Dress and Grooming)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

7.2-64

EDUCATION FOR FOSTER YOUTH (continued)

Within two business days of a **request for enrollment**, the liaison shall contact the school last attended by the student to obtain all academic and other records. Upon receiving a request from a new school, the liaison for the school last attended shall provide all records within two business days of receiving the request. (Education Code 48853.5)

If a person with the right to make educational decisions for a foster youth a parent/guardian or the foster youth disagrees with the liaison's enrollment recommendation decision, he/she may appeal the decision to the Superintendent. The Superintendent shall make a determination within 30 days of receipt of the appeal. Within 30 days of receipt of the Superintendent's decision, the parent/guardian or foster youth may appeal that decision to the Board of Trustees. The Board shall consider the issue at its next regularly-scheduled meeting. The Board's decision shall be final.

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

Upon request, the district may provide transportation for a foster youth to and from his/her school of origin when the student is residing within the district and the school of origin is within district boundaries.

Applicability of Graduation Requirements

When a foster youth in grade 11 or 12 transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all coursework and other graduation requirements adopted by the Board that are in addition to the statewide coursework requirements specified in Education Code 51225.3 and the high school exit examination, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school while he/she remains in foster care. (Education Code 51225.3, 60851)

The Superintendent or designee shall notify any student who is granted an exemption and, as appropriate, the person holding the right to make educational decisions for the student if any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.3)

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6162.52 - High School Exit Examination)

7.2.65

EDUCATION FOR FOSTER YOUTH (continued)

Grades/Credits

Grades for a student in foster care shall not be lowered if the student is absent from school due to either of the following circumstances: (Education Code 49069.5)

- 1. A decision by a court or placement agency to change the student's placement, in which case the student's grades and credits shall be calculated as of the date he/she left school**
- 2. A verified court appearance or related court-ordered activity**

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

Eligibility for Extracurricular Activities

A foster youth who changes residences pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

**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:

2012 CSBA Delegate Assembly Election

AGENDA ITEM AREA:

Action

REQUESTED BY:

Scott Leaman
Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

March 6, 2012

ROLL CALL REQUIRED:

No

BACKGROUND:

The Board of Trustees will take action to submit a candidate for the vacancy of the Subregion 4-D, which covers (Nevada, Placer, Sierra Counties). The ballot must be submitted by March 15, 2012.

ADMINISTRATION RECOMMENDATION:

Administration recommends the Board of Trustees submit a ballot.

**TIME SENSITIVE, REQUIRES BOARD ACTION
DEADLINE THURSDAY, MARCH 15, 2012**

January 31, 2012

MEMORANDUM

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

FROM: Jill Wynns, President

SUBJECT: 2012 CSBA Delegate Assembly Election
U. S. Postmark Deadline – Thursday, March 15, 2012



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 Thursday, March 15. No exceptions are allowed.**

Election results will be available no later than Monday, April 2. 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, 2012 – March 31, 2014. The next meeting of the Delegate Assembly is on Saturday, May 19 – Sunday, May 20 at the Hyatt Regency in Sacramento.

The names of all Delegates will be available on CSBA’s website no later than Monday, April 2. Please do not hesitate to contact Michelle Neto in the Administration department at (800) 266-3382 should you have any questions. Thank you.

7.3.1

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 **THURSDAY, MARCH 15, 2012**. 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 2012 DELEGATE ASSEMBLY BALLOT
SUBREGION 4-D
(Nevada, Placer, Sierra Counties)

Number of vacancies: 1 (Vote for no more than 1 candidate)

Delegates will serve two-year terms beginning April 1, 2012 – March 31, 2014

**denotes incumbent*

☐ Lynn MacDonald (Placer Union HSD)

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District/COE Name

Date of Board Action

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

7.3.2

Region 4 – Steve Meagher, Director (Red Bluff Union ESD)
8 Delegates (8 elected)

Below is a list of all the current Delegates from this Region.

Subregion A

Rhonda J. Johnson (Red Bluff Joint Union HSD), term expires 2012

Subregion B

Don Phillips (Oroville Union HSD), term expires 2013

Subregion C

Jim Flurry (Marysville Joint USD), term expires 2012

Sharman Kobayashi (Yuba City USD), term expires 2013

Subregion D

Trish Gerving (Nevada City USD), term expires 2013

Brian Haley (Western Placer USD), term expires 2012

Paige K. Stauss (Roseville Joint Union HSD), term expires 2013

County Delegate

Vacant, term expires 2012

Counties

Glenn, Tehama (Subregion A)

Butte (Subregion B)

Colusa, Sutter, Yuba (Subregion C)

Nevada, Placer, Sierra (Subregion D)

**CSBA**

2012 Delegate Assembly Candidate Biographical Sketch Form

Due: Monday, January 9, 2012 (U.S. Postmark or fax - 916.669.3305 or 916.371.3407)

Please complete, sign and date this **required** 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 candidate form will **not** be accepted.

Name: <u>Lynn MacDonald</u>	CSBA Region/Subregion: <u>4</u> / <u>4-D</u>
District or COE: <u>Placer Union High School District</u>	Years on board: <u>32</u> ADA: <u>4384</u>
Contact Number: <u>530-886-4405</u>	E-mail: <u>lmacdonald@puhsd.k12.ca.us</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? <u>served in pas</u>	

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

We need to strive to deliver the best curriculum and opportunities for each child in California; this means providing adequate pay for teachers, as well as providing the resources to deliver and teach skills for the 21st Century, including arts and extracurricular activities. The Association must continually lobby to ensure adequate funding.

Another top priority is to provide quality programs for all children; as citizens, we are responsible to ensure the best possible education for our children.

Also, the Association has the responsibility to provide professional development programs to board members. These programs enable board members to learn what a quality program is and how to implement it in their districts.

Communication is a top priority. The public needs to know what is happening in education—locally, statewide and nationally. Association members must communicate what is happening in education to gain the support of the public.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.

In addition to attending back to school nights, parent nights, plays, sports activities, and Professional Learning Community meetings, I attend new teacher workshops focusing on Effective First Time Instruction and make school visits. I am on the WASC committee for Colfax High School.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

I would like to help make the Delegate Assembly more powerful and effective in communicating educational practices and needs locally and statewide. I believe the Delegate Assembly could be more influential in the creation of educational policies.

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

Signature: Lynn MacDonald Date: 12/21/11

7.3.4

Lynn MacDonald
P.O. Box 308
Colfax CA 95713
530-637-4966

Resume

- I have served on the Placer Union High School District Board of Trustees since my election in 1979. During my years as a Board Member, I have been involved in the hiring of three superintendents, and one interim superintendent. The District has nearly doubled in size during this time period.
- As a community member and representative of the Colfax High School attendance area, I have seen five different principals serve the school. My three children attended and graduated from Colfax High.
- I also represent the Foresthill community and I have been accessible and responsive to the concerns of this community. Our new high school is very successful.
- Many programs have been added or expanded while I have represented the school. I was an original member of the committee that went to Sacramento to apply for the School Improvement Program grant. It was awarded to Colfax High School. Others include, AP courses, University of California Honors courses, arts programs, technology labs, an East Lab, the addition of ROP courses and online courses leading to graduation.
- Our communities of the Placer Union High School District passed a bond which enabled us to add many new facilities to each school site. Later, I was a leader in the drive to build new track and field facilities at Colfax High School.
- As a credentialed teacher, I am familiar with the operation of schools and the issues that our teaching staff face in the classroom. I am a great supporter of teachers and administrators in the Placer Union High School District. I understand the complex role of a Board member and I am dedicated and committed to public schools.

7.3.5