

WESTERN PLACER UNIFIED SCHOOL DISTRICT
810 J STREET, LINCOLN, CALIFORNIA 95648

MEMBERS OF THE GOVERNING BOARD

Dennis Sonnenberg, President

Earl Mentze, Vice President

James McLeod, Clerk

Paul Long, Member

Melanie Eustice, Member

ADMINISTRATIVE/MANAGEMENT PERSONNEL

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

<u>STUDENT ENROLLMENT</u>		
<u>School</u>	<u>12/04/04</u>	<u>01/08/05</u>
Sheridan School (K-8)	169	176
Sheridan School Independent Study (K-12)	24	25
First Street School (K-5)	597	600
Carlin C. Coppin Elementary (K-5)	473	484
Creekside Oaks Elementary (K-5)	663	667
Twelve Bridges Elementary (K-5)	330	325
Glen Edwards Middle (6-8)	955	957
Lincoln High School (9-12)	1095	1091
Phoenix High School (10-12)	75	81
PCOE Home School	8	8
TOTAL:	4389	4414

Phoenix Infant/Toddler 28
SDC Preschool 8
Adult Education 68

Prechool/Head Start
 First & J Streets 25
 Sheridan 23
 Carlin Coppin 23-AM/19-PM

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

January 18, 2005, 7:00 P.M.
PHOENIX HIGH SCHOOL – ROOM 4
870 “J” Street, LINCOLN, CA

AGENDA

2004-2005 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.

6:40 P.M. OPEN SESSION - Phoenix High School – Room 3

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

6:45 P.M. CLOSED SESSION

1. **STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**
 - a. Student Discipline/Expulsion Pursuant to E.C. 48918
Student Expulsion #04/05 F
2. **ADJOURN TO OPEN SESSION**

7:00 P.M. OPEN SESSION – Phoenix High School – Room 4

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **DISCLOSURE OF ACTION TAKEN IN CLOSED SESSION, IF ANY**

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

 - 2.1 **STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**
 - a. Student Discipline/Expulsion Pursuant to E.C. 48918
Student Expulsion #04/05 F
3. **SPECIAL ORDER OF BUSINESS**
 - 3.1 **SCHOOL FEATURED – Phoenix High School**
 - Presentation by Cass Creger, Teacher
 - Presentation by Charles Langston, Teacher
 - Presentation on CHSEE (California High School Exit Exam) preparation class established at Phoenix High

4. CONSENT AGENDA

NOTICE TO THE PUBLIC

All items on the Consent Agenda will be approved with one motion, which is not debatable and requires a unanimous vote for passage. If any member of the Board, Superintendent,

or the public, so request, items may be removed from this section and placed in the regular order of business following the approval of the consent agenda.

- 4.1 Ratification of Personnel Items
 - a. **Classified:**
 - a.1 ***Ratification of Classified Employment:***
 - Rosa Anderson – Grant Funded Bilingual Clerk – Lighthouse
 - Leo Balderas – Custodian/Groundsman – TBE
 - a.2 ***Ratification of Classified Resignation:***
 - Deanna Sousa – Grant Funded Clerk – Lighthouse
- 4.2 Certification of the Western Placer Unified School District's Routine Restricted Maintenance Account.
- 4.3 Disposing of Instructional Materials
- 4.4 Expenditure of Sheridan API Growth Monies
- 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, Student Advisory – Andrea Ayala
 - 6.2 Western Placer Teacher's Association – Mike Agrippino
 - 6.3 Western Placer Classified Employee Association – Joe Ross
 - 6.4 Superintendent – Mid-Year Progress Report
 - 6.5 Assistant Superintendent(s)
 - 6.5.1 Jay M. Stewart
 - a. Budget Update:
 - b. Facilities Update:
 - 6.5.2 Scott Leaman
 - Program Focus Area: ⇔ Risk of retention letters
 - 6.5.3 Bob Noyes, Personnel Director
- 7. **♦ACTION ♦DISCUSSION ♦INFORMATION**

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

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

7.1 (D/A) APPROVE THE TWELVE BRIDGES MIDDLE SCHOOL INCREMENT I AND II GUARANTEED MAXIMUM PRICE FOR THE AMOUNT OF \$38,715,985 – Stewart (04/05 G & O Components V)

The attached Guaranteed maximum Price (GMP) of \$38,715,985 for the Twelve Bridges Middle School includes costs for both Increment I and Increment II. The Increments include all costs associated with architect and engineering fees, school construction costs, and City of Lincoln Park constructions costs. The GMP total is calculated prior to subtracting out the income from the Joint-Use State Funding Grant, State Energy Grants, and the State Funding Grant for a total of \$12,191,536, and the reimbursement for the City of Lincoln Park of \$2,728.134.

7.2 (D/A) ADMINISTRATIVE REGULATIONS -WILLIAMS UNIFORM COMPLAINT PROCEDURES – Yohe (04/05 G & O Components I-IV)

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (*Education Code 35186*)

7.3 (I/D) DISCUSSION OF DRAFT AR 5117.1 – Leaman (04/05 G & O Components I-II)

Criteria in Administrative Regulation 5117.1 were discussed at the last Board session. Based on this discussion, a draft AR has been authored. To cleanly implement AR 5117.1, it is recommended two other policies be modified that are not based on the criteria model. All policies will be submitted for final approval at the February 1, 2005 meeting.

7.4 (I/D) ESTABLISHMENT OF 6TH GRADE AT TWELVE BRIDGES ELEMENTARY FOR ONE YEAR – Leaman (04/05 G & O Components I,IV-V)

District administration is exploring the establishment of sixth grade at Twelve Bridges Elementary (TBE) for one year based on our current construction schedule and parent request. There is currently one fifth grade class of thirty-three students at TBE. Parents have requested a one-year sixth grade for next year to allow their students to continue at TBE and then enroll at Twelve Bridges Middle School for their seventh grade year when it opens. While this configuration does not conform to district guidelines, it may be a viable solution for one year. Discussion points are listed in the packet.

- 7.5 (I/D) SIERRA COMMUNITY COLLEGE – Sonnenburg/Long (04/05**
G & O Components IV-V)
Report and update on the relationship with Sierra Community College.

8. COMMENTS - BOARD OF TRUSTEES

8.1 FUTURE AGENDA ITEMS

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

- Relationship with Sierra Community College
- Carlin C. Coppin Elementary School Land Plan/Gladding Parkway
- Budget Suspensions for the 2004/05 School Year

8.2 BOARD MEMBER REPORTS/COMMENTS

9. ESTABLISHMENT OF NEXT MEETING(S)

- The President will establish the following meeting(s):
>February 1, 2005, 7:00 p.m., Lincoln High 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

DISCLOSURE
OF ACTION
TAKEN IN
CLOSED SESSION,
IF ANY

WESTERN PLACER UNIFIED SCHOOL DISTRICT
CLOSED SESSION AGENDA

PLACE: Phoenix High School - Room 3, 870 J Street
DATE: January 18, 2005
TIME: 5:40 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

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

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

SUBJECT:

Student Discipline/Expulsion
Student 04/05 F

AGENDA ITEM AREA:

Disclosure of action taken in
closed session

REQUESTED BY:

John Wyatt
District Hearing Officer

ENCLOSURES:

MEETING DATE:

January 18, 2005

BACKGROUND:

The Board of Trustees will disclose any action taken during closed session in
Regards to the expulsion of Student #04-05 F

SUPERINTENDENT'S RECOMMENDATION:

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

**SPECIAL
ORDER
OF
BUSINESS**

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

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

SUBJECT:
Phoenix High School
Featured

AGENDA ITEM AREA:
Special Order of Business

REQUESTED BY:
Board of Trustees

ENCLOSURES:
Yes

MEETING DATE:
January 18, 2005

BACKGROUND:

Phoenix High School presentation: (1) Cass Creger, English Teacher; (2) Charles Langston, Math, Science, Econ, and P.E. Teacher; Presentation on CHSEE (California High School Exit Exam) preparation class at Phoenix High School.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees enjoy the presentation from Phoenix High School.

Phoenix High School
870 J Street
Lincoln, CA 95648
Phone (916) 645-6395
fax (916) 645-6347

FAX

Date: 1-11-05

To: Rosemary Knutson

From: John Wyatt

Phone:
Fax (916) 645-6356

Phone: (916) 645-6395
Fax: (916) 645-6347

Re:

Number of pages including cover page: 1

January 18 Board Meeting – Phoenix High School Agenda:

Presentations by Cass Greger and Charles Langston – CHSEE preparation class established at PHS.

CONSENT

AGENDA

ITEMS

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:

Ratification of
Classified Employment

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Bob Noyes
Director, Human Services

ENCLOSURES:

MEETING DATE:

January 18, 2005

BACKGROUND:

The Board of Trustees will consider ratification of employment of:

Rosa Anderson – Grant Funded Bilingual Clerk (.54 FTE) - Lighthouse
Leo Balderas – Custodian/Groundsman (1.00 FTE) – TBE

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends ratification of employment of the individuals listed above.

As Bomer
1/18/05

WESTERN PLACER UNIFIED SCHOOL DISTRICT
PERSONNEL DEPARTMENT
810 J STREET, LINCOLN, CA 95648
(916) 645-5293

P.O. # 200256

NOTIFICATION OF CLASSIFIED EMPLOYMENT

ATTENTION: Personnel Department

DATE: 1-3-05

You are hereby notified that: Rosa Anderson
(applicant's name)

has been offered employment. The offer of employment is based on the following criteria:

POSITION TITLE: Grant Funded Bilingual Clerk

EFFECTIVE DATE OF ASSIGNMENT: 1-3-05

ASSIGNMENT LOCATION: Lighthouse Resource Center
(To be determined by Personnel department)

RANGE: 15 STEP: 3 C (As per WPCSEA contract)

NUMBER OF HOURS ASSIGNED PER DAY: 2 1/2 per week 4.3 hrs/day

NEWLY APPROVED POSITION: ✓, OR REPLACEMENT: ✓

IF REPLACEMENT, NAME OF PRIOR EMPLOYEE: _____

FUNDING SOURCE: GENERAL FUND: _____

Sutter CATEGORICAL: 01.0000.0.2400 00.8100.5000.001-09
(specify)

I have instructed the applicant to contact the Personnel Department regarding new employee orientation, health and welfare benefits, **T.B. clearance**, fingerprints, and pre-employment physical if applicable.

**** If this position is for an instructional aide, applicant must have passed screening test.**

Rosa Anderson 01/04/05
Applicant's signature Date

Georgetta Dolencich 1-04-05
Address (City/Zip) Telephone #
Administrator's signature Date

clasif.not.doc

revised 9/00

4.1.9.1.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT
PERSONNEL DEPARTMENT
810 J STREET, LINCOLN, CA 95648
(916) 645-5293

NOTIFICATION OF CLASSIFIED EMPLOYMENT

ATTENTION: Personnel Department

DATE: 1/5/05

You are hereby notified that:

Leo Balderas
(applicant's name)

has been offered employment. The offer of employment is based on the following criteria:

POSITION TITLE: Custodian

EFFECTIVE DATE OF ASSIGNMENT: 1/3/05
(To be determined by Personnel department)

ASSIGNMENT LOCATION: TBES

RANGE: 22 STEP: A AMOUNT \$ 13.01 (As per WPCSEA contract)

NUMBER OF HOURS ASSIGNED PER DAY: 8

NEWLY APPROVED POSITION: ✓, OR REPLACEMENT: _____

IF REPLACEMENT, NAME OF PRIOR EMPLOYEE: _____

FUNDING SOURCE: GENERAL FUND: _____

CATEGORICAL: _____
(specify)

I have instructed the applicant to contact the Personnel Department regarding new employee orientation, health and welfare benefits, **T.B. clearance**, fingerprints, and pre-employment physical if applicable.

**** If this position is for an instructional aide, applicant must have passed screening test.**

Leo Balderas Jan. 5-04
Applicant's signature Date

Address (City/Zip) Telephone #
Jean Lytle 1/5/05
Administrator's signature Date

clasif.not.doc

revised 9/00

4.1.a.1.2

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

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

SUBJECT:

Ratification of Classified
Resignation

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Bob Noyes
Director, Human Services

ENCLOSURES:

MEETING DATE:

January 18, 2005

BACKGROUND:

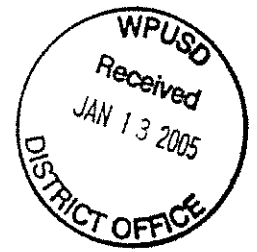
The Board of Trustees will take action to ratify the resignation of:

Deanna Sousa – Grant Funded Clerk - Lighthouse

SUPERINTENDENT'S RECOMMENDATION:

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

1-13-05



With heavy heart I am giving my
letter of resignation. I love the
lighthouse and the cause for which
it stands, but I must do what is
right for myself and my family.

OK

Thank You
Deanna Sousa

As per phone call on 1-13-05, at 8:30 am
Deanna's effective date 1-13-05.

G. Halovich

4.1.a.2.1

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

MISSION STATEMENT: The Western Placer Unified School District is committed to the pursuit of excellence in all of its endeavors.
BOARD OF TRUSTEES/GLOBAL DISTRICT GOALS
1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students.
2. Foster a safe, caring environment where individual differences are valued and respected.
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.
4. Promote the involvement of the community, parents, local government, business, service organizations etc. as partners in the education of the students.

AGENDA ITEM:

Certification of the Western Placer Unified School District's Routine Restricted Maintenance Account.

SUBJECT AREA:

Consent Agenda

REQUESTED BY:

Jay M. Stewart 
Assistant Superintendent, Business Services

ENCLOSURES:

Yes

BOARD MEETING DATE:

January 18, 2005

BACKGROUND:

The State of California Education Code Section 17714 requires Districts to establish within its General Fund a restricted account for the exclusive purpose of providing funding for regular and routine maintenance of school buildings. The minimum amount of the restricted account is equal to 2 percent of the General Fund budget. The District's restricted maintenance account satisfies this requirement.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees approve the certification of the Western Placer Unified School District's Routine Restricted Maintenance Account.

ROUTINE RESTRICTED MAINTENANCE ACCOUNT CERTIFICATION

SAB 270 (REV 09/98)

STATE ALLOCATION BOARD
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

SCHOOL DISTRICT

Western Placer Unified

COUNTY

Placer

DATE OF ACTION

January 18, 2005

In accordance with provisions of the State of California Education Code Section 17014, the Governing Board of the Western Placer Unified School District hereby approves and adopts the action described below:

- THE DISTRICT is operating a Routine Restricted Maintenance Account.
- THE DISTRICT has budgeted to earmark the required minimum of two percent of the District's General Fund Budget for the ~~19~~ 2004 /20 05 fiscal year.

GENERAL FUND BUDGET	TOTAL	TWO PERCENT AMOUNT
	\$ 27,001,227	\$ 540,025
AMOUNT BUDGETED/ EXPENDED FOR MAINTENANCE	AMOUNT BUDGETED FOR CURRENT YEAR	ACTUAL AMOUNT EXPENDED DURING PRIOR YEAR
	\$ 627,024	\$ 614,390

All documents must have original signatures.

I certify, under penalty of perjury, the foregoing statements to be true and correct.

SIGNATURE OF DISTRICT SUPERINTENDENT/SECRETARY OF THE BOARD

DATE

01/10/05

Submit to:


Department of General Services

Office of Public School Construction

1130 K Street, Suite 400

Sacramento, CA 95814

4.2.1

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:

Disposing of Instructional Materials

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Scott Leaman,
Assistant Superintendent

ENCLOSURES:

MEETING DATE:

January 11, 2005

BACKGROUND:

As reported in prior meetings, new math textbooks are in place at Lincoln High School and the use of BP/AR 3270 is being requested at this time to sale or dispose of books replaced by the new curriculum.

The books are being declared obsolete based on BP 3270(a) number #2, *"Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas."*

The books included in this sale or disposal include:

1. *Intermediate Algebra*, fifth edition, published by Addison Wesley.

ADMINISTRATION'S RECOMMENDATION:

Administration recommends approval of the sale or disposal of the books.

MISSION STATEMENT Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World BOARD OF TRUSTEE GLOBAL DISTRICT GOALS		COMPLIANCE CHECK LIST
1. Develop and continually upgrade a well articulated K2 academic program that challenges all students to achieve their highest potential.		Complies with Board Policy _____ Complies with Site Plan (LIP) _____ Complies with Governance & Management Document _____ Complies with Mission Statement _____ Funding Sign Off by J. Stewart _____
2. Fosters a safe, caring environment where individual differences are valued and respected.		
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.		
4. Promote the involvement of the community, local government, business, service organizations, etc. as partners in the education of our students.		Personnel Sign Off by B. Noyes _____ Program Sign Off by S. Leaman _____ SBLT Involvement _____
5. Promote student health and nutrition in order to enhance readiness for learning.		Complies with Board Policy _____

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

SUBJECT:
Expenditure of API
Growth Monies

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Kris Knutson
Sheridan Principal

ENCLOSURES:
Yes

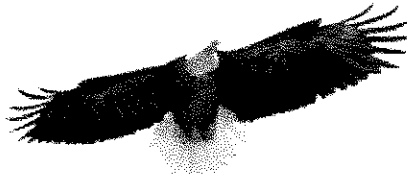
MEETING DATE:
January 18, 2005

BACKGROUND:

The SBLT and Sheridan staff respectfully requests the use of API funds to cover all costs associated with the construction of a school marquee.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees approve the attached expenditures.



Sheridan Elementary School

4730 "H" Street

Sheridan, CA 95681

(530) 633-2591—Fax (530) 633-9565

Kris Knutson, Principal

"In Pursuit of Excellence"

January 11, 2005

To: Western Placer Unified Board of Trustees

From: Kris Knutson, Principal

Re: Proposed API Expenditures

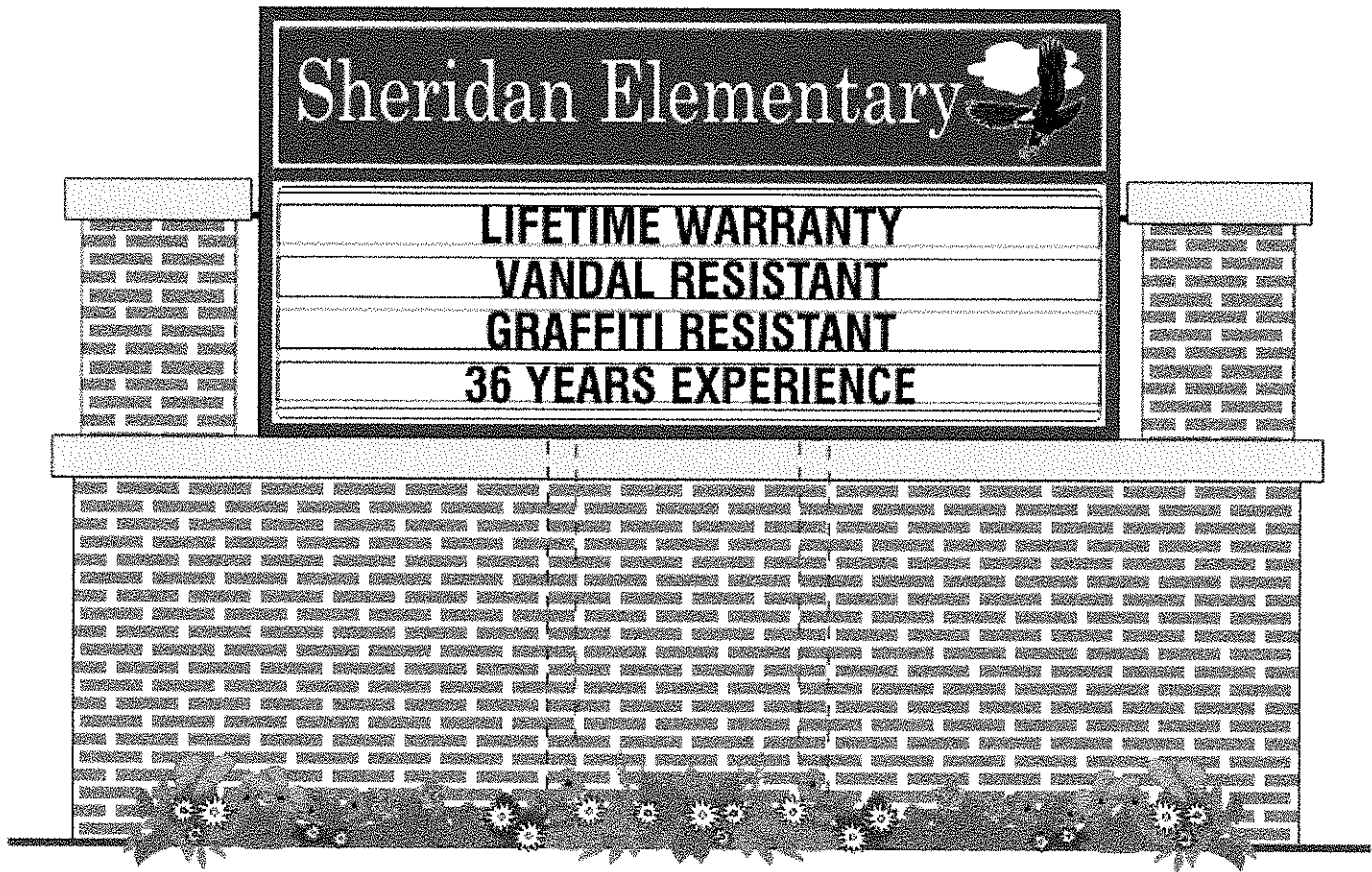
Dear Board of Trustees:

The SBLT and staff of Sheridan Elementary School respectfully request that we be able to expend \$5,292.00 to cover all costs associated with the construction of a school marquee. A sample of the marquee is attached.

Thank you for your consideration of our request.

Sincerely,

**Kris Knutson,
Principal**



ANNOUNCER 48
CABINET SIZE: 4'X8'

stewartsigns

1-800-237-3928

SK.#479399 CUST.#1654582

3/4"=1' 1-605 V/MIKE PROPOSAL

ORIGINAL DESIGN DO NOT DUPLICATE

DUE TO THE PHYSICAL LIMITATIONS OF THE PAPER AND INK/SCREEN PRINTING PROCESS, THE CUSTOM ARTWORK IS NOT INTENDED TO PROVIDE AN EXACT MATCH BETWEEN SKI AND PAPER. ALL LINE, WEIGHT, POSITION, AND COLOR OF PRINTING, INCLUDING AND INCLUDING, IS NOT AFFECTED BY THE PROPOSAL.

APPROVED AS SHOWN

X _____ DATE _____ 1 _____

APPROVED WITH LISTED CHANGES

X _____ DATE _____ 2 _____


X _____ DATE _____ 3 _____

4.4.2

REPORTS

AND

COMMUNICATION

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:

Program Focus Area:
Risk of retention letters

AGENDA ITEM AREA:

Reports

REQUESTED BY:

Scott Leaman,
Assistant Superintendent

ENCLOSURES:

Yes

MEETING DATE:

January 18, 2005

BACKGROUND:

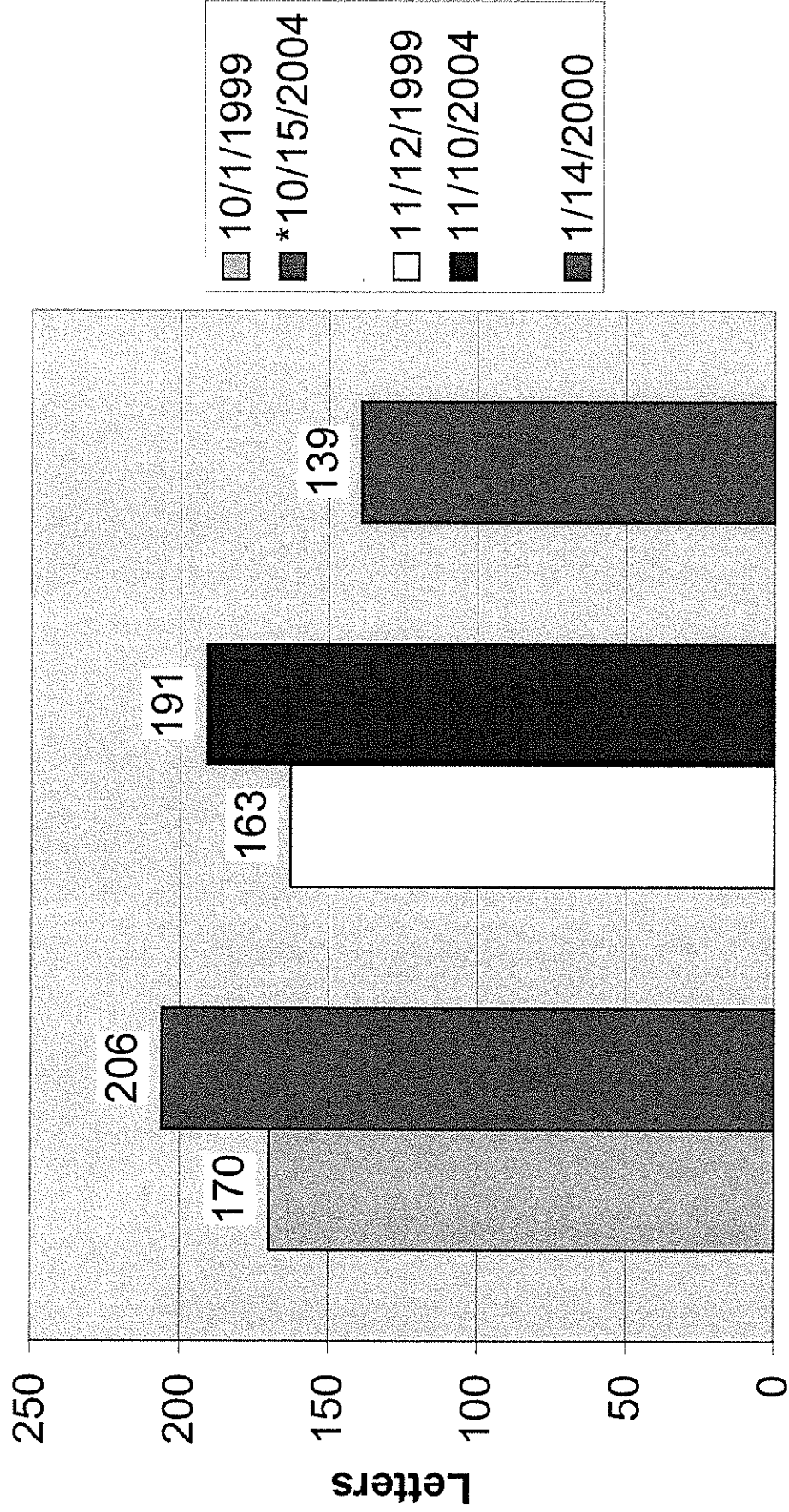
The Board has requested updated information concerning the implementation of Board Policy and Administrative Regulation 5123 (Social Promotion). Included in this report are the numbers of letters sent to parents during the first and second reporting periods this year as compared to four years ago. Please note that sixth and seventh grades were not included in the prior student counts.

ADMINISTRATION'S RECOMMENDATION:

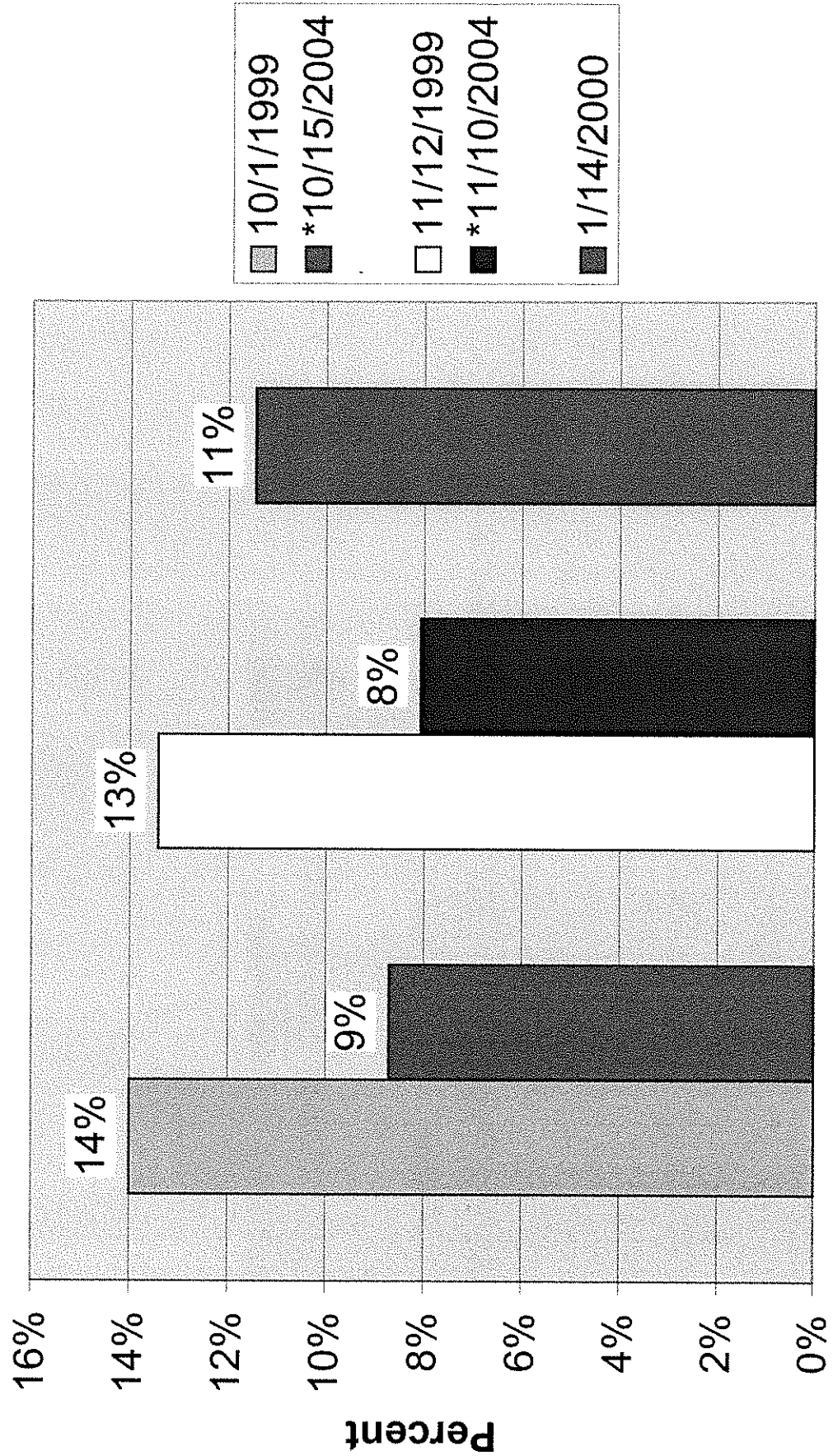
No action is required on this item.

6.5.2

WPUSD Total Letters



Percent of Students Receiving Letters



INFORMATION

DISCUSSION

ACTION ITEMS

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

MISSION STATEMENT: The Western Placer Unified School District is committed to the pursuit of excellence in all of its endeavors.
BOARD OF TRUSTEES/GLOBAL DISTRICT GOALS
<ol style="list-style-type: none">1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students.2. Foster a safe, caring environment where individual differences are valued and respected.3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.4. Promote the involvement of the community, parents, local government, business, service organizations etc. as partners in the education of the students.

AGENDA ITEM:

Approve the Twelve Bridges Middle School
Increment I and II Guaranteed Maximum Price
for the Amount of \$38,715,985.

SUBJECT AREA:

Discussion/Action

REQUESTED BY:

Jay M. Stewart 
Assistant Superintendent, Business Services

ENCLOSURES:

Yes

BOARD MEETING DATE:

January 18, 2005

BACKGROUND:

The attached Guaranteed Maximum Price (GMP) of \$38,715,985 for the Twelve Bridges Middle School includes costs for both Increment I and Increment II. The Increments include all costs associated with architect and engineering fees, school construction costs, and City of Lincoln Park construction costs. The GMP total is calculated prior to subtracting out the income from the Joint-Use State Funding Grant, State Energy Grants, and the State Funding Grant for a total of \$12,191,536, and the reimbursement for the City of Lincoln Park of \$2,728,134.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees Approve the Twelve Bridges Middle School Increment I and II Guaranteed Maximum Price for the amount of \$38,715,985.

GMP SUMMARY	
12 BRIDGES MIDDLE SCHOOL - Increments I & II	
WPUSD	
1/6/2005	
DESCRIPTION	COST
12 BRIDGES MIDDLE SCHOOL - Increment I	
School Construction Cost	\$2,797,520.00
School A/E Fee	\$12,110.00
School Increment I Total	\$2,809,630.00
Park Construction Cost	\$667,480.00
Park A/E Fee	\$2,890.00
Park Increment I Total	\$670,370.00
GMP Total - Increment I	\$3,480,000.00
12 BRIDGES MIDDLE SCHOOL - Increment II	
School Construction Cost	\$31,055,361.00
School A/E Fee	\$2,315,682.00
School A/E Fee Reduction	(\$192,822.00)
School Increment II Total	\$33,178,221.00
Park Construction Cost	\$1,856,477.00
Park A/E Fee	\$201,287.00
Park Increment II Total	\$2,057,764.00
GMP Increment II Total	\$35,235,985.00
TOTAL GMP - Increments I & II	\$38,715,985.00
Joint-use State Funding Grant*	(\$1,753,170.00)
City of Lincoln Joint-use Match***	(\$1,753,170.00)
State Energy Grants*	(\$283,543.00)
State Funding Grant*	(\$10,154,823.00)
City of Lincoln Park Reimbursement**	(\$2,728,134.00)
TOTAL WPUSD NET COST	\$22,043,145.00
* Pending SAB approval	
** Pending City approval	
*** Pending Verification of WPUSD/City of Lincoln Agreement	

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

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

SUBJECT:

AR1312.4 Williams Uniform
Complaint Procedures

AGENDA ITEM AREA:

Discussion/Action

REQUESTED BY:

Roger R. Yohe,
Superintendent

ENCLOSURES:

Yes

MEETING DATE:

January 18, 2005

BACKGROUND:

The legislation requires districts to adopt, by January 1, 2005, a procedure to resolve complaints of deficiencies in instructional materials, emergency or urgent facilities conditions, and teacher vacancies or misassignments. CSBA has developed this sample policy and classroom notice and has made the policy available to all local education agencies.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees take action to approve common procedures and protocols across the state to the maximum extent possible.



PLACER COUNTY OFFICE OF EDUCATION

360 Nevada Street, Auburn, CA 95603 (530) 889-8020 ♦ (530) 888-1367 Fax
Bud Nobili, County Superintendent of Schools

DECEMBER 15, 2004



TO: DISTRICT SUPERINTENDENTS
FROM: *Tom Hall*
TOM HALL, ASSISTANT SUPERINTENDENT
ADMINISTRATIVE SERVICES
SUBJECT: SAMPLE ADMINISTRATIVE REGULATIONS WILLIAMS UNIFORM
COMPLAINT PROCEDURES

On behalf of the County Superintendent of Schools, I am forwarding the attached sample administrative regulation from the California School Boards Association concerning uniform complaint procedures arising from the Williams Legislation. The legislation requires districts to adopt, by January 1, 2005, a procedure to resolve complaints of deficiencies in instructional materials, emergency or urgent facilities conditions, and teacher vacancies or misassignments. CSBA has developed this sample policy and classroom notice and has made the policy available to all local education agencies. You are encouraged to adopt this in an effort to maintain common procedures and protocols across the state to the maximum extent possible. Please contact me at 530-889-5952 if you have questions.

TJH/ng

Attachment: CSBA Sample Administrative Regulation AR 1312.4 Williams Uniform Complaint Procedures

c: Bud Nobili

7.2.1

CSBA Sample Administrative Regulation

Community Relations

AR 1312.4(a)

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Note: 5 CCR 4621 has long required every school district to adopt uniform complaint procedures for the resolution of complaints regarding discrimination or failure to comply with state or federal law in certain categorical programs. As added and amended by SB 550 (Ch. 900, Statutes of 2004) and AB 2727 (Ch. 903, Statutes of 2004), Education Code 35186 **mandates** that the district establish policies and procedures regarding deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or misassignment. Education Code 35186 requires that the district adopt policies and post notices by January 1, 2005. See the accompanying exhibits for a sample notice and complaint form.

Education Code 35186, as added, requires a district to use the uniform complaint procedure, with modifications, to identify and resolve complaints regarding those issues listed above. However, Education Code 35186 sets forth different timelines for investigation and resolution of complaints than the timelines specified under the long-standing uniform complaint procedures required by 5 CCR 4600-4671. Therefore, the following regulation creates a "supplemental" uniform complaint procedure to investigate complaints filed pursuant to Education Code 35186. It is recommended that districts use this procedure only for those complaints specified in Education Code 35186 and that existing complaint procedures continue to be used for all other issues.

For procedures related to complaints about employees, other than vacancy or assignment, see BP/AR 1312.1 - Complaints Concerning District Employees. For complaints concerning the district's adoption and selection of specific instructional materials, see BP/AR 1312.2 - Complaints Concerning Instructional Materials. For regular uniform complaints, see BP/AR 1312.3 - Uniform Complaint Procedures.

Types of Complaints

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186)

1. Instructional materials
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to instructional materials to use at home or after school in order to complete required homework assignments.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

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

7.2.2

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Note: Education Code 35186, as amended by AB 2727 (Ch. 903, Statutes of 2004), defines vacancy and misassignment, pursuant to Education Code 33126, as specified below.

2. Teacher vacancy or misassignment

- a. A semester begins and a certificated teacher is not assigned to teach the class.

Vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (Education Code 33126)

- b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class.

(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)

- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

Note: Education Code 35186, as amended by AB 2727 (Ch. 903, Statutes of 2004), requires that the supplemental uniform complaint procedure be used for complaints regarding facilities conditions that pose an emergency or urgent threat. Emergency or urgent threat, as specified below, is defined in Education Code 17592.72, as added by SB 6 (Ch. 899, Statutes of 2004).

3. Facilities

- a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

at school, including but not limited to gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition. (Education Code 17592.72)

Filing of Complaint

Note: Education Code 35186, as amended by AB 2727 (Ch. 903, Statutes of 2004), requires that complaints be investigated and resolved within the timelines specified below.

A complaint alleging any condition(s) specified above shall be filed with the principal or designee. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee within 10 working days. (Education Code 35186)

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186)

Note: As amended by AB 2727 (Ch. 903, Statutes of 2004), Education Code 35186 specifies that if a complainant has indicated on the complaint form that he/she would like a response to the complaint, then the principal must respond within 45 working days, as specified below.

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to his/her complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186)

If a complainant is not satisfied with the resolution of the complaint, he/she may describe the complaint to the Governing Board at a regularly scheduled hearing. (Education Code 36186)

For complaints concerning a facility condition that poses an emergency or urgent threat to the health or safety of students as described in item #3a above, a complainant who is not satisfied with the resolution proffered by the principal, Superintendent, or designee may file an appeal to the Superintendent of Public Instruction. (Education Code 35186)

Complaints and written responses shall be public records. (Education Code 35186)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

(cf. 1340 - Access to District Records)

Reports

Note: Education Code 35186, as amended by AB 2727 (Ch. 903, Statutes of 2004), requires the district to report summarized data regarding complaints as detailed below.

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the Board and the County Superintendent of Schools. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code 35186)

Forms and Notices

Note: As amended by AB 2727 (Ch. 903, Statutes of 2004), Education Code 35186 requires that the district's complaint form contain the following specified elements. In addition, Education Code 35186 requires that a notice be posted in each classroom in each school in the district, as specified below. See the accompanying exhibits for a sample form and classroom notice.

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

Legal Reference: (see next page)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference:

EDUCATION CODE

1240 County superintendent of schools, duties

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School Accountability Report Card

35186 Alternative uniform complaint procedure

60119 Hearing on sufficiency of instructional materials

CODE OF REGULATIONS, TITLE 5

4600-4671 Uniform complaint procedures

Management Resources:

WEB SITES

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

California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc/index.asp>

11/04

Policy Reference UPDATE Service

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7.2.6

CSBA Sample Exhibit

Community Relations

E(2) 1312.4(a)

WILLIAMS UNIFORM COMPLAINT PROCEDURES

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE

Note: AB 2727 (Ch. 903, Statutes of 2004) amended Education Code 35186 to create a procedure for the filing of complaints concerning deficiencies in instructional materials, teacher vacancy or misassignment, and maintenance of facilities. The following form contains elements required by Education Code 35186. Education Code 35186 requires that complaints be filed with the principal or his/her designee and that the complaint form specify the location for filing the complaint. Districts should specify the name and/or location by filling in the spaces at the bottom of this form.

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ☐ Yes ☐ No

Name: _____

Address: _____

Phone Number: _____ Day: _____ Evening: _____

Issue(s) of the complaint: Please check all that apply:

1. Textbooks and instructional materials:

- ☐ A student lacks textbooks or instructional materials to use in class.
- ☐ A student does not have access to instructional materials to use at home or after school to complete homework assignments.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages or are unreadable due to damage.

2. Teacher vacancy or misassignment:

- ☐ A semester begins and a certificated teacher is not assigned to teach the class.
- ☐ A teacher lacks credentials or training to teach English learners or is assigned to teach a class with more than 20% English learners in the class.
- ☐ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions:

- ☐ A condition exists that poses an emergency urgent or threat to the health or safety of students or staff as defined in AR 1312.4.

7.2.7

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Please describe the issue of your complaint in detail, including the date of the problem and specific location where the problem occurred (school, room number). You may attach additional pages if necessary to fully describe the situation: _____

Please file this complaint with the person specified below at the following location:

(principal or title of his/her designee)

(address)

11/04

7.2.8

Western Placer Unified School District

Community Relations

E(1) 1312.4

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Note: As amended by AB 2727 (Ch. 903, Statutes of 2004), Education Code 35186 requires that the following notice be posted in each classroom in each school in the district by January 1, 2005.

NOTICE TO PARENTS/GUARDIANS: COMPLAINT RIGHTS

Parents/Guardians:

Education Code 35186 requires that the following notice be posted in your child's classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.

Note: Education Code 35186, as amended by AB 2727 (Ch. 903, Statutes of 2004), requires that the notice notify parents/guardians of the location to obtain a complaint form when there is a shortage and that posting a notice downloadable from the California Department of Education's website will satisfy this requirement. The law does not require that complaint forms be placed in any specific location. The following **optional** paragraph lists locations that complaint forms may be made available and should be modified to reflect district practice.

3. To file a complaint regarding the above matters, complaint forms can be obtained at the principal's office, district office, or can be downloaded from the school district's or California Department of Education's website.

11/04

Policy Reference UPDATE Service

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7.2.9

Schools failing to post notices

Signs about students' rights to books and safe facilities were required by Jan. 1.

By Kim Minugh
BEE STAFF WRITER

Most Sacramento-area schools have failed to meet a deadline requiring them to inform parents and students about ongoing efforts to improve equity in schools.

By Jan. 1, districts across the state were required by law to have posted notices in every classroom informing parents and students of their right to safe and clean facilities and adequate instructional materials as well as their right to file complaints in the absence of such necessities.

District and school Web sites also were required to post the notice.

"The notices will give students and parents access to information of the state's expectations" for quality education, said Catherine Lahmon, staff attorney for the American Civil Liberties Union of Southern California. "That's tremendous progress."

The ACLU was one of several groups that sued state education officials in *Williams v. State of California*, accusing them of neglecting their duty to ensure that all the state's students - poor or affluent - have access to good schools, good teachers and good materials.

One legislative bill that was an outgrowth of the August 2004 settlement - SB 550 - required districts to establish policies related to the complaint process and post notices on or before Jan. 1.

As of Friday, however, only Sacramento City Unified and Natomas Unified school district classrooms and the Sacramento County Office of Education and Natomas Unified Web sites were confirmed to have posted the required notices.

Many district officials charged that they lacked guidance from the county Office of Education and the state Department of Education in explaining the requirement. Some said they were wait-

ink:
uce

FROM PAGE B1
ing for a sample posting from
the state department.
"It's been so vague, we didn't
really know what to do," said
Inge Borza, a spokeswoman for
the North Sacramento Element-
ary School District. "We're tak-
ing this very seriously, and we'll
certainly do what we need to do,
but ... we haven't really gotten
any direction from the county
office."

Schools: Settlement to provide textbooks

Sacramento County Superintendent of Schools David Gordon said his staff members will host a meeting for superintendents Tuesday to distribute information about implementation of the Williams settlement, including the postings required last week.

"If (the notices are) not up by now, they will be up by the end of the month," Gordon said.

But Adonai Mack, a legislative representative for the state department, said he and other department officials have sent out several notices regarding the Williams settlement that directed superintendents to the state Department of Education's Williams case Web site, www.cde.ca.gov/eo/ce/wc.

Last week, that site included a sample posting.

In addition, a Dec. 20 memo to county and district superintendents from State Superintendent of Public Instruction Jack O'Connell requested the posting of notices in classrooms and on the Web, though no deadline was mentioned.

Mack added that SB 550's text, also available on the state department's site, clearly men-

tions the deadline, and that judging by the amount of questions he has received, the word is out.

"They should (know)," he said. "Whether they pay attention, I'm not sure."

Alfred "Bud" Nobili, superintendent of Placer County schools, said his staff members had sent information regarding the deadline to districts and that he assumed they would comply.

"They're responsible for doing it - each district," he said. "We submit information to them, and hopefully, they're going to follow through."

But Nobili said ongoing confusion about how implementing the Williams case affects individual districts and schools likely is delaying action.

"While legislation is set in place, I'm sure you're going to find most counties have not gone out and done much," he said.

More questions are likely to arise this month, as funds begin trickling down as part of the Williams settlement.


About \$15 million will be distributed among county offices of education to organize campus visits to assess facility and textbook needs at most schools, and about \$138 million for textbooks will go out to schools that scored in the lowest 20 percent on the Academic Performance Index.

Later, about \$30 million will be released for facility repairs at schools that scored in the lowest 30 percent.

□ □ □

The Bee's Kim Minugh can be reached at (916) 773-7359 or kminugh@sacbee.com.

7.2.10

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:

Discussion of Draft AR 5117.1

AGENDA ITEM AREA:

Information/Discussion

REQUESTED BY:

Scott Leaman

ENCLOSURES:

Yes

MEETING DATE:

January 18, 2005

BACKGROUND:

Criteria in Administrative Regulation 5117.1 were discussed at the last Board session. Based on this discussion, a draft AR has been authored. To cleanly implement AR 5117.1, it is recommended two other policies be modified that are not based on the criteria model. All policies will be submitted for final approval at the February 1, 2005 meeting.

ADMINISTRATION'S RECOMMENDATION:

No action is required on this item.

Bold=Current AR with minor revisions because of updates

Italics=CSBA notes

Underlined Bold=suggested additions

~~Bold Strikethrough=suggested deletions~~

The Superintendent or designee may approve interdistrict attendance permits for the following reasons:

****Note: As added by SB 140 (Ch. 529, Statutes of 2003), Education Code 46601.5 provides that consideration of child care needs for interdistrict transfers is now optional. However, the legislation "encourages" districts to give such consideration. Item #1 below is optional.****

1. To meet the child care needs of a student (Education Code 46601.5) when options within the district are not available. If an option within district boundaries is available, only cases of extreme hardship may be granted.

Once a permit has been issued based on child care needs, a student in grades K-6 shall not be required to reapply for an interdistrict transfer as long as the student continues to receive child care in the district. (Education Code 46601.5)

****Note: As added by SB 140 (Ch. 529, Statutes of 2003), Education Code 46601.5 provides that high school districts whose feeder elementary school districts entered into an agreement with another district are no longer required, but instead are "encouraged," to allow students to attend district schools through grade 12. The following optional paragraph is for use by districts maintaining grades 7-12 and should be modified to reflect district practice.****

~~**When another district's elementary school that feeds into this district has permitted the attendance of a student based on his/her child care needs, the student may be allowed to attend district schools through the 12th grade.**~~

****Note: Districts that choose to allow the continued attendance of a student based on child care needs through the 12th grade may place conditions on such attendance, as specified below. The following paragraph is optional. ****

Such students may be allowed to continue to attend district schools only as long as they continue to use a child care provider within district boundaries.

****Note: Optional items #2-11 below should be revised to reflect district practice.****

2. To meet a child's special mental or physical health needs as certified by a physician, school psychologist or other appropriate school personnel with the concurrence of the sending district

(cf. 6159 - Individualized Education Program)

3. When a student has a sibling(s) attending school in the receiving district, ~~to avoid splitting the family's attendance~~ unless the student in the receiving district is attending based on an interdistrict agreement

4. To allow a student to complete a school year when his/her parents/guardians have moved out of the district during that year

~~5. To allow students to remain with a class graduating that year from an elementary, junior or senior high school~~

6. To let seniors attend the same school they attended as juniors, even if their families moved out of the district during the junior year

7. When the parent/guardian provides satisfactory written evidence, as determined by the sending district, that the family will be moving to the district in the immediate future and would like the student to start the year in the district

~~8. When a student will be living out of the district only for one year or less~~

9. When recommended by the School Attendance Review Board or by county child welfare, probation or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence

(cf. 5113.1 - Truancy)

~~10. When there is valid interest in a particular educational program not offered in the district of residence~~

~~11. To provide a change in school environment for reasons of personal and social adjustment~~

Interdistrict attendance permits or applications shall not be required for students enrolling in a regional occupational center or program. (Education Code 52317)

****Note: Education Code 46600 provides that the district of attendance shall stipulate the terms and conditions under which an interdistrict attendance permit granted to an individual student may be revoked. Such conditions might include truancy or continual disruption.****

A student's interdistrict agreement may be revoked because of excessive truancy or continual disruption of the educational program. (Education Code 46600)

****Note: In 84 Ops. Cal. Atty. Gen. 198 (2001), the Attorney General opined that a lack of school facilities is a justifiable reason for denial of the interdistrict attendance agreement request, including a request based on the child care needs of the student. However, according to the Attorney General, once the student is admitted the district may not later deny the student continued attendance at district schools because of overcrowding. Although Attorney General opinions are not binding on the courts, they are generally afforded deference in the court when there is no specific statutory or case law to the contrary. The following paragraph is based on this Attorney General opinion. Districts that do not admit students based on child care needs (optional item #1 above) should delete the last sentence of this paragraph. ****

The Superintendent or designee may deny initial requests for interdistrict attendance agreements if the school's facilities are overcrowded at the relevant grade level and based on other considerations that are not arbitrary. However, once a student is admitted based on child care needs, his/her continued attendance may not be denied because of overcrowding.

****Note: Education Code 46601 requires that within 30 days of a request for an interdistrict agreement, denied parties must be informed about their right to appeal to the county board of education and the appeal process involved. This notice shall be provided by the district denying the request, or, in the absence of an agreement between the districts, by the district of residence. Pursuant to Education Code 46603, the district may provisionally admit a student for two school months pending the outcome of the student's appeal of the denial of the request. ****

The Superintendent or designee shall notify parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601.

(cf. 5145.6 - Parental Notifications)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code 46601)

(cf. 5119 - Students Expelled from Other Districts)

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

Transportation

****Note: This following paragraph applies to all districts. Districts are not required to provide transportation or transportation assistance to students admitted under an*


7.3.3

interdistrict attendance agreement pursuant to Education Code 46600-46611 or through the alternative interdistrict attendance program pursuant to Education Code 48300-48315, as renumbered by AB 97 (Ch. 21, Statutes of 2004). The following optional paragraph should be revised to reflect district practice.***

The district shall not provide transportation outside the school's attendance area. However, upon request, the Superintendent or designee may authorize transportation for students living outside the attendance area to and from designated bus stops within the attendance area if space is available based on the student fee schedule.

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7.3.4

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:

Establishment of 6th grade at Twelve Bridges Elementary for one year

AGENDA ITEM AREA:

Information/Discussion

REQUESTED BY:

Scott Leaman

ENCLOSURES:

Yes

MEETING DATE:

January 18, 2005

BACKGROUND:

District administration is exploring the establishment of sixth grade at Twelve Bridges Elementary (TBE) for one year based on our current construction schedule and parent request. There is currently one fifth grade class of thirty-three students at TBE. Parents have requested a one-year sixth grade for next year to allow their students to continue at TBE and then enroll at Twelve Bridges Middle School for their seventh grade year when it opens. While this configuration does not conform to district guidelines, it may be a viable solution for one year. Discussion points are listed on the following page.

If viewed as a viable option, a parent information night would be held to further explore the issue with follow-up thereafter.

ADMINISTRATION'S RECOMMENDATION:

No action is required on this item.

Discussion Points for TBE Sixth Grade

Goal: Establish at least one sixth grade, self contained class, at Twelve Bridges using current facilities and adopted curriculum. The class would be located on a K-5 campus.

Positive	Challenge
<ul style="list-style-type: none"> ◆ Students would not have to attend three schools in three years. ◆ Relief for GEMS ◆ One year option only ◆ Students attend their neighborhood school ◆ Less time on the bus ◆ Fulfill parent request ◆ Available facility ◆ Current class size could be accommodated by one teacher ◆ Timeline allows a clear understanding between parents, students, and district of program parameters. ◆ No effect on High Quality Teacher 	<ul style="list-style-type: none"> ➤ Unique curriculum ➤ Less electives than offered at GEMS ➤ Less athletics than offered at GEMS ➤ Arrange for Woodleaf if offered ➤ Fewer social opportunities ➤ One year assignment for a teacher ➤ Sixth graders on a K-5 campus ➤ Deletion of the class the following year ➤ Requests to attend the class from outside TBE ➤ Additional costs because of small class size ➤ Students that move in during the year ➤ Effect on API to be determined

Suggested Criteria

1. The program should be funded similarly to other sixth grade classrooms.
2. Parents would need a clear understanding of the program to avoid misunderstandings and unfulfilled expectations.
3. Class sizes should be comparable to other six grade classes.
4. The classroom teacher would require a clear understanding of options for assignment when the class ceases.
5. The class is a continuation of the self-contained format used in fifth grade.

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

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

SUBJECT:
Sierra Community College

AGENDA ITEM AREA:
Information/Discussion

REQUESTED BY:
Dennis Sonnenburg, Board President
Paul Long, Board Member

ENCLOSURES:
No

MEETING DATE:
January 18, 2005

BACKGROUND:

Both Mr. Sonnenburg and Mr. Long will report on the relationship with Sierra Community College.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the report on Sierra Community College.