

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

**MEMBERS OF THE GOVERNING BOARD**

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

**ADMINISTRATIVE/MANAGEMENT PERSONNEL**

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

**STUDENT ENROLLMENT**

<b><u>School</u></b>	<b><u>11/8/02</u></b>	<b><u>12/6/02</u></b>
Sheridan Charter School (K-8)	145	146
Sheridan School Independent Study (SSIS)	32	32
First Street School	561	562
Carlin C. Coppin Elementary (K-5)	514	510
Creekside Oaks Elementary (K-5)	669	664
Glen Edwards Middle (6-8)	884	889
Lincoln High School/Lincoln North	960	950
Phoenix High School	45	47
PCOE Home School	10	10
<b>TOTAL:</b>	<b>3820</b>	<b>3810</b>
<u>Phoenix Infant/Toddler Center</u>	24	
<u>Preschool/Head Start</u>		
First & J Streets	22	
Sheridan Program	22	
Carlin Coppin Program	22	
<b><u>Adult School</u></b>		
Citizenship/ESL	123	
Evening Classes		
Adult Ed. Child Care	45	

**GLOBAL DISTRICT GOALS**

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

**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES**

January 7, 2003, 7:00 P.M.  
LINCOLN HIGH SCHOOL – Library  
790 “J” STREET, LINCOLN, CA

2000-2001 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; Component II: Curriculum Themes; Component III: Special Student Services; Component IV: Staff & Community Relations; Component V: Facilities/Administration/Budget.

## **AGENDA**

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

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

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

1. **STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**
  - a. Student Discipline/Expulsion Pursuant To E.C. 48918  
Student # 01/02 (P) Re-Entry Hearing
  - b. Student Discipline/Expulsion Pursuant To E.C. 48918  
Student # 01/02 (Z) Re-Entry Hearing
  - c. Student Discipline/Expulsion Pursuant To E.C. 48918  
Student # 02/03 (E)
  - d. Student Discipline/Expulsion Pursuant To E.C. 48918  
Student # 02/03 (F)
2. **ADJOURN TO OPEN SESSION**

**7:00 P.M.      OPEN SESSION - Library - LHS**

**1.      CALL TO ORDER/PLEDGE OF ALLEGIANCE**

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

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

- a. Student Discipline/Expulsion Pursuant To E.C. 48918  
Student # 01/02 (P) Re-Entry Hearing
- b. Student Discipline/Expulsion Pursuant To E.C. 48918  
Student # 01/02 (Z) Re-Entry Hearing
- c. Student Discipline/Expulsion Pursuant To E.C. 48918  
Student # 02/03 (E)
- d. Student Discipline/Expulsion Pursuant To E.C. 48918  
Student # 02/03 (F)

**3. SPECIAL ORDER OF BUSINESS**

**3.1 Special Presentation Regarding the Proposed Aquatic Center**

A special presentation regarding the status of plans for the proposed Aquatic Center will be given by Bob Romness, Chairman of the Committee, and a representative from NTD district architects.

**4. COMMUNICATION FROM THE PUBLIC**

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

**5. REPORTS & COMMUNICATION**

- 5.1 Student Advisory – Heather Wellendorf, Lincoln High School
- 5.2 Western Placer Teacher's Association – Mike Agrippino
- 5.3 Western Placer Classified Employee Association – Nancy Griffin
- 5.4 Superintendent
- 5.5 Assistant Superintendent(s)
  - 5.5.1 Jay M. Stewart
    - a. Facilities Update
  - 5.5.2 Scott Leaman
    - a. Program Focus Area: Healthy Kids Comparison
  - 5.5.3 Bob Noyes, Personnel Director
    - a. Update on 2002/03 Personnel

**6. ♦ACTION ♦DISCUSSION ♦INFORMATION**

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

<p>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.</p>
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**6.1 (I/D/A) ADOPTION O THE DISTRICT LIBRARY PLAN**

- **Leaman** (02/03 G &O, Components II)

•A Library Plan is being submitted to the Board for approval at this time. This plan incorporates elements to qualify for additional funding under the California Public School Library Act of 1998. The document is similar to last year's plan and has been updated by the district library technicians.

**6.2 (D/A) APPROVE OF TECHNOLOGY PLAN– Leaman** (02/03 G &O, Components II)

•The No Child Left Behind Act and E-rate requirements call for the adoption of a new technology plan based on prescriptive guidelines found in regulation. A new plan has been authored and placed on our website for input.

**6.3 (D/A) APPROVAL OF COOPERATIVE AGREEMENT WITH SIERRA COMMUNITY COLLEGE, CITY OF LINCOLN, AND WESTERN PLACER UNIFIED SCHOOL DISTRICT IN REGARD TO THE NEW COMMUNITY LIBRARY -**

**Yohe** (02/03 G &O, Components V)

•This item is being tentatively placed on the agenda at this time, however it may not be ready for action and may need to be pulled from the agenda.

**6.4 (I/D) UPDATED TIME LINE FOR GRANT – LINKING EDUCATION, ACTIVITY, AND FOOD (LEAF) - Yohe**  
(02/03 G &O, Components II)

•Being presented for information is a change in the time line for the LEAF grant. The grant amount is for \$25,000, begins January 1, 2003 and ends December 31, 2003. This grant has previously been approved.

January 7, 2003

Agenda

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6. ♦ACTION ♦DISCUSSION ♦INFORMATION (continued)

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

**6.5 (I/D/A) APPROVAL OF AN INTERNAL REVIEW OF HORIZON INSTRUCTIONAL SYSTEMS' PROGRAMS AND OPERATIONS IN COOPERATION WITH PLACER COUNTY OFFICE OF EDUCATION AND HORIZON ADMINISTRATION – Yohe (02/03 G &O, Components V)**

•The Superintendent will present information leading up to the request for approval of this item. The Horizon Instructional Systems' Governance Board has taken action to approve the internal review by the district and the county office.

7. **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.

- 7.1 Approval of Minutes
  - a. Regular Meetings of December 3, 2002, December 17, 2002
- 7.2 Approval of Warrants
- 7.3 Ratification of Personnel Items
  - a. Request for Maternity Leave – Certificated – Michele Chapman, Kdgn Teacher, CCC
  - b. Ratification of Classified Resignation, Mary Christy, Campus/Café Supervisor, FSS
  - c. Request for Family Leave – Classified – Alan Eaton, Maintenance/Custodian, GEMS
- 7.4 Adoption of Resolution #02/03.17 Establishing a Reduction of Classified Employee Hours, Rosa Aguilar, Elimination of 3 ½ hrs/day, Lincoln Adult School
- 7.5 Adoption of Resolution #02/03.18 Establishing a Reduction of Classified Employee Hours, Reduction of 3 hrs/day, Nancy Gonzalez Garcia, Lincoln Adult School
- 7.6 Request by Science and Fifth Grade Teachers at COES for Approval of an Outdoor Education Opportunity, Two Night Stay in Mendocino Area, Week of May 5-9, 2003 for Fifth Grade Students

**8. COMMENTS - BOARD OF TRUSTEES**

**9. FUTURE AGENDA ITEMS**

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

- Marketing/public relations/public engagement
- Relationship with Sierra Community College/City of Lincoln/Joint Library at Twelve Bridges
- Future School Construction/Master Facility Plan (1/16/01 this item to appear monthly)
- Aquatic Center (Added 3/6/01)
- Western Placer Unified School District Educational Foundation
- Nutrition/L.E.A.F. Grant (Added 9/17/02)
- Horizon Instructional Systems Charter Renewal (Added 12/3/02)

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

- The President will establish the following meeting(s):  
    >January 21, 2003, 7:00 p.m. Lincoln High School Library

**11. ADJOURNMENT OF REGULAR SESSION**

BOARD BYLAW 9320: Individuals needing special accommodations i.e. sign language; accessible seating, etc. should contact the Superintendent or designee at least two days prior to meeting date. (American Disabilities Act)

Posted: 1/2/03  
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DISCLOSURE  
OF ACTION  
TAKEN IN  
CLOSED SESSION,  
IF ANY

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**  
**CLOSED SESSION AGENDA**

**PLACE:** Administrative Conference Room – 810 J Street  
**DATE:** January 7, 2003  
**TIME:** 6:00 p.m.

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



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

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

**BOARD OF TRUSTEE GLOBAL DISTRICT GOALS**

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

**COMPLIANCE CHECK LIST**

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

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

**SUBJECT:**

Student Discipline/Expulsion  
**Re-Entry Haering**  
Student # 01-02 P

**AGENDA ITEM AREA:**

Disclosure of action taken in closed session.

**REQUESTED BY:**

John Wyatt  
Administrative Hearing Officer

**ENCLOSURES:**

**MEETING DATE:**

January 7, 2003

**BACKGROUND:**

The Board of Trustees will disclose any action taken during closed session in regards to the expulsion re-entry of Student #01-02 P

**SUPERINTENDENT'S RECOMMENDATION:**

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

2.1

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

**BOARD OF TRUSTEE GLOBAL DISTRICT GOALS**

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

**COMPLIANCE CHECK LIST**

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

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

**SUBJECT:**

Student Discipline/Expulsion  
**Re-Entry Expulsion Hearing**  
Student # 01-02 Z

**AGENDA ITEM AREA:**

Disclosure of action taken in closed session.

**REQUESTED BY:**

John Wyatt  
Administrative Hearing Officer

**ENCLOSURES:**

**MEETING DATE:**

January 7, 2003

**BACKGROUND:**

The Board of Trustees will disclose any action taken during closed session in regards to the expulsion of Student #01-02 Z

**SUPERINTENDENT'S RECOMMENDATION:**

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

2.6

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

**BOARD OF TRUSTEE GLOBAL DISTRICT GOALS**

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

**COMPLIANCE CHECK LIST**

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

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

**SUBJECT:**

Student Discipline/Expulsion  
Student # 02-03 E

**AGENDA ITEM AREA:**

Disclosure of action taken in closed session.

**REQUESTED BY:**

John Wyatt  
Administrative Hearing Officer

**ENCLOSURES:**

**MEETING DATE:**

January 7, 2003

**BACKGROUND:**

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

**SUPERINTENDENT'S RECOMMENDATION:**

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

J.C

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

**BOARD OF TRUSTEE GLOBAL DISTRICT GOALS**

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

**COMPLIANCE CHECK LIST**

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
FACT SHEET

**SUBJECT:**

Student Discipline/Expulsion  
Student # 02-03 F

**AGENDA ITEM AREA:**

Disclosure of action taken in closed session.

**REQUESTED BY:**

John Wyatt  
Administrative Hearing Officer

**ENCLOSURES:**

**MEETING DATE:**

January 7, 2003

**BACKGROUND:**

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

**SUPERINTENDENT'S RECOMMENDATION:**

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

2.0

# SPECIAL ORDER OF BUSINESS

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

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

**SUBJECT:**

Special Presentation Regarding  
the Proposed Aquatic  
Center

**AGENDA ITEM AREA:**

SPECIAL ORDER OF BUSINESS

**REQUESTED BY:**

Roger R. Yohe,  
District Superintendent

**ENCLOSURES:**

**MEETING DATE:**

January 7, 2003

**BACKGROUND:**

A special presentation regarding the status of plans for the proposed Aquatic Center will be given by Bob Romness, Chairman of the Committee, and a representative from NTD district architects.

**SUPERINTENDENT'S RECOMMENDATION:**


Administration recommends the Board of Trustees accept this report and conduct any discussion necessary.

Eva\h:\wpfiles\Board\format1

3.1

# 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 _____  Personnel Sign-Off by B. Noyes _____
4.	Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.	Program Sign Off by S. Leaman  _____  SBLT Involvement _____

WESTERN PLACER UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEE MEETING  
FACT SHEET

**SUBJECT:**  
Program Focus Area -  
Healthy Kids Survey Comparison

**AGENDA ITEM AREA:**  
Reports

**REQUESTED BY:**  
Scott Leaman

**ENCLOSURES:**  
Yes

**MEETING DATE:**  
January 7, 2003

**BACKGROUND:**

Based on Board request, a comparison of the Healthy Kids Survey from 1999 and 2002 will be presented to the Board. Results from questions that were similar on both surveys and those included in the key findings were placed in this comparison. This survey is now an annual requirement and better comparisons will be available in the future.

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

5.5.2

Western Placer Unified School District

**Healthy Kids Survey Comparison  
1999/2002**

January 7, 2002

**Alcohol, Tobacco, and Other Drug Use**

**Used Once in Lifetime**

	2002	1999	+/-
7th grade alcohol	43	71	
9th grade alcohol	68	89	
11th grade alcohol	86	88	
			-17
7th grade Inhalants	16	17	
9th grade Inhalants	18	10	
11th grade Inhalants	15	9	
			4
7th grade Marijuana	18	11	
9th grade Marijuana	33	43	
11th grade Marijuana	57	63	
			-3
*cigarettes			
Average Total Reduction/Increase			-5

**Last 30 Days**

	2002	1999	+/-
7th grade alcohol	18	38	
9th grade alcohol	40	59	
11th grade alcohol	60	60	
			-13
7th grade Inhalants	5	13	
9th grade Inhalants	7	6	
11th grade Inhalants	1	0	
			-2
7th grade Marijuana	6	9	
9th grade Marijuana	13	31	
11th grade Marijuana	21	39	
			-13
*cigarettes			
*Methamphetamine			
Average Total Reduction/Increase			-9

5.5.2  
W

**High Risk Behaviors**

	2002	1999	+/-
7th drunk or sick after drinking	22	28	
9th drunk or sick after drinking	37	57	
11th drunk or sick after drinking	67	63	
			-7
7th high from using drugs	17	15	
9th high from using drugs	30	41	
11th high from using drugs	59	62	
			-4
7th binge drank in last 30 days	9	18	
9th binge drank in last 30 days	23	39	
11th binge drank in last 30 days	39	42	
			-9
7th smoked cigarettes daily	1	1	
9th smoked cigarettes daily	2	9	
11th smoked cigarettes daily	5	9	
			-4
*drove under the influence of alcohol			
*use marijuana daily			
Average Total Reduction/Increase			-6

**Perceived Harm of Frequent Use**

	2002	1999	+/-
7th grade alcohol	91	89	
9th grade alcohol	83	87	
11th grade alcohol	85	89	
			-2
7th grade Marijuana	93	92	
9th grade Marijuana	83	76	
11th grade Marijuana	83	77	
			5
*cigarettes			
Average Total Reduction/Increase			1

5.5.7  
b

**Perceived Harm of Occasional Use**

	2002	1999	+/-
7th grade alcohol	63	54	
9th grade alcohol	51	55	
11th grade alcohol	47	43	
			3
7th grade Marijuana	86	88	
9th grade Marijuana	69	65	
11th grade Marijuana	68	49	
			7
*cigarettes			
Average Total Reduction/Increase			5

**Violence and Safety****Feel Safe**

	2002	1999	+/-
7th grade at school	75	80	
9th grade at school	86	85	
11th grade at school	89	97	
			-4
7th grade in neighborhood	90	83	
9th grade in neighborhood	88	94	
11th grade in neighborhood	93	94	
			0
Average Total Reduction/Increase			-2

**Harassment**

\* Have your been harassed because  
of race, ethnicity, gender, sexual  
orientation, or disability

	1999
7th grade	23
9th grade	22
11th grade	28

5.5.2  
C

\* How many times on school property were you harassed **or bullied** for any of the following reasons:

	2002
7th grade race, ethnicity, origin	21
9th grade race, ethnicity, origin	26
11th grade race, ethnicity, origin	17
7th grade religion	14
9th grade religion	16
11th grade religion	13
7th grade gender	19
9th grade gender	15
11th grade gender	9
7th grade sexual orientation	20
9th grade sexual orientation	9
11th grade sexual orientation	13
7th grade physical/mental disability	10
9th grade physical/mental disability	7
11th grade physical/mental disability	4

## Fighting

During the past 12 months

	2002	1999	+/-
7th grade	34	27	
9th grade	22	27	
11th grade	18	16	
			1
Average Total Reduction/Increase			1

5.5.7  
d

**Carried Weapons****In last 30 days ...**

	2002	1999	+/-
7th grade carried weapon	12	14	
9th grade carried weapon	11	22	
11th grade carried weapon	20	15	
			-3
7th grade carried gun	1	1	
9th grade carried gun	2	5	
11th grade carried gun	1	1	
			-1
Average Total Reduction/Increase			-2

**Gangs****Have you ever belonged to a gang**

	2002	1999	+/-
7th grade	17	16	
9th grade	14	18	
11th grade	12	14	
			-2

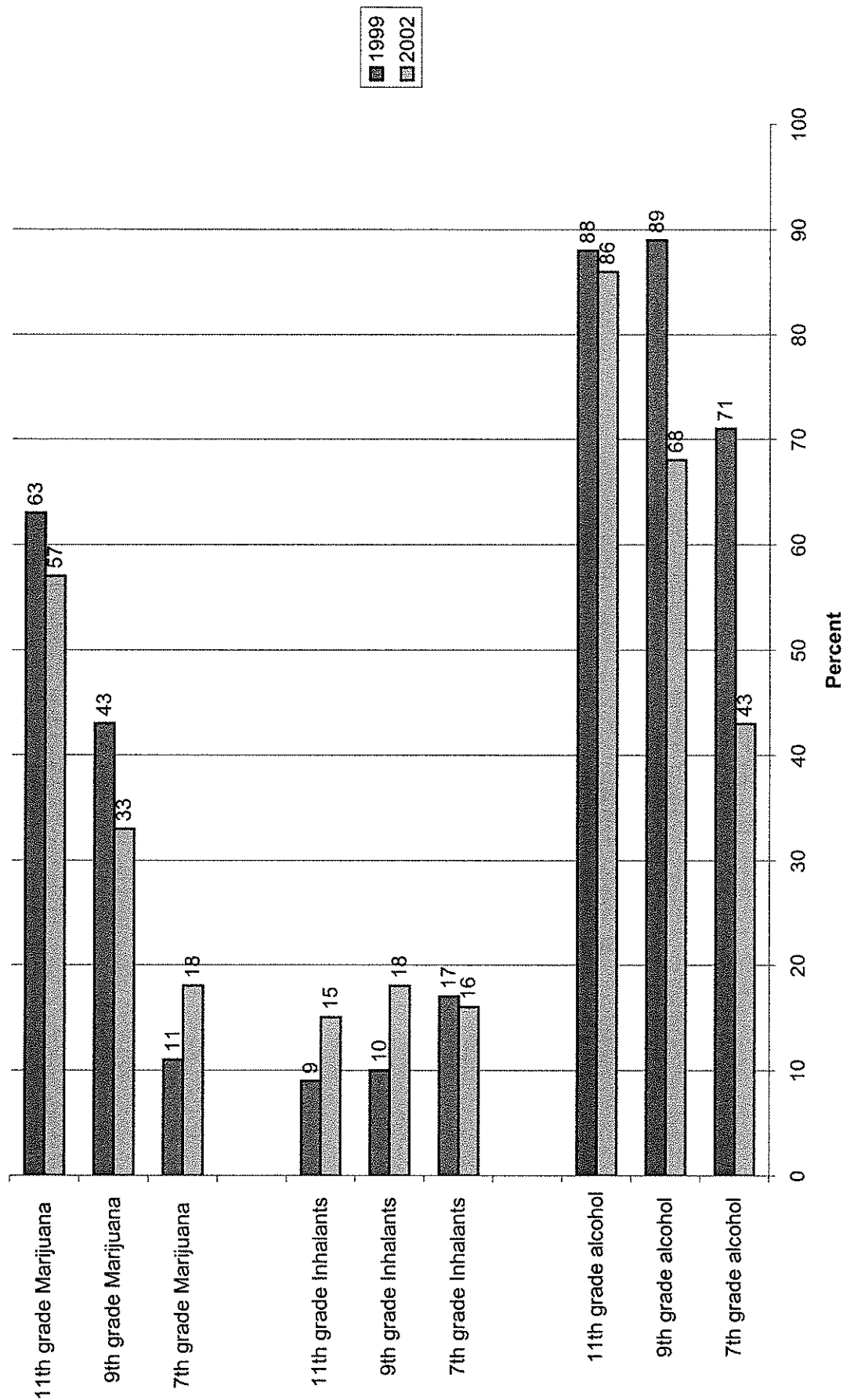
**Physical Health****20 minutes of exercise 3 days a week**

	2002	1999	+/-
7th grade	81	76	
9th grade	80	73	
11th grade	63	65	
			3

\* The Healthy Kids office advised against comparing the year to year figures in this area

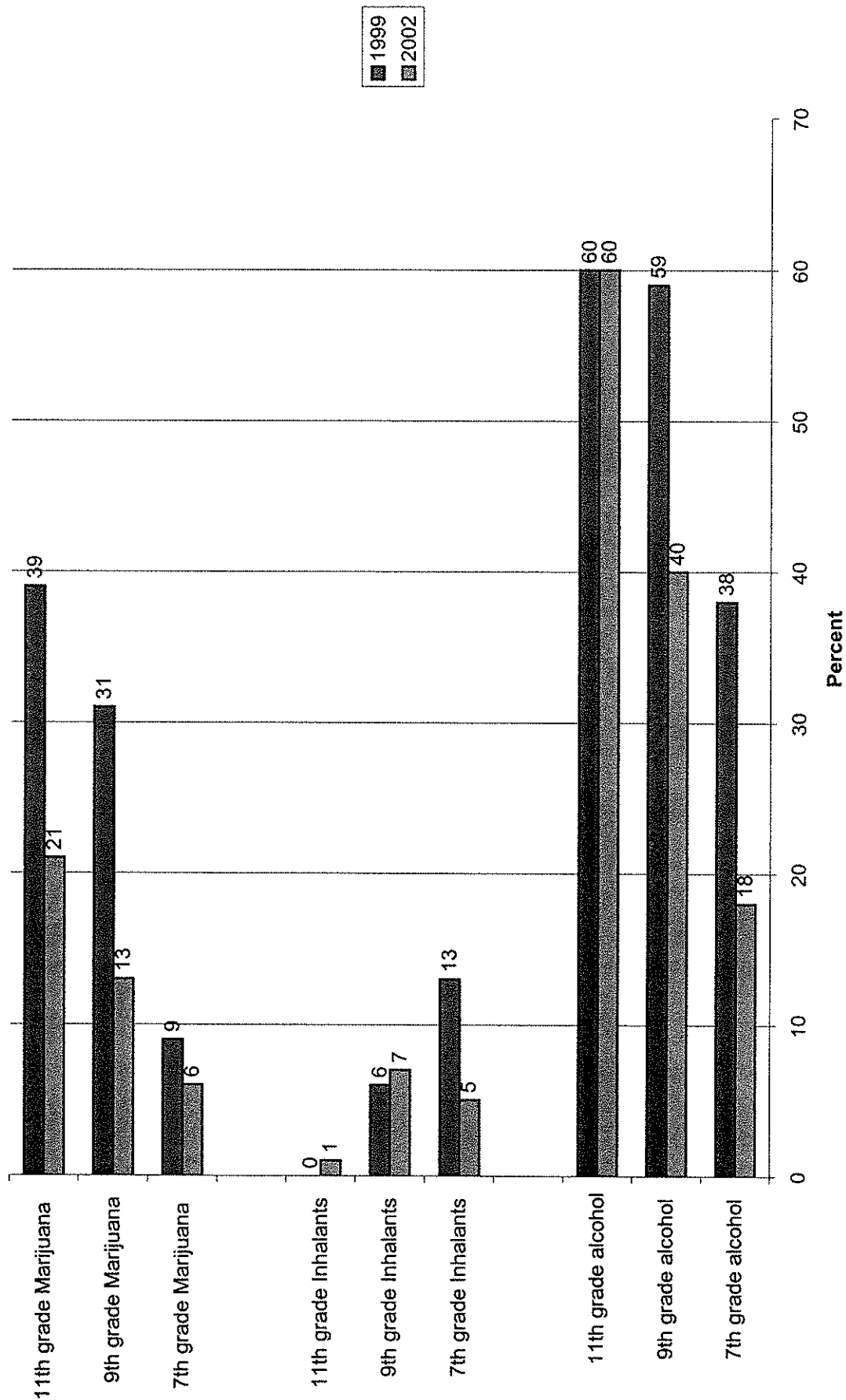
5.5.2  
✓

Used Alcohol or Drugs Once in Lifetime



5.5.7  
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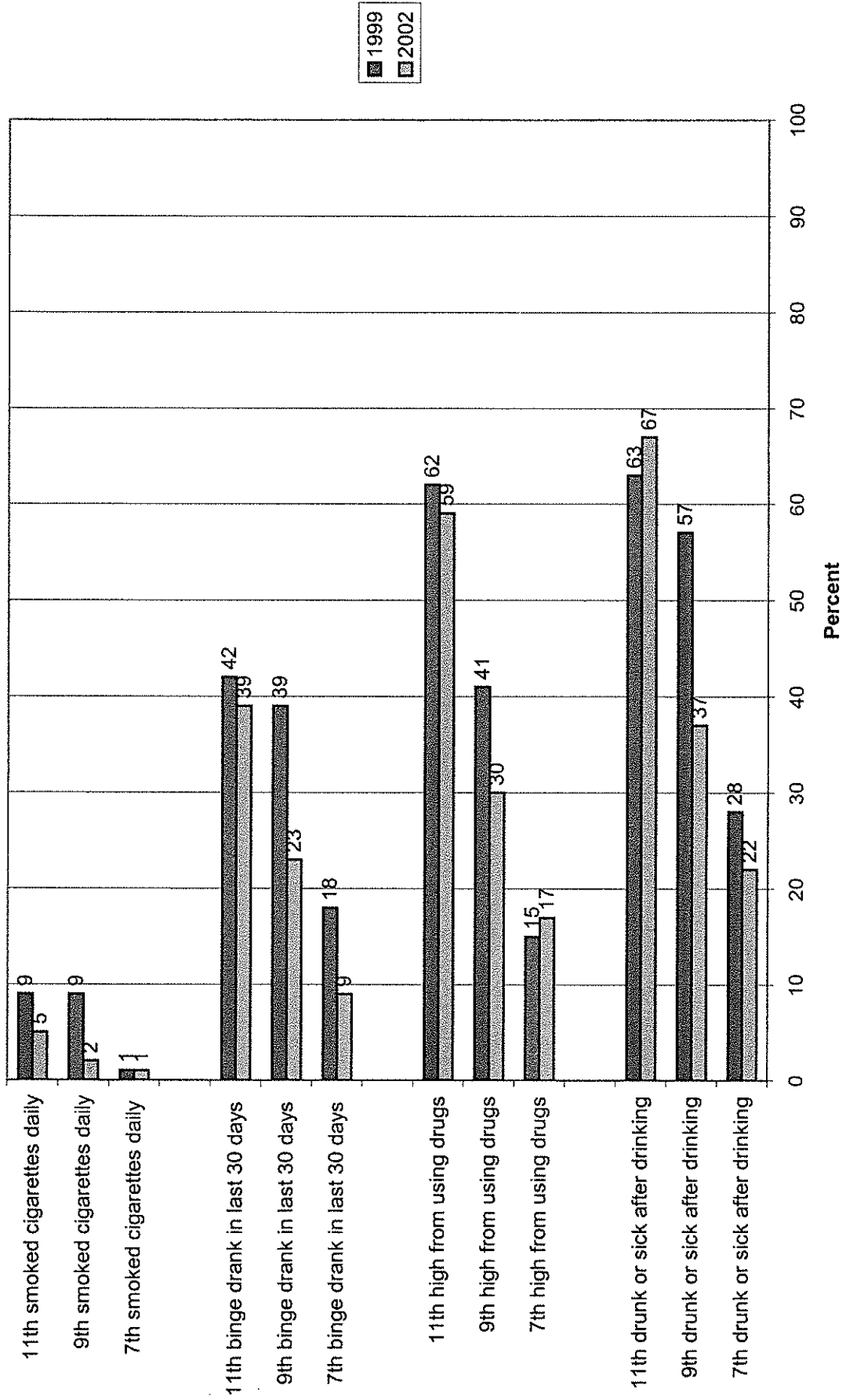
Used Alcohol or Drugs in Last 30 Days



56.2  
69  
Revised

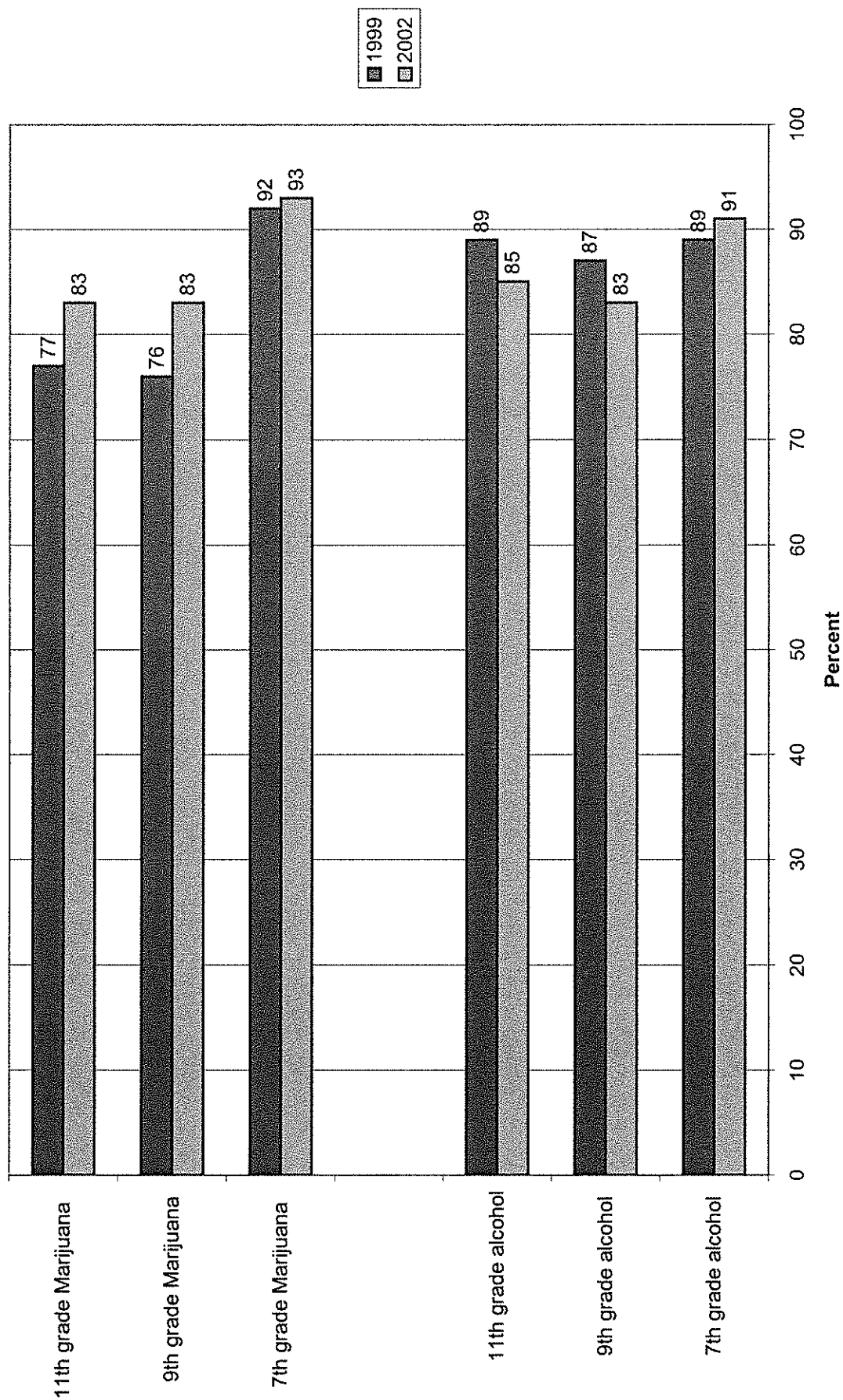


# High Risk Behaviors



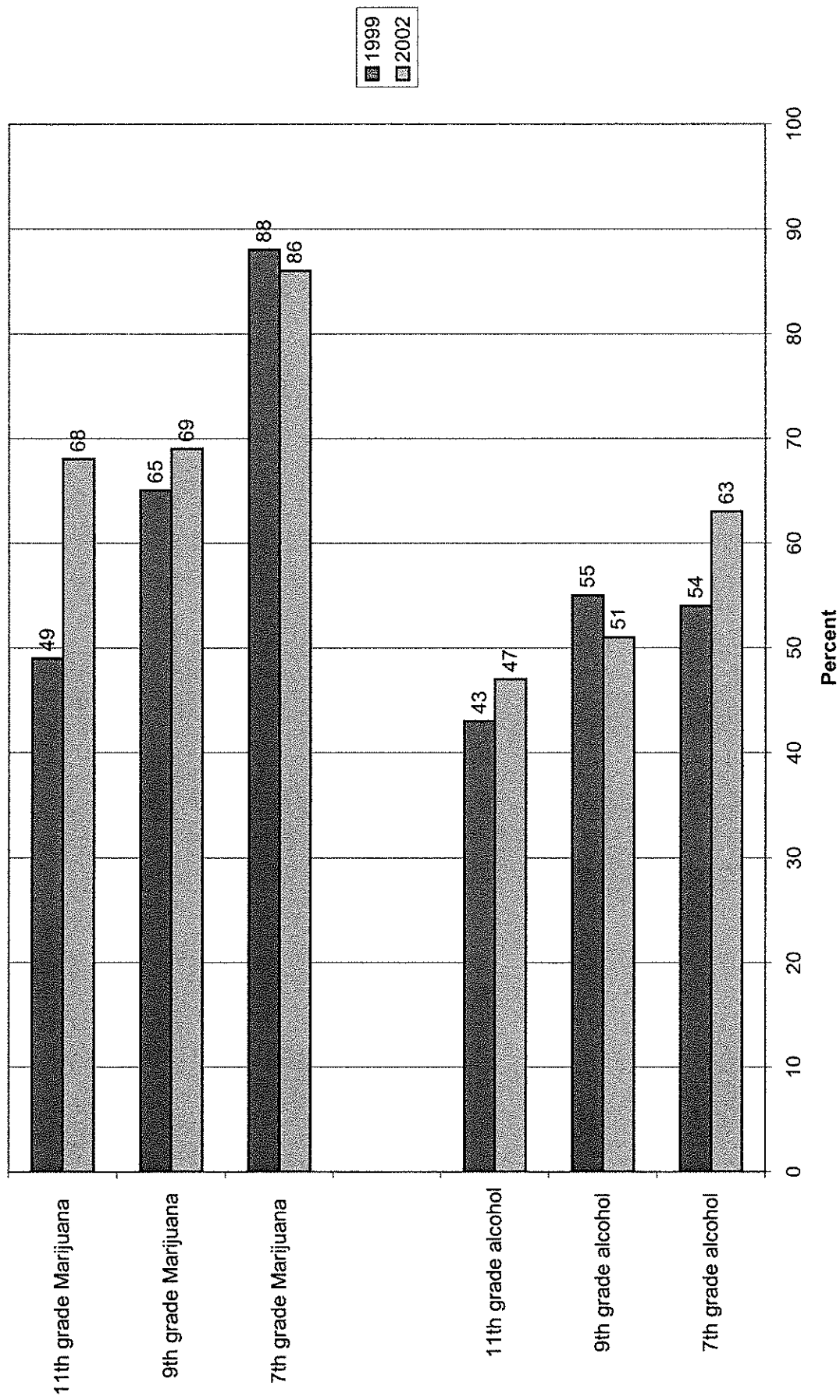
5.5.2  
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Perceived Harm of Frequent Use



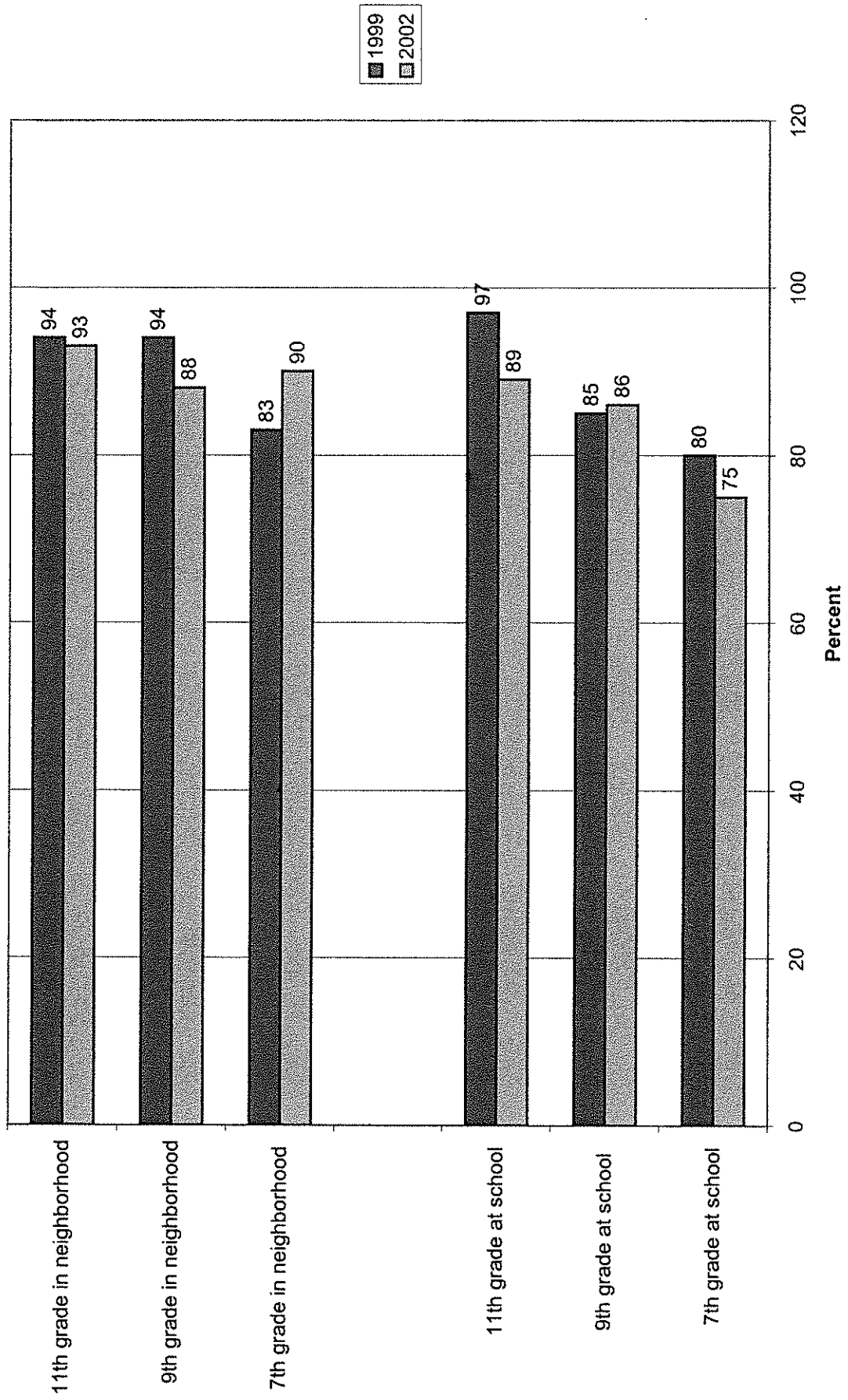
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2

Perceived Harm of Occasional Use



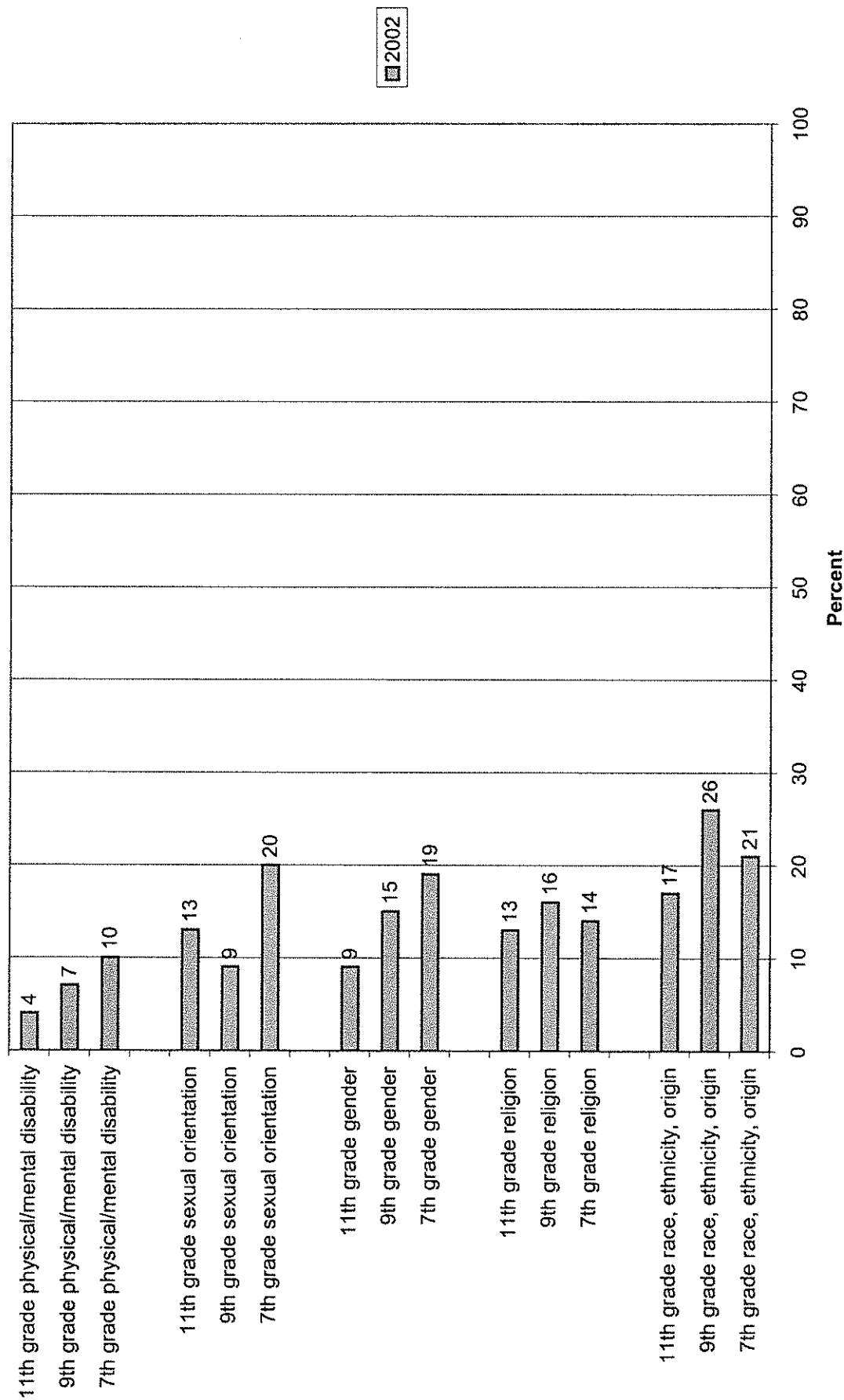
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# Feel Safe



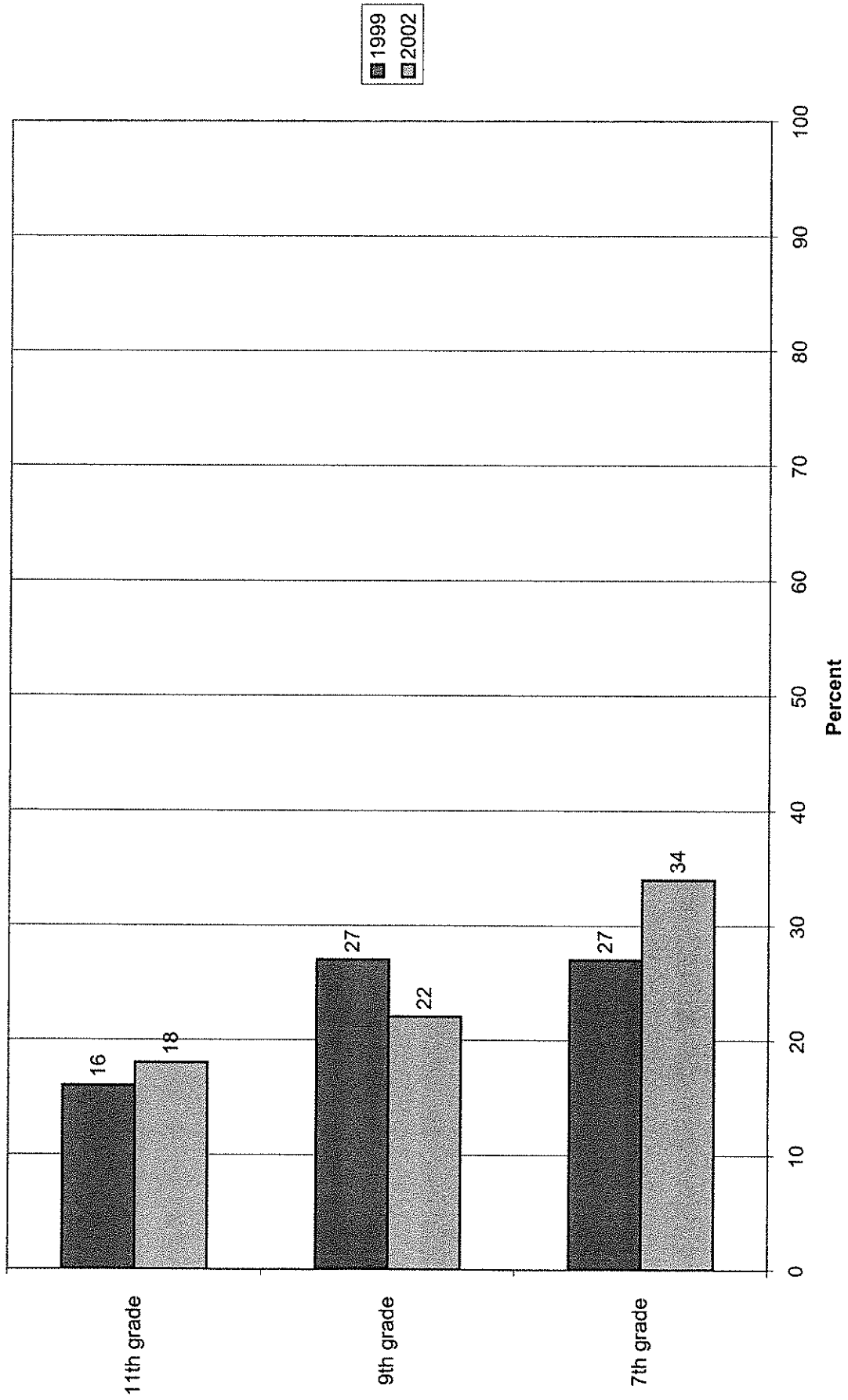
5.5.7  
K

Harrassment During the Last 12 Months



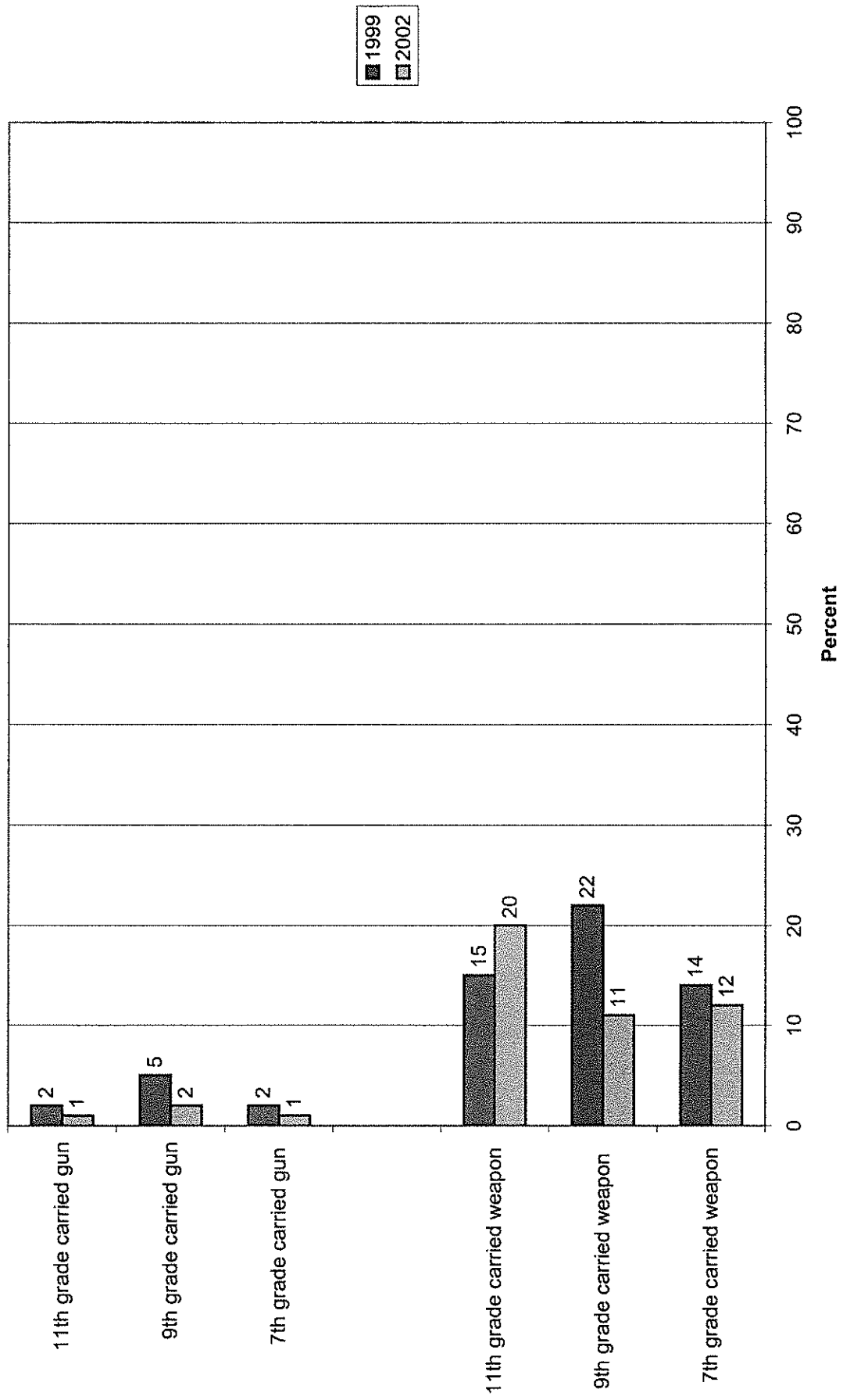
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Fighting in Last 12 Months



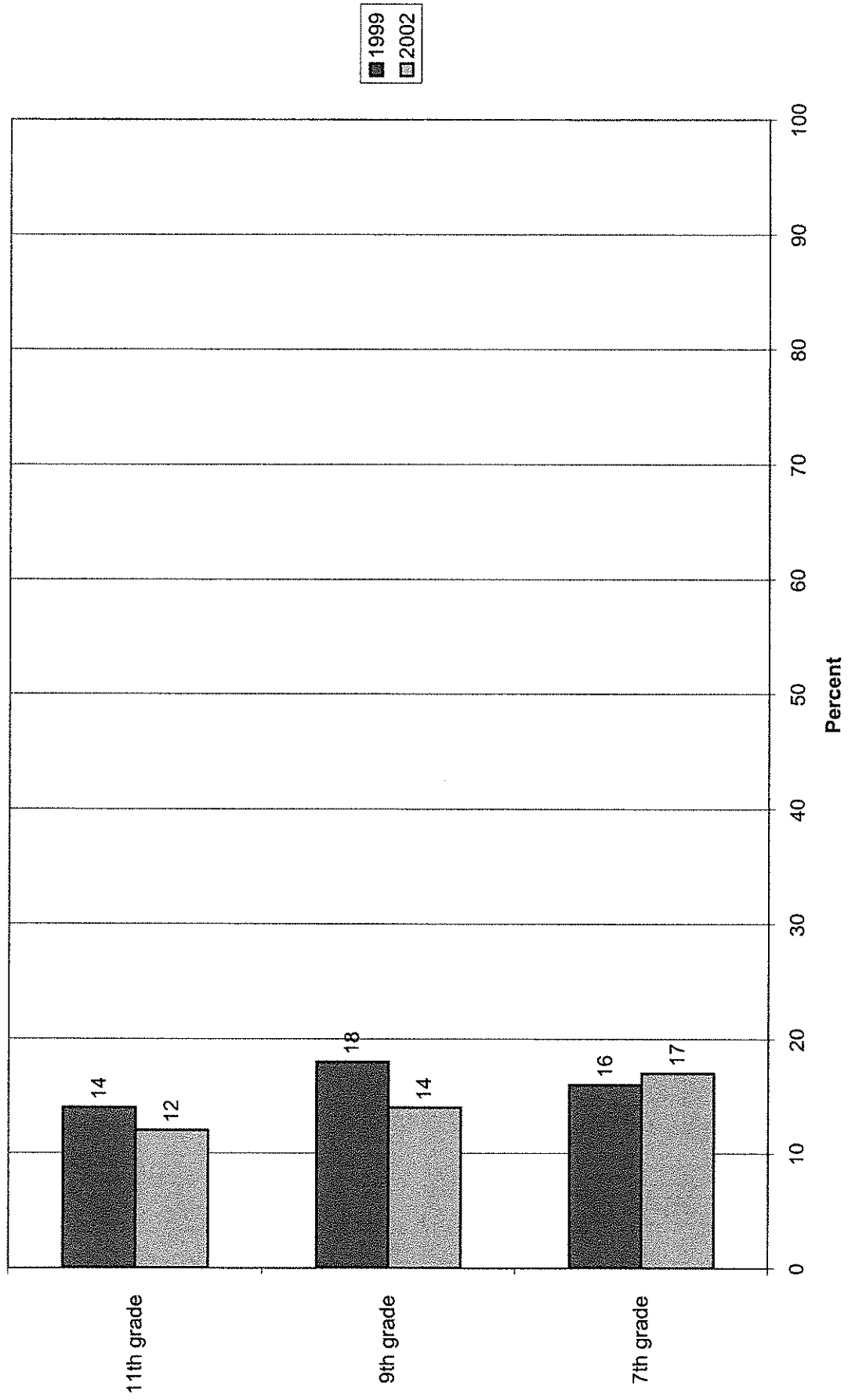
5.5.2  
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Carried a Weapon in the Last 30 Days



5.5.2  
n

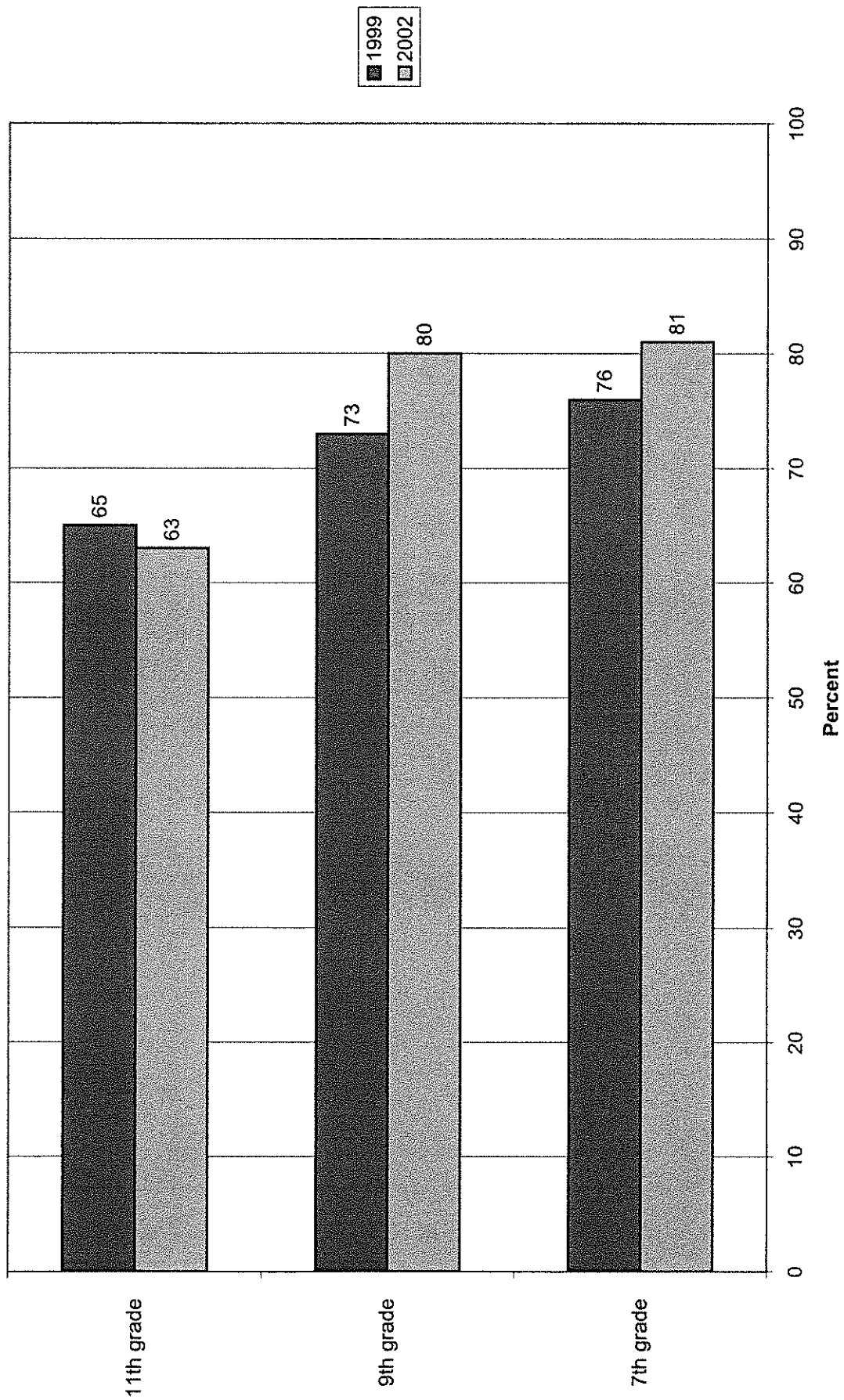
Ever Belonged to a Gang



5.5.2  
0



20 Minutes of Exercise 3 Days a Week




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P

INFORMATION

DISCUSSION

ACTION ITEMS

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

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

**SUBJECT:**

Adoption of the District Library Plan

**AGENDA ITEM AREA:**

Information/Discussion/Action

**REQUESTED BY:**

Scott Leaman,  
Assistant Superintendent

**ENCLOSURES:**

Yes

**MEETING DATE:**

January 7, 2003

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**BACKGROUND:**

A Library Plan is being submitted to the Board for approval at this time. This plan incorporates elements to qualify for additional funding under the California Public School Library Act of 1998. The document is similar to last year's plan and has been updated by the district library technicians.

**ADMINISTRATION'S RECOMMENDATION:**

Administration recommends approval of the Library Plan.

6.1

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# District Library Plan

**2002-03**

## Western Placer Unified School District

The Western Placer Unified School District Library Plan was written in response to ongoing funding from the State legislature. The 2002-03 Library Plan is revised to qualify for additional funding under the California Public School Library Act of 1998 (\$5.40/ADA).



6.1.1

# Team Members

A team consisting of library technicians, administrators, teachers, and other interested individuals completed this library plan.

## Activities

Numerous materials and resources have been collected to write this plan. The Assistant Superintendent of Educational Services attended a workshop on current libraries in November, 1998. A team met during December, 1998 to establish a timeline of activities and begin the district library plan. The assessment of our libraries was completed in January, 1999. In order to adequately plan for the expenditure of over the \$300,000 during the three years, the plan was written using a variety of professional resources.

## 1. Vision

The vision for libraries within Western Placer Unified School district includes:

- Creating educational centers which serve as a hub for the school's program
- Provide easy access to a collection of diverse learning resources and information which meets the needs of students via print and current technology
- Draw students, parents, and staff by an inviting environment, a variety of activities, and a wealth of information and resources.
- Increase library services through collaboration with other interested individuals and entities

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**Of all the expenditures  
that influence a school's  
effectiveness...the levels  
of expenditure for  
libraries...have the highest  
correlation with student  
achievement.**

**-William Bainbridge**

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## 2. Needs

An assessment was conducted based on goals from the California Department of Education. The team evaluated the assessment and prioritized the highest needs under each goal. Listed beneath each goal on the following pages are the team's highest prioritized needs based on the evaluation. These needs will be used to build an action plan.

*6.1.2*

### 3. Goals

1. Provide the staffing necessary to implement and effective, district-wide library media program.

- Needs
- Include the Library Clerk in professional staff development activities
  - Offer specialized staff development to library clerks
  - Certificated Media Teacher

2. Provide for effective student learning through a collaborative process for planning, teaching, and assessment.

No high priority needs at this time

3. Ensure all students in the district have access to equally effective library media programs.

- Need
- Open the library media center for student use beyond school hours

4. Provide up-to-date relevant resources in a variety of formats and technologies to meet the diverse needs of all learners.

- Needs
- Enlarge the library collection to support a large circulation
  - Continue to electronically catalogue and circulate the collection

5. Ensure ongoing administrative commitment to effective library media programs.

- Need
- Provide an annual budget for the library

6. Involve parents and community member in the development and support of library media programs to improve student learning.

- Need
- Form community or business partnerships to support the library media program
  - Assist in submittal of library grant to State

7. Provide appropriate facilities to meet the learning and teaching needs of an effective library media program.

No current high priority needs

8. Ensure the library media program serves as a catalyst for learning and teaching through comprehensive plans, policies, and ongoing program assessment.

- Need
- Provide learning resources that support instruction, state and district content standards, and state frameworks

9. Classroom Library

- Need
- Provide a selection of reading materials at a variety of reading levels.

---

**WPUSD will receive  
approximately \$18,695 for  
the libraries from the State  
this year.**

---

6.1.3

## 4. Action Plan

NEED	ACTION	2000-01	2001-02	2002-03
Offer specialized staff development to library clerks	Include the Library Clerk in professional staff development activities	_____	_____	_____→
Open the library media center for student use	Pay for extended time before or after school.	Survey need for extended hours.	Seek approval for extended hours if needed.	Libraries open before school
Enlarge the library collection to support a large circulation	Allocate funds to enhance collections	_____	_____	_____→
Use automation to electronically catalog and	Automate collections and catalogues	_____	_____	_____→
Provide an adequate annual budget for the library	Provide a budget for each library	_____	_____	_____→
Form community or business partnerships to support the library media program	Meet with local businesses to guide this item			_____→
Assist in submittal of library grant to State	Serve on committee and provide information			_____→
Provide learning resources that support instruction, state and district content standards, and state frameworks	Align purchases to standards and frameworks	Gather input from teachers on aligned materials and purchase materials to support standards and frameworks	_____	_____→
Provide a selection of reading materials at a variety of reading levels	Each site will establish or expand a leveled book library.	_____	_____	_____→

6.1.4

## 5. Evaluation

The three year project will be evaluated annually by the district committee that composed the library plan. The alignment of the current activities will be discussed and evaluated by the team. The project will also be evaluated on the progress of each action plan item.

## 6. Classroom Library Materials

Materials purchased will be used for fiction and nonfiction books and periodicals offering a variety of reading levels and selection. These materials will be housed in the school library to prevent loss, damage, and destruction. The site administrator will facilitate the process of ordering and housing these materials.

## 7. Fund Distribution Plan

### Library Act

Funds are distributed on an ADA basis. Charter schools funded through this process include: Creekside Oaks Elementary, Carlin C. Coppin, Sheridan School, and Lincoln High School.

### K-4 Classroom

Funds were distributed on an ADA basis. Charter schools funded through this process include: Creekside Oaks Elementary, Carlin C. Coppin, Sheridan School, and Lincoln High School.

6.1.5



## 8. Library Goals Progress Report for 2001-02 Activities

1. Provide the staffing necessary to implement an effective, district-wide library media program.

- Needs
- Include the Library Clerk in professional staff development activities
  - Offer specialized staff development to library clerks

**Progress - The District has added multiple staff development opportunities and continues to offer staff development to Library Technicians through funds outside the grant.**

2. Provide for effective student learning through a collaborative process for planning, teaching, and assessment.

No high priority needs at this time

3. Ensure all students in the district have access to equally effective library media programs.

- Need
- Open the library media center for student use beyond school hours and during summer school

**Progress - The library has extended hours at Lincoln High School and other sites have started opening the library earlier in the morning.**

4. Provide up-to-date relevant resources in a variety of formats and technologies to meet the diverse needs of all learners.

- Needs
- Enlarge the library collection to support a large circulation
  - Continue to expanded electronically catalogue and circulate the collection

**Progress - Most of the grant funds have been expended in this area. All libraries use an electronic catalog, electronic circulation, and have expanded their collections dramatically with the funds.**

5. Ensure ongoing administrative commitment to effective library media programs.

- Need
- Provide an adequate annual budget for the library

**Progress - The budget for the library has been increased with additional funding.**

6. Involve parents and community member in the development and support of library media programs to improve student learning.

- Need
- Form community or business partnerships to support the library media program

**Progress - This is an ongoing goal that is supported by the library committee, but needs additional effort. A State grant will be submitted next year with the assistance of many parties.**

7. Provide appropriate facilities to meet the learning and teaching needs of an effective library media program.

No high priority needs

6.1.6

## 8. Library Goals Progress Report (continued)

8. Ensure the library media program serves as a catalyst for learning and teaching through comprehensive plans, policies, and ongoing program assessment.

- |      |   |
|------|---|
| Need | - Provide learning resources that support instruction, state and district content standards, and state frameworks |
|      | - Adopt written policies and procedures for library use   |


Progress - Libraries have used the state documents to add items to the collection that support instruction and standards. Policies have been revised based on the impact of library activities.

### 9. Classroom Library

- |      |  |
|------|--|
| Need | - Provide a selection of reading materials at a variety of reading levels. |
|------|--|

Progress - Each K-4 classroom library has been greatly expanded with funding. Teachers are involved in the selection of materials for their classroom, with input from the Library Technician when asked.

6.1.7

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

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

**SUBJECT:**

Approval of Technology Plan

**AGENDA ITEM AREA:**

Discussion/Action

**REQUESTED BY:**

Scott Leaman,  
Assistant Superintendent

**ENCLOSURES:**

Yes

**MEETING DATE:**

January 7, 2003

**BACKGROUND:**

The No Child Left Behind Act and e-rate requirements call for the adoption of a new technology plan based on prescriptive guidelines found in regulation. A new plan has been authored and placed on our website for input. We have additionally asked for input from each SBLT. The tech plan is described as a "plan to plan" document that will be evaluated by the State and returned to us for changes. The district would like to thank Chuck Youtsey for his time and effort with this project. The core plan is included with this item. The supporting documents and plan are available at [www.wpusd.k12.ca.us](http://www.wpusd.k12.ca.us) under "Technology Plan 2002-2006."

**ADMINISTRATION'S RECOMMENDATION:**

Administration recommends approval of the tech plan.



Western Placer Unified School District

## Office of Educational Services

**TO:**  
All Certificated and  
Classified Employees and  
interested individuals

**FROM:**  
Scott Leaman  
Chuck Youstey

**DATE:**  
December 3, 2002

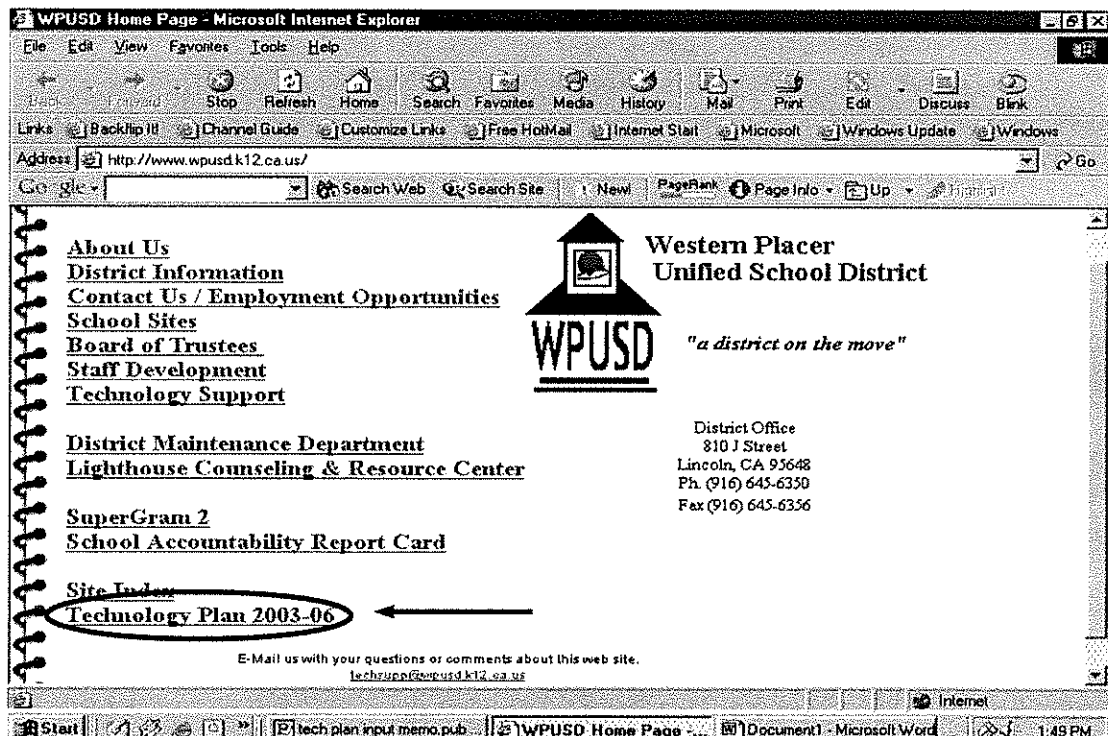
**RE:**  
Technology Plan Draft

The new No Child Left Behind (NCLB) Act includes the opportunity for the district to receive additional technology funding (approximately \$11, 000) for technology. A requirement to receive the funding is a board approved preliminary technology plan written to explicit and specific guidelines. We were informed of these guidelines after the school year began and have done our best to write a "plan to plan" document that we can send to the State by the beginning of next year.

At this time, we are asking you to give your input on the contents of the plan. Because of the plan's length (over 90 pages) we have posted it on our website. To give your input, simply e-mail Chuck or me through one of the links provided.

To access the plan go to [www.wpusd.k12.ca.us](http://www.wpusd.k12.ca.us) and use the link "Technology Plan 2002-2006." A pictorial of the link is provided below.

Thank you for your assistance!



6.2.1

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

**BOARD OF TRUSTEE GLOBAL DISTRICT GOALS**

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

**COMPLIANCE CHECK LIST**

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

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

**SUBJECT:**

Approval of Cooperative  
Agreement with Sierra  
Community College, City of  
Lincoln, and WPUSD in Regard  
To the New Community Library

**AGENDA ITEM AREA:  
DISCUSSION/ACTION**

**REQUESTED BY:**

Roger R. Yohe,  
District Superintendent

**ENCLOSURES:**

**MEETING DATE:**

January 7, 2003

**BACKGROUND:**

This item is being tentatively placed on the agenda at this time, however it may not be ready for action and may need to be pulled from the agenda.

**SUPERINTENDENT'S RECOMMENDATION:**

Administration recommends the Board of Trustees take action on this item if it is ready.

Eva\h:\wpfiles\Board\format2

6.3

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

**BOARD OF TRUSTEE GLOBAL DISTRICT GOALS**

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

**COMPLIANCE CHECK LIST**

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

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

**SUBJECT:**

Updated Time Line for  
For Grant – Linking Education,  
Activity, and Food (LEAF)

**AGENDA ITEM AREA:**

INFORMATION/DISCUSSION

**REQUESTED BY:**

Roger R. Yohe,  
District Superintendent

**ENCLOSURES:**

Contract

**MEETING DATE:**

January 7, 2003

---

**BACKGROUND:**

•Being presented for information is a change in the time line for the LEAF grant. The grant amount is for \$25,000, begins January 1, 2003 and ends December 31, 2003. This grant has previously been approved.

**SUPERINTENDENT'S RECOMMENDATION:**

Administration recommends the Board of Trustees receive this information, no action is necessary.

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6.4



COMMUNITY ALLIANCE  
WITH FAMILY FARMERS

To: Roger Yohe  
Company: WPUSD  
Fax #: 916 645-6356  
From: ~~CDE-NSD~~ Molly Johnson  
Date: 12/16/02 Total pages: 6

P.O. Box 363

Davis, CA

95617-0363

Phone:

530.756.8518

Fax:

530.756.7857

E-mail:

caff@caff.org

Website:

www.caff.org

Message:

Roger —

This is the contract w/ CDE-NSD  
for the LEAF project. Review and  
I will come by between 2:30 and 3:00  
tomorrow 12/17/02 for your signature.

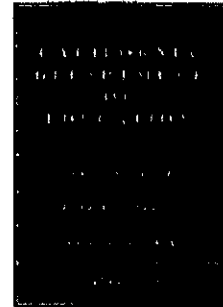
Thanks, Molly

P.S. Mike Danzik, our contact at CDE,  
said to ignore the mistake in the cover  
letter (Benicia USD instead of WPUSD),  
the contract is correct.

6.4.1



DELAINE EASTIN  
State Superintendent of Public Instruction



December 12, 2002

Molly Johnson, LEAF Project Coordinator  
Western Placer Unified School District  
P.O. Box 363  
Davis, CA 95617

Dear Ms. Johnson:

We are pleased to inform you that ~~Berkeley~~ Unified School District has been selected as a Linking Education, Activity, and Food (LEAF) Policy grant recipient. Your strategies for developing a healthy school environment to improve nutrition and physical activity among students were exceptional. We look forward to working with you during this exciting time. The LEAF Policy grant funding period is from January 1, 2003 through December 31, 2003, pending signing of the Grant Award. A LEAF Team member will notify you by e-mail once we receive the signed Grant Award.

Enclosed you will find the Grant Award notification that must be signed by the district superintendent (or designee) identified on your LEAF grant application. **Please return the three-page notification, with original signature, in the enclosed self-addressed envelope by December 31, 2002.**

The funds will be apportioned through the offices of your County Superintendent of Schools and County Treasurer within 4-6 weeks after we receive the signed grant award notification. Delay in submitting this form may result in delay of the release of grant funds to your agency.

The LEAF Networking meeting for your district's LEAF leadership team will be held in early February 2003 in Northern California. You will receive a revised LEAF timeline and workshop details shortly. If you have questions or need assistance, please e-mail LEAF@cde.ca.gov or call (916) 322-8310.

Sincerely,

Chila Silva-Martin  
Acting Director  
Nutrition Services Division

Enclosure

6.4.2



# GRANT AWARD

AO-400 (9/98)

## RETURN TO:

California Department of Education  
Nutrition Services Division  
560 J Street, Suite 270  
Sacramento, CA 95814  
Attn: Mike Danzik

CDE GRANT NO.			
FY	PCA	VENDOR NO.	SUFFIX
02-03	24376	6695	01
CNTY	NON-SACS INCOME ACCT	SACS CODES	
31	31-66951	Resource 7021	Revenue Object 8590

Grantee <b>Western Placer Unified School District</b>	Attention <b>Molly Johnson, Project Coordinator</b>	Telephone No. <b>(530) 756-8518, X30</b>	
Address <b>810 J Street</b>	City <b>Lincoln</b>	State <b>CA</b>	Zip <b>95648</b>

AWARD INFORMATION				CDE USE ONLY	
	Original/Prior Amendments	Amendment No. 0	Total	State Index	
Grant Amount	<b>\$25,000</b>	<b>\$0</b>	<b>\$25,000</b>	Project W/P	
Award Dates	Starting: <b>January 1, 2003</b>	Ending: <b>December 31, 2003</b>		Federal Catalog No.	

## CONDITIONS OF GRANT AWARD

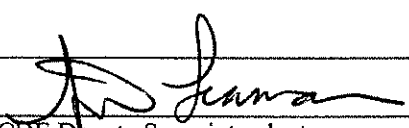
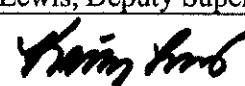
- The grantee shall use one or more of the following for all correspondence:  
Mail: California Department of Education  
Nutrition Services Division  
560 J Street, Suite 270  
Sacramento, CA 95814  
"ATTENTION: MIKE DANZIK"  
  
E-mail: LEAF@cde.ca.gov  
  
Phone: (916) 322-8310  
  
Fax: (916) 323-4311, "ATTENTION: MIKE DANZIK"
- The Certification of Acceptance of Grant Conditions section must be signed and this three-page notification returned, with original signature, to the above mailing address by December 31, 2002. Funds for school districts will be apportioned through the offices of your County Superintendent of Schools and County Treasurer within 4-6 weeks after the Nutrition Services Division receives the signed grant award notification.
- All approved project funds must be expended within the dates designated and for the amount indicated under "Award Information" above. Encumbrances may be made at any time after the starting date. However, all funds must be expended by the ending date of December 31, 2003. Expenditures shall comply with all applicable provisions of federal, state, and local rules, regulations, and policies relating to the administration, use, and accounting for public school funds including, but not limited to, the Education Code.
- The California Department of Education Grant No. specified above must be used on all communications.
- All LEAF Leadership Team members must attend and participate in all LEAF Leadership Team Networking Meetings.
- The grantee will receive 90 percent of their grant amount within 4-6 weeks after a signed copy of this document has been received by the Nutrition Services Division at the above address.  
The grantee will receive the final 10 percent of the funding within 4-6 weeks after receipt and approval of the final report.
- The grantee must use these funds in accordance with an approved application. Requested changes in the work plan must be submitted for approval via mail, fax, or e-mail.

6.4.3

8. The grantee must provide two (2) copies of progress reports according to the following time line.  
June 30, 2003 mid-term progress report due  
January 15, 2004 final progress report due
9. All dates are subject to change as mutually agreed upon between said grantee and the Nutrition Services Division.
10. Progress reports must include a summary for all expenditures by the grantee during the previous quarter, and a budget for the anticipated expenditure of funds received for the current quarter. Receipt for expenses must accompany expenditure report, include the grant number, and any sales or use tax must be itemized separately.
11. The grantee must obtain prior approval from the California Department of Education for news releases, media events, and public conferences concerning the LEAF program, including, but not limited to, the award, conduct, and results of LEAF grants. The grantee must communicate with the California Department of Education via fax, mail, or e-mail in order to provide the California Department of Education with an opportunity to participate in any outreach, news releases, or public conferences initiated by said grantee in regard to the LEAF program. In any outreach, publication, news release, or public conference initiated by said grantee concerning any aspect of the LEAF program, said grantee must include the following statement: *"Funding and in-kind contributions for this program have been made available by the Governor's Buy California Initiative, the California Department of Food and Agriculture, the California Department of Education, and the U.S. Department of Agriculture."*
12. Any materials developed by the grantee using grant funds must remain in the public domain, with credit to the funding source. Any materials developed by the grantee using grant funds will become the property of the California Department of Education. The California Department of Education reserves the exclusive right to seek copyright and trademark protection for any materials, and to publish, disseminate and otherwise use materials under these terms. The grantee must include the following statement in any publication developed with LEAF grant funds: *"Funding for this project has been made available by the Governor's Buy California Initiative, the California Department of Food and Agriculture (CDFA) and the U.S. Department of Agriculture (USDA). The content of this publication does not necessarily reflect the views of the CDFA and USDA. Nor does any mention of trade names, commercial products, or organizations imply endorsement by either the CDFA or USDA."*
13. The grantee must maintain documentation of grant activities for five (5) years following the end of the grant period. Separate accounting records must be maintained for the recipient's project in accordance with generally accepted accounting principles and the approved project budget. Files of supporting documentation must include, but are not limited to, purchase orders, work orders, contracts, itemized invoices, and correspondence and must be maintained separately in a manner identifiable for audit purposes. The grantee will, upon reasonable notice, permit the California Department of Education and/or the California Department of Food and Agriculture to audit the books, records, and related materials associated with the LEAF program to determine compliance with the provisions of this agreement.
14. The grantee must maintain an inventory record for each piece of non-expendable equipment purchased or built with LEAF funds. The inventory record of each piece of such equipment must include the date acquired, total cost, serial number, and model identification and any other descriptive information necessary to identify said equipment. Said inventory records must also include the location or section to which each said piece of equipment is assigned. Non-expendable equipment so inventoried shall be those items which have a normal life expectancy of four years or more and a unit cost of \$5,000 or more. In addition, theft-sensitive items of equipment costing less than \$5,000 must also be inventoried. Title to equipment purchased or built from these funds by any recipient will vest in the State unless otherwise specified. Upon termination of this agreement, the State may request that such equipment be returned to the State with costs incurred by the grant recipient for such return being reimbursed by the State, or authorize the continued use of such equipment for work to be performed for the California Department of Education under a different agreement.
15. The grantee must obtain prior written approval from the California Department of Education for any equipment purchase over \$5,000 (based on a per unit cost) or any capital improvements over \$35,000. The grantee must provide the costs and justification any time prior to purchase of said equipment and/or capital improvements via fax, e-mail, or mail. Capital improvements may be, but are not limited to: any real property acquisition or new construction; any modification of existing space (buildings, structures, or other facilities) that changes the use as to function, layout, capacity, or quality; any renovations or additions; and any modification that increases the designed level of services or life expectancy of a facility or other state infrastructure (e.g. seismic improvements, upgrades, etc.).

16. The grantee shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40), or sex. The grantee shall insure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination. The grantee must comply with the provisions of the Fair Employment and Housing Act (Gov. Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Admin. Code, Tit. 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Administrative Code are incorporated into this contract by reference and made a part hereof as if set forth in full. The grantee must give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
17. The grantee and any other providers of services must comply with all applicable state and federal conflict of interest provisions and reporting requirements.
18. The grantee shall ensure that any contractor paid for by the grantee utilizing LEAF funds comply with the State of California's Standard General Terms for Private Contractors (see GTC-201 at [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language)).
19. The grantee shall comply with the General Assurances accompanying this notification.
20. The grantee and any contractors will indemnify and hold harmless the State of California, and grant the California Department of Food and Agriculture an audit exemption, if found in violation of any state and federal statute, rule, regulation, or order.
21. Failure to comply with these stipulations will automatically result in a California Department of Education review for possible termination. Failure to submit the required reports in a timely manner may result in the California Department of Education billing your district for the total amount of the grant award. By accepting this award, the district agrees to return the funds to the California Department of Education, if required.

#### CERTIFICATION OF ACCEPTANCE OF GRANT CONDITIONS AND GENERAL ASSURANCES

<i>On behalf of the grantee named above, I accept this grant award. I have read the conditions contained in this grant notification letter, and I agree to comply with all requirements as a condition of grant funding.</i>		
Printed Name of Authorized Agent <b>Scott Leaman</b>	Title <b>Asst. Superintendent Of Education Services</b>	Telephone No. <b>(916) 645-6350</b>
Signature— 	Date <b>12/16/02</b>	
Printed name of CDE Deputy Superintendent <b>Kathy B. Lewis, Deputy Superintendent, Child, Youth, and Family Services Branch</b>		Telephone No. <b>(916) 657-5232</b>
Signature 		Date <b>12/12/02</b>

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

**BOARD OF TRUSTEE GLOBAL DISTRICT GOALS**

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

**COMPLIANCE CHECK LIST**

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

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

**SUBJECT:**

Approval of an Internal  
Review of HIS' Programs and  
Operations in Cooperation with  
PCOE and Horizon Administration

**AGENDA ITEM AREA:**

INFORMATION/DISCUSSION/ACTION

**REQUESTED BY:**

Roger R. Yohe,  
District Superintendent

**ENCLOSURES:**

**MEETING DATE:**

January 7, 2003

---

**BACKGROUND:**

•The Superintendent will present information leading up to the request for approval of this item. The Horizon Instructional Systems' Governance Board has taken action to approve the internal review by the district and the county office.

**SUPERINTENDENT'S RECOMMENDATION:**

Administration recommends the Board of Trustees take action to approve participation in an internal review of HIS' programs and operations.

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6.5

**What's New on the Horizon**

**Governance Committee Action Summary for December 19, 2002**

At the Horizon Instructional Systems Governance Committee Special Meeting held December 19, 2002, the following actions were taken:

1. By majority roll call vote, the GC approved admission of expelled student 02-02
2. By unanimous vote, the GC approved the Agenda Consent items.
- ③ 3. By unanimous vote, the GC approved an internal HIS review of programs and operations in cooperation with WPUSD and PCOE, expenses not to exceed \$5,000 without again bringing this item to the GC.
4. By unanimous vote, the GC approved the Site Policies as a draft pending legal and site coordinator review.
5. By unanimous vote, the GC approved the bid for sale of obsolete computers.
6. By unanimous vote, the GC approved the Vision, Mission, Guiding Principles, and motto as submitted.
7. By majority vote, the GC approved the carryover policy regarding instructional funds for the 03/04 school year as submitted.
8. By unanimous vote, the GC approved the Uniform Complaint Procedure as amended.
9. By unanimous vote, the GC approved the Executive Director job Description as amended.
10. By unanimous vote, the GC approved adoption of the 02-03 revised budget as submitted.
11. By unanimous vote, the GC approved the proposed GC Work/study sessions as submitted. The first work study session will be held January 9, 2003 from 6 p.m. to 8 p.m. addressing Charter Renewal and an Internal Review.

This Governance Committee Action Summary is a draft, informational item that is provided as a courtesy as soon as possible after a regular Committee meeting. It does not, in any way, replace the official Committee minutes.

6.5.1

CONSENT

AGENDA

ITEMS

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

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

**SUBJECT:**  
Approval of Minutes

**AGENDA ITEM AREA:**  
CONSENT AGENDA

**REQUESTED BY:**  
Roger R. Yohe,  
District Superintendent

**ENCLOSURES:**  
Minutes

**MEETING DATE:**  
January 7, 2003

---

**BACKGROUND:**

• Being submitted for approval are the minutes of regular meetings of December 3, 2002, and December 17, 2002.

**SUPERINTENDENT'S RECOMMENDATION:**

Administration recommends the Board of Trustees take action to approve the minutes of December 3 and 17, 2002, as submitted.

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7.1

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

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

**SUBJECT:**

Approval of Warrants

**AGENDA ITEM AREA:**

CONSENT AGENDA

**REQUESTED BY:**

Trudy Wilson,  
Director, Business Services

**ENCLOSURES:**

Members Only

**MEETING DATE:**

January 7, 2003

**BACKGROUND:**

•Being submitted for approval are the warrants paid since the December 3, 2002, meeting.

**SUPERINTENDENT'S RECOMMENDATION:**

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

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7.2



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

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

**SUBJECT:**  
Request for Maternity Leave

**AGENDA ITEM AREA:**  
Consent Agenda

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

**ENCLOSURES:**

**MEETING DATE:**  
January 7, 2003

**BACKGROUND:**

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

Michele Chapman – Kindergarten Teacher – CCC

**SUPERINTENDENT'S RECOMMENDATION:**

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

3307 Camelot Court  
Rocklin, CA 95765

December 1, 2002

Mr. Robert J. Noyes  
Director of Human Services  
Western Placer USD  
810 J Street  
Lincoln, CA 95648

Dear Mr. Noyes:

I am writing this letter to officially request maternity leave for a portion of the 2002-2003 school year. I currently teach Kindergarten at Carlin C. Coppin Elementary School and plan to finish the school year following my brief maternity leave.

My due date is currently scheduled for February 25, 2003. I am requesting leave from February 24, 2003 through March 28, 2003. However, these dates are subject to change, per doctor's order, and actual delivery date. They are also subject to change pending my need for a C-Section during delivery.

I truly enjoy my job as a professional educator and I am dedicated to the students and staff of C.C.C. I have discussed my maternity leave at length with my Principal, John Bliss, and he is aware of my plans for the time I will be away from the classroom. I have pre-arranged for Miss Stephanie Davis to serve as my long-term substitute and I am extremely confident in her ability to teach my students during my absence. I feel that she will do an amazing job working with the students and my partner teacher, Dana Roberts.

I appreciate your consideration of my request for maternity leave. Again, I am looking forward to this wonderful change in my life and upon returning to my profession.

Sincerely,

Michele W. Chapman  
Kindergarten Teacher  
Carlin C. Coppin Elementary School

Cc: John Bliss, Principal  
WPUSD Board of Trustees  
Peggy Stewart

7.3 a

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

**BOARD OF TRUSTEE GLOBAL DISTRICT GOALS**

**COMPLIANCE CHECK LIST**

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

**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 B/N  
Director, Human Services

**ENCLOSURES:**

**MEETING DATE:**

January 7, 2003

**BACKGROUND:**

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

Mary Christy, Campus/Café Supervisor - FSS

**SUPERINTENDENT'S RECOMMENDATION:**

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

1/3 b

12/10/02

To: Western Placer County School District  
Re: Resignation  
Attn: First Street Elementary School

I, Mary P. Christy  
regrettable must resign from my current duties  
effective November 8 2002, for personal reasons.

As a two hour campus  
cafeteria supervisor and acting crossing guard  
attendant, I enjoyed overseeing the children as well  
as my interaction with all school personnel.

My appreciation for all that  
this district has done for me is very much  
appreciated and shall not be forgotten. For those  
at First Street who opened their arms and  
welcomed me into their family, I thank them  
with my heart.

Sincerely

Mary P. Christy

Mary P. Christy

7.3  
b.1



**WESTERN  
PLACER  
UNIFIED  
SCHOOL  
DISTRICT**

810 J Street  
Lincoln, CA 95648

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

**Superintendent**

Roger R. Yohe

**Board of Trustees**

Marcia Harris  
Paul Long  
Earl Mentze  
Karen Roberts  
Nels Tahti

**Asst. Superintendent,  
Business Services**

Jay M. Stewart

**Asst. Superintendent,  
Educational  
Services**

Scott Leaman

**Director,  
Human Services**

Robert Noyes

December 12, 2002

Mary P. Christy  
461 E 9<sup>th</sup> Street  
Lincoln, CA 95648

Dear Mary:

I have accepted your letter of resignation effective November 8, 2002, from your position as Campus Cafeteria Supervisor and Crossing Guard at the First Street School.

On behalf of the Board of Trustees, I want to wish you much success in the future.

Sincerely,

Roger R. Yohe, Superintendent  
Western Placer Unified School District

RRY/em

Cc: Bob Noyes, Director of Human Services  
Personnel File

Wpfiles\corres\resign

"PURSUIT OF EXCELLENCE"

11.3  
b.2

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

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

**SUBJECT:**

Request for Family  
Leave

**AGENDA ITEM AREA:**

Consent Agenda

**REQUESTED BY:**

Bob Noyes   BN    
Director, Human Services

**ENCLOSURES:**

**MEETING DATE:**  
January 7, 2003

**BACKGROUND:**

The Board of Trustees will take action on a request for Family Leave from:  
  
Alan Eaton, Maint./Custodian - GEM

**SUPERINTENDENT'S RECOMMENDATION:**

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

  1.3   C

ALAN EATON  
860 6TH STREET  
LINCOLN, CA 95648

December 19, 2002

Dear Bob,

I am leaving for OR. January 1 to be with my parents for my dad's cancer surgery. My mother has had several strokes and can't be alone. I am planning on coming back the 14th if everything goes well.

I would appreciate it if this time could be taken from family leave.

Thank you for considering this request.

Sincerely,

Alan Eaton

7.3  
C.1

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

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

**SUBJECT:**

Adoption of Resolution  
Establishing A Reduction  
Of Classified Employee Hours

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Bob Noyes, Director  
Human Services

**ENCLOSURES:**

Resolution

**MEETING DATE:**

January 7, 2003

**BACKGROUND:**

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

One Bilingual Instructional Aide, Rosa Aguilar, (3½ hrs. per day) whose hours are to be eliminated at the Lincoln Adult School.

**SUPERINTENDENT'S RECOMMENDATION:**

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

7.4



**RESOLUTION**  
**02/03.17**

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

One Bilingual Instructional Aide whose hours are to be reduced a total of 3 ½ hours per day as follows:

3.5 hours – One Bilingual Instructional Aide at Lincoln Adult School performing instructional aide related tasks;

NOW, THEREFORE, BE IT RESOLVED that as of February 6, 2003, this classified position of the District is to be reduced or discontinued to the extent set forth above.

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

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board on January 7, 2003, by the following vote:

AYES:

NOES:

ABSENT:

Date: \_\_\_\_\_

Governing Board of the Western Placer Unified School District

By \_\_\_\_\_  
Secretary of the Governing Board

7.4.1



**WESTERN  
PLACER  
UNIFIED  
SCHOOL  
DISTRICT**

810 J Street  
Lincoln, CA 95648

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

**Superintendent**

*Roger R. Yohe*

**Board of Trustees**

*Marcia Harris  
Paul Long  
Earl Mentze  
Karen Roberts  
Nels Tahti*

**Asst. Superintendent,  
Business Services**

*Jay M. Stewart*

**Asst. Superintendent,  
Educational  
Services**

*Scott Leaman*

**Director,  
Human Services**

*Robert Noyes*

December 20, 2002

Nancy Griffin, President  
Western Placer Classified Union  
790 J Street  
Lincoln, CA 95648

Dear Nancy:

As per the classified employee contract between the Western Placer Unified School District and the Western Placer Classified Employee's Association, I am hereby serving notice to you that Rosa Aguilar, a three and one-half Instructional Aide/Bilingual at the Lincoln Adult School will be eliminated due to a loss of funds work (Contract Article IX (D)). Please refer to the attached letter from John Wyatt, Principal of Lincoln Adult School.

The Western Placer Unified School District will be presented a resolution for action regarding the reduction of hours of said employee on January 7, 2003. The affected employee will receive a "Notice of Layoff" form (with attached Board Resolution and Notice of Election Form) either by personal service or certified mail (Contract Article IX (E)(2)). Also, the regular 30-day prior notice rule applies, Education Code 45117.

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

Respectfully,

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

**"PURSUIT OF EXCELLENCE"**

7.4.2

# Memo

**To:** Bb Noyes  
**From:** John Wyatt  
**Date:** 12/26/2002  
**Re:** Bilingual Aide positions

---

Due to the loss of Adult Education and Family Literacy Grant – Section 231 funding for the 2002-2003 school year, I am forced to eliminate the following Bilingual Instructional Aide position:

- Rosa Aguilar – 3.5 hours per day

The duties of this position were to assist with adult education students and their family needs during the morning and afternoon programs.

December 20, 2002



Rosa Aguilar  
705 A Street  
Lincoln, CA 95648

**WESTERN  
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DISTRICT**

810 J Street  
Lincoln, CA 95648

(916) 645-6350  
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**Superintendent**

Roger R. Yoho

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Jay M. Stewart

**Asst. Superintendent,  
Educational  
Services**

Scott Leaman

**Director,  
Human Services**

Robert Noyes

Dear Rosa:

This letter is sent to you as the official notification that your three and one-half (3 ½) hours of Bilingual Instructional Aide time at the Lincoln Adult School will be eliminated due to loss of funds. As you are aware, the 231 grant that supports your worksite program has been eliminated this year by California Department of Education action.

The Western Placer Unified School District's Board of Trustees will review the reduction of your hours and take action at the January 7, 2003 board meeting held at Lincoln High School's Visual and Performing Arts Building. If action is taken to formally reduce your work hours, you will be allowed to continue working those three and one-half hours for thirty calendar days (officially ends Thursday, February 6, 2003), as determined by the site principal. After the 30-day lay-off notice timeline is completed you will have the option to do one of the following: 1.

1. "Bump" the lowest Bilingual Instructional Aide within the district (the positions are in order of lowest seniority). Currently, there are no Bilingual Aide positions that are eligible for bumping
2. Accept the official lay-off notice due to lack of work and be eligible for reemployment for a period of 39 months and be reemployed in preference to new applicants with less seniority within the same job classification. If you choose this option, you will retain your 3 ½ hours within the school district if they become available.

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

Sincerely,

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

Cc: Nancy Griffin, President WPCSEA

"PURSUIT OF EXCELLENCE"

11.4.4

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

Adoption of Resolution  
Establishing A Reduction  
Of Classified Employee Hours

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Bob Noyes, Director  
Human Services

**ENCLOSURES:**

Resolution

**MEETING DATE:**

January 7, 2003

**BACKGROUND:**

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

One Bilingual Instructional Aide, Nancy Gonzalez Garcia, whose hours are to be reduced a total of 3 hours per day at the Lincoln Adult School.

**SUPERINTENDENT'S RECOMMENDATION:**

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

7.5

## RESOLUTION

02/03.18

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

One Bilingual Instructional Aide whose hours are to be reduced a total of 3 hours per day as follows:

3.0 hours – One Bilingual Instructional Aide at Lincoln Adult School performing instructional aide related tasks;

NOW, THEREFORE, BE IT RESOLVED that as of February 6, 2003, this classified position of the District is to be reduced or discontinued to the extent set forth above.

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

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board on January 7, 2003, by the following vote:

AYES:

NOES:

ABSENT:

Date: \_\_\_\_\_

Governing Board of the Western Placer Unified School District

By \_\_\_\_\_  
Secretary of the Governing Board

7.5.1



**WESTERN  
PLACER  
UNIFIED  
SCHOOL  
DISTRICT**

810 J Street  
Lincoln, CA 95648

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

**Superintendent**

Roger R. Yohe

**Board of Trustees**

Marcia Harris  
Paul Long  
Earl Mentze  
Karen Roberts  
Nels Tahti

**Asst. Superintendent,  
Business Services**

Jay M. Stewart

**Asst. Superintendent,  
Educational  
Services**

Scott Leaman

**Director,  
Human Services**

Robert Noyes

December 20, 2002

Nancy Griffin, President  
Western Placer Classified Union  
790 J Street  
Lincoln, CA 95648

Dear Nancy:

As per the classified employee contract between the Western Placer Unified School District and the Western Placer Classified Employee's Association, I am hereby serving notice to you that Nancy Gonzalez Garcia, an eight hour Instructional Aide/Bilingual at the Lincoln Adult School will lose three hours due to a loss of funds (Contract Article IX (D)). Please refer to the attached letter from John Wyatt, Principal of Lincoln Adult School.

The Western Placer Unified School District will be presented a resolution for action regarding the reduction of hours of said employee on January 7, 2003. The affected employee will receive a "Notice of Layoff" form (with attached Board Resolution and Notice of Election Form) either by personal service or certified mail (Contract Article IX (E)(2)). Also, the regular 30-day prior notice rule applies, Education Code 45117.

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

Respectfully,

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

"PURSUIT OF EXCELLENCE"

7.5.2

# Memo

**To:** Bb Noyes  
**From:** John Wyatt  
**Date:** 12/26/2002  
**Re:** Bilingual Aide positions

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Due to the loss of Adult Education and Family Literacy Grant – Section 231 funding for the 2002-2003 school year, I am forced to reduce the following Bilingual Instructional Aide position:

- Nancy Gonzalez – 3.0 hours per day

The duties of this position were to assist with adult education students and their family needs during the morning and afternoon programs.





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**Superintendent**

Roger R. Yohe

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Neils Tahti

**Asst. Superintendent,  
Business Services**

Jay M. Stewart

**Asst. Superintendent,  
Educational  
Services**

Scott Leaman

**Director,  
Human Services**

Robert Noyes

Nancy Gonzalez Garcia  
601 Zoann Drive  
Lincoln, CA 95648

Dear Nancy:

This letter is sent to you as the official notification that your eight (8) hours of Bilingual Instructional Aide time at the Lincoln Adult School will be reduced by three hours due to loss of funds. As you are aware, the 231 grant that supports your worksite program has been eliminated this year by California Department of Education action.

The Western Placer Unified School District's Board of Trustees will review the reduction of your hours and take action at the January 7, 2003 board meeting held at Lincoln High School's Visual and Performing Arts Building. If action is taken to formally reduce your work hours, you will be allowed to continue working those three hours for thirty calendar days (officially ends Thursday, February 6, 2003), as determined by the site principal. After the 30-day lay-off notice timeline is completed you will have the option to do one of the following:

1. "Bump" the lowest Bilingual Instructional Aide within the district (the positions are in order of lowest seniority). Currently, there are no Bilingual Aide positions that are eligible for bumping
2. Choose to accept a voluntary reduction in assigned time in lieu of layoff and be granted the same reemployment rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months (63 months total of reemployment eligibility). If you choose this option, you will retain your 5 hours at the Lincoln Adult School.
3. Accept the official lay-off notice due to lack of work and be eligible for reemployment for a period of 39 months and be reemployed in preference to new applicants within the same job classification. If you choose this option, you will retain your 3 hours within the school district if they become available.

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

Sincerely,

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

Cc: Nancy Griffin, President WPCSEA

**"PURSUIT OF EXCELLENCE"**

7.5.4

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

**BOARD OF TRUSTEE GLOBAL DISTRICT GOALS**

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

**COMPLIANCE CHECK LIST**

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

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

**SUBJECT:**

Request for Two-Night  
Trip

**AGENDA ITEM AREA:**

CONSENT AGENDA

**REQUESTED BY:**

COES Science Teacher,  
& Fifth Grade Teachers

**ENCLOSURES:**

Request

**MEETING DATE:**

January 7, 2003

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**BACKGROUND:**

•Being submitted for approval is a request from Creekside Oaks Elementary School for a two-night stay in the Mendocino area the week of May 5-9, 2003 for fifth grade students.

**SUPERINTENDENT'S RECOMMENDATION:**

Administration recommends the Board of Trustees take action to approve this request.

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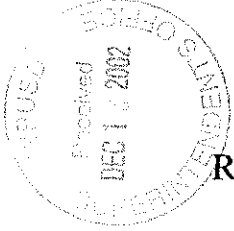
7.6

To: WPUSD Board of Education Trustees:

Karen Roberts, Paul Long, Marcia Harris, Earl Mentze, and Nels Tahti

From: Science and 5<sup>th</sup> grade teachers at Creekside Oaks Elementary School:

Jennifer Tarabochia, Thomas Toy, Megan Curry, Kent Cygan, Margie Goldsmith, Jeremy Lyche, Conni Trenkamp



Re: Outdoor Education Opportunity

Date: December 2002

The fifth grade and science teaching staffs at Creekside Oaks Elementary School have collaborated together to plan an exciting outdoor education experience for our fifth grade students, tying into the district goal to "continue to expand outdoor education opportunities." It incorporates a two-night stay in the Mendocino area during the week of May 5-9, 2003, which would require your approval in order for us to participate in this program.

After all of us expressed a desire to take our students on an extended outdoor trip that would culminate the year and our studies in science and after researching several options, we have found a coastal ecology program administered by the Pacific Environment Education Center, located at Mackerricher State Park near Ft. Bragg. (One of our 5<sup>th</sup> grade faculty members has attended this program in the past with her own children and found it to be exceptional.) Their educational focus is "on the interdependence and interrelationship of human beings and the physical environment in which they live, taught with a hope of developing within students an environmental ethic and a respect for the natural world." Students would be provided field study opportunities in tidepools, sand dunes, estuaries, coastal headlands, and redwood and pygmy forests. These studies would be supplemented with follow-up programs on site, campfire activities and a slide show.

The educational content of the program would tie into the science curriculum already occurring in the classroom in many ways. It would give students hands-on opportunities to study plants and animals from different taxonomical categories in their actual biomes and habitats. Students could extend their understanding of weather, water cycle and tides and how these

7.6.1

factors affect the organisms they are studying. Additionally, they would be exposed to the ocean biome, which is not readily available to most of them and would deepen their understanding and appreciation of this precious resource. This ties directly into an extensive ocean curriculum developed by the Lawrence Hall of Science that the entire student population of Creekside Oaks will be engaged in during the month of May, which is to become a yearly event. This trip has the potential of becoming the culminating experience for all Creekside Oaks students when they become 5<sup>th</sup> graders who will have studied a different aspect of the ocean every year.

The cost of this program is \$90 per student, which includes lodging, food and activities. There would be an additional cost of approximately \$20 - \$30 per student for transportation. The 5<sup>th</sup> grade students have already begun fundraising to offset the costs of an outdoor trip and have other fundraising plans for the coming months. (They do not know the specifics of the trip yet.) We feel confident that every student who wishes to participate will be able to attend.

We have consulted extensively with Ken Gammelgard on this trip and he is in full support. We hope that you will approve our students' participation in this outstanding outdoor education program and appreciate your time and consideration.

Cc: Ken Gammelgard  
Roger Yohe

7.6.2