

WESTERN PLACER UNIFIED SCHOOL DISTRICT
810 J STREET, LINCOLN, CALIFORNIA 95648
Phone: 916.645.6350 Fax: 916.645.06356

MEMBERS OF THE GOVERNING BOARD

Paul Long - President
James McLeod - Vice President
Paul Carras - Clerk,
Ana Stevenson - Member
Brian Haley - Member

DISTRICT ADMINISTRATION

Scott Leaman, Superintendent
Bob Noyes, Assistant Superintendent, Personnel Services
Carrie Carlson, Assistant Superintendent, Business Services
Mary Boyle, Assistant Superintendent, Educational Services
Roger Yohe, Facilities Superintendent

STUDENT ENROLLMENT

<u>School</u>	<u>12/01/06</u>	<u>1/03/07</u>
Sheridan School (K-5)	88	90
First Street School (K-5)	449	452
Carlin C. Coppin Elementary (K-5)	470	486
Creekside Oaks Elementary (K-5)	696	690
Twelve Bridges Elementary (K-5)	719	723
Foskett Ranch Elementary (K-5)	464	469
Glen Edwards Middle (6-8)	716	711
Twelve Bridges Middle School (6-8)	570	584
Lincoln High School (9-12)	1294	1289
Phoenix High School (10-12)	89	91
PCOE Home School	8	3
TOTAL:	5,558	5,588

Phoenix Infant/Toddler 18

Prechool/Head Start

First & J Street 24
Carlin Coppin 24
Sheridan 24

Adult Education 203

GLOBAL DISTRICT GOALS

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

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
January 16, 2007 7:00 P.M.
GLEN EDWARDS MIDDLE SCHOOL –SPIRIT CENTER (Multi)
204 "L" STREET, LINCOLN, CA**

AGENDA

2006-2007 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; Component II: Curriculum Themes; Component III: Special Student Services; Component IV: Staff & Community Relations; Component V: Facilities/Administration/Budget.

6:00 P.M. OPEN SESSION – Glen Edwards Middle School Library

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

6:05 P.M. CLOSED SESSION – Glen Edwards Middle School Library

1. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Initiation of litigation pursuant to subdivision (c) of Government Code Section 54956.9 1 Case.

2. PERSONNEL

Public Employee Discipline/Dismissal/Release

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

- a. Student Discipline/Expulsion Pursuant To E.C. 48918
Student Expulsion #06/07 J
- b. Student Discipline/Expulsion Pursuant To E.C. 48918
Student Expulsion #06/07 K

4. ADJOURN TO OPEN SESSION

7:00 P.M. OPEN SESSION – SPIRIT CENTER (Multi) - GEMS

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

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

2.1 CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Initiation of litigation pursuant to subdivision (c) of Government Code Section 54956.9 1 Case.

January 16, 2007

Agenda

2.2 PERSONNEL

Public Employee Discipline/Dismissal/Release

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

- a. Student Discipline/Expulsion Pursuant To E.C. 48918
Student Expulsion #06/07 J
- b. Student Discipline/Expulsion Pursuant To E.C. 48918
Student Expulsion #06/07 K

3. SPECIAL ORDER OF BUSINESS

Glen Edwards Middle School Featured – A presentation focusing on pupils, parents, and program.

4. CONSENT AGENDA**NOTICE TO THE PUBLIC**

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

4.1 Ratification of Personnel Items**Classified:*****a. Ratification of Classified Position:***

Gregory Tejes – Budget Technician – D.O.

b. Ratification of Classified Resignation:

Jennifer Shipman – School Secretary 1 – COE

4.2 Student Discipline/Expulsion Re-Entry of Student #05-06 F.**4.3 Approve the job descriptions for CSEA positions Systems Administrator, Technology Data Specialist and Network Administrator.****5. COMMUNICATION FROM THE PUBLIC**

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

6. REPORTS & COMMUNICATION

- 6.1 Lincoln High School, Student Advisory – Laura DiGiordano
- 6.2 Western Placer Teacher's Association – Mike Agrippino
- 6.3 Western Placer Classified Employee Association – Joe Ross
- 6.4 Superintendent, Scott Leaman
- 6.5 Assistant Superintendent(s)
 - 6.5.1 Carrie Carlson
 - a. Budget Update:
 - 6.5.2 Mary Boyle

January 16, 2007

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a. Program Focus Area:

6.5.3 Bob Noyes

7. ♦ ACTION ♦ DISCUSSION ♦ INFORMATION

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

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

7.1 (D/A) **CREEKSIDE OAKS LUNCH SCHEDULE - Leaman** (06-07 G & O Component V)

- This item is based on the request of the Board of Trustees. There were concerns of the Lunch Schedule at Creekside Oaks and concerns of space availability in the new lunch facility. Attached is information on an observation done by Food Service Director, Jeff Dardis.

7.2 (I/D) **BOARD POLICY BB 9322 (AGENDA ITEMS) – Leaman** (06-07 G & O Component IV)

- Based on Board of Trustee request, Board Bylaw 9322 regarding Agenda/Meeting Materials is being presented to the board for discussion.

7.3 (I/A) **REPORT ON SELECTION OF SERVICE PROVIDER – Carlson** (06-07 G & O Component I-V)

- Russ Selken of Advanced Technology Group will present a report on the District's bid process and selection of providers of telecommunications and internet access.

8. **BOARD OF TRUSTEES**8.1 **FUTURE AGENDA ITEMS**

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

- Relationship with Sierra Community College
- Carlin C. Coppin Elementary School Land Plan/Gladding Parkway
- Twelve Bridges High School

8.2 **BOARD MEMBER REPORTS/COMMENTS**9. **ESTABLISHMENT OF NEXT MEETING(S)**

- The President will establish the following meeting(s):
>February 6, 2007 7:00 p.m., Lincoln High School

January 16, 2007

Agenda

10. ADJOURNMENT

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

Posted: 121406

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT

CLOSED SESSION AGENDA

PLACE: Glen Edward Middle School Library
DATE: January 16, 2007
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

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Conference with Legal Counsel –
Anticipated Litigation

AGENDA ITEM AREA:

Closed Session

REQUESTED BY:

Scott Leaman, Superintendent

ENCLOSURES:

MEETING DATE:

January 16, 2007

BACKGROUND:

The Board of Trustees will discuss anticipated litigation during closed session. Legal Counsel will be present.

ADMINISTRATION RECOMMENDATION:

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

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

DISTRICT GLOBAL GOALS

6. 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
7. Foster a safe, caring environment where individual differences are valued and respected.
8. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.
9. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
10. Promote student health and nutrition in order to enhance readiness for learning.

SUBJECT AREA:

Resignation of Classified
Employee

AGENDA ITEM:

Disclosure of Action Taken in
Closed Session

REQUESTED BY:

Bob Noyes
Assist. Superintendent, Personnel Services

ENCLOSURES:

MEETING DATE:

January 16, 2007

BACKGROUND:

The Board of Trustees will disclose any action taken during closed session in regards to the resignation of classified employee.

ADMINISTRATION RECOMMENDATION:

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

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Student Discipline/
Expulsion
Student #06-07 J

AGENDA ITEM AREA:

Closed Session

REQUESTED BY:

John Wyatt
District Hearing Officer

ENCLOSURES:

MEETING DATE:

January 16, 2007

BACKGROUND:

The Board of Trustees will disclose any action taken during closed session in regards to the expulsion of Student #06-07 J

ADMINISTRATION RECOMMENDATION:

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

2.3a.

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Student Discipline/
Expulsion
Student #06-07 K

AGENDA ITEM AREA:

Closed Session

REQUESTED BY:

John Wyatt
District Hearing Officer

ENCLOSURES:

MEETING DATE:

January 16, 2007

BACKGROUND:

The Board of Trustees will disclose any action taken during closed session in regards to the expulsion of Student #06-07 K

ADMINISTRATION RECOMMENDATION:

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

2.3 b.

**SPECIAL
ORDER
OF
BUSINESS**

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

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

DISTRICT GLOBAL GOALS

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

Featured School – Glen Edwards Middle School

Pupils (*recognition of excellence*)

Parents (*report from SBLT and/or parents*)

Program (*focus on one site program*)

AGENDA ITEM AREA:

Special Order of Business

REQUESTED BY:

Scott Leaman, Superintendent

ENCLOSURES:

Yes

MEETING DATE:

January 16, 2007

BACKGROUND:

A program focusing on pupils, parents, and site program presentation.

ADMINISTRATION RECOMMENDATION:

Administration recommends the Board of Trustees enjoy the presentation.

WPUSD
GEMS' BOARD PRESENTATION
Tuesday, January 16, 2007
7:00—7:30 p.m.
GLEN EDWARDS MIDDLE SCHOOL
SPIRIT CENTER

1. Welcome, Introductions—M. Doherty
2. Student Recognition
 - District Office/COES—Sun City Project 2006
-with Tom Bakey/Julie Shakelford
 - GEMS' Students – Panther Pride AfterSchool Program
3. SBLT Team
 - Parent Observations—SBLT Members
4. Program Highlight—Leadership Program
 - Overview—M. Doherty
 - Leadership—Lori Reitman
 - Highlights—Leadership Students





640 Fifth Street Lincoln, California 95648 · www.ci.lincoln.ca.us

June 23, 2006

CADartists of Lincoln
1923 Fallen Leaf Lane
Lincoln, CA 95648

Dear CADartists:

We would like to take this opportunity to thank you for participating in our successful application for recognition as an ALL AMERICA CITY.

By creating and designing your original art on computers in our schools you have developed and expressed the true spirit of our city in a unique way.

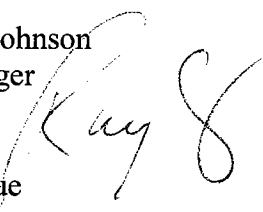
Young artists like you are the future of our city, and we are honored that you are continually creating computer artwork in our schools. Your special talents integrate and enhance the community spirit of our city.

You truly make a difference.


Sincerely,



Gerald F. Johnson
City Manager



Ray Sprague
Mayor



Kent Nakata
Mayor Pro-Tem

CONSENT

AGENDA

ITEMS

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

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

DISTRICT GLOBAL GOALS

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


SUBJECT AREA:

Ratification of Classified
Confidential Employment

AGENDA ITEM:

Consent Agenda

REQUESTED BY:

Bob Noyes 
Assist. Superintendent, Personnel Services

ENCLOSURES:

MEETING DATE:

January 16, 2007

BACKGROUND:

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

Gregory Tejes – Budget Technician (1.00 FTE) – DO

ADMINISTRATION RECOMMENDATION:

Administration recommends ratification of employment for the individual listed above.

4.1a.

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT AREA:

Ratification of Classified
Resignation

AGENDA ITEM:

Consent Agenda

REQUESTED BY:

Bob Noyes 
Assist. Superintendent, Personnel Services

ENCLOSURES:

MEETING DATE:

January 16, 2007

BACKGROUND:

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

Jennifer Shipman – School Secretary I – COE

ADMINISTRATION RECOMMENDATION:

Administration recommends ratification of resignation for the individual listed above.

4.1b.

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Student Discipline/
Expulsion Re-Entry
Student #05-06 F

AGENDA ITEM AREA:

Consent

REQUESTED BY:

John Wyatt
District Hearing Officer

ENCLOSURES:

MEETING DATE:

January 16, 2007

BACKGROUND:

The Board of Trustees will disclose any action taken during closed session in regards to the re-entry expulsion of Student #05-06 F

ADMINISTRATION RECOMMENDATION:

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

4.2

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

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

AGENDA ITEM:

Approve the job descriptions for CSEA positions Systems Administrator, Technology Data Specialist and Network Administrator

SUBJECT AREA:

Consent Agenda

REQUESTED BY:

Carrie Carlson
Assistant Superintendent, Business Services

ENCLOSURES:

Yes

BOARD MEETING DATE:

January 16, 2007

BACKGROUND:

Based on discussions with current Technology staff and in anticipation of future District needs, administration has determined that the positions are/will be necessary for the Technology department to effectively support the District.

SUPERINTENDENT'S RECOMMENDATION:

Approve the job descriptions for Systems Administrator, Technology Data Specialist and Network Administrator.

4.3

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: Systems Administrator
Department: Business Services
Reports To: Assistant Superintendent, Business Services

SUMMARY:

The Systems Administrator is responsible for all aspects of systems administration for the District, including implementation and maintenance of server hardware, server software, staff user accounts, backups, assessment, and documentation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Managing, monitoring and maintaining Windows servers including hardware and related software.
- Implementing and integrating new Windows servers into existing environment.
- Performs server backups and recovery procedures.
- Troubleshoots and diagnoses production problems; corrects identified problems.
- Maintains email system.
- Creates and maintains staff user accounts.
- Creates and maintains the Western Placer Unified School District's Web site.
- Supports site technicians.
- Coordinates with other departments on projects.

Minimum Qualifications:

Employment Eligibility:

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

Education:

- AA degree in Computer Science, Information Systems or equivalent preferred
- High school diploma required

Experience:

- Knowledge and experience with Windows/Active Directory, Microsoft DNS, and IIS. Minimum 4 years experience in system administration.

4.3.1

Knowledge, Skills, and Abilities:

- Knowledge of basic math including calculation of fractions, percents and/or ratios.
- Skills to read a variety of manuals and understand multiple-step instructions.
- Skills to write documents following prescribed formats and/or present information before groups.
- Ability to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions.
- Ability to speak in audible tones so that others may understand clearly in training sessions and other meetings.
- Ability to interpret and implement rules relating to Western Placer Unified School District policies.
- Ability to schedule a number of activities; often gather, collate, and/or classify data; and coordinate a significant number of factors in the use of equipment.
- Ability to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using various methods of operation.
- Ability to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a wide variety of job-related equipment.
- Ability to apply problem solving techniques to analyze issues, create plans of action and reach solutions.
- Ability to establish and maintain cooperative working relationships.

Work Environment:

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

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

Physical Requirements:

- Facility to sit for extended periods at a desk, conference table, or in meeting rooms.
- Facility to frequently stand and walk; bend, stoop, and reach overhead.
- Facility to see and read a computer screen and printed matter with or without visual aids.
- Facility for verbal communications including the ability to speak and hear at normal room levels.
- Facility to use computer terminals, telephones, calculators, copiers, and facsimile.
- Facility to drive a car and the means to provide own transportation when required.
- Mental acuity to assist in the management of Information Technology Programs, consult with management on policy decisions, evaluate results, and make recommendations relative to the effective performance of the tasks.

4.3.2

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: Technology Data Specialist
Department: Business Services
Reports To: Assistant Superintendent, Business Services

SUMMARY:

Responsible for the overall support, maintenance and monitoring of the District's Student Information Database and Specialty Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Installs, maintains, updates, and supports the student information system.
- Installs and maintains district specialty software.
- Supports District programs including, but not limited to updates, monitoring, training and research.
- Develops and implements policies, procedures, and guidelines regarding information technology.
- Participates in the development and maintenance of the district technology plan.
- Coordinates with the Facilities Department on new projects.
- Supports Site Support Technicians
- Acts as a District E-Rate Coordinator

Minimum Qualifications:

Employment Eligibility:

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

Education:

- AA degree in Computer Science, Information Systems or equivalent preferred
- High school diploma required

Experience:

- Five years experience in database management and software support. Skill set in student information system preferred.

4.3.3

Knowledge, Skills, and Abilities:

- Knowledge of basic math including calculation of fractions, percents and/or ratios.
- Skills to read a variety of manuals and understand multiple-step instructions.
- Skills to write documents following prescribed formats and/or present information before groups.
- Ability to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions.
- Ability to speak in audible tones so that others may understand clearly in training sessions and other meetings.
- Ability to interpret and implement rules relating to Western Placer Unified School District policies.
- Ability to schedule a number of activities; often gather, collate, and/or classify data; and coordinate a significant number of factors in the use of equipment.
- Ability to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using various methods of operation.
- Ability to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a wide variety of job-related equipment.
- Ability to apply problem solving techniques to analyze issues, create plans of action and reach solutions.
- Ability to establish and maintain cooperative working relationships.

Work Environment:

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

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

Physical Requirements:

- Facility to sit for extended periods at a desk, conference table, or in meeting rooms.
- Facility to frequently stand and walk; bend, stoop, and reach overhead.
- Facility to see and read a computer screen and printed matter with or without visual aids.
- Facility for verbal communications including the ability to speak and hear at normal room levels.
- Facility to use computer terminals, telephones, calculators, copiers, and facsimile.
- Facility to drive a car and the means to provide own transportation when required.
- Mental acuity to assist in the management of Information Technology Programs, consult with management on policy decisions, evaluate results, and make recommendations relative to the effective performance of the tasks.

4.34

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: Network Administrator
Department: Business Services
Reports To: Assistant Superintendent, Business Services

SUMMARY:

Functioning as the Network Administrator, this individual plans, installs, maintains, documents and operationally supports all network components ensuring the maximum availability of all LAN/WAN (network) resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Designs and implements network infrastructure to meet District needs.
- Installs, configures, maintains, and secures switches, routers, firewalls and any other required network equipment.
- Implements and maintains secure VPN access to the District network.
- Troubleshoots network performance issues and creates and maintains a disaster recovery plan.
- Maintains thorough documentation of the District network.
- Monitors all network systems to ensure optimal performance and address deficiencies.
- Works with outside vendors and service providers to meet District connectivity needs.
- Supports site technicians.
- Coordinates with other departments on projects.

Minimum Qualifications:

Employment Eligibility:

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

Education:

- AA degree in Computer Science, Information Systems or equivalent preferred
- High school diploma required
- Cisco and/or other network certification desired, but not required

Experience:

- Five years experience in network administration supporting a LAN/WAN environment.
- Cisco equipment experience (routers and firewall).

4.35

Knowledge, Skills, and Abilities:

- Knowledge of basic math including calculation of fractions, percents and/or ratios.
- Skills to read a variety of manuals and understand multiple-step instructions.
- Skills to write documents following prescribed formats and/or present information before groups.
- Ability to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions.
- Ability to speak in audible tones so that others may understand clearly in training sessions and other meetings.
- Ability to interpret and implement rules relating to Western Placer Unified School District policies.
- Ability to schedule a number of activities; often gather, collate, and/or classify data; and coordinate a significant number of factors in the use of equipment.
- Ability to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using various methods of operation.
- Ability to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a wide variety of job-related equipment.
- Ability to apply problem solving techniques to analyze issues, create plans of action and reach solutions.
- Ability to establish and maintain cooperative working relationships.

Work Environment:

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

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

Physical Requirements:

- Facility to sit for extended periods at a desk, conference table, or in meeting rooms.
- Facility to frequently stand and walk; bend, stoop, and reach overhead.
- Facility to see and read a computer screen and printed matter with or without visual aids.
- Facility for verbal communications including the ability to speak and hear at normal room levels.
- Facility to use computer terminals, telephones, calculators, copiers, and facsimile.
- Facility to drive a car and the means to provide own transportation when required.
- Mental acuity to assist in the management of Information Technology Programs, consult with management on policy decisions, evaluate results, and make recommendations relative to the effective performance of the tasks.

4.3.6

INFORMATION

DISCUSSION

ACTION

ITEMS

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Creekside Lunch Schedule

AGENDA ITEM AREA:

Information/Discussion

REQUESTED BY:

Scott Leaman
Superintendent,

ENCLOSURES:

Yes

MEETING DATE:

January 16, 2006

BACKGROUND:

This item is based on the request of the Board of Trustees. There were concerns of the Lunch Schedule at Creekside Oaks and concerns of space availability in the new lunch facility. Attached is information on an observation done by Food Service Director, Jeff Dardis.

ADMINISTRATION RECOMMENDATION:

Administration recommends the Board of Trustees review the observation report.

JEFF DARDIS
FOOD SERVICE DIRECTOR
WESTERN PLACER UNIFIED SCHOOL DISTRICT
204 L STREET LINCOLN, CA 95648
PHONE (916) 645-6373 ~ FAX (916) 645-5294



January 9, 2007

To: Scott Leaman

From: Jeff Dardis 

Re: COES Lunch Room Observation

On 1-3-2007 you approached me and expressed a parents concern that the students at COES are not having enough time to eat their lunch within their allotted time frame.

On 1-4-2007 I talked to Linda Pezanoski and we discussed the current situation at COES. On that day Liz Tofft observed the entire lunch period along with Linda. COES Lunch Schedule and observations are as follows:

Creekside Oaks Lunch Schedule

<u>Grades 1 -2</u>	<u>Cafeteria</u>	<u>Playground</u>
All First Grade	11:20 - 11:40	11:40 - 12:00
All Second Grade	11:40 - 12:00	11:20 - 11:40
<u>Grades 3 - 4</u>	<u>Cafeteria</u>	<u>Playground</u>
All Third Grade	12:00 - 12:20	12:20 - 12:40
All Fourth Grade	12:15 - 12:40	12:00 - 12:15
<u>Grades 4/5 Combo & Grade 5</u>	<u>Cafeteria</u>	<u>Playground</u>
	12:20 - 1:00	

2006-2007

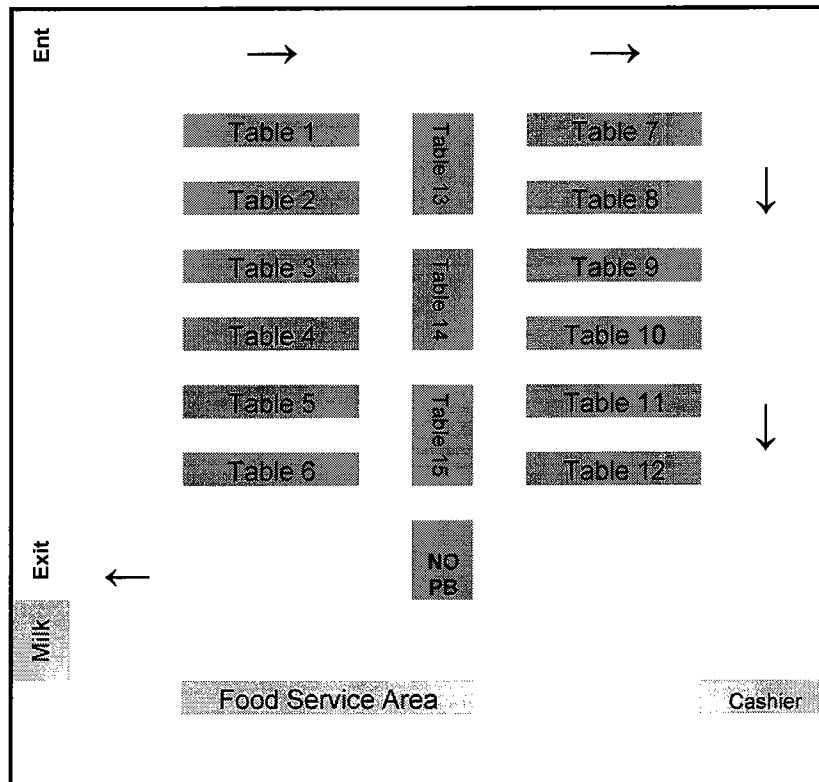
Active Students by Grade

1/9/2007

Grade	Female	Male	Total
0	49	59	108
1	58	61	119
2	73	64	137
3	41	59	100
4	60	50	110
5	58	57	115
Grand Total:	339	350	689

7.1.1

Lunch Room Set-up



* Average 12 – 16 kids per table (depends on age group).

Observations

What went well: The 2nd and 3rd lunch periods went smoothly and according to the schedule. Table seating was not an issue. Children seemed to know their PIN numbers which facilitated an efficient process.

Areas for improvement: The first lunch period children seem to be struggling with their PIN numbers. It would be helpful to the flow of service if teachers could work with students in memorizing their PIN numbers. The first lunch period served 151 students. This is a significant difference when compared to the second lunch period serving 96 students and the third lunch period serving 70 students. All three periods are given the same amount of time for lunch. Although not affecting the flow of service to feed the kids, limited seating space appeared to be an issue.

Additional Information: An idea to speed service was to have the 2nd grade process through before the 1st grade. This idea was tried for one day and did not seem to make a difference.

Students bringing sack lunches from home are also using table space during these lunch periods which only affects the space issue.

An on going safety issue for the food service staff and our vendors is the location of the cafeteria and the need to drive across the playground for deliveries. Hopefully a more direct and safe delivery path can be addressed in the near future. See myself or Linda Pezanoski for a proposed solution. Thank you.

7.1.2

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

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

DISTRICT GLOBAL GOALS

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

AGENDA ITEM:

Board Bylaw 9322
(Agenda/Meeting Materials)

SUBJECT AREA:

Information/Discussion

REQUESTED BY:

Scott Leaman, District Superintendent

ENCLOSURES:

Yes

MEETING DATE:

January 16, 2007

BACKGROUND:

Based on Board request, Board Bylaw 9322 is being presented to the board for discussion.

ADMINISTRATION RECOMMENDATION:

No action is required on this item.

7.2

WESTERN PLACER UNIFIED SCHOOL DISTRICT

BB 9322 (a)

BYLAWS OF THE BOARD

Agenda/Meeting Materials

Governing Board meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (*Government Code 54954.2*)

(*cf. 9320 - Meetings and Notices*)

(*cf. 9321.1 - Closed Session Purposes and Agendas*)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (*Education Code 35145.5, Government Code 54954.3*)

Notices of special meetings at which action is proposed shall provide an opportunity for the public to address the Board on the item before action is taken. (*Government Code 54954.3*)

(*cf. 9323 - Meeting Conduct*)

Agenda Preparation

The Superintendent, as Secretary to the Board, in consultation with the Board president, shall prepare the agenda for each regular and special meeting.

(*cf. 9121 - President*)

(*cf. 9122 - Secretary*)

Any member of the public or any Board member may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request must be in writing and submitted to the Superintendent with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and the Superintendent will decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, the Board president and

7.2.1

AGENDA/MEETING MATERIALS (continued)

BB 9322 (b)

Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda

The Board president and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, informational item or consent item..

Any Board member may submit an item for the Board agenda any time before the agenda is posted. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting.

When an item properly posted for a regular meeting is continued to a subsequent meeting, it may not be on the agenda of the subsequent meeting if the subsequent meeting occurs within five days. The Board shall publicly identify the item before discussing it. *(Government Code 54954.2)*

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered and deliberated upon as a separate item of business on the meeting agenda. *(Government Code 53635.7)*

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312.1 - Complaints Concerning School Personnel)
(cf. 1312.2 - Complaints Concerning Instructional Material)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1340 - Access to District Records)
(cf. 3320 - Claims and Actions Against the District)
(cf. 5144.1 - Suspension/Expulsion)
(cf. 9323.2 - Actions by the Board)

Consent Items

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.

In accordance with law, the public has a right to comment on any consent item. At the request of any member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

7.2.2

Agenda Dissemination

A copy of the agenda shall be forwarded to each Board member at least three days before each regular meeting, together with the Superintendent or designee's report, minutes to be approved, copies of communications, reports from committees, staff, citizens and others, and other available documents pertinent to the meeting.

When special meetings are called, the secretary and president shall make every effort to distribute the agenda and support materials to Board members as soon as possible.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to request additional information on agenda items.

The Superintendent or designee shall mail a copy of the agenda, or a copy of all the documents constituting the agenda packet, to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (*Government Code 54954.1*)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the fiscal year in which it is filed. Written requests must be renewed following June 30 of each year.

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee as determined by the Superintendent or designee.

Legal Reference:

EDUCATION CODE

35144 *Special meetings*

35145 *Public meetings*

35145.5 *Right of public to place matters on agenda*

GOVERNMENT CODE

53635.7 *Separate item of business*

54954.2 *Agenda posting requirements; board actions*

54954.5 *Closed session item descriptions*

54956.5 *Emergency meetings*

54957.5 *Public records*

Adopted: 4/11/83

Revised: 11/5/91, 8/1/95, 1/6/98, 8/4/98

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

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

AGENDA ITEM:

Report on selection of service providers

SUBJECT AREA:

Information & Action

REQUESTED BY:

Carrie L. Carlson
Assistant Superintendent, Business Services

ENCLOSURES:

None

BOARD MEETING DATE:

January 16, 2007

BACKGROUND:

Russ Selken of Advanced Technology Group will present a report on the District's bid process and selection of providers of telecommunications and internet access.

SUPERINTENDENT'S RECOMMENDATION:

7.3