

WESTERN PLACER UNIFIED SCHOOL DISTRICT
600 SIXTH STREET, SUITE 400,
LINCOLN, CALIFORNIA 95648
Phone: 916.645.6350 Fax: 916.645.6356

MEMBERS OF THE GOVERNING BOARD

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

DISTRICT ADMINISTRATION

Scott Leaman, Superintendent
 Mary Boyle, Deputy Superintendent of Educational Services
 Audrey Kilpatrick, Assistant Superintendent of Business & Operation

School	<u>STUDENT ENROLLMENT</u>		
	2012/13 CEBEDS	5/1/2013	6/1/2013
Sheridan Elementary (K-5)	84	89	89
First Street Elementary (K-5)	465	462	462
Carlin C. Coppin Elementary (K-5)	412	414	412
Creekside Oaks Elementary (K-5)	559	605	601
Twelve Bridges Elementary (K-5)	717	722	720
Foskett Ranch Elementary (K-5)	552	545	544
Lincoln Crossing Elementary (K-5)	684	683	680
Glen Edwards Middle School (6-8)	686	679	677
Twelve Bridges Middle School (6-8)	853	872	869
Lincoln High School (9-12)	1,516	1,451	1,443
Phoenix High School (10-12)	65	61	49
TOTAL	6593	6583	6546

State Preschool

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

Pre-K/Special Ed

Foskett 23
 FSS PPIP 82
 CCC 0

Adult Education 85

First-5 Program

First Street 22 A.M. /21 P.M.
 Sheridan 14 A.M. /14 P.M.

GLOBAL DISTRICT GOALS

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

Western Placer Unified School District
Regular Meeting of the Board of Trustees
August 6, 2013, 7:00 P.M.
LINCOLN HIGH SCHOOL – PERFORMING ARTS THEATER
790 J Street, Lincoln, CA 95648

AGENDA

2013-2014 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; Component II: Curriculum Themes; Component III: Special Student Services; Component IV: Staff & Community Relations; Component V: Facilities/Administration/Budget.

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

5:15 P.M. START

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

5:20 P.M.

2. **CLOSED SESSION** – Lincoln High School - Office Conference Room
 - 2.1 **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
Purchase price, and payment terms for additional property adjacent to the Twelve Bridges Library, negotiated between representatives of Western Placer Unified School District and Sierra Community College District.
 - 2.2 **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Case No. SCV0032309, Western Placer Unified School District vs. City of Lincoln
 - 2.3 **CONFERENCE WITH LABOR NEGOTIATOR**
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators: Scott Leaman, Superintendent, Mary Boyle, Deputy Superintendent of Educational Services, Ryan Davis, Director of Human Services
Audrey Kilpatrick, Assistant Superintendent of Business Services
 - 2.4 **PERSONNEL**
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
 - CL 13/14.1
 - 2.5 **INTERDISTRICT ATTENDANCE APPEAL**
 - a. Interdistrict Request Appeal 13/14 – 16
 - b. Interdistrict Request Appeal 13/14 – 17
 - c. Interdistrict Request Appeal 13/14 – 18
 - d. Interdistrict Request Appeal 13/14 – 19

7:00 P.M.

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

Agenda

3.1 CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Purchase price, and payment terms for additional property adjacent to the Twelve Bridges Library, negotiated between representatives of Western Placer Unified School District and Sierra Community College District.

3.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Case No. SCV0032309, Western Placer Unified School District vs. City of Lincoln

3.3 CONFERENCE WITH LABOR NEGOTIATOR

Bargaining groups: WPTA & CSEA Negotiations

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

3.4 PERSONNEL

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

- CL 13/14.1

Roll call vote:

3.5 INTERDISTRICT ATTENDANCE APPEAL

- Interdistrict Request Appeal 13/14 – 16
- Interdistrict Request Appeal 13/14 – 17
- Interdistrict Request Appeal 13/14 – 18
- Interdistrict Request Appeal 13/14 – 19

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 Approval of Meeting Minutes for:

- June 4, & 18th, 2013 Regular Board of Trustee Meeting

4.2 Approval of Warrants

4.3 Classified Personnel Report

4.4 Certificated Personnel Report

4.5 Approval of Resolution 13/14.1 Approving State Preschool Contract.

4.6 Shared PCOE State Preschool Grant/Contract

4.7 Agreement between The OMNI Group and WPUSD for 403(b) Compliance and Remitting Services for the 2013-14 Fiscal Year.

4.8 Classified Management Salary Schedule: Mental Health Specialist

4.9 Notification of Hire Classified Management: Mental Health Specialist

4.10 Approve Student Discipline/Stipulated Expulsion for Student #13-14 A.

4.11 Service Agreement for an Employee Assistance Program between ACI Specialty Benefits, Inc. and WPUSD.

4.12 Document Tracking Service (DTS) Licensing Agreement.

4.13 Approve STAR MOU

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- 4.14 Red Schoolhouse Software License for OARS (Online Assessment Reporting System)
- 4.15 Ratification of Revised Job Description for the Program Support Specialist Interventions position.
- 4.16 Ratification of Consulting Services Order with Capitol Public Finance Group.
- 4.17 Approval of Change Order #01 for Twelve Bridges Middle School Water Damage Reconstruction.
- 4.18 Contract with SchoolWorks, Inc. for Geographical Informational Systems (GIS) for the 2013-2014 Fiscal Year.
- 4.19 Unpaid Leave of Absence Request.

*Roll call vote:***5. COMMUNICATION FROM THE PUBLIC**

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

6. REPORTS & COMMUNICATION

- 6.1 Lincoln High School, Student Advisory – Jillian Loya
- 6.2 Western Placer Teacher's Association – Tara McCroskey
- 6.3 Western Placer Classified Employee Association – Mike Kimbrough
- 6.4 Superintendent - Scott Leaman

7. ♦ACTION ♦DISCUSSION ♦INFORMATION

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

7.1 Information COMMON CORE STATE STANDARDS ONE-TIME FUNDING PRELIMINARY ACTION PLAN - Boyle (13-14 G & O Component I, II, III, IV, V)

- AB 86 Education Omnibus Trailer Bill appropriates \$1.25 billion statewide to support the integration of academic content standards in instruction, apportioning these funds to school districts, county offices of education, charter schools and state special schools on an equal rate per pupil basis, based on prior year enrollment. The bill requires the receiving entities to adopt a plan delineating how the funds shall be spent and to report detailed expenditure information to the State Department of Education on or before July 1, 2015.

7.2 Action ASSISTANT SUPERINTENDENT OF PERSONNEL SERVICES CONTRACT - Leaman (13-14 G & O Component I, II, III, IV, V)

- With increased district responsibility to provide Horizon Schools technical assistance and the desire to have year-round management in the personnel office, administration is recommending conversion of the Director of Human Services to Assistant Superintendent of Personnel Services. The increased cost for this position will be funded through Horizon Schools Technical Assistance funds so it will not have a negative impact on the general fund.

- 7.3 Action RESOLUTION NO. 13/14.2 TO REVOKE PARTICIPATION IN THE CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT - Steer (13-14 G & O Component I, IV, V)**
- On March 18, 2008, the Board of Trustees approved Resolution 07/08.15 to elect to participate in the California Uniform Public Construction Cost Accounting Act ("CUPCCAA"), more commonly known as Informal Bidding. While in concept the idea of being able to "informally" bid smaller projects utilizing a higher threshold of project costs under the Public Contract Code, in reality it is a very complex set of requirements in order to be in compliance with the Act. Upon Staff's research into this, it was discovered that the District is currently not in compliance with this Act, and had not used this method for contracting work for some time.
- Roll call vote:*
- 7.4 Information 2013-14 DISTRICT BUDGET UPDATE – STATE BUDGET APPROVAL - Kilpatrick (13-14 G & O Component I, II, III, IV, V)**
- California Education Code 42127(i)(4) requires school districts to make available for public review any revenue and/or expenditure revisions made to the budget to reflect the funding made available by the Budget Act no later than 45 days following the signing of the Budget Act.
- 7.5 Action APPROVAL OF JOB DESCRIPTION – DIRECTOR OF MAINTENANCE & OPERATIONS - Kilpatrick (13-14 G & O Component IV, V)**
- A review of the Director of Maintenance & Operations job description was performed of the job duties and responsibilities on the current job description. Based on the results of the review specific job duties were revised related to support provided for the Deferred Maintenance program as it relates to maintenance and repair. Some other minor changes were made relating to job title of supervisor.
- 7.6 Action APPROVAL OF JOB DESCRIPTION – FACILITIES COORDINATOR - Kilpatrick (13-14 G & O Component IV, V)**
- A review of the Facilities Coordinator job description was performed of the job duties and responsibilities on the current job description and other needs of the Facilities department. Based on the results of the review specific job duties were added related to Deferred Maintenance duties. Some other minor changes were made relating to job title of supervisor.
- 7.7 Discussion/ Action ADOPT DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS – Davis (13-14 G & O Component I, II, III, IV, V)**
- Each year the District must declare that there are an insufficient number of certificated persons who meet the District's employment criteria for the positions listed on the attached form. The declaration shall remain in force until June 30, 2014.
- 7.8 Information ANNUAL ASSESSMENT ACCOUNTABILITY REPORT - Boyle (13-14 G & O Component I, II, III, IV, V)**
- STAR California Standards Test (CST) score results from April 2013 have been received from the California Department of Education (CDE). Individual student

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results have been mailed home and school/grade-level/course results have been distributed to school sites. The District is currently awaiting the release of Academic Performance Index (API) and Annual Yearly Progress (AYP) results for schools and for our district. CAHSEE (California High School Exit Exam) results for March and May have been received, as have AO (Advanced Placement) assessment results. We are awaiting results from our recent CAHSEE testing.

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

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

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

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

The President will establish the following meeting(s):

- August 20, 2013 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School
- September 3, 2013 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School
- September 17, 2013 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School

10. ADJOURNMENT

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

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

Western Placer Unified School District

CLOSED SESSION AGENDA

Place: Lincoln High School – Main Office Conference Room

Date: Tuesday, August 6, 2013

Time: 5:20 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
 - * DISCLOSURE OF CONFIDENTIAL STUDENT RECORD INFORMATION
-
1. LICENSE/PERMIT DETERMINATION
 - a. Specify the number of license or permit applications.
 2. SECURITY MATTERS
 - a. Specify law enforcement agency
 - b. Title of Officer,
 3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
 - a. Property: specify the street address, or if no street address the parcel number or unique other reference to the property under negotiation.

- b. Negotiating parties: specify the name of the negotiating party, not the agent who directly or through an agent will negotiate with the agency's agent.
 - c. Under negotiations: specify whether the instructions to the negotiator will concern price, terms of payment or both.
- 4. **CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**
 - a. Name of case: specify by reference to claimant's name, names or parties, case or claim number.
 - b. Case name unspecified: specify whether disclosure would jeopardize service of process or existing settlement negotiations.
- 5. **CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**
 - a. Significant exposure to litigation pursuant to subdivision (b) of Government Code section 54956.9 (if the agency expects to be sued) and also specify the number of potential cases.
 - b. Initiation of litigation pursuant to subdivision (c) of Government Code Section 54956.9 (if the agency intends to initiate a suit) and specify the number of potential cases.
- 6. **LIABILITY CLAIMS**
 - a. Claimant: specify each claimants name and claim number (if any). If the claimant is filing a claim alleging district liability based on tortuous sexual conduct or child abuse, the claimant's name need not be given unless the identity has already been publicly disclosed.
 - b. Agency claims against.
- 7. **THREATS TO PUBLIC SERVICES OR FACILITIES**
 - a. Consultation with: specify name of law enforcement agency and title of officer.
- 8. **PERSONNEL:**
 - A. **PUBLIC EMPLOYEE APPOINTMENT**
 - a. Identify title or position to be filled.
 - B. **PUBLIC EMPLOYEE EMPLOYMENT**
 - a. Identify title or position to be filled.
 - C. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
 - a. Identify position of any employee under review.
 - D. **PUBLIC EMPLOYEE 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**
 - a. Pursuant to Board Policy 6159.2
 - C. **INTERDISTRICT ATTENDANCE APPEAL**
 - a. Education Code 35146 and 48918
 - D. **STUDENT ASSESSMENT INSTRUMENTS**
 - a. Reviewing instrument approved or adopted for statewide testing program.
 - E. **STUDENT RETENTION/ APPEAL**
 - a. Pursuant to Board Policy 5123
 - F. **DISCLOSURE OF CONFIDENTIAL STUDENT RECORD INFORMATION**
 - a. Prevent the disclosure of confidential student information.

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

CONFERENCE WITH REAL PROPERTY
NEGOTIATOR

AGENDA ITEM AREA:

Closed Session

REQUESTED BY:

Scott Leaman
Superintendent

ENCLOSURES:

No

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

The Board of Trustee will disclose any action taken in closed session in regard to Purchase price, and payment terms for additional property adjacent to the Twelve Bridges Library, negotiated between representatives of Western Placer Unified School District and Sierra Community College District.

RECOMMENDATION:

Administration recommends the Board of Trustee disclose action taken in closed session in regard to Real Property.

**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 –
EXISTING LITIGATION

AGENDA ITEM AREA:

Disclosure of Action Taken in
Closed Session

REQUESTED BY:

Scott Leaman,
Superintendent

ENCLOSURES:

No

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

The Board of Trustees will disclose any action taken in closed session in regard to the Existing Litigation of Case No. SCV0032309, Western Placer Unified School District vs. City of Lincoln.

RECOMMENDATION:

Administration recommends the Board of Trustees disclose action taken in closed session in regard to Existing Litigation.

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

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

DISTRICT GLOBAL GOALS

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SUBJECT:

Bargaining Groups:

WPTA & CSEA Negotiations

Agency Negotiators:

Scott Leaman, Superintendent

Mary Boyle, Deputy Superintendent

Ryan Davis, Director of Human Services

Audrey Kilpatrick, Assistant Superintendent

Business and Operations

AGENDA ITEM AREA:

Disclosure of action taken in
closed session

REQUESTED BY:

Ryan Davis

Director of Human Services

ENCLOSURES:

No

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

Labor Negotiator will give the Board of Trustees an update on Western Placer Teachers Association & Classified Schools Employee Association Bargaining Groups.

ADMINISTRATION RECOMMENDATION:

Administration recommends the board of trustees be updated on negotiations.

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Public Employee Discipline/
Dismissal/Release
• CL 13/14.1

AGENDA ITEM AREA:

Closed Session

REQUESTED BY:

Ryan Davis 
Director, Human Services

ENCLOSURES:

Yes

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

General/Categorical

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

Yes

BACKGROUND:

Board of Trustees will disclose any action taken in closed session in regard to Employee # CL 13/14.1 Discipline/Dismissal/Release.

RECOMMENDATION:

Administration recommends the Board of Trustees disclose action taken in closed session in regard to Employee # CL 13/14.1 Discipline/Dismissal/Release.

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

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

DISTRICT GLOBAL GOALS

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SUBJECT:

Interdistrict Appeal

AGENDA ITEM AREA:

Disclosure of Action Taken in
Closed Session

REQUESTED BY:

Scott Leaman,
Superintendent

ENCLOSURES:

No

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

The Board of Trustees will discuss disclose any action taken in closed session regarding the following transfer appeals:

- Interdistrict Request Appeal 13/14 – 16
- Interdistrict Request Appeal 13/14 – 17
- Interdistrict Request Appeal 13/14 – 18
- Interdistrict Request Appeal 13/14 – 19

ADMINISTRATION RECOMMENDATION:

Disclose any action taken.

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

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

SUBJECT:

Approval of Minutes:

- June 4 & June 18, 2013 Regular Board Meetings

AGENDA ITEM AREA:

CONSENT AGENDA

REQUESTED BY:

Scott Leaman,
Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

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

- June 4 & 18, 2013 Regular Board of Trustee Meeting

RECOMMENDATION:

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

Western Placer Unified School District
Regular Meeting of the Board of Trustees

June 4, 2013, 7:00 P.M.

LINCOLN HIGH SCHOOL – PERFORMING ARTS BUILDING

790 J Street, Lincoln, CA 95648

MINUTES

2012-2013 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; Component II: Curriculum Themes; Component III: Special Student Services; Component IV: Staff & Community Relations; Component V: Facilities/Administration/Budget.

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

Board Present:

Kris Wyatt, President
Brian Haley, Vice President
Paul Carras, Member

Board Absent:

Damian Armitage, Clerk
Paul Long, Member

Others Present:

Scott Leaman, Superintendent
Mary Boyle, Deputy Superintendent
Audrey Kilpatrick, Assistant Superintendent of Business & Facilities
Ryan Davis, Director of Human Services
Rosemary Knutson, Secretary to the Superintendent
Heather Steer, Facilities Planner
Patty McAlpin, Lincoln News Messenger

6:10 P.M. START

1. **CALL TO ORDER** – Lincoln High School - Multi-Purpose Room

6:15 P.M.

2. **CLOSED SESSION** – Lincoln High School - Office Conference Room
 - 2.1 **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
Purchase price, and payment terms for additional property adjacent to the Twelve Bridges Library, negotiated between representatives of Western Placer Unified School District and Sierra Community College District.
 - 2.2 **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Case No. SCV0032309, Western Placer Unified School District vs. City of Lincoln
 - 2.3 **CONFERENCE WITH LABOR NEGOTIATOR**
Bargaining groups: WPTA & CSEA Negotiations

4.1.1

June 4, 2013

Minutes

Agency Negotiators: Scott Leaman, Superintendent, Mary Boyle, Deputy Superintendent of Educational Services, Ryan Davis, Director of Human Services Audrey Kilpatrick, Assistant Superintendent of Business and Operations

2.4 PERSONNEL PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

2.5 INTERDISTRICT ATTENDANCE APPEAL

a. Interdistrict Request Appeal 13/14 - 15

7:00 P.M.

3.

ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE— Lincoln High School

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

3.1 CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Purchase price, and payment terms for additional property adjacent to the Twelve Bridges Library, negotiated between representatives of Western Placer Unified School District and Sierra Community College District.

No action taken

3.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Case No. SCV0032309, Western Placer Unified School District vs. City of Lincoln

No action taken

3.3 CONFERENCE WITH LABOR NEGOTIATOR

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators: Scott Leaman, Superintendent, Mary Boyle, Deputy Superintendent of Educational Services, Ryan Davis, Director of Human Services Audrey Kilpatrick, Assistant Superintendent of Business and Operations

No action taken

3.4 PERSONNEL PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

No action taken

3.5 INTERDISTRICT ATTENDANCE APPEAL

a. Interdistrict Request Appeal 13/14 - 15

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Motion by Mr. Carras, seconded by Mr. Haley, and passed by a 3-0 vote to approve transfer.

4. SPECIAL ORDER OF BUSINESS

The district will honor:

- Retirees
- Classified Employees of the Year
- Teacher of the Year

Mr. Leaman presented plaques to the recipients who are retiring, as well as staff members who were selected as employees of the year in their departments, along with an overall employee of the year for the 2013. A plaque was also given to our 2013 teacher of the year. After the presentation, there was a brief recess to enjoy cake with the honored guests.

5. CONSENT AGENDA

5.1 Approval of Meeting Minutes for:

- May 7th & May 21, 2013 Regular Board of Trustee Meeting
- May 13, 2013 Special Board of Trustee Meeting

5.2 Approval of Warrants

5.3 Classified Personnel Report

5.4 Certificated Personnel Report

5.5 Director of Technology Contract Extension

5.6 Ratification of District Director of Maintenance and Operations Contract as Senior Management of the Classified Service

Motion by Mr. Carras, seconded by Mr. Haley, and passed by a 3-0 roll call vote to approve consent agenda as presented. Roll call vote: roll call vote: Haley, Carras, Wyatt

6. COMMUNICATION FROM THE PUBLIC

No communication from the public.

Ellen Nelson reported her daughter is in the performing arts academy, and that was the reason she sent her daughter to GEMS. She doesn't feel her daughter has the opportunity to do broadcasting or yearbook, and feels it is a dishonor to the students and feels students need to start early for the brain development. She loves the staff at GEMS.

Denise Blackstock has a student in the GEMS honors academy, and has 3 students in the district. Her daughter used to be a very shy, this class has helped her very much, and wants his children to learn more about computers, he shared many parents are considering moving the Sierra Collegiate Academy.

Sylvia Fulton's daughter spoke, she is the student body vice president at FSS, she chose to go to TBMS because she doesn't want to do band, she tried band and didn't like it. If she wants to go to GEMS she has to do band. Mom said daughter does not like band, and TBMS is where she will go.

Carrie LaBrun feels she needs to express her concern about elective, and choice. The students don't have choices now there are no opportunities for the students. There are

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students who might want to take band and can't because honors is taking all the spots. Please share this information with the principals at GEMS.

Monica Cline has two students, both are high achievers, currently attending CCC, she feels that the option of simply opting out, and being a high achiever is already in band. Her son opted to take computers, and feels the exposure is good for the student's, and understands trying to build a program around resources.

Virginia Cosh asked how was the information given to the parents? She is concerned how it was communicated. How will transportation be handled? Feels we need to move forward not backwards.

Jason Noonan shared he loves GEMS, the administration is unbelievable, he currently has a fourth grader at FRE and is concerned when his son starts attending GEMS in a few years. He agrees with performing arts situation and has concerns about the program.

Connie Scheiber has two sons, one has been in Robotics at TBMS, and her younger son has been looking forward to doing robotics. With the new program he has to do Music and can't do robotics. They should allow them to have a choice

Jimmy Scheiber, is in Mrs. Moya's class, and requested to please let me be in robotics

Sandy McFarlin is President of APST and is well aware of challenges in our district. Many districts are trying to build up the GATE programs, she understands budgetary constraints, and there is no reason the students should have to take band, she agrees with Administration, but does not agree with this change. They are being forced to build the music program, and music is not my son's passion. I hope you decide to reconsider.

Avery McFarlin is forced to be in band for her elective, being in honors she has enough homework, and band requires a lot of work after school. She feels this is not fair.

Taylor Titus she is in the performing arts academy, and the beginning of the year they were told they had to do band for one year.

Kylie Titus is not in performing arts, but is here to support her sister. She feels elective classes direct you towards a career, they should not make them take band.

Jennifer Vansant shared her daughter has been at CCC, which no longer has Odyssey of the Mind, they lost their gate monies. Her daughter likes science, robotics, and it's unfair to her, she is not musically inclined. This is not going to help her or her family, band will take up too much time for the family, and her daughter wants her to be an astronaut. She feels children should be able to choose and not be forced. She shared as a student she had options, and hopes her daughter will to.

Stephany Hammer her student is very excited, and she wants her son to have choices.

Mr. Carras thanked parents and students for their comments. Mrs. Wyatt thanked everyone, and appreciates the communication. Mr. Leaman shared he also appreciates the communication, and said there are procedures, and further discussion is what is needed at the site level as the next step.

7. REPORTS & COMMUNICATION

- 7.1 Lincoln High School, Student Advisory – Jillian Loya was not present
- 7.2 Western Placer Teacher's Association – Tara McCroskey introduced herself as the new WPTA President, and shared how excited and honored she is. She thanked Scott for helping her transition and Ryan for taking her phone calls.
- 7.3 Western Placer Classified Employee Association – Mike Kimbrough had no comments

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- 7.4 Superintendent - Scott Leaman
- Enjoyed Tara's comments
 - Lucky to have the presence of both groups, and have conversations when needed.
 - Appreciates communication with Tara
 - June 17th District Office summer office hours will be 10-2:00 p.m.
 - Appreciated the Boards presents at the graduations.
 - Worked grad night
 - Last meeting is June 18th
 - No Board meetings in July

8. **PUBLIC HEARING**

Per California Education Code 42605, as a condition of receipt of funds, the governing Board of each school district shall hold a public hearing regarding Tier III categorical proposed expenditures for the subsequent fiscal year. At this public hearing the Board shall take testimony from the public, discuss, approve or disapprove the proposed use of funding. The district is not proposing to close any programs.

Audrey Kilpatrick explained the purpose of the public hearing. Public hear was open, no comments, public hearing was closed.

9. **◆ACTION ◆DISCUSSION ◆INFORMATION**9.1 Information **PRELIMINARY LOOK AT CAHSEE TEST SCORES 2013 – Boyle**
(12-13 G & O Component I, II, III, IV, V)

- Lincoln High School rocks! The LHS administration, teaching staff, support staff, students and families have continued the tradition of strong results for tenth grade students passing the California High School Exit Examination (CAHSEE) in the areas of English Language Arts (ELA) and Mathematics on their first attempt with a SIGNIFICANT increase in scores. While 85% or more of our students have passed CAHSEE on their first attempt for the past three to five years, the 2013 assessment results show a record 91% pass rate in ELA and a 94% pass rate in Mathematics! This is OUTSTANDING!

Mary Boyle presented a power point reviewing CAHSEE test scores for the past 8 years, showing significant increases in test scores.

9.2 Action **VISION SCREENING CONTRACT 2013 – 2014 – Boyle** (12-13 G & O Component I, II, III, IV, V)

- WPUSD participates in required vision screening for all students in kindergarten and in grades three and six annually, with additional color vision screening for boys in first grade. The cost of this vision screening has been approximately \$4,700 annually.

Mary Boyle shared Eye-Q Optometry has offered vision screening at no cost to the district. Motion by Mr. Carras, seconded by Mr. Haley and passed by a 3-0 vote to approve the vision screening contract for 2013-2013. The board requested a letter of appreciation be sent on behalf of the district.

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- Western Placer Unified School District formed a Student Wellness Committee this year as part of our continued commitment to student wellness. Part of that committee's charge is to determine health and wellness improvement goals for our District students. The purpose of the grant is to provide students with baseline information on their fitness in these two areas in the fall, to encourage them to set their own goals for improvement, to choose a partner for encouragement, and to monitor their own progress toward their goals.

Mary Boyle shared information on wellness and mental health committee, she shared physical health is a contributor to mental health. The program is "Project Fit Kids". Motion by Mr. Haley, seconded by Mr. Carras, and passed by a 3-0 to approve the wellness grant application.

**9.4 Discussion/
Action****RATIFICATION OF UPDATED MEMORANDUM OF****UNDERSTANDING WITH CSEA REGARDING BUDGET****REDUCTIONS INCLUDING FURLOUGH DAYS AND OTHER****ITEMS** – Davis (12-13 G & O Component I, II, III, IV, V)

- The Western Placer Unified School District and the California School Employees Association Chapter #741 have signed an updated Memorandum of Understanding regarding furlough days, salary, and other items for the 2013/2014 school year. This MOU is a modification of the previous MOU ratified by the Board on April 16, 2013 and this MOU will greatly assist the District with achieving its required budget reductions for the 2013-2014 school year while saving positions and programs. This MOU is going to a ratification vote of the CSEA Unit Membership on Thursday, May 30, 2013.

Ryan Davis discussed the previous MOU, which is an agreement with CSEA, furlough days went from 4 days to 2 days, and other language in paying back deferred maintenance. Motion by Mrs. Wyatt, seconded by Mr. Haley and passed by a 3-0 vote to approve the updated MOU with CSEA.

**9.5 Discussion/
Action****APPROVE RESOLUTION NO 12/13.29 REGARDING****AUTHORIZATION TO TEACH ASSIGNED SUBJECTS** – Davis (12-*13 G & O Component I, II, III, IV, V)*

- Pursuant to Education Code 44256(b), and in order to ensure proper credentialing and teacher consistency for one of our assignments the District administration is making a recommendation that the Board approve Resolution No 12/13.29 which will allow one certificated teacher to teach Social Science for the entire 2013-2014 school year in an middle school departmentalized setting at grades 6-8 at Glen Edwards Middle School. The teacher has consented to this assignment.

Ryan Davis presented the purpose of Resolution 12/13.29 giving authorization to teach assigned subjects. Motion by Mr. Carras, seconded by Mr. Haley, and passed by a 3-0 roll call vote to approve Resolution 12/13.29 authorizing to teach assigned subjects. Roll call vote: Carras, Haley, Wyatt

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- 9.6 Discussion/ APPROVE RESOLUTION NO 12/13.30 REGARDING
Action AUTHORIZATION TO TEACH ASSIGNED SUBJECTS – Davis (12-13 G & O Component I, II, III, IV, V)

- Pursuant to Education Code 44256(b), and in order to ensure proper credentialing and teacher consistency for one of our assignments the District administration is making a recommendation that the Board approve Resolution No 12/13.30 which will allow one certificated teacher to teach Math for the entire 2013-2014 school year in an middle school departmentalized setting at grades 6-8 at Glen Edwards Middle School. The teacher has consented to this assignment.

Ryan Davis presented the purpose of Resolution 12/13.30 giving authorization to teach assigned subjects. Motion by Mr. Haley, seconded by Mr. Carras, and passed by a 3-0 roll call vote to approve Resolution 12/13.30 authorizing to teach assigned subjects. Roll call vote: Haley, Carras, Wyatt

- 9.7 Discussion/ CONSIDER APPROVING REVISED JOB DESCRIPTION FOR
Action NETWORK ENGINEER POSITION – Davis (12-13 G & O Component I, II, III, IV, V)

- As a part of the ongoing review of job descriptions by both the District and CSEA there exists a need to approve a revised job description for the Network Engineer position to update some of the essential job duties and requirements. The District administration worked with CSEA to bring forward the enclosed job description and the description is up for a ratification vote by CSEA on May 30, 2013. A side letter has also been signed between the Parties to establish that this position is equivalent to Network Administrator and Network Analyst in Placer County. There is no financial impact as a result of this change.

Ryan Davis expressed the need to revise the job description for the Network Engineer position. Motion by Mr. Haley, seconded by Mr. Carras and passed by a 3-0 vote to approve the revised job description.

- 9.8 Discussion/ CONSIDER APPROVING REVISED JOB DESCRIPTION FOR
Action TECHNOLOGY DATA SPECIALIST POSITION – Davis (12-13 G & O Component I, II, III, IV, V)

- As a part of the ongoing review of job descriptions by both the District and CSEA there exists a need to approve a revised job description for the Technology Data Specialist position to update some of the essential job duties and requirements. The District administration worked with CSEA to bring forward the enclosed job description and the description is up for a ratification vote by CSEA on May 30, 2013. There is no financial impact as a result of this change.

Ryan Davis expressed the need to revise the job description for the Technology Data Specialist position. Motion by Mr. Carras, seconded by Mr. Haley and passed by a 3-0 vote to approve the revised job description.

- 9.9 Discussion/ CONSIDER APPROVING REVISED JOB DESCRIPTION FOR
Action CALPADS COORDINATOR/TECHNOLOGY PROJECTS
TECHNICIAN POSITION – Davis (12-13 G & O Component I, II, III, IV, V)

- As a part of the ongoing review of job descriptions by both the District and CSEA there exists a need to approve a revised job description for the CALPADS

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Coordinator/ Technology Projects Technician position to update some of the essential job duties and requirements. The District administration worked with CSEA to bring forward the enclosed job description and the description has been approved by CSEA. There is no financial impact as a result of this change.

Ryan Davis expressed the need to revise the job description for the CALPADS Coordinator/Technology Projects Technician position. Motion by Mrs. Wyatt, seconded by Mr. Carras, and passed by a 3-0 vote to approve the revised job description.

9.10 Discussion/ ALLOCATION PLAN OF DONATION FUNDS – THE JOHN W. BRADY AND DOROTHY J. BRADY LIVING TRUST – Kilpatrick

Action

(12-13 G & O Component I, II, III, IV, V)

- On March 11, 2013 the District received an unexpected distribution of funds in the amount of \$58,482.49 from the John W. Brady and Dorothy J. Brady Living Trust. The District was included as a beneficiary of the Trust. Although the distribution did not include any specific restrictions of the funds, staff has requested input and/or recommendations from the board on April 2, 2013 as to the use of this generous donation for specific academic support areas in the District.

Audrey Kilpatrick presented a plan on donation funds, after working with administration. She presented a plan which will include upgrades to LHS library and Career Center. This is a onetime allocation to the school. Motion by Mr. Haley, seconded by Mr. Carras, and passed by a 3-0 vote to approve allocation.

9.11 Information FACILITIES DEPARTMENTAL UPDATE SUMMER PROJECTS

2013 – Steer *(12-13 G & O Component I, II, III, IV, V)*

- This item is a Board of Trustees informational update on current Facilities projects and work that will be taking place during the summer of 2013.

Heather Steer reported on planned summer projects. Which includes roofing at LHS and GEMS, and a complete reroofing of the LHS kitchen. Hope to have LHS fencing completed by June 21st. TBMS water damage update, reconstruction plans are complete, awaiting travelers insurance. HVAC Engineer completed a report on CCC Heating/Air System and hopes to have more information during the June 18th meeting.

9.12 Information PRELIMINARY 2013-14 BUDGET ASSUMPTIONS – Kilpatrick *(12-13 G & O Component I, II, III, IV, V)*

- District staff is preparing the 2013-14 budget documents for Board approval at the June 18, 2013, Board of Trustees meeting. The State's May Revision Budget has an impact on our 2013-14 budget assumptions along with our multi-year projections. Enclosed are the budget assumptions for 2013-14 for Board review and input.

Audrey Kilpatrick reviewed the budget assumptions, with factors that will be used. The County recommended we use the current assumptions. She

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revised the summary of the areas the board reviewed and recommended, and presented a list of budget recommendations.

9.13 Action ADOPTION OF 2013-14 TIER III FUNDING EXPENDITURES –

Kilpatrick (12-13 G & O Component I, II, III, IV, V)

• Per California Education Code 42605, the governing Board of each school district, after holding a public hearing regarding Tier III categorical proposed expenditures for the subsequent fiscal year, shall adopt the use of Tier III categorical funding.

Audrey Kilpatrick reviewed the Tier III funds. Motion by Mr. Carras, seconded by Mr. Haley, and passed by a 3-0 vote to adoption the 2013-14 Tier III Funding Expenditures.

9.14 Action ADOPTION OF NEW AND REVISED POLICIES, REGULATIONS

AND EXHIBITS – Leaman (12-13 G & O Component I, II, III, IV, V)

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

- BP/AR 3550 Food Service/Child Nutrition Program
- BP/AR 3551 Food Service Operations/Cafeteria Fund
- BP/AR 3553 Free And Reduced Price Meals

Motion by Mr. Haley, seconded Mrs. Wyatt, and passed by a 3-0 vote to approve revised policies as presented.

10. BOARD OF TRUSTEES**10.1 FUTURE AGENDA ITEMS**

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

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

10.2 BOARD MEMBER REPORTS/COMMENTS

Mr. Haley enjoyed graduation and all the happy faces at GEMS

Mr. Carras enjoyed presenting at the TBMS graduation

Mrs. Wyatt attended PHS graduation, and loved the stories the students shared. She also attended GEMS promotion at the community center. She handed out diplomas at LHS, had a small glitch, but administration is working on it. Congrats to LHS on CAHSEE, and welcomed Tara McCroskey.

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11. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

➤ June 18, 2013 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School

12. ADJOURNMENT

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

Kris Wyatt, President

Brian Haley, Vice President

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the
Superintendent

Adopted:

Ayes:

Noes

Absent:

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

Western Placer Unified School District
Regular Meeting of the Board of Trustees
June 18, 2013, 7:00 P.M.
Lincoln High School – Multi Purpose Room
790 J Street, Lincoln, CA 95648

MINUTES

2012-2013 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; Component II: Curriculum Themes; Component III: Special Student Services; Component IV: Staff & Community Relations; Component V: Facilities/Administration/Budget.

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

Board Members Present

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

Board Members Absent

Paul Carras, Member

Others Present

Scott Leaman, Superintendent
Mary Boyle, Deputy Superintendent
Audrey Kilpatrick, Assistant Superintendent of Business & Facilities
Ryan Davis, Director of Human Services
Rosemary Knutson, Secretary to the Superintendent
Heather Steer, Facilities Planner
Jillian Loya, Student Representative
Patty McAlpin, Lincoln News Messenger

6:00 P.M. START

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

6:05 P.M.

2. **CLOSED SESSION** – Lincoln High School - Office Conference Room
 - 2.1 **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
Purchase price, and payment terms for additional property adjacent to the Twelve Bridges Library, negotiated between representatives of Western Placer Unified School District and Sierra Community College District.
 - 2.2 **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Case No. SCV0032309, Western Placer Unified School District vs. City of Lincoln
 - 2.3 **CONFERENCE WITH LABOR NEGOTIATOR**
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators: Scott Leaman, Superintendent, Mary Boyle, Deputy Superintendent of Educational Services, Ryan Davis, Director of Human Services

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Audrey Kilpatrick, Assistant Superintendent of Business and Operations

2.4 PERSONNEL

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Employee Discipline/Dismissal/Release – Approve Closed Session Resolution No. 12/13.33 Authorizing the Non Re-Election of a Certificated Probationary Employee

2.5 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Superintendent

7:00 P.M.

3. ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE—Lincoln High School Performing Arts Building.

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

3.1 CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Purchase price, and payment terms for additional property adjacent to the Twelve Bridges Library, negotiated between representatives of Western Placer Unified School District and Sierra Community College District.

No action taken

3.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Case No. SCV0032309, Western Placer Unified School District vs. City of Lincoln

No action taken

3.3 CONFERENCE WITH LABOR NEGOTIATOR

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators: Scott Leaman, Superintendent, Mary Boyle, Deputy Superintendent of Educational Services, Ryan Davis, Director of Human Services
Audrey Kilpatrick, Assistant Superintendent of Business and Operations

No action taken

3.4 PERSONNEL

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Employee Discipline/Dismissal/Release – Approve Closed Session Resolution No. 12/13.33 Authorizing the Non Re-Election of a Certificated Probationary Employee

Mr. Armitage reported the Board of Trustees took action in closed session to approve Resolution No. 12/13.33 authorizing of the non re-election of a Certificated Probationary Employee.

3.5 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Superintendent

No Action taken

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4. CONSENT AGENDA

- 4.1 Classified Personnel Report
- 4.2 Certificated Personnel Report
- 4.3 Approve Agreement between Kronick Moskovitz Tiedemann & Girard and WPUSD for Legal Services for 2013-2014 School Year.
- 4.4 Approve Agreement between Owner and Contractor for Construction Work Related to Roofing Overlays at Glen Edwards Middle School and Lincoln High School and Kitchen Re-Roofing at Lincoln High School.
- 4.5 CARS/Consolidated Application – Spring Part I.
- 4.6 Approve Williams Uniform Quarterly Complaint Report.
- 4.7 Approve Agreement for Fiscal Budget Services between School Services of California, Inc., and WPUSD.

Motion by Mr. Long, seconded by Mr. Haley, and passed by a 4-0 vote to approve consent agenda as presented. Roll call vote: Haley, Long, Armitage, Wyatt

5. COMMUNICATION FROM THE PUBLIC

No comments from the public

6. REPORTS & COMMUNICATION

- 6.1 Lincoln High School, Student Advisory – Jillian Loya was not present
- 6.2 Western Placer Teacher's Association – Tara McCroskey had no report
- 6.3 Western Placer Classified Employee Association – Mike Kimbrough was absent
- 6.4 Superintendent - Scott Leaman reported the following:
 - Summer hours are 10:00 a.m. to 2:00 p.m., and our Summer clerk will be Michelle Rowe
 - May be calling a special meeting in July
 - District Office will be closed on July 4th & 5th
 - Construction will start on the TBMS kitchen

7. PUBLIC HEARING

- 7.1 **Public Hearing on 2013 -14 Western Placer Unified School District Budget**
Per California Education Code 42127, on or before July 1 of each year, the governing Board of each school district shall hold a public hearing on the budget to be adopted for the subsequent fiscal year. At this hearing, the Board will take testimony from the public.

Public hear open, no comments, public hearing was closed.

- 7.2 **Public Hearing on 2013 School Facility Needs Analysis and Justification Study (SFNA)**

Based on meeting certain criteria set forth in Senate Bill 50, the District is authorized to collect residential developer fees over-and-above the Level I rate established by the State Allocation Board. This fee is commonly referred to as a Level II Fee. In order to qualify to collect Level II Fees, the District must annually complete a School Facility Needs Analysis and Justification Study (SFNA) and have it adopted by the Board of Trustees.

Public hearing was open, no comments, public hearing was closed

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8. ♦ACTION ♦DISCUSSION ♦INFORMATION

8.1 Action SBAC COMPUTER LAB UPGRADE PROJECT – Lyons (12-13 G & O Component I, II, III, IV, V)

- The District is requesting cabling upgrades for computer labs at Carlin C. Coppin, Creekside Oaks, First Street, and Lincoln High School. This upgrade will rectify network issues identified during the Smarter Balanced Assessment Consortium (SBAC) pilot testing this past spring. This project was posted for public bidding.

Bob Lyons gave a project update. The computer labs will be brought up to code. Proposal I includes four labs, the district received four bids. Motion by Mr. Armitage, seconded by Mr. Long, and passed by a 4-0 vote to SBAC Computer Lab upgrade project.

8.2 Discussion/
Action HORIZON CHARTER PETITION RENEWAL – Leaman (12-13 G & O Component I, II, III, IV, V)

- On or about March 21, 2013, a charter school petition was submitted by Craig Heimbichner for Horizon Charter School ("Horizon").¹ The Petition seeks another five year term for Horizon which has been in operation since 1993.

Mr. Leaman reported on the process of the Horizon Charter petition, which included reviews by administration along with the district's legal counsel. Mr. Leaman attended the Horizon board meeting. Michelle Cannon is our district legal counsel and she will speak on the legal matters and parameters.

Michelle Cannon reviewed the education code, with establishing a Charter School, and reviewed the five reasons for not renewing a Charter School petition. All of the elements were reviewed, and found they were all satisfied.

Travis Stalt is the vice president of the Horizon Employee Teacher Association, he read a letter from his staff in support of the Charter and how they are ready to move forward. He shared the current administration is the most positive that he has seen in the last 14 years, and feels the school is moving forward.

Motion by Mr. Long, seconded by Mr. Armitage, and passed by a 4-0 vote to approve Horizon Charter Petition Renewal.

Mr. Armitage shared as a parent he would have issues with the difficulties that Horizon has had, which has been inconsistencies, the law gives specific grounds.

Mr. Long brought up test scores, and is happy that Mary Boyle is working with them, to get them up to an 800 district. He spoke directly to the Horizon board, requesting they make quarterly reports from the Charter, and would like to see a better communication.

Mr. Haley feels any oversight should come from the board, it needs to be reviewed by the board, and diligence needs to come from the board, It's

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been a fine school for the past 14 years, but worried about mistakes from the past that should not be repeated again.

8.3 Discussion/ PARTNERSHIPS FOR STUDENT-CENTERED LEARNING

Action CHARTER SCHOOL – Leaman *(12-13 G & O Component I, II, III, IV, V)*

• On or about March 21, 2013, a charter school renewal petition was submitted by Craig Heimbichner for Partnerships for Student-Centered Learning Charter School ("PSCL").¹ The Petition seeks another five year term for PSCL which was originally granted by the District in 2010.

Mr. Leaman reported the same analyst is done. Motion by Mr. Long, seconded by Mr. Haley, and passed by a 4-0 to approve the petition for Partnerships for Student-Centered Learning Charter School. Mr. Leaman shared the reason this charter was put in place, and is compliant to the law.

Craig Heimbichner shared the purpose of the Partnerships for the Student-Center School. He reported that both are non base charters, they are learning centers. These two charters are much more aligned to each other from the original approval of the charters.

8.4 Action ADOPTION OF RESOLUTION NO. 12/13.31 TO APPROVE THE ANNUAL ADJUSTMENT OF COMMUNITY FACILITY DISTRICT MELLO-ROOS RATES FOR CFD #1 AND CFD #2 -

Steer *(12-13 G & O Component I, II, III, IV, V)*

• Annually the rates for fee calculations for Mello-Roos tax within the Western Placer Unified School District's Community Facilities Districts #1 and #2 are adjusted in coordination with the California Construction Cost Index (CCCI), utilizing the annual percentage increase or decrease for the most recent full calendar year as the standard. As of December 2012, there was an increase in the Construction Cost Index of 1.5%. This will increase the rates within CFD #1 to \$6.19 per square foot and CFD #2 to 0.4123 per square foot respectively. Both districts observe a cap of 2,200 square feet per residential unit that can be charged. If approved, these rate increases will be in effect beginning July 1, 2013 and continue through the 2013-14 Fiscal Year.

Heather Steer discussed the purpose reason for the annually required Resolution. Motion by Mr. Hale, seconded by Mr. Long, and passed by a roll call 4-0 to approve Resolution No. 12/13.31 Approving Annual Adjustment of Community Facility District Mello-Roos rates for CFD #1 and CFD #2. Roll call vote: Long, Armitage, Haley, Wyatt

8.5 Action ADOPTION OF RESOLUTION NO. 12/13.32 TO ADJUST DEVELOPER FEES PER 2013 SCHOOL FACILITY NEEDS ANALYSIS AND JUSTIFICATION STUDY - Steer *(12-13 G & O Component I, II, III, IV, V)*

• Based on meeting certain criteria set forth in Senate Bill 50, the District is authorized to collect residential developer fees over-and-above the Level I rate established by the State Allocation Board. This fee is commonly referred to as a Level II Fee. In order to qualify to collect Level II Fees, the District must

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annually complete a School Facility Needs Analysis and Justification Study (SFNA) and have it adopted by the Board of Trustees.

Heather Steer reported on Resolution 12/13.32 for level II fees. Motion by Mr. Armitage, seconded by Mr. Haley, and passed by a 4-0 roll call vote to approve Resolution 12/13.32 adjusting developer fees per 2013 school facility needs analysis and justification study. Roll call vote: Armitage, Haley, Long, Wyatt

**8.6 Discussion/
Action**

**RATIFICATION OF MEMORANDUM OF UNDERSTANDING
WITH WPTA REGARDING COMPENSATION TO ATTRACT
AND RETAIN HIGH QUALITY SCHOOL NURSES** – Davis (12-13 G
& O Component I, II, III, IV, V)

• The Western Placer Unified School District and the Western Placer Teachers Association have signed a Memorandum of Understanding regarding a modification to the compensation for School Nurses. After an exhaustive nearly year-long search to fill two vacant school nursing positions, during which time the District had to sue outside contracted temporary nurses, the District began working with WPTA to adjust the starting compensation for school nurses in order to have the ability to attract and retain well qualified school nurses.

Ryan Davis explained difficulty in finding nurses. After working with WPTA we modified the initial salary piece. Motion by Mr. Armitage, seconded by Mr. Long and passed by a 4-0 vote to approve the MOU on compensation to attract and retain high quality school nurses.

8.7 Action

**WPUSD STUDENT WELLNESS COMMITTEE – UPDATES AND
APPROVAL OF 2012-2013 & 2013-2014 STUDENT WELLNESS
POLICY GOALS AND ASSESSMENTS** – Kilpatrick (12-13 G & O
Component I, II, III, IV, V)

• During a past audit by the California Department of Education, Nutrition Services Division, the Nutrition Services Department received a comment revolved around the formation of a Student Wellness Committee to provide oversight as the new national food regulations are rolled out over the next two years. This past spring the committee was established. Membership includes the Deputy Superintendent of Educational Services Assistant Superintendent of Business and Operations, the Director of Food Services, board members, teachers, district nurses, staff and students from school sites as well as community representation. A listing of current members is attached. The charge of the committee will be to update the wellness board policy, assure the policy is implemented district-wide along with developing short term and long term goals.

Audrey Kilpatrick reported on a past audit, due to a couple of findings, a committee was established. This information will be sent to CDS Motion by Long, seconded by Haley and passed by a 4-0.

8.8 Action

**APPROVAL OF JOB DESCRIPTION – BUSINESS
ADMINISTRATIVE ASSISTANT** – Kilpatrick (12-13 G & O Component I,
II, III, IV, V)

• The Business Administrative Assistant position became vacant in December 2012. The position has remained unfilled. A review was performed of the job duties and responsibilities on the current job description and other needs in the

4.1.16

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Business Services and Facilities departments. Based on the results of that review, the reassignment of specific job duties and the need to increased support in the Facilities department, the job description has been revised.

Audrey Kilpatrick discussed the job description of the Business Administrative Assistant, and due to growth in facilities she feels the need to add duties to this position. There would be no change in the salary schedule. Motion by Mr. Long, seconded by Mr. Haley, and passed by a 4-0 vote to approve the Business Administrative Assistant job description.

8.9 Action**LOCAL EDUCATIONAL AREA PLAN (LEAP) - Boyle** *(12-13 LG & O Component I, II, III, IV, V)*

- In May, 2002, the CA State Board of Education (SBE) adopted five goals and twelve performance indicators for No Child Left Behind as part of California's commitment to the development of an accountability system to achieve the goals of NCLB. Those five goals pertain to: ALL student achieving proficiency in reading and mathematics by 2013-14; English Learners becoming proficient in the English language and reaching proficiency in reading/language arts and math; all teachers being highly qualified by 2005-06; all students being educated in safe, drug-free learning environments that are conducive to learning; and all students graduating from high school.

Mary Boyle reported on the LEAP plan, and reviewed the five goals. Motion by Mr. Haley, seconded by Mr. Long and passed by a 4-0 vote to approve the Local Educational Area Plan (LEAP).

8.10 Action**2013-14 WESTERN PLACER UNIFIED SCHOOL DISTRICT BUDGET ADOPTION** – Kilpatrick *(12-13 G & O Component I, II, III, IV, V)*

- Per California Education Code 42127, on or before July 1 of each year, the governing Board of each school district shall, following a public hearing, adopt the budget for the subsequent fiscal year.

Audrey Kilpatrick reviewed the 2013-14 budget. Motion by Mr. Long, seconded by Mr. Haley and passed by a 4-0 vote to adopt the 2013-14 Western Placer Unified School District budget.

9. BOARD OF TRUSTEES**9.1 FUTURE AGENDA ITEMS**

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

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

9.2 BOARD MEMBER REPORTS/COMMENTS

Mr. Haley had no report

Mr. Long had no report

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Mr. Armitage commented on the LHS graduation, and the speeches that were given.

Mrs. Wyatt reported on the trip she took to Truckee with Mary Boyle to check out their Wellness Center and their ideas. She reminded everyone of the Mud Run this weekend.

10. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

➤ **August 6, 2013 7:00 P.M.**, Regular Meeting of the Board of Trustee – Lincoln High School

➤ **August 20, 2013 7:00 P.M.**, Regular Meeting of the Board of Trustee – Lincoln High School

11. ADJOURNMENT

There being no further business the meeting was adjourned at 9:45 p.m.

Kris Wyatt, President

Damian Armitage, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the Superintendent

Adopted:

Ayes:

Noes

Absent:

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

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Approval of Warrants

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent of
Business and Operations

ENCLOSURES:

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

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

The Board of Trustees will consider approval of warrants paid since the June 4, 2013 board meeting.

RECOMMENDATION:

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

Checks Dated 07/24/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85322325	07/24/2013	The Omni Group	01-5800		5,476.00
Total Number of Checks				1	5,476.00

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	1	5,476.00
	Total Number of Checks	1	5,476.00
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		5,476.00

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

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Checks Dated 07/26/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85322678	07/26/2013	CITY OF LINCOLN	01-5540	2,713.80	
			01-5550	12,928.54	
			01-5570	36,270.02	51,912.36
85322679	07/26/2013	CITY OF LINCOLN / PG&E REIMB	01-5510		604.17
85322680	07/26/2013	PACIFIC GAS & ELECTRIC CO	01-5510		69,142.50
85322681	07/26/2013	SPURR	01-5530		2,537.74
85322682	07/26/2013	VERIZON WIRELESS	01-5560	396.13	
			13-5560	22.38	
			21-5560	22.38	440.89
85322683	07/26/2013	BANK OF AMERICA #3024	01-4300	6,488.84	
			01-4365	2,445.95	
			01-5800	412.50	9,347.29
85322684	07/26/2013	DE LAGE LANDEN	01-5600		320.35
85322685	07/26/2013	STAPLES ADVANTAGE	01-4300		237.99
85322686	07/26/2013	STATE BOARD OF EQUALIZATION	01-4300		77.93
85322687	07/26/2013	ERIC WERVE	01-4300		150.62
85322688	07/26/2013	QUALITY INN	01-5200		294.03
85322689	07/26/2013	STATE BOARD OF EQUALIZATION	01-9511	8,699.87	
			11-9511	96.88	
			12-9511	17.46	
			13-8634	300.15	
			13-9511	3,424.64	12,539.00
85322690	07/26/2013	Laree M. Quinn	01-5800		450.00
85322691	07/26/2013	ADVANCED INTEGRATED PEST	01-5800		1,218.00
85322692	07/26/2013	C & S TELECOMMUNICATIONS INC	01-5600		118.06
85322693	07/26/2013	CASBO - CALIF ASSOC OF SCHOOL BUSINESS OFFICIALS	01-5300		696.00
85322694	07/26/2013	CITRUS HEIGHTS SAW & MOWER	01-4365		377.40
85322695	07/26/2013	ECONOMIC & PLANNING SYS. INC.	49-5800		3,562.50
85322696	07/26/2013	FARONICS	01-4300		735.00
85322697	07/26/2013	GRAINGER .	01-4300		97.00
85322698	07/26/2013	HOLT OF CALIFORNIA	01-4365		431.33
85322699	07/26/2013	KRONICK MOSKOVITZ TIEDEMANN	01-5810	2,016.90	
			35-5810	6,425.00	8,441.90
85322700	07/26/2013	LANGUAGE LINE SERVICES	01-5800		13.15
85322701	07/26/2013	LEARNING SOLUTIONS INC	01-5800		654.32
85322702	07/26/2013	LINCOLN NEWS MESSENGER	01-4300		52.00
85322703	07/26/2013	LOZANO SMITH, LLP	25-5810	7,824.77	
			40-5810	80.00	7,904.77
85322704	07/26/2013	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		1,176.00
85322705	07/26/2013	MEDICAL BILLING TECHNOLOGIES	01-9500		1,395.75
85322706	07/26/2013	PLACER COUNTY AIR POLLUTION	01-5800		42.00
85322707	07/26/2013	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600	1,785.55	
			01-7438	50.31	
			01-7439	392.69	2,228.55
85322708	07/26/2013	SAC VAL JANITORIAL SALES	01-4300		77.94

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Checks Dated 07/26/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85322709	07/26/2013	SCHOOL FACILITY CONSULTANTS	21-5800		590.00
85322710	07/26/2013	SIERRA FOOTHILLS ACADEMY	01-5800		3,280.33
85322711	07/26/2013	SIERRA OFFICE SUPPLIES &	01-4300		46.63
85322712	07/26/2013	SIG EMPLOYEE BENEFITS TRUST	76-9554		582,480.80
85322713	07/26/2013	WESTERN BLUE AN NWN COMPANY	01-4300	8,440.88	
			01-4400	35,045.00	
			01-9500	1,883.41	45,369.29
85322714	07/26/2013	ZEP SALES & SERVICE	01-4300		1,515.32
Total Number of Checks				37	810,558.91

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	33	205,711.95
11	Adult Education Fund	1	96.88
12	Child Development Fund	1	17.46
13	Cafeteria Fund	2	3,747.17
21	Building Fund #1	2	612.38
25	Capital Facilities Fund	1	7,824.77
35	Schools Facilities (Prop 1A)	1	6,425.00
40	Spec Res For Capital Outlay	1	80.00
49	Mello Roos Capital Projects	1	3,562.50
76	Payroll Fund	1	582,480.80
Total Number of Checks		37	810,558.91
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			810,558.91

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Checks Dated 07/19/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85321923	07/19/2013	Michael W. Jensen	01-5200		643.51
85321924	07/19/2013	AIRGAS	01-9500		22.32
85321925	07/19/2013	CERTICA SOLUTIONS, INC.	01-4300		8,098.00
85321926	07/19/2013	CORE EDUCATION TECHNOLOGIES	01-4400	18.28	
			01-9500	3,569.95	3,588.23
85321927	07/19/2013	DEPT. OF INDUSTRIAL RELATIONS	01-9500		250.00
85321928	07/19/2013	EAGLE SOFTWARE DBA AERIES SOFTWARE INC.	01-4300		9,700.00
85321929	07/19/2013	ETS EDUCATION TESTING SERVICE	01-9500		500.00
85321930	07/19/2013	Flex-Plan Services, Inc.	01-5800		203.50
85321931	07/19/2013	HOME DEPOT	01-4300	1,170.99	
			01-9500	1,925.63	3,096.62
85321932	07/19/2013	ISAFE INC	01-5800		2,600.00
85321933	07/19/2013	JABBERGYM INC.	01-5800		617.50
85321934	07/19/2013	LPA INC.	01-6210		570.46
85321935	07/19/2013	PEARSON - PSYCHOLOGICAL CORP.	01-4300		2,177.29
85321936	07/19/2013	PINNACLE TELECOMMUNICATIONS	01-9500		22,662.00
85321937	07/19/2013	PLACER COUNTY AIR POLLUTION	01-5800		3,035.94
85321938	07/19/2013	PROJECT LEAD THE WAY INC	01-5800		3,000.00
85321939	07/19/2013	RAINFORTH GRAU ARCHITECTS	21-5800	3,281.25	
			35-6210	9,190.00	12,471.25
85321940	07/19/2013	RAY MORGAN CO. / CHICO	01-5600		30.51
85321941	07/19/2013	SAC VAL JANITORIAL SALES	01-4300		19.07
85321942	07/19/2013	SASS/Mestmaker Insurance	01-5800		390.30
85321943	07/19/2013	SCHOOL SITE SOLUTIONS, INC.	35-5800		5.47
85321944	07/19/2013	WHYTRY LLC	01-5200		300.00
85321945	07/19/2013	ZEP SALES & SERVICE	01-4300		313.27
85321946	07/19/2013	SCHOOL SPECIALTY INC	01-4300		23.18
85321947	07/19/2013	Lauren M. Quinn	01-5200		65.54
85321948	07/19/2013	SCHOOL SPECIALTY INC	01-4300		102.33
Total Number of Checks				26	74,486.29

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	24	62,009.57
21	Building Fund #1	1	3,281.25
35	Schools Facilities (Prop 1A)	2	9,195.47
Total Number of Checks		26	74,486.29
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			74,486.29

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Checks Dated 07/12/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85320768	07/12/2013	PACIFIC GAS & ELECTRIC CO	01-5510		1,356.58
85320769	07/12/2013	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5540		334.13
85320770	07/12/2013	Kris A. Knutson	12-5200		105.09
85320771	07/12/2013	Gustavo Nevarez	01-5200		90.90
85320772	07/12/2013	ACT EDUCATION & WORKFORCE RESEARCH	01-5800		300.00
85320773	07/12/2013	ALLEGiant BATTLE FOR VETERANS	01-5800		750.00
85320774	07/12/2013	AVID CENTER - SI REGISTRATION	01-5800		6,770.00
85320775	07/12/2013	CALIFORNIA WEEKLY EXPLORER INC	01-5800		1,192.25
85320776	07/12/2013	CANYON CREEK SOFTWARE	01-5800		254.00
85320777	07/12/2013	CHEVRON	01-4300		516.33
85320778	07/12/2013	CSBA CA SCHOOL BOARDS ASSOC	01-5300		11,152.00
85320779	07/12/2013	DISCOVERY OFFICE SYSTEMS	01-9500		24.13
85320780	07/12/2013	DOCUMENT TRACKING SERVICES. LLC	01-5800		3,540.00
85320781	07/12/2013	GRAINGER .	01-4300		73.04
85320782	07/12/2013	JOSTENS	01-9500		10,612.97
85320783	07/12/2013	LEGO EDUCATION	01-5300	326.62	
			Unpaid Sales Tax	5.62-	321.00
85320784	07/12/2013	LINCOLN ACE HARDWARE / AUTO	01-4300		8.20
85320785	07/12/2013	LINCOLN AREA CHAMBER OF	01-5300		135.00
85320786	07/12/2013	PCOE	01-9500		300.00
85320787	07/12/2013	RAY MORGAN CO. / CHICO	01-5600	42.67	
			01-9500	27.19	69.86
85320788	07/12/2013	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-4300		135.00
85320789	07/12/2013	RENAISSANCE LEARNING INC.	01-5800	4,374.00	
			01-9500	7,359.00	11,733.00
85320790	07/12/2013	RISO PRODUCTS OF SAC INC	01-5800		941.00
85320791	07/12/2013	SIERRA HAY & FEED	01-4300		173.64
85320792	07/12/2013	STAPLES ADVANTAGE	01-4300		276.63
85320793	07/12/2013	TROXELL COMMUNICATIONS	01-4400		407.50
85320794	07/12/2013	US BANK BUSINESS EQUIPMENT	01-5600	30.00	
			01-9500	462.00	492.00
85320795	07/12/2013	AUBURN TROPHIES	01-4300		528.58
85320796	07/12/2013	DE LAGE LANDEN	01-5600		129.82
85320797	07/12/2013	SIERRA HAY & FEED	01-4300		34.80
85320798	07/12/2013	Carrie L. Carlson	01-5200		9.00
85320799	07/12/2013	Deanna J. Harmon	01-5200		129.27
85320800	07/12/2013	Tracey N. Lillie	01-4300	13.14	
			01-5200	13.56	26.70
85320801	07/12/2013	Rhianon R. Zinzun	01-5200		21.47
85320802	07/12/2013	ACI SPECIALTY BENEFITS ACI ENTERPRISES INC	01-3901		2,475.00
85320803	07/12/2013	ALAN S BROOKS	21-5800	150.00	
			40-6290	450.00	600.00
85320804	07/12/2013	APPROVED SAFE & LOCK	01-9500		710.57

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Checks Dated 07/12/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85320805	07/12/2013	BANK OF NEW YORK MELLON TR CO	49-5800		4,095.50
85320806	07/12/2013	CAPITOL CLUTCH AND BRAKE INC	01-9500		1,727.27
85320807	07/12/2013	CAPITOL PUBLIC FINANCE GROUP	01-3802	4,800.00	
			21-5800	6,750.00	
			21-9500	4,950.00	16,500.00
85320808	07/12/2013	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-5600		1,097.65
85320809	07/12/2013	DISCOVERY OFFICE SYSTEMS	01-5600		131.43
85320810	07/12/2013	ELLIOTT HOMES INC.	25-9500		2,653.50
85320811	07/12/2013	Flex-Plan Services, Inc.	01-5800		203.50
85320812	07/12/2013	GOLD COUNTRY CLASSIFIED INC.	01-9500	74.20	
			25-9500	224.32	298.52
85320813	07/12/2013	GOLDEN STATE EQUIPMENT REPAIR	40-9500		507.07
85320814	07/12/2013	GRAINGER .	01-9500		740.03
85320815	07/12/2013	HANKIN SPECIALTY EQUIPMENT INC	01-9500		1,897.50
85320816	07/12/2013	HD SUPPLY FACILITIES MAINTENANCE, LTD.	01-9500		11.55
85320817	07/12/2013	INTEGRATED FIRE SYSTEMS INC	01-4300	410.66	
			01-5600	410.67	
			01-5800	718.67	1,540.00
85320818	07/12/2013	KRISTINE N CORN DBA SIERRA PEDIATRIC THERAPY CLINIC	01-5800	546.25	
			01-9500	1,529.50	2,075.75
85320819	07/12/2013	KRONICK MOSKOVITZ TIEDEMANN	35-9500		6,143.90
85320820	07/12/2013	LINCOLN ACE HARDWARE/MAINT	01-9500		213.50
85320821	07/12/2013	LINGUI SYSTEMS INC	01-4300	427.42	
			Unpaid Sales Tax	29.82-	397.60
85320822	07/12/2013	LOY MATTISON DBA LOY MATTISON ENTERPRISES	01-9500		475.00
85320823	07/12/2013	LOZANO SMITH, LLP	01-9500	805.00	
			25-9500	4,913.29	5,718.29
85320824	07/12/2013	LPA INC.	01-6210	3,673.66	
			35-6210	31.09	
			40-6210	1,126.01	4,830.76
85320825	07/12/2013	MEDICAB OF SACRAMENTO/SIERRA	01-5800		1,980.00
85320826	07/12/2013	PJ'S MAIL & PARCEL SERVICE	01-4300	9.52	
			01-9500	16.27	25.79
85320827	07/12/2013	PLACER LEARNING CENTER	01-9500		30,716.02
85320828	07/12/2013	RAINFORTH GRAU ARCHITECTS	21-9500	1,443.75	
			35-9500	1,405.00	2,848.75
85320829	07/12/2013	RAY MORGAN CO. / CHICO	01-4300		91.85
85320830	07/12/2013	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		30.51
85320831	07/12/2013	RIEBES AUTO PARTS	01-9500		464.63
85320832	07/12/2013	SAC VAL JANITORIAL SALES	01-9500		74.77
85320833	07/12/2013	SCHOOL FACILITY CONSULTANTS	21-5800		7,743.75
85320834	07/12/2013	SCHOOL INNOVATIONS & ADVOCACY INC.	01-5800		20,700.00
85320835	07/12/2013	SCHOOL SITE SOLUTIONS, INC.	35-9500		1,498.75

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Checks Dated 07/12/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85320836	07/12/2013	SIERRA OFFICE SUPPLIES &	01-4300		232.39
85320837	07/12/2013	SIG EMPLOYEE BENEFITS TRUST	76-9554		574,202.75
85320838	07/12/2013	STATE OF CALIFORNIA - DOJ	01-5821		224.00
85320839	07/12/2013	SUPER DUPER SCHOOL COMPANY	01-4300	841.45	
			Unpaid Sales Tax	58.70-	782.75
85320840	07/12/2013	The Omni Group	01-5800		5,735.00
85320841	07/12/2013	THE SACRAMENTO BEE	01-9500		926.24
85320842	07/12/2013	TOTAL EDUCATION SOLUTIONS	01-9500		446.25
85320843	07/12/2013	US BANK CORP TRUST SERVICE	49-5800		2,200.00
85320844	07/12/2013	WESTERN BLUE AN NWN COMPANY	01-4300		110.73
85320845	07/12/2013	WESTERN PLACER WASTE	01-5540		199.28
85320846	07/12/2013	WILSON WAY TIRE CO. INC.	01-9500		192.68
85320847	07/12/2013	ECONOMIC & PLANNING SYS. INC.	49-5800		3,005.00
85320848	07/12/2013	ED JONES FOOD SERVICE	13-4300		6.30
85320849	07/12/2013	R & M REFRIGERATION	13-5800		630.36
Total Number of Checks			82		763,056.33

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	68	138,915.04
12	Child Development Fund	1	105.09
13	Cafeteria Fund	2	636.66
21	Building Fund #1	4	21,037.50
25	Capital Facilities Fund	3	7,791.11
35	Schools Facilities (Prop 1A)	4	9,078.74
40	Spec Res For Capital Outlay	3	2,083.08
49	Mello Roos Capital Projects	3	9,300.50
76	Payroll Fund	1	574,202.75
Total Number of Checks		82	763,150.47
Less Unpaid Sales Tax Liability			94.14-
Net (Check Amount)			763,056.33

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

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Checks Dated 06/28/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85319634	06/28/2013	PACIFIC GAS & ELECTRIC CO	01-5510		1,189.29
85319635	06/28/2013	VERIZON WIRELESS	01-5560	438.21	
			13-5560	22.38	
			21-5560	22.38	482.97
85319636	06/28/2013	SCHOOL SPECIALTY INC	01-4300	1,899.50	
			01-4400	9,375.60	11,275.10
85319637	06/28/2013	WPUSD PETTY CASH FUND	01-4300	404.99	
			13-4300	335.00	739.99
85319638	06/28/2013	Tammy J. Forrest	01-4300		123.83
85319639	06/28/2013	Bonnie L. Pellow	01-5200		115.84
85319640	06/28/2013	ALL METALS SUPPLY INC	01-4300		255.53
85319641	06/28/2013	CITRUS HEIGHTS SAW & MOWER	01-4300		120.92
85319642	06/28/2013	JOHN T. NIGHTINGALE DBA - MAGNUM GROUP	01-4400		2,682.13
85319643	06/28/2013	Loomis Union School Dist	01-4300		395.20
85319644	06/28/2013	NORMAC	01-4300		3,995.04
85319645	06/28/2013	SCHOOL MATE	01-4300	880.60	
			Unpaid Sales Tax	54.60-	826.00
85319646	06/28/2013	SCHOOL SPECIALTY INC	01-4300		222.87
85319647	06/28/2013	Jennifer A. Chandler	01-4300		68.44
85319648	06/28/2013	Philip W. Otte	01-5200		50.00
85319649	06/28/2013	CALTRONICS BUSINESS SYSTEMS	01-4300		76.26
85319650	06/28/2013	LAKESHORE LEARNING MATERIALS	12-4300		725.29
85319651	06/28/2013	Loomis Union School Dist	01-4300		213.50
85319652	06/28/2013	OFFICE DEPOT	01-4300		.70
85319653	06/28/2013	SCHOLASTIC MAGAZINE	01-4300		157.91
Total Number of Checks			20		23,716.81

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	19	22,666.36
12	Child Development Fund	1	725.29
13	Cafeteria Fund	2	357.38
21	Building Fund #1	1	22.38
Total Number of Checks		20	23,771.41
Less Unpaid Sales Tax Liability			54.60-
Net (Check Amount)			23,716.81

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

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Checks Dated 06/26/2013					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85318742	06/26/2013	Tammy J. Forrest	01-4300		43.60
85318743	06/26/2013	ADI HONEYWELL INTERNATIONAL	01-4300		205.46
85318744	06/26/2013	ASHA - C/O J SPARGO & ASSOCIATES	01-5200		202.00
85318745	06/26/2013	BANK OF AMERICA #3819	01-5200		1,245.18
85318746	06/26/2013	BLISS POWER LAWN EQUIPMENT CO.	01-4365		198.68
85318747	06/26/2013	BRCO CONSTRUCTION, INC.	21-6270		91,603.00
85318748	06/26/2013	CROWE HORWATH LLP	01-5811		20,700.00
85318749	06/26/2013	DIVERSE NETWORK ASSOCIATES	01-5800		739.92
85318750	06/26/2013	DSA - DIVISION OF THE STATE ARCHITECT	21-5800		500.00
85318751	06/26/2013	DTSC DEPARTMENT OF TOXIC	01-5800		500.00
85318752	06/26/2013	ESS ENVIRONMENTAL	01-6290		394.00
85318753	06/26/2013	ETS EDUCATION TESTING SERVICE	01-5800		3,081.12
85318754	06/26/2013	GOLD COUNTRY CLASSIFIED INC.	01-5800		56.44
85318755	06/26/2013	GRAINGER .	01-4300		1,215.06
85318756	06/26/2013	HOME DEPOT	01-4300		1,214.34
85318757	06/26/2013	INTEGRATED FIRE SYSTEMS INC	01-5600		112.50
85318758	06/26/2013	JABBERGYM INC.	01-5800		2,802.50
85318759	06/26/2013	KRISTINE E. STRONG, Ph.D.	01-5800		1,700.00
85318760	06/26/2013	KRONICK MOSKOVITZ TIEDEMANN	01-5810		5,313.33
85318761	06/26/2013	L & H AIRCO	01-5800		1,462.50
85318762	06/26/2013	LEARNING SOLUTIONS INC	01-5800		11,305.02
85318763	06/26/2013	LOZANO SMITH, LLP	01-3602	1,833.00	
			01-5810	2,090.50	
			21-5810	2,070.25	
			25-5810	943.00	6,936.75
85318764	06/26/2013	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		241.50
85318765	06/26/2013	MEDICAB OF SACRAMENTO/SIERRA	01-5800		722.00
85318766	06/26/2013	NORMAC	01-4300		85.23
85318767	06/26/2013	PITNEY BOWES CREDIT CORP	01-5600		1,996.00
85318768	06/26/2013	PLACER LEARNING CENTER	01-5800		39,094.83
85318769	06/26/2013	PURCHASE POWER	01-4300		4,040.00
85318770	06/26/2013	RAINFORTH GRAU ARCHITECTS	35-6210		5,905.00
85318771	06/26/2013	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600	869.47	
			01-7438	52.25	
			01-7439	390.75	1,312.47
85318772	06/26/2013	SCHOOL SERVICES OF CA INC	01-5200		675.00
85318773	06/26/2013	OLON FIRE CONTROL	01-5800		893.07
85318774	06/26/2013	STATE OF CALIFORNIA - DOJ	01-5821		64.00
85318775	06/26/2013	STEPHEN E. BROCK, PH.D.	01-5800		4,971.50
85318776	06/26/2013	THE CLEANING PEOPLE	01-4400		4,820.30
85318777	06/26/2013	UNIVERSAL SPECIALTIES, INC.	01-4300		2,130.86
85318778	06/26/2013	WESTERN BLUE AN NWN COMPANY	01-4300		43.00
85318779	06/26/2013	ZEP SALES & SERVICE	01-4300		926.27

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

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Checks Dated 06/26/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
Total Number of Checks				38	219,452.43

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	35	118,431.18
21	Building Fund #1	3	94,173.25
25	Capital Facilities Fund	1	943.00
35	Schools Facilities (Prop 1A)	1	5,905.00
Total Number of Checks		38	219,452.43
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			219,452.43

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

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Checks Dated 06/21/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85318163	06/21/2013	CITY OF LINCOLN	01-5540	4,487.22	
			01-5550	12,928.54	
			01-5570	28,660.43	46,076.19
85318164	06/21/2013	CITY OF LINCOLN / PG&E REIMB	01-5510		468.38
85318165	06/21/2013	PACIFIC GAS & ELECTRIC CO	01-5510		95,533.82
85318166	06/21/2013	Daniel T. Burbage-Macaluso	01-4300		129.36
85318167	06/21/2013	Michael J. Doherty	01-4300		197.98
85318168	06/21/2013	Cheryl A. Dyok	01-4300		21.49
85318169	06/21/2013	Jenifer C. Freymond	01-4300		91.85
85318170	06/21/2013	Sandra B. Hackbarth	01-4300		18.65
85318171	06/21/2013	Derek C. Hutchinson	01-5200		33.00
85318172	06/21/2013	Kelly J. Kornacki-Castillo	01-4300		35.84
85318173	06/21/2013	Norma P. Lazaro	01-5200		135.20
85318174	06/21/2013	Albert A. Medina	01-4300		22.45
85318175	06/21/2013	AIRGAS	01-4300		80.56
85318176	06/21/2013	BANK OF AMERICA #3024	01-4300		
			01-5200		2,821.99
85318177	06/21/2013	CALTRONICS BUSINESS SYSTEMS	01-5600		184.98
85318178	06/21/2013	CELEBRATIONS	01-4300	117.91	
			01-5600	353.73	471.64
85318179	06/21/2013	DE LAGE LANDEN	01-5600		336.37
85318180	06/21/2013	DEPARTMENT OF SOCIAL SERVICES MS 9-3-67	11-5800		440.00
85318181	06/21/2013	DISCOVERY OFFICE SYSTEMS	01-4300	255.92	
			01-5600	219.21	475.13
85318182	06/21/2013	FOLLETT LIBRARY RESOURCES	01-4200		2,575.89
85318183	06/21/2013	J. TAYLOR EDUCATION, INC.	01-4300		57.75
85318184	06/21/2013	LINCOLN ACE HARDWARE / AG	01-4300		40.55
85318185	06/21/2013	LORD HENRY ENTERPRISES INC	01-4300	37.17	
			Unpaid Sales Tax	2.24-	34.93
85318186	06/21/2013	OFFICE DEPOT	01-4300		572.32
85318187	06/21/2013	PCOE	01-4300		35.00
85318188	06/21/2013	RAY MORGAN CO. / CHICO	01-5600		75.43
85318189	06/21/2013	SCHOOL SPECIALTY INC	01-4300		16.10
85318190	06/21/2013	SHERIDAN SCHOOL	01-4300		1.32
85318191	06/21/2013	SIERRA HAY & FEED	01-4300		133.90
85318192	06/21/2013	SURVEILLANCE SYSTEM INT	01-4400		580.50
85318193	06/21/2013	VERIZON WIRELESS	01-4300		228.06
85318194	06/21/2013	WARD'S NATURAL SCIENCE	01-4300		89.97
85318195	06/21/2013	WESTERN BLUE AN NWN COMPANY	01-4400		516.00
85318196	06/21/2013	BEST BUY FOR BUSINESS	01-4300		205.03
85318197	06/21/2013	SAFEWAY INC	01-4300		159.12
85318198	06/21/2013	WPUSD GENERAL FUND	01-8699		641.00
85318199	06/21/2013	WPUSD PETTY CASH FUND	01-4300	34.00	
			01-5800	593.25	
			13-4710	13.10	640.35
85318200	06/21/2013	DEANN ASCHE	13-4710		11.70

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Checks Dated 06/21/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
Total Number of Checks				38	154,189.80

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	36	153,727.24
11	Adult Education Fund	1	440.00
13	Cafeteria Fund	2	24.80
Total Number of Checks		38	154,192.04
Less Unpaid Sales Tax Liability			2.24-
Net (Check Amount)			154,189.80

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

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Checks Dated 06/14/2013					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85316864	06/14/2013	CUSTOM INK.COM	01-4300		161.15
85316865	06/14/2013	MISSION UNIFORM SERVICE INC	13-4300		660.68
85316866	06/14/2013	S & S WORLDWIDE	01-4300		546.92
85316867	06/14/2013	SCHOOL SPECIALTY INC	01-4300	2,402.83	
			01-4400	916.74	3,319.57
85316868	06/14/2013	WPUSD PETTY CASH FUND	13-4300		224.00
85316869	06/14/2013	LIONEL AVILA	73-5850		500.00
85316870	06/14/2013	MIKE & DEBBIE BLAGG	11-9650		120.00
85316871	06/14/2013	Ruben Ayala	01-5200		129.95
85316872	06/14/2013	A TOUCH OF UNDERSTANDING, INC	01-5800		910.00
85316873	06/14/2013	ADD SOME CLASS	01-4400		1,159.28
85316874	06/14/2013	AREA 3 WRITING PROJECT -	01-5200		175.00
85316875	06/14/2013	AVID CENTER - SI REGISTRATION	01-5200		2,007.00
85316876	06/14/2013	BALFOUR	01-4300		830.69
85316877	06/14/2013	BURKETT'S OFFICE	01-4300		1,141.08
85316878	06/14/2013	CALIFORNIA PARENT CENTER-SDURFSAN DIEGO STATE UNIVERSITY	01-5200		164.00
85316879	06/14/2013	COSTCO	01-4300		657.45
85316880	06/14/2013	CREATIVE TEACHING PRESS INC	01-4300		83.36
85316881	06/14/2013	CURRICULUM ASSOCIATES INC.	01-4300		254.35
85316882	06/14/2013	DEPARTMENT OF SOCIAL SERVICES MS 9-3-67	11-5800		1,320.00
85316883	06/14/2013	DIDAX EDUCATIONAL INC	01-4300	208.98	
			Unpaid Sales Tax	14.58-	194.40
85316884	06/14/2013	ESGI - EDUCATIONAL SOFTWARE FOR GUIDING INSTRUCTION	01-4300		700.00
85316885	06/14/2013	FOLLETT LIBRARY RESOURCES	01-4200	3,915.99	
			01-4300	2,044.96	5,960.95
85316886	06/14/2013	GEMS HEARTS & FLOWERS	01-4300		67.47
85316887	06/14/2013	HUTU ANAPE CULTURAL FOUNDATION	01-5800		2,175.00
85316888	06/14/2013	INSECT LORE	01-4300		39.74
85316889	06/14/2013	INTER-STATE STUDIO & PUBLISHING CO.	01-4300		1,772.27
85316890	06/14/2013	LAKESHORE LEARNING MATERIALS	01-4300		461.88
85316891	06/14/2013	MAGNET STREET	01-4300	959.43	
			Unpaid Sales Tax	66.93-	892.50
85316892	06/14/2013	MARK J FOWLER	01-5800		1,000.00
85316893	06/14/2013	MCGRAW-HILL	01-4300		188.85
85316894	06/14/2013	OFFICE DEPOT	01-4300		706.54
85316895	06/14/2013	ORIENTAL TRADING COMPANY INC	01-4300	391.56	
			Unpaid Sales Tax	25.98-	365.58
85316896	06/14/2013	PLACER COUNTY WATER AGENCY	01-4300		98.08
85316897	06/14/2013	RAY MORGAN CO. / CHICO	01-4300	5.89	
			01-5600	314.98	320.87
85316898	06/14/2013	REALLY GOOD STUFF	01-4300	88.52	
			Unpaid Sales Tax	4.91-	83.61
85316899	06/14/2013	RIEBES AUTO PARTS	01-4300		20.02

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Checks Dated 06/14/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85316900	06/14/2013	ROBERTO HAZEGHAZAM DBA AMERICAN LOGOWEAR	01-4300		511.59
85316901	06/14/2013	S & S WORLDWIDE	01-4300		188.56
85316902	06/14/2013	SCHOOL SPECIALTY - PRMR AGNDA	01-4300		91.31
85316903	06/14/2013	SCHOOL SPECIALTY INC	01-4300	1,161.16	
			11-4300	119.97	1,281.13
85316904	06/14/2013	SPARK PROGRAM	01-4300		369.64
85316905	06/14/2013	SPORT CHALET	01-4300		2,464.23
85316906	06/14/2013	STAPLES ADVANTAGE	01-4300		578.22
85316907	06/14/2013	SURVEILLANCE SYSTEM INT	01-4400	2,062.05	
			01-5800	540.00	2,602.05
85316908	06/14/2013	TEACHER CREATED RESOURCES	01-4300		144.62
85316909	06/14/2013	TEACHER DIRECT	01-4300		172.06
85316910	06/14/2013	TEACHER'S DISCOVERY	01-4300	73.89	
			Unpaid Sales Tax	4.49-	69.40
85316911	06/14/2013	TIME FOR KIDS	01-4300		464.10
85316912	06/14/2013	TROXELL COMMUNICATIONS	01-4300	563.24	
			01-4400	40.16	603.40
85316913	06/14/2013	WESTERN BLUE AN NWN COMPANY	01-4300		2,738.03
85316914	06/14/2013	Rosemary Knutson	01-4300		57.45
85316915	06/14/2013	Gregg Law	01-5200		94.36
85316916	06/14/2013	Robert T. Lyons	01-5200		378.13
85316917	06/14/2013	Jessica L. Rogers	01-5200		83.62
85316918	06/14/2013	Nancyann M. Rowell	01-5200		138.99
85316919	06/14/2013	A-Z BUS SALES INC	01-4365		389.75
85316920	06/14/2013	ADVANCED INTEGRATED PEST	01-5800		1,218.00
85316921	06/14/2013	ADVANCED KEYBOARD TECHNOLOGIES	01-4300		266.98
85316922	06/14/2013	APPLE INC.	01-4400		9,548.10
85316923	06/14/2013	CITRUS HEIGHTS SAW & MOWER	01-4365		177.27
85316924	06/14/2013	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-5600		1,097.65
85316925	06/14/2013	EATON INTERPRETING SVCS INC	01-5800		236.25
85316926	06/14/2013	ELLIS LAW GROUP LLP	01-5810		220.00
85316927	06/14/2013	FRONTLINE PLACEMENT TECHNOLOGIES, INC.	01-5800		7,322.60
85316928	06/14/2013	GRAINGER .	01-4300		2,360.84
85316929	06/14/2013	HUMBOLDT CO. OFFICE OF ED.	01-4300		310.00
85316930	06/14/2013	INTEGRITY GLOBAL SOLUTIONS LLC	01-4300		133.00
85316931	06/14/2013	JANE JOHNSON	01-5800		10,497.50
85316932	06/14/2013	LAGUNA PHYSICAL THERAPY & HAND REHABILITATION	01-5800		418.00
85316933	06/14/2013	LINCOLN ACE HARDWARE/MAINT	01-4300		381.95
85316934	06/14/2013	Loomis Union School Dist	01-4300		923.24
85316935	06/14/2013	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		5,228.44
85316936	06/14/2013	MEDICAB OF SACRAMENTO/SIERRA	01-5800		1,408.00
85316937	06/14/2013	MELINDA TANTON-BRECHTEL DBA: TEENY TOTS THERAPY	01-5800		6,080.00

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Checks Dated 06/14/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85316938	06/14/2013	MISSION UNIFORM SERVICE INC	01-4300	71.12	
			01-5800	1,432.32	1,503.44
85316939	06/14/2013	PARS - PUBLIC AGENCY RETIREMENT SERVICES	01-7439		383,807.69
85316940	06/14/2013	PLACER CO ENVIRONMENTAL HEALTH	01-5800		1,490.00
85316941	06/14/2013	RAY MORGAN CO. / CHICO	01-5600		24.51
85316942	06/14/2013	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		189.48
85316943	06/14/2013	RIEBES AUTO PARTS	01-4365		1,765.83
85316944	06/14/2013	SAC VAL JANITORIAL SALES	01-4300		1,576.33
85316945	06/14/2013	TAG / AMS INC	01-5800		195.00
85316946	06/14/2013	US BANK CORP TRUST SERVICE	49-5800		1,000.00
85316947	06/14/2013	WESTERN BLUE AN NWN COMPANY	01-4300		591.26
85316948	06/14/2013	PACIFIC GAS & ELECTRIC CO	01-5510		1,373.24
85316949	06/14/2013	SPURR	01-5530		4,818.77
85316950	06/14/2013	WAVE DIVISION HOLDINGS	01-5560		7,450.00
Total Number of Checks				87	496,446.25

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	81	492,618.49
11	Adult Education Fund	3	1,559.97
13	Cafeteria Fund	2	884.68
49	Mello Roos Capital Projects	1	1,000.00
73	Foundation Trust	1	500.00
Total Number of Checks		87	496,563.14
Less Unpaid Sales Tax Liability			116.89-
Net (Check Amount)			496,446.25

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

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Checks Dated 06/07/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85315264	06/07/2013	PACIFIC GAS & ELECTRIC CO	01-5510		9,746.41
85315265	06/07/2013	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5540		334.13
85315266	06/07/2013	VERIZON WIRELESS	01-5560	465.60	
			13-5560	22.38	
			21-5560	22.38	510.36
85315267	06/07/2013	Lauren M. Quinn	01-4300	182.95	
			01-5200	201.71	384.66
85315268	06/07/2013	"DANIELSEN COMPANY, THE"	13-4380	11.58	
			13-4710	3,518.68	3,530.26
85315269	06/07/2013	C & S TELECOMMUNICATIONS INC	01-5560		110.00
85315270	06/07/2013	D & P CREAMERY	13-4300		10,281.74
85315271	06/07/2013	OLD TOWN PIZZA	13-4710		891.25
85315272	06/07/2013	SARA LEE	13-4710		23.47
85315273	06/07/2013	SYSCO SACRAMENTO	13-4380		30.34
85315274	06/07/2013	WESTERN BLUE AN NWN COMPANY	01-4400		681.55
85315275	06/07/2013	MONICA WOODARD	01-8699		25.00
85315276	06/07/2013	STEPHEN & ASHLEY WEIR	11-9650		80.00
85315277	06/07/2013	WPUSD PETTY CASH	01-5300		46.90
85315278	06/07/2013	WPUSD PETTY CASH	13-4710		159.00
85315279	06/07/2013	WPUSD PETTY CASH	13-4710		16.70
85315280	06/07/2013	WPUSD PETTY CASH	13-4710		85.25
85315281	06/07/2013	WPUSD PETTY CASH	13-4710		54.00
85315282	06/07/2013	WPUSD PETTY CASH	01-4300		52.00
85315283	06/07/2013	WPUSD PETTY CASH	01-8699		250.00
85315284	06/07/2013	WPUSD PETTY CASH	01-8699		47.00
85315285	06/07/2013	WPUSD PETTY CASH	01-4300		262.00
85315286	06/07/2013	WPUSD PETTY CASH	01-5715		18.00
85315287	06/07/2013	WPUSD PETTY CASH	01-5300		23.45
85315288	06/07/2013	WPUSD PETTY CASH	01-4300		80.00
85315289	06/07/2013	WPUSD PETTY CASH	12-4300		79.10
85315290	06/07/2013	SYSCO SACRAMENTO	13-4380	125.47	
			13-4710	435.41	560.88
85315291	06/07/2013	Lynn D. Brown	01-4300		145.11
85315292	06/07/2013	Cindy J. Hood	01-5200		27.96
85315293	06/07/2013	Kevin D. Kurtz	01-4300		192.44
85315294	06/07/2013	Wendy R. Pipkins	01-4300		79.88
85315295	06/07/2013	Karen A. Roberts	01-4300		77.60
85315296	06/07/2013	Pamela S. Soha	01-4300		37.00
85315297	06/07/2013	Patrick H. Stelma	01-4300		98.57
85315298	06/07/2013	AVID CENTER - SI REGISTRATION	01-5200		3,345.00
85315299	06/07/2013	CCDAA CA CHILD DEVELOPMENT ADMINISTRATORS ASSOCIATION	11-5200		45.00
85315300	06/07/2013	CELEBRATIONS	01-5600		1,022.47
85315301	06/07/2013	COSTCO	01-4300		206.11
85315302	06/07/2013	DEMCO MEDIA	01-4300		113.63
85315303	06/07/2013	FOLLETT LIBRARY RESOURCES	01-4200	5,983.31	

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

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Checks Dated 06/07/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85315303	06/07/2013	FOLLETT LIBRARY RESOURCES	01-4300	1.00	5,984.31
85315304	06/07/2013	GRAINGER .	01-4300		146.07
85315305	06/07/2013	MENTORING MINDS, LP	01-4300	196.12	
			Unpaid Sales Tax	12.57-	183.55
85315306	06/07/2013	NORTHERN ENERGY	01-4300		209.19
85315307	06/07/2013	OFFICE DEPOT	01-4300		66.93
85315308	06/07/2013	PCOE	01-5200		1,500.00
85315309	06/07/2013	RAMOS OIL COMPANY	01-4300		2,084.60
85315310	06/07/2013	REALLY GOOD STUFF	01-4300	437.86	
			Unpaid Sales Tax	27.25-	410.61
85315311	06/07/2013	RECOLOGY FMRLY AUBURN	01-4300		405.00
		PLACER DISPOSAL			
85315312	06/07/2013	RISO PRODUCTS OF SAC INC	01-4300		1,533.78
85315313	06/07/2013	SAFEWAY INC	01-4300		157.50
85315314	06/07/2013	SCHOOL MATE	01-4300	340.23	
			Unpaid Sales Tax	23.73-	316.50
85315315	06/07/2013	SCHOOL SPECIALTY - PRMR AGNDA	01-4300		657.53
85315316	06/07/2013	STAPLES ADVANTAGE	01-4300		681.17
85315317	06/07/2013	SURVEILLANCE SYSTEM INT	01-4400		580.50
85315318	06/07/2013	TEACHER DIRECT	01-4300	346.73	
			Unpaid Sales Tax	24.19-	322.54
85315319	06/07/2013	TEACHER'S DISCOVERY	01-4300	268.30	
			Unpaid Sales Tax	16.83-	251.47
85315320	06/07/2013	TIME FOR KIDS	01-4300		154.70
85315321	06/07/2013	TROXELL COMMUNICATIONS	01-4300		532.13
85315322	06/07/2013	US BANK BUSINESS EQUIPMENT	01-5600		492.00
85315323	06/07/2013	WESTERN BLUE AN NWN COMPANY	01-4400	13,996.67	
			11-4300	623.50	14,620.17
85315324	06/07/2013	Armando Altamirano	01-4300		300.00
85315325	06/07/2013	Tom & Laura Edwards	01-4300		240.00
85315326	06/07/2013	Pamela Getz	01-5200		263.53
85315327	06/07/2013	Sara J. Hodgen	01-5200		15.89
85315328	06/07/2013	Tracey N. Lillie	01-5200	207.35	
			11-5200	186.63	393.98
85315329	06/07/2013	Karen A. Roberts	01-5200		36.16
85315330	06/07/2013	APPROVED SAFE & LOCK	01-4300		134.51
85315331	06/07/2013	B.Z. SERVICE STATION	01-5800		531.00
85315332	06/07/2013	BUS WEST - FRESNO	01-4365		148.84
85315333	06/07/2013	C & S TELECOMMUNICATIONS INC	01-5600		330.00
85315334	06/07/2013	CHEVRON	01-4350		414.59
85315335	06/07/2013	CITY OF LINCOLN/NON UTILITY	21-6270		106,216.00
85315336	06/07/2013	DARRELL HASKINS	01-5800		1,200.00
85315337	06/07/2013	DAWSON OIL COMPANY	01-4345	6,925.43	
			01-4350	11,516.34	18,441.77
85315338	06/07/2013	DEPARTMENT OF GENERAL SERVICES	01-5810		92.00
85315339	06/07/2013	DEPT. OF INDUSTRIAL RELATIONS	01-5800		125.00
85315340	06/07/2013	DSA - DIVISION OF THE STATE ARCHITECT	21-5800		500.00
85315341	06/07/2013	ECONOMIC & PLANNING SYS. INC.	21-5800		470.00

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Checks Dated 06/07/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85315342	06/07/2013	FOLLETT LIBRARY RESOURCES	01-4300		347.00
85315343	06/07/2013	GRAINGER .	01-4300		315.69
85315344	06/07/2013	INTEGRATED FIRE SYSTEMS INC	01-5600		180.00
85315345	06/07/2013	LOY MATTISON DBA LOY MATTISON ENTERPRISES	01-5800		1,000.00
85315346	06/07/2013	LOZANO SMITH, LLP	01-5810		3,644.50
85315347	06/07/2013	LPA INC.	35-6210	32.32	
			40-6210	3,133.75	3,166.07
85315348	06/07/2013	LUIS FRASER DBA-DON'T TREAD ON ME REPTILE REMOVAL	01-5800		350.00
85315349	06/07/2013	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		1,068.64
85315350	06/07/2013	MJB WELDING SUPPLY, INC.	01-4300		62.36
85315351	06/07/2013	MOBILE CONCEPTS, INC.	40-5600		17,914.00
85315352	06/07/2013	NORMAC	01-4300		177.99
85315353	06/07/2013	PADRE ASSOCIATES, INC.	35-5800		800.00
85315354	06/07/2013	PCOE	01-5200		150.00
85315355	06/07/2013	PLATT ELECTRIC SUPPLY, INC.	01-4300		162.78
85315356	06/07/2013	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		867.90
85315357	06/07/2013	SCHOOL FACILITY CONSULTANTS	21-5800		4,003.75
85315358	06/07/2013	SCHOOL SPECIALTY INC	01-4300		383.74
85315359	06/07/2013	UNIVERSAL SPECIALTIES, INC.	01-4300		2,133.24
85315360	06/07/2013	WESTERN BLUE AN NWN COMPANY	01-4300	43.00	
			01-4400	623.50	666.50
85315361	06/07/2013	WILSON WAY TIRE CO. INC.	01-4360		1,127.93
85315362	06/07/2013	DSA - DIVISION OF THE STATE ARCHITECT	21-5800		500.00
Total Number of Checks				99	233,919.83

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	78	83,762.70
11	Adult Education Fund	4	935.13
12	Child Development Fund	1	79.10
13	Cafeteria Fund	11	15,655.27
21	Building Fund #1	6	111,712.13
35	Schools Facilities (Prop 1A)	2	832.32
40	Spec Res For Capital Outlay	2	21,047.75
Total Number of Checks		99	234,024.40
Less Unpaid Sales Tax Liability			104.57-
Net (Check Amount)			233,919.83

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

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Checks Dated 05/31/2013					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85314157	05/31/2013	Jeffrey T. Dardis	13-4380	84.45	
			13-5200	108.76	193.21
85314158	05/31/2013	Jennifer D. Nelson	01-4300		60.00
85314159	05/31/2013	Karen A. Roberts	01-4300		264.62
85314160	05/31/2013	ADD SOME CLASS	01-4400		2,192.75
85314161	05/31/2013	AIRGAS	01-4300		65.85
85314162	05/31/2013	BANK OF AMERICA #3024	01-4300	1,009.31	
			01-4400	611.73	
			01-5200	2,263.90	
			01-5600	1,199.17	
			01-5800	903.45	5,987.56
85314163	05/31/2013	COSTCO	01-4300		179.21
85314164	05/31/2013	DE LAGE LANDEN	01-5600		320.35
85314165	05/31/2013	DISCOVERY OFFICE SYSTEMS	01-4300	329.08	
			01-5600	341.53	670.61
85314166	05/31/2013	GRAINGER .	01-4300		10.73
85314167	05/31/2013	HAL-LEONARD	01-4300		175.00
85314168	05/31/2013	JONES SCHOOL SUPPLY CO INC	01-4300	286.56	
			Unpaid Sales Tax	19.10-	267.46
85314169	05/31/2013	JOSTENS	01-4300		355.03
85314170	05/31/2013	LIFETOUCH NSS ACCOUNTS RECEIVABLE	01-4300		1,027.53
85314171	05/31/2013	NASCO MODESTO	01-4300		1,009.64
85314172	05/31/2013	OFFICE DEPOT	01-4300	856.51	
			11-4300	149.94	1,006.45
85314173	05/31/2013	ORIENTAL TRADING COMPANY INC	01-4300	314.87	
			Unpaid Sales Tax	20.09-	294.78
85314174	05/31/2013	PCOE	01-5200		1,800.00
85314175	05/31/2013	PERIPOLE - BERGERAULT INC	01-4300	189.21	
			Unpaid Sales Tax	12.46-	176.75
85314176	05/31/2013	RAMOS OIL COMPANY	01-4300		2,148.57
85314177	05/31/2013	RAY MORGAN CO. / CHICO	01-4300		148.37
85314178	05/31/2013	SAFEWAY INC	01-4300		109.56
85314179	05/31/2013	SIERRA HAY & FEED	01-4300		205.68
85314180	05/31/2013	TROXELL COMMUNICATIONS	01-4300	16.42	
			01-4400	21.21	37.63
85314181	05/31/2013	UC REGENTS TARJAN CENTER UCLA	01-5200		125.00
85314182	05/31/2013	WILLIAM A. SIDNEY DBA - SAC TOWN BEBOPS	01-5600		390.00
85314183	05/31/2013	WOODWIND & BRASSWIND	01-4300		730.97
85314184	05/31/2013	Daniel States	01-4300		300.00
85314185	05/31/2013	CROWN DISTRIBUTING INC.	13-4380		603.18
85314186	05/31/2013	DISCOUNT SCHOOL SUPPLY	01-4300		1,970.58
85314187	05/31/2013	ED JONES FOOD SERVICE	13-4710		3,167.29
85314188	05/31/2013	OLD TOWN PIZZA	13-4710		1,100.50
85314189	05/31/2013	R & M REFRIGERATION	13-5800		166.88
85314190	05/31/2013	MARIA DE LOS ANGELES RODRIQUEZ	13-4710		41.00

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

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Checks Dated 05/31/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85314191	05/31/2013	Mary V. Boyle	01-4300	41.78	
			01-5200	61.10	102.88
85314192	05/31/2013	Sara J. Hodgen	01-4300	8.00	
			01-5200	84.10	92.10
85314193	05/31/2013	BANK OF AMERICA #3819	01-5200		308.36
85314194	05/31/2013	DISCOUNT SCHOOL SUPPLY	01-4300		89.28
85314195	05/31/2013	FOLLETT EDUCATIONAL SERVICES	01-4100		2,311.76
85314196	05/31/2013	FOLLETT LIBRARY RESOURCES	01-4100	1,167.79	
			01-4300	2,412.92	3,580.71
85314197	05/31/2013	KRONICK MOSKOVITZ TIEDEMANN	01-5810		6,792.07
85314198	05/31/2013	LEARNING SOLUTIONS INC	01-5800		10,069.40
85314199	05/31/2013	MEDICAB OF SACRAMENTO/SIERRA	01-5800		2,108.00
85314200	05/31/2013	MEDICAL BILLING TECHNOLOGIES	01-5800		9.82
85314201	05/31/2013	PLACER LEARNING CENTER	01-5800		34,463.26
85314202	05/31/2013	RISO PRODUCTS OF SAC INC	01-5600		425.00
85314203	05/31/2013	SAN JOAQUIN CO OFFICE OF EDUC	01-5800		1,177.50
85314204	05/31/2013	SIG EMPLOYEE BENEFITS TRUST	76-9554		582,946.10
85314205	05/31/2013	TOTAL EDUCATION SOLUTIONS	01-5800		765.00
Total Number of Checks				49	672,543.98

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	42	84,227.53
11	Adult Education Fund	1	149.94
13	Cafeteria Fund	6	5,272.06
76	Payroll Fund	1	582,946.10
Total Number of Checks		49	672,595.63
Less Unpaid Sales Tax Liability			51.65-
Net (Check Amount)			672,543.98

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

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4.2.20

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Classified Personnel Report

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Ryan Davis

Director, Human Services

ENCLOSURES:

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

General Fund/Categorical

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

BACKGROUND:

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

RECOMMENDATION:

Administration recommends ratification of the classified personnel report.

August 6, 2013

ADDITIONAL POSITION- continued

4. Name: Melissa Waggoner
Position: Preschool Instructor
Site: Creekside Oaks Elementary
Hours: 3 Hours/Day
Effective: 7/1/13
Replacement

RESIGNATIONS

1. Name: March Chavez-Hernandez
Position: Afterschool Instructional Aide
Site: First Street Elementary
Hours: 3.5 Hours/Day
Effective: 7/19/13
2. Name: Reannon Haight
Position: Paraprofessional Aide
Site: Lincoln High School
Hours: 5.66 Hours/Day
Effective: 6/30/13
3. Name: Holly Halbert
Position: Paraprofessional Aide
Site: Carlin C. Coppin Elementary
Hours: 5.66 Hours/Day
Effective: 7/19/13
4. Name: Jamie Johnson
Position: LVN/Paraprofessional Aide
Site: Carlin C. Coppin Elementary
Hours: 6 Hours/Day
Effective: 6/30/13
5. Name: Debbie Piwkiewicz
Position: Campus/Café Supervisor
Site: Lincoln Crossing Elementary
Hours: 2 Hours/Day
Effective: 6/30/13
6. Name: Cari Rosson
Position: Intervention Service Provider
Site: Creekside Oaks Elementary
Hours: 3 Hours/Day
Effective: 6/30/13

**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:

Certificated Personnel Report

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Ryan Davis
Director of Human Services

ENCLOSURES:

Yes

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

Categorical/General

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

BACKGROUND:

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

RECOMMENDATION:

Administration recommends ratification of the certificated personnel report.

WESTERN PLACER UNIFIED SCHOOL DISTRICT

PERSONNEL REPORT

August 6, 2013

CERTIFICATED/MANAGEMENT

NEW HIRE:

1. Name: Nicole Bartlett
 Position: Temporary 2nd Grade Teacher
 FTE: 1.0
 Effective Date: August 15, 2013
 Site: Carlin C. Coppin Elementary
2. Name: Vivian Chapman
 Position: SDC Teacher
 FTE: 1.0
 Effective Date: August 19, 2013
 Site: Lincoln Crossing Elementary
3. Name: Jeanie Duncan
 Position: English Teacher
 FTE: 1.0
 Effective Date: August 15, 2013
 Site: Lincoln High School
4. Name: Gina Escobar
 Position: Dance Teacher
 FTE: .50
 Effective Date: August 15, 2013
 Site: Lincoln High School
5. Name: Jessica Fernandez
 Position: Math Teacher
 FTE: 1.0
 Effective Date: August 19, 2013
 Site: Glen Edwards Middle School
6. Name: Tomas Guzman
 Position: Spanish Teacher
 FTE: 1.0
 Effective Date: August 15, 2013
 Site: Lincoln High School
7. Name: Peter Nesci
 Position: Art Teacher
 FTE: .50
 Effective Date: August 15, 2013
 Site: Lincoln High School

4,41

8. **Name:** Bethany Stephenson
 Position: Temporary Kindergarten Teacher
 FTE: 1.0
 Effective Date: August 15, 2013
 Site: Foskett Ranch Elementary

9. **Name:** Ryan Smith
 Position: Temporary Math Teacher
 FTE: 1.0
 Effective Date: August 15, 2013
 Site: Glen Edwards Middle School

10. **Name:** Mark Weber
 Position: English/Leadership Teacher
 FTE: 1.0
 Effective Date: August 15, 2013
 Site: Twelve Bridges Middle School

11. **Name:** Melissa Willes
 Position: Elementary Principal/Preschool Coordinator/Program Support Specialist
 FTE: 1.0
 Effective Date: July 1, 2013
 Site: Sheridan Elementary/DO

RETIREMENTS/RESIGNATIONS

1. **Name:** Erin Kadel
 Position: 2nd Grade Teacher
 FTE: 1.0
 Effective Date: June 30, 2013
 Site: Carlin C. Coppin Elementary

2. **Name:** Ashley Winger
 Position: 1st Grade Teacher
 FTE: 1.0
 Effective Date: July 30, 2013
 Site: Creekside Oaks Elementary

**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:

Resolution No. 13/14.1 Approving the
State Preschool Contract

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Mary Boyle
Deputy Superintendent Educational Services

ENCLOSURES:

Yes

DEPARTMENT:

Educational Services

FINANCIAL INPUT/SOURCE:

State Preschool Funding

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

Yes

BACKGROUND:

WPUSD is in its third year of operating our State Preschool Programs. State Preschool Programs are located at The Little Blue Schoolhouse at First and L Streets, at Sheridan Elementary School, and at Carlin C. Coppin Elementary School. The State Preschool Programs are fully funded through California State Preschool Program grant funds.

Enclosed is the contract for State Preschool Services for the 2013– 2014 school year.

RECOMMENDATION:

Approve State Preschool Contract (Local Agreement for Child Development Services).

**CALIFORNIA DEPARTMENT OF EDUCATION**

1430 N Street

Sacramento, CA 95814-5901

F.Y. 13 - 14

DATE: July 01, 2013

CONTRACT NUMBER: CSPP-3341

PROGRAM TYPE: CALIFORNIA STATE
PRESCHOOL PROGRAM

PROJECT NUMBER: 31-6695-00-3

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES**CONTRACTOR'S NAME:** WESTERN PLACER UNIFIED SCHOOL DISTRICT

By signing this contract and returning it to the State, you are agreeing to provide services in accordance with the FUNDING TERMS AND CONDITIONS (FT&C - available online at <http://www.cde.ca.gov/fg/aa/cd/>), the CURRENT APPLICATION, and an AGENCY SITE LISTING (ATTACHMENT A) which by this reference are incorporated into this contract. The FT&C and Requirements specify the contractual responsibilities of the State and the contractor. The contractor's signature also certifies compliance with "General Terms and Conditions," (GTC 610/Exhibit A) which by this reference is incorporated herein.

Funding of this contract is contingent upon appropriation and availability of sufficient funds. This contract may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this contract.

The period of performance for this contract is July 01, 2013 through June 30, 2014. For satisfactory performance of the required services, the contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed \$32.84 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of \$206,335.00.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Requirement 6,283.0

Minimum Days of Operation (MDO) Requirement 177

Any provision of this contract found to be in violation of Federal and State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this contract.

Exhibit A, General Terms and Conditions attached.

STATE OF CALIFORNIA		CONTRACTOR			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Margie Burke, Manager		PRINTED NAME AND TITLE OF PERSON SIGNING Mary Doyle, Deputy Supt Ed Services			
TITLE Contracts, Purchasing & Conference Services		ADDRESS WPUUSD 6006 th St. Suite 400 Lincoln 95648			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 206,335	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE General		Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	(OPTIONAL USE) 0656 23038-6695				
TOTAL AMOUNT ENCUMBERED TO DATE \$ 206,335	ITEM 30.10.010. 6110-196-0001	CHAPTER B/A	STATUTE 2013	FISCAL YEAR 2013-2014	
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590					
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.					
SIGNATURE OF ACCOUNTING OFFICER		T.B.A. NO.		B.R. NO.	
		DATE			

45.1

Attachment A
California Department of Education,
Child Development Division
Agency Site List
Fiscal Year 2013-2014

Western Placer Unified School District

Placer County

6695

Carlin C Coppin School
Old Lincoln School House
Sheridan Elem School

150 E 12th Street
104 L Street
4730 H Street

Lincoln 95648
Lincoln 95648
Sheridan 95681

EXHIBIT AGENERAL TERMS AND CONDITIONS

1. APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. AMENDMENT: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. ASSIGNMENT: This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. AUDIT: Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. INDEMNIFICATION: Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. DISPUTES: Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. TERMINATION FOR CAUSE: The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

8. INDEPENDENT CONTRACTOR: Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

9. RECYCLING CERTIFICATION: The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).

10. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

11. CERTIFICATION CLAUSES: The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 307 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

12. TIMELINESS: Time is of the essence in this Agreement.

13. COMPENSATION: The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.

14. GOVERNING LAW: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.

15. ANTITRUST CLAIMS: The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

a. The Government Code Chapter on Antitrust claims contains the following definitions:

1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.

2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.

b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.

d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

16. CHILD SUPPORT COMPLIANCE ACT: For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

a. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and

b. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

17. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

18. PRIORITY HIRING CONSIDERATIONS: If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:

- a. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
- b. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

20. LOSS LEADER:

If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

CCC-307

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Printed) <i>Western Placer Unified School District</i>		Federal ID Number <i>94-1599904</i>
By (Authorized Signature) <i>M. Boyle</i>		
Printed Name and Title of Person Signing <i>Mary Boyle, Deputy Supt Ed Services</i>		
Date Executed <i>6/26/13</i>	Executed in the County of <i>Placer</i>	

CONTRACTOR CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

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certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations,

or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts over \$100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 45 CFR Part 93, "New restrictions on Lobbying," and 45 CFR Part 76, "Government-wide Debarment and Suspension (Non procurement) and Government-wide requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 45 CFR Part 93, Sections 93.105 and 93.110, the applicant certifies that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement:

(b) If any funds other than federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an employee of Congress, or any employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with this instruction;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by executive Order 12549, Debarment and Suspension, and other responsibilities implemented at 45 CFR Part 76, for prospective participants in primary or a lower tier covered transactions, as defined at 45 CFR Part 76, Sections 76.105 and 76.110.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency:

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

(b) Establishing an on-going drug-free awareness program to inform employees about-

(1) The danger of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title,

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to: Director, Grants, and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571.

Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency:

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee must insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

(see attached listing)

Check ☒ if there is a separate sheet attached listing all workplaces.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610-

a. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant, and

b. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and contracts Service, U.S. department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3) Washington, DC 20202-4571. Notice shall include the identification numbers(s) of each affected grant.

ENVIRONMENTAL TOBACCO SMOKE ACT

As required by the Pro-Children Act of 1994, (also known as Environmental Tobacco Smoke), and implemented at Public Law 103-277, Part C requires that:

The applicant certifies that smoking is not permitted in any portion of any indoor facility owned or leased or contracted and used routinely or regularly for the provision of health care services, day care, and education to children under the age of 18. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day. (The law does not apply to children's services provided in private residence, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for in-patient drug and alcohol treatment.)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT (CONTRACT AGENCY): Western Placer Unified School District		CONTRACT # CSPP-3341
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE: Mary Boyle Deputy Supt Ed Services		
SIGNATURE MB Boyle	DATE 6/26/13	

4.5.12

RESOLUTION


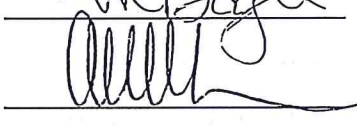
13/14.1

This resolution must be adopted in order to certify the approval of the Governing Board to Enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2013-14.

RESOLUTION

BE IT RESOLVED that the Governing Board of Western Placer Unified School District

Authorizes entering into local agreement numbers/s Contract # CSPP-3341 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Mary Boyle</u>	<u>Deputy Superintendent</u>	<u></u>
<u>Audrey Kilpatrick</u>	<u>Assistant Superintendent</u>	<u></u>
_____	_____	_____

PASSED AND ADOPTED THIS 6th day of August 2013-14, by the

Governing Board of Western Placer Unified School District

of Placer County, California.

I, Damian Armitage, Clerk of the Governing Board of

Western Placer Unified School District, of Placer County,

California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a August 6, 2013 meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerks signature)

(Date)

4.5.13

Western Placer Unified School District Preschool Programs 2013-2014

For Ages 3 to Entry into Kindergarten

Packets may be picked up at the District Office

Open enrollment March 11 & 12, 8 a.m. – 12 p.m. in District Office

See "Contact Information" below for enrollment after March 12, 2013.

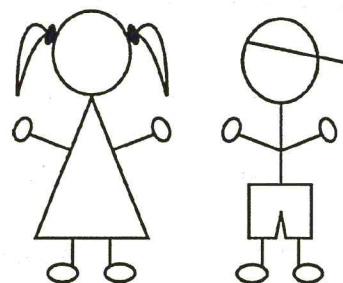
WPUSD State Preschool (Income qualified)	WPUSD Parent Participation Preschool (\$10.00 per day)
LOCATIONS	LOCATIONS
<p>Little Blue Schoolhouse First & L Street, Lincoln 95648 8:00 a.m. to 11:00 a.m. session 12:00 p.m. to 3:00 p.m. session</p> <p>Carlin C. Coppin Elementary School 150 East 12th Street, Lincoln 8:00 a.m. to 11:00 a.m. session</p> <p>Sheridan Elementary School 4730 H Street, Sheridan, CA 95681 8:00 a.m. to 11:00 a.m. session 12:00 to 3:00 p.m. session (or full day)</p>	<p>First Street School 1400 1st Street, Lincoln, CA 95648 8:00 a.m. to 11:00 a.m. session 12:00 p.m. to 3:00 p.m. session</p> <p>Creekside Oaks Elementary School 2030 1st Street, Lincoln 95648 12:00 p.m. to 3:00 p.m. session</p> <p>Twelve Bridges Elementary School 2450 Eastridge Drive, Lincoln 95648 7:45 a.m. to 10:45 a.m. session</p>

APPLICATIONS AVAILABLE:

Western Placer Unified School District Office
600 Sixth Street, Suite 400, Lincoln
7:30 a.m. to 4:30 p.m.

CONTACT INFORMATION:

Melissa Willes, Preschool Coordinator
(916) 645-6350 District Office
(530) 633-2591 Sheridan School Office
(530) 368-7740 Cell



OTHER PRESCHOOL PROGRAMS AT WPUSD SCHOOL SITES

Head Start Preschool (Income qualified)	STAR Preschool (Fee-Based)
LOCATIONS	LOCATIONS
<p>Carlin C. Coppin Elementary School 150 East 12th Street, Lincoln Call 645-1051 for more information</p>	<p>Foskett Ranch Elementary School 1561 Joiner Parkway, Lincoln Call 434-5884 or 303-0024 for more information</p>

4.5.14

**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:

Shared PCOE State Preschool Grant/ Contract

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Mary Boyle
Deputy Superintendent Educational Services

ENCLOSURES:

Yes

DEPARTMENT:

Educational Services

FINANCIAL INPUT/SOURCE:

State Preschool Funding
through PCOE

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

WPUSD is in its third year of operating our State Preschool Programs. State Preschool Programs are located at The Little Blue Schoolhouse at First and L Streets, at Sheridan Elementary School, and at Carlin C. Coppin Elementary School. The State Preschool Programs are fully funded through California State Preschool Program grant funds. The attached contract is between Placer County Office of Education Early Childhood Department (PCOE/ECE) and WPUSD, and provides additional funding for the Sheridan site through otherwise unused PCOE State Preschool funds, allowing for two preschool sessions daily on the Sheridan site for the 2013 – 2014 school year.

RECOMMENDATION:

Approve Placer County Office of Education and Western Placer Unified School District Annual Contract for Preschool Services for FY 13/14.

Placer County Office of Education and Western Placer

Annual Contract

FY 13/14

This contract entered into between Placer County Office of Education, Early Childhood Education, hereinafter referred to as PCOE, and Western Placer Unified School District, hereinafter referred to as Western Placer.

Term: The term of this contract shall commence on August 1, 2013 and shall continue annually August 1 through June 30, subject to the right of each party to terminate this contract by notification in writing by either party providing a 30 day notice. The performance of the parties under this contract shall be contingent upon refunding of the State Preschool Program by the California Department of Education each June.

PCOE and Western Placer do mutually agree as follows:

1. Jointly fund a State Preschool (SPS) program at:
 - a. Western Placer Unified School District \$84,672.00
Sheridan Elementary School
4730 H Street
Sheridan, CA 95681
2. Upon receipt of invoice, PCOE agrees to purchase these services, which will serve up to 24 students at each location at a rate of \$21.22 base rate per child, per day, less 5% administrative cost for services provided for 175 student days, not to exceed \$84,672.00 in the contracted period. Payments shall be payable quarterly in the sum of \$21,168.00 and due October 1st, January 1st, April 1st and July 1st.
3. All notices and demands of any kind which either party may require or desire to serve on the other in connection with this contract must be served in writing either by personal service or by registered or certified mail, return receipt requested, and shall be deposited in the United States mail, with postage thereon fully prepaid, and addressed to the party so to be served as follows:

If to PCOE: Placer County Office of Education
Attn: Catherine Goins
365 Nevada Street
Auburn, CA 95603
P: (530) 745-1381
E: cgoins@placercoe.k12.ca.us

If to Western Placer: Western Placer Unified School District
Attn: Kris Knutson, Principal
Sheridan Elementary School
4730 H Street
Sheridan, CA 95681
P: (530) 633-2591
E: kknutson@wpusd.k12.ca.us

PCOE agrees to:

1. Submit Form 801A to State Department of Education, Child Development Division.

Western Placer agrees to:

1. Complete a developmental profile for each child following the required intervals, and utilize the results to individualize each child's education program.
2. Provide an educational program that is developmentally, culturally, and linguistically appropriate with activities that will facilitate each child's physical, cognitive, social and emotional development.
3. Provide parents with two educationally-focused parent conferences per year.
4. Conduct monthly parent meetings.
5. Encourage participation in parent policy group.
6. Adopt an open door policy that encourages parents to participate in their child's daily activities.
7. Track, verify and calculate child absences in accordance with Sections 18065 and 18066 of Title V, as well as provide PCOE with monthly attendance reports to be received by the 5th of each month.
8. Follow California State Preschool Program (CSPP) guidance in establishing income eligibility.
9. Provide PCOE with Form 801A data monthly, by the 5th, for submission to State Department of Education, Child Development Division.
10. Transfer all student records to the school of attendance prior to May 30, 2014.
11. Provide a nutritional program for children that is consistent with United States Department of Agriculture (USDA) Standards and Child and Adult Care Food Program (CACFP) regulations.
12. Collaborate with PCOE in providing in-service training for staff.

Termination: Either party may terminate this contract for any reason by giving 30 calendar days written notice to the other party and sent by registered mail.

Indemnification: Nothing herein shall be construed as a limitation of either party's liability and each party shall indemnify, defend, and hold harmless the other and its officers, officials, losses, and expenses (including without limitation defense costs and attorney fees of litigation) which may arise, or which such party may incur as a consequence of any occurrence occasioned in whole or in part, by reason of the willful misconduct, or negligent actions or omissions of the indemnifying party's directors, officers, agents, employees, or volunteers, reduced in proportion to and to the extent such claims are caused in whole or in part by any negligent or willful act or omission of the party being indemnified, or its directors, officers, agents, servants, employees or volunteers.

Modification: This contract is the entire agreement between the parties. No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by both PCOE and Western Placer. All changes shall be mutually communicated, discussed, and agreed to prior to implementation.

IN WITNESS WHEREOF the parties hereto have executed this contract effective on the date first above written.

APPROVED BY:

Placer County Office of Education

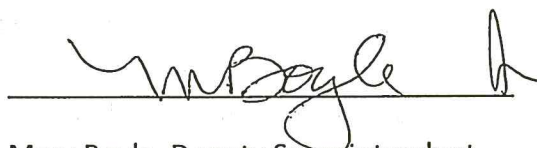


Gayle Garbolino-Mojica, Superintendent
365 Nevada Street
Auburn, CA 95603
P: (530) 889-5922
E: ggarbolino@placercoe.k12.ca.us

Date: 5/22/13

APPROVED BY:

Western Placer Unified School District



Mary Boyle, Deputy Superintendent
600 Sixth Street, Suite 400
Lincoln, CA 95648
P: (916) 645-6350
E: mboyle@wpusd.k12.ca.us

Date: 6/14/13

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Agreement between The OMNI Group and WPUSD
for 403(b) Compliance and Remitting Services for
the 2013-14 Fiscal Year

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent, Business & Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

General Fund

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

Whereas the district is obligated to provide 403(b) services, the district has contract with The OMNI Group to provide 403(b) compliance and remitting services for the 2013-14 school year. The rate per participant, of \$37.00, has not changed from 2012-13.

RECOMMENDATION:

Administration recommends the Board ratify the agreement for 403(b) Compliance and Remitting Services for the 2013-14 school year between The OMNI Group and Western Placer Unified School District.



Services Agreement Reinstatement

Name of Employer: Western Placer Unified School District

The Services Agreement for the academic year 2012-2013, entered into by your organization and The Omni Group ("OMNI"), is hereby reinstated for the academic year 2013-2014 with the following fee schedule below:

FEE SCHEDULE FOR 2013-2014 YEAR

<u>Accounts</u>	<u>No of Accounts</u>	<u>Rate</u>	<u>Annual Amount</u>
<u>403(b) Accounts</u>	149	\$37.00	\$5,513.00
<u>403(b) ROTH Accounts</u>	3	\$37.00	\$111.00
<u>457(b) Accounts</u>	3	\$37.00	\$111.00
<u>Non-Electives Contributions</u> – Included at no charge			
<u>Total 2013-2014</u>			\$5,735.00

EMPLOYER:

By: _____

Name: _____

Title: _____

Date: _____

OMNI FINANCIAL GROUP, INC.

By: _____

Rodney H. Williams, President

By: _____

Nina M. Rovinski, VP

Date: _____

May 22, 2013

5209

PLEASE RETURN A SIGNED COPY BY JULY 1, 2013.

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47.1

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Classified Management Salary Schedule:
Mental Health Specialist

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Mary Boyle
Deputy Superintendent Educational Services
Ryan Davis
Director Human Services

ENCLOSURES:

Attached Position Description
Classified Management Salary
Schedule

DEPARTMENT:

Educational Services & Personnel

FINANCIAL INPUT/SOURCE:

Educationally Related Mental
Health (ERMH) Funds

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND AND SUMMARY:

The Mental Health Specialist job description was approved by the board on March 19, 2013, as part of the delivery of educationally related mental health (ERMH) services for students with special needs, a program that was shifted to school districts in the 2012 – 2013 school year. At the time of the approval, the position was placed on the Certificated Management Salary Schedule, at the same salary as District School Psychologist. Since that time, we have realized that the Mental Health Specialist position should have been placed on the Classified Management Salary Schedule, since the position requires licensure rather than certification. The Job Description and salary remain unchanged.

The attached Classified Management Salary Schedule includes the Mental Health Specialist position, with the same salary schedule as School Psychologist as was previously approved under the Certificated Management Salary Schedule. The position, once approved as Classified Management, will simultaneously be removed from the Certificated Management Salary Schedule.

RECOMMENDATION:

Approval of Placement of Mental Health Specialist on Classified Management Salary Schedule.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Classified Management Positions
2013-2014 Salary Schedule

Classified Management position designation excludes the employees serving in such positions from overtime provisions. The duties, flexibility of hours, salary and authority of such positions set them apart from those positions which are subject to overtime provisions. Said management positions shall not be unreasonably discriminated against as a result of the overtime provisions.

Such management employees working 12 months shall be eligible for vacation as follows: 0/4 Yrs. - 10 Days, 5/10 Yrs. - 15 Days, 11/14 Yrs. - 16 Days, 15 Yrs. Plus - 20 Days

Position Classification	CONTRACT DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Director of Business Services \$100/Mo Car Allowance	256	78,200	83,026	87,849	92,677	97,499
Mental Health Specialist \$200/Mo Car Allowance	188	62,992	67,699	72,406	77,114	81,821
Occupational Therapist \$200/Mo Car Allowance	196	60,266	63,272	66,427	69,740	73,218
Behavior Analyst \$200/Mo Car Allowance	196	66,894	70,230	73,732	77,409	81,269
Food Service Director	256	58,964	62,541	66,118	69,699	75,319
Transportation Director	256	58,964	62,542	66,118	69,700	75,319
Facilities Coordinator \$200/Mo Car Allowance	216	52,496	55,113	57,861	60,747	63,756
*After School Coordinator	204	33,887	35,670	37,547	39,523	41,603
*Transition Specialist (Based on TTP Grant budget)	196					33,963
*Workability 1 Site Coord. (Based on Workability 1 Grant Budget)	206					32,253

Longevity increments are 5% salary increase for 10 yrs. and 5% for each additional 5 yrs. of completed service

All Salaries Based on 8 Hour Days

Retiree Benefits: \$2,775 for 3 or 5 years

District paid life insurance (\$8.33) and salary protection plan (\$9.66)

Revised 7/1/07 - 4% added to 2006/2007 schedule for all positions except Trans. Dir & Food Serv. Dir. (5%)
0% added to 2007 - 2008

Revised 8/1/09 - 3% added to 2008- 2009 schedule effective 7/1/09 for Dir. Site Dev, Dir. of Technology,
After School Coordinator, Workability, 6.9% for Dir. of Bus, 8% for Dir. of Maint & Operations,
Food Service Dir, OT, Transportation Director

Revised 7/1/11 - Salary Schedule reflects 4 furlough days

Revised 7/1/12 - Salary Schedule reflects 8 furlough days

Revised 7/1/13 - Salary Schedule reflects 4 furlough days

*Contingent Upon Continuing Grant Funding

48.1

Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	MENTAL HEALTH SPECIALIST
Department:	Educational Services
Reports to:	Director of Special Education & Deputy Superintendent of Educational Services

SUMMARY:

Coordinates and provides leadership for the district's educationally related mental health services; provides mental health support services to schools and students including individual and group counseling, consultation, crisis management and community outreach.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Coordinates the district mental health programs, including social/emotional learning and mental health services for students with such service requirements on their Individual Education Plans
- * Chairs the District Educationally Related Mental Health (ERMH) Team
- * Coordinates the social emotional learning/mental health referral process
- * Consults with other agencies and professionals, both public and private regarding students being served by district and other such agencies.
- * Provides consultation to school psychologists, administration, counselors, teachers and other staff regarding meeting the social/emotional/mental health needs of students
- * Provides support for school psychologists and school counselors as they provide individual and group counseling for students
- * Confers with teachers, administrators, and other professional staff and helps in the development of social/emotional/mental health goals as needed for pupils' Individual Education Plans
- * Recommends to parents ways of helping their children and/or recommends sources from which they may seek further counseling and support
- * Counsels individual pupils and families regarding mental health issues, academic growth, and social or emotional development.
- * Provides parent education
- * Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with the District's policies and applicable laws.

QUALIFICATION REQUIREMENTS:

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

EDUCATION and/or EXPERIENCE:

Earned master's degree, including all courses needed to meet credential and/or license requirements. Successful mental health counseling and/or advanced work in clinical counseling experiences beyond level of work required for credential is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

California license allowing the provision of counseling to children and families (Marriage and Family Therapist, Licensed Clinical Social Worker, Licensed Clinical Psychologist, or equivalent) or appropriate earned Pupil Personnel Services credential with post-graduate experience/training/licensure in counseling. Earned master's degree, including all courses needed to meet credential requirements.

LANGUAGE SKILLS:

Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, parents and students.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Must possess mature judgment and ability to exercise individual initiative. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

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. The noise level in the work environment is usually very moderate to quiet.

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

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

SUBJECT:

Notification of Hire Classified Management:
Mental Health Specialist

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Mary Boyle
Deputy Superintendent Educational Services
Ryan Davis
Director Human Services

ENCLOSURES:

Attached Notification of Hire:
Classified Management

DEPARTMENT:

Educational Services & Personnel

FINANCIAL INPUT/SOURCE:

Educationally Related Mental
Health (ERMH) Funds

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND AND SUMMARY:

The Board approved the Notification of Hire for the Certificated Management Mental Health Specialist position on June 18, 2013. At the time of the approval, the position was placed on the Certificated Management Salary Schedule, at the same salary as District School Psychologist. Since that time, we have realized that the Mental Health Specialist position should have been placed on the Classified Management Salary Schedule, since the position requires licensure rather than certification. The Job Description and salary step placement remain unchanged. As a Classified Management position, no Masters stipend is available and the District pays PERS, if appropriate.

The attached Notification of Hire Classified Management corrects the earlier error of approval under the Notification of Hire Certificated Management.

RECOMMENDATION:

Approval of Classified Management Notification of Hire – Mental Health Specialist.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
PERSONNEL DEPARTMENT
600 SIXTH STREET, 4TH FLOOR
LINCOLN, CA 95648
(916) 645-5293**

NOTIFICATION OF CLASSIFIED/CLASSIFIED MANAGEMENT EMPLOYMENT

You are hereby notified that: Theresa Thloken has
(Applicant's name)

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

Position Title: Mental Health Specialist

Effective Date of Assignment: 7/1/13

(To Be Determined By Personnel Department)

Assignment Location: District Office

Range: CLMG Step: 5 Amount \$ 51,821.00 (annual) (As Per WPCSEA Contract)
including a \$250 month car allowance

Number of Hours Assigned Per Day: 8

☒ Newly Approved Position

☐ Replacement:

If Replacement, Name of Prior Employee: _____

The Personnel Department will contact applicant regarding new employee orientation, health and welfare benefits, T.B. clearance, fingerprints, and pre-employment physical if applicable.

**** If this position is for an instructional aide, applicant must pass NCLB test.**

Applicant's signature

Date

Administrator's signature

Date

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

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.	
DISTRICT GLOBAL GOALS	
<ol style="list-style-type: none">1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students2. Foster a safe, caring environment where individual differences are valued and respected.3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.5. Promote student health and nutrition in order to enhance readiness for learning.	

SUBJECT:

Student Discipline
Stipulated Expulsion Student #13-14-A

AGENDA ITEM AREA:

Consent Session

REQUESTED BY:

Michael Doherty
District Hearing Officer

ENCLOSURES:

Yes

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

August 06, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

The Board of Trustees will disclose any action taken during Closed Session in regards to the expulsion of Student 13-14-A

RECOMMENDATION:

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

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

SUBJECT:

Service Agreement for an Employee
Assistance Program between ACI Specialty
Benefits, Inc., and WPUSD

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick, Assistant Superintendent
Business & Operations 

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

General Fund & Grant Fund

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

ACI Specialty Benefits (ACI) has provided employee assistance services, including diagnosis, assessment, referral and short-term problem resolution for the District the last three years. ACI also provides work/life services. Services are available to all employees and all their family members. This Employee Assistance Program (EAP) gives our employees access to monthly newsletters, on-line trainings on a host of topics from stress to health to relationships, provides our employees access to 24/7 toll free counselors to assist with any issues employees are facing as well as up to three face-to-face sessions with counselors for employees and family members. In addition, managers have access to professional consultants for assistance with employee performance, training, or difficult employee issues. Human Resources have access to support during workplace crisis situations, workforce reductions, reorganizations or other workplace transitions.

RECOMMENDATION:

Administration recommends the Board of Trustees ratify the agreement between ACI Specialty Benefits, Inc., and Western Placer Unified School District for an Employee Assistance Program.

411



June 19, 2013

Audrey Kilpatrick
Assistant Superintendent
Western Placer Unified School District
600 Sixth Street, Suite 400
Lincoln, CA 95648

Re: Western Placer Unified School District 2013-2014 EAP Renewal

Dear Audrey,

This letter is a confirmation of renewal for the EAP benefits offered by ACI Specialty Benefits for Western Placer Unified School District. It has been a pleasure to provide service to your employees and their family members, and ACI would like to thank you for taking the time and consideration in renewing services and the EAP Agreement. On behalf of the entire ACI staff, please know that we appreciate your continued trust in ACI's benefits and services.

It is great to see that Western Placer Unified School District employees are taking advantage of ACI's services. The utilization rate for the first quarter of 2013 was 6.6%.

The renewal terms are as follows:

- Renewal Date: August 1, 2013
- Renewal Term: One-year rate guarantee
- Renewal Rate: Rate Pass; Current Rate: \$1.50 Per Employee Per Month
- Headcount: 550

ACI is excited to offer EAP clients 24/7 convenient access to benefits and services through Social@ACI. Employees can request services on Facebook, follow live tweets from onsite events, get helpful tips and insightful articles on ACI's blog, watch popular training videos on ACI's YouTube channel, get immediate updates during times of crisis, and much more. Social@ACI is a new value-added benefit for clients included at no extra charge.

This renewal notice is subject to the same terms and conditions as the Master Service Agreement which can be viewed at [Master Agreement](#). Non-renewal notices must be sent in writing 60 days prior to termination date. In working to design a plan customized to fit the needs of your employees, attached please find the updated Exhibit A which outlines the current service offerings. Any additional services are available at an

6480 Weathers Place, Suite 300 | San Diego, CA 92121 | 800.932.0034 | www.acispecialtybenefits.com



4.11.1



extra cost. After reviewing the renewal letter and Exhibit A, please sign where indicated and return this letter along with the associated Exhibit A, initialed where indicated. Please keep a copy of each for your records.

It has been a pleasure to provide this full-service EAP and to work to support this excellent employee group for the past four years. ACI understands you have many benefit choices available to your employees, and values the trust and confidence you show in ACI's services by renewing with us.

If you have any questions or comments about this renewal, please contact your Account Manager, Kathryn Mullis.

Sincerely,

Theresa Baptiste

Vice President of Service Outcomes

Approved by:

Western Placer Unified School District

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke at the end.

Authorized Signature

6/27/13

Date

EXHIBIT A

SUMMARY OF BENEFITS

Prepared for:
Western Placer Unified School District

Provider:
ACI Specialty Benefits

Policy:
Employee Assistance Program

Summary Date:
6/19/2013

Start Date:
8/1/2013

Anniversary Date:
8/1/2014



PROGRAM INCLUSIONS

Benefit Description

ACI Specialty Benefits (ACI) will provide employee assistance program (EAP) services, including diagnosis, assessment, referral and short-term problem resolution. Following the diagnostic plan, the employee or family member may be referred for therapy or other professional services.

ACI will also provide comprehensive work/life referrals, resources and services.

Corporate EAP Services

- Face-to-Face Sessions

EAP Work/Life Services

- **Legal assistance** for *unlimited* number of issues per year. Includes 60-minute in-office or telephonic consultation with local attorney and 25% discount for continued services
- Telephonic **financial assistance** for *unlimited* number of issues per year.
- *Unlimited* **child care** and **elder care** referrals
- **Veteran Assistance Module**
- **Identity theft prevention/recovery**. Includes 60-minute consultation
- **100% Follow-up** for all requests, referrals and services utilized

Training & Orientations



- Two (2) On-Site Hours at the main campus for the following:
 1. Employee Orientation Meetings*
 2. Manager & Supervisor Trainings*
 3. Live N Learn Seminars*
- Just-Do-It Training consultation and facilitation tools for onsite management
- 24/7 access to training videos on ACI's YouTube Channel

* *Virtual sessions available at no additional charge*



ACI Specialty Benefits
800.932.0034
www.acispecialtybenefits.com

Initials:

WPUSD

ACI

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4.11.3

EXHIBIT A

SUMMARY OF BENEFITS

Prepared for:
Western Placer Unified School District

Provider:
ACI Specialty Benefits

Policy:
Employee Assistance Program

Summary Date:
6/19/2013

Start Date:
8/1/2013

Anniversary Date:
8/1/2014



HR Support Services

- Crisis Response
 - Critical Incident Stress Debriefing (CISD)¹
 - Critical Incident Stress Management (CISM)
 - Disaster Contingency Consultation Materials
- Consultation for substance abuse case management and support for return-to-work transition
- Direct supervisory referrals for work performance problems
- Management consultation regarding difficult employee issues
- Consultation and development of policies to prevent workplace violence and manage high risk situations
- Support to Human Resources during workforce reductions, management changes, reorganizations, plant closures, and other transitions

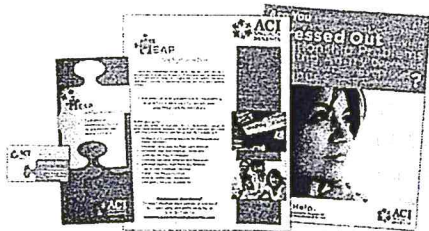
Clinical Services

- *Unlimited* clinical consulting on difficult employee issues
- Access to panel of in-house clinicians

Provider Network Availability

- Over 40,000 providers nationwide

Program Promotion & Web Services



ACI's comprehensive promotional plan includes:

- *Digital Marketing*²: EAP flyers, brochures, summary plan descriptions, wallet cards, and supervisory resource manuals
- *Social Media and Content Marketing*: Social@ACI platforms, videos on YouTube, regularly updated content on ACI's Blog, and monthly HealthYMail™ e-newsletter
- *Mobile Marketing*: myACI App and Quick Response (QR) Codes
- *Web Services*:
 - o *Virtual Folder*: HR and management resource center
 - o Online access to ACI's website: www.acispecialtybenefits.com
- Co-branding with client's logo available

¹ Limited to 2 hours onsite, per incident

² ACI Specialty Benefits provides unlimited virtual marketing materials. Printed materials are available at an additional cost.



ACI Specialty Benefits
800.932.0034
www.acispecialtybenefits.com

Initials:

WPUSD

ACI

Page 2

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EXHIBIT A

SUMMARY OF BENEFITS

Prepared for:
Western Placer Unified School District

Provider:
ACI Specialty Benefits

Policy:
Employee Assistance Program

Summary Date:
6/19/2013

Start Date:
8/1/2013

Anniversary Date:
8/1/2014



Program Access

- 24-hour, 365 day-a-year nationwide toll free number (800.932.0034)
- Always live-answer in 175 different languages
- myACI App and QR codes for mobile access
- Social@ACI platforms and online portals for convenient access

Reporting

- Quarterly utilization reports with executive overview³
- Annual cost analysis available on request
- Full-color graphs and charts display key metrics and demographic data

Eligibility

Easy Access: No cumbersome membership IDs or Social Security Numbers required

Employee: Determined by employer

Dependents: Spouse, domestic partners, dependents, *all family members regardless of location*

Termination of Benefits

30 days from employee termination date at no cost to employer

RATE SUMMARY

Program	Session Model	Employee Count	Per Employee Per Month
All Employees	3 Sessions Per Incident Corporate EAP and Work/Life	550	\$1.50

Rates guaranteed for one year • Rates assume no broker commission
Commissions paid first year only • Attendance minimums of 15 employees apply along with 3 business day cancellation notice for onsite services

³ In adherence of HIPAA regulations, ACI Specialty Benefits does not provide written utilization reporting to groups of under 115 employees. Account managers will provide telephonic quarterly usage summaries.



ACI Specialty Benefits
800.932.0034
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Initials:

WPUSD

ACI

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4.11.5

**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:

Document Tracking Service (DTS) Licensing Agreement

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Mary Boyle
Deputy Superintendent Educational Services

ENCLOSURES:

Yes

DEPARTMENT:

Educational Services

FINANCIAL INPUT/SOURCE:

General Fund – District/Site
Discretionary

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

As Federal and State reporting requirements increase, and as data collection becomes more and more complex, WPUSD is joining other districts in entering into an agreement to have such required reports as the SPSA's (Single Plans for Student Achievement), the SARC's (School Accountability Report Cards), and the LEAP (Local Education Area Plan) prepopulated by a document service with publicly available data regarding demographics, test scores, State funding, etc. This removes a huge burden on staff as they prepare these required plans, freeing sites and the District Office to give more attention to the interpretation of the data (rather than its collection); the hosting of discussions within appropriate teams and committees regarding noted trends, celebrations and concerns that the data reveals; and the decision-making process regarding goal-setting and available categorical resource allocation toward the achievement of those goals. The cost of prepopulating the templates is \$195/site; an additional \$150/site charge (when required) covers the cost of translation per document.

RECOMMENDATION:

Approve Document Tracking Service (DTS) Licensing Agreement for the 2013 – 2014 school year.



LICENSING AGREEMENT

This Agreement effective **July 1, 2013**, is made and entered into by **Western Placer Unified School District** as Licensee and Document Tracking Services (DTS) as Licensors each a "Party" and collectively the "Parties".

Licensee desires that DTS provide a license to use DTS proprietary web-based application in accordance with the following provisions:

- A. License. DTS hereby grants to Licensee a non-exclusive license to use DTS application in order to create, edit, update, print and track specific documents as described in Exhibit **A** of this agreement.
 - (i) DTS retains all rights, title and interest in DTS application and any registered trademarks associated with the license.
 - (ii) Licensee retains all rights, title and interest in the documents as described in Exhibit **A** of this agreement.
- B. Internet Areas. All parties including third party licensees shall not be permitted to establish any "pointers" or links between the Online Area and any other area on or outside of the DTS login without the prior written approval.
- C. Term of License. The term of the Agreement is for **one (1) year** from the effective date (as noted in paragraph one) of the license agreement.
- D. Personnel. DTS will assign the appropriate personnel to represent DTS in all aspects of the license including but not limited to account set up and customer license inquiries.
- E. Content. DTS will be solely responsible for loading the content supplied by Licensee into DTS secure server and provide complete access to Licensee and its representatives.
- F. Security of Data. DTS at all times will have complete security of Licensee documents on dedicated servers that only authorized DTS personnel will have access to; all login by DTS authorized will be stored and saved as to time of log-in and log-out.
 - (i) Licensee may request DTS to only store Licensee documents for the period of time that allows Licensee and its authorized personnel to create, edit and update their documents.
- G. Management of Database. DTS shall allow Licensee to review, edit, create, update and otherwise manage all content of Licensee available through the Secure Login of DTS.
- H. Customer License. DTS shall respond promptly and professionally to questions, comments, complaints and other reasonable requests regarding any aspect of DTS application by Licensee. DTS business hours are Monday-Friday 8AM PST to 5PM PST except for national/state holidays.

4.12.1



- I. License Fee. Licensee shall pay a fee of **\$2,340**.
- J. Document Set Up Fee. The one-time set up fee for documents as described in Exhibit A and made a part of this Agreement is **\$0**.
- K. Payment Terms. Licensee shall pay the annual licensing fee upon execution of the Agreement between parties and the electronic submittal of the invoice to Licensee.
- L. Number of Documents. The maximum number of documents per school district is limited to **five (5)**.
- M. Warranty. Licensee represents and warrants that all information provided to DTS, including but not limited to narratives, editorials, information regarding schools, is owned by Licensee and Licensee has the right to use and allow use by DTS as called for hereunder and that no copyrights, trademark rights or intellectual property rights of any nature of any third party will be infringed by the intended use thereof. In the event any claim is brought against DTS based on an alleged violation of the rights warranted herein, Licensee agrees to indemnify and hold DTS harmless from all such claims, including attorney fees and costs incurred by DTS in defending such claims.
- N. Definitions.
 - (i) Document. A document is defined as **a)** a specific template provided by CDE or; **b)** any specific word document or forms that have different fields or school references such as elementary, middle or high schools* submitted by District or CDE; or **c)** individual inserts submitted by District or CDE that are integrated into existing documents or are offered as supplemental and/or addendums to other report documents.
 - * Licensee submits a SPSA template for their elementary, middle and high schools, which is counted as three (3) separate documents.
 - (ii) Customized Documents. Any document that is not a standard CDE template is considered a custom document and as such may be subject to additional setup fees; DTS shall provide an estimated cost of these additional fees prior to the execution of this agreement.
- O. Document Setup Fee. DTS will charge a one-time setup fee of \$200 per standard document up to a maximum of \$850 for customized documents.
- P. Additional Fees. Licensee shall pay additional fees if Licensee exceeds the number of documents as described in section L of this agreement. The fee for each additional document is \$39 per document times the number of schools in the district. The fee shall be payable within thirty (30) days from DTS invoice.
- Q. Additional Services. DTS can also provide Data Transfer and Document Translation services to Licensee for an additional fee. The fee for each additional service would be agreed upon between the parties and invoiced at the time the services were requested. The fee shall be payable within thirty (30) days from DTS invoice.



The Parties hereto have executed this Agreement as of the Effective Date.

Document Tracking Services, LLC

By: Aaron Tarazon, Assistant Director
Document Tracking Services
6365 Nancy Ridge Drive
San Diego, CA 92121
858-784-0967 - Phone
858-587-4640 - Corporate Fax

Date: June 13, 2013

Licensee

By: W. P. Style
Date: 6/26/13

Western Placer Unified School District



Exhibit A

The following are standard documents to be used in conjunction with the license.

1. 2013 School Accountability Report Card, English & Spanish (CDE Template)
2. 2013 Single Plan for Student Achievement (CDE Template)
3. 2013 Local Education Agency Plan (CDE Template)
4. Others to be identified as needed.

4.12.14



June 13, 2013

Western Placer Unified School District
600 Sixth St., Ste. 400
Lincoln, CA 95648

Re: Document Tracking Services

INVOICE #9564801

Pursuant to the licensing agreement between Western Placer Unified School District and Document Tracking Services (DTS):

Document Tracking Services

Document Tracking Services [7/1/13 to 7/1/14]: \$2,340
11 schools and District Personnel = 12 sites
License Agreement includes up to 5 documents

Template Setup (one-time fee)

2013 School Accountability Report Card - English (Custom Template): \$0
2013 School Accountability Report Card - Spanish (Custom Template): \$0
2013 Single Plan for Student Achievement (CDE Template): \$0
2013 Local Education Agency Plan (CDE Template): \$0

Data Transfer (one-time fee)

From MS Word into Document Tracking Services: \$0

Translation Services

2013 Spanish School Accountability Report Card: \$900
\$150 x 6 School Accountability Report Cards \$1200
0

Total Balance Due: \$3,240

\$3540

Please Make Checks Payable To: Document Tracking Services

Send to:

Aaron Tarazon, Assistant Director
Document Tracking Services
6365 Nancy Ridge Drive
San Diego, CA 92121
858-784-0967 - Phone
858-587-4640 - Corporate Fax

Thank you!

M. Boyle 6/26/13
Approved Per Payment (Signature)

Mary Boyle, Deputy Supt Ed Ser.
Name/Role (Printed)

4.12.5

**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:

STAR MOU

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Mary Boyle
Deputy Superintendent Ed Services

ENCLOSURES:

MOU

DEPARTMENT:

Educational Services

FINANCIAL INPUT/SOURCE:

None

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

The STAR (Science Theater Art Recreation) Program provides fee-based extended day services to students in grades Kindergarten through Grade 5 on several WPUSD campuses. The STAR Program has been available at Foskett Ranch, Lincoln Crossing, Twelve Bridges Elementary and Creekside Oaks Elementary Schools for some time and has now expanded to include Carlin C. Coppin Elementary School for the coming year. Additionally, the Little STARS program for preschool students is available at Foskett Ranch Elementary School. At that site, four spaces are reserved for WPUSD special needs preschoolers for inclusion in regular programming in exchange for free rent for one STAR Preschool classroom. The STAR Program pays facilities fees for all other space as a non-profit organization with the exception of any months in the coming year that the new Carlin C. Coppin program does not have twelve students enrolled ~ for those months (if any) the facilities use cost will be waived as the new program develops its enrollments. STAR operates on WPUSD campuses through an annually renewable Memorandum of Understanding (MOU).

Information on all WPUSD Extended-Day program services including STAR can be found on our website at:

<http://www.wpusd.k12.ca.us/Schools/Support-Services/index.html>

RECOMMENDATION:

Approve WPUSD and STAR MOU for the 2013 – 2014 school year.

4.13

MEMORANDUM OF UNDERSTANDING

**Between STAR Science Theater Art Recreation and Western Placer Unified School District
2013-14**

The following Memorandum of Understanding (MOU) sets forth the terms and conditions for a partnership between Western Placer Unified School District (WPUSD) and Science Theater Art Recreation (STAR) and begins on July 1, 2013 (the first day of STAR programming) and ends on June 30, 2014. This MOU may be extended for one additional year term if so requested by both parties. The goal of this partnership is to improve the academic performance of WPUSD students and meet the diverse needs of WPUSD teachers, students, and their families.

The Students and Families

- 1) The students in STAR school age program will come from WPUSD only, while WPUSD students will get priority in the Preschool program; enrollment will be opened to all children of preschool age. Enrollment for both programs can include, at the discretion of the Director and/or the School Board, students who will be eventually enrolled by the school.
- 2) WPUSD and STAR reserve the right to restrict any student from attending the STAR program for behavioral disruptions after reasonable attempts by WPUSD or STAR to provide necessary, positive behavioral supports to that student have failed to curb the behavioral disruptions. WPUSD and STAR may restrict any student from attending the STAR program without reasonable attempts to curb the behavior of the student if the safety of the child or other children is at risk. Neither WPUSD nor STAR have the right to override the decision of the other party to restrict student access to the program.
- 3) All students who use the program must complete enrollment forms prior to accessing the program. Enrollment forms are available at each STAR site. WPUSD or STAR staff members enrolling dependents must complete enrollment forms as well. WPUSD students will attend based upon the tuition rates listed in STAR enrollment forms.
- 4) WPUSD students who are unable to afford tuition due to hardship may be eligible for a partial scholarship, if available, as determined by STAR.
- 5) STAR will maintain emergency contact information for all students and may contact those on the list for the purpose of ensuring the well being of students.

Academic Program

- 6) WPUSD teachers will inform parents of children that are underperforming academically that the school is partnering with STAR and inform parents that STAR's mission is to help children academically.
- 7) STAR will consult with WPUSD teachers regarding individual student work, needs and upcoming assignments. WPUSD teachers will be made available at the discretion of the WPUSD site Principal for the purpose of communicating the strengths and needs of students.
- 8) STAR will align curriculum with California State Standards and/or California Common Core State Standards (CCSS) for appropriate grade levels. STAR Homework Club will address curriculum and assignments from district teachers.
- 9) STAR will seek input from WPUSD teachers on program success and possible modifications. WPUSD agrees that its teachers will work with STAR teachers to promote this collaboration.
- 10) STAR may collect data, if available and if parents have authorized access to academic records and progress, on homework completion and classroom performance of students enrolled in STAR before and after joining the program.
- 11) STAR PreK will conduct an annual survey of parents to assess satisfaction and report survey results to WPUSD.
- 12) WPUSD staff and teachers will inform parents of STAR's availability as an option for all students but especially for those students who are in need of additional academic support.
- 13) WPUSD will assist in STAR's outreach to the WPUSD parent community so as to ensure that families are well educated about the program.

Updated June 20, 2013

413.1

- 14) STAR will notify the WPUSD site Principal of any incident that requires emergency medical assistance, legal liability, police intervention, or maintenance by the district for safety purposes.
- 15) STAR and WPUSD will include mutual links on their respective web sites for the purpose of educating families and other educational institutions about each organization and their programs.
- 16) WPUSD agrees to refer STAR to its families at sites at which there are STAR programs by:
 - a. Allowing STAR to include information in folders that are sent out to parents.
 - b. Adding information about STAR and related materials periodically to mailings to its families.
 - c. Keeping informational material about STAR in a highly visible place near the schools' entrances and in the school office.
 - d. In schools where email is a form of communication the school may provide the parent email list to STAR or may provide the means for STAR to communicate with the WPUSD parent community by email for the sole purpose of keeping parents informed and reminded of the STAR program.

1. Parents will all be given the option to "opt out" of receiving STAR correspondence via email.

Other

- 17) WPUSD will provide STAR school age and STAR Preschool access to designated STAR classrooms on each school site to facilitate the program one hour before and after program start and end times whenever possible, to ensure the space is cleaned and re-set for the following day's use. For STAR Summer Program, WPUSD agrees to provide STAR access to any reserved classrooms by at least three hours after the end of the final teacher work day of the school year. WPUSD will be responsible for routine maintenance of the facility as requested through the WPUSD work order process. STAR will be responsible for any damage to the facility as a result of negligence by STAR employees.
 - Carlin C. Coppin Elementary School – 11:20 – 6:30 p.m. program (WPUSD will waive Facilities Use Fees for months where the minimum daily enrollment of 12 children is not reached)
 - Creekside Oaks Elementary School – 11:20 – 6:30 p.m. program; (and 6:30 – 8:05 a.m. if at least 6 students)
 - Foskett Ranch Elementary School – 6:30 a.m. – 6:30 p.m. program
 - Foskett Ranch Elementary School – PreSchool Program – 9:00 a.m. – 12:00 noon
 - Lincoln Crossing Elementary School – 6:30 – 8:05 a.m. and 2:40 – 6:30 p.m. program
 - Twelve Bridges Elementary School – 6:30 – 8:05 a.m. and 2:40 – 6:30 p.m. program
- 18) STAR agrees to pay facilities fees based on the Board approved fees schedule for preferential long-term users. WPUSD agrees to provide STAR with 90 days' notice for any fee increase. The current fee schedule is available on the WPUSD website. STAR Preschool at Foskett Ranch Elementary School agrees to reserve four enrollment spaces for WPUSD Special Education preschool inclusion, to be shared amongst such children that have general education inclusion in their Individual Education Plans in exchange for free rent for one STAR Preschool classroom. Dates of occupancy for STAR programs during the school year, academic holidays, and summer months, as well as dates of non-occupancy due to cleaning schedules, will be noted on the Facilities Use forms, and will be completed by February 1 of each year for the following July 1 – June 30 school year.
- 19) Families of WPUSD Special Education preschool inclusion students who participate in the STAR Preschool program will need to complete all STAR registration paperwork online that is required by the STAR Preschool Program. WPUSD will provide an aide to assist with the initial transition of inclusion students into the STAR Preschool Program, with the aide service fading out over time to facilitate the child's independence, as agreed upon by WPUSD and STAR personnel as appropriate for each inclusion child.
- 20) Due to California Social Services restrictions, WPUSD will not plan activities in the after-school or preschool space reserved by STAR for the times of STAR program operation. WPUSD will not plan activities in the STAR Nova space during time designated for the STAR NOVA classes without identifying a temporary alternative well in advance of any schedule or location change.
- 21) STAR will leave classrooms and all site space utilized by STAR in clean and neat condition at the end of each day's program. All STAR supplies and equipment will be safely and properly stored away at the end of each day by STAR staff.

- 22) STAR agrees to ensure that the classrooms that are allocated for the program are left in the same condition or in better condition than they were left in prior to the beginning of daily programming.
- 23) A representative of STAR will be given access and keys to the building and building alarm procedures for space used during "off hours" to facilitate any STAR related work that must be completed.
- 24) All STAR staff are qualified by the requirements of California Social Services regulations for Preschool teachers and school age teachers.
- 25) STAR and WPUSD agree that neither party will interview or hire teachers or assistants that are currently employed by either STAR or WPUSD without first consulting with the other party.
- 26) STAR will provide WPUSD with a certificate of insurance with endorsement naming Western Placer Unified School District as an additional insured to cover \$1,000,000 of general liability insurance.
- 27) STAR reserves the exclusive right to determine the investment made in the WPUSD facility for the purpose of after school programming; however, the intention of STAR is to procure materials, furniture, and equipment and to create space for an after-school enrichment area and/or activity and study rooms that meets the needs of the STAR after school program.
- 28) All STAR employees will be required to undergo background checks to include livescans and tuberculosis tests to ensure that they are eligible to work with the children that will be in their care. This is a function that will be the responsibility of STAR to facilitate and maintain. Records of background checks will be made available to WPUSD administration upon request.
- 29) STAR will be responsible for all accounting functions associated with this program including determining the FTE of scholarship and non-scholarship students, billing students and collecting fees from students or their parents/guardians.
- 30) WPUSD teachers and staff will not assist in collecting unpaid fees.
- 31) During the time that is covered by this agreement, WPUSD agrees not to bring into any school site which currently offers the STAR program another after-school program that would compete with any part of STAR to provide a balanced after school program. District programs that are offered by WPUSD are exempt from this restriction.
- 32) STAR shall indemnify and hold WPUSD harmless from and against any judgment, loss, damage, liability, cost and expense incurred in connection with or arising from any claim, suit, action or proceeding against STAR and/or WPUSD to the extent the basis of such claim is (i) the willful or negligent act or omission of STAR in connection with this agreement or (ii) that a third party has been or may be injured or damaged in any way by any material breach by STAR of its duties, representations, or warranties under this agreement. WPSUD will be held responsible for any district negligence.
- 33) This is the entire agreement and any changes to this agreement must be in writing and approved by both STAR and WPUSD.
- 34) This agreement can be terminated by either party with 90 days' written notice.
- 35) This agreement shall be construed and enforced pursuant to the laws of the State of California. Any disputes arising out of this Agreement shall be brought in the courts of the State of California.

MEMORANDUM OF UNDERSTANDING

Between WPUSD & STAR

WPUSD

NAME: Mary Boyle

POSITION: Deputy Supt Ed Services

M Boyle 6/26/13

SIGNATURE DATE

STAR

NAME: Sasha Mendenhall

POSITION: Program Coordinator

Sasha 6/26/13

SIGNATURE DATE

STAR After-School Program

- Carlin C. Coppin Elementary School
 - 11:20 – 6:30 p.m. program
 - (WPUSD will waive Facilities Use Fees for months where the minimum daily enrollment of 12 children is not reached)
- Creekside Oaks Elementary School
 - 11:20 – 6:30 p.m. program
 - (6:30 – 8:05 a.m. if at least 6 students)
- Foscett Ranch Elementary School
 - 6:30 a.m.– 6:30 p.m. program
- Foscett Ranch Elementary School – Pre-School Program
 - 9:00 a.m – 12:00 noon
- Lincoln Crossing Elementary School
 - 6:30 – 8:05 a.m. and 2:40 – 6:30 p.m. program
- Twelve Bridges Elementary School
 - 6:30 – 8:05 a.m. and 2:40 – 6:30 p.m. program

**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:

Red Schoolhouse Software License for
OARS (Online Assessment Reporting System)

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Mary Boyle
Deputy Superintendent Educational Services

ENCLOSURES:

Yes

DEPARTMENT:

Educational Services

FINANCIAL INPUT/SOURCE:

General Fund

August 6, 2013

No

BACKGROUND:

WPUSD is renewing its Software License Agreement with Red Schoolhouse Software for OARS (Online Assessment and Reporting System) for the coming year. OARS has provided District teachers and administrators with data management of all student assessments for the past six years, including the uploading of state-required assessments such as CST's, CELDT, and PFT, as well as management of local District, Departmental, and Grade-Level Assessments. Through the Inspect Item Bank, teachers are able to create standards-aligned assessments relative to their curriculum. OARS is adding an element for regular charting of progress of students who are below grade level, to monitor their progress throughout the year. OARS has also added an online assessment feature correlated with SBAC. Both our Intervention Program Specialist and our Peer Coach will be attending a two-day OARS training in the fall in order to provide updated professional development on use of OARS including the correlation with Common Core State Standards to our teaching and administrative staff.

RECOMMENDATION:

Approve Software License Agreement with Red Schoolhouse Software for OARS for 2013 – 2014.

4.14

SOFTWARE LICENSE AGREEMENT

This Software License Agreement (the "Agreement") is made and entered into this 20 day of June, 2013, by and between Database Depot, Inc., a corporation of the State of California doing business as Red Schoolhouse Software, having its principal place of business in Los Angeles, California ("Licensor")

and

Western Placer Unified School District, having its principal office in Lincoln, California ("Licensee").

WHEREAS, Licensor has developed and owns certain software useful to schools and school districts for the collection, reporting and analysis of local assessment results (the "Local Assessment Module"), for the reporting and analysis of state assessment results (the "State Assessment Module"), for administering assessments to students online (the "Online Assessment Module"), for collecting assessment results with proprietary scanning software ("ScanOARS"), and for creating student Report Cards online ("the Online Report Card Module") collectively, the "OARS Software"; and

WHEREAS, Licensor has entered into an agreement with Sanford Systems, Inc., a corporation of the State of California doing business as Key Data Systems, the developer and owner of the INSPECT item bank ("INSPECT"), whereby Licensor can provide INSPECT in conjunction with its OARS Software; and

WHEREAS, Licensee desires to acquire a license from Licensor for selected uses of OARS as listed in Exhibit A, and Licensor desires to grant Licensee a license for such uses pursuant to the terms and conditions hereof;

NOW, THEREFORE, in consideration of the agreements and covenants set forth herein, and for other good and valuable consideration pursuant to this Agreement, the parties hereby agree as follows:

I. DEFINITIONS

1. "OARS Software" shall mean the Online Assessment Reporting System ("OARS") software and database developed, owned and copyrighted by Licensor and, for the purposes of this Agreement, as further described in Exhibit B.
2. "INSPECT" shall mean the database of test questions also known as "Identifying Needs: Standards Proficiency Exams for California Teachers," developed, owned, and copyrighted by Key Data Systems as further described in Exhibit C.

3. "Licensed Software" shall mean the OARS Software and, if applicable, INSPECT, as listed in Exhibit A.
4. "OARS Server" shall mean any computer owned or leased by Licensor, upon which the OARS Software and/or INSPECT shall be installed.
5. "Licensed Use" shall mean those uses of OARS listed in Exhibit A.
6. "Annual License Fee" shall mean the annual license fee payable for the Licensed Use in accordance with the provisions of this Agreement.
7. "Effective Date" shall mean the last date that this Agreement is signed and dated by the parties hereto.
8. "Start Date" shall mean a date ten (10) business days after the Effective Date of this Agreement.
9. "School Year" shall mean the period of time between July 1 of one calendar year and June 30 of the following year, inclusive.

II. LICENSE GRANT

1. Non-Exclusive License. Licensor grants to Licensee a non-exclusive right and license to use the Licensed Software for the Licensed Use for a license term (the "License Term") that commences upon the Effective Date of this Agreement and continues until June 30 of the year selected in Exhibit A subject to payment each year of the Annual License Fee in accordance with the provisions of Section V of this Agreement.
2. Ownership of Licensed Software. Licensor will remain the sole and exclusive owner of all right, title, and interest in and to the OARS Software, and all intellectual property rights related thereto, except for those license rights granted under this Agreement. Sanford Systems, Inc. will remain the sole and exclusive owner of all right, title, and interest in and to INSPECT, and all intellectual property rights related thereto, except for those license rights granted under this Agreement. Licensee shall have no right to sell, assign, transfer or license any rights, or otherwise grant any sub-licenses under this Agreement.
3. Restricted Access. Licensee will ensure that access to the Licensed Software is limited to Licensee's employees, officers and directors for the Licensed Use only. Showing, demonstrating, or disclosing the specifications, design, features, or operation of the Licensed Software or providing copies of screenshots or report formats to any person who is not an employee, officer or director of Licensee is in violation of the confidentiality provisions of Section XI of this Agreement and is strictly prohibited unless approved in writing in advance by Licensor.

4. Access for Non-Employee Consultants: If Licensee wishes to provide access to OARS to non-Employee consultants, it should submit a written request for consideration to Licensor. Licensor shall not unreasonably deny such requests.

III. SYSTEM OPERATION

1. OARS Implementation. Licensee and Licensor hereby agree to implement OARS as described in Exhibit D.
2. User Internet Access. Licensee will provide users with sufficient access to an Internet-connected computer and ensure that a supported web-browser is installed. Fully supported web-browsers are defined under Exhibit B.
3. Backups. Licensor has established an automated process by which selected data from the current School Year will be backed up on a nightly basis. Nightly backups will be retained for 1 month; weekly backups will be retained for 3 months; Monthly backups will be retained for 1 year. One annual backup of Licensee's completed database shall be made at the end of each School Year, and retained until the termination of this agreement.
4. Software Updates. Periodically, Licensor will install software and security updates on the OARS Servers. To the extent practicable, Licensor will install such updates at night so as to minimize interruption to users. In the event that a security update is deemed crucial to the secure functioning of the system, Licensor reserves the right to shut down the OARS Servers without notice to install the required security update.
5. Technical Support. In the event of failure of any OARS Server or the OARS Software, Licensor will rectify the problem within two (2) business days following notification by Licensee, unless otherwise agreed upon.

IV. TRAINING AND TECHNICAL SUPPORT

1. Free-of-Charge User Training. If applicable, Licensor will provide free-of-charge User Training up to the amount shown in Exhibit A.
2. Additional User Training. After Licensee has received the full amount of free-of-charge User Training shown in Exhibit A, Licensee may purchase Additional User Training at a rate of One Thousand Five Hundred Dollars (\$1,500.00) per day per trainer. Wherever travel is required, billing will include reimbursement of reasonable travel expenses. Additional User Training may be conducted in either Lecture Format, Workshop Format, or Webinar Format as described under Paragraph 3 of this Section IV.

3. Training Format. User Training may be conducted in either Lecture Format, Workshop Format, or Webinar Format as follows:
 - a. Lecture Format (Maximum of 100 Participants): The focus of this training will be to explain and demonstrate the features and uses of OARS. Licensee will make available a training venue suitable for up to one hundred (100) participants in a lecture-seating setting.
 - b. Workshop Format (Maximum of 30 Participants): The focus of this training will be to facilitate practical hands-on experience using OARS. Licensee will make available a training venue for up to thirty (30) participants, and provide each participant with an Internet-connected computer.
 - c. Webinar Format (Unlimited Webinar Participants; limit of 60 concurrent OARS users during a webinar): Webinars can be scheduled on a variety of topics for an unlimited number of participants in multiple locations. Webinars are facilitated by Red Schoolhouse Software staff at the Red Schoolhouse Software office in Los Angeles. For maximum benefit, Licensee should provide its own staff to monitor and support delivery of training on site.
4. Length of Training. In order to ensure the highest possible quality, Licensee shall not schedule training for more than six hours per day per trainer. A longer training day may be arranged on a case-by-case basis, however any additional time over six hours shall be billed at a rate of \$250 per hour per trainer.
5. Scheduling Training. User Training must be scheduled at least fifteen (15) business days in advance. Any training scheduled with fewer than fifteen (15) business days notice shall incur a surcharge of \$500.
6. Canceling Training. Licensee may cancel any scheduled training without penalty by notifying Red Schoolhouse Software at least fifteen (15) business days before the training is to occur. Cancellation with fewer than fifteen (15), but more than five (5), days notice shall result in a reduction by half a day of Free User Training (if applicable), or a \$500 charge per day and per trainer. Cancellation with five (5) or fewer days notice shall result in the forfeiture of one (1) full day of Free User Training (if applicable), or a charge of \$1,500.00 per day and per trainer.
7. Custom Configuration of Assessments. Licensor will provide Licensee with a comprehensive list of publisher-created assessments ("Library Assessments") that can be configured in OARS. Furthermore, OARS offers tools that allow users to develop and implement their own assessments in the software, including the Key Editor and INSPECT. On a best-efforts basis, Licensor will assist Licensee with the configuration of assessments that are not available in the list of Library Assessments, and that cannot easily be configured with the Key Editor and INSPECT, subject to the following conditions:

- a. Licensee must provide Licensor with appropriate and sufficient information to configure the assessment. This may include answer keys, scoring sheets, and standards alignments. THIS INFORMATION SHOULD BE PROVIDED IN AN EDITABLE, ELECTRONIC FORMAT, e.g. MICROSOFT EXCEL.
 - b. Licensee should provide the necessary information at least two (2), but preferably four (4), weeks prior to needing the assessment available in OARS. While Licensor will make every attempt to configure the assessment within two weeks, the time necessary can vary depending on the complexity of the assessment, the number of assessment requested, and the current workload of Licensor. During peak periods like the start of the School Year, a completion timeline of four (4) weeks is more likely.
 - c. Licensor reserves the right to limit this service to assessments that are likely to be administered by most or all teachers for the applicable grade level or course.
 - d. While there is no charge for configuration of custom assessments, and there is no limit to the number of requests that Licensee may make, this service is provided only on a best efforts basis, and Licensor makes no guarantee as to the number of assessments that can be configured, and the speed with which the configuration can be accomplished.
8. Technical Support. Licensor will respond to up to thirty (30) phone and/or email technical support requests ("Technical Support") from Licensee per calendar month. Technical Support requests in excess of thirty (30) per calendar month will be billed to Licensee at a rate of Ten Dollars (\$10.00) per incident. To reduce the likelihood of incurring Technical Support fees, Licensor encourages Licensee to route certain basic technical support inquiries through a district contact and support person.
 9. Software Customization and Consultation. At its sole discretion, Licensor may agree to develop custom features or reports for Licensee, or provide consultations to Licensee in areas that fall beyond the scope of the OARS software and the support described in this Section IV. Such support will be invoiced at a rate of \$50.00 per hour for clerical support, \$250.00 per hour for programming support, and \$2,000.00 per day for special consultations.

V. ANNUAL LICENSE FEE

Annual License Fee. The license granted in Section II of this Agreement is granted subject to payment each year of a non-refundable annual license fee (the "Annual License Fee"). The Annual License Fee for each year of the License Term will be as shown in Exhibit A.

VI. OTHER FEES

Fees for Additional User Training, Technical Support requests (beyond the 30 allowed per month), and Software Customization and Consultation shall be billed in accordance with the terms of Section IV, Paragraphs 2, 7 and 8 respectively.

VII. PAYMENT TERMS

1. Payment Terms.
 - a. Licensee will pay the Annual License Fees to Licensor in accordance with the schedule shown in Exhibit A.
 - b. Fees for Additional User Training, Technical Support requests, and Software Customization and Consultation are due and payable by Licensee to Licensor within thirty (30) calendar days of date of invoice.
2. Late Fees. Any payments not received within thirty (30) calendar days after the due dates specified in Paragraph 1 of this Section VII, will be subject to a fifty (50) dollars late fee, and will incur finance charges calculated at a rate of Prime (as determined by Wells Fargo Bank of Los Angeles, California) plus 3%.

VIII. LIABILITY

To the best knowledge and belief of the Licensor, the Licensed Software is free from errors or omissions and is effective for its intended purpose. Notwithstanding, Licensor does not warrant the performance of the Licensed Software and will not be liable to Licensee for any personal injury or damage sustained by Licensee in the use and operation of the Licensed Software under this Agreement. Further, and under no circumstance and under no legal theory (tort, contract or otherwise), will Licensor be liable to Licensee or any other person for any direct, general, indirect, special, incidental, consequential, exemplary, or other damage of any character, including without limitation, damage for the loss of good will, work stoppage, lost profit, computer failure or malfunction, or any and all commercial damages or losses resulting from the use, inability to use, or performance of the Licensed Software. The cumulative liability of Licensor to Licensee for all claims relating to the Licensed Software and/or this Agreement, including any cause of action for breach of warranty or other cause of action in contract, tort or strict liability, shall not exceed the amount of the Annual License Fee paid to Licensor hereunder. This limitation of liability shall apply without regard to whether other provisions of this Agreement have been breached or have proven ineffective. Furthermore, this limitation of liability shall have precedence over any language describing Licensor's liability found in accompanying district contracts or Purchase Orders that may or may not be required as part of Licensee's standard procedures.

IX. WARRANTIES

Licensor hereby warrants the following:

1. Ownership Rights. The OARS Software is owned solely by Licensor. To the best knowledge and belief of Licensor, INSPECT is owned solely by Sanford Systems, Inc. and no other entity has any ownership right in or to any portion of the Licensed Software.
2. Power and Authority. Licensor has full power and authority to enter into this Agreement and to perform hereunder, and such entry and performance, to the best knowledge and belief of Licensor will not violate the rights of any third party.
3. Legal Proceedings. There is no action, suit, proceeding or material claim or investigation pending or threatened against the Licensor in any court or by any federal, state or municipal or other governmental department, commission, bureau, agency or instrumentality, domestic or foreign, or before any arbitrator of any kind, that, if adversely determined, might adversely affect the Licensed Software or restrict the Licensor's ability to complete the transactions contemplated hereby. Licensor knows of no basis for any such action, suit, claim, investigation or proceeding.
4. Compliance with Laws and Regulations. To the Licensor's best knowledge and belief, as of the date of this Agreement, the Licensed Software complies with all relevant federal, state and local laws and regulations.
5. Non-Infringement. To the Licensor's best knowledge and belief, the Licensed Software does not violate nor infringe upon the rights of any third party, including without limitation, any patent rights, trademark rights, trade secret rights, or other proprietary rights of any kind.
6. Disclaimer. Licensor makes no other warranties, express or implied, including but not limited to warranties of merchantability or fitness for any particular purpose.

X. TERMINATION

1. Termination by Licensor. Licensor may terminate this Agreement at any time in the event of:
 - a. Bankruptcy or assignment for the benefit of creditors of the assets of Licensee.
 - b. Any breach of this Agreement by Licensee that is not corrected by Licensee within thirty (30) calendar days after written notification thereof by Licensor.

- c. Failure by Licensee to pay in full any Annual License Fee within sixty (60) calendar days from the due date thereof.
 - d. Failure by Licensee to pay in full any invoice from Licensor for Additional User Training or Technical Support requests within sixty (60) calendar days of date of invoice.
2. Termination by Licensee. Licensee may terminate this Agreement at any time in the event of:
- a. Bankruptcy or assignment for the benefit of creditors of the assets of Licensor.
 - b. Any breach of this Agreement by Licensor that is not corrected by Licensor within thirty (30) calendar days after written notification thereof by Licensee.
 - c. For any other reason by giving thirty (30) calendar days notice in writing to Licensor, subject to paragraph 3(b) of this Section X.
3. License Fees Payable in the Event of Termination by Licensee.
- a. If Licensee terminates this Agreement in accordance with the provisions of either paragraph 2(a) or 2(b) of this Section X, Licensee shall be liable to pay in full the Licensee Fees shown in Exhibit A for all completed years of service provided under this Agreement, and to pay the License Fee for any partial year of service on a pro-rata basis.
 - b. If Licensee terminates this Agreement in accordance with the provisions of paragraph 2(c) of this Section X, the full amount of the License Fees shown in Exhibit A for ALL years under this Agreement shall become immediately due and payable.

Licensee understands and agrees that its payment obligations under paragraph 3 of this Section X shall survive any termination of this Agreement.

4. Deletion of Data Upon Termination. Upon termination of this Agreement, all Licensee Data shall be permanently deleted for all OARS servers.

XI. SUSPENSION OF SERVICES

As an alternative to Termination, as described in Section X, Licensor may elect at its sole discretion to suspend all services for any failure by Licensee to pay the Annual License Fee or any other outstanding invoice in accordance with Section X, Paragraphs 1(c) and 1(d). Licensor will resume services once the outstanding invoices have been paid. Suspension of services, no matter how long, shall not entitle Licensee to any reduction in License Fees.

XI. CONFIDENTIAL INFORMATION

Licensors acknowledge that it understands the importance of protecting the confidentiality of personally identifiable student and teacher information and that it will make all reasonable efforts to protect such data, including:

1. Licensors shall transfer student and teacher information via Secure File Transfer Protocol (SFTP), or as encrypted attachments to emails.
2. Licensors shall ensure that all web pages served by the OARS Server are served using 128-bit Secure Socket Layer (SSL) technology, such that the information passed between the user's computer and the OARS Server is encrypted in both directions.
3. Licensors shall on an as-needed basis install all known security updates onto the OARS Server.
4. Licensors shall employ a firewall to further secure the OARS Server by closing all ports not needed by users and system administrators.
5. Except as required by law, or compelled by a court order, Licensors shall not provide any personally identifiable data stored on the OARS server to any third party without the written consent of Licensee.

Licensee acknowledges that the only completely secure system would be one to which no one has access. Licensee has chosen to allow Licensors to host the OARS software, to import student and teacher information into OARS, and to serve it over the Internet, with full understanding of the attendant risks.

Licensee assumes all responsibility for establishing policies for allowing users access to OARS, what access privileges those users shall have, and when and how passwords should be changed.

Except as otherwise required by law, Licensee agrees to maintain in confidence any and all proprietary information of Licensors disclosed to it, directly or indirectly, in connection with this Agreement ("Proprietary Information"). Proprietary Information includes the specifications, design, features, operation and functional attributes of the OARS Software, report formats, services, pricing and other terms of this Agreement and its Exhibits A, B, C, D and E, and all other information related to the business and plans of Licensors. Proprietary Information does not include any information made public by Licensors through its web site or other promotional materials.

Except as otherwise required by law, Licensee shall hold Proprietary Information in confidence for a period of five (5) years from the date of receipt thereof and may only disclose Proprietary Information on a "need-to-know" basis to employees, officers and directors of Licensee and only provided that all such individuals are informed of, and bound by, equivalent obligations to maintain such Proprietary Information in confidence.

Licensee understands and agrees that the confidentiality obligations of this Section XI shall survive any termination of this Agreement.

XII. GENERAL PROVISIONS

1. Governing Law. The validity, interpretation and performance of this Agreement shall be construed and enforced in accordance with the laws of the State of California.
2. Force Majeure. Licensor shall not be held in default of any of its obligations in the event that its performance hereunder is delayed or prevented by causes beyond its control, including, but not limited to, acts of God, war, earthquake, flood, fire, utility or transmission failures, sabotage, labor disputes, riots or other acts of civil disobedience.
3. Waiver. No waiver by either party of any default under or breach of this Agreement shall be deemed a waiver of any subsequent default or breach of the same or other provisions of this Agreement.
4. Section Headings. Section headings are for the convenience of the parties to this Agreement only, and do not form part of the terms and conditions hereof.
5. Entire Agreement. This Agreement sets forth the entire understanding and agreement between the parties to this Agreement, and supersedes all prior understandings, agreements and communications, written or oral, between the parties. Moreover, this Agreement may only be amended by written amendment executed by both parties to this Agreement. In the event that Licensee attaches this Agreement to or references it in any Purchase Order, Contract, or similar document that contains terms and conditions in conflict with this Agreement, Licensee irrevocably agrees that all rights and obligations of Licensor and Licensee in connection with this Agreement are determined solely by the terms and conditions herein.
6. Severability of Provisions. In the event that any provision of this Agreement or the application thereof to any person or circumstance is held to be invalid, void or unenforceable, such provision or the application thereof shall be deemed stricken and not part of this Agreement so that the remaining portions of this Agreement can be given effect without the invalid void or unenforceable provision or application and to this end, the provisions of this Agreement are severable.
7. Arbitration. Any and all disputes, controversies or differences which may arise under the terms of this Agreement shall be settled by arbitration in the City of Los Angeles, State of California, in accordance with the rules of the American Arbitration Association then existing, and any such award as rendered by the Arbitrator(s) shall be final and binding upon the parties hereto and enforceable by any court of competent jurisdiction.

8. Notices. Any notices permitted or required under this Agreement shall be in writing and shall be sent or delivered to the receiving party at the addresses set forth below, or to such other person, or at such other address as either party may from time to time designate in writing:

- a. To Licensee: Please refer to Exhibit A.
- b. To Licensor: Axel Shalson, President and CEO, Red Schoolhouse Software, 3611 Seneca Avenue, Los Angeles, CA 90039.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as follows:

LICENSOR:

Dated: _____

Axel Shalson
President and CEO
RED SCHOOLHOUSE SOFTWARE

LICENSEE:

Dated: 6/20/13

Name: Mary Boyle
Title: Deputy Supt Ed Services
WESTERN PLACER UNIFIED SCHOOL DISTRICT

Software License Agreement - Exhibit A

Licensee: Western Placer Unified School District
600 6th Street
Lincoln, CA 95648

Contact for Notices: Ms. Mary Boyle, Assistant Superintendent, Educational Services

License Term: Effective Date through June 30, 2014

Licensed Uses: Local Assessment Module (Unlimited Assessments)
ScanOARS Plain-Paper Scanning Module
State Assessment Module (STAR, CELDT and CAHSEE)
INSPECT Item Bank Module
Online Assessment Module (With INSPECT)

On-site Training: 1 day of Free-of-Charge training is available under this Agreement.
Additional training is available for \$1500/day plus reasonable travel expenses.

License Fees: Please see next page.

Payment Terms: Please see next page.

Licensee's Initials: MB Licensors Initials: _____

License Fees and Payment Terms

Year 1 (Effective Date through June 30, 2014)

Category	Unit Cost	Quantity	Total
Setup and Maintenance Fee	\$3,000.00	n/a	\$3,000.00
OARS Student License Fee	\$2.75	6300	\$17,325.00
INSPECT License Fee	\$1.50	6300	\$9,450.00
Total			\$29,775.00

Full payment for Year 1 shall be due within 30 days of the Effective Date.

Licensee's Initials: MP Licensor's Initials: _____

SOFTWARE LICENSE AGREEMENT - EXHIBIT B

OARS SYSTEM SPECIFICATIONS

The Online Assessment Reporting System (OARS) is a powerful web-based software package useful to teachers, school and district administrators, and instructional support personnel. The OARS system specifications include:

I. SOFTWARE FEATURES

OARS is comprised primarily of following modules:

1. The **Local Assessment Module** allows districts to implement in OARS assessments that they have developed themselves or that they have purchased.
2. The **State Assessment Module** currently allows districts to view and analyze results from the California Standards Test (CST), the California Achievement Test (CAT-6), the California English Language Development Test (CELDT) and the California High School Exit Exam (CAHSEE).
3. **INSPECT** is an optional module that provides users access to a library of standards-aligned multiple-choice questions from which they can build their own assessments.
4. **ScanOARS** is the proprietary plain-paper scanning module that facilitates collection of data from printed answer sheets, and transmission of that data to the OARS Server for analysis with the Local Assessment Module.
5. The **Online Assessment Module** allows districts to administer assessments to students directly through OARS, by loading the questions and answers from those assessments directly into the software.
6. The **Online Report Card Module** is an optional module that allows districts to implement in OARS an electronic version of their paper-based report card. This module is extremely flexible, and supports configuration of "standards-based" Report Cards.

II. SUPPORTED LOCAL ASSESSMENTS

OARS supports many different assessments, including district-developed assessments, or those provided with a publisher materials, including:

1. **Library Assessments.** Licensor maintains a list of publisher assessments available for implementation in OARS. Licensee may implement an unlimited number of Library Assessments in its database. To request a Library assessment, Licensee should send an email to support@redschoollhouse.com. Licensor will load Library Assessments in their original format for Licensee with three (3) business days of receipt of the request.
2. **User-created Assessments.** Users can create their own assessments in OARS using the Key Editor feature, or using the INSPECT Item Bank.

III. OPTIONS FOR DATA COLLECTION

All types of assessments described in Section II above can be reported using either one or more of the following approaches:

1. **Manual Entry:** the user reports results from an assessment directly into the OARS website, through a web reporting form.
2. **ScanOARS:** the user prints answer sheets in the OARS website, then administers the assessment to students. The answer sheets are then scanned using ScanOARS and the results are transmitted to the OARS Server.
3. **Online Assessment:** students take the assessment online through OARS. The students' answers are scored automatically, and all reports are populated from the results.
4. **Scan and Upload:** assessments are administered to students on district-provided scannable forms. Once completed, the forms are scanned at the district, and the resulting raw data file is uploaded into OARS through a simple web administration utility. THIS OPTION MAY REQUIRE ADDITIONAL PROGRAMMING AND CUSTOMIZATION BY LICENSOR, AND COULD RESULT IN ADDITIONAL FEES.

IV. TECHNICAL REQUIREMENTS

For the best user experience, Licensor recommends that Licensee only use computers that meet the specifications listed below.

1. **For the OARS Website/Web Application:**

- a. **Web Browser:** OARS is compatible with Firefox 5.0 and higher (Windows and Mac), Internet Explorer 9.0 and higher (Windows Only), and Safari 5.0 and higher (Mac Only). LICENSOR RESERVES THE RIGHT TO UPDATE BROWSER REQUIREMENTS AS NEW BROWSERS ARE RELEASED, AND AS NEW FEATURES ARE IMPLEMENTED IN OARS.
- b. **Operating System:** The OARS website will operate correctly on any computer that can run one of the supported Web Browsers listed above.
- c. **Javascript:** Javascript must be enabled on the user's computer in order for users to take advantage of some software features.
- d. **PDF Reader:** Adobe Reader 9.0 or higher must be installed on the user's computer in order for users to create Report Cards and assessment reports in Adobe PDF format. On a Macintosh, users are advised to use the built in "Preview" application instead of Adobe Reader.
- e. **Screen Resolution:** A screen resolution of at least 1024 x 768 is required for optimal viewing of the OARS website.

2. **For the ScanOARS Client Application:**

- a. **Operating System:** ScanOARS is supported on Windows XP, Windows Vista, and Windows 7. Both Home and Professional Versions are supported.
- b. **Mac OS X NOT Supported:** ScanOARS is not supported on any version of the Mac OS X operating system. Some users have reported success in using virtualization software like VMWare or Parallels to run Windows on a Macintosh computer, but such use has not been extensively tested by Licensor, and is not officially supported.
- c. **Computer Specifications:** ScanOARS makes heavy use of RAM and operates best with a fast processor. For best results, a processor running at 2 Ghz or faster, and 4 Gb of RAM are recommended. Running ScanOARS with less memory, or with a slower processor may result in application crashes. Quitting open applications and restarting the computer regularly may alleviate this problem.

V. SCANNER SPECIFICATIONS FOR SCANOARS

For best results, Licensor recommends exclusive use of a Supported Scanner, as described below.

1. **Currently Available Supported Scanners:** The following scanners, made by Brother International, are fully supported for use with ScanOARS: DCP-8080DN, DCP-8085DN, MFC-8480DN, MFC-8890DW. These models may be replaced from time to time by the manufacturer with new versions. Licensor maintains a list of supported scanners and will provide it to Licensee upon request.
2. **Discontinued Supported Scanners:** The following discontinued scanners, made by Brother International, are fully supported for use with ScanOARS: DCP-8060, DCP-8065DN, DCP-8080, MFC-8460N, MFC-8860DN.
3. **Options for using Unsupported Scanners:** ScanOARS communicates with scanners using a standard TWAIN interface. Some users have reported success using ScanOARS with scanners that are not officially supported, however, such use of ScanOARS is not recommended or supported by Licensor.
4. **Fujitsu Scanners:** Some users have attempted to use certain Fujitsu scanners with ScanOARS, with mixed results. Some users have reported that ScanOARS fails to pick up a significant number of marks when scanned with a Fujitsu scanner. LICENSOR STRONGLY RECOMMENDS AGAINST USING FUJITSU BRAND SCANNERS WITH SCANOARS.

VI. SYSTEM SECURITY

For implementations of OARS hosted on servers owned or leased by Red Schoolhouse Software, the following security measures are currently implemented:

1. **Physical Security:** The servers upon which the software is installed are housed at a reputable, secure server hosting facility.
2. **Firewall Access:** A hardware firewall device limits access to the servers upon which OARS is installed. Only Ports 80 (Web) and 443 (Secure Web) are available to users on the Internet.
3. **Server Configuration:** The servers upon which OARS is installed are patched regularly with security updates as such patches are made available, and as security exploits are identified.
4. **SSL Encryption:** OARS uses a 128-bit Secure Socket Layer (SSL) certificate from a valid and reputable Certificate Authority to encrypt all web pages served from the OARS web server.

SOFTWARE LICENSE AGREEMENT - EXHIBIT C

INSPECT SPECIFICATIONS

The INSPECT item bank is composed of questions written specifically to access the California Content Standards. Professional item writers across California focus on writing quality items that have content accuracy, meet grade level standards, and span three difficulty levels. Items include clear rationale for why a student would pick each wrong answer. For this reason, all wrong answers are created based upon the most likely cognitive disconnect in learning. Rigorous field-testing and item analyses are conducted to ensure the quality of each item in the INSPECT® test bank.

Several steps are taken to ensure the reliability and validity of each INSPECT® item. This level of quality control begins with the initial writing of items and continues well after each item has been administered. Treatment of these issues include quantitative and statistical approaches.

The publisher's first efforts at establishing validity are centered around content validity. This is sometimes referred to as content definition (Messick, 1989) and is critical for score interpretation and item response validation (Haladyna, 1999). The best way to establish content validity is through the use of expert judges. For each INSPECT® item, up to three content experts judge whether or not a particular item is aligned to the standard. In addition to standard alignment, the level of difficulty (low, medium, and high), as well as standard isolation is assessed. Each item requires full consensus as to the accuracy of the standard alignment, difficulty, and isolation before it makes it into the item bank. In addition to having content experts review each item, focus groups with grade level teams of teachers are regularly conducted. Information from these teams are compiled and used to modify problem items or other areas of concern.

SOFTWARE LICENSE AGREEMENT - EXHIBIT D

OARS IMPLEMENTATION

I. REQUIRED INFORMATION

Before Licensee can begin using the Licensed Software, it must provide Licensor with the following:

1. Data Fields and Field Definitions. Licensee must provide Licensor with a complete list of school, teacher and student data fields ("Data Fields") and their associated definitions ("Field Definitions") as described in Exhibit E.
2. Local Assessment Module Information. If the implementation of OARS includes the Local Assessment Module, Licensee must provide Licensor with all necessary information to configure this module in OARS prior to activation of the software. Such information must be provided at least TEN (10) business days before Licensee intends to use this module.
3. Online Report Card Module Information. If the implementation of OARS includes the Online Report Card Module, Licensee must provide Licensor with all necessary information to configure this module in OARS prior to activation of the software. Such information must be provided at least FORTY (40) business days before Licensee intends to use this module.
4. Initial Data Extract. Licensee must provide to Licensor an extract of school, teacher and student data from its Student Information System ("Data Extract") as described in Exhibit E.
5. State Assessment Results. If Licensee desires to take advantage of reporting options for State Assessments, it must provide Licensor with all STAR, CELDT, and CAHSEE data files in their original formats. (Fixed length, not tab-delimited, versions of CELDT files must be provided.) Licensor will load STAR and CELDT data back to 2002-03, and CAHSEE data back to 2004-05.

II. SOFTWARE CONFIGURATION AND ACTIVATION

Licensor will configure and activate the OARS software within TEN (10) business days of receipt of all required information described in Section I of this Exhibit D.

III. MANUAL DATA EXTRACT UPDATES

Licensee has the option to submit Data Extracts to Licensor for manual processing, subject to the following conditions:

1. Licensee will provide updated Data Extracts on a schedule to be agreed to between Licensor and Licensee, but not to exceed twice per month. If there have been no changes to the names or location codes of schools in Licensee's district, the school files may be omitted from the periodic Data Extract. All Data Extracts, both initial and subsequent updates, should always be provided in the same format as described in Exhibit E.
2. To the extent practicable, Licensor will load the periodic Data Extract into the OARS Software within 2 (two) days of receipt.
3. If applicable to this Agreement, additional details about periodic data extracts may be found in Exhibit A.

IV. AUTOMATED DATA EXTRACT UPDATES

Licensee has the option to submit Data Extracts using its own automated mechanism that results in the Data Extract being placed on Red Schoolhouse Software's SFTP Server. Licensor will in turn develop a customized script that processes the Data Extract each night, and loads the most recent file available into OARS. Requirements for implementation of this automated process include:

1. Data Extract files must conform to the requirements described in Exhibit E.
2. Data Extract files must not vary in format or layout without prior approval from Licensor. This includes addition, deletion, or movement of allowed data fields.
3. It shall be Licensee's responsibility to ensure that the Data Extracts it transmits are complete, accurate, and in the right format.
4. Licensor shall not be responsible for inaccurate student and teacher rosters appearing in OARS as a result of any errors in the Data Extract file.

SOFTWARE LICENSE AGREEMENT - EXHIBIT E

DATA FIELDS, FIELD DEFINITIONS, AND DATA EXTRACTS

I. DATA FIELDS

Listed below are the Data Fields to be included in all Data Extracts provided by Licensee. If possible, data should be provided in a single file, following the format below

1. **School Location Code (District-assigned)**
2. CDS Code (State-assigned)
3. **School Name**
4. **Local Student ID (District-assigned)**
5. SSIS ID (State-assigned)
6. **Student First Name**
7. **Student Last Name**
8. **Teacher ID**
9. **Period Number ***
10. Section ID *
11. **Teacher First Name**
12. **Teacher Last Name**
13. Course Name *
14. Department Name *
15. Term (e.g. Fall, Spring, Q1, etc.) *
16. **Grade**
17. Track
18. Gender
19. Race
20. Hispanic (Y/N)
21. Ethnicity
22. Reporting Ethnicity
23. Instructional Program (e.g. English Immersion, Mainstream, etc.)
24. Language Proficiency (e.g. EO, IFEP, RFEP, LEP or ELL.)
25. CELDT Level
26. Special Education Placement (Up to four fields available.)
27. Gifted Designation
28. Title I Designation
29. Migrant Status
30. Optional Fields (Up to five fields available.)
31. Numeric Fields, e.g. Days Absent, Tardies, Suspensions, etc. (Up to five.)
32. Date Fields, e.g. DOB, Reclassification Date, US Entry, etc. (Up to five.)

All **Bold Fields** are required.

Fields identified with an asterisk (*) may only apply to secondary students.

Date fields should be provided in the format 'YYYY-MM-DD'.

II. FIELD DEFINITIONS

For each Data Field listed above, Licensee must provide Licensor with the following Field Definitions:

1. Field Name
2. Field Length
3. Possible Field Values
4. Associated Field Labels

The example below uses "Gender" to illustrate the Field Definition information required:

Field Name	Field Length	Value	Label
Gender	1 character	M	Male
		F	Female

III. DATA EXTRACTS

Licensee should provide the initial Data Extract to Licensor in the format described in Section I above. If providing the files in such a format is not possible or cannot be easily accomplished, Licensee should inform Licensor as soon as possible so that alternative arrangements can be made.

The format of all subsequent Data Extracts, whether sent manually or through an automated process, should match the format of the initial Data Extract. Data Extracts can be provided in tab-delimited (.txt or .tab), Comma Separated Value (.csv), or Microsoft Excel (.xls) format.

PLEASE NOTE: Any variation in the field order or file format of a Data Extract may result in delays in loading and activating the Data Extract in OARS.

IV. TRANSMISSION OF DATA EXTRACTS

Data extracts can be transmitted to Licensor in one of two ways:

1. As an encrypted attachment to an email, sent to support@redschoollhouse.com. (Licensor strongly recommends that Licensee use a program like WinZip to compress and encrypt data files containing personally identifiable information.)
2. Via the Secure FTP (SFTP) protocol, which uses Secure Shell (SSH) to encrypt transmission of data. (Licensee should request a Secure FTP user account from Licensor.)

2200 Winter Springs Blvd
Suite 106-315
Oviedo, FL 32765
800-871-6162
800-208-5080 fax
www.AppleTextbooks.com



Fax

Date: 6/24/2013

To: Maria Gonzalez

From: William Haynie x 713

Re: Deferred billing and shipping

Hi Maria,

To secure your textbooks, we offer the option of deferred billing or shipping. If your purchase order includes instructions to bill or ship at a later date, we will accommodate that request.

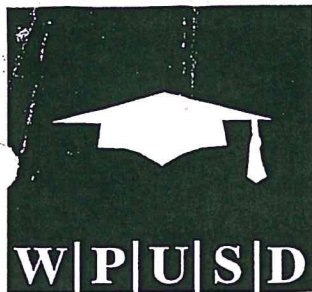
Please contact me for pricing.

William Haynie
800-871-6162 x 713
William@AppleTextbooks.com

*Maria-
you can also get
pricing on our website -
www.AppleTextbooks.com*

Used Textbooks up to 80% off • Purchase Orders Accepted
Instant Quote @ www.AppleTextbooks.com

4.14.23

**Western Placer Unified School District****PURCHASE ORDER****NO: P013-01493****DATE 04/11/2013****Business**

600 6th Street, Suite 400

Lincoln, CA 95648

(916) 645-6387

FAX (916) 645-5295

SHIP TO:

Technology

810 J Street

Lincoln, CA 95648

Phone:**IMPORTANT INSTRUCTIONS TO VENDOR**

1. Itemized INVOICES in Duplicate.
2. Enclose PACKING LIST (including PO #) with ALL shipments.
3. Deviation in PRICE or SUBSTITUTION in kind only permitted with APPROVAL.
4. All deliveries F.O.B. Destination unless otherwise specified. If freight is to be charged, prepay, and add to invoice.
5. THE LAW REQUIRES MATERIAL SAFETY DATA SHEETS FOR PRODUCTS ON THIS ORDER. PLEASE ENCLOSE WITH INVOICE.
6. No Payments will be made until ENTIRE order has been completed and accepted, unless special arrangements are made.
7. Any work performed for the District must comply with public contract code and prevailing wage requirements. Compliance is the responsibility of the vendor.
8. Vendor shall comply with the lawful requirements of the District, the State of California, and all applicable requirements of the City of Lincoln and Placer County regarding discharges to the storm drain system and watercourses, including applicable requirements specified in local municipal storm water management programs or plans.

ORDERED FROM:

Fax: (916) 596-4802

WESTERN BLUE**AN NWN COMPANY**

9745 Business Park Dr Suite A

Sacramento, CA 95827

*Technology
4/11/13*

Phone: (916) 637-2200

ORDER LOCATION		ORDER TYPE		VENDOR #	REQUISITIONER	REQUISITION #
9005 - Technology		PO without receiving		000979/1	Bob Lyons	VR13-02080
DATE REQUIRED	F.O.B.	TERMS OF PAYMENT		SHIP VIA	BUYER	RPQ #
ITEM	QTY	UNIT	DESCRIPTION	UNIT COST	EXTENSION	
1	1	EACH	Please return to site for ordering			
			Ruckus Wireless : Ruckus 7982 Centrally managed concurrent	580.00	\$580.00	
			Gregg Law submitted PO - please advise of status			
			Order Sub-Total		\$580.00	
			Sales Tax		43.50	
			Shipping		.00	
			Adjustment		.00	
			Order Total		\$623.50	
ACCOUNT DISTRIBUTION				AMOUNT		
01. 0393. 0. 4400. 00. 0000. 2140. 001. 00. 000. 00				\$623.50		
**** End of Order ****						

AUTHORIZED BY:

Carrie Carlson

4.14.24

Western Placer Unified School District

PURCHASE ORDER

NO: PO13-01493

DATE 04/11/2013

Business

600 6th Street, Suite 400

Lincoln, CA 95648

(916) 645-6387

FAX (916) 645-5295

SHIP TO:

Technology

810 J Street

Lincoln, CA 95648

Phone:

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2. Enclose PACKING LIST (including PO #) with ALL shipments.
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ITEM	QTY	UNIT	DESCRIPTION	UNIT COST	EXTENSION	
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				Order Sub-Total	\$580.00	
				Sales Tax	43.50	
				Shipping	.00	
				Adjustment	.00	
				Order Total	\$623.50	
ACCOUNT DISTRIBUTION				AMOUNT		
01. 0393. 0. 4400. 00. 0000. 2140. 001. 00. 000. 00				\$623.50		
**** End of Order ****						

AUTHORIZED BY:

Carla Lailan

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Ratification of Revised Job Description for
The Program Support Specialist Interventions
position.

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Ryan Davis 
Director of Human Services

ENCLOSURES:

Revised Job Description for:
Program Support Specialist
Interventions.

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

NA

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

In order to address credentialing issues with this position and to allow the newly hired staff member to begin working and being paid for said work, the position description was modified under the Superintendent's authority making the administrative credential preferred as opposed to required for this position for the current time. CTC regulations do not require an administrative credential for this position however, the employee currently in this position is in the process of obtaining a preliminary administrative services credential. Normally job descriptions are brought to the Board for approval however, due to the pending time constraints of the July payroll, these changes were approved by the Superintendent and are coming to the Board for ratification. There is no financial impact as a result of this change.

RECOMMENDATION:

Ratify the revised job description for the Program Support Specialist Interventions position.

POSITION DESCRIPTION

Position Title:	PROGRAM SUPPORT SPECIALIST INTERVENTIONS	(Categorical)
Department:	Administrative Office	
Reports to:	Assistant Superintendent, Educational Services	

SUMMARY:

Under direction of the Assistant Superintendent of Educational Services implements the District Intervention programs, including the English Language Development (ELD) Program

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Works closely with district administration in the development and improvement of the district intervention programs, including the English Language Development programs
- * Provides in-service training to district administration and teachers in intervention and ELD program requirements, including testing, instruction, reporting, and other aspects of the programs
- * Provides in-service training to teachers and administration in CELDT testing and interpretation, and other required testing for English Learner students
- * Provides support in implementation of the district data management system (assessments), including common assessment development
- * Implements monitoring systems for tracking student progress
- * Provides direction for development of the district intervention and ELD programs, including the implementation of best instructional, grouping, and scheduling practices to support student achievement
- * Provides direction, support and in-service training for differentiated instruction to support student progress
- * Provides direction to district and site personnel for the monitoring of student progress
- * Works with other English Learner district and site personnel to support the English Learner program.
- * Assists in supervision of intervention personnel
- * Monitors English Learner budgets
- * Communicates with families of EL students
- * Convenes and chairs the District English Learner Advisory Committee (DELAC)
- * Other duties as assigned

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must have knowledge of intervention strategies, English Language Development programs, K-12 education systems, community needs; programs and resources.

EDUCATION and/or EXPERIENCE:

Bachelors' degree, ~~administrative credential~~; **teaching credential**; CLAD; BCLAD preferred; **administrative credential preferred**; bilingual Spanish preferred.

OTHER SKILLS AND ABILITIES:

Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines including data processing equipment such as computer terminals, printers and word processors. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations; compose routine correspondence independently; make arithmetical calculations quickly and accurately; process documents using word processing equipment and software; meet the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files; understand and carry out oral and written directions; establish and maintain cooperative relationships with those contacted in the course of work, and have strong interpersonal relationship skills.

CONFIDENTIAL/MANAGEMENT STATUS

Cases or confidential district matters are not to be discussed by the coordinator under any circumstances outside of the District office. Infringement of the above policy may result in immediate dismissal.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff, students, colleagues, and other professionals.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written oral, and technical instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand and walk. Occasionally the employee will type for long periods of time. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

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. The work environment includes the district office and school sites.

The noise level in the work environment is usually quiet. The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people.

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

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Ratification of Consulting Services Order with
Capitol Public Finance Group

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Audrey Kilpatrick,

ENCLOSURES:

Yes

DEPARTMENT:

Business

FINANCIAL INPUT/SOURCE:

Accounts Charged Based on Usage

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

Staff requests Board of Trustee ratification of Consulting Services Order with Capital Public Finance Group (CPFG) to provide general consulting services for financial advisory for the 2013-2014 Fiscal Year.

ADMINISTRATION RECOMMENDATION:

Staff recommends Board of Trustees ratify agreement with Capitol Public Finance Group.




CSO No. 2013-2

CONSULTING SERVICES ORDER

This Consulting Services Order ("CSO") is an attachment to the Consulting Services Agreement made between the Western Placer Unified School District ("Client") and Capitol Public Finance Group, LLC ("Capitol PFG").

Services	Consulting Service Fee	Payment Schedule
General financial advisory services including but not limited to attending meetings, developer negotiations, review documents, financial analysis, and decision making support	An hourly rate of \$175.	Cumulative fees and expenses invoiced on a monthly basis.


Christopher Terry
Capitol Public Finance Group, LLC


~~Audrey Kilpatrick~~ Scott Leama
Assistant Superintendent of Business
Services and Operations
Western Placer Unified School District

Date: 7-15-2013

Date 7-22-13

4.16.1

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

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SUBJECT:

Approval of Change Order #01 for
Twelve Bridges Middle School Water
Damage Reconstruction

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Heather Steer, Facilities Coordinator

ENCLOSURES:

Yes

DEPARTMENT:

Facilities

FINANCIAL INPUT/SOURCE:

Fund 40, Special Projects
To Be Reimbursed by Insurance

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

In November 2012, the multi-purpose room suffered water damage due to vandalism. Because the damage was extensive enough to require Division of State Architect review, and needed oversight and approvals of the insurance companies, construction start was delayed until the end of the 2012-13 school year. In an effort to have the facilities available for the start of the 2013-14 school year, an increased cost to expedite the construction schedule was requested. This has been approved by the insurance carrier, and as such the construction is projected to be complete the week before school resumes.

RECOMMENDATION:

Staff recommends that the Board of Trustees approve Change Order #01 for Twelve Bridges Middle School Water Damage Reconstruction.

Prime Contract Change Order

Detailed, Based on Unit Prices

1303 - Twelve Bridges Middle School
770 Westview Drive
Lincoln, CA 95648

Project # 1303
Tel: N/A Fax: N/A

Date: 7/23/2013
To Contractor:
Clark & Sullivan Builders
3612 Madison Ave, Suite 25
North Highlands, CA 95660

Architect's Project No:
Contract Date:
Contract Number: 00001
Change Order Number: 001

The Contract is hereby revised by the following items:

Cost to Expedite Schedule

PCO	Description	Quantity	UOM	Unit Price	Amount
100-99	Cost To expedite Constrction	1		96,000	96,000

The original Contract Value was.....	290,219
Sum of changes by prior Prime Contract Change Orders.....	0
The Contract Value prior to this Prime Contract Change Order was.....	290,219
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	96,000
The new Contract Value including this Prime Contract Change Order will be.....	386,219
The Contract duration will be changed by.....	0 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....	

ARCHITECT

Address

By STEVE NEWSON

SIGNATURE

DATE 7-25-13

Clark & Sullivan Builders

CONTRACTOR

3612 Madison Ave, Suite 25
North Highlands, CA 95660

Address

By Sean Burnie

SIGNATURE

DATE 7/23/13

Western Placer Unified School District

OWNER

810 J Street
Lincoln, CA 95648

Address

By Heather Steer

SIGNATURE

DATE 7-31-13

4.17.1

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

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

SUBJECT:

Contract with SchoolWorks, Inc.
For Geographical Informational Systems (GIS)
For the 2013-2014 Fiscal Year

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Heather Steer, Facilities Coordinator

ENCLOSURES:

Yes

DEPARTMENT:

Facilities

FINANCIAL INPUT/SOURCE:

Restricted Facilities Fund 25

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

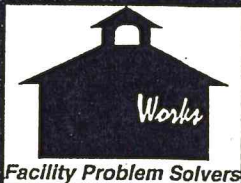
BACKGROUND:

Since 2008 we have contracted with a service company to provide Geographical Information System services. These services provide detailed mapping, student information, location services, enrollment projections and school boundary information. For the past three years we have been engaged in a three year contract with another company. Staff is requesting to once again contract on a year to year basis with SchoolWorks, Inc. due to their increased offerings and ease of use. This particular contract does not provide for specific individual school facility mapping (such as buildings and rooms), but will include a school locator feature on the District's website. The attached contract will be an approximate savings of \$3,000.00.

RECOMMENDATION:

Staff recommends ratification of contract for GIS Services with SchoolWorks, Inc. for the 2013-2014 year.

4.18



6815 Fair Oaks Blvd, Suite 3
Carmichael, CA 95608
Ph. 916.733.0402

www.SchoolWorksGIS.com

WESTERN PLACER UNIFIED SCHOOL DISTRICT

October 1, 2013 – September 30, 2014

2013/2014 SCHOOLWORKS GIS SERVICES CONTRACT

SchoolWorks, Inc. will contract to perform the tasks enumerated below for the prices indicated. School districts are authorized to enter into this agreement by Government Code 53060.

I. SCHOOLWORKS LITE GIS SOFTWARE

A. Services to be performed:

1. **MapInfo Software and Maps:**

Consultant shall provide one licensed copy of MapInfo Professional and the county map files for the county or counties in which the District resides.

a. **SchoolWorks Software:**

Consultant shall provide one licensed copy of SchoolWorks. See Appendix A for more details on software features and functionality.

b. **Software and Data Installation:**

Consultant shall install MapInfo and SchoolWorks programs on each user's computer. The data files will be installed on a network drive to which each user has access. Each user shall receive one SchoolWorks user's guide.

c. **User Training:**

The consultant shall provide training for District staff on the various features of the programs including MapInfo and SchoolWorks. Training will be scheduled at a time and location on a date when all District Staff to be trained are able to attend.

d. **Technical Support:**

Consultant shall provide technical assistance to assist the District with day-to-day operations and preparing reports using the SchoolWorks software and associated programs.

e. **Student Data:**

Consultant will install four (4) years of current and historical student data into the MapInfo Professional GIS program.

f. **Attendance Boundaries:**

Consultant shall draw in the District and current school attendance boundaries for each school in the district.

g. **New Developments:**

Consultant shall input the new developments within the school district including drawing new streets as identified on the tract maps.



2013/2014 SchoolWorks GIS Services Contract

2. Demographics Report:

SchoolWorks will provide a comprehensive Demographic Study. This Study will include District enrollment projections, individual school projections, attendance boundary maps, birth rate analysis, ethnicity status, new development activity, district yield rates and a comparison of enrollment to the site capacities.

The District student data for the last four years, along with a current boundary map and any new or proposed housing developments within the district's boundaries will be processed into the SchoolWorks GIS databases. The information generated by this data is available to be used for consulting services as needed by the District.

3. School Locator Web Service:

- a. SchoolWorks shall create a website for the District that allows any user to enter a specific address to determine which schools are assigned to the address. Schools will be included for each grade the District serves. The District will be given the website address so it can be linked to the District website. The website will be customized to meet the District needs and to correlate with the design of the main District website.
- b. The results of the address search will result in a map showing the address and a listing of the schools serving that address. The school listing will include the address, telephone number, grade levels and website link for each school.
- c. Each boundary will be drawn into our GIS program which will be uploaded into Google Maps and can be viewed on the website we create for the District.
- d. In addition to finding your school of attendance, you can also get directions to any school in the District by selecting one from the drop-down box in the "Get Directions" section of the website.
- e. SchoolWorks will promptly update the web databases used for this service upon changes made to the District boundaries. If boundary changes are approved by the District in advance of the changes actually being implemented, the current and proposed school assigned to the address will be identified.
- f. The District needs to identify an e-mail address or phone number of a person to be contacted in case a user cannot find the school assigned to their address.

B. Terms:

Standard Academic Pricing:

SchoolWorks Lite GIS Software & Demographics Software..... \$9,000

A maintenance agreement will be sent to the District at the end of the fiscal year to offer continued services and updates.



2013/2014 SchoolWorks GIS Services Contract

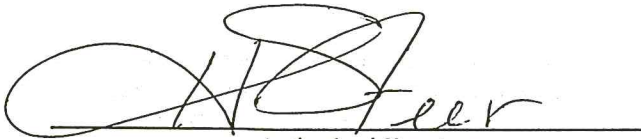
C. Payment schedule:

The GIS Annual Services may be billed in one or two payments. If one payment is selected, it will be billed in November 2013. If two payments are selected, they will be billed in November 2013 and May 2014. Please select your billing preference below:

☒ One Payment

☐ Two Payments

The amount of each billing is due within thirty days of the date of the invoice. A late fee of five percent (5%) of the invoice amount will be charged if the amount due is not paid within sixty days of the date of the invoice.



Authorized Signature

Facilities Coordinator

Title



Ken Reynolds, President

SchoolWorks, Inc.

7-25-13

Dated



2013/2014 SchoolWorks GIS Services Contract

Appendix A Facility Planning Software Capabilities

SchoolWorks Lite and Demographic Software utilizes a GIS program (MapInfo) in conjunction with databases and spreadsheets and operates in a Windows environment on an IBM PC compatible computer. SchoolWorks' programs provide easy to use menus that work with the GIS and spreadsheet programs. The software offers the following features:

MapInfo and SchoolWorks Software

- ➡ Provides a computerized means of counting students within existing and proposed attendance boundaries by grade, ethnic, school attended and other categories.
- ➡ Provides a means of reporting on students by racial/ethnic, male/female and grade level distributions.
- ➡ Allows the user to count students within a radius of a specified point.
- ➡ Allows user to color code the students to show trends.
- ➡ Allows the user to measure distances between locations.
- ➡ Allows the user to find the location of an address or a specific student on the map and identifies the corresponding school of attendance.
- ➡ Uses data from existing student information systems
- ➡ Produces annual projections of enrollment by grade level and by school for a period of up to six years in the future.
- ➡ Utilizes new housing development data to augment the enrollment projections.
- ➡ Indicates facility capacities based on State, District or Year Round standards.
- ➡ Provides analysis of facility capacity compared to projected enrollment to determine future facility needs and costs.
- ➡ Provides the ability for District staff to update the data and reports as needed.

System Information

The SchoolWorks Lite Software program uses many databases as sources of information. Following are the databases which will be incorporated into this project:

- **Student database** - contains the students names, address, grade, sex, ethnic/race, phone number and any other data desired. This data is usually imported as a text or DBF file from the districts existing student information system. This data is input for each of the last four years.
- **Boundary database** - for each school the attendance areas are drawn onto the map and the school grade levels are assigned.
- **New developments database** - each development is drawn on the map and relevant data is put into the database.
- **Street database** - the streets for the entire county make up this database.

**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:

Unpaid Leave of Absence Request

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Ryan Davis
Director of Human Services



ENCLOSURES:

Yes

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

Megan Curry, an Elementary Science teacher, is requesting a partial (.6 FTE) unpaid leave of absence for the 2013-2014 school year, based on Article VIII, section B of the Collective Bargaining Agreement ("CBA") between the Western Placer Unified School District and the Western Placer Teachers Association. The leave is being forwarded for approval based on the conditions below:

- Ms. Curry is a permanent teacher and has taught in the district for approximately ten years.
- She will continue teaching .4 FTE during the one year leave of absence.
- The District will receive a Letter of Intent for her full time return for the 2014-2015 school year by February 18, 2014. (Appendix E of CBA)
 - If the District receives an Intent to Return as described above Ms. Curry will be assigned to a full time position for the 2014-2015 school year for which she is appropriately credentialed, but may not be her current position or site.

RECOMMENDATION:

District Administration recommends the Board approve the leave of absence request with the conditions outlined.

4.19

INFORMATION

DISCUSSION

ACTION

ITEMS

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

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

SUBJECT:

Common Core State Standards One-Time Funding
Preliminary Action Plan

AGENDA ITEM AREA:

Information

REQUESTED BY:

Mary Boyle
Deputy Superintendent Educational Services

ENCLOSURES:

Yes

DEPARTMENT:

Educational Services

FINANCIAL INPUT/SOURCE:

One-Time CCSS Funding

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

AB 86 Education Omnibus Trailer Bill appropriates \$1.25 billion statewide to support the integration of academic content standards in instruction, apportioning these funds to school districts, county offices of education, charter schools and state special schools on an equal rate per pupil basis, based on prior year enrollment. The bill requires the receiving entities to adopt a plan delineating how the funds shall be spent and to report detailed expenditure information to the State Department of Education on or before July 1, 2015. Funds are of a one-time nature, are approximately \$200/student, and must be spent during the 2013 – 2014 and/or 2014 – 2015 school year. Funding apportioned pursuant to this section is specifically intended to fund the costs of any new programs or higher levels of services associated with implementation of the Common Core State Standards. Expenditures must fall within one or more of the following areas: technology enhancement, instructional materials, or professional development.

RECOMMENDATION:

Discussion of Common Core State Standards One-Time Funding Preliminary Allocation Plan 2013 – 2015.

AB 86: EDUCATION OMNIBUS TRAILER BILL

This bill would appropriate \$1,250,000,000 from the General Fund to the Superintendent of Public Instruction for transfer to Section A of the State School Fund to support the integration of academic content standards in instruction, as specified. The bill would require the Superintendent to apportion these funds to school districts, county offices of education, charter schools, and the state special schools using an equal rate per pupil based on prior year enrollment. The bill would require the school districts, county offices of education, charter schools, or state special schools receiving these funds to use them for certain purposes, including professional development of teachers, administrators, and paraprofessional educators or other classified employees involved in the direct instruction of pupils, as specified. The bill would require, as a condition of receiving funds apportioned pursuant to the bill, a school district, county office of education, charter school, or state special school to adopt a plan delineating how the funds shall be spent and to report detailed expenditure information to the State Department of Education on or before July 1, 2015, as specified. The bill would require the department to provide a summary of the expenditure information provided to it to the appropriate budget subcommittees and policy committees of the Legislature and to the Department of Finance on or before January 1, 2016. (AB 86 p.9)

SEC. 85.(a)(1)The sum of one billion two hundred fifty million dollars(\$1,250,000,000) is hereby appropriated from the General Fund to the Superintendent of Public Instruction for transfer to Section A of the State School Fund. The sum of six hundred twenty-five million dollars (\$625,000,000) shall be transferred in July 2013 and the sum of six hundred twenty-five million dollars (\$625,000,000) shall be transferred in August 2013.

(2) It is the intent of the Legislature that school districts, county offices of education, charter schools, and the state special schools use funds allocated pursuant to subdivision (b) to support the integration of academic content standards in instruction adopted pursuant to Sections 60605.8, 60605.85, 60605.10, 60605.11, and 60811.3 of the Education Code, for kindergarten and grades 1 to 12, inclusive, for purposes of establishing high-quality instructional programs for all pupils.

(b) The Superintendent of Public Instruction shall apportion funds to school districts, county offices of education, charter schools, and the state special schools using an equal rate per pupil based on prior year enrollment.

(c) A school district, county office of education, charter school, or state special school may encumber funds apportioned pursuant to this section at any time during the 2013–14 or 2014–15 fiscal year.

(d) A school district, county office of education, charter school, or state special school shall expend funds allocated pursuant to this section for any of the following purposes:

(1) Professional development for teachers, administrators, and paraprofessional educators or other classified employees involved in the direct instruction of pupils that is aligned to the academic content standards adopted pursuant to Sections 60605.8, 60605.11, 60605.85, and 60811.3 of the Education Code.

(2) Instructional materials aligned to the academic content standards adopted pursuant to Sections 60605.8, 60605.85, 60605.11, and 60811.3 of the Education Code, including, but not limited to, supplemental instructional materials as provided in Sections 60605.86, 60605.87, and 60605.88 of the Education Code.

(3) Integration of these academic content standards through technology-based instruction for purposes of improving the academic performance of pupils, including, but not necessarily limited to, expenditures necessary to support the administration of computer-based assessments and provide high-speed, high-bandwidth Internet connectivity for the purpose of administration of computer-based assessments.

(e) As a condition of receiving funds allocated pursuant to this section, a school district, county office of education, charter school, or state special school shall do both of the following:

(1) Develop and adopt a plan delineating how funds allocated pursuant to this section shall be spent. The plan shall be explained in a public meeting of the governing board of the school district, county board of education, or governing body of the charter school, before its adoption in a subsequent public meeting.

(2) On or before July 1, 2015, report detailed expenditure information to the State Department of Education, including, but not limited to, specific purchases made and the number of teachers, administrators, or paraprofessional educators that received professional development. The State Department of Education shall determine the format for this report.

(f) The State Department of Education shall summarize the information reported pursuant to paragraph (2) of subdivision (e) and shall submit the summary to the appropriate budget subcommittees and policy committees of the Legislature and to the Department of Finance on or before January 1, 2016.

(g) Funding apportioned pursuant to this section is specifically intended to fund, and shall first be used to offset, the costs of any new programs or higher levels of service associated with implementation of the academic content standards adopted by the State Board of Education pursuant to Sections 60605.8, 60605.85, 60605.10, 60605.11, and 60811.3 of the Education Code, including those required by this section or Article 3.8(commencing with Section 52060) of Chapter 6.1 of Part 28 of Division 4 of Title 2 of the Education Code.

(h) Funding apportioned pursuant to this section is subject to the annual audits required by Section 41020 of the Education Code.

(i) For purposes of making the computations required by Section 8 of Article XVI of the California Constitution, of the funds appropriated by this section:

(1) One billion dollars (\$1,000,000,000) shall be deemed to be "General Fund revenues appropriated for school districts," as defined in subdivision(c) of Section 41202 of the Education Code, for the 2012–13 fiscal year, and included within the "total allocations to school districts and community college districts from General Fund proceeds of taxes appropriated pursuant to Article XIII B," as defined in subdivision (e) of Section 41202 of the Education Code, for the 2012–13 fiscal year.

(2) Two hundred fifty million dollars (\$250,000,000) shall be deemed to be "General Fund revenues appropriated for school districts," as defined in subdivision (c) of Section 41202 of the Education Code, for the 2013–14 fiscal year, and included within the "total allocations to school districts and community college districts from General Fund proceeds of taxes appropriated pursuant to Article XIII B, " as defined in subdivision (e) of Section 41202 of the Education Code, for the 2013–14 fiscal year.

Common Core State Standards (CCSS) One-Time Funding
Preliminary Allocation Plan
2013 - 2015

	CCSS Allocation Per Student	# Stu	Total
REVENUES	\$200	6450	\$1,290,000
EXPENDITURES			
1 Technology Enhancement: Smarter Balanced Assessment Consortium (SBAC) Hardware	\$25	6450	\$161,250
2 Technology Enhancement: Infrastructure	\$25	6450	\$161,250
3 Professional Development	\$17	6450	\$109,650
4 Instructional Materials - CCSS Based	\$33	6450	\$212,850
5 Other	\$100	6450	\$645,000
TOTAL			\$1,290,000

EXPLANATION OF POSSIBLE EXPENDITURES	Cost/Item	# Items	Total
1 Purchase of PC's for Computer Lab Testing	\$800	201	\$160,800
OR			
1 Purchase of Tablets for Testing	\$300	537	\$161,100
2 Infrastructure - wiring; cabling; fiber			\$161,250
3 Cost of PD for Teachers (12 hours/teacher at \$36/hour)	\$432	254	\$109,728
4 Purchase of CCSS-Aligned Textbooks	\$65	3275	\$212,875
To Be Determined as District Plan is Developed - Must Meet			
5 CCSS Funding Guidelines and Requirements			\$645,000
TOTAL			\$1,289,953

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

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

SUBJECT:

Assistant Superintendent of
Personnel Services Contract

AGENDA ITEM AREA:

Action

REQUESTED BY:

Scott Leaman, Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

Superintendent

FINANCIAL INPUT/SOURCE:

General Funds/Horizon Support Funds

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

With increased district responsibility to provide Horizon Schools technical assistance and the desire to have year-round management in the personnel office, administration is recommending conversion of the Director of Human Services to Assistant Superintendent of Personnel Services. The increased cost for this position will be funded through Horizon Schools Technical Assistance funds so it will not have a negative impact on the general fund.

RECOMMENDATION:

Approve the employee contract.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
AGREEMENT FOR EMPLOYMENT OF
DISTRICT ASSISTANT SUPERINTENDENT OF PERSONNEL SERVICES**

The following is an Agreement between the Western Placer Unified School District Board of trustees, hereinafter referred to as "Board," and Ryan Davis, hereinafter referred to as "Assistant Superintendent."

1. Term and Termination:

Pursuant to California Education Code 35031, the Governing Board hereby employs the Assistant Superintendent for a period commencing August 7, 2013 and ending on June 30, 2016 unless otherwise terminated or extended. The provisions of this Agreement shall become effective on commencement of employment.

In the event the Board determines the Assistant Superintendent is not to be reemployed upon expiration of this Agreement, he shall be given written notice thereof by the Board at least forty-five (45) days in advance of the expiration of the term of this Agreement.

2. Salary:

The Assistant Superintendent's base salary shall be paid according to the Board adopted Assistant Superintendent salary schedule. The Assistant Superintendent will be placed on step 2 (two) of the schedule for the 2013-14 school year beginning at the date specified in section one of this agreement. Salary, vacation, furlough days, and sick leave will be prorated for the 2013-14 school year.

The opportunity for the Assistant Superintendent to negotiate other benefits and conditions of this Agreement remain open during the life of the remaining Agreement.

3. Duties:

The Assistant Superintendent shall serve as the Assistant Superintendent of Personnel Services of the Western Placer Unified School District. The Assistant Superintendent shall do and perform all services, acts, or things necessary or advisable to manage and conduct the District in this capacity, subject at all times to applicable state and federal laws and the policies set by District's Governing Board, and subject to the consent of the Board when required by the terms of this Agreement or by Board Ordinances, Policies, Rules, or direction, or by applicable law. The specific job duties, services, obligations and expectations are described in the job description for the position of Assistant Superintendent of Personnel Services which is incorporated fully herein.

4. Health and Welfare:

The Assistant Superintendent shall be provided the same health and welfare benefits and disability insurance coverage as employees placed on the certificated management salary schedule.

5. Reimbursement of Personal Expenses:

The District shall promptly reimburse the Assistant Superintendent for all reasonable personal expenses incurred in connection with District. Each such expenditure shall be reimbursable only if the Assistant Superintendent furnishes to the District adequate records and other documentary evidence required by federal and state statutes and regulations issued by the appropriate taxing authorities for the substantiation of each such expenditure. Such expenses, include, but are not limited to, the expenses incurred in the attendance of regional, state or national conferences, seminars, hearings, or meetings which are to the benefit and welfare of the District.

6. Membership and Dues:

The District shall pay membership for the state and local chapters of the Association of California School Administrators and an individual membership to the California Council of School Attorneys, if requested by the Assistant Superintendent.

7. Life Insurance:

The District shall pay for the life insurance plan provided to certificated management members.

8. Transportation:

The Assistant Superintendent shall be paid for use of his private vehicle in the amount of three-hundred fifty dollars (\$350.00) per month.

9. Vacation:

The Assistant Superintendent shall render twelve (12) months of full and regular services to District during each annual period covered by this Agreement, except that he shall be entitled to twenty-two (22) working days annual vacation with pay, and in addition, will receive holidays defined in Education Code §37220. In the event of termination of this Agreement, the Assistant Superintendent shall be entitled to full compensation for unused vacation at the salary rate effective during the school year in which the vacation credit was earned. In no case may more than thirty-five (35) days of vacation be accrued under this contract.

10. Sick Leave:

The Assistant Superintendent shall be entitled to twelve (12) working days of sick leave each current contract year cumulative indefinitely. These days will be prorated for the 2013-14 school year.

11. Evaluation:

The Superintendent shall annually evaluate the performance of the Assistant Superintendent no later than June 30. This evaluation shall be based on the job description incorporated herein and the mutually agreed upon and specified goals and objectives in accordance with the procedures authorized in District policies. The evaluation shall include areas of strength and improvement. Areas for improvement will include specific written recommendations.

12. Termination:

This Agreement shall terminate upon the happening of any of the following events:

- (a) Whenever the Assistant Superintendent and District shall mutually agree to termination in writing;
- (b) Upon the death of Assistant Superintendent or permanent incapacity to perform the duties of this office; or
- (c) Upon the grounds set forth in California Education Code permitting or requiring termination of a permanent certificated employee. Assistant Superintendent shall be provided written notice of the charges against him and shall have the right to a closed session meeting with the Board where he shall have the opportunity to respond to the charges with representation by counsel at his expense and the right to present any witnesses relevant to the alleged grounds for termination. This meeting shall be the Assistant Superintendent's exclusive right to any hearing required by law.

13. Early Termination:

Regardless of the term of this Agreement and pursuant to the requirements of Government Code Sections 53260 and 54261, it is hereby agreed that the Board, unilaterally and without cause, may terminate this Agreement and the Assistant Superintendent's status as an employee of the District. In consideration of the Board's right to terminate the Agreement without cause, the District shall pay to the Assistant Superintendent the then current salary for the remainder of the term of this Agreement, or for up to twelve (12) months (see Government Code 53260(a) and 53261) following the effective date of termination, whichever is less. If the Board chooses to terminate the Assistant Superintendent as outlined in this paragraph, health and welfare benefits described in paragraph 4 shall remain in effect for the term of the agreement, not to exceed twelve (12) months.

In accordance with Government Code section 53243 et seq., any cash settlement related to Assistant Superintendent's termination paid by the District, any District payments received by the Assistant Superintendent for paid leave with salary pending an investigation, or District funds provided for the Assistant Superintendent's legal criminal defense (if any) shall be fully reimbursed to the District if the Assistant Superintendent is convicted of a crime involving an abuse of his office or position.

14. Entire Agreement:

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the employment of Assistant Superintendent by the District and contains all of the covenants and Agreements between the parties with respect to that employment in any manner whatsoever.

Each party to this Agreement acknowledges that no representation, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding on either party.

15. Modifications:

Any modification of this Agreement will be effective only if it is in writing and signed by both parties.

16. Severability:

The provisions of this Agreement are divisible; if any such provision shall be deemed invalid or unenforceable, such provision shall be deemed limited to the extent necessary to render it valid and enforceable and the remaining provisions of this Agreement shall continue in full force and effect without being impaired or invalidated in any way.

17. Law Govering Agreement::

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

Scott Leaman, Superintendent

Date

Ryan Davis

Date

7.2.4

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **ASSISTANT SUPERINTENDENT, PERSONNEL SERVICES**
Department: Administrative Office
Reports to: District Superintendent

SUMMARY:

Responsible for personnel functions including staffing, hiring, counseling, policy administration and record keeping for all certified and non-certified staff. Plans, coordinates, and supervises the operation of the personnel office. As requested, participates in labor relations, benefits administration, and special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following responsibilities may be used to define the personnel office organization and procedures:

- * PERSONNEL FILE MAINTENANCE
 - * Complete and Accurate Personnel Files
 - * Procedure for Viewing Files
 - * Procedure for Derogatory Material
- * EMPLOYEE RECORDS
 - * Employee Absences
 - * Sick Leave Records
 - * Vacation Records
 - * Credentials
 - * Tuberculosis Clearance
 - * Professional Growth Units
 - * CBEDS Accounting
 - * Board Agendas
- * ASSIGNMENT OF STAFF
 - * Job Descriptions and Classifications
 - * Staffing Allocations: Hours, Ratios
 - * Credentials and Authorization of Placement
 - * Transfers and Reassignments
 - * Resignations
- * SALARY SCHEDULE ADMINISTRATION
 - * Annual Employee Contract Renewals
 - * Annual Salary Increases
 - * Notification/Interaction with Payroll
 - * Units for Salary Advancement
 - * Update of Salary Schedules
 - * Development of Salary Schedules
- * PRE-EMPLOYMENT: RECRUITMENT/SELECTION
 - * Projection of Staffing Needs
 - * On-campus Recruitment
 - * Advertisement/Posting Vacancies
 - * Paper Screening

-
- * Testing of Applicants
 - * Oral Interviews
 - * Reference Checks: pre/post Interview
 - * Affirmative Action
 - * Policy, Implementation, Reports
 - * Pre-employment Physical
 - * Salary Schedule Placement
 - * Establishment of Personnel File
 - * New Employee Procedures/Documents
 - * Orientation of New Personnel
 - * Insurance Enrollment
 - * CONTRACT MANAGEMENT PROCEDURES
 - * Collective Bargaining: proposals/negotiations
 - * Interpretation and Clarification: rules, policies, procedures
 - * Communication with Management/Employees
 - * Communicate with Board/Superintendent
 - * Grievances
 - * Leaves of Absence
 - * Transfer and Reassignment
 - * In-service/Distribution of Contracts
 - * Effects of Layoff
 - * Unfair Employment Practice Charges
 - * EVALUATION AND DISCIPLINE
 - * Management/Staff In-service
 - * Competence of Administrators to Evaluate
 - * Establishment of Timelines
 - * Evaluation Monitoring
 - * Assistance for Substandard Performance
 - * Disciplinary Action Process
 - * Non-reelection/Termination Process
 - * SUBSTITUTE SYSTEM
 - * Recruitment/Screening/Selection
 - * Credentials
 - * Requests and Assignments
 - * Orientation/Handbook
 - * Evaluation
 - * Long-term Substitute Staffing
 - * Payroll Information
 - * FRINGE BENEFITS PROGRAM
 - * Processing of Employee Benefits Insurances (medical, dental, vision, life)
 - * Facilitation/Assistance with Claims
 - * Accounting of Employer/Employee Contributions
 - * Accounting for Payment to Insurance Carriers
 - * Insurance Information to Employees
 - * WORKERS' COMPENSATION/DISABILITY/UNEMPLOYMENT
 - * Monitoring and Processing of all Claims
 - * Information to all Sites and Staff
 - * Absence and Benefits Accounting
 - * Reasonable Assurance Notification

-
- * PERSONNEL OFFICE CLIMATE
 - * Positive Communications: Public, Staff, Other Agencies
 - * Employee Recognition Programs
 - * READY REFERENCE LIBRARY
 - * Education Code
 - * Government code
 - * Title V California Administrative Code
 - * Digest of Selected California Laws Related to Certificated/Classified Personnel
 - * Legal Counsel Opinions
 - * New Legislation Information
 - * Collective Bargaining Documents
 - * EMPLOYEE COUNSELING
 - * Retirement Options
 - * Unemployment Claims
 - * Fringe Benefit Information
 - * Employee Assistance Programs
 - * Disciplinary Action
 - * Exit Interviews
 - * STUDENT TEACHING/INTERN PROGRAMS
 - * Placement
 - * College/University Agreements
 - * Stipends
 - * REDUCTION IN FORCE (LAYOFF) PROCEDURES
 - * Legal Interpretations Affecting Layoffs
 - * Timelines: Certificated/Classified
 - * Current Seniority Lists
 - * Current Credential Information
 - * Reemployment Lists
 - * Acts as District Complaint Hearing Officer, investigating and resolving written, parent, community, staff complaints.
 - * Ensures Title IX, Sexual Harassment laws are followed.
 - * Conducts student and staff development in the area of conflict management.

ADDITIONAL DUTIES:

- * Student Personnel - District Disciplinary Action
- * Serves on appropriate District, County, and State committees, Task Force, etc. as directed by the Superintendent

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

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

7.2.7

EDUCATION and/or EXPERIENCE:

Administrative Credential, related experience and/or training; or equivalent combination of education and experience or as determined by the Board of Trustees.

CERTIFICATES, LICENSES, REGISTRATIONS:

Administrative Credential, teaching credential and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups employees and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 position, the employee is frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Some driving is required. Frequent writing is required. Some extended hours and multiple demands from several people are frequently required of the employ.

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. The noise level in the work environment is usually very quiet.

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

7.2.8

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

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

SUBJECT:

Resolution 13/14.2 to Revoke Participation
In the California Uniform Public Construction
Cost Accounting Act

AGENDA ITEM AREA:

Action

REQUESTED BY:

Heather Steer, Facilities Coordinator

ENCLOSURES:

Yes

DEPARTMENT:

Facilities

FINANCIAL INPUT/SOURCE:

Restricted Facilities Funds

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

Yes

BACKGROUND:

On March 18, 2008, the Board of Trustees approved Resolution 07/08.15 to elect to participate in the California Uniform Public Construction Cost Accounting Act ("CUPCCAA"), more commonly known as Informal Bidding. While in concept the idea of being able to "informally" bid smaller projects utilizing a higher threshold of project costs under the Public Contract Code, in reality it is a very complex set of requirements in order to be in compliance with the Act. Upon Staff's research into this, it was discovered that the District is currently not in compliance with this Act, and had not used this method for contracting work for some time.

In order to avoid being in violation, staff is proposing that we adopt the attached resolution in order to withdraw our participation in CUPCCAA with the State Controller's Office. It is of Staff's opinion that in the future when there is a great deal more work being performed, and adequate staff to maintain the required tracking of costs and contractor's listings, this may be a viable option at that time.

RECOMMENDATION:

Staff recommends that the Board of Trustees approve Resolution 13/14.2 to withdraw participation in CUPCCAA.

A RESOLUTION OF THE GOVERNING BOARD OF THE
WESTERN PLACER UNIFIED SCHOOL DISTRICT
WITHDRAW ELECTION TO PARTICIPATE IN THE
UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

WHEREAS, the Western Placer Unified School District ("District") elected to participate in the California Uniform Public Construction Accounting Act ("Act"), located at public Contract Code section 22000 *et seq.*, by approving Resolution 07/08.15 on March 18, 2008;

WHEREAS, the Act requires the District to implement uniform cost accounting standards and tracking, as well as adhere to the mandatory procedures for all public works projects subjected to the Act utilizing the District's own employees;

WHEREAS, the District has determined that due to a lack of consistent participation and required alterations to current accounting procedures, the continuance of being subject to the mandatory standards of the Act is not of any current benefit for the District;

WHEREAS, in the absence of participation in the Act, the District will be subject to current existing statutes within the California Public Contracting Codes for all projects performed on public facilities;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the District as follows:

1. The District hereby elects to withdraw participation in the Act per the procedure as outlined in the Act.
2. This Resolution shall supersede Resolution 07/08.15 and take effect upon its adoption.
3. The District will file a copy of this Resolution with the State Controller's Office as required in the Act.

PASSED AND ADOPTED by the Western Placer Unified School District Board of Trustees at a regular meeting held on August 6, 2013 by the following vote on roll call:

AYES:

NOES:

ABSENT:

Signed and approved by me after its passage.

Kris Wyatt, Board President

Attest: _____
Scott Leaman, Secretary to the Board

7.3.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:

2013-14 District Budget Update – State Budget Approval

AGENDA ITEM AREA:

Information

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent, Business & Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

General Fund

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

California Education Code 42127(i)(4) requires school districts to make available for public review any revenue and/or expenditure revisions made to the budget to reflect the funding made available by the Budget Act no later than 45 days following the signing of the Budget Act.

The California State budget for 2013-14 was approved by the Legislature and signed by the Governor by June 30, the deadline. The budget approved was very similar to the Governor's May Revision proposals. Multiple trailer bills were also signed by the deadline, one of which defines the Governor's new Local Control Funding Formula (LCFF) initiative.

With the approval of the state budget, the budget assumptions staff used to prepare the 2013-14 Adopted Budget presented to the Board in June 2013 related to State revenue limit and specific State categorical funding will require a revision at First Interim reporting in December 2013.

The attached presentation displays the changes due to the State Budget approval to our District's 2013-14 Budget.

RECOMMENDATION:

Staff recommends the Board receive this budget update report.

Western Placer Unified School District

2013-14

State Budget Approval & District
Budget

August 6, 2013

2013-14 State Budget

- + Signed by June 30, 2013 -- ON TIME!!
- + Governor wins on LCFF Funding model
- + Minor changes in other K-12 program funding

Themes for the Budget

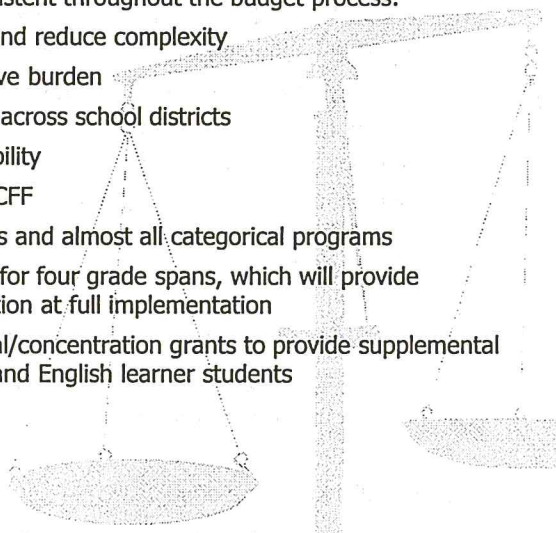
- Governor Jerry Brown has tackled the Budget problems that have dogged the state for the past decade and has made real progress
 - Proposition 30 enabled the state to avoid further cuts to education
 - The State Budget is legitimately balanced for the first time since 2002
 - Substantial progress is made toward reducing the "wall of debt"
 - Common Cores State Standards (CCSS) have been adopted
 - The Local Control Funding Formula (LCFF) compromise was agreed to by the Legislature
- But not all of the state's problems are behind us
 - The level of funding for education is still nearly last in the nation
 - The feds are all over the state on prison overcrowding
 - Interest rate increases or international events could derail the recovery
- There is still work to be done

The Budget in Broad Strokes

- The 2013-14 State Budget is balanced and has the first real reserve in years
- The structural deficit has been eliminated, at least for the duration of Proposition 30
- Education gets its first slice of restoration of cuts that began in 2008-09
 - But not all districts benefit equally
 - And the level of funding for most districts remains well below 2007-08
 - The Governor uses the bulk of the unexpected 2012-13 Proposition 98 revenues for one-time purposes, like buying down deferrals and CCSS start-up allocations
- No other area of the State Budget gets increased significantly

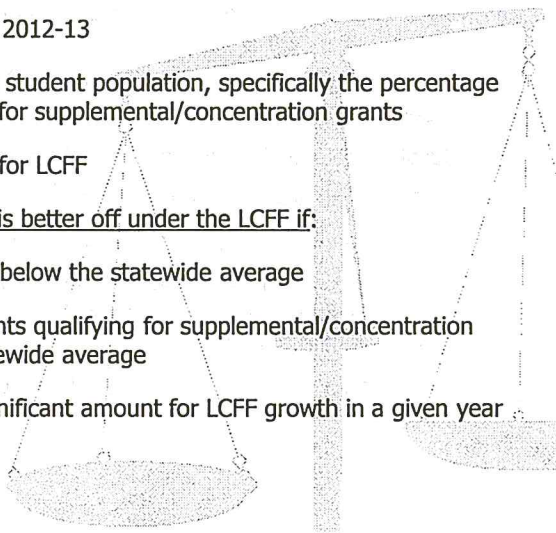
LCFF Policy Goals and Features

- The Governor's policy goals in pursuing reforms to the state's school finance system have remained consistent throughout the budget process:
 - Increase transparency and reduce complexity
 - Reduce the administrative burden
 - Improve funding equity across school districts
 - Improve local accountability
- To attain these goals, the LCFF
 - Eliminates revenue limits and almost all categorical programs
 - Establishes base grants for four grade spans, which will provide absolute dollar equalization at full implementation
 - Establishes supplemental/concentration grants to provide supplemental services to low income and English learner students



Base Year Funding and LCFF Target

- A school district's LCFF entitlement will be based on three key elements:
 - Its base year funding in 2012-13
 - The demographics of its student population, specifically the percentage of students who qualify for supplemental/concentration grants
 - The state appropriation for LCFF
- In general, a school district is better off under the LCFF if:
 - Its base year funding is below the statewide average
 - The proportion of students qualifying for supplemental/concentration grants is above the statewide average
 - The state provides a significant amount for LCFF growth in a given year



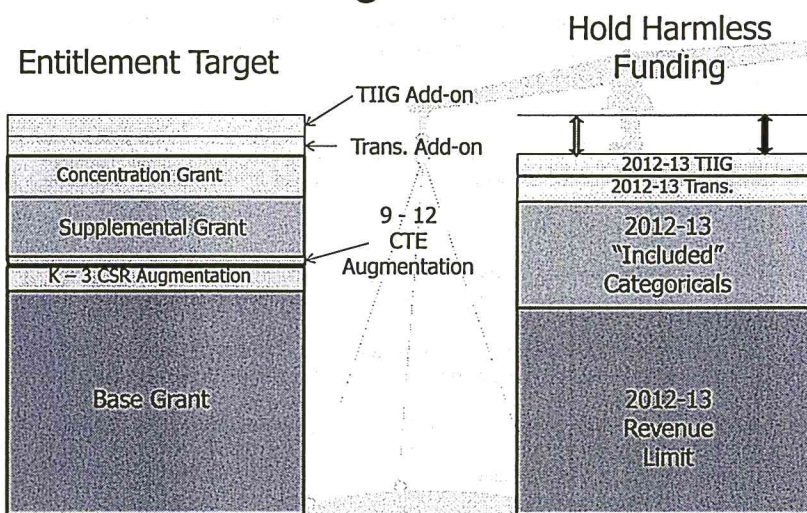
2013-14 District LCFF Entitlement

- A district's LCFF entitlement for 2013-14 will be based on its 2012-13 base year funding level, its LCFF target, and the statewide funding provided to move toward the target
- The state factor of 12% of growth toward target is based on the 2013-14 appropriation of \$2.1 billion and the estimated statewide funding gap of \$17.5 billion
- There are two distinct phases of the LCFF: (1) the eight-year implementation phase, and (2) the fully funded phase – 2020
 - The eight-year implementation phase is not set in statute and can be longer or shorter than eight years, depending upon the annual LCFF appropriation
 - Numerous fiscal inequities could arise during the implementation phase if the state appropriates sufficient funds to support the statutory cost-of-living adjustment (COLA) applied to the base grant, individual districts are not guaranteed a funding increase equivalent to this adjustment

Categorical Programs and the LCFF

- Over the years, a variety of programs and purposes were supported by categorical program funding
 - Some were general purpose, such as instructional materials and deferred maintenance
 - Some were intended to be targeted to meet the needs of specific students or circumstances, such as Economic Impact Aid (EIA) and Home-to-School Transportation
- The LCFF replaces most categorical programs with two weighting factors applied against the LCFF base grant
 - Supplemental Grant - 20% of base grant \$ for each eligible student
 - Concentration Grant - 50% of base grant \$ for the eligible students exceeding 55% of total enrollment
- Add-ons – Home-to-School Transportation and Targeted Instructional Improvement Grant (TIIG)

LCFF vs. Revenue Limit & Categoricals



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What State Programs Excluded From From LCFF Funding

- Special Education, Child Nutrition, After School Education and Safety (ASES), medical Administrative Activities (MAA), Agriculture Vocational Incentive Grant and other federally mandated programs stay outside of the formula
- Adult Education Funding continues – must maintain 2012-13 spending
- Lottery Funds
- Mandate Costs Revenues

SSC Financial Planning Dashboard

Factor	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
LCFF Planning Factors	SSC Simulator	SSC Simulator	SSC Simulator	SSC Simulator	SSC Simulator	SSC Simulator
Statutory COLA	3.24%	1.565%	1.80%	2.30%	2.50%	2.70%
California Consumer Price Index	2.15%	2.00%	2.30%	2.50%	2.70%	2.80%
10-year Treasuries	1.89%	2.50%	2.70%	2.90%	3.10%	3.30%

Reserves		
State Reserve Requirement	District ADA Range	LCFF Reserve Plan
The greater of 5% or \$50,000	0 to 300	?
The greater of 4% or \$50,000	301 to 1,000	
3%	1,001 to 30,000	
2%	30,001 to 400,000	
1%	400,001 and higher	

Local Control Accountability Plan – Next Steps

- On or before July 1, 2014, and every three years thereafter, local educational agencies (LEAs) must adopt the LCAP using the template adopted by the SBE
- The Local Control Accountability Plan (LCAP) must include a description of the following:
 - Annual Goals - Based on state priorities for all students and "numerically significant subgroups"
 - Specific Actions
 - What steps the LEA will take to accomplish the annual goals
 - District-wide actions and actions by school site
 - Description of Expenditures
 - For each fiscal year of the plan, list and describe expenditures implementing specific actions included in the LCAP and describe expenditures serving "unduplicated" students and students redesignated as fluent English proficient

LCAP Timeline

- January 31, 2014
 - SBE regulations on use of supplemental/concentration grant funds
- March 31, 2014
 - SBE template for LCAPs
- July 1, 2014
 - First LCAPs with 2014-15 budget expenditures aligned to the LCAP
- July 1, 2015
 - First LCAP update with additional expenditure reporting
- October 1, 2015
 - SBE evaluation rubrics

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Summary of Changes in Funding Model to LCFF for 2013-14

Total LCFF Eligible Funding - 2012-13 – Base Year	\$ 37,280,976
Target LCFF Eligible Funding – 2019-2020 Target Year (includes Base, Add-ons & Supplemental Funding)	\$ 52,165,996
Increase in Funding to Target – GAP by 2020	\$ 14,885,020 40%↑
Change to 2013-14 WPUSD Budget: Projected Progress for 2013-14 - 12% of GAP	\$ 1,786,202
Less: Estimated COLA 1.565% on LCFF Eligible Funding at Adopted Budget	\$(502,427)
Projected Net Increase Due To LCFF Funding Formula (includes Base, Add-ons & Supplemental Funding)	\$ 1,283,776

Funding for Common Core

- Distributed based upon prior year enrollment (\$200 per pupil)
 - **an increase of \$250,000 for WPUUSD**
- May be used for professional development, instructional materials, and technology enhancement
- Funding must be spent by 2014-15
- Funds subject to annual audit
- LEAs must:
 - Create plan for use of funds, describe and adopt at a public meeting
 - By July 1, 2015, report detailed expenditure information to CDE

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State Lottery 2013-14

- The Lottery Commission has approved its 2013-14 budget, and it is projecting a 15% increase in sales above those in 2012-13
- The 2013-14 projections for sales and the contributions to education are the highest since the Lottery's inception in 1984
- Lottery funding for 2013-14 is estimated at \$156 per annual ADA
 - \$126 per annual ADA for unrestricted
 - \$30 per annual ADA for Proposition 20 (restricted)
- Increased rate = **additional \$12,600 in Unrestricted Lottery Funds**

Mandated Programs

- LEAs that opt in to the MBG can plan for the rates in all three years of the multiyear projection (MYP)

Grade Span	School Districts	Charter Schools	COEs
K-8	\$28	\$14	\$29
9-12	\$56	\$42	\$57

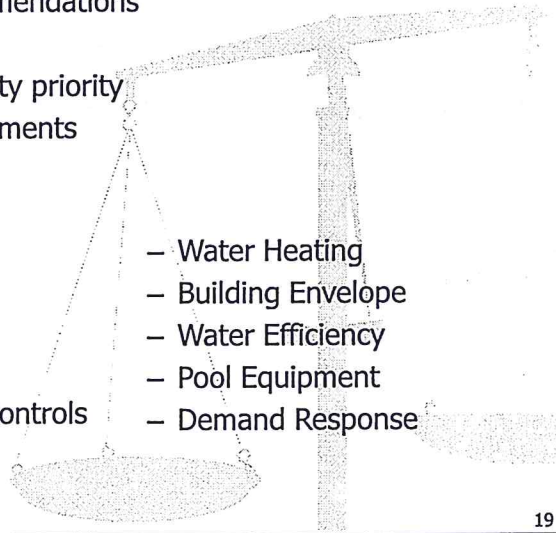
- The rationale for a higher rate for the 9-12 grade span is due to the inclusion of the Graduation Requirements mandate within the MBG
- Change in rates & grade span = **Decrease of MBG revenue of \$79,000**

Proposition 39

- \$2.5 billion from the State over 5 years focused on K-14 exclusively
- Starting in 2013-14 - \$381 million for K-12
- CA Energy Commission (CEC) to develop guidelines, application "form," and approve applications. CDE to distribute funding.
- Funds allocated 85% on a per pupil basis and 15% on the basis of the number of NSLP eligible pupils
- Goal to get funding out in the budget year.

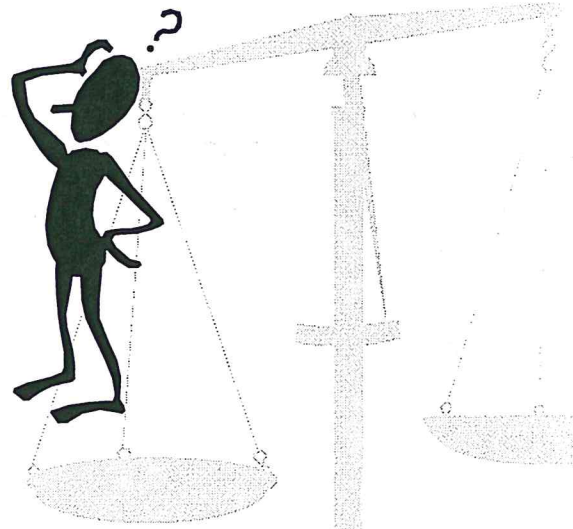
Proposition 39

- Project Design Recommendations
 - Benchmarking
 - Sequencing of facility priority
 - Surveys and assessments
- Project Examples
 - Lighting Retrofits
 - Lighting Controls
 - Heating & Cooling Equipment
 - Heating & Cooling Controls
 - Water Heating
 - Building Envelope
 - Water Efficiency
 - Pool Equipment
 - Demand Response



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QUESTIONS



WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

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

SUBJECT:

Approval of Job Description -
Director of Maintenance & Operations

AGENDA ITEM AREA:

Action

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent of Business &
Operations

ENCLOSURES:

Included

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

A review of the Director of Maintenance & Operations job description was performed of the job duties and responsibilities on the current job description. Based on the results of that review specific job duties were revised related to support provided for the Deferred Maintenance program as it relates to maintenance and repair. Some other minor changes were made relating to job title of supervisor.

RECOMMENDATION:

Administration recommends the Board approve the Director of Maintenance & Operations job description as revised.

7.5

WESTERN PLACER UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position Title: **DIRECTOR OF MAINTENANCE & OPERATIONS**
Department: ~~Facilities & Maintenance and Operations -Services~~
Reports To: Assistant Superintendent, Business and Operations ~~Facilities & Maintenance Services~~

SUMMARY:

Under the supervision of the Assistant Superintendent, Business and Operations ~~Facilities & Maintenance Services~~, supervise, direct and organize the District maintenance and grounds program, custodial and warehouse services and provide assistance in related areas the ~~coordination of for~~ facilities planning activities related to new school construction, renovation or modernization of existing schools, relocatable classrooms and other support activities. This position will provide extensive coordination of the related functions with site level managers, District staff and outside agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, and directs District maintenance, grounds keeping and custodial operations, activities and related services; develops and administers schedules and work assignments for staff; plans, coordinates and arranges for the appropriate training of staff, including in-service training and safety programs.
- Supervises the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions. Evaluates all assigned staff on an annual basis.
- Develops and organizes long-range, on-going, and preventive maintenance plans and programs for sites, buildings and equipment, including procedures for receipt and assignment of maintenance work orders and for equipment maintenance and replacement programs and reports the status to the Assistant Superintendent, Business and Operations ~~Facilities & Maintenance Services~~.
- Communicates with other administrators, personnel and outside organizations to coordinate work, ~~construction~~ repair, supply, equipment and personnel requirements, resolve issues and conflicts, and exchange information; provide recommendations concerning equipment, materials, personnel, policies and procedures to assure an economical, safe and efficient work environment.
- Plans, organizes and implements long and short-term programs and activities designed to enhance grounds keeping, maintenance and custodial programs and services.
- Administers the expenditure of capital maintenance, and grounds funds. Develops and prepares applicable budgets; analyzes and reviews budgetary and financial data with the Assistant Superintendent, Business and Operations ~~Facilities & Maintenance Services~~; monitors and authorizes expenditures in accordance with established guidelines; utilizes computer spreadsheet software programs.
- Supports the Facilities Coordinator with the District's 5 year Deferred Maintenance Program projects as it relates to maintenance and repair. ~~Develops, revises, implements and monitors the District's 5-year Deferred Maintenance Program.~~
- Establishes and maintains a close working relationship with the City Law Enforcement, Fire Prevention, City Public Works and Maintenance Departments, as well as other Federal, State and local agencies.
- Operates a computer and assigned software programs; operates other office equipment as assigned; operates a vehicle to conduct work.
- Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, parents and the general public.

7.5.1

- Attends and conducts a variety of meetings as assigned; ~~attends pre-bid and pre-construction meetings and provide input as requested.~~
- Perform related duties as assigned.

KNOWLEDGE OF:

- Planning, organization and direction of maintenance, grounds and custodial activities.
- Methods, materials, tools and terminology used in construction, maintenance, grounds keeping and custodial activities.
- Cost estimates and specifications.
- Diagnostic techniques and equipment troubleshooting methods.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, ordinances, regulations, policies and procedures.
- Computerized and manual maintenance work order systems.
- Interpersonal skills using tact, patience and courtesy.

OTHER SKILLS AND ABILITIES:

Meet District standards of professional attitude as outlined in Board Policy 4219.21, Code of Ethics for Classified Employees; write and speak effectively; establish and maintain effective working relations with all district personnel, public and private agencies; analyze situations and develop appropriate recommendations for action; initiate, plan and carry work through to completion without close supervision; meet schedules and timelines; operate computers; and willing to work additional hours periodically and travel locally.

EDUCATION and/or EXPERIENCE:

Any combination of education, training, and experience equivalent to:

- Bachelor's degree in Business Administration, Public Administration, Engineering, Architecture, Construction Management, ~~or Administration or~~ related field;
- Four years of progressively responsible experience in public school district management of maintenance, grounds and operations building construction, preferably with emphasis in school or public projects, and at least three years in a supervisory capacity with workers in the trades field related to ~~building construction~~ maintenance and operations.
- Technical experience in public school district management of maintenance, grounds building construction work with management or supervisory experience may be considered in determining college equivalency.
- ~~Previous experience in public school district management of maintenance, grounds, and/or operations preferred.~~

LICENSES AND/OR TESTING REQUIRED:

If required to operate a vehicle during the course of employment, must possess a valid California Driver's license and evidence of insurability; TB test clearance; Criminal Justice Fingerprint Clearance.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other department related tools and equipment; seeing to inspect job sites, read, prepare, and proofread drawings, diagrams, schematics, and related documents and view computer monitors; hearing and speaking to exchange information in person, on the telephone and to make presentations; lifting moderately heavy objects; sitting or standing for extended periods of time; climbing ladders and working from heights; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies; walking over rough or uneven surfaces at construction

7.5.2

sites and during inspections or for field service work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HAZARDS:

Working in and around hard-hat construction sites and in areas where renovation and repair work is being performed. Working around moving parts and equipment and construction vehicles and equipment. Exposure to chemicals, fumes or gases; working around machinery having moving parts in the maintenance shop and during inspections; working around moving vehicles.

WORK ENVIRONMENT:

Indoor and outdoor environment; driving a vehicle to conduct work, constant interruptions; seasonal heat and cold and adverse weather conditions. 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. The noise level in the work environment is variable.

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

7.5.3

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:

Approval of Job Description -
Facilities Coordinator

AGENDA ITEM AREA:

Action

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent of Business &
Operations

ENCLOSURES:

Included

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

A review of the Facilities Coordinator job description was performed of the job duties and responsibilities on the current job description and other needs of the Facilities department. Based on the results of that review specific job duties were added related to Deferred Maintenance duties. Some other minor changes were made relating to job title of supervisor.

RECOMMENDATION:

Administration recommends the Board approve the Facilities Coordinator job description as revised.

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **FACILITIES COORDINATOR**
Department: Facilities
Reports To: Assistant Superintendent, Business and Operations

SUMMARY:

Under the supervision of the Assistant Superintendent, Business and Operations, coordinates facilities planning activities related to new school construction, renovation or modernization of existing schools, relocatable classrooms and other support activities. The position plans, obtains of funding, coordinates, and monitors school district construction projects. The position requires a broad knowledge of the procedures, laws and technical requirements related to the field of school facilities planning and construction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Prepare OPSC, CDE, and DSA applications and submittals; process required forms for eligibility, funding, and continue to monitor projects through the process and closeout audits.
- * Process and review of environmental compliance documents.
- * Monitor project budgets within appropriate funds; verify expenditures per budget and contract; maintain up-to-date financial statements by project within fund; monitor cash flow; verify income and authorize expenditures in accordance with established limitations.
- * Monitor residential/commercial/industrial subdivision activities that affect the district. Participate in negotiations with property developers.
- * ~~Develop~~ Coordinates developer fee justification studies and School Facility Needs Analysis plans for the district.
- * Coordinate and develop short and long-range plans for the housing of students served by the district including enrollment projections. Update the annual student classroom capacity analysis utilizes to maximize local and State funds.
- * Coordinate the updates to the District's ~~Long-Range-Facility~~ Master Plan, working closely with the Assistant Superintendent on sources and uses of funds, status and schedule of construction and phasing of projects.
- * Serve as staff to any Independent Citizens Oversight Committees (ICOC), preparing minutes, agendas, reports, and coordinating the required annual fiscal and performance audits.
- * Responsible for the analysis, evaluation and acquisition of school sites.
- * Develop, monitor and update institutional Safety Plan; coordinate communication necessary between partner districts, community agencies and partnering stakeholders to ensure accuracy of Safety Plan.
- * Plan, coordinate and organize activities and flow of communications regarding institutional Safety Plan; obtain, explain and provide information to staff, administrators and others regarding Safety Plan functions, policies and procedures.
- * Develops, revises, implements and monitors the District's 5-year Deferred Maintenance Program.
- * Work with Business Services to maintain an accurate accounting of ~~physical property~~ District's fixed asset inventory control. Ensure that insurance, contract and accounting records are collected and maintained for fiscal and program audits.
- * Assist in the overall risk management process; monitor and review processes to ensure risk and compliance arrangements are in place; identify external and internal risks; evaluate the likely effects of risk; provide support and training to personnel.
- * Prepare notices, public information documents, and other information items, including resolutions, agenda items and documentation required for Board action.

7.6.1

- * Respond to technical questions and provide information regarding routine legal mandates, policies, regulations, and operational guidelines to the public and various public agencies.
- * Monitor school facilities legislation.
- * Initiates and answers telephone calls; makes appointments; composes correspondence; types from straight copy or draft letters, reports, bulletins, and memorandums, including material of a confidential nature; maintains files, compiles and prepares reports, and perform general clerical duties.
- * ~~Attend a variety of meetings as assigned.~~ Attends and conducts a variety of meetings as assigned; conducts pre-bid and pre-construction meetings.
- * Perform related duties as assigned.

KNOWLEDGE OF:

- * Theory, principles, and practice of facility planning, public education and administration, state architect approval process, bidding process, applicable codes, ordinances and regulations as relevant to assigned responsibilities.
- * School facility construction programs, codes, rules and regulations, requirements, and restrictions.
- * Construction industry procedures, practices, plans and specifications.
- * General management functions of planning and organization.
- * School district organization and operations.
- * Maintain professional relationship with public agencies responsible for the planning and development of the local area.
- * Computerized and manual maintenance work order systems.
- * Preventative maintenance planning.

OTHER SKILLS AND ABILITIES:

Write and speak effectively; establish and maintain effective working relations with all district personnel, public and private agencies; analyze situations and develop appropriate recommendations for action; initiate, plan and carry work through to completion without close supervision; operate computers; and willing to work additional hours periodically and travel locally.

EDUCATION and/or EXPERIENCE:

A minimum of one (1) year experience in facilities planning; prior work experience with a school district or county office of education working with school facilities essential.

Completion of Educational Facilities Planning Certificate Program through the University of California system, or equivalent, highly desirable.

Any combination of training and experience at a level to demonstrate the ability to perform the duties and responsibilities as described is qualifying.

LICENSES AND/OR TESTING REQUIRED:

If required to operate a vehicle during the course of employment, must possess a valid California Driver's license and evidence of insurability; TB test clearance; Criminal Justice Fingerprint Clearance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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. The noise level in the work environment is variable.

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

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

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

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SUBJECT:

Adopt Declaration of Need for
Fully Qualified Educators

AGENDA ITEM AREA:

Discussion/ Action

REQUESTED BY:

Ryan Davis
Director, Human Services

ENCLOSURES:

Yes

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

Each year the District must declare that there are an insufficient number of certificated persons who meet the District's employment criteria for the positions listed on the attached form. The declaration shall remain in force until June 30, 2014.

RECOMMENDATION:

Administration recommends adoption of the Declaration of Need for Fully Qualified educators.



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- ☒ Original Declaration of Need for year: 2013-2014
☐ Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Western Placer Unified School District District CDS Code: 66951

Name of County: Placer County CDS Code: 31

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 08 / 06 / 13 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► *Enclose a copy of the board agenda item*

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2014.

Submitted by (Superintendent, Board Secretary, or Designee):

Ryan Davis _____ Director of Human Services
Name *Signature* *Title*

916-645-6348 916-645-5293 08/17/2011
Fax Number *Telephone Number* *Date*

600 Sixth Street, Suite 400 Lincoln, CA 95648
Mailing Address

rdavis@wpusd.k12.ca.us
E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County N/A County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► *Enclose a copy of the public announcement*

Submitted by Superintendent, Director, or Designee:

N/A

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
E-Mail Address		

- This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	1
<input type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	0
List target language(s) for bilingual authorization:	
<input checked="" type="checkbox"/> Resource Specialist	1
<input checked="" type="checkbox"/> Teacher Librarian Services	1
<input type="checkbox"/> Visiting Faculty Permit	

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	0
Single Subject	2
Special Education	1
TOTAL	3

7.7.2

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

☐ Yes ☒ No

If no, explain. District is targeting fully credentialed teachers in all subject areas.

Does your agency participate in a Commission-approved college or university internship program?

☒ Yes ☐ No

If yes, how many interns do you expect to have this year? 1

If yes, list each college or university with which you participate in an internship program.

National University, Brandman (Chapman) University, Sacramento &

Chico State Universities, and Project Pipeline

If no, explain why you do not participate in an internship program.

**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:

Annual Assessment Accountability Report

AGENDA ITEM AREA:

Information

REQUESTED BY:

Mary Boyle
Deputy Superintendent Educational Services

ENCLOSURES:

Handouts at Meeting

DEPARTMENT:

Educational Services

FINANCIAL INPUT/SOURCE:

None

MEETING DATE:

August 6, 2013

ROLL CALL REQUIRED:

No

BACKGROUND AND SUMMARY:

STAR California Standards Test (CST) score results from April 2013 have been received from the California Department of Education (CDE). Individual student results have been mailed home and school/grade-level/course results have been distributed to school sites. The District is currently awaiting the release of Academic Performance Index (API) and Annual Yearly Progress (AYP) results for schools and for our district. CAHSEE (California High School Exit Exam) results for March and May have been received, as have AP (Advanced Placement) assessment results. We are awaiting results from our recent CAHSEE testing.

WPUSD overall CST results were relatively flat this year, with some dips in specific grade and subject areas. The percentage of students scoring Proficient or Advanced in English Language Arts is consistently high, with most grade levels being in the 60 – 70% proficiency range. Math scores were less consistent, with elementary grades yielding a 60 – 72% proficiency rate while middle and high school scores showed more variability. Elementary and middle school science scores remain high, in the 67 – 74% range. High school science and social studies scores were more variable. In the areas of CAHSEE and AP testing, our high schools showed impressive gains, with 91% of 10th grade students scoring proficient in ELA and 94% in Math. In AP testing, LHS students showed an impressive 61% pass rate, with huge AP class enrollment increases. District and Site API's and AYP's will be based upon these ELA and Math scores; high school AYP will also consider CAHSEE and graduation rate results.

District/site administrators and site teaching staff, will work together to analyze these assessment results, and disaggregate the data to study the achievements of our students by grade, course and subgroup. Where scores improved, we will celebrate. Where scores dipped, we will analyze what may have changed that led to the dip and strategize toward improvements. We will share AYP and API information once it is available.

RECOMMENDATION:

Information only.
