

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

**MEMBERS OF THE GOVERNING BOARD**

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

**DISTRICT ADMINISTRATION**

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

**STUDENT ENROLLMENT**

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

**State Preschool**

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

**Pre-K/Special Ed**

Foskett 13  
 FSS PPIP 65

**Adult Education** 366

**First-5 Program**

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

**GLOBAL DISTRICT GOALS**

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

Western Placer Unified School District  
**Regular Meeting of the Board of Trustees**  
April 3, 2012, 7:00 P.M.  
LINCOLN HIGH SCHOOL – Performing Arts Building  
790 J Street, Lincoln, CA 95648

## AGENDA

**2011-2012 Goals & Objectives (G & O) for the Management Team:** Component I: Quality Student Performance; Component II: Curriculum Themes; Component III: Special Student Services; Component IV: Staff & Community Relations; Component V: Facilities/Administration/Budget.

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

### **5:40 P.M. START**

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

### **5:45 P.M.**

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

#### **2.1 PERSONNEL**

##### **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Public Employee Discipline/Dismissal/Release

#### **2.2 CONFERENCE WITH LABOR NEGOTIATOR**

Bargaining groups: WPTA & CSEA Negotiations

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

#### **2.3 INTERDISTRICT ATTENDANCE APPEAL**

- a. Interdistrict Request Appeal 12/13 - 5
- b. Interdistrict Request Appeal 12/13 - 6
- c. Interdistrict Request Appeal 12/13 – 7
- d. Interdistrict Request Appeal 12/13 – 8
- e. Interdistrict Request Appeal 12/13 – 9

### **7:00 P.M.**

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

#### **3.1 PERSONNEL**

##### **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Public Employee Discipline/Dismissal/Release

April 3, 2012

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**3.2 CONFERENCE WITH LABOR NEGOTIATOR**

Bargaining groups: WPTA & CSEA Negotiations

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

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

Joyce Lopes, Assistant Superintendent of Business Services

**3.3 INTERDISTRICT ATTENDANCE APPEAL**

a. Interdistrict Request Appeal 12/13 - 5

b. Interdistrict Request Appeal 12/13 - 6

c. Interdistrict Request Appeal 12/13 - 7

d. Interdistrict Request Appeal 12/13 - 8

e. Interdistrict Request Appeal 12/13 - 9

**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:

- March 6 & March 20, 2012 Regular Board of Trustee Meeting

4.2 Approval of Warrants

4.3 Classified Personnel Report

*Roll call vote:*

**5. COMMUNICATION FROM THE PUBLIC**

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

**6. REPORTS & COMMUNICATION**

6.1 Lincoln High School, Student Advisory – Isabella Franco

6.2 Western Placer Teacher's Association – Mike Agrippino

6.3 Western Placer Classified Employee Association – Mike Kimbrough

6.4 Superintendent - Scott Leaman

**7. ♦ACTION ♦DISCUSSION ♦INFORMATION**

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

**7.1 Information** **TRANSITIONAL KINDERGARTEN (TK) UPDATE** - Boyle (11-12 G & O Component I, II, III, V, IV)

•California's budget crisis has resulted in a confusing roller coaster ride for families of incoming kindergarteners with fall birthdays and for school districts

as the planning for the new Transitional Kindergarten program has developed. Transitional Kindergarten (TK) was to be the new program intended for children with November 2 – December 2 birthdays who missed the new November 1 cutoff date for turning five for kindergarten enrollment in the 2012 – 2013 school year. WPUSD had been moving forward with planning for Transitional Kindergarten until January, when the Governor's budget essentially eliminated the program, stating there would be no funding for Senate Bill 1381 which was passed in 2010, amending California Education Code to change the required birthday for admission to kindergarten and first grade. Legal experts have now weighed in, and WPUSD is back on track for offering Transitional Kindergarten in the fall.

**7.2 Information** **LHS/ROP COLLEGE CAREER CAMP - Boyle** *(11-12 G & O Component I, II, III, V, IV)*

- Lincoln High School is host to many excellent academic and Career Technical Education (CTE) programs which support the rigorous new Common Core State Standards, adopted by California in 2010. The standards, developed in collaboration with a variety of stakeholders including content experts, states, teachers, school administrators, and parents, and adopted by 48 states, establish clear and consistent goals for learning that will prepare America's students for success in college and work. Knowing that the transition from middle school to high school can be challenging for students and that students need assistance in establishing their career goals, Lincoln High School is teaming with Placer County Regional Occupation Program (ROP) to offer an ROP Career Camp during the first week of summer for district students who have completed grades six through eight.

**7.3 Information** **LINCOLN HIGH SCHOOL WASC – MIDTERM PROGRAM REPORT - Boyle** *(11-12 G & O Component I, II, III, V, IV)*

- Every six years, California public high schools participate in an accreditation process through the Western Association of Schools and Colleges (WASC), one of six regional accrediting associations in the United States. The WASC Accrediting Commission for Schools provides rigorous accreditation services for public, independent, church-related, and proprietary schools in California; additional WASC commissions provide accreditation services for community colleges and universities. In December 2002, UC faculty approved a policy that requires all California public and private high schools to be WASC-accredited (or a candidate for accreditation) in order to establish and/or maintain an "a-g" course list of courses that meet UC entry criteria. WASC accreditation certifies to the public that the school is a trustworthy institution of learning; validates the integrity of a school's program and student transcripts; fosters improvement of the school's programs and operations to support student learning, and integrates with the school's required Single Plan for Student Achievement (SPSA).

**7.4 Action** **APPROVE RESOLUTION NO. 11/12 16 RE TRANSITION PARTNERSHIP PROGRAM - Boyle** *(11-12 G & O Component I, II, III, V, IV)*

- The Transition Partnership Program (TPP) extends special education transitional support services to special education students who are completing their high school education and entering the world of work. Western Placer



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Unified School District applied for and received a grant from the State of California Department of Rehabilitation to provide for these transition services.

*Roll call vote:*

**7.5 Action      APPROVE PURCHASE OF MAINTENANCE VEHICLE - Lopes**

*(11-12 G & O Component V, IV)*

● In August 2011, a maintenance vehicle was totaled in an accident. After applying the district's deductible, School's Insurance Group reimbursed the district \$7771 for the totaled vehicle. After reviewing multiple quotes, the Maintenance Department selected a vehicle that includes an upgraded SX package and heavy duty options. The Maintenance Department is requesting approval to purchase the new vehicle.

**7.6 Action      DISPOSAL OF SURPLUS ITEMS - Lopes *(11-12 G & O Component II, V, IV)***

● Board Policy 3270 provides that the Board of Trustees may authorize the disposal of surplus equipment when the equipment becomes unusable, obsolete or no longer needed.

The attached list of items have been determined to be unusable, obsolete or no longer needed and the district desires to dispose of these items online through The Public Group, LLC., which is designed to ensure compliance with state regulations and policies

**7.7 Action      INCREASE TRANSPORTATION FEES - Lopes *(11-12 G & O Component III, V, IV)***

● The Governor's January Budget Proposal for 2012-13 includes a plan to eliminate all state funding for pupil transportation; thus, the full cost of home to school transportation will be borne by the General Fund. In order to partially offset the impact to the general fund, Administration is proposing approximately a 10 percent increase to the cost of bus passes.

**7.8 Action      ADOPTION OF NEW AND REVISED POLICIES, REGULATIONS AND EXHIBITS – Leaman *(11-12 G & O Component I, II, III, IV, V)***

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

- AR/E 0420.5 Transportation Fees
- AR/E 3310 Purchasing
- BP 5030 Student Wellness
- E 5111.11 Caregiver Authorization Affidavit
- AR 5121 Grades/Evaluation of Student Achievement

**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

**April 3, 2012**

**Agenda**

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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):

- April 17, 2012 7:00 P.M., Regular Meeting of the Board of Trustee, Carlin C. Coppin Elementary School
- May 1, 2012 7:00 P.M., Regular Meeting of the Board of Trustee, Lincoln High School
- May 15, 2012 7:00 P.M., Regular Meeting of the Board of Trustee, Twelve Bridges Middle 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

**Posted: 033012**

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**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, April 3, 2012

Time: 5:45 P.M.

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

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

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

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

**DISTRICT GLOBAL GOALS**

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

**SUBJECT:**

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/  
RELEASE

**AGENDA ITEM AREA:**

Closed Session

**REQUESTED BY:**

Board of Trustees

**ENCLOSURES:**

No

**DEPARTMENT:**

Ryan Davis  
Director of Human Services

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

April 3, 2012

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

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

**RECOMMENDATION:**

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

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

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

**DISTRICT GLOBAL GOALS**

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

**SUBJECT:**

Bargaining Groups:  
WPTA & CSEA Negotiations  
Agency Negotiators:  
Scott Leaman, Superintendent  
Mary Boyle, Deputy Superintendent  
Ryan Davis, Director of Human Services  
Joyce Lopes, Assistant Superintendent  
of Business Services

**AGENDA ITEM AREA:**

Disclosure of action taken in  
closed session

**REQUESTED BY:**

Ryan Davis  
Director of Human Services

**ENCLOSURES:**

No

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

April 3, 2012

**ROLL CALL REQUIRED:**

No

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**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**

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:**

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:**

April 3, 2012

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

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

- Interdistrict Request Appeal 12/13 - 5
- Interdistrict Request Appeal 12/13 - 6
- Interdistrict Request Appeal 12/13 - 7
- Interdistrict Request Appeal 12/13 - 8
- Interdistrict Request Appeal 12/13 - 9

**ADMINISTRATION RECOMMENDATION:**

Disclose any action taken.



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**CONSENT**

**AGENDA**

**ITEMS**

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

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

**DISTRICT GLOBAL GOALS**

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

- March 6, & 20, 2012 Regular Board Mtgs.

**AGENDA ITEM AREA:**

CONSENT AGENDA

**REQUESTED BY:**

Scott Leaman,  
Superintendent

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Administration

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

April 3, 2012

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

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

- March 6, & 20, 2012 Regular Board Meetings

**RECOMMENDATION:**

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

Western Placer Unified School District  
**Regular Meeting of the Board of Trustees**  
March 20, 2012, 7:00 P.M.  
CREEKSIDE OAKS ELEMENTARY SCHOOL – Cafeteria  
2030 First Street, Lincoln, CA 95648

## MINUTES

**2011-2012 Goals & Objectives (G & O) for the Management Team:** Component I: Quality Student Performance; Component II: Curriculum Themes; Component III: Special Student Services; Component IV: Staff & Community Relations; Component V: Facilities/Administration/Budget.

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

### **5:55 P.M. START**

#### **1. CALL TO ORDER – Creekside Oaks Elementary School – Cafeteria**

#### **MEMBERS PRESENT:**

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

#### **OTHERS PRESENT:**

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

### **6:00 P.M.**

#### **2. CLOSED SESSION – Creekside Oaks Elementary School – Library**

##### **2.1 PERSONNEL**

##### **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Public Employee Discipline/Dismissal/Release

##### **2.2 CONFERENCE WITH LABOR NEGOTIATOR**

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

##### **2.3 INTERDISTRICT ATTENDANCE APPEAL**

- a. Interdistrict Request Appeal 12/13 - 1
- b. Interdistrict Request Appeal 12/13 - 2
- c. Interdistrict Request Appeal 12/13 - 3

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- d. Interdistrict Request Appeal 12/13 - 4

**7:00 P.M.**

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

**3.1 PERSONNEL**

**PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**  
Public Employee Discipline/Dismissal/Release

No action was taken.

**3.2 CONFERENCE WITH LABOR NEGOTIATOR**

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

No action was taken.

**3.3 INTERDISTRICT ATTENDANCE APPEAL**

- a. Interdistrict Request Appeal 12/13 - 1

Motion by Mrs. Wyatt, seconded by Mr. Long, passed by a 5-0 vote to  
approve transfer appeal.

- b. Interdistrict Request Appeal 12/13 - 2

Motion by Mr. Carras, seconded by Mr. Haley to approve, passed by a 3-2  
vote to approve transfer appeal, no votes by Long, Wyatt

- c. Interdistrict Request Appeal 12/13 - 3

Motion by Mr. Long, seconded by Mr. Haley, passed by a 5-0 vote to deny  
transfer appeal.

- d. Interdistrict Request Appeal 12/13 - 4

Motion by Mr. Haley, seconded by Mr. Armitage to approve the appeal,  
motion failed and the transfer appeal was denied on 2-3 votes. No votes by  
Long, Carras, Wyatt

**4. SPECIAL ORDER OF BUSINESS**

School Being Featured: Creekside Oaks Elementary School

Mr. Pickett welcomed everyone to the Creekside Oaks presentation. He introduced Mrs. Pellegrino, First grade teacher who talked about her love for poetry, and had the following First grade students read their poem:

4.1.2

March 20, 2012

Minutes

- Brydon Jones – My Shadow
- Mikie McCarty – Playing at Recess
- Kailee Gage – Funny Pup
- MarLanna Everts – Backpacks
- Yuliza Farias – Messy Room
- Drew Hartman – I'm Thankful
- Samantha Weishahn – My Shadow
- Leea Smith – Lunch

The students also received Certificates of Recognition for reading their poems at the Board Meeting. Mr. Pickett then introduced Lisa Olmo, Second grade teacher who presented a power point on the "Recess Rangers Program". She introduced students who participated and helped run the program. They shared their purpose; how it has helped other students, and the difference it has made on the playground.

**5. CONSENT AGENDA****5.1 Approve Student Discipline/Stipulated Expulsion for student #11-12 S.**

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

**6. COMMUNICATION FROM THE PUBLIC**

**Delfino Vazquez** a student of the Adult Education class questioned. What benefits do the students have if classes are cut? Why does government want to cut their education? He pleaded with the board not to cut the program. He thanked the board, and asked for their support.

**Ramey Dern** ask the board to please save Adult Education, it's a low budget program. She asked the board to please give her students hope.

**Mr. Carras** asked the cost to run Adult Education? The cost is about \$50,000.00.

**7. REPORTS & COMMUNICATION****7.1 Lincoln High School, Student Advisory – Isabella Franco**

- High School Choir is going to Disneyland on Thursday
- It's Spirit week and this Friday is the Sadie Hawkins dance
- Ashton Oregon trip next Thursday
- Robotics went to U.C Davis this past weekend.
- AP classes have been signups for the past few months
- Physics club is preparing for the Expo fair
- Field Trip to Six flags
- Prom will be April 28th

**7.2 Western Placer Teacher's Association – Mike Agrippino had no report****7.3 Western Placer Classified Employee Association – Mike Kimbrough had no report****7.4 Superintendent - Scott Leaman**

- Thanked Creekside Oaks staff for the presentation

4.1.3

- Still working with budget reductions
- Thanked both Associations as we continue to work on the budget.

8. ♦ACTION ♦DISCUSSION ♦INFORMATION

8.1 Discussion/ APPROVE RESOLUTION NO. 11/12.14 REGARDING  
Action AUTHORIZATION TO TEACH ASSIGNED SUBJECTS – Davis (11-12 G & O I, II, IV, V)

•Pursuant to Education Code 44256(b), and in order to ensure proper credentialing for one of our assignments the District administration is making a recommendation that the Board approve Resolution No. 11/12.14 which will allow one certificated teacher to teach in a Social Science departmentalized setting at grades 7 and 8 at Glen Edwards Middle School for the 2012-2013 school year. The teacher has consented to this assignment.

Ryan Davis presented the Resolution allowing a certificated teacher to teach Social Science in a departmentalized setting for grades 7<sup>th</sup> and 8<sup>th</sup> at Glen Edwards Middle School during the 2012-2013 school year. Motion by Mr. Carras, seconded by Mr. Long, and passed by a 5-0 roll call vote to approve Resolution No. 11/12.14 authorizing assignment change. Roll call vote: Long, Wyatt, Carras, Haley, Armitage

8.2 Discussion/ CONSIDER APPROVING REVISED JOB DESCRIPTION FOR  
Action SCHOOL SECRETARY I POSITION – Davis (11-12 G & O 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 School Secretary I position to correct some of the essential job duties. The District administration worked with CSEA to bring forward the enclosed job description. There is no financial impact as a result of this change.

After some discussion there was a motion by Mr. Carras, seconded by Mr. Haley, and passed by a 5-0 vote to approve the revised job description for School Secretary I position.

8.3 Action ADOPTION OF NEW AND REVISED POLICIES, REGULATIONS  
AND EXHIBITS – Leaman (11-12 G & O Component I, II, III, IV, V)

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

- BP/AR 0420.5 – School-Based Decision Making
- BP 1150 – Commendations and Awards
- BP/AR 1250 – Visitors/Outsiders
- BP 1330.1 – Joint Use Agreements
- BP 3510 – Green School Operations
- AR 4217.3 - Layoff/Rehire
- BB/E 9270 - Conflict of Interest

Motion by Mr. Carras, seconded by Mrs. Wyatt, and passed by a 5-0 vote to approve policies being presented.

4.1.4

**8.4 Action**      **APPROVE RESOLUTION NO. 11/12.15 ADOPTING A CONFLICT OF INTEREST CODE** – Leaman (11-12 G & O IV, V)

- The Board of Trustees is required to approve Resolution Adopting a Conflict of Interest Code which is requested and approved in Bylaws of the Board.

Motion by Mr. Long, seconded by Mr. Carras, and passed by a 5-0 roll call vote to approve Resolution No. 11/12.15 adopting a Conflict of Interest Code. Roll call vote: Wyatt, Carras, Haley, Long, Armitage

**8.5 Information/ Discussion**      **INTERDISTRICT AGREEMENT PROCESS** – Leaman (11-12 G & O Component I, II, III, IV, V)

- A discussion concerning the interdistrict process, specifically the step between the district office and board appeal, will take place.

Mr. Leaman reported we are currently looking at Interdistrict Transfers for the 2012-13 school year. Administration has been looking into at a bus route from Cade Vadera, to Lincoln High School there has been discussion discussion on current Interdistrict transfers and unique situations that have come up due to the denials. After some discussion regarding transfer denials, the board recommended that Mr. Leaman continue the process that is currently in place regarding how to handle the interdistrict situations.

**8.6 Action**      **SECOND INTERIM REPORT** - Lopes (11-12 G & O Component I, III, IV, V)

- The district's Board of Trustees shall certify in writing whether or not the district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as positive, qualified, or negative, pursuant to standards and criteria adopted by the State Board of Education (EC §33127).

The district will implement \$5.75 million in budget reductions for the 2012-13 to retain a positive certification. The Board of Trustees approved those reductions at the February 28, 2012, Board of Trustees meeting; \$3.25 million in on-going reductions and \$2.5 million in one-time reductions. The district will need to implement \$6.86 million in budget reductions for 2013-14; \$2.5 to cover the one-time reductions in 2012-13 and \$4.36 to cover the remaining deficit spending.

In certifying the 2011-12 Second Interim report as positive, the Board confirms its fiduciary responsibility to maintain fiscal solvency for the current and subsequent two fiscal years.

Joyce Lopes shared a power point presentation, and reviewed the following:

- State Economic Conditions
- Changes since October 2011
- First Interim vs. Second Interim
- Major changes to Fund Balance 2011-12 1<sup>st</sup> Interim to 2<sup>nd</sup> Interim
- Major changes to Fund Balance 2011-12 1<sup>st</sup> Interim to 2<sup>nd</sup> Interim
- Multiple Year Projections

- Multiple Year Assumptions
- Multiple Year Expenditure Assumptions
- 2012-13 Budget Reductions
- Multi-Year Projections
- Utilize other Funds for Cash Flow
- 2013-14 Budget Reductions
- 2013-14 Budget
- Budget Reductions
  - Need to achieve balanced budget by 2013-14
  - Reconvene Budget Committee September 2012
  - Target \$6.8 million reductions for 2013-14
  - Watch state budget changes closely and adjust budget reductions accordingly

Motion by Mr. Carras, seconded by Mrs. Wyatt, and passed by a 5-0 vote to approve the Second Interim Report.

**9. FUTURE AGENDA ITEMS**

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

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

**9.1 BOARD MEMBER REPORTS/COMMENTS**

**Mr. Haley** had no comment

**Mr. Long** had no report

**Mrs. Wyatt** shared how proud she to be a part of this district for so many years. She enjoyed the first graders speaking tonight.

**Mr. Carras** had no report

**Mr. Armitage** had no report

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

The President will establish the following meeting(s):

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

**11. ADJOURNMENT**

There being no further business the meeting was adjourned at 8:20 p.m.

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**Damian Armitage, Board President**

4.1.6



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**Brian Haley, Clerk**

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**Scott Leaman, Superintendent**

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**Rosemary Knutson, Secretary to the  
Superintendent**

**Adopted:**

**Ayes:**

**Noes:**

**Absent:**

<p><b>BOARD BYLAW 9320:</b> Individuals requiring disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing at least two days prior to meeting date. (American Disabilities Act) Government Code 54954.1</p>
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Western Placer Unified School District  
**Regular Meeting of the Board of Trustees**  
March 6, 2012, 7:00 P.M.  
LINCOLN HIGH SCHOOL – Performing Arts Building  
790 J Street, Lincoln, CA 95648

## MINUTES

**2011-2012 Goals & Objectives (G & O) for the Management Team:** Component I: Quality Student Performance; Component II: Curriculum Themes; Component III: Special Student Services; Component IV: Staff & Community Relations; Component V: Facilities/Administration/Budget.

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

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

Paul Long, Member

**OTHERS PRESENT:**

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

**6:25 P.M. START**

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

**6:30 P.M.**

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

- 2.1 **PERSONNEL**

- PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

- Public Employee Discipline/Dismissal/Release

- 2.2 **CONFERENCE WITH LABOR NEGOTIATOR**

- Bargaining groups: WPTA & CSEA Negotiations

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

4.1.8

**7:00 P.M.**

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

High School Performing Arts Building

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

**3.1 PERSONNEL**

**PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Public Employee Discipline/Dismissal/Release

No action taken

**3.2 CONFERENCE WITH LABOR NEGOTIATOR**

Bargaining groups: WPTA & CSEA Negotiations

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

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

Joyce Lopes, Assistant Superintendent of Business Services

No action taken

**4. CONSENT AGENDA**

**4.1 Approval of Meeting Minutes for:**

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

**4.2 Approval of Warrants**

**4.3 Classified Personnel Report**

**4.4 Certificated Personnel Report**

**4.5 Approve Student Discipline/Stipulated Expulsion for students #11-12 R & S.**

**4.6 Agreement for Audit Services with Crowe Horwath, LLP.**

Student #11-12 S was pulled from item 4.5 of the consent agenda as per Mr. Armitage.

Motion by Mrs. Wyatt, seconded by Mr. Carras, and passed by a 4-0 roll call vote to

approve consent agenda. Roll call vote: Haley, Wyatt, Carras, Armitage

**5. COMMUNICATION FROM THE PUBLIC**

**Mike Broyer** spoke in reference to a Lincoln Newspaper article regarding the \$750,000 wetlands transfer and had some concerns. He has received clarification of the transfer and feels comfortable with the decision. He then thanked the board and commended them for the hard decisions that have had to be made. He reported the Farm Foundation will continue in maintain the funds.

**David Inderkum** spoke regarding the National History class at Lincoln high that is being considered for one of the reductions. He shared that over the past 10 years, the Foundation has given \$70,000 dollars. Students receive \$500.00 scholarships for the wood duck program. Money is raised through annual fundraisers to raise money for the scholarships. The foundation is very concerned the National History class will be cut. He shared his support of the program and would like to see it continue. The Foundation only focuses in the Lincoln area.

41-9

6. **REPORTS & COMMUNICATION**

- 6.1 Lincoln High School, Student Advisory – Isabella Franco was not present.
- 6.2 Western Placer Teacher's Association – Mike Agrippino will speak later
- 6.3 Western Placer Classified Employee Association – Mike Kimbrough was absent
- 6.4 Superintendent - Scott Leaman reported:
  - The Interdistrict Transfer process has began for 2012-13, appeals will be brought to the next board meeting.
  - Looking at budget issues
  - Next meeting will be at Creekside Oaks

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

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

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

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

Ryan Davis reported on the MOU being presented, he reviewed the significance of concessions being made and how this has helped in achieving a balanced budget.

**Paul Carras** shared he brags to other districts about how well both associations have worked together with our district during theses difficult times.

**Mike Agrippino** asked the Board of Trustees to consider approving the MOU. WPTA is saddened that we have had to take such concessions. These are significant concessions and WPTA pledges to do what it can, and we should be proud. We encourage you to approve the MOU tonight. Motion by Mr. Haley, seconded by Mrs. Wyatt and passed by a 4-0 vote to approve the MOU as presented.

7.2 Action **ADOPTION OF NEW AND REVISED POLICIES, REGULATIONS**  
**AND EXHIBITS – Leaman** (11-12 G & O Component I, II, III, IV, V)

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

- BP/AR 3110 Transfer of Funds – *Delete/New*
- BP/AR 3511 Energy and Water Conservation
- BP/AR 3515.4 Recovery for Property Loss or Damage
- BP/AR 3580 District Records

4.1.10

- AR 4112.23 Special Education Staff
- BP/AR 5121 Grades/Evaluation of Student Achievement
- BP 5131.5 Vandalism, Theft and Graffiti
- AR 6116 Classroom Interruptions
- BP 6145 Extracurricular and Cocurricular Activities
- BP 6146.1 High School Graduation Requirements
- BP/AR 6161.1 Selection and Evaluation of Instructional Materials
- E 6161.1 Selection and Evaluation of Instructional Materials-*NEW*
- AR 6173.1 Education for Foster Youth

Motion by Mr. Carras, seconded by Mr. Haley and passed by a 4-0 vote to approve Policies, Regulations and Exhibits as presented.

**7.3 Action**      **CSBA DELEGATE ASSEMBLY ELECTION– Leaman** *(11-12 G & O Component I, II, III, IV, V)*

CSBA request the Board of Trustees take action to elect a representative to CSBA Delegate Assembly from our region or subregion. The board as a whole may vote for one candidate for the vacancy of the Subregion 4-D, which covers (Nevada, Placer, Sierra Counties). The ballot must be submitted by March 15, 2012.

Mr. Leaman reported that CSBA requests the Board of Trustees take action to elect a representative to the CSBA Delegate Assembly. Motion by Mr. Haley, seconded by Mrs. Wyatt and passed a 4-0 vote to elect Lynn MacDonald from Placer Union as a Delegate.

**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

Mr. Armitage requested after Kindergarten Registration, he would like to see how many Kindergartners are being transferred from Lincoln Crossing to other school sites.

**8.2 BOARD MEMBER REPORTS/COMMENTS**

Mrs. Wyatt reported that "Learn to Earn" is going well at Creekside Oaks and 15 new students have been added every week. She thanked Mr. Agrippino, it being a very emotional time for everyone.

Mr. Haley ditto to Kris's comments and keep up the good work.

Mr. Carras what you have done to those teacher in the classrooms, you have not sacrificed your young, you are far ahead of everyone else, he thanked all the teachers, it makes a difference.

4,1,11

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

The President will establish the following meeting(s):

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

**10. ADJOURNMENT**

There being no further business the meeting was adjourned at 7:28

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**Damian Armitage, Board President**

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**Brian Haley, Clerk**

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**Scott Leaman, Superintendent**

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**Rosemary Knutson, Secretary to the Superintendent**

**Adopted:**

**Ayes:**

**Noes:**

**Absent:**

<p><b>BOARD BYLAW 9320:</b> Individuals requiring disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing at least two days prior to meeting date. (American Disabilities Act) Government Code 54954.1</p>
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4.1.12

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

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

**DISTRICT GLOBAL GOALS**

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

**SUBJECT:**  
Approval of Warrants

**AGENDA ITEM AREA:**  
Consent Agenda

**REQUESTED BY:**  
Joyce Lopes  
Assistant Superintendent of Business Services

**ENCLOSURES:**  
Warrants may be found at  
[www.wpusd.k12.ca.us](http://www.wpusd.k12.ca.us)

**DEPARTMENT:**  
Business Services

**FINANCIAL INPUT/SOURCE:**  
N/A

**MEETING DATE:**  
April 3, 2012

**ROLL CALL REQUIRED:**  
No

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**BACKGROUND:**

The Board of Trustees will consider approval of warrants paid since the March 6, 2012 board meeting.

**RECOMMENDATION:**

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

Checks Dated 03/23/2012					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85240540	03/23/2012	APPLE INC.	01-4400		769.97
85240541	03/23/2012	BANK OF AMERICA #0287 BUSINESS CARD	01-4300		503.59
85240542	03/23/2012	BUREAU OF EDUCATION & RESEARCH	01-5200		225.00
85240543	03/23/2012	CITRUS HEIGHTS SAW & MOWER	01-4365		879.14
85240544	03/23/2012	CITY OF LINCOLN - ALARM PRGM LINCOLN POLICE DEPARTMENT	01-5800		20.00
85240545	03/23/2012	CUSTOM INK.COM	01-4300	363.79	
			Unpaid Sales Tax	24.59-	339.20
85240546	03/23/2012	CYBERGUYS!	01-4300		149.98
85240547	03/23/2012	DELTA EDUCATION INC	01-4100		737.08
85240548	03/23/2012	GRAINGER .	01-4300		306.27
85240549	03/23/2012	HOME DEPOT	01-4300		576.69
85240550	03/23/2012	HORIZON	01-4300		507.59
85240551	03/23/2012	Loomis Union School Dist	01-4300		280.00
85240552	03/23/2012	LOY MATTISON DBA LOY MATTISON ENTERPRISES	01-5800		285.00
85240553	03/23/2012	PACIFIC GAS & ELECTRIC CO	01-5510		1,282.09
85240554	03/23/2012	PLATT ELECTRIC SUPPLY, INC.	01-4300		82.96
85240555	03/23/2012	RSD - REFRIGERATION SUPPLIES	01-4300		208.28
85240556	03/23/2012	SAC VAL JANITORIAL SALES	01-4300		47.11
85240557	03/23/2012	SAFEWAY INC	01-4300		122.55
85240558	03/23/2012	SCHOOL SPECIALTY INC	01-4300		219.70
85240559	03/23/2012	WESTERN BLUE AN NWN COMPANY	01-4400	1,188.82	
			01-5800	3,464.18	4,653.00
85240560	03/23/2012	ZEP SALES & SERVICE	01-4300		211.71
85240561	03/23/2012	Rene McGrath	01-4300		69.90
85240562	03/23/2012	ACCREDITING COMMISSION	01-4300		750.00
85240563	03/23/2012	AIRGAS	01-4300		178.65
85240564	03/23/2012	ALERT SERVICES INC	01-4300		5.81
85240565	03/23/2012	ANDREW GILLESPIE CUSTOM HAY	01-4300		425.60
85240566	03/23/2012	ASCA AMERICAN SCHOOL COUNSELOR	01-5300		115.00
85240567	03/23/2012	BANK OF AMERICA #3024	01-4300	374.41	
			01-5200	183.60	558.01
85240568	03/23/2012	BARNES & NOBLE BOOKSTORES	01-4300		302.66
85240569	03/23/2012	BEYOND PLAY LLC	01-4300		151.10
85240570	03/23/2012	CALTRONICS BUSINESS SYSTEMS	01-4300		63.39
85240571	03/23/2012	CLASSROOM DIRECT.COM	01-4300		503.82
85240572	03/23/2012	DIRECT PRESS 2	01-4300		275.55
85240573	03/23/2012	EASY GRAMMAR SYSTEMS	01-4300	31.75	
			Unpaid Sales Tax	1.80-	29.95
85240574	03/23/2012	EDUCATORS PUBLISHING SERVICE	01-4300		179.09
85240575	03/23/2012	FOLLETT LIBRARY RESOURCES	01-4300		4,030.89
85240576	03/23/2012	FOLSOM CITY ZOO	01-5800		492.00
85240577	03/23/2012	FORESTRY SUPPLIERS INC	01-4300	172.54	
			Unpaid Sales Tax	10.85-	161.69
85240578	03/23/2012	FUTURE FARMERS OF AMERICA CALIFORNIA ASSOCIATION	01-4300	2,105.27	

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.

ESCAPE ONLINE  
Page 1 of 3



Checks Dated 03/23/2012					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
			Unpaid Sales Tax	139.27-	1,966.00
85240579	03/23/2012	Gold discovery Park Assoc.	01-5800		342.00
85240580	03/23/2012	JONES SCHOOL SUPPLY CO INC	01-4300	1,329.59	
			Unpaid Sales Tax	85.74-	1,243.85
85240581	03/23/2012	MOUNTAIN MATH/LANGUAGE LLC	01-4300	377.41	
			Unpaid Sales Tax	25.51-	351.90
85240582	03/23/2012	MUSIC PRODUCTS INC	01-4300	114.17	
			Unpaid Sales Tax	6.97-	107.20
85240583	03/23/2012	NASCO MODESTO	01-4300		301.63
85240584	03/23/2012	NATIONAL GEOGRAPHIC EXPLORER	01-4300		29.95
85240585	03/23/2012	OFFICE DEPOT	01-4300		1,780.06
85240586	03/23/2012	PCOE	01-4300	201.25	
			01-5200	750.00	951.25
85240587	03/23/2012	PESI HEALTHCARE A COMPANY OF CMI EDUCATION INSTITUTE, INC.	01-5200		369.99
85240588	03/23/2012	PLACER COUNTY MUSEUMS DIVISION	01-5800		970.00
85240589	03/23/2012	POSTMASTER / CCC	01-4300		225.00
85240590	03/23/2012	PURCHASE POWER	01-4300		2,051.71
85240591	03/23/2012	RAY MORGAN CO. / CHICO	01-4300		330.62
85240592	03/23/2012	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		477.00
85240593	03/23/2012	ROSEVELT FUEL	01-4300		1,820.88
85240594	03/23/2012	SAFEWAY INC	01-4300		212.43
85240595	03/23/2012	SCHOOL MATE	01-4300	717.50	
			Unpaid Sales Tax	42.50-	675.00
85240596	03/23/2012	SCHOOL SPECIALTY INC	01-4300		170.34
85240597	03/23/2012	SIERRA HAY & FEED	01-4300		95.76
85240598	03/23/2012	SIERRA OFFICE SUPPLIES &	01-4300		52.31
85240599	03/23/2012	SPORT CHALET	01-4300		994.57
85240600	03/23/2012	STAR EDUCATION	01-5800		1,000.00
85240601	03/23/2012	SURVEILLANCE SYSTEM INT	01-5600		190.00
85240602	03/23/2012	THEATREWORKS/USA BOX OFFICE	01-5800		578.00
85240603	03/23/2012	TONYA SHULTS	01-4300		3,402.78
85240604	03/23/2012	VERIZON WIRELESS	01-4300		228.06
85240605	03/23/2012	WESTERN BLUE AN NWN COMPANY	01-4300	519.09	
			01-4400	587.15	1,106.24
85240606	03/23/2012	"DANIELSEN COMPANY, THE"	13-4380	216.81	
			13-4710	2,775.78	
			Unpaid Sales Tax	4.05-	2,988.54
85240607	03/23/2012	CROWN DISTRIBUTING INC.	13-4380		660.94
85240608	03/23/2012	ED JONES FOOD SERVICE	13-4710		5,286.97
85240609	03/23/2012	K&K AMERICA CORPORATION DBA HUBERT COMPANY LLC	13-4300		58.86
85240610	03/23/2012	PIZZA GUYS	13-4710		1,282.73
85240611	03/23/2012	PROPACIFIC FRESH	13-4710		317.05
85240612	03/23/2012	SARA LEE	13-4710		584.53
85240613	03/23/2012	SYSCO SACRAMENTO	13-4380	76.59	
			13-4710	1,390.26	1,466.85

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.

ESCAPE ONLINE  
Page 2 of 3

4.2.2

## Checks Dated 03/23/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85240614	03/23/2012	VENDMART OF SACRAMENTO	13-4710		1,800.37
Total Number of Checks				75	57,171.39

## Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	66	43,061.78
13	Cafeteria Fund	9	14,450.89
Total Number of Checks		75	57,512.67
Less Unpaid Sales Tax Liability			341.28-
Net (Check Amount)			57,171.39

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 03/21/2012					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85239776	03/21/2012	Leah M. Contaxis	01-5200		39.52
85239777	03/21/2012	Robert T. Lyons	01-4300		90.09
85239778	03/21/2012	Deborah J. McKinnon	01-5200		24.42
85239779	03/21/2012	Maria M. Milhous	01-4300		47.40
85239780	03/21/2012	Gurbinder K. Nijjar	01-5200		363.08
85239781	03/21/2012	Pamela L. Parker	01-5200		186.48
85239782	03/21/2012	Lauren M. Quinn	01-5200		80.48
85239783	03/21/2012	BANK OF AMERICA #3819	01-4300	138.58	
			01-5200	216.26	
			01-5800	30.00	384.84
85239784	03/21/2012	C & S TELECOMMUNICATIONS INC	01-5800		110.00
85239785	03/21/2012	C.A.S.H. COALITION FOR	01-5200		1,266.00
85239786	03/21/2012	CDE - CALIF DEPT OF EDUCATION	01-4300		338.57
85239787	03/21/2012	CISI	01-5300		695.00
85239788	03/21/2012	CORWIN PRESS	01-4300	818.52	
			Unpaid Sales Tax	53.57-	764.95
85239789	03/21/2012	DAWSON OIL COMPANY	01-4345	7,463.16	
			01-4350	13,133.63	20,596.79
85239790	03/21/2012	GRAINGER .	01-4300		6.53
85239791	03/21/2012	KRISTINE N CORN DBA SIERRA PEDIATRIC THERAPY CLINIC	01-5800		1,201.75
85239792	03/21/2012	LPA INC.	21-6210		877.89
85239793	03/21/2012	LRP PUBLICATIONS	01-5200		759.05
85239794	03/21/2012	MARCHER COVINGTON ARCHITECTS	40-6210		800.00
85239795	03/21/2012	PLACER COUNTY SELPA	01-5200		24.00
85239796	03/21/2012	RAY MORGAN CO. / CHICO	01-4300		192.47
85239797	03/21/2012	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5540		7,656.38
85239798	03/21/2012	SCHOOL STEPS, INC.	01-5800		631.75
85239799	03/21/2012	SUTTER MEDICAL FOUNDATION	01-5800		105.00
85239800	03/21/2012	THOMSON WEST	01-4200		60.06
85239801	03/21/2012	WILCO SUPPLY	01-4300		104.15
85239802	03/21/2012	WILLIAM C WALLACE DBA ACTION DOOR SERVICE	01-5600		850.00
85239803	03/21/2012	Daniel T. Alcorn	01-4300		39.67
85239804	03/21/2012	Irma M. Balonek	01-4300		10.20
85239805	03/21/2012	Alice E. Bartley	01-4300		54.91
85239806	03/21/2012	Margaret M. Hamrick	01-4300		52.55
85239807	03/21/2012	Mary A. Hernandez	01-4300		226.96
85239808	03/21/2012	Traci L. Jensen	01-5200		288.15
85239809	03/21/2012	Kris A. Knutson	01-4300		107.24
85239810	03/21/2012	Kevin D. Kurtz	01-4300		104.73
85239811	03/21/2012	Jennifer D. Nelson	01-4300		91.08
85239812	03/21/2012	Pamela L. Parker	01-4300		527.28
85239813	03/21/2012	Scott E. Pickett	01-4300		37.50
85239814	03/21/2012	Karen A. Roberts	01-4300		132.99
85239815	03/21/2012	Lauretta L. Shelton	01-4300		62.58

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## Checks Dated 03/21/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85239816	03/21/2012	Holly B. Shima	01-5800		299.00
85239817	03/21/2012	Cynthia S. Snodgrass	01-4300		46.06
85239818	03/21/2012	Pamela S. Soha	01-4300		76.43
Total Number of Checks				43	<u>40,413.98</u>

## Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	41	38,789.66
21	Building Fund #1	1	877.89
40	Spec Res For Capital Outlay	1	800.00
Total Number of Checks		43	40,467.55
Less Unpaid Sales Tax Liability			<u>53.57-</u>
Net (Check Amount)			<u>40,413.98</u>

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

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## Checks Dated 03/16/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85239008	03/16/2012	"DANIELSEN COMPANY, THE"	13-4380	258.64	
			13-4710	3,850.34	4,108.98
85239009	03/16/2012	CROWN DISTRIBUTING INC.	13-4380		645.86
85239010	03/16/2012	D & P CREAMERY	13-4300		6,921.20
85239011	03/16/2012	ED JONES FOOD SERVICE	13-4710		5,413.53
85239012	03/16/2012	PIZZA GUYS	13-4710		1,320.47
85239013	03/16/2012	PROPACIFIC FRESH	13-4710		259.20
85239014	03/16/2012	SARA LEE	13-4710		599.52
85239015	03/16/2012	SEVEN UP BOTTLING CO OF SF	13-4710		109.75
85239016	03/16/2012	STAFFORD MEAT COMPANY	13-4710		90.00
85239017	03/16/2012	SYSCO SACRAMENTO	13-4380	232.00	
			13-4710	1,192.35	1,424.35
85239018	03/16/2012	VENDMART OF SACRAMENTO	13-4710		470.05
85239019	03/16/2012	WPUSD PETTY CASH FUND	01-4300	96.31	
			01-5300	23.45	
			01-8675	80.00	
			13-4710	339.52	
			13-5200	85.00	624.28
85239020	03/16/2012	SANDRA WHITESPEAR	13-4710		38.00
85239021	03/16/2012	AFM LOCAL 12 PAYROLL TRUST	01-5800		325.00
85239022	03/16/2012	APPLE INC.	01-4400		2,593.71
85239023	03/16/2012	AUBURN HARDWOODS	01-4300		198.79
85239024	03/16/2012	BARNES & NOBLE BOOKSTORES	01-4200		188.87
85239025	03/16/2012	BIO CORPORATION	01-4300	159.87	
			Unpaid Sales Tax	9.78-	150.09
85239026	03/16/2012	CALTRONICS BUSINESS SYSTEMS	01-5600		214.49
85239027	03/16/2012	CELEBRATIONS	01-4300	348.80	
			01-5600	87.20	436.00
85239028	03/16/2012	CLASSROOM DIRECT.COM	01-4300		429.36
85239029	03/16/2012	CONTINENTAL BOOK COMPANY WESTERN DIVISION	01-4300	68.90	
			Unpaid Sales Tax	4.05-	64.85
85239030	03/16/2012	CREATIVE TEACHING PRESS INC	01-4300		25.69
85239031	03/16/2012	DEMCO MEDIA	01-4300		35.18
85239032	03/16/2012	DISCOVERY MUSEUM SCIENCE CTR	01-5800		840.00
85239033	03/16/2012	DUERR EVALUATION RESOURCES	01-4300		394.59
85239034	03/16/2012	FORESTRY SUPPLIERS INC	01-4300	23.87	
			Unpaid Sales Tax	1.10-	22.77
85239035	03/16/2012	GANDER PUBLISHING	01-4300		95.86
85239036	03/16/2012	GBC TECHNICAL SERVICE & ACCO BRANDS USA LLC	01-4300		258.35
85239037	03/16/2012	GOPHER SPORT	01-4300	1,287.52	
			Unpaid Sales Tax	75.12-	1,212.40
85239038	03/16/2012	HANDWRITING WITHOUT TEARS	01-4300		257.95
85239039	03/16/2012	HAWKINS OFFICIATING SERVICE	01-5800		560.00
85239040	03/16/2012	IN FOCUS	01-4300	278.12	
			Unpaid Sales Tax	18.12-	260.00
85239041	03/16/2012	JONES CAMPBELL CO INC	01-4300		3,252.89

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## Checks Dated 03/16/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85239042	03/16/2012	LAKESHORE LEARNING MATERIALS	01-4300		849.70
85239043	03/16/2012	LAMINATION DEPOT	01-4300		54.29
85239044	03/16/2012	MITINET	01-4300		199.00
85239045	03/16/2012	MUSIC PRODUCTS INC	01-4300	383.80	
			Unpaid Sales Tax	19.20-	364.60
85239046	03/16/2012	NASCO MODESTO	01-4300		429.30
85239047	03/16/2012	NSTA	01-5300		75.00
85239048	03/16/2012	OFFICE DEPOT	01-4300		2,034.35
85239049	03/16/2012	PASCO SCIENTIFIC	01-4300		416.48
85239050	03/16/2012	PBS HOME VIDEO	01-4300		192.98
85239051	03/16/2012	PENWORTHY COMPANY	01-4300		180.74
85239052	03/16/2012	POPULAR SCIENCE	01-4300		10.00
85239053	03/16/2012	POSTMASTER / COES	01-4300		180.00
85239054	03/16/2012	RAY MORGAN CO. / CHICO	01-4300	80.50	
			01-5600	165.50	246.00
85239055	03/16/2012	ROSEVILLE JOINT UHS DISTRICT	01-5800		600.00
85239056	03/16/2012	SCHOOL SPECIALTY INC	01-4300		946.35
85239057	03/16/2012	SIERRA OFFICE SUPPLIES &	01-4300		32.97
85239058	03/16/2012	STAPLES ADVANTAGE	01-4300		2,462.88
85239059	03/16/2012	TEACHER DIRECT	01-4300	495.38	
			Unpaid Sales Tax	33.48-	461.90
85239060	03/16/2012	THE ACTIVE NETWORK INC	01-4300		1,040.95
85239061	03/16/2012	TREND ENTERPRISES	01-4300		56.62
85239062	03/16/2012	WESTERN BLUE AN NWN COMPANY	01-4400		866.00
85239063	03/16/2012	APPLE INC.	01-4300		106.18
85239064	03/16/2012	APPROVED SAFE & LOCK	01-5600		37.37
85239065	03/16/2012	AT&T	01-5560	4,183.77	
			11-5560	31.02	
			12-5560	29.32	
			13-5560	102.09	
			21-5560	73.92	4,420.12
85239066	03/16/2012	BEYOND PLAY LLC	01-4300		232.21
85239067	03/16/2012	BRIGHT BEGINNINGS THERAPY INC	01-5800		2,000.00
85239068	03/16/2012	CASBO - CALIF ASSOC OF SCHOOL BUSINESS OFFICIALS	01-5200		410.00
85239069	03/16/2012	CASP - CA ASSN OF SCHOOL PSYCHOLOGISTS	01-5200		545.00
85239070	03/16/2012	CITY OF LINCOLN/NON UTILITY	01-5800		62,240.00
85239071	03/16/2012	CROSS COUNTRY EDUCATION	01-5200		179.00
85239072	03/16/2012	DAVID HALL	01-5800		444.44
85239073	03/16/2012	DEVELOPMENTAL STUDIES CENTER	01-4300		499.88
85239074	03/16/2012	DISCOUNT SCHOOL SUPPLY	01-4300		48.00
85239075	03/16/2012	DIVERSE NETWORK ASSOCIATES	01-5800		739.92
85239076	03/16/2012	GRAINGER .	01-4300		12,631.07
85239077	03/16/2012	HANDWRITING WITHOUT TEARS	01-4100		47.51
85239078	03/16/2012	JANE JOHNSON	01-5800		7,885.00
85239079	03/16/2012	KENT ROUNTREE	21-5800		1,250.00

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 03/16/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85239080	03/16/2012	LAGUNA PHYSICAL THERAPY & HAND REHABILITATION	01-5800		418.00
85239081	03/16/2012	LEARNING SOLUTIONS INC	01-5800		2,803.70
85239082	03/16/2012	LOVE AND LOGIC INSTITUTE, INC	01-5200		1,580.00
85239083	03/16/2012	MARSHAL RANGER DBA MARSHAL RANGER PARTY RENTAL	01-5600		394.70
85239084	03/16/2012	ORIENTAL TRADING COMPANY INC	01-4300	289.02	
			Unpaid Sales Tax	17.87-	271.15
85239085	03/16/2012	PACIFIC GAS & ELECTRIC CO	01-5510		49,688.46
85239086	03/16/2012	PEARSON - PSYCHOLOGICAL CORP.	01-4300		565.12
85239087	03/16/2012	RAY MORGAN CO. / CHICO	01-4300		199.03
85239088	03/16/2012	RSD - REFRIGERATION SUPPLIES	01-4300		105.21
85239089	03/16/2012	SIG SCHOOLS INSURANCE GROUP	01-3701		873.28
85239090	03/16/2012	SPEECH & LANGUAGE THERAPY	01-5800		95.00
85239091	03/16/2012	SPURR	01-5530		27,676.96
85239092	03/16/2012	TOTAL EDUCATION SOLUTIONS	01-5800		765.00
85239093	03/16/2012	VANDERBILT UNIVERSITY	01-4100		191.00
85239094	03/16/2012	WESTERN BLUE AN NWN COMPANY	01-4300		1,046.76
85239095	03/16/2012	ZEP SALES & SERVICE	01-4300		209.55
Total Number of Checks				88	<u>226,140.76</u>

## Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	75	203,007.70
11	Adult Education Fund	1	31.02
12	Child Development Fund	1	29.32
13	Cafeteria Fund	14	21,927.52
21	Building Fund #1	2	1,323.92
Total Number of Checks		88	226,319.48
Less Unpaid Sales Tax Liability			178.72-
Net (Check Amount)			<u>226,140.76</u>

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## Checks Dated 03/09/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85237696	03/09/2012	Shannon M. De Arkland	01-5200		11.51
85237697	03/09/2012	Gina M. Domenici	01-5200		91.40
85237698	03/09/2012	Virginia L. Garcia	01-5200		24.42
85237699	03/09/2012	Tracey N. Lillie	01-4300		107.75
85237700	03/09/2012	Nancyann M. Rowell	01-5200		115.99
85237701	03/09/2012	Heather D. Steer	01-5200		159.27
85237702	03/09/2012	Rhianon R. Zinzun	01-5200		24.42
85237703	03/09/2012	ADVANCED INTEGRATED PEST	01-5800		1,284.00
85237704	03/09/2012	AIRGAS	01-5830		14.79
85237705	03/09/2012	C & S TELECOMMUNICATIONS INC	01-5600		270.00
85237706	03/09/2012	CAPITOL CLUTCH AND BRAKE INC	01-4365		140.93
85237707	03/09/2012	CASBO - CALIF ASSOC OF SCHOOL BUSINESS OFFICIALS	01-5200		125.00
85237708	03/09/2012	DELTA EDUCATION INC	01-4100		139.34
85237709	03/09/2012	DIPIETRO & ASSOCIATES INC	01-5800		717.74
85237710	03/09/2012	DR. ROBERT A. HOFFMAN	01-5800		4,938.00
85237711	03/09/2012	FOLLETT EDUCATIONAL SERVICES	01-4100	331.72-	
			01-4300	414.09	82.37
85237712	03/09/2012	GRAINGER .	01-4300		1,168.40
85237713	03/09/2012	J C PAPER	01-4300		1,203.35
85237714	03/09/2012	LD PRODUCTS	01-4300		21.25
85237715	03/09/2012	MEDICAL BILLING TECHNOLOGIES	01-5800		120.31
85237716	03/09/2012	MISSION UNIFORM SERVICE INC	01-4300	64.36	
			01-5800	1,311.22	1,375.58
85237717	03/09/2012	PACIFIC GAS & ELECTRIC CO	01-5510		982.31
85237718	03/09/2012	PEARSON ASSESSMENTS ORDERING DEPARTMENT	01-4300		4,558.08
85237719	03/09/2012	PJ'S MAIL & PARCEL SERVICE	01-5800		10.00
85237720	03/09/2012	PLACER COUNTY SELPA	01-5200		45.00
85237721	03/09/2012	PLACER COUNTY TREASURER TAX COLLECTOR	01-5800		27,977.95
85237722	03/09/2012	RAY MORGAN CO. / CHICO	01-5600		164.89
85237723	03/09/2012	RIEBES AUTO PARTS	01-4365	1,108.16	
			01-5830	151.10	1,259.26
85237724	03/09/2012	Roseville Joint UHSD	01-4365		101.36
85237725	03/09/2012	SAC VAL JANITORIAL SALES	01-4300		8,288.40
85237726	03/09/2012	SACRAMENTO CO OFFICE OF ED.	01-5200		70.00
85237727	03/09/2012	SAFEWAY INC	01-4300		85.93
85237728	03/09/2012	SCHOOL SERVICES OF CA INC	01-4300		195.00
85237729	03/09/2012	SIERRA OFFICE SUPPLIES &	01-4300		514.80
85237730	03/09/2012	SIG EMPLOYEE BENEFITS TRUST	76-9554		586,104.35
85237731	03/09/2012	TAG / AMS INC	01-5800		130.00
85237732	03/09/2012	WAVE BROADBAND	01-4300		55.95
85237733	03/09/2012	WAVE DIVISION HOLDINGS	01-5560		6,850.00
85237734	03/09/2012	WILSON WAY TIRE CO. INC.	01-4340	59.51	
			01-4360	673.04	732.55
85237735	03/09/2012	"DANIELSEN COMPANY, THE"	13-4380	195.10	

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## Checks Dated 03/09/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85237735	03/09/2012	"DANIELSEN COMPANY, THE"	13-4710	2,420.02	
			Unpaid Sales Tax	4.02-	2,611.10
85237736	03/09/2012	CROWN DISTRIBUTING INC.	13-4380		782.32
85237737	03/09/2012	ED JONES FOOD SERVICE	13-4710		6,508.52
85237738	03/09/2012	MISSION UNIFORM SERVICE INC	13-4300		613.12
85237739	03/09/2012	PIZZA GUYS	13-4710		1,027.73
85237740	03/09/2012	PROPACIFIC FRESH	13-4710		259.90
85237741	03/09/2012	SARA LEE	13-4710		640.18
85237742	03/09/2012	SYSCO SACRAMENTO	13-4380	828.82	
			13-4710	1,212.88	2,041.70
85237743	03/09/2012	LAURA PEREZ	13-4710		41.40
85237744	03/09/2012	Shelly E. Adams	01-4300		83.74
85237745	03/09/2012	Jenifer C. Freymond	01-4300		122.23
85237746	03/09/2012	Margaret M. Hamrick	01-4300		22.00
85237747	03/09/2012	Karen A. Roberts	01-4300		11.56
85237748	03/09/2012	Cynthia S. Snodgrass	01-4300		64.94
85237749	03/09/2012	Joseph Uptain-Villa	01-4300		28.96
85237750	03/09/2012	Cassandra B. Walker	01-4300		522.57
85237751	03/09/2012	ABDO PUBLISHING DBA MIDAMERICA BOOKS	01-4300		466.65
85237752	03/09/2012	AIRGAS	01-4300		126.73
85237753	03/09/2012	BURKETT'S OFFICE	01-4300		748.14
85237754	03/09/2012	COSTCO	01-4300		5.05
85237755	03/09/2012	DE LAGE LANDEN	01-5600		129.51
85237756	03/09/2012	ERICS X PRESS	01-4300		479.34
85237757	03/09/2012	FOLLETT LIBRARY RESOURCES	01-4300		1,699.83
85237758	03/09/2012	FORESTRY SUPPLIERS INC	01-4300	428.11	
			Unpaid Sales Tax	26.66-	401.45
85237759	03/09/2012	GRECO NATURAL FARMING	01-4300		2,005.00
85237760	03/09/2012	INTER-STATE STUDIO & PUBLISHING CO.	01-4300		2,124.75
85237761	03/09/2012	JOCELYN MITCHELMORE	01-5800		2,100.00
85237762	03/09/2012	JOHN DEERE	01-6400		5,583.14
85237763	03/09/2012	JUNIOR LIBRARY GUILD	01-4200	151.00	
			Unpaid Sales Tax	10.20-	140.80
85237764	03/09/2012	LAKESHORE LEARNING MATERIALS	01-4300		97.68
85237765	03/09/2012	LOWE'S	01-4300		36.59
85237766	03/09/2012	MCGRAW-HILL	01-4200		2,071.81
85237767	03/09/2012	OFFICE DEPOT	01-4300		950.85
85237768	03/09/2012	PCOE	01-5200		500.00
85237769	03/09/2012	PERIPOLE - BERGERAULT INC	01-4300	358.92	
			Unpaid Sales Tax	22.38-	336.54
85237770	03/09/2012	QUALITY SOUND SYSTEMS	01-5600		275.00
85237771	03/09/2012	RAY MORGAN CO. / CHICO	01-4300	231.41	
			01-5600	103.83	
			01-5800	705.78	1,041.02
85237772	03/09/2012	REALLY GOOD STUFF	01-4300	107.41	
			Unpaid Sales Tax	6.52-	100.89

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## Checks Dated 03/09/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85237773	03/09/2012	REGINA ROSENZWEIG	01-5800		2,100.00
85237774	03/09/2012	RISO PRODUCTS OF SAC INC	01-4300	942.22	
			01-5600	461.00	1,403.22
85237775	03/09/2012	SAX ARTS & CRAFTS	01-4300		353.80
85237776	03/09/2012	SCHOOL SPECIALTY INC	01-4300		238.24
85237777	03/09/2012	SHARON OKOUNEFF DBA ZINGY LEARNING	01-4300		200.00
85237778	03/09/2012	SIERRA OFFICE SUPPLIES &	01-4300		56.04
85237779	03/09/2012	STAPLES ADVANTAGE	01-4300		346.43
Total Number of Checks				84	<u>691,762.12</u>

## Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	74	91,197.56
13	Cafeteria Fund	9	14,529.99
76	Payroll Fund	1	586,104.35
Total Number of Checks		84	691,831.90
Less Unpaid Sales Tax Liability			69.78-
Net (Check Amount)			<u>691,762.12</u>

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

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## Checks Dated 03/02/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85236310	03/02/2012	Mary V. Boyle	01-5200		202.61
85236311	03/02/2012	Carrie L. Carlson	01-5200		6.25
85236312	03/02/2012	Tammy J. Forrest	01-4300		4.05
85236313	03/02/2012	Christine D. Sanguinetti	01-5200		41.07
85236314	03/02/2012	ALL AROUND KIDS INC DBA BYERS GYMNASTICS CENTER	01-5800		64.50
85236315	03/02/2012	BANK OF AMERICA #0287 BUSINESS CARD	01-4300		309.03
85236316	03/02/2012	BANK OF AMERICA #3819	01-4300	57.75	
			01-5200	57.25	
			01-5800	90.00	205.00
85236317	03/02/2012	BEYOND PLAY LLC	01-4300		109.96
85236318	03/02/2012	CB&I INC.	01-4300		146.59
85236319	03/02/2012	CITY OF LINCOLN	01-5550	12,928.54	
			01-5570	4,619.17	17,547.71
85236320	03/02/2012	DAVID W. GIRARD DBA GIRARD EDWARDS & HANCE	01-5810		1,292.50
85236321	03/02/2012	DSA - DIVISION OF THE STATE ARCHITECT	21-6220		500.00
85236322	03/02/2012	FAR WEST RENTS & READY MIX	01-4300		20.91
85236323	03/02/2012	GRAINGER .	01-4300	186.87	
			14-4300	808.84	995.71
85236324	03/02/2012	HOLT OF CALIFORNIA	01-4365		41.48
85236325	03/02/2012	HOME DEPOT	01-4300		1,491.60
85236326	03/02/2012	INTEGRATED FIRE SYSTEMS INC	01-5600		540.00
85236327	03/02/2012	LAW OFFICE OF ELLIS COLEMAN	01-5810		2,570.00
85236328	03/02/2012	Loomis Union School Dist	01-4300		1,604.20
85236329	03/02/2012	PACIFIC GAS & ELECTRIC CO	01-5510		4,190.98
85236330	03/02/2012	PCOE	01-5200		70.00
85236331	03/02/2012	PRENTICE HALL PEARSON EDUCATION INC.	01-4100		182.95
85236332	03/02/2012	PRO-ED	01-4300	97.31	
			Unpaid Sales Tax	6.01-	91.30
85236333	03/02/2012	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		2,699.53
85236334	03/02/2012	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5540		7,417.99
85236335	03/02/2012	RSD - REFRIGERATION SUPPLIES	01-4300		679.15
85236336	03/02/2012	SAFETY CENTER, INC.	01-5800		400.00
85236337	03/02/2012	SIERRA OFFICE SUPPLIES &	01-4300		412.31
85236338	03/02/2012	SPURR	01-5530		13,248.01
85236339	03/02/2012	SUTTER MEDICAL FOUNDATION	01-5800		55.00
85236340	03/02/2012	TROXELL COMMUNICATIONS	01-4300		591.06
85236341	03/02/2012	VERIZON WIRELESS	01-5560	1,106.72	
			13-5560	53.78	
			21-5560	52.78	1,213.28
85236342	03/02/2012	WESTERN BLUE AN NWN COMPANY	01-4300	3,077.90	
			01-4400	1,763.44	4,841.34
85236343	03/02/2012	WHYTRY LLC	01-5200		614.00

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 03/02/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85236344	03/02/2012	WILLIAM F. ROSELLE DBA BILL ROSELLE COMMUNICATIONS	01-4300		386.72
85236345	03/02/2012	ZEP SALES & SERVICE	01-4300		115.38
85236346	03/02/2012	ACSA REGION 2 GALA CELEBRATION	01-5200		135.00
85236347	03/02/2012	DSA - DIVISION OF THE STATE ARCHITECT	21-6220		524.51
85236348	03/02/2012	UNIVERSITY ENTERPRISES, INC.	01-5800		7,062.55
85236349	03/02/2012	Michael J. Doherty	01-4300		101.53
85236350	03/02/2012	Casey D. Hall	01-4300		94.91
85236351	03/02/2012	Sandra J. Kepler	01-4300		38.59
85236352	03/02/2012	Allison V. Patterson	01-4300		133.97
85236353	03/02/2012	Barbara S. Springborn	01-4300		94.37
85236354	03/02/2012	Joseph Uptain-Villa	01-4300		156.70
85236355	03/02/2012	AMERICAN EDUCATION CORP	01-4300		7,720.00
85236356	03/02/2012	B&H PHOTO VIDEO	01-4400	1,240.77	
			Unpaid Sales Tax	83.87-	1,156.90
85236357	03/02/2012	BIO CORPORATION	01-4300	680.86	
			Unpaid Sales Tax	38.57-	642.29
85236358	03/02/2012	BULBS DIRECT	01-4300	62.37	
			Unpaid Sales Tax	3.67-	58.70
85236359	03/02/2012	CALIFORNIA MUSICAL THEATRE	01-5800		1,050.00
85236360	03/02/2012	CALTRONICS BUSINESS SYSTEMS	01-4300		63.39
85236361	03/02/2012	CANYON CREEK SOFTWARE	01-4300		254.00
85236362	03/02/2012	CLASSROOM DIRECT.COM	01-4300		140.80
85236363	03/02/2012	DE LAGE LANDEN	01-5600		335.60
85236364	03/02/2012	EDLINE	01-4300	62.20	
			Unpaid Sales Tax	4.20-	58.00
85236365	03/02/2012	FOLLETT EDUCATIONAL SERVICES	01-4300		219.65
85236366	03/02/2012	FOLLETT LIBRARY RESOURCES	01-4200		501.78
85236367	03/02/2012	FROG PUBLICATIONS	01-4300	39.06	
			Unpaid Sales Tax	2.16-	36.90
85236368	03/02/2012	GROTH MUSIC	01-4300	106.73	
			Unpaid Sales Tax	6.24-	100.49
85236369	03/02/2012	HAWKINS OFFICIATING SERVICE	01-5800		140.00
85236370	03/02/2012	LAKESHORE LEARNING MATERIALS	01-4300		292.80
85236371	03/02/2012	LIFETOUCH NSS ACCOUNTS RECEIVABLE	01-4300		2,644.91
85236372	03/02/2012	MOUNTAIN MATH/LANGUAGE LLC	01-4300	162.91	
			Unpaid Sales Tax	11.01-	151.90
85236373	03/02/2012	MUSIC PRODUCTS INC	01-4300	531.69	
			Unpaid Sales Tax	33.61-	498.08
85236374	03/02/2012	OFFICE DEPOT	01-4300		227.83
85236375	03/02/2012	PCOE	01-5200		200.00
85236376	03/02/2012	RAY MORGAN CO. / CHICO	01-4300	107.25	
			01-5600	467.68	574.93
85236377	03/02/2012	REALLY GOOD STUFF	01-4300	144.98	
			Unpaid Sales Tax	8.45-	136.53
85236378	03/02/2012	RISO PRODUCTS OF SAC INC	01-4300		438.62
85236379	03/02/2012	SCHOOL MASTERS	01-4300	442.46	

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 03/02/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
			Unpaid Sales Tax	26.02-	416.44
85236380	03/02/2012	SCHOOL SPECIALTY INC	01-4300		140.37
85236381	03/02/2012	SIERRA OFFICE SUPPLIES &	01-4300		643.57
85236382	03/02/2012	STAPLES ADVANTAGE	01-4300	4,407.23	
			01-4400	845.69	5,252.92
85236383	03/02/2012	SUPER DUPER SCHOOL COMPANY	01-4300	29.70	
			Unpaid Sales Tax	2.00-	27.70
85236384	03/02/2012	TARGET BANK	01-4300		65.91
85236385	03/02/2012	TREND ENTERPRISES	01-4300		269.93
85236386	03/02/2012	UPSTART	01-4300		71.52
85236387	03/02/2012	USI INC	01-4300		294.13
85236388	03/02/2012	WESTERN BLUE AN NWN COMPANY	01-4300	183.40	
			01-4400	1,780.76	1,964.16
85236389	03/02/2012	WILLIAM F. ROSELLE DBA BILL ROSELLE COMMUNICATIONS	01-4300		34.99
85236390	03/02/2012	"DANIELSEN COMPANY, THE"	13-4380	397.08	
			13-4710	2,632.49	
			Unpaid Sales Tax	6.03-	3,023.54
85236391	03/02/2012	CROWN DISTRIBUTING INC.	13-4380		833.23
85236392	03/02/2012	ED JONES FOOD SERVICE	13-4710		6,090.46
85236393	03/02/2012	PIZZA GUYS	13-4710		1,222.65
85236394	03/02/2012	PROPACIFIC FRESH	13-4710		173.95
85236395	03/02/2012	SARA LEE	13-4710		486.13
85236396	03/02/2012	SYSCO SACRAMENTO	13-4380	180.94	
			13-4710	1,388.93	1,569.87
85236397	03/02/2012	VENDMART OF SACRAMENTO	13-4710		1,489.39
Total Number of Checks				88	114,959.26

## Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	78	98,355.94
13	Cafeteria Fund	9	14,949.03
14	Deferred Maintenance Fund	1	808.84
21	Building Fund #1	3	1,077.29
Total Number of Checks		88	115,191.10
Less Unpaid Sales Tax Liability			231.84-
Net (Check Amount)			114,959.26

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.

ESCAPE ONLINE  
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4.2.14

**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:**

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:**

April 3, 2012

**ROLL CALL REQUIRED:**

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**BACKGROUND:**

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

**RECOMMENDATION:**

Administration recommends ratification of the classified personnel report.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
PERSONNEL REPORT**

**April 3, 2012**

**CLASSIFIED/MANAGEMENT**

**NEW HIRES**

1.	<b>Name:</b>	<b>Crystal Johnson</b>	<b>Effective:</b>	<b>3/21/12</b>
	<b>Position:</b>	<b>Bus Driver, Sp Ed</b>	<b>Site:</b>	<b>Transportation</b>
	<b>Salary:</b>	<b>CSEA, Range 24, Step A</b>	<b>Funding:</b>	<b>Categorical</b>
	<b>Hours:</b>	<b>6.14 Hours/5 days a week</b>	<b>Replacement Position</b>	
	<b>Days:</b>	<b>10 Months/Year</b>		

4.3.1

**INFORMATION**

**DISCUSSION**

**ACTION**

**ITEMS**



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

<b>MISSION STATEMENT:</b> Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.	
<b>DISTRICT GLOBAL GOALS</b>	
1.	Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students
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:**

Transitional Kindergarten (TK) Update

**AGENDA ITEM AREA:**

Information

**REQUESTED BY:**

Mary Boyle   
Deputy Superintendent Educational Services

**ENCLOSURES:**

Attached & Handouts at Meeting

**DEPARTMENT:**

Educational Services

**FINANCIAL INPUT/SOURCE:**

General Fund

**MEETING DATE:**

April 3, 2012

**ROLL CALL REQUIRED:**

No

**BACKGROUND:**

California's budget crisis has resulted in a confusing roller coaster ride for families of incoming kindergarteners with fall birthdays and for school districts as the planning for the new Transitional Kindergarten program has developed. Transitional Kindergarten (TK) was to be the new program intended for children with November 2 – December 2 birthdays who missed the new November 1 cutoff date for turning five for kindergarten enrollment in the 2012 – 2013 school year. WPUSD had been moving forward with planning for Transitional Kindergarten until January, when the Governor's budget essentially eliminated the program, stating there would be no funding for Senate Bill 1381 which was passed in 2010, amending California Education Code to change the required birthday for admission to kindergarten and first grade. Legal experts have now weighed in, and WPUSD is back on track for offering Transitional Kindergarten in the fall.

Children who turn five years of age on or between November 2 and December 2, 2012 will be eligible for our new Transitional Kindergarten program – the first year of a two-year Kindergarten experience. Information about the requirements and the planning process for the new Transitional Kindergarten program will be presented.

**RECOMMENDATION:**

Information only.



## Despite Brown's budget, LEAs should prepare for pre-kindergarten

By Kimberly Beltran

Monday, March 26, 2012

California schools should be prepared to offer age-appropriate curriculum this fall for 4-year-olds whose autumn birthdays occur after Nov. 1.

That's the message coming out of Sacramento from key lawmakers, education consultants and legislative analysts attempting to keep their district clients

abreast of the state's ever-shifting budget landscape as it relates to a newly-mandated program known as transitional kindergarten.

Since the passage of the Kindergarten Readiness Act in 2010, most districts have been deep in planning to provide a learning environment for youngsters not quite ready for first-year curriculum.

Some of those plans abruptly changed in January when Gov. Jerry Brown released his 2012-13 budget, calling for the elimination of funds for transitional kindergarten and suspension of the program requirement.

Now, district administrators are wondering what to do – especially since early committee action from the Assembly would restore the funding and the mandate.

"Current law hasn't changed," said state Sen. Joe Simitian, D-Palo Alto, and the author of the transitional kindergarten legislation. "I'm always a little surprised with my colleagues on the local level that ask us for more guidance on this."

Deborah Kong, spokeswoman for Preschool California, has the same answer: "We are telling school districts that they need to follow the law and be prepared to open their doors to the 125,000 children who, by law, have a right to attend transitional kindergarten," she said.

"If districts don't plan for transitional kindergarten, they will be in a bad position when the issue gets resolved and the governor's proposal is rejected and they have to play catch-up," she said.

Currently, the law requires children to be at least five years old by Nov. 1 for the 2012-13 school year. For the 2013-14 school year, the deadline date becomes Oct. 1; and Sept. 1 is the cutoff date for the 2014-15 school year and each year thereafter.

In addition, districts also are required to establish a new "transitional" program for those 4-year-olds that otherwise would have qualified for starting school.

Anecdotal reports suggest there are districts moving in both directions on the issue – some are planning to meet the requirement regardless of how the budget gets resolved, others are not.

Adonai Mack, a legislative advocate with the Association of California School Administrators, said he advises districts to follow the law, which has not changed despite the political back-and-forth at the Capitol.

"Some districts will choose not to provide any type of program for any 4-year old. Period. They just won't do it," said Mack. "Under the governor's proposal, that's their prerogative; under current law, that's a violation."

He noted, however, that negotiations between the Brown administration and lawmakers make it clear their intent to provide funding to districts for some type of pre-K instructional program, whether it be transitional kindergarten or two-year kindergarten – an option districts have always had, with the exception that they didn't receive ADA funding for the 4-year-olds until after their fifth birthday.

"I know the governor's budget has thrown in some confusion," Mack said, "but all he's trying to do is give districts some kind of flexibility regarding whether they provide a transitional kindergarten or a two-year type of kindergarten program for their kids, and it could mean a variety of things."

Debra Brown, a senior legislative advocate for the California School Boards Association, sizes up the situation the same way but said her group has been urging lawmakers to make a decision now, so districts aren't left in limbo.

"We think districts need to plan for the implementation of transitional kindergarten but that they should have a backup plan if the law changes," Brown said.

Again, under the governor's newest proposal, she said, it would be "a district decision whether to operate a transitional kindergarten program or not." Four-year-olds could start the school year, as traditionally allowed under state law, but districts now would be able to collect ADA for these students for the entire year – not just from the date of their fifth birthday.

The following year, if a child isn't ready for first grade, he or she can repeat kindergarten, if approved by his or her parents.

An extensive FAQ page on the California Department of Education website addresses numerous questions for districts about offering a transitional kindergarten program.

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The one question many are asking is whether a district faces penalties or sanctions for not serving these students. The short answer is no.

The Kindergarten Readiness Act does not lay out specific sanctions for a district not offering the program but a spokesman at the Department of Education said if a parent had a grievance because their child was being denied transitional kindergarten, it would be handled through the department's uniform complaint process – which attempts to resolve the issue to the satisfaction of all involved.

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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**

- 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:**

LHS/ROP College Career Camp

**AGENDA ITEM AREA:**

Information

**REQUESTED BY:**

Mary Boyle   
Deputy Superintendent Educational Services

**ENCLOSURES:**

Attached

**DEPARTMENT:**

Educational Services

**FINANCIAL INPUT/SOURCE:**

PCOE ROP/Categorical

**MEETING DATE:**

April 3, 2012

**ROLL CALL REQUIRED:**

No

**BACKGROUND:**

Lincoln High School is host to many excellent academic and Career Technical Education (CTE) programs which support the rigorous new Common Core State Standards, adopted by California in 2010. The standards, developed in collaboration with a variety of stakeholders including content experts, states, teachers, school administrators, and parents, and adopted by 48 states, establish clear and consistent goals for learning that will prepare America's students for success in college and work. Knowing that the transition from middle school to high school can be challenging for students and that students need assistance in establishing their career goals, Lincoln High School is teaming with Placer County Regional Occupation Program (ROP) to offer an ROP Career Camp during the first week of summer for district students who have completed grades six through eight. The goal of the ROP Career Camp is to expose middle school students to a vast array of opportunities available at Lincoln High School in order to assist them in making informed decisions about their futures. Students will spend one day in each of five career areas, completing engaging academic and hands-on projects as they explore each career pathway: Information Technologies, Media and Film, Agricultural Science and Mechanics, Robotics and Mechatronix, and Engineering. Scholarships are available to students who qualify for financial aid toward the \$50 registration fee.

**RECOMMENDATION:**

Information only.

7.2

# Placer County Office of Education Career Camp Proposal June 11-15, 2012

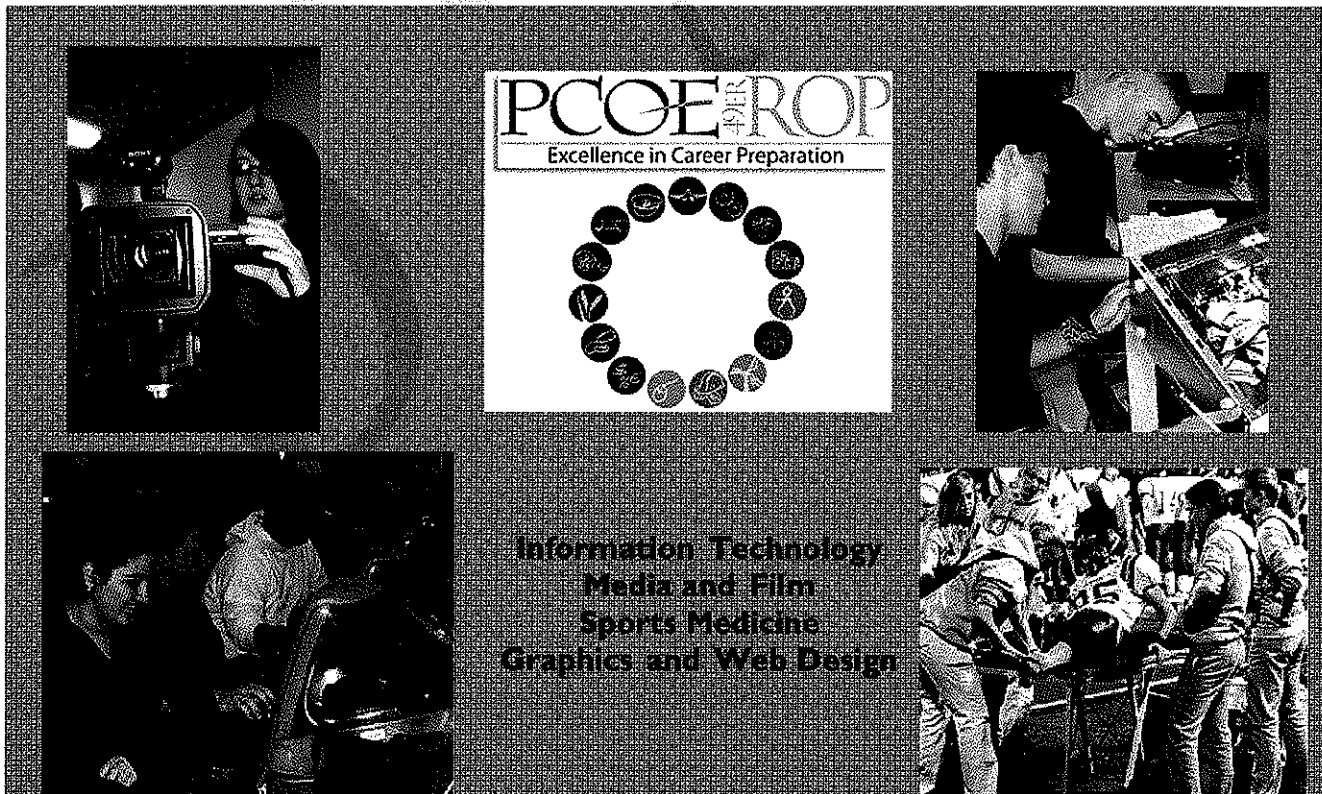


## Our Mission

To create a fun-filled, hands-on summer career camp for middle school students to be held on local high school campuses the first week of summer.

## Our Belief

We believe that every student should be ready for college and career, and that middle school students should begin to develop college and career awareness before entering high school. These PCOE summer career camps will provide 6<sup>th</sup>-8<sup>th</sup> graders with memorable experiences on the high school campuses they will eventually attend. By immersing them in an engaging, hands-on environment with high school teachers and students, middle school students will then be better able to make informed decisions about their own college and career pathways as they enter high school.



Information Technology  
Media and Film  
Sports Medicine  
Graphics and Web Design

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## **Overarching Goals**

- ♦ To build career awareness for middle school students in Placer County.
- ♦ To make direct connections between local college and career programs and their feeder schools.
- ♦ To introduce career skills to build awareness of appropriate college majors in specific fields.

## **Details**

Middle school students attend a 5-day camp during summer at a local high school. High school teachers organize and deliver content, using current high school students to help coordinate, coach, and guide the younger students.

**When:** June 11-15, 2012, 9am-1pm (with a snack break)

**Where:** Lincoln High School, mostly in CTE classrooms.

**Who:** This career camp is open to students who just finished 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade. Attendance is open to students from Placer and Nevada Counties, with priority going to WPUSD students.

**Cost:** \$50 registration fee is required to reserve your spot.

## **Proposed Activities:**

### **Information Technology Careers**

**Instructor:** *Jared Amalong*

Personal computers, how they work and how to fix them

Take apart and rebuild a computer, and build a brand new PC from parts

Set up a wireless network, make it secure, then challenge others to hack into it

### **Media and Film Careers**

**Instructor:** *Matt Tofft*

Basic Video and Audio editing skills (Moviemaker or iMovie)

Storyboarding, video capture, overlaying audio, finishing skills

Create, edit, and produce a 2-minute movie

### **Agricultural Science and Mechanics**

**Instructors:** *Barrett Hess and Jessica Armistead*

Perform wildlife population inventory and identification

Operate CNC plasma machine to create a personal keychain

Learn how to tack weld and paint your creation

### **Robotics and Mechatronics Careers**

**Instructor:** *Marilou Edwards*

FIRST Robotics Competition

Introduction to Programming Languages (Robot C and Labview)

Build and program a small robot

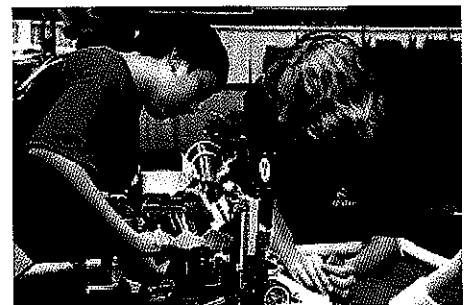
### **Engineering Careers**

**Instructors:** *Scott Seacrist and Jeff Gillming*

Introduction to computer-based solid modeling

Learn how to design and develop a product

Create, design, and build a Puzzle Cube game



**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:**

Lincoln High School WASC –  
Midterm Progress Report

**AGENDA ITEM AREA:**

Information

**REQUESTED BY:**

Mary Boyle  
Deputy Superintendent Ed Services

**ENCLOSURES:**

WASC Mid-Term Report;  
Handouts at Meeting

**DEPARTMENT:**

Educational Services

**FINANCIAL INPUT/SOURCE:**

None

**MEETING DATE:**

April 3, 2012

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

Every six years, California public high schools participate in an accreditation process through the Western Association of Schools and Colleges (WASC), one of six regional accrediting associations in the United States. The WASC Accrediting Commission for Schools provides rigorous accreditation services for public, independent, church-related, and proprietary schools in California; additional WASC commissions provide accreditation services for community colleges and universities. In December 2002, UC faculty approved a policy that requires all California public and private high schools to be WASC-accredited (or a candidate for accreditation) in order to establish and/or maintain an "a-g" course list of courses that meet UC entry criteria. WASC accreditation certifies to the public that the school is a trustworthy institution of learning; validates the integrity of a school's program and student transcripts; fosters improvement of the school's programs and operations to support student learning, and integrates with the school's required Single Plan for Student Achievement (SPSA).

Lincoln High School just completed its Three-Year WASC Review, which included a Midterm Progress Report prepared by LHS administration and staff, and a site visit by the visiting WASC Team. The report and visiting WASC Team comments were superlative, including increased academic rigor and supports in many areas; increases in numbers of "a-g" classes available and completed; increases in the school's API; increases in CAHSEE pass rates; increases in AP/Honors classes available and completed; increases in AP Exam scores; increases in 2+2 agreements; decreases in percentages of students scoring Below Basic and Far Below Basic; decreases in suspensions/expulsions; new programs including AVID, Project Lead the Way, Aventa Online Learning/Credit Recovery, Robotics, Peer Tutoring, and CARE; increased

collaboration through Leadership Teams, Technology, Professional Learning Communities and Special Education, and more.

---

**RECOMMENDATION:**

Commendation to Lincoln High School Administration, Faculty, Staff, Students, and Parents for an EXCELLENT WASC Mid-Term Review.





# Accrediting Commission for Schools

533 Airport Boulevard, Suite 200

Burlingame, California 94010

(650) 696-1060 • Fax (650) 696-1867

mail@acswasc.org • www.acswasc.org

DAVID E. BROWN, Ph.D.  
EXECUTIVE DIRECTOR

MARILYN S. GEORGE, Ed.D.  
ASSOCIATE EXECUTIVE DIRECTOR

LEE DUNCAN, Ed.D.  
ASSOCIATE EXECUTIVE DIRECTOR

March 13, 2012

Mr. Jay Berns  
Principal  
Lincoln High School  
790 J Street  
Lincoln, CA 95648

Dear Mr. Berns:

WASC has completed its review of the On-site Midterm Review Visiting Committee Report for Lincoln High School. I am pleased to inform you that the report indicated that your school has given appropriate attention to the critical areas for follow-up noted by the previous visiting committee. Lincoln High School's accreditation is now reaffirmed through the end of the six-year term ending in June 2015.

I want to express my appreciation on behalf of the Commission for your efforts and congratulate you for continuing to provide quality education for all students.

Sincerely,

A handwritten signature in black ink that reads "David E. Brown". The signature is fluid and cursive, with the first name "David" being more prominent.

David E. Brown, Ph.D.  
Executive Director

cc: Review Committee Chair

7.3.2

# WASC Midterm Progress Report ~ 2012



*Lincoln High School*  
*Home of the Fighting Zebras*

7.3.3

**Focus on Learning**  
**Midterm Report**  
**of**  
**Lincoln High School**  
**2012**

Submitted to:

The Western Association of Schools and Colleges  
&  
The California Department of Education

Lincoln High School  
790 J. Street  
Lincoln, CA 95648

(916) 645-6360  
[www.wpusd.k12.ca.us](http://www.wpusd.k12.ca.us)

Western Placer Unified School District

7.34<sup>2</sup>

# Western Placer Unified School District

## Board of Education

Damian Armitage  
*President*

Kris Wyatt  
*Vice President*

Brian Haley  
*Clerk*

Paul Long  
*Member*

Paul Carras  
*Member*

## District Administration

Scott Leaman  
*Superintendent*

Mary Boyle  
*Deputy Superintendent*

Joyce Lopez  
*Assistant Superintendent, Business & Support Services*

(Vacant)  
*Assistant Superintendent, Facilities & Maintenance Services*

Tammy Forrest  
*Director of Special Education*

Curtis Stizzo  
*Director of Maintenance Operations*

Bob Lyons  
*Director of Technology*

## **Lincoln High School Administration**

Jay Berns  
*Principal*

Victoria Eutsey  
*Assistant Principal*

Michael Maul  
*Assistant Principal*

Tom Kelly  
*Counselor*

Mary Lou Resendes  
*Counselor*

Jim Spratling  
*Counselor*

## **Lincoln High School WASC Midterm Review Committee**

Jay Berns  
Victoria Eutsey  
Michael Maul  
Tara McCroskey  
Sylvia Ward  
Jared Amalong  
And the LHS Leadership Team

## **Lincoln High School Leadership Team**

Jay Berns  
Victoria Eutsey  
Micheal Maul

Cindy Bonito, Special Education  
Ellen Byron, Math  
Marilou Edwards, Science  
Donna Griesmer, Foreign Language  
Barret Hess, Agriculture  
Mary Macqueen, Yearbook and Student Activities  
Bob Pierce, History  
Scott Seacrist, Industrial Arts  
Donna Tofft, Athletics  
Matt Tofft, ROP  
Sylvia Ward, English

## **Graphic and Design Team**

Alex Davis, ROP student  
Ronald Brown, ROP student  
Anthony Berlenghi, ROP student

## **WASC/CDE Focus on Learning Visiting Team**

Carla Escola, Visiting Chair  
David Yeroshek

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# **Introduction and Basic Student/Community Profile**

## **General description of LHS**

Lincoln High School, a comprehensive 9-12 high school, is one of eleven schools within the Western Placer Unified School District. California Basic Educational Data System reported an enrollment of 1,514. School enrollment consisted of 413 ninth grade students, 396 tenth grade students, 357 eleventh grade students and 348 twelfth grade students.

An employment base of 30 classified personnel serves the Lincoln High School site. Sixty-four certificated staff delivers the educational tenets of the site and district. Placer County Regional Opportunity Programs (R.O.P.) augment the staff with four teachers. A principal, two assistant principals and three counselors complete the certificated staff.

Lincoln High School was the recipient of the California Distinguished School Award and chosen as an Exemplary California Technical Education School during the 2008-2009 school year. The California School Recognition Program was created in 1985 to publicize and reinforce the priorities of the State Board of Education and State Superintendent of Public Instruction Jack O'Connell. The program identifies and honors many of the state's exemplary and inspiring public schools with the California Distinguished School Award. Although participation is voluntary, the award is highly sought after by schools in all regions of the state. Approximately five percent of California's public schools are selected each year, and no fewer than 40 counties are typically represented. The duration of the distinguished school honor is four years.

Lincoln High was also awarded the CTE Distinguished Schools award in April 2009. The purpose of the Career Technical Education (CTE) Distinguished Schools Recognition Program is to highlight the outstanding overall career technical education programs operating in California's high schools. In cooperation with the California Department of Education's School Recognition Program, the Regional Occupational Centers and Programs-Workforce Development Unit (ROCP-WD) coordinates the application process, review and assessment, scoring, validation and awarding of the distinguished CTE programs. Every other year, the Policy and Evaluation Division and the Secondary, Postsecondary, and Adult Leadership Divisions partner to identify the outstanding CTE schools. For a high school to be eligible to apply as an outstanding CTE program, they must first qualify as a regular distinguished school under the terms and conditions set forth by the Policy and Evaluation Division. If the high school obtains the recognition, only then can the honor of CTE distinguished program be awarded. The process is a two-step application, one for regular distinguished school and one for career technical education. Applications are reviewed and scored, and those obtaining the highest scores as measured against a scoring rubric, are selected for a site validation visit. Upon a successful visit, the school is awarded this prestigious award.

Unique to Lincoln High is the fully functional working school farm. Tucked away in the northwestern Sacramento Valley, the Lincoln High School Farm reaches across 280 acres of workable farmland. Originally part of McClellan AFB, the farm was acquired in 1974 and has been transformed into the educational experience it is today.

The facility embraces possibilities, exemplified by the co-existence of classrooms, commercial and educational farming projects, and wildlife habitat. This unique offering contributes valuable opportunities for students to learn about how these different environments allow for productive agriculture balanced with ecosystems in the world around us.

The farm provides a platform for students from Lincoln High School, as well as the surrounding Western Placer School District, to participate and grow personally while learning how vital agriculture is to our community.

## **School-wide Student Goals**

### **Expected School-Wide Learning Results**

#### **ESLRs**

(To be revisited 2011-2012)

**Students will increase academic achievement and be proficient in the areas of reading, writing, mathematics, social science, and technology by:**

- o Meeting or exceeding proficiency standards for all coursework
- o Being able to analyze  
and evaluate all situations
- o Developing technology skills to solve problems and communicate effectively

**Students will be able to communicate effectively by:**

- o Reading with comprehension
- o Writing with clarity
- o Listening with understanding
- o Speaking with confidence and purpose

**Students will develop an awareness of diverse viewpoints, beliefs, and abilities by:**

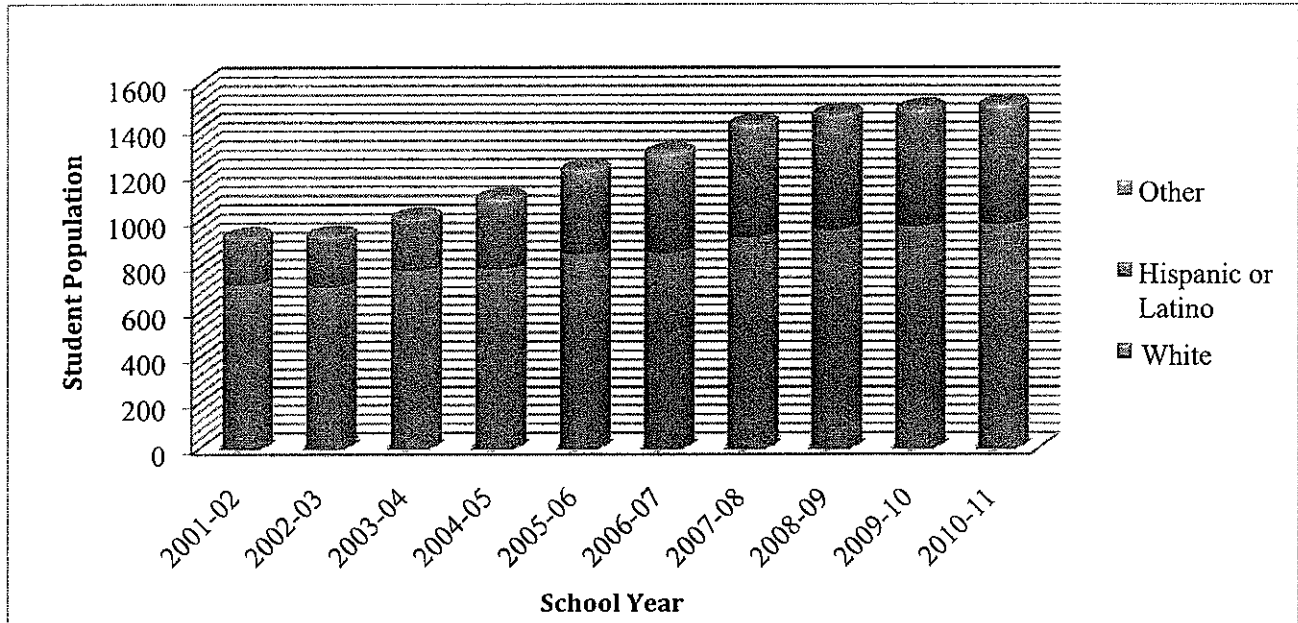
- o Recognizing a responsibility towards people and the community
- o Working towards resolving conflicts in a non-violent manner
- o Understanding and respecting cultural diversity and students with special needs

**Students will receive the skills necessary to transition into the world of work or next-level academic pursuits by:**

- o Setting and pursuing realistic and challenging goals
- o Developing a personal career path and education plan to meet those goals

## Student Demographics

Enrollment at Lincoln High School has increased by almost 63% in the last ten years, growing from 931 students in 2001/02 to 1,514 students in 2010/11. By ethnicity, in the last ten years the white population increased from 721 to 986 students, or 37%; the Hispanic/Latino population increased from 187 to 376 students, or 101% ; and other ethnicities increased from 23 to 152 students.

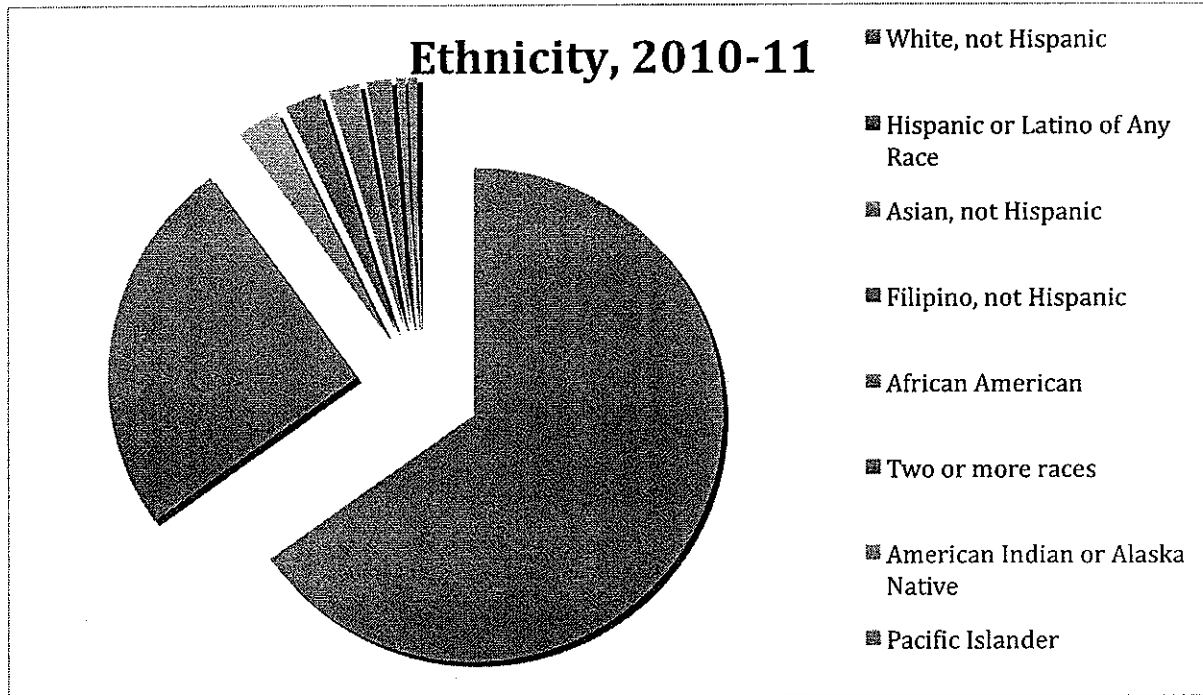


	White	Hispanic or Latino	Other
2001-02	721	187	23
2002-03	712	200	26
2003-04	782	204	32
2004-05	789	250	66
2005-06	855	302	75
2006-07	859	315	131
2007-08	927	348	155
2008-09	960	357	156
2009-10	975	383	138
2010-11	986	376	152
2001-02 Enrollment	931		
2010-11 Enrollment	1514		
Student Growth	583		
Growth Rate	63%		

Source: Dataquest: Enrollment

### Ethnicity breakdown of current year:

In 2010/11, 65% of the student population was white, 25% was Hispanic/Latino, and the remaining 10% was represented by Asian, Filipino, African American, American Indians, Alaska Natives, and Pacific Islanders.

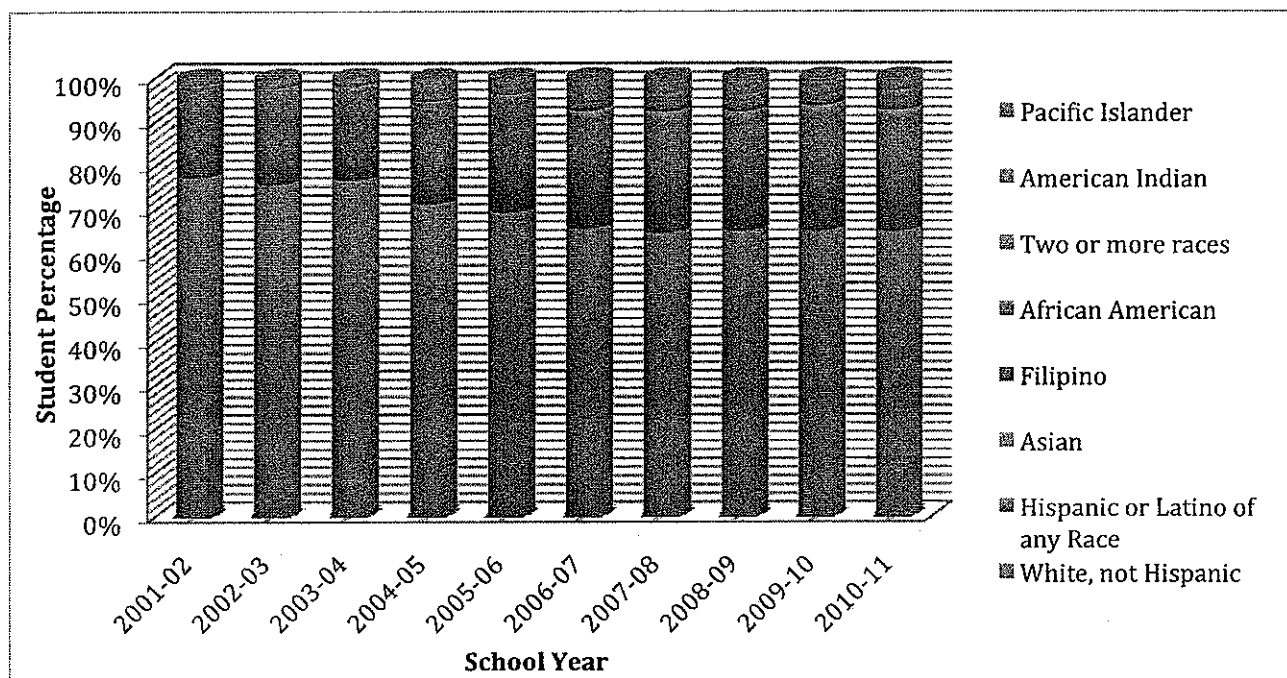


	Student Population
White, not Hispanic	986
Hispanic or Latino of Any Race	376
Asian, not Hispanic	42
Filipino, not Hispanic	36
African American	31
Two or more races	24
American Indian or Alaska Native	9
Pacific Islander	9

Source: Dataquest: Enrollment

## Longitudinal Ethnicity History (% of total school population)

The student population of Lincoln High School continues to diversify. Ten years ago, 77% of the student population was white while the percentage has decreased to 65% in 2010. The Hispanic population increased from 20% to 25% in the last ten years. Other ethnicities represented only 3% of the population in 2001, and have grown to 10% in 2010/11.



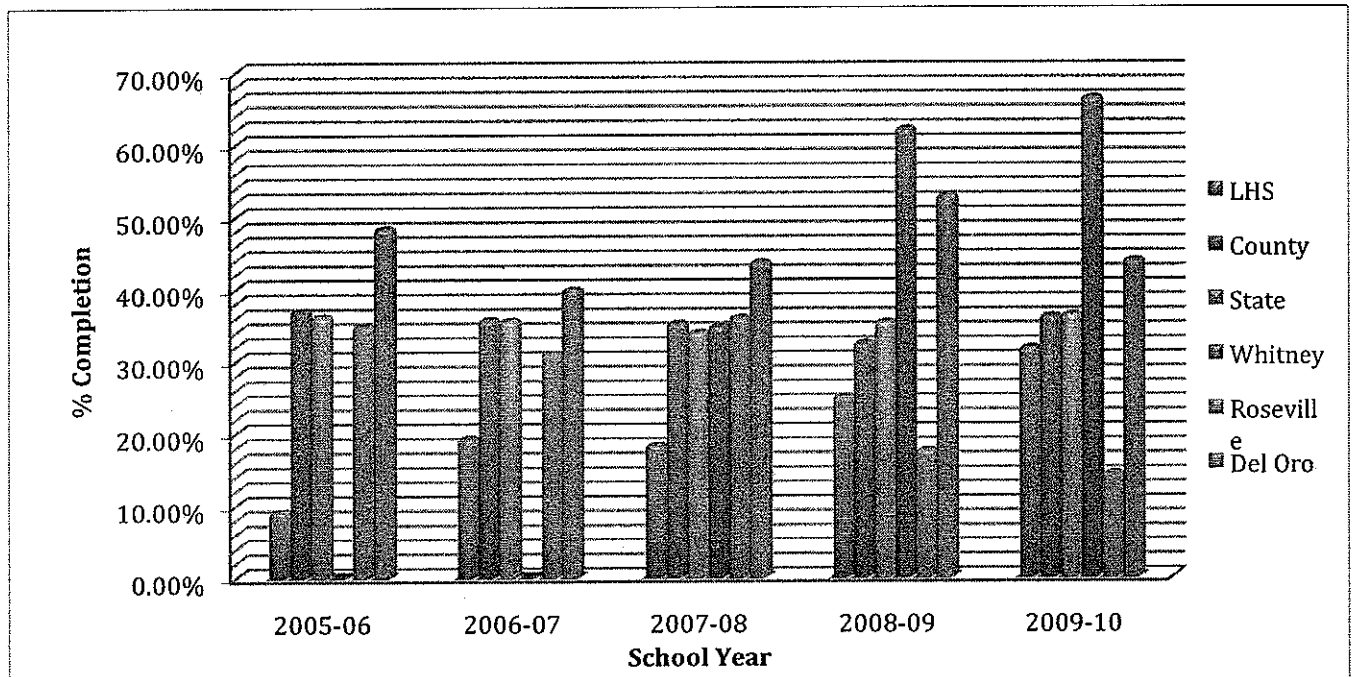
Ethnicity	White, not Hispanic	Hispanic or Latino of any Race	Asian	Filipino	African American	Two or more races	American Indian	Pacific Islander
2001-02	77%	20%	1%	0%	0%	0%	0%	1%
2002-03	76%	21%	1%	1%	1%	0%	0%	1%
2003-04	77%	20%	2%	0%	1%	0%	0%	0%
2004-05	71%	23%	1%	1%	1%	3%	1%	1%
2005-06	69%	25%	2%	1%	1%	0%	1%	1%
2006-07	66%	24%	3%	2%	2%	2%	1%	1%
2007-08	65%	24%	3%	2%	2%	2%	1%	1%
2008-09	65%	24%	3%	2%	2%	2%	1%	1%
2009-10	65%	26%	3%	2%	2%	0%	1%	1%
2010-11	65%	25%	3%	2%	2%	2%	1%	1%

Source: Dataquest: Enrollment

## 12<sup>th</sup> Grade Graduates Completing All Course Requirements for Entrance into a UC/CSU:

### ALL STUDENTS (% population)

Lincoln High School has experienced significant growth in the number of graduates completing UC/CSU A thru G requirements. Five years ago, less than 10% of LHS graduates met the A-G course requirements. With steady annual growth, the percentage increased to 32%, or almost one-third of the entire school population, meeting college acceptance criteria.



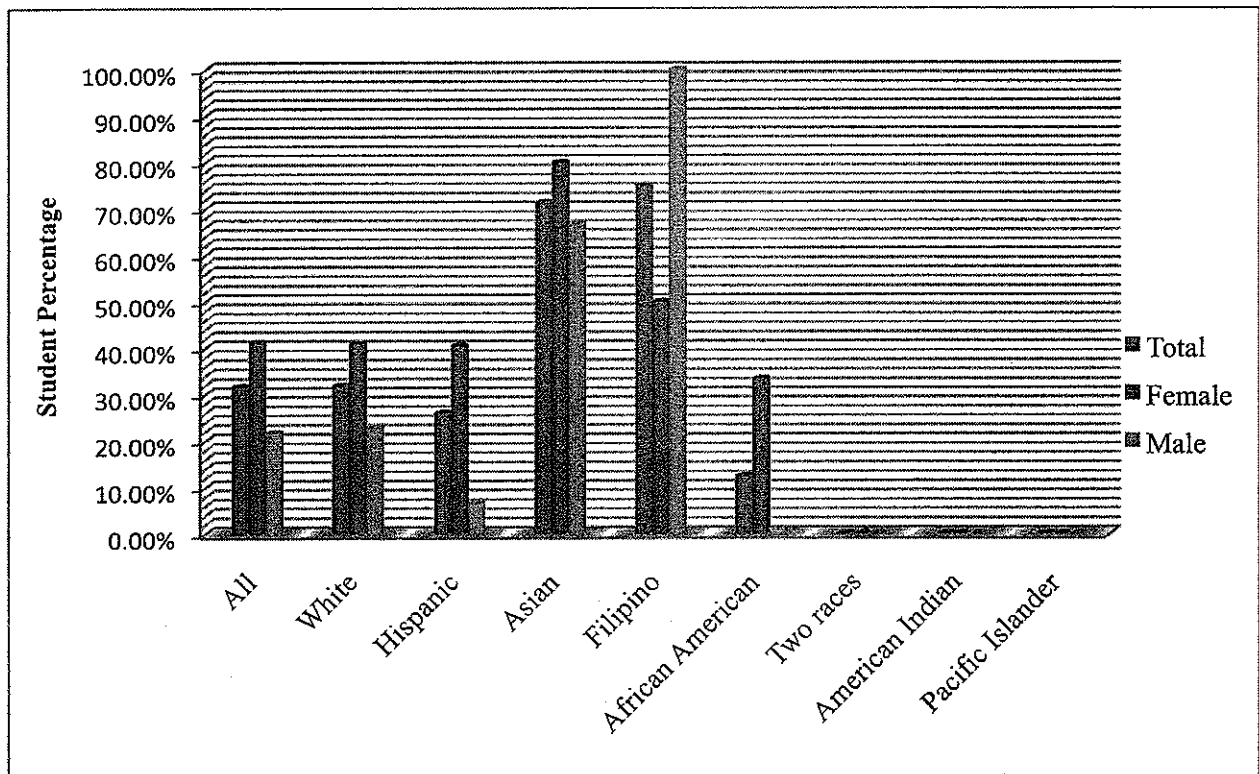
	LHS	County	State	Whitney	Roseville	Del Oro
2005-06	9.10%	36.90%	36.10%	N/A	34.80%	48.30%
2006-07	19.20%	35.60%	35.50%	N/A	30.90%	39.80%
2007-08	18.20%	35.10%	33.90%	34.70%	35.90%	43.60%
2008-09	24.90%	32.40%	35.30%	62.00%	17.50%	52.80%
2009-10	31.70%	36.10%	36.30%	66.30%	14.30%	43.80%

Source: Dataquest: Enrollment

## 12<sup>th</sup> Grade Graduates Completing All Course Requirements for Entrance into a UC/CSU:

### Male vs. Female by Ethnicity (% of population) 2009-2010

In general, the female students are meeting the A-G graduation requirements at a 20% higher rate than the male student population. In the white population, 41% of the girls met the requirements compared to only 22% of the boys. The Hispanic girls had the same 41%, while only 6.5% of the Hispanic boys graduated with eligibility to enter UC or CSU campuses. The Asian students performed at a higher rate, with 80% of the girls and 67% of the boys graduating with A-G requirements met. 33% of the African American girls met the A-G requirements compared to only 1% of the African American boys.



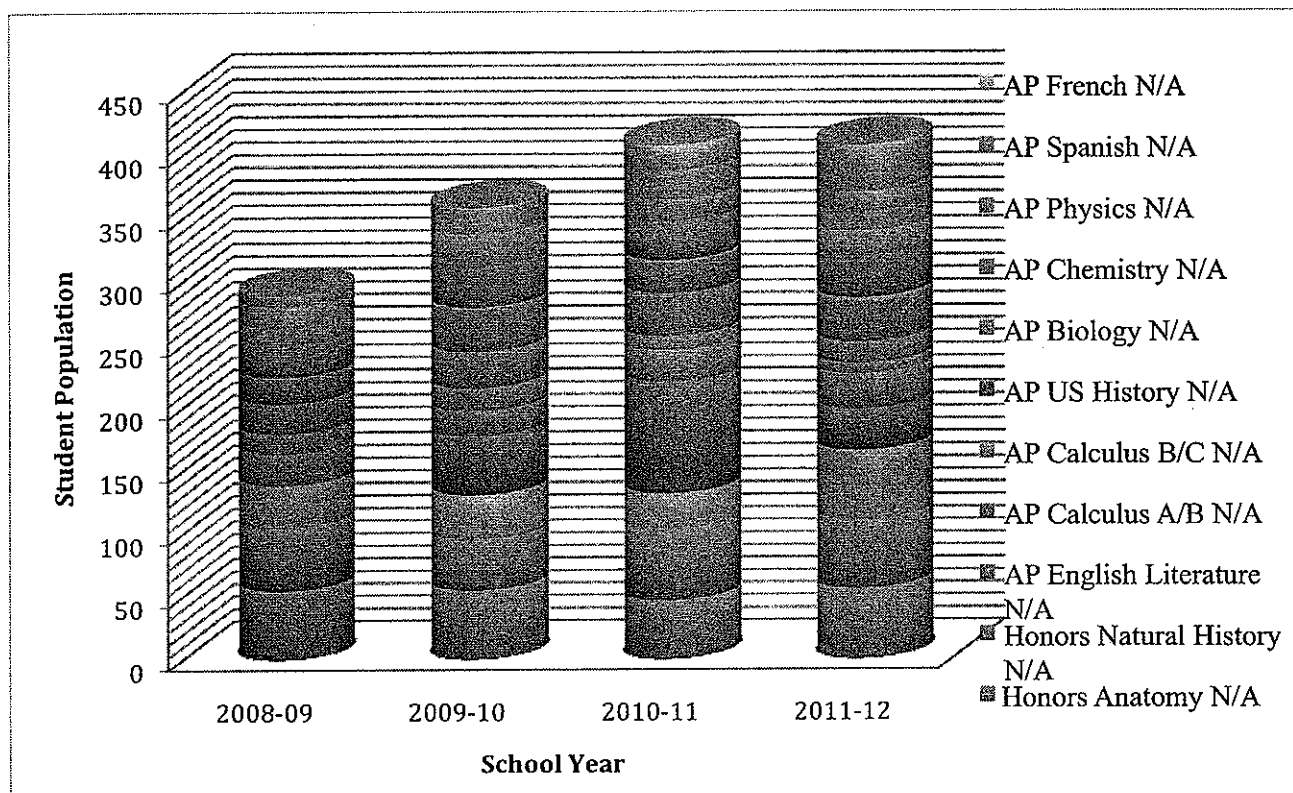
	Total	Female	Male
All	31.70%	41.20%	21.70%
White	31.90%	40.80%	22.80%
Hispanic	26.00%	40.50%	6.50%
Asian	71.40%	80%	66.70%
Filipino	75%	50%	100%
African American	12.50%	33.30%	1%



Source: Dataquest: Enrollment

## AP/Honors

The number of AP and Honors courses offered at Lincoln High School continues to increase as interest and access to rigor improves. The following chart shows the number of students enrolled in Honors or AP courses in the last five years:

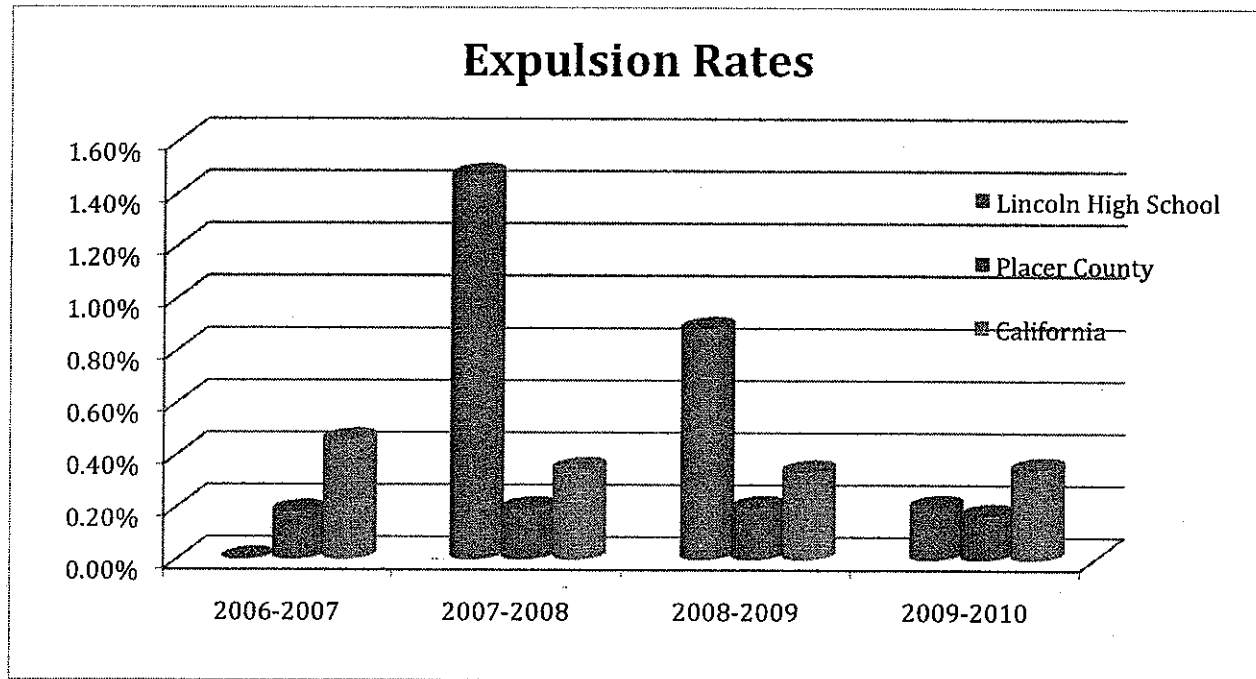


	2007-08	2008-09	2009-10	2010-11	2011-12
Honors English 9	N/A	54	54	46	55
Honors English 10	N/A	50	41	57	55
Honors English 11	N/A	34	35	28	55
Honors World History	N/A	0	47	89	33
Honors Anatomy	N/A	25	20	25	28
Honors Natural History	N/A	16	18	11	8
AP English Literature	N/A	24	29	34	17
AP Calculus A/B	N/A	21	33	24	31
AP Calculus B/C	N/A	0	2	2	4
AP US History	N/A	26	32	31	33
AP Biology	N/A	13	26	17	20
AP Chemistry	N/A	0	0	16	15
AP Physics	N/A	17	0	7	16
AP Spanish	N/A	9	19	15	33
AP French	N/A	0	2	5	4

## Discipline

### Expulsions

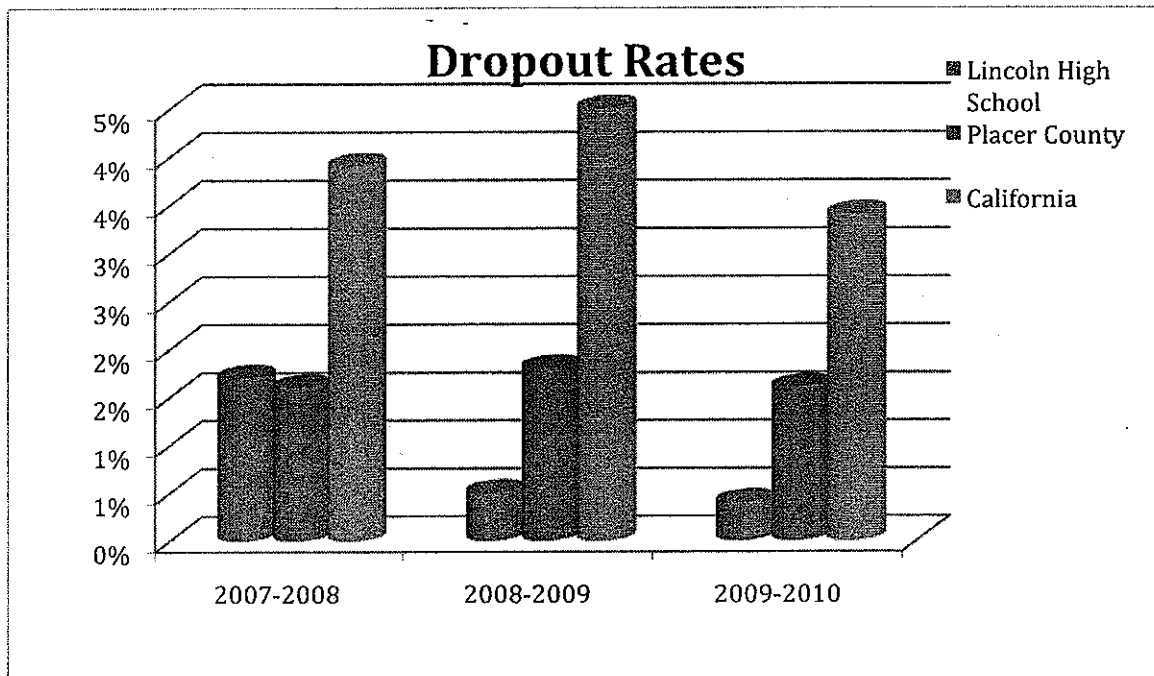
Lincoln High School has experienced a dramatic drop in the percentage of students expelled from school, from almost 1.5% of the population in 2007/08 to less than 20% in 2009/10. Lincoln now rates close to the Placer County expulsion rate of 17% and far less than the California average of 34%.



	Lincoln High School	Placer County	California
2006-2007	0.00%	0.18%	0.45%
2007-2008	1.47%	0.19%	0.34%
2008-2009	0.88%	0.20%	0.33%
2009-2010	0.20%	0.17%	0.34%

## Dropout Rates

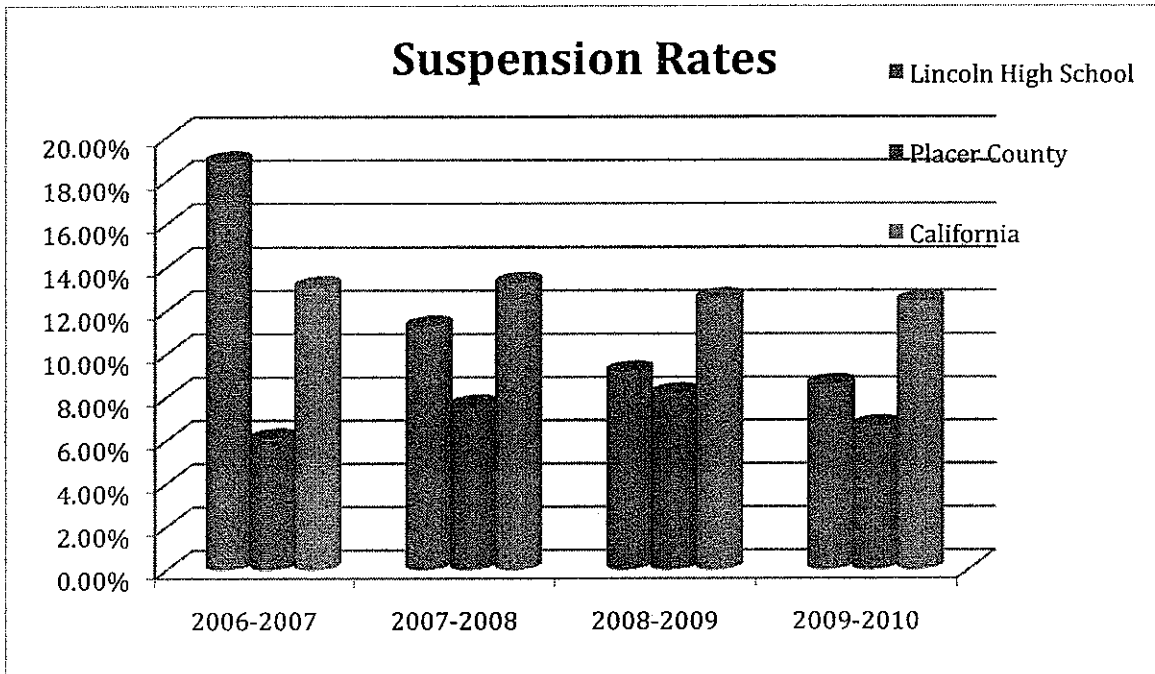
The dropout percentage of Lincoln High School students has decreased in the last three years from 1.7% of the student population in 2007 to less than 0.4% in 2009. This percentage is lower than the Placer County average dropout rate of 1.6% and significantly lower than the California average dropout rate of 3.4%.



	Lincoln High School	Placer County	California
2007-2008	1.7%	1.6%	3.9%
2008-2009	0.5%	1.8%	4.5%
2009-2010	0.4%	1.6%	3.4%

## Suspensions

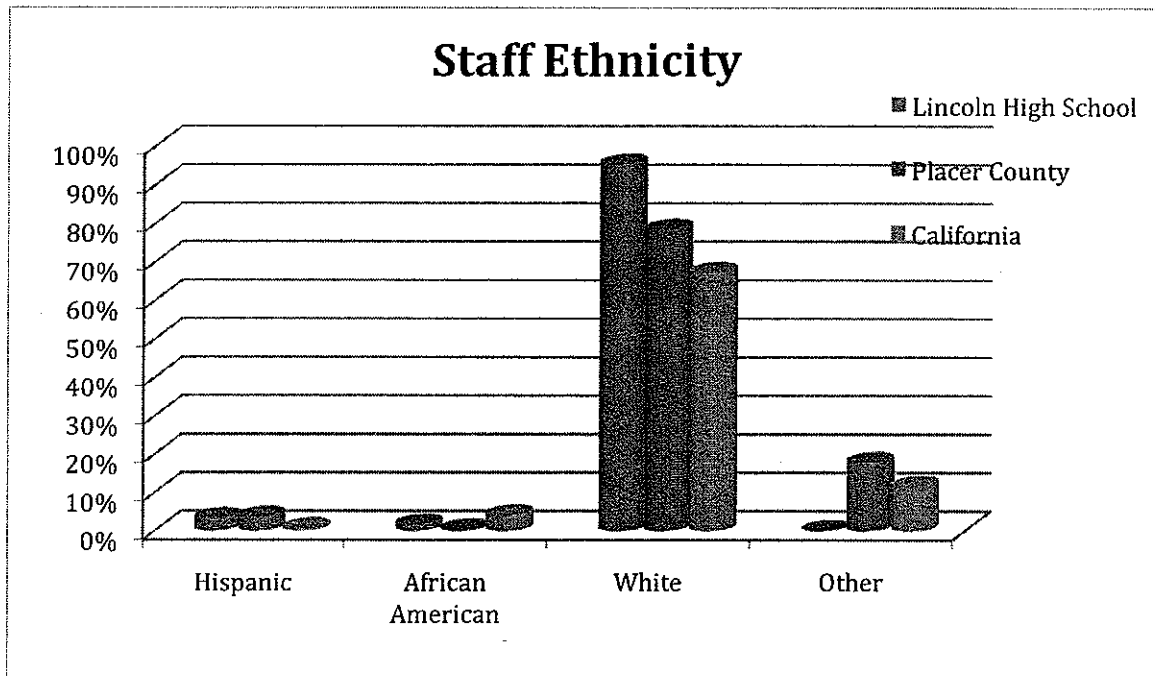
Lincoln High School has experienced a dramatic decrease in the suspension rate over the last four years. In 2006/07, the rate of suspension was almost 19% and has progressively decreased to just at 8.5% in 2009/10. This compares to Placer County and California suspension rates of 6.65% and 12.4% respectively.



	Lincoln High School	Placer County	California
2006-2007	18.85%	6.05%	13.07%
2007-2008	11.26%	7.60%	13.25%
2008-2009	9.16%	8.14%	12.53%
2009-2010	8.56%	6.65%	12.41%

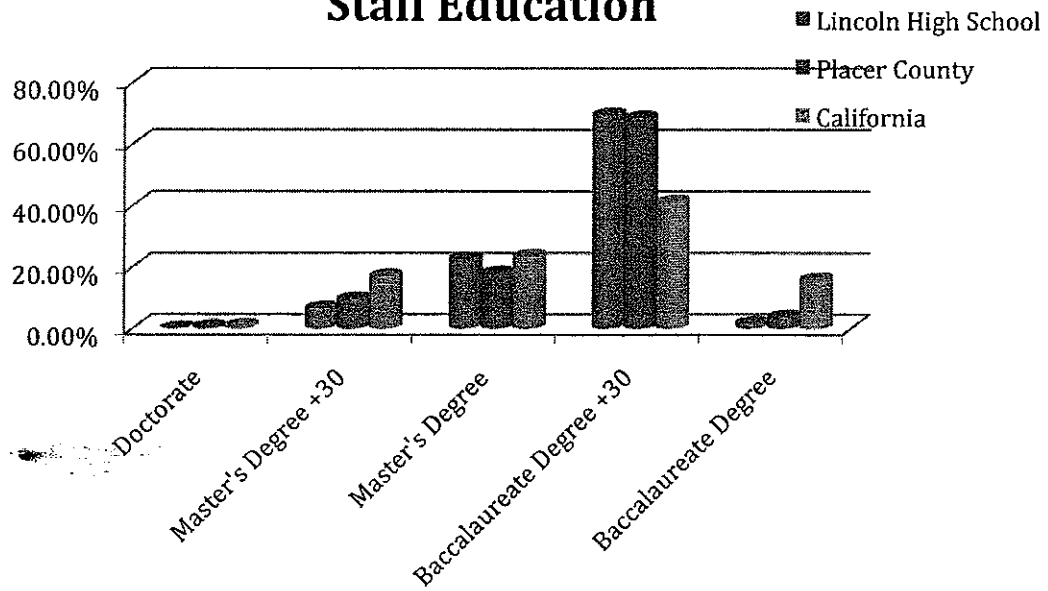
## Faculty/Staff Demographic Information

### Staff Ethnicity



	Lincoln High School	Placer County	California
Hispanic	3.23%	3.61%	0.58%
African American	1.61%	0.34%	4.01%
White	95.16%	78.27%	67.16%
Other	0.00%	17.78%	11.55%

## Staff Education

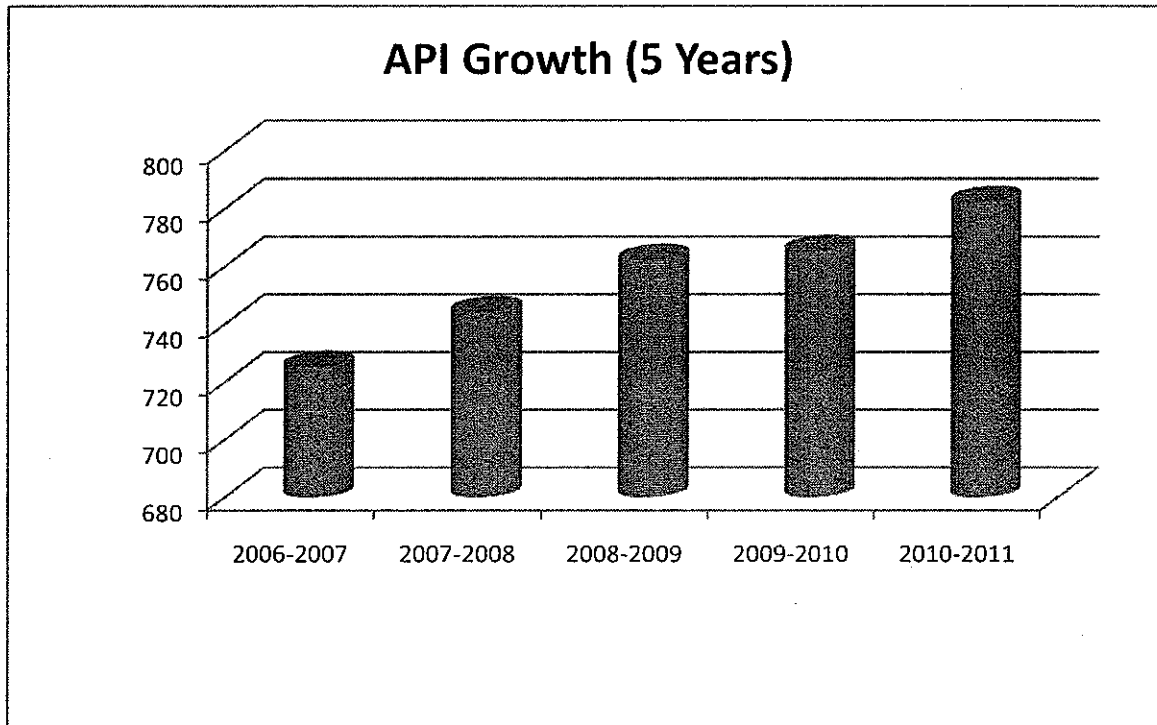


	Lincoln High School	Placer County	California
Doctorate	0.00%	0.40%	0.76%
Master's Degree +30	6.45%	9.46%	16.98%
Master's Degree	22.58%	17.97%	23.44%
Baccalaureate Degree +30	69.35%	68.41%	41.03%
Baccalaureate Degree	1.61%	3.61%	15.76%

## Achievement Data

### API

Lincoln High School's Academic Performance Index, or API, has experienced an overall increase of almost 8% in the last five years. The API score was 725 in 2006 and increased to 782 in 2010/11. Each year experienced an increase of almost 20 points, with the exception of 2008/09 to 2009/10.

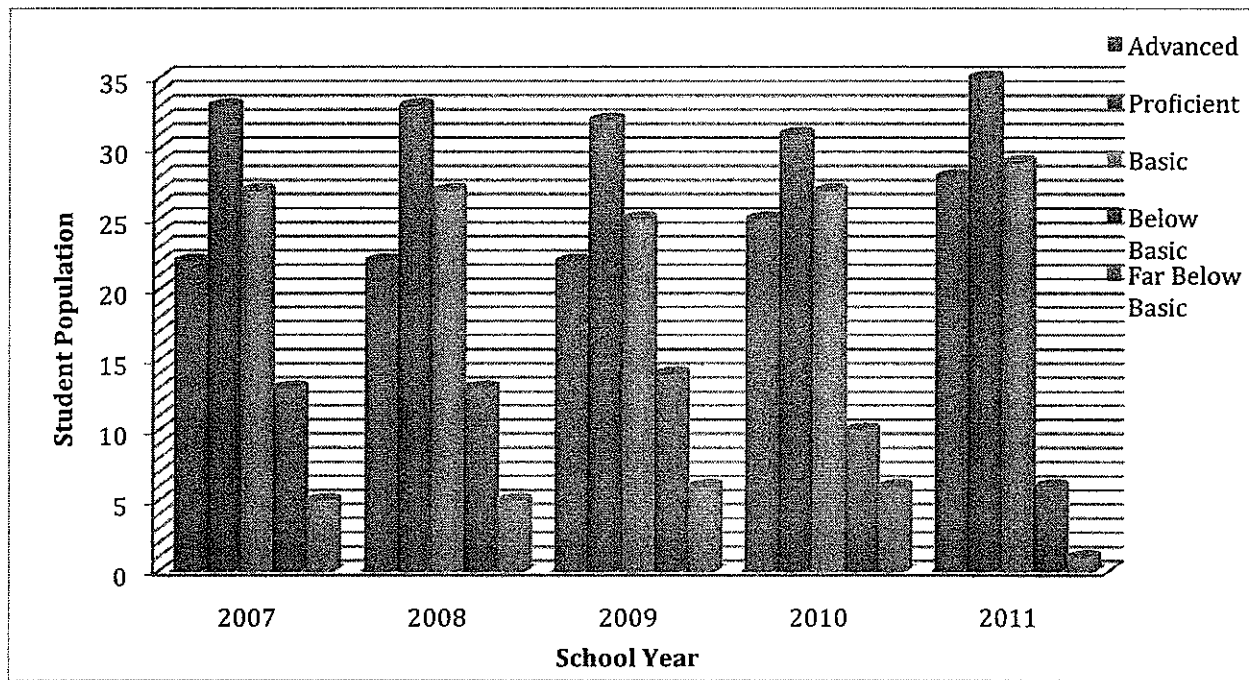


	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
Score	725	744	762	765	782

## CST Data

The English and Language Arts CST scores have increased steadily over the last five years. The percentage of students scoring proficient and above has increased from 55% in 2006/07 to 63% in 2010/11. The percentage of students performing below basic has significantly decreased from 18% to less than 7% in the last five years.

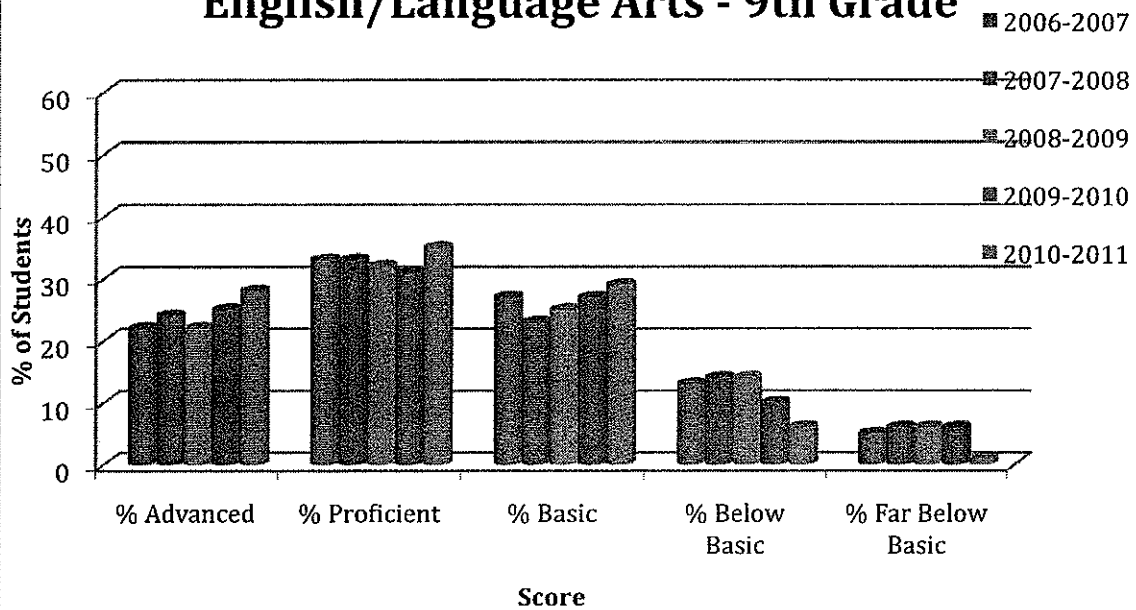
### English / Language Arts



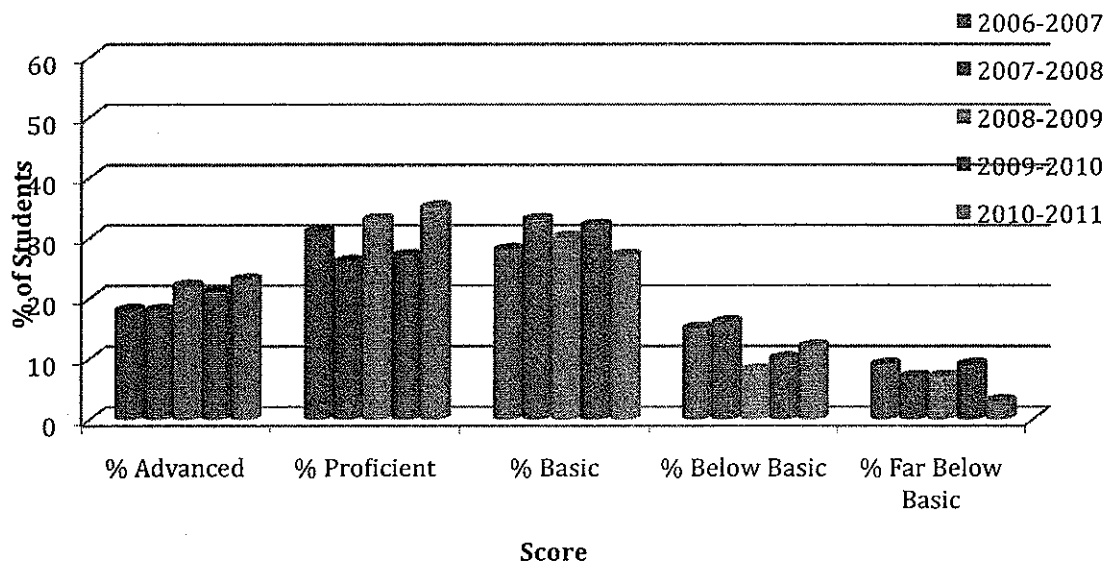
	Advanced	Proficient	Basic	Below Basic	Far Below Basic
2007	22	33	27	13	5
2008	22	33	27	13	5
2009	22	32	25	14	6
2010	25	31	27	10	6
2011	28	35	29	6	1



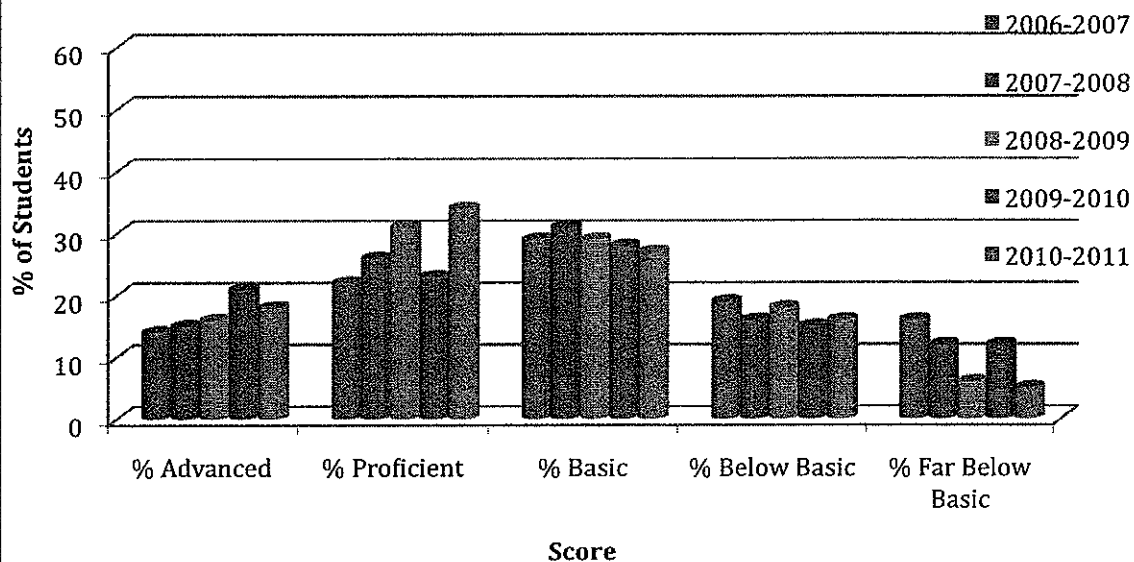
## English/Language Arts - 9th Grade



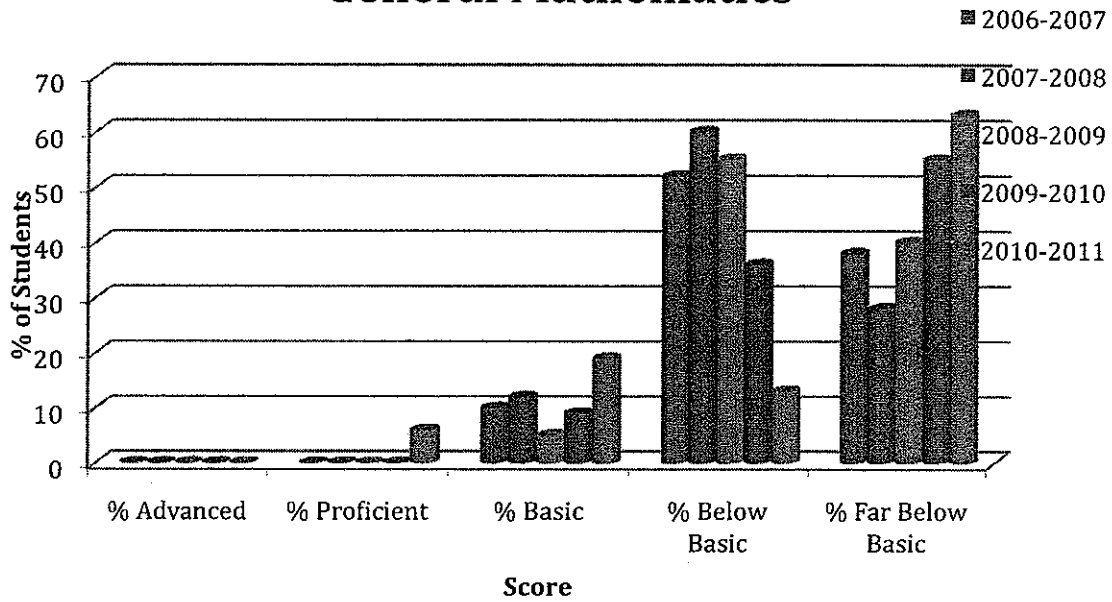
## English/Language Arts - 10th Grade



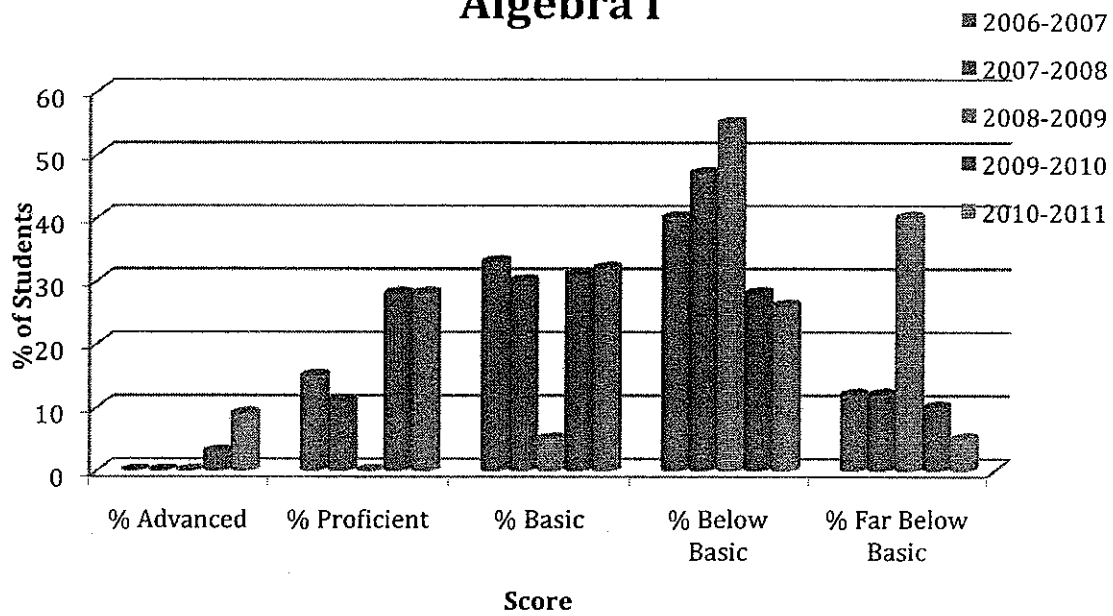
## English/Language Arts - 11th Grade



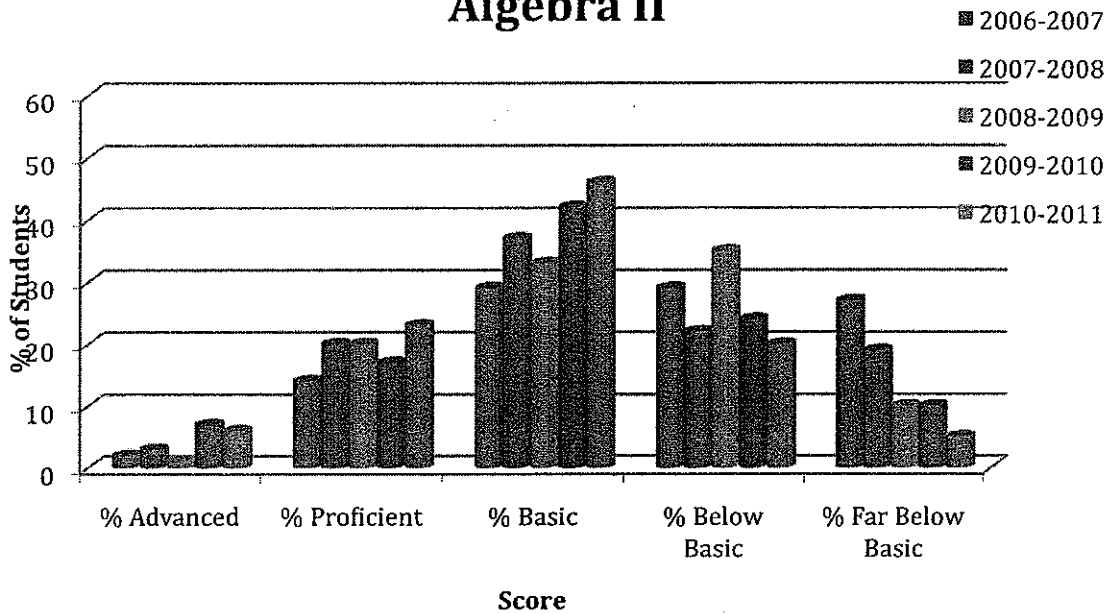
## General Mathematics



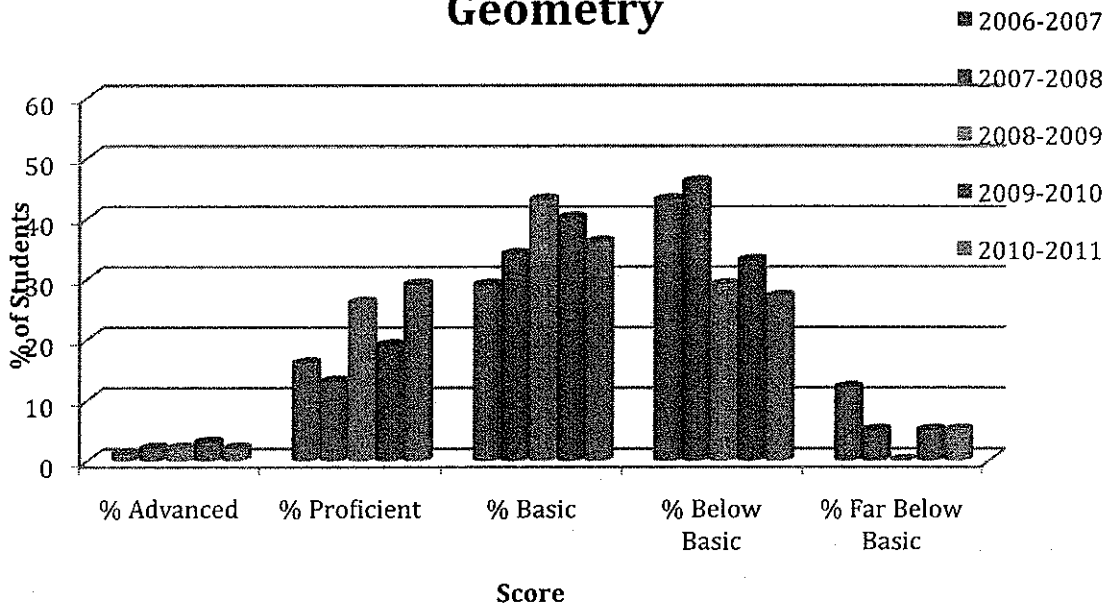
## Algebra I



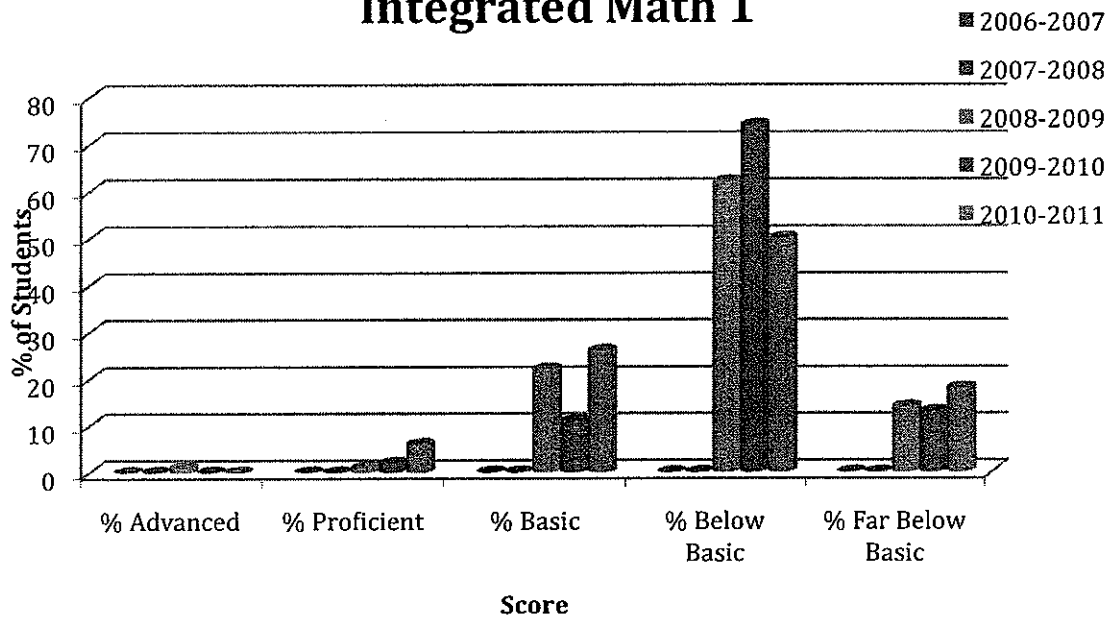
## Algebra II



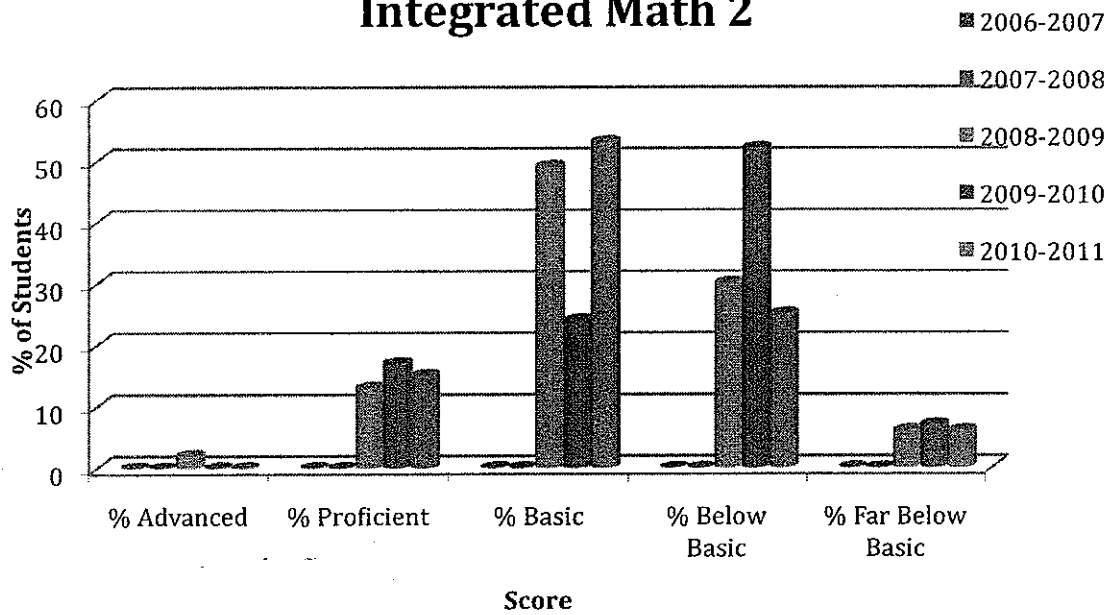
## Geometry



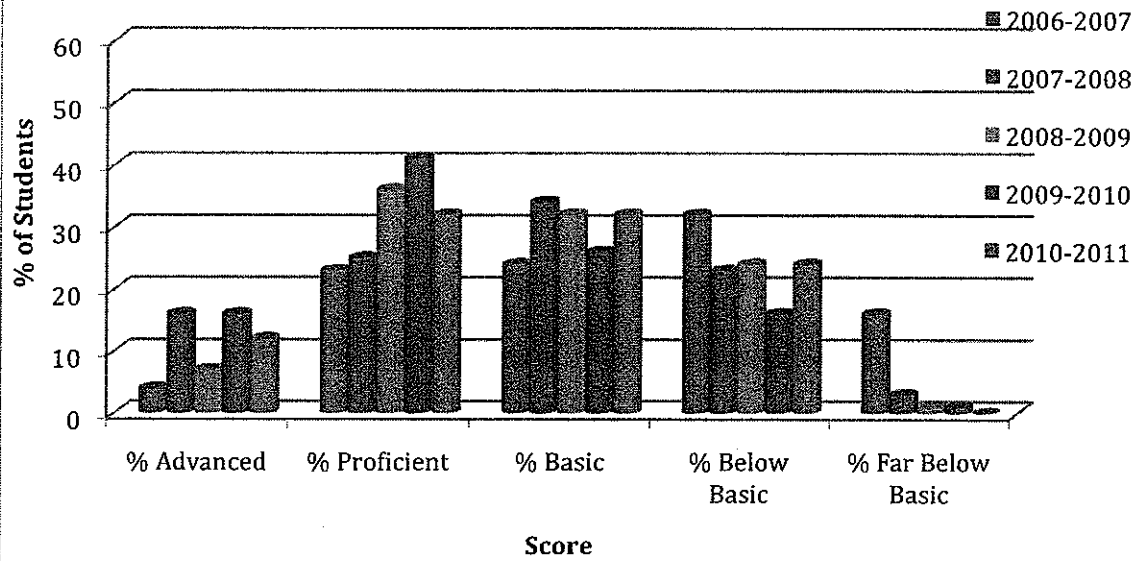
## Integrated Math 1

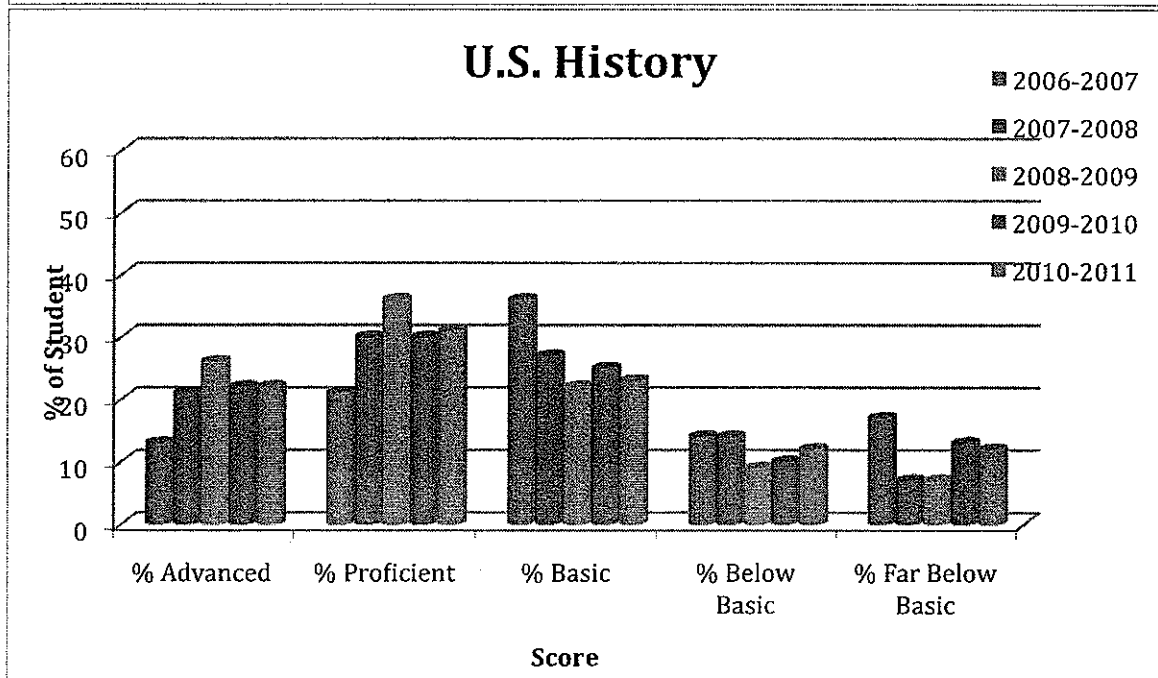
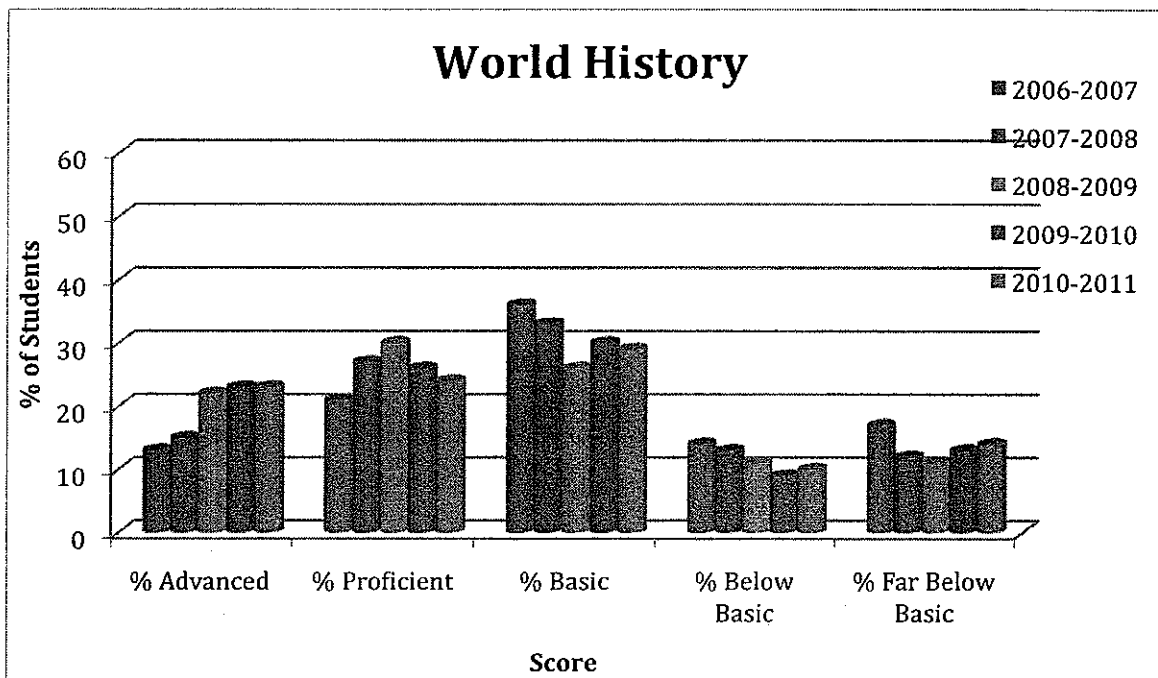


## Integrated Math 2

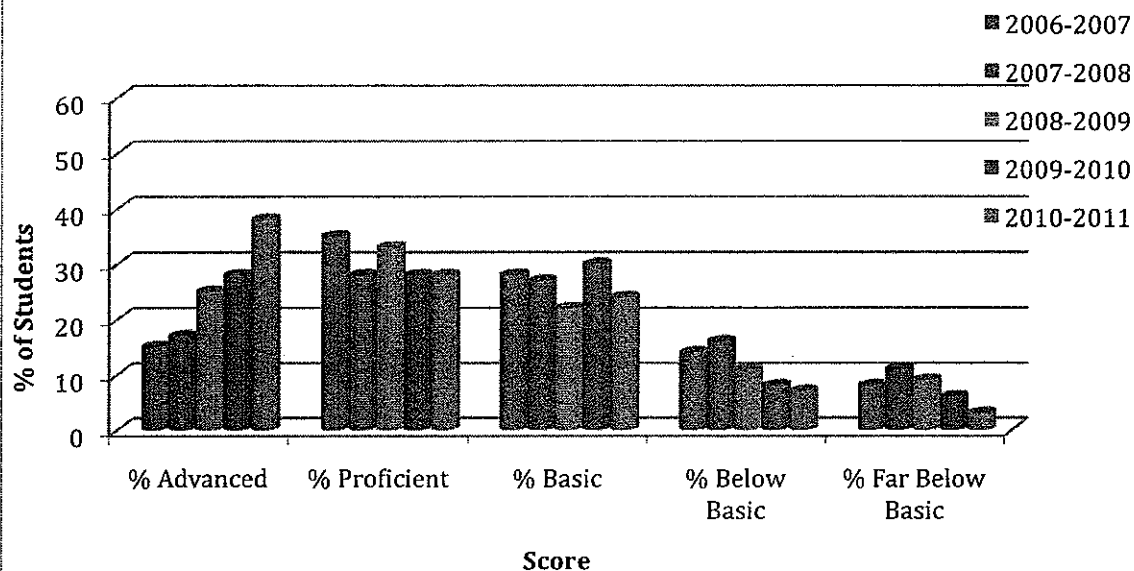


## Summative High School Mathematics

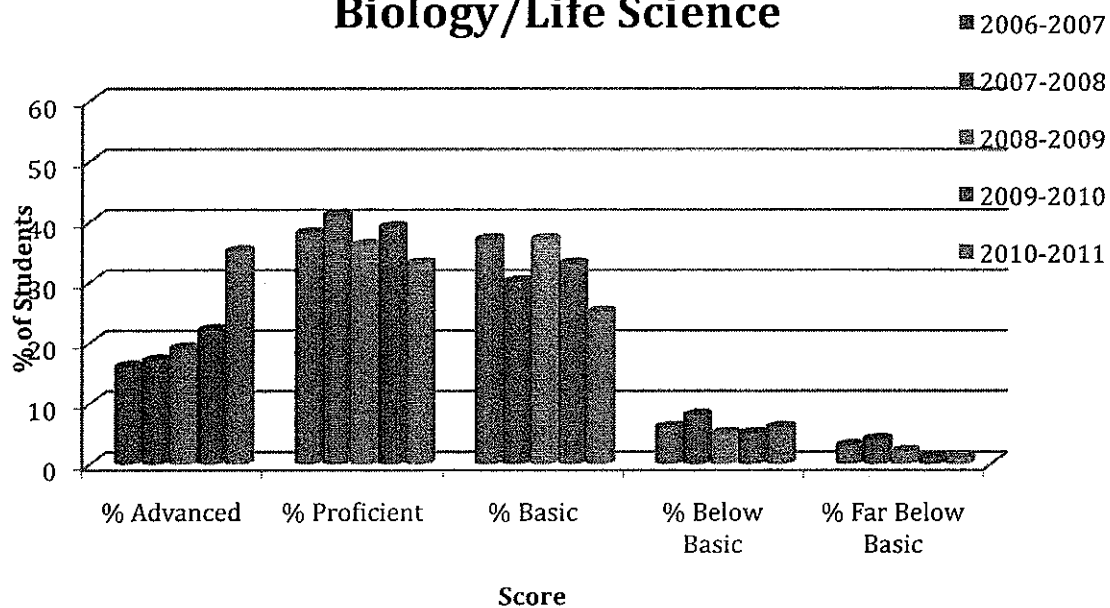




## Science (Grade 10 Life Science)

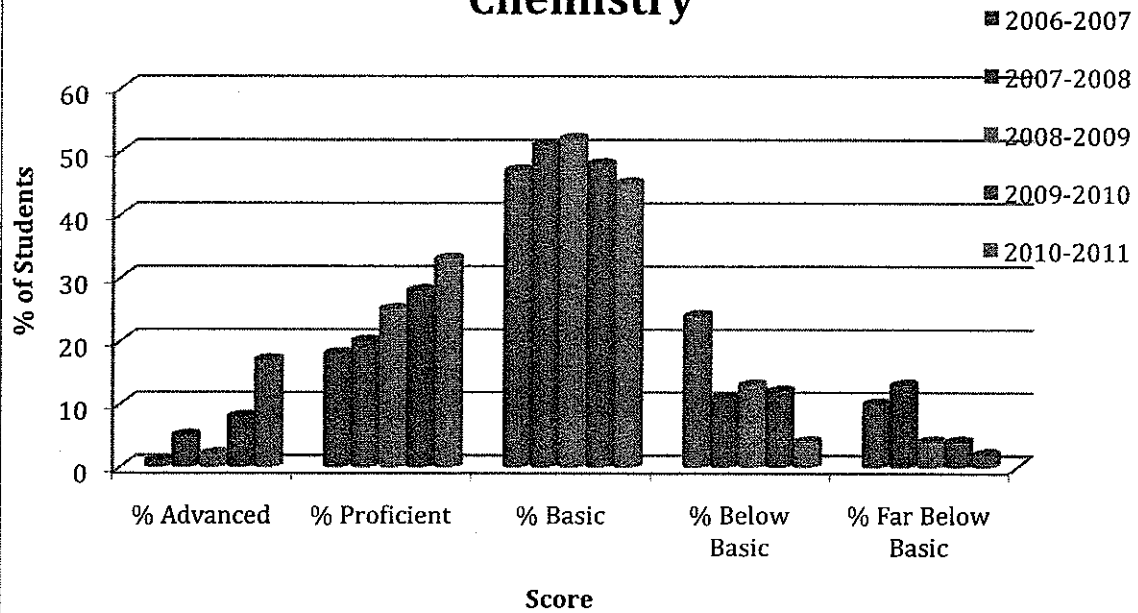


## Biology/Life Science

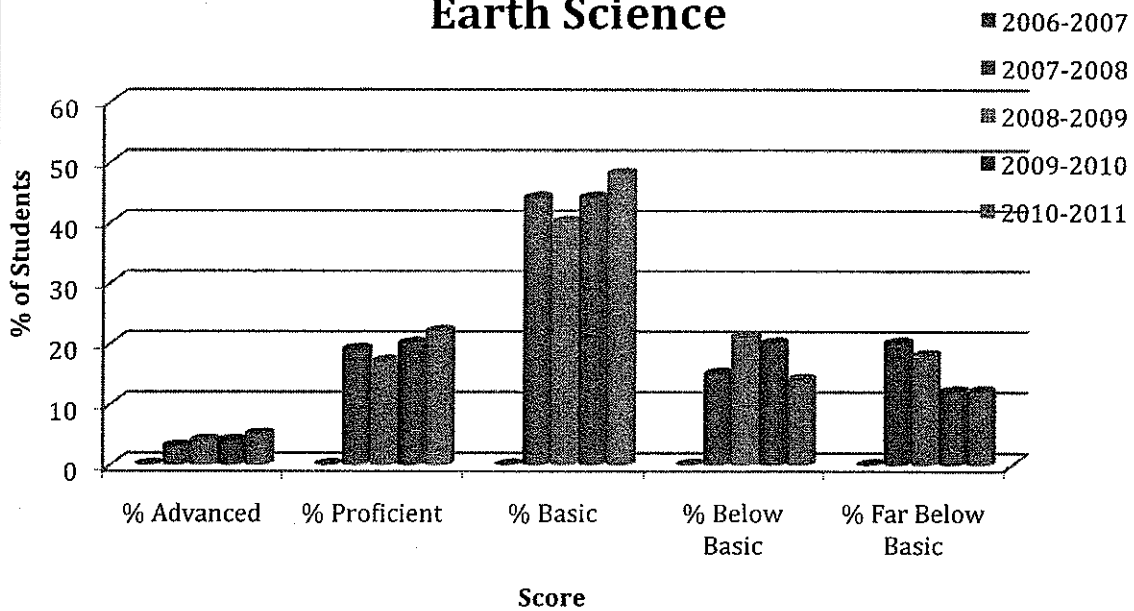


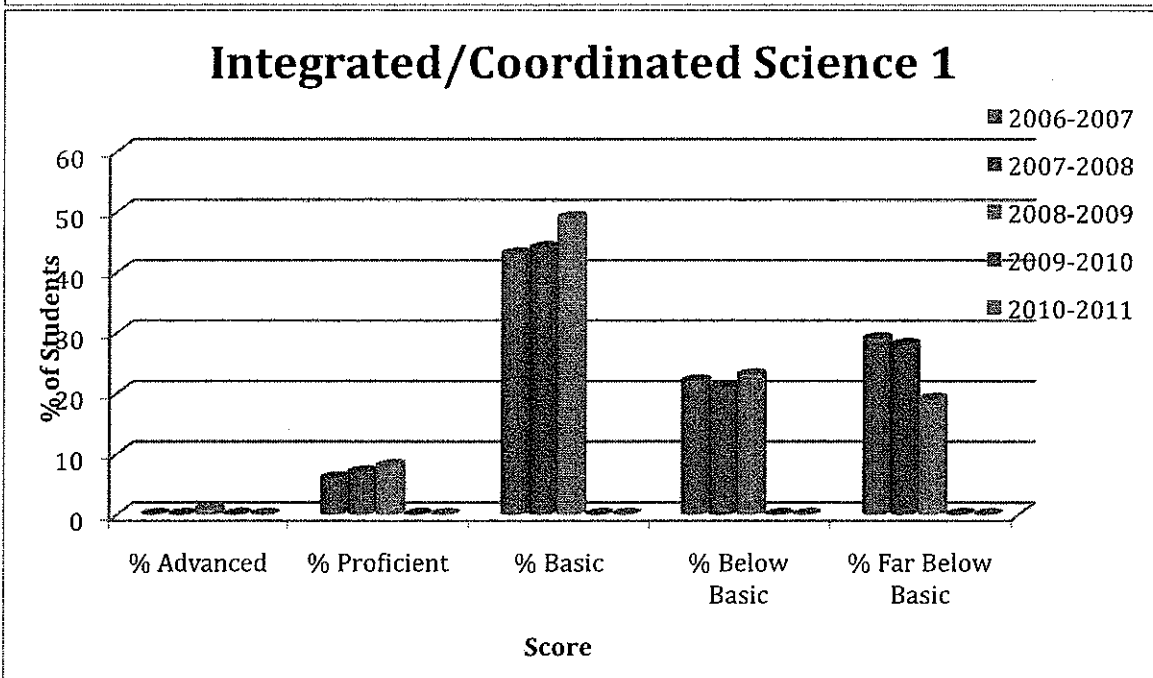
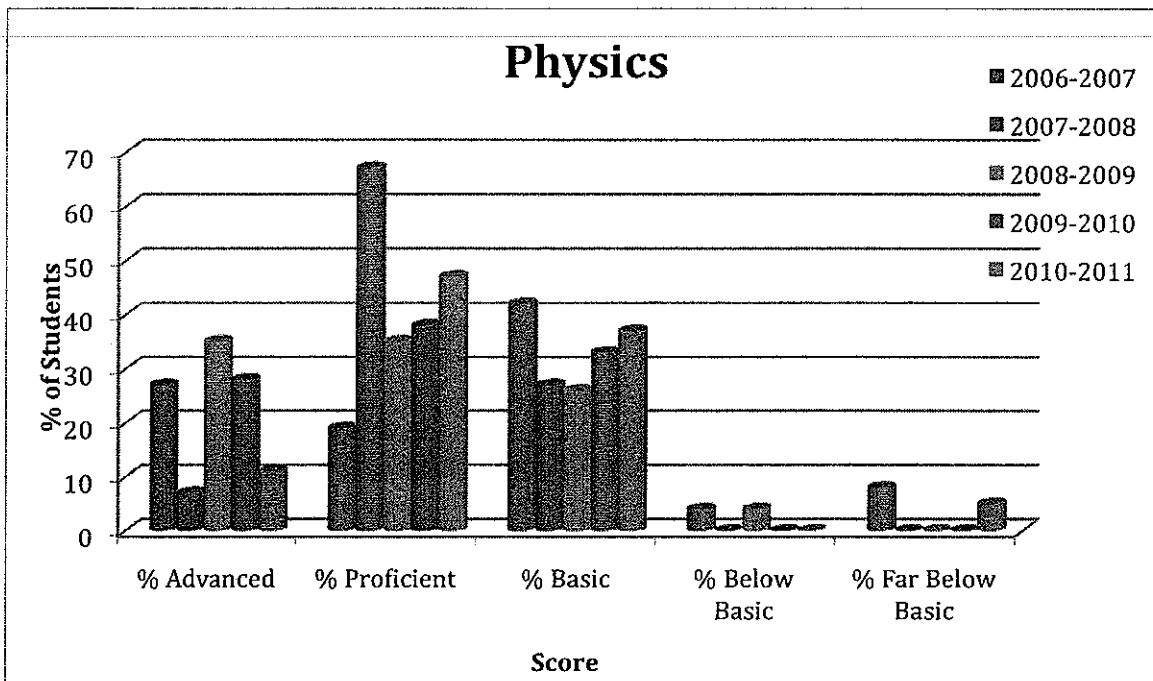


## Chemistry

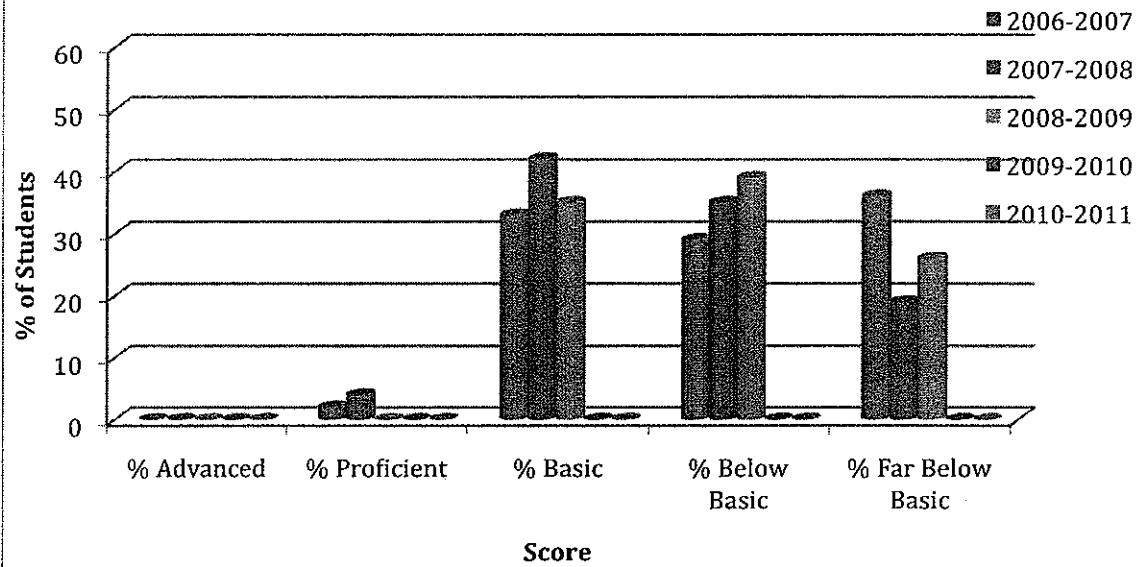


## Earth Science





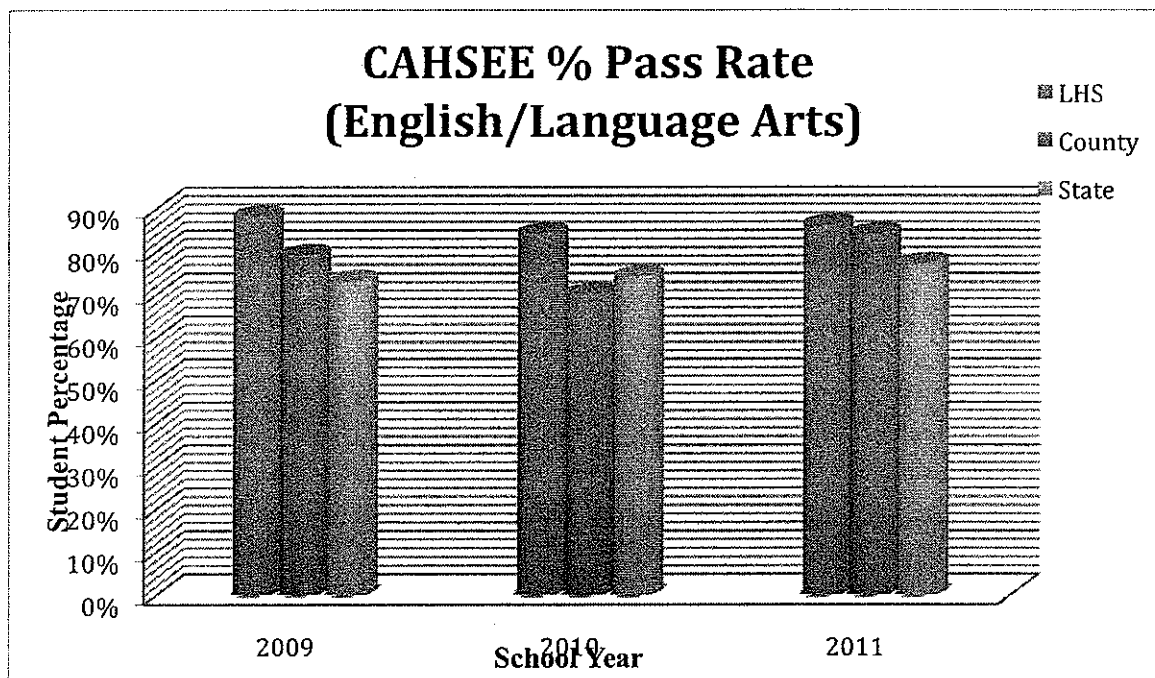
## Integrated/Coordinated Science 2



## CAHSEE % Pass Rate

### English / Language Arts

The percentage of students passing the California High School Exit Exam, or CAHSEE, English Language Arts test exceeds the rates of both Placer County and the state of California. 86% of the students passed the ELA portion of the test in 2010/11 compared to 84% of the students in Placer County and 77% of the students in California. The passage rate of LHS students has remained relatively steady over the last three years, ranging between 84% and 88% passage rate.

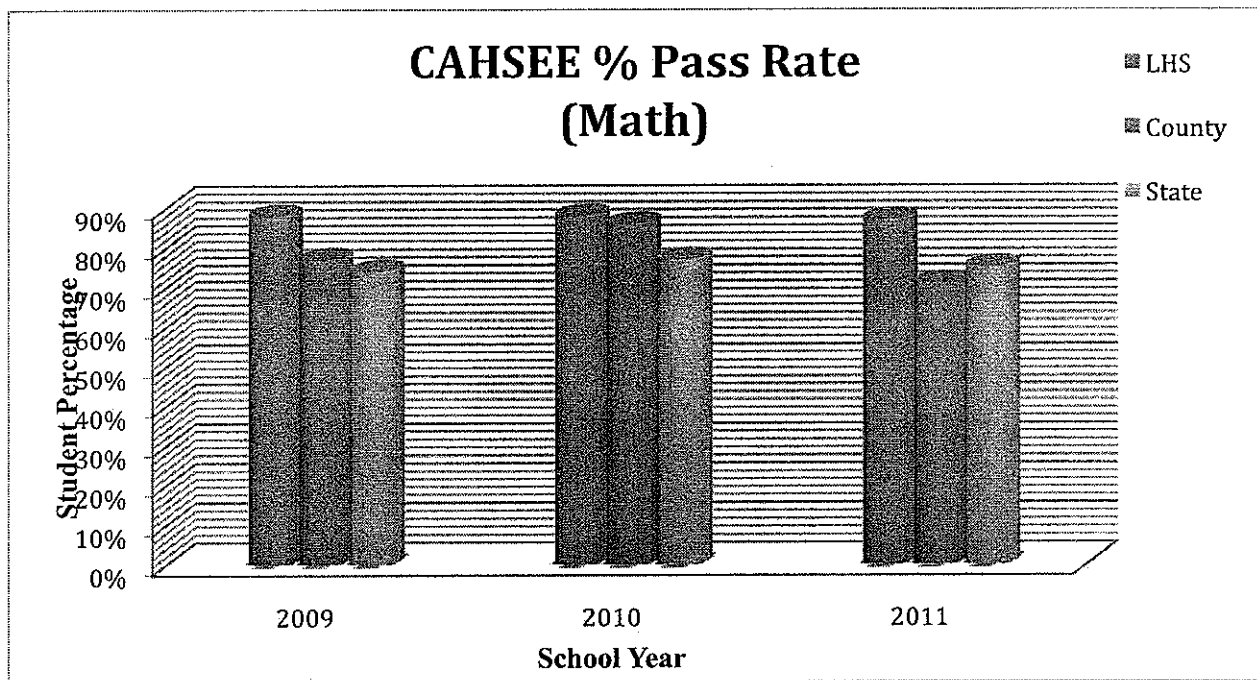


	LHS	County	State
2009	88%	79%	73%
2010	84%	70%	74%
2011	86%	84%	77%

## CAHSEE % Pass Rate

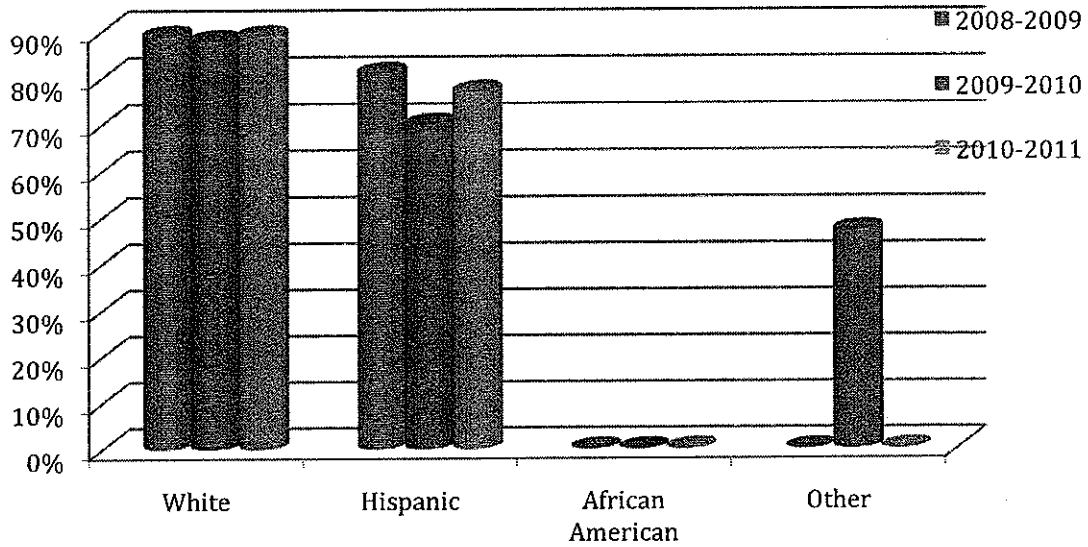
### Math

The percentage of students passing the California High School Exit Exam, or CAHSEE, math test exceeds the rates of both Placer County and the state of California. 87% of the students passed the math portion of the test in 2010/11 compared to 71% of the students in Placer County and 75% of the students in California. The passage rate of LHS students has remained relatively steady over the last three years, ranging between 87% and 88% passage rate.



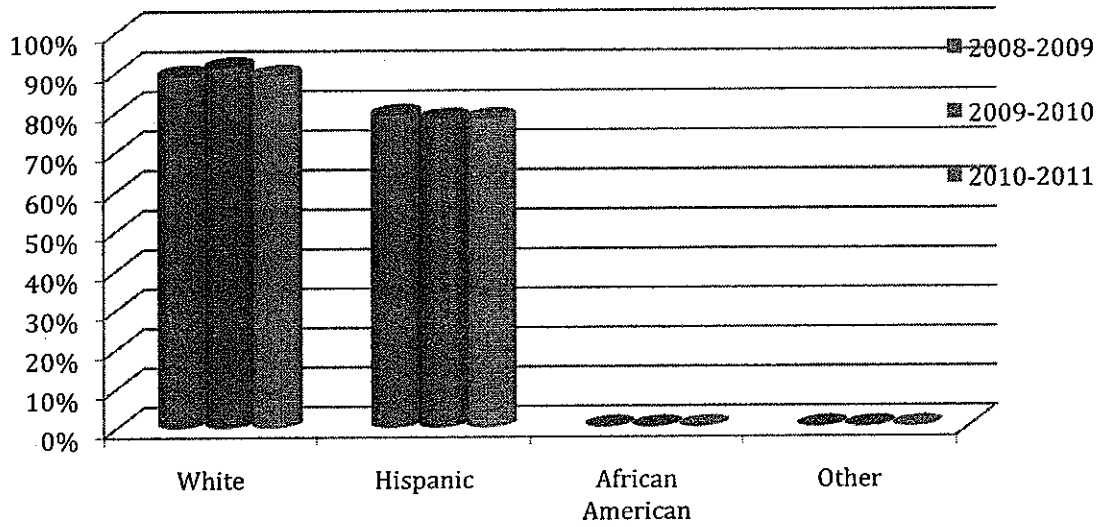
	LHS	County	State
2009	88%	77%	74%
2010	88%	86%	77%
2011	87%	71%	75%

## CAHSEE Pass Rate by Ethnicity (ELA)



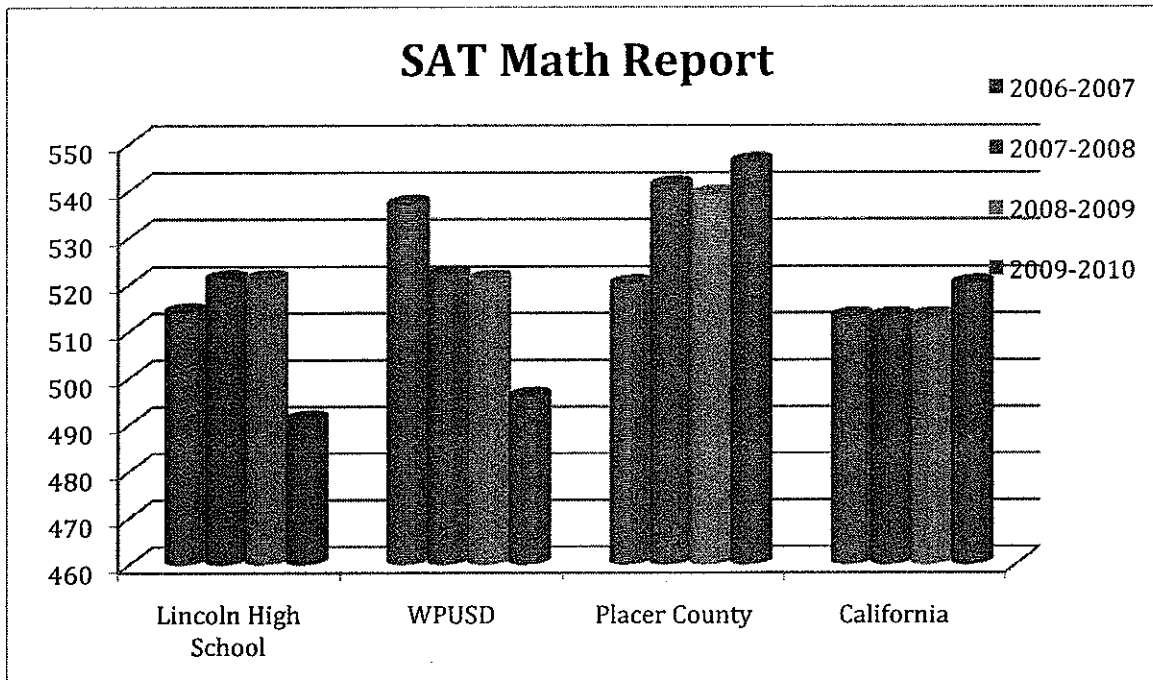
	2008-2009	2009-2010	2010-2011
White	89%	88%	89%
Hispanic	81%	70%	77%
African American	0%	0%	0%
Other	0%	47%	0%

## CAHSEE Pass Rate by Ethnicity (Math)



	2008-2009	2009-2010	2010-2011
White	89%	91%	89%
Hispanic	79%	78%	78%
African American	0%	0%	0%
Other	0%	0%	0%

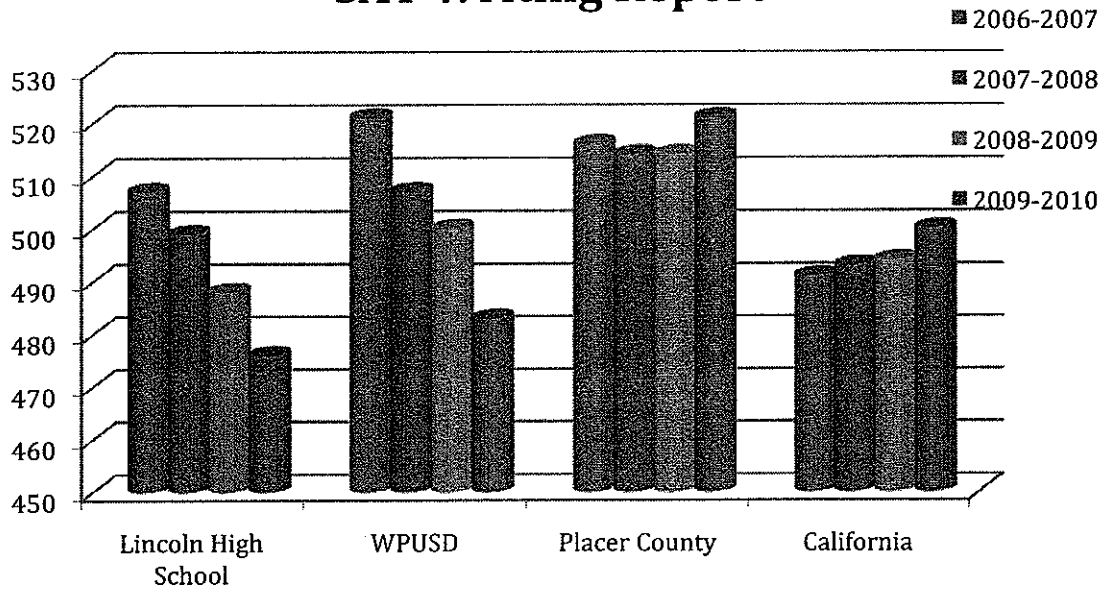
## SAT & ACT



	2006-2007	2007-2008	2008-2009	2009-2010
Lincoln High School	514	521	521	491
WPUSD	537	522	521	496
Placer County	520	541	539	546
California	513	513	513	520

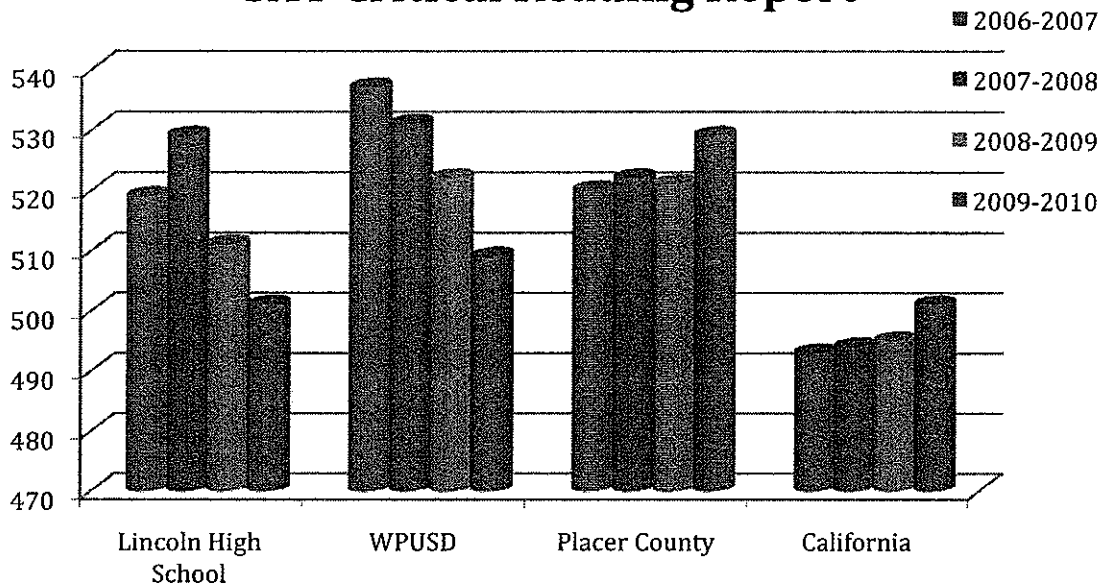


## SAT Writing Report



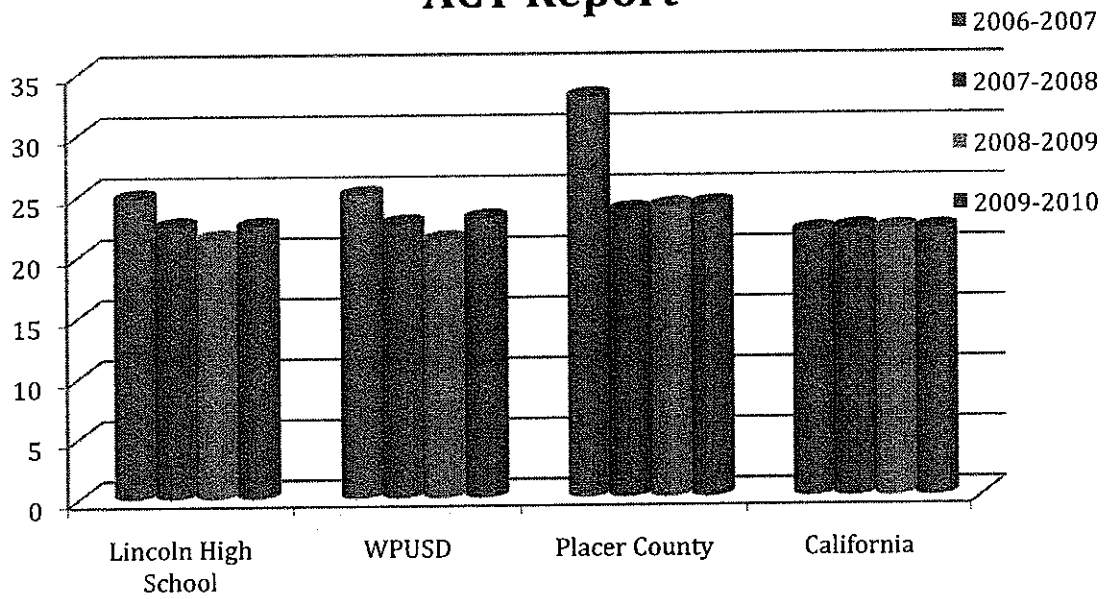
	2006-2007	2007-2008	2008-2009	2009-2010
Lincoln High School	507	499	488	476
WPUSD	521	507	500	483
Placer County	516	514	514	521
California	491	493	494	500

## SAT Critical Reading Report



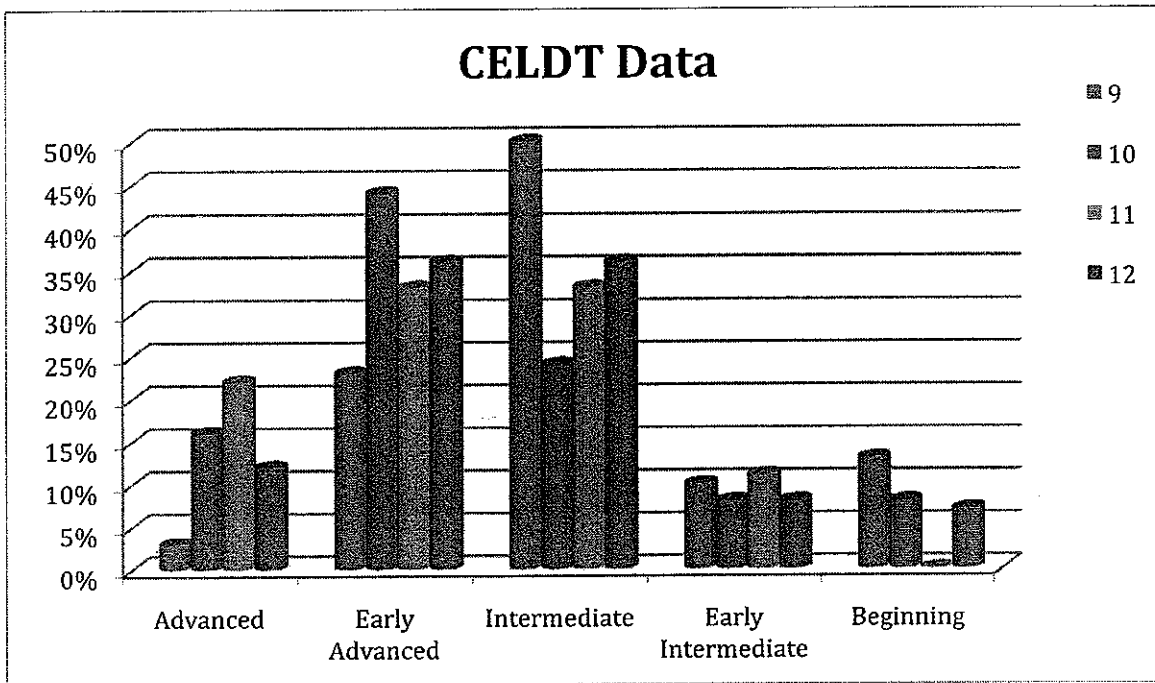
	2006-2007	2007-2008	2008-2009	2009-2010
Lincoln High School	519	529	511	501
WPUSD	537	531	522	509
Placer County	520	522	521	529
California	493	494	495	501

## ACT Report



	2006-2007	2007-2008	2008-2009	2009-2010
Lincoln High School	24.74	22.43	21.36	22.41
WPUSD	24.92	22.55	21.21	22.98
Placer County	32.9	23.55	23.87	24.02
California	21.79	22	21.92	21.93

## CELDT Data

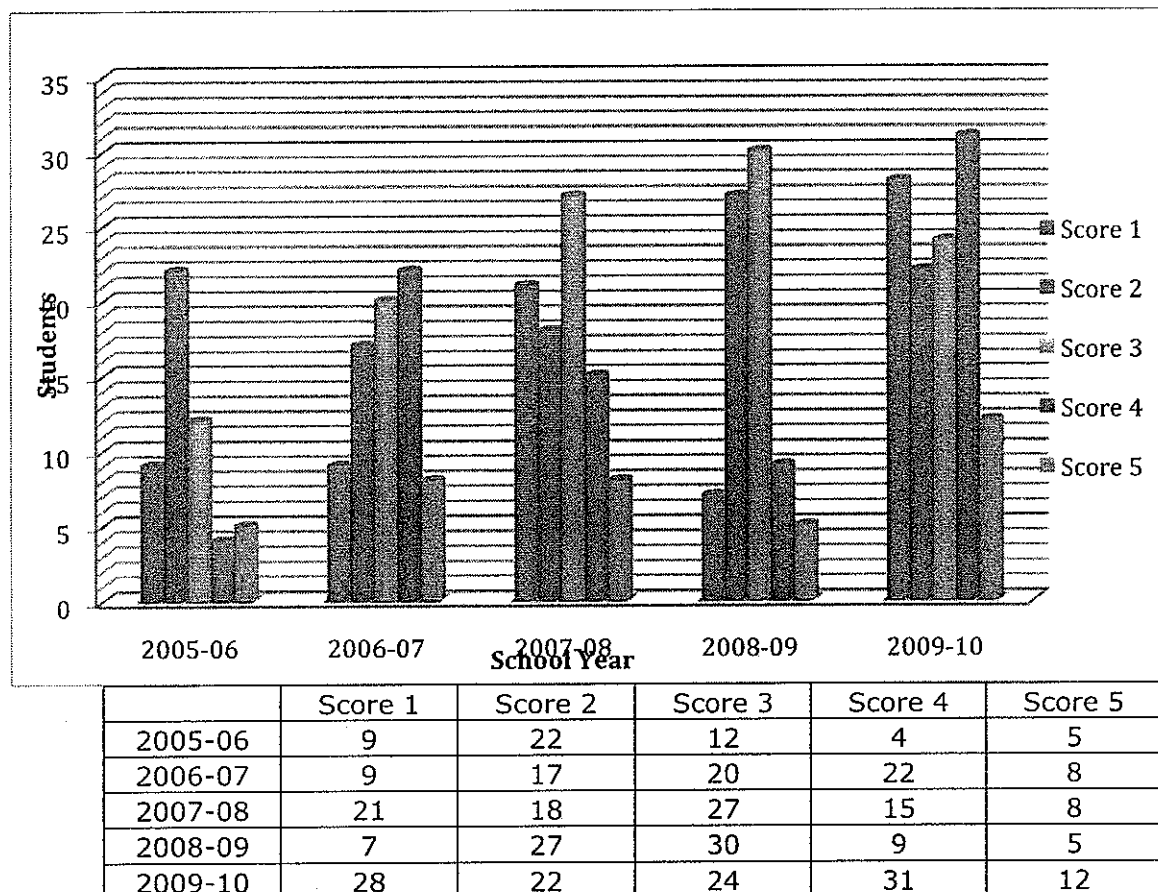


	9	10	11	12
Advanced	3%	16%	22%	12%
Early Advanced	23%	44%	33%	36%
Intermediate	50%	24%	33%	36%
Early Intermediate	10%	8%	11%	8%
Beginning	13%	8%	0%	7%

## AP Exam Results

According to CollegeBoard.com, “students who earn AP Exam scores of 3 or above are generally considered to be qualified to receive college credit and/or placement into advanced courses due to the fact that their AP Exam scores are equivalent to a college course score of “middle C” or above. However, the awarding of credit and placement is determined by each college or university and students should check with the institution to verify its AP credit and placement policies.”

The number of Lincoln High School students scoring 3 or above on the AP Exam increased from 21 students in 2005/06 to 67 students in 2009/10. The total numbers of students taking the test has more than doubled in the last five years. 52 students took the AP Exam in 2005/06 with 40% scoring 3 or above, and 117 students took the AP Exam in 2009/10 with over 57% scoring 3 or above.



Source: [www.collegeboard.com/student/testing/ap](http://www.collegeboard.com/student/testing/ap)

5 – Extremely well qualified to receive college credit  
4 – Well qualified to receive college credit

3 – Qualified to receive college credit  
2 – Possibly qualified to receive college credit  
1 – No recommendation to receive college credit

## Section II: Significant Developments

Provide the following:

- Include a description of any significant changes or developments, i.e., program additions since the last full visit, changes in student enrollment, staffing changes.
- Describe the impact these developments have had on the school and/or specific curricular programs.

Through the past three years, Lincoln High School has undergone significant changes in the following areas: staff turnover; professional development; technology; class offerings and programs; and school policies and procedures.

### *Staff Turnover*

- At the end of the 2010-2011 school year, significant staff and faculty turnover resulted from a retirement incentive offered by Western Placer Unified School District. Positions vacated were either 1) filled by shifting current employees within the district, 2) filled by hiring new employees or 3) absorbed by current employees. At Lincoln High School, the following positions were affected: Principal, Vice Principal, Counselor, Librarian, Campus Monitor, Special Resources Officer, and six teaching positions.
- New Administration has brought significant changes to Lincoln High School. From consistent emails to developing a Leadership Team that meets bi-monthly, Administration has worked to become familiar with Lincoln High School, her teachers and her students, and is now working to direct her future growth. Communication has increased, as has accountability. An environment of support from the top is forming, rather than focusing on ground up movements. On another note, some staff positions were absorbed rather than replaced; as a result, current staff and faculty are working to fulfill the responsibilities of these positions in addition to their own. New hires are becoming acclimated to Lincoln High School and have brought fresh energy and fresh ideas to the campus.

### *Professional Learning Communities*

- At this time a large majority of teachers at Lincoln High School have undergone training for Professional Learning Communities (PLC). Departments are working to develop PLCs, including developing Norms, establishing Essential Standards, creating Common Assessments, and utilizing Data to inform teaching practices and strategies. Stages of implementation vary from department to department, but all departments report working to these ends. In addition to PLCs, Lincoln is focusing on developing a campus wide, collaborative Response to Intervention (RtI). Part of this includes working with Phoenix High School to transition students between campuses as needed.
- Establishing PLCs as the foundation of departments has created a culture of collaboration and developed group intelligence. Teachers are working together, rather than individually, to develop a guaranteed, and innovative, curriculum for each course. Teachers look to self study and self reflection in this process and are responsible to peers

and to students in curriculum choices. Student learning and success is growing as a direct result of PLC work.

### **Technology**

- *Software, Websites, Databases, etc:* Lincoln High School is now using a variety of technological programs.
  - Aeries is used school wide to track attendance, record student data, compute course grades, email parents, and develop master scheduling, among other things.
  - Aesop is used by teachers to schedule absences and assign substitutes. It also offers teachers the ability to choose their substitutes as opposed to random assignment.
  - OARS is a data processing program that has helped departments to better implement PLC common assessments and data analysis as well as the ability to easily access and then analyze student STAR and CAHSEE testing data.
  - Gmail has become the established email network and each staff member has a professional Gmail address. In addition to utilizing Gmail, staff members are able to use other Google programs. Google Docs allows faculty to easily share information, collaborate on documents, gather information (surveys), etc. Google Calendar is used to schedule library visits, to reserve computer labs for classes, and to communicate sports, club, and other school activities. Teachers are also able to make course or club websites and attach these to the school website.
  - Turnitin, an online anti-plagiarism database, is used in English, history, and science courses with research assignments (projects, papers, etc).
  - SEIS has been updated and is used electronically in Special Education for IEP and 504 meetings.
  - PASCO equipment (digital sensors) is used in both Chemistry and Biology courses.
  - In the classroom, teachers use a variety of programs and websites to supplement curriculum (Discovery Education, California Streaming, Safari, TeacherTube, YouTube) and inform Best Teaching practices (journal articles from PDK, ASCD, NASSP). Funding has been cut, so Discovery Education and California Streaming are no longer available. Safari streaming media is currently being installed on all teacher computers.
  - Every high school student with a signed Acceptable Use Policy (AUP) has a Google Docs account without e-mail. Google Docs includes 1GB of multiple file format data storage and is accessible anywhere. Students can also share their Docs files with others. All students also have school, home, and mobile access to the Safari streaming media server that contains CA standards based content. Students have a computer account that is associated with web filtering rules and allows the district to check their website viewing history.

- *Hardware:* Lincoln High School is working to update its technological offerings to students and faculty.
  - LHS has added cameras to the Security System.
  - More classrooms have Projectors and/or Elmos to aid instruction. Many of these machines have been purchased through teacher monies (i.e. lottery funds).
  - Cell Phones: Students are using cell phones in class, downloading calculators and dictionaries. Texting technology connected to websites is also used for surveys and test preparation.
  - MIMIO (Smart Board technology) is used in math classes.
  - Lincoln High School now has three computer labs available for classroom activities and assignments: the Library Lab, the Writing Lab and the Mobile Lab. The Writing Lab (Room 5) has grown from 18 computers to 30 student computers on the school network. A Mobile Lab or COW (Computers on Wheels) that has 34 student computers and a wireless network has been purchased. It can be rolled into any teacher's classroom and each student uses a laptop on his/her desk. Both Room 5 and the COW are available for teachers to use during most class periods. Use is scheduled by teacher sign up on Google Calendar.
  - Students can purchase flash drives in the front office as needed.
- *Media:* Various media outlets have been improved upon and/or developed.
  - The Lincoln High School Website has undergone changes to be a better source of information for parents and the community. It is user friendly, disseminates more content, and includes a parent email list. It also includes a Calendar, a Principal's Blog, and spotlights specific activities through the Spotlight Feature. Teachers are able to create course websites, through which students are able to access class handouts, course calendars, lectures on PowerPoint, etc. The school website is becoming a substantial source of information for teachers, students, parents and the community.
  - The student driven outlets of Zebra Tales and LHS Live have also undergone improvements. Zebra Tales, the student newspaper, is created in both print and virtually. LHS Live has developed into two weekly broadcasts, with the purpose of informing and entertaining students.
  - The Principal sends a Weekly Newsletter to Teachers apprising teachers of the various happenings on the school campus and in education. The Principal also sends out Parent Emails that include pertinent information about the school. Parents can receive this email by signing up on the website.
- The increased use of technology is bringing Lincoln High School's education, students, teachers, and parents into the 21<sup>st</sup> century. Educational offerings involving 21<sup>st</sup> century skills and technology are engaging students in dynamic curriculum. Communication has greatly increased through the variety of media now utilized. Accountability of teachers to students and parents, as well as students to curriculum and learning, has expanded.



Collaboration has increased between teachers. Lincoln High School is better able to pursue positive exposure in the community through public relations.

### ***Course Offerings and Programs***

- ***A-G Certification:*** For the past two years, teachers and administration have been reviewing courses, specifically looking at A-G certification. Administration and teachers are working with the school registrar to increase the number of courses College Board certified A-G. In addition, teachers have developed 2+2 curricula that is implemented with Sierra Community College. Currently, seven ROP courses are taught on this curricula and one Anatomy course. Additional curricula have been developed that are not yet offered.
- ***By Department:***
  - Agriculture
    - The School Farm has been renamed: Center for Agriculture, Technology and Environmental Science (CATES).
    - The School Farm currently has 406.5 acres of land and is in the process of acquiring an additional 535 acres.
    - It also houses three full time teachers and one .5 time teacher.
    - Classes have also expanded, with additional plans to continue expanding. In particular developing agricultural pathways is a priority, articulating with ROP, Sierra College and other local colleges.
  - English
    - The Honors/AP program lead teacher for the English Department vacated his position. The courses have been divided between six teachers, who meet monthly to collaborate and continue developing the program.
    - Junior year curriculum includes units on College Application Essays and Early Assessment Placement Exam to better prepare students for college expectations.
    - The department is working to target specific students in need of additional support in Freshman English. These students will be required to take an additional trimester of English in 2012-2013.
  - Foreign Language
    - A Conversation Course geared to offering struggling students hands on use of the foreign language has been developed. This course has not yet been regularly incorporated into the Master Schedule.
    - French is offering an after school program for students preparing for the AP French exam.
  - History
    - Geography is a required course freshman year.
    - AP World History is under development and teachers will receive training prior to the course being offered next year.

- Mathematics
  - The department is working with the middle schools to identify specific students for a Pre-Algebra I class. There will be two such classes in 2012-2013.
  - Career and College Pathways have been identified.
  - A Math teacher is in Peer Tutoring twice a week to offer students 1-on-1 support.
- Physical Education
  - The department has added a half time female teacher, a vital addition for locker room supervision and security.
  - A new weight training program has been developed and the fitnessgram standards have been implemented.
- Science
  - The Earth Science and Ag Science courses have become aligned to better work with students transferring between programs.
  - Medical Biology is a new course aligned with the Health and Science Pipeline Initiative of San Diego County. It is part of the Medical Sciences Pathway and is designed to become a 4-year program.
  - Due to budget cuts, class sizes in the lab courses have been raised from 24 to 27, with a student cap of 30.
  - AP Chemistry and AP Physics have been added to the schedule and are offered yearly.
- Special Education
  - The department is currently transitioning with plans for implementation in 2012-2013 (see Section IV).
  - A technological improvement involves moving from producing paper to electronic forms, with the ability to project an IEP or 504 onto a wall during meetings so that information input is universal and immediate.
- *Additional Programs*
  - AVID: The AVID program is offering two classes a day (Senior/Freshman, and Sophomore/Junior) and it received official certification in 2010. The recruiting process is formalized and entrance into the program has more stringent expectations on students.
  - CARE is an alternative education program offered through Placer County Office of Education. It is a small Learning Academy that targets incoming 9<sup>th</sup> graders that are behaviorally or academically at risk and works to transition them academically, socially, and behaviorally into the school.
  - Aventa: This online Credit Recovery program has been purchased to offer students the opportunity to make-up classes (in place of summer school) or to take AP courses that are not currently offered on campus. Students enroll in a core

content course that is taught by a credentialed teacher. Upon completion of the online coursework, students receive credit to apply to graduation. Aventa has reduced the number of students sent to Phoenix High School.

- Peer Tutoring: The Peer Tutoring program has developed into the following over the last three years.
  - Peer Tutors are available to help students in the library after school four days a week. These students are interviewed, hired, trained and paid.
  - Students are able to utilize library technological resources during Peer Tutoring hours (i.e. computers and printers).
  - Students are offered the chance to make-up exams and missed assignments through Peer Tutoring.
  - Students enrolled in Aventa courses can work on their coursework as well as receive a tutor's support as needed.
  - A Database through Google Documents records all students participating in the program, specifically entrance and exit times as well as use of tutors.
- Technology Expo: The Technology Expo is in its second year. It showcases use of Technology on the school campus.
- Science Expo: The Science Expo has expanded; it now includes fifty booths, and 800 students from the district participate.
- Project Lead the Way is a STEM program that focuses on bringing technology manufacturing and engineering to the high school campus. It has been funded by grants and community support; additionally, the District Office has purchased high end Computer Technology to support the program. A new machining lab is under construction that will offer training in computer integrated manufacturing. The program encourages female participation and meets A-G requirements. The ultimate purpose is to provide a career pathway to engineering.
- Robotics: LHS has formed an after school Robotics program. It is part of FIRST, First Inspiration and Recognition of Science Technology, and is affiliated with Project Lead the Way. Its purpose is to expose students to science and technology at a competitive level. Students apply knowledge gained in a competitive environment, a sport of the mind. In 2010, Lincoln's team won first place in the Rookie All Star competition in the Silicon Valley and went to Nationals in New Orleans. The program currently has three teams and unites elementary, middle and high school students within the district.
- Academic Decathlon: This program is no longer offered due to budget cuts.
- These many changes in and additions to course offerings provide Lincoln High School students with relevant, meaningful, real world educational opportunities that promote learning beyond high school. Students are becoming critical and divergent thinkers. They are being asked to focus on future possibilities, so they are ready to participate in a

global society. Lincoln's goal is to offer every student the chance to leave Lincoln High School with that something that he or she needs for success in future endeavors, whether college or career.

### ***School Policies, Procedures, Schedule, Calendar***

- The LHS Leadership Team has conducted a massive overview of current policies, procedures and expectations:
  - Tardy: The LHS tardy policy is working to minimize tardies and create consistency in classroom policies. Next year, it will be revised to include a progressive discipline policy.
  - TA: LHS Teacher's Assistant policy will also be revised next year. Students will be required to have a 2.5 GPA with no Fs and will only be able to earn up to 20 credits in TA.
  - Travel Study: The current travel student policy is under discussion and may be revised next year to include the following requirements:
    - Students must have a 2.5 GPA to apply for Travel Study.
    - Travel study is not offer during Final's Week.
  - Academic Honesty: Research into Academic Honesty policies implemented in other schools has been conducted. Discussion has occurred regarding developing an Academic Honesty policy for Lincoln High School. The policy would include specified consequences regarding student cheating and plagiarism in the classroom.
  - Graduation Requirements: The Leadership Team has reviewed the Graduation Requirements, in particular comparing them to other high schools in the area. This research revealed LHS requirements are comparable within the county and it would impact the schedule to make any changes. The Team decided to leave as is.
  - Student Course Expectations: Students who are struggling or are at risk will be required to take as needed:
    - three trimesters of ELA for 9<sup>th</sup> graders (as opposed to two).
    - an Algebra Readiness/Pre-Algebra course for 9<sup>th</sup> graders.
    - an Integrated Math 1/2 class.
  - Scholastic expectations for athletes are also under discussion and may be revised next year. Athletes would be required to consistently maintain a 2.0 (rather than focusing on course grades). If an athlete drops below a 2.0, weekly progress reports will be required until the grade is brought up. Athletes would be unable to participate in games until the grade was brought up.
- Calendar: The School Calendar has been revised on a District level to better meet High School needs. It now includes three half days at the end of each term to provide teachers with time to complete end of term grading and to prepare for the upcoming term. In addition, the calendar has shifted one week from the beginning the school year to the end

of the school year. As a result, Trimester One ends on the Friday before Thanksgiving Break, helping to create a more cohesive start to Trimester Two.

- STRIPES: Success through Relevant Intervention, Peer support, and Enrichment for Every Student is a program that provides time in the school day to aid in student success in the classroom. Five minutes are shifted from each class and added to one class to create a 25 minute window of time that asks teachers to focus on student achievement in the classroom as opposed to offering new content. The program, while successful in aspects, is under continued discussion and plans for revision are in place.
- The changes above create a campus environment built on high student accountability with a stronger support system for student success. Expectations on student behavior and learning are being clarified and communicated to students through the updated policies. Much of the above will be in effect next school year, so results have yet to take effect.

### **Section III: Ongoing School Improvement**

At the beginning of each school year, the Principal prepares the Schoolwide Action Plan. The plan is reviewed by the Assistant Superintendent of Curriculum at the District Office and approved by the School Board. The Principal presents the Schoolwide Action Plan to staff at the first faculty meeting of the school year. After this meeting, Departments on campus use the Schoolwide Action Plan, and additional department data, to develop SMART goals specific to the department. These goals inform teaching practices, develop the Department's Professional Learning Community, and guide the implementation of the Schoolwide Action Plan.

The midterm progress report was prepared by a Self-Study Committee of two teachers. The three school Administrators and the school Leadership Team, composed of eight Department Heads, Association Representation and various volunteers, collaborated on and reviewed the report. An overview of the report will be presented to the School Board on January 24, 2012.

## Section IV: Report on Schoolwide Action Plan Progress

### FACILITIES

**Goal 1: Create a facilities plan that addresses not only current student needs but also those needs that will be created as our student population grows.**

The following progress has been made:

- Long term plan:
  - Western Placer Unified School District has developed a long term plan regarding facilities on the Lincoln High School campus. To this point, the plan has resulted in new fencing, updating the bus drop off zone, a covered walkway through the campus, landscaping, and an electronic marquee. Additional facility changes are on hold due to budgetary concerns.
  - Student growth has halted and Lincoln High School's enrollment has leveled off; as a result, growth in student population is not currently a contributing factor in facilities.
- Drop-in Computer Lab:
  - Lincoln High School has three computer labs available for classroom activities and assignments: the Library, the Writing Lab and the Mobile Lab. The Writing Lab (Room 5) has grown from 18 computers to 30 student computers on the school network. A Mobile Lab or COW (Computers on Wheels) that has 34 student computers and a wireless network has been purchased. It can be rolled into any teacher's classroom and each student uses a laptop on his/her desk. Both Room 5 and the COW are available for teachers to use during most class periods.
  - The Library Computer Lab is available to students after school four days a week, including internet and printing access.
  - While many websites are still blocked, the teacher network is separate from the student network, offering teachers a wider access to websites (i.e. YouTube).
  - Plans are in place to install wireless access throughout the high school campus in the 2012-2013 school year.
- Science Labs: LHS has added two new science labs, with a total of seven labs used by seven teachers. It should be noted that class size has been raised from 24 to 27. Labs built to accommodate 20-25 students are now required to accommodate 27-30.
- Art Lab: No action has been taken.
- Library:
  - With the retirement of the Librarian, a new employee has been hired and is revolutionizing the Library's space, resources, availability, etc. She has assessed the Library according to the Department of Education Model School Library Standards. From the results of the assessment, she has developed goals and is taking action in implementing these goals.
  - The Librarian is working to purchase a Mobile Lab for use in the Library; she has also ordered furniture and a projector and screen. The plan is to create a space in the library where the Mobile Lab can be used while the Librarian or Teacher uses the projector and screen to aid in instruction.

- Peer Tutoring occurs four days a week, Monday to Thursday, after school to 6 pm. This provides students additional time to utilize library resources. A group of teachers rotates in supervising the library during Peer Tutoring.
- It isn't possible to link the school network and library systems to the city library system. The Librarian has put a link on the school library website to the city library website. She is also is working to make sure every student has his/her own library card. These allow students ease of access to city library resources.
- Cafeteria: No action has been taken.
- Classrooms:
  - Instead of modern, permanent classrooms, equipped with start-of-the-art technology, teachers are working to incorporate the use of Projectors and Elmo within the classroom. There are plans to install a wireless network in 2012-2013.
  - Safety Upgrades include grinding down the cement and reroofing various buildings. There are also plans to improve the flow in the main parking lot.
  - No action has been taken on building additional restrooms; however, the boys and girls bathroom in the main hallway have been remodeled.
- PE classrooms: None of the intended action has been taken. However, the weight room's ceiling has been refurbished, the fitness room receives quarterly maintenance, and the old gym's floor has been sanded, repainted, and waxed. The new gym's lighting is also being replaced.

## STAFF DEVELOPMENT

**Goal #2: Focus on supporting our diverse student population by providing teachers with the materials and skills necessary to help them adequately handle the ever-changing needs of our students.**

The following progress has been made:

- Developmental Opportunities:
  - The District has made it a priority for all teachers to receive training in Professional Learning Communities (PLC). The majority of teachers at LHS have received this training.
  - Summer training institutes are attended by AP and Honors teachers and by the AVID site team.
  - Teachers have also attended trainings in the following programs: PBIS (previously BEST), Response to Intervention (RtI) with Mattos.
  - With the Common Core State Standards being introduced, teachers from each department are attending training and will then bring information back to their departments regarding the new California State Standards.
  - The District Office emails teachers regularly regarding Professional Development available in the area.
- Illegal student behavior: The school has hired a Student Resource Officer (SRO) in conjunction with the Lincoln Police Department. The SRO provides a police presence on the campus and offers training at staff meetings regarding drug use, gang awareness, and suicide prevention.
- English Learners:



- Lincoln High School is working with the District to increase student achievement through increased professional development.
- Curriculum is under development as are avenues that will enable teachers to meet the needs of EL students in the least restrictive environment possible.
- EL students' progress is monitored through emails between the District Office employees and teachers.
- The English Learner Action Committee (ELAC) has been formed. It includes teachers, administration, and parents, and its purpose is to discuss educational opportunities offered at the site that will support student learning.
- In the future, LHS is looking at utilizing the Learning Center Model to meet the needs of EL students.
- Special Needs:
  - The District Office has formed a working group of Special Education and Regular Education teachers to improve Special Education programs throughout the District.
  - The Special Education Department at Lincoln High School is currently undergoing massive overhaul with intended implementation in 2012-2013. Teachers and Administration are evaluating current practices, visiting other school sites to investigate innovation in education, in particular considering the Learning Center Model, and developing best practices that will meet the needs of students and teachers at Lincoln High.
- Grant Writer: No action has been taken.

## **PREPARING STUDENTS FOR GRADUATION/COLLEGE/CAREER**

### **Goal #3: Implement an effective school wide college/career curriculum tracking program.**

The following refinements are being addressed by the new administration and leadership team:

- Parental Awareness: New Administration has instituted a weekly parent email that outlines the activities at LHS for the week. Parents are also participating in more committees on campus and informational meetings are held to inform parents of important items impacting their students (suicide prevention, etc).
- Course Offerings (AP, Honors, ROP, CTE, etc): As outlined in section II, course offerings have expanded greatly in many departments.
- Pathways to Career Choices: LHS is working to instill a culture of "College Readiness." Then all students are prepared to pursue college, the military, a career technical institution, and so forth.
- Career Center: No action has been taken
- Certificates of Completion: Conversation is occurring with a desire to offer the option of earning a Certificate of Completion to specific students, but no real action has yet been taken.
- 2 + 2 Program: Teachers have developed 2+2 curricula that is implemented with Sierra Community College. Currently, seven ROP courses are taught on this curricula and one Anatomy course. Additional curricula have been developed that are not yet offered.
- Supporting "middle majority" students: The AVID program is offering two classes a day (Senior/Freshman, and Sophomore/Junior) and it received official certification in 2010.

The recruiting process is formalized and entrance into the program has more stringent expectations on students. The majority of students that participate fall into the "middle majority."

## **Section V: Schoolwide Action Plan Refinements**

The following refinements are being addressed by the new administration and leadership team:

- Improved Academic Rigor
  - PLCs
    - Pacing Guides
    - Common Assessments
    - Curriculum Planning
    - Planning of Interventions
    - Data-driven decision making for future planning
  - Additional A-G course offerings
  - Quality Instruction
  - Improved student engagement
- PBIS (Positive Behavioral Intervention and Supports): PBIS is as an avenue that addresses consistency. It asks all participants to be on the “same page” regarding behavior expectations on campus and in class. Students understanding the expectations of the school and staff will translate into increased student achievement.
- Special Education
  - Learning Centers
  - Participation in content PLCs
  - Maximize advantages inherent in trimester schedule and master scheduling
  - Maximize advantages inherent in trimester schedule and master scheduling

**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:**

Approve Resolution No. 11/12.16  
RE Transition Partnership Program

**AGENDA ITEM AREA:**

Action

**REQUESTED BY:**

Mary Boyle  
Deputy Superintendent Educational Services

**ENCLOSURES:**

Board Resolution  
Grant/Contract Signature  
Authorization

**DEPARTMENT:**

Educational Services

**FINANCIAL INPUT/SOURCE:**

General/Categorical

**MEETING DATE:**

April 3, 2012

**ROLL CALL REQUIRED:**

Yes

---

**BACKGROUND:**

The Transition Partnership Program (TPP) extends special education transitional support services to special education students who are completing their high school education and entering the world of work. Western Placer Unified School District applied for and received a grant from the State of California Department of Rehabilitation to provide for these transition services.

**RECOMMENDATION:**

Approve Board Resolution No. 11/12.16 authorizing signatures and agreements with the Department of Rehabilitation with regard to the Transition Partnership Program (TPP).

AGREEMENT NUMBER
28522
REGISTRATION NUMBER
eP 1040706

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Department of Rehabilitation

CONTRACTOR'S NAME

Western Placer Unified School District

2. The term of this Agreement is: July 1, 2012 through June 30, 2015

3. The maximum amount of this Agreement is: \$215,046.00 Certified Expenditure: \$10,494.00 Cash Match: \$70,080.00

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

**CFDA #84.126A State Vocational Rehabilitation Services Program**

Exhibit A - Scope of Work	1 page
Exhibit A.1 - Contractor's Program Scope of Work	5 pages
Exhibit B - Budget Detail and Payment Provisions	4 pages
Exhibit B.1 - Contractor's Program Budget and Narrative	9 pages
Exhibit C* - General Terms and Conditions GTC 610 (Dated 06/09/10)	1 page
Exhibit D - Special Terms and Conditions (Attached hereto as part of this agreement)	6 pages
Exhibit E - Additional Provisions - Federally Funded Agreements	3 pages
Exhibit F - Additional Provisions - Cooperative/Case Service Agreements	3 pages
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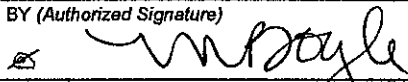
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**CONTRACTOR**

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

Western Placer Unified School District

BY (Authorized Signature)



DATE SIGNED(Do not type)

3/29/12

PRINTED NAME AND TITLE OF PERSON SIGNING

Mary Boyle, Assistant Superintendent

ADDRESS

790 J Street, Lincoln, CA 95648  
600 Sixth Street, Suite 400, Lincoln, CA 95648 (Billing Address)

**STATE OF CALIFORNIA**

AGENCY NAME

Department of Rehabilitation

BY (Authorized Signature)



PRINTED NAME AND TITLE OF PERSON SIGNING

Simone Dumas, Chief, Contracts and Procurement Section

ADDRESS

721 Capitol Mall, 6th Floor, Sacramento, CA 95814

California Department of General  
Services Use Only

☐ Exempt per:

7.4.1

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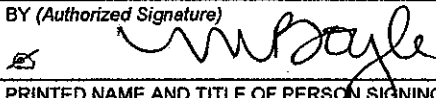
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Mary Boyle, Assistant Superintendent

ADDRESS

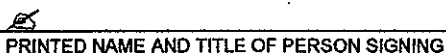
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7.4.2

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7.4.3

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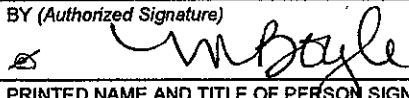
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7.4.4



**BOARD RESOLUTION**

DR 324 (Rev 9/2011)

RESOLUTION 11/12.16

FULL Name of Corporation or Public Agency

Western Placer Unified School District

WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation (DOR), and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement.

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person/position

Name/Position of Person Authorized to Sign Agreement

Mary Boyle, Deputy Supt.

of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute any and all documents required by DOR to effectuate the execution of said Agreement and all amendments. This authorization shall remain in effect until the expiration of the contract and shall automatically expire at that time, unless earlier revoked or extended by the Board of Directors.

**CERTIFICATION**

I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

Address Where Board Meeting Held

Lincoln High School, 790 J Street, Lincoln, CA 95648

Date of Board Meeting

April 3, 2012

Signature of Recording Secretary




Date Signed

7.4.5

**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) Western Placer Unified School District		Federal ID Number 94-1599907
By (Authorized Signature) 		
Printed Name and Title of Person Signing Mary Boyle, Deputy Superintendent Ed Serv.		
Date Executed 3/28/12	Executed in the County of Placer	

**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 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

7.4.6

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](http://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.

7.4.7

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.

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**EXHIBIT A**  
**(Standard Agreement - Subvention)**  
**SCOPE OF WORK**

**1. PURPOSE**

Subvention: VR Third Party Cooperative/Case Agreements: TPP

**2. AUTHORITY**

Legislation: Rehabilitation Act of 1973, as amended, Title I, Parts A and B, Sec. 100-111; 29 U.S.C. 720-731.

Regulations: 34 CFR 371

Catalog of Federal Domestic Assistance Number: CFDA 84.126A

**3. CONTRACT REPRESENTATIVES**

The Contractor shall direct all inquiries during the term of this agreement to the DOR Contract Administrator listed herein:

<u>Department of Rehabilitation</u> Alfonso Nguyen 721 Capitol Mall, Ste. 110 Sacramento, CA 94814 (916) 558-5307 <u>aknguyen@dor.ca.gov</u>	<u>WPUSD</u> Tracey Lillie or Debra Benedict 790 J Street Lincoln, CA 95648 916-434-5090 <u>wa1tlillie@hotmail.com</u> or <u>dbenedict@live.net</u>
---	--

**4. DESCRIPTION OF SERVICES/DELIVERABLES**

See attached program description - EXHIBIT A.1

**EXHIBIT A.1**  
**(Standard Agreement - Subvention)**

**SCOPE OF WORK**

**I. Introduction**

This Cooperative Contract is designed to jointly serve the mutual TPP student/clients receiving services from the Department of Rehabilitation (DOR), Northern Sierra District offices and the Western Placer Unified School District (WPUSD). Staff and resources are combined to provide vocational rehabilitation services through this Transition Partnership Program (TPP).

The following WPUSD high school sites will be served under this cooperative contract:  
Comprehensive High School – Lincoln High School and Continuation High School – Phoenix High School.

Students with significant disabilities will be referred to DOR during their junior or senior year of high school. WPUSD TPP staff will work closely with the DOR Counselor throughout the referral, eligibility, planning, and follow-up processes to ensure coordinated service provision that will lead to successful employment outcomes. Cooperative processes include: sharing of pertinent TPP student/client information to assist in evaluation and planning; collaborative intake and planning meetings; linkages to school-based vocational training programs and other support resources for in-school TPP student/clients; and employment and follow-up services.

All services funded through this agreement shall be exclusively for TPP student/clients only.

For fiscal year 2012-2013, there shall be a total of 35 unduplicated TPP student/clients who shall receive services through this cooperative program. As a result, it is expected that DOR will:

- Open 25 new cases
- Develop 22 Individualized Plans for Employment (IPE)
- Close 10 cases successfully

For the fiscal year 2013-2014, there shall be a total of 35 unduplicated TPP student/clients who shall receive services through this cooperative program. As a result, it is expected that DOR will:

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For the fiscal year 2014-2015, there shall be a total of 35 unduplicated TPP student/clients who shall receive services through this cooperative program. As a result, it is expected that DOR will:

- Open 25 new cases
- Develop 22 Individualized Plans for Employment (IPE)
- Close 10 cases successfully

7.4.11

## II. Services to be Provided

### 1. Description of Services

Transition Services means a coordinated set of activities for a TPP student/client, designed within an outcome-oriented process, that promotes movement from school to post school activities, including postsecondary education, vocational training, integrated employment, continuing and adult education, adult services, independent living, or community participation ultimately resulting in gainful, employment in an integrated environment. The coordinated set of activities shall be based upon the individual TPP student/client needs, taking into account the student's preferences and interests as well as DOR IPE goals and objectives, and shall include instruction, community experiences, the development of employment and other post school adult living objectives, and, when appropriate, acquisition of daily living skills and functional vocational evaluation.

- a. **Transition Vocational Evaluation (TVE)** – Transition Vocational Evaluation services provide an individualized timely, and systematic process by which a TPP student/client seeking employment learns to identify strengths, barriers to employment, as well as viable vocational options and develop employment goals and objectives. TVE includes an analysis of the TPP student/client's prior work experience and transferable skills. Published assessments may include career aptitude, career interest, career skills, and interest inventory assessments. Actual work sites may also be used to conduct the evaluation and may include simulated work trials, the opportunity to conduct work activity with paid wages, job exploration, job shadowing, and volunteer activities. Reporting of assessments completed, findings and recommendations will be provided to the DOR Counselor.
- b. **Vocational Instruction (Employment Preparation-EP)** – Classroom and/or community based instruction with a vocational rehabilitation focus. This instruction can be provided as a class, in a group or individually with curricular supports. This secondary school instruction is intended to support both pre-plan and plan activities, goals and objectives and will typically be provided until the student exits the secondary school system. Services will be in concert with the DOR IPE, once it is developed.

Activities may include instruction regarding techniques for obtaining and maintaining employment, such as:

- Interviewing techniques
- Resume development
- Application preparation
- Appropriate work behaviors
- Relevant work practices
- Appropriate grooming and hygiene
- Mobility training
- Assistance in becoming knowledgeable regarding the impact of employment on a TPP student/client's disability and benefits
- Job maintenance skills



- Reporting on employment preparation activities will be provided to the DOR counselor.

c. **Work Experience/Community Experiences (WE/CE)** – Work experience includes short term placements both on and off campus and involves monitoring the TPP student/client's performance in the work environment. Work experience may include paid/unpaid internships, paid/unpaid employment, summer work experience, work exploration and job shadowing. The TPP student/clients may participate in more than one work experience situation. Work experiences are expected to result in the development of any of the following: vocational directions, appropriate work attitudes, ethics, interpersonal skills, speed, accuracy, and occupational skills.

Any paid or non-paid experiential activities will be in compliance with the Department of Labor regulations. Work Experience supervisors will evaluate TPP student/clients and submit written reports to the DOR counselor on a monthly basis.

d. **Job Development, Placement and Follow-up** – Assist job ready TPP student/clients, both in school and out-of-school, obtain employment in the community by identifying specific job openings that are appropriate for each TPP student/client, assisting in placing the TPP student/client in the job, orient the TPP student/client to the job, and identify specific ongoing support and resource needs. Activities include:

- Contact employers and build networks to develop and/or identify job opportunities
- Work site analysis, as needed
- Job site consultation to identify or modify barriers
- Negotiate job carving or other job accommodations
- Maintain an organized system of current job openings
- Assisting TPP student/clients to find jobs which match their Individual Plan for Employment vocational goal
- Assistance with personal adjustment
- Assisting a TPP student/client become knowledgeable regarding the conditions of their employment, such as:
  - Job description
  - Name of immediate supervisor
  - Responsibilities of the employee
  - Wage payment practices
  - Benefits
  - Conflict resolution procedures
  - Health and safety practices
  - A limited amount of contact with the TPP student/client and/or their employer post-placement to ensure job satisfaction.

e. **Non-supported Employment Job Coaching** – Job coaching includes individual client assistance and support on or off-the-job, in activities that are employment-related and needed to promote job adjustment and retention. Services depend upon individual client needs. Activities include:

- Job orientation

- Job destination/transportation training
- Teaching job tasks
- Supervision at the worksite
- Coworker/supervisor consultation
- Assistance with integrating into the work environment or with changes in the work environment
- Assistance with public support agencies
- Family and residential provider consultation
- Ongoing contact with the TPP student/client and/or employer to ensure continued job satisfaction

## 2. Service Outcomes/Number to be served

During fiscal year 2012-2013, it is expected that:

- 25 TPP student/clients will receive TVE services.
- 30 TPP student/clients will receive Pre and Post-Plan Vocational Instruction (Employment Preparations) services.
- 20 TPP student/clients will receive Work Experience/Community Experiences services.
- 25 TPP student/clients will receive Job Development services.
- 18 TPP student/clients will receive placement consistent with the IPE
- The placements shall result in 10 successful closures
- 5 TPP student/clients will receive Non-supported Employment Job Coaching services.

During fiscal year 2013-2014, it is expected that:

- 25 TPP student/clients will receive TVE services.
- 30 TPP student/clients will receive Pre and Post-Plan Vocational Instruction (Employment Preparations) services.
- 20 TPP student/clients will receive Work Experience/Community Experiences services.
- 25 TPP student/clients will receive Job Development services.
- 18 TPP student/clients will receive placement consistent with the IPE
- The placements shall result in 10 successful closures
- 5 TPP student/clients will receive Non-supported Employment Job Coaching services.

During fiscal year 2014-2015, it is expected that:

- 25 TPP student/clients will receive TVE services.
- 30 TPP student/clients will receive Pre and Post-Plan Vocational Instruction (Employment Preparations) services.
- 20 TPP student/clients will receive Work Experience/Community Experiences services.
- 25 TPP student/clients will receive Job Development services.
- 18 TPP student/clients will receive placement consistent with the IPE
- The placements shall result in 10 successful closures
- 5 TPP student/clients will receive Non-supported Employment Job Coaching services.

### III. Contract Administrator/Program Coordinator

#### DOR

Alfonso Nguyen  
721 Capitol Mall, Ste. 110  
Sacramento, CA 94814  
(916) 558-5307  
[aknguyen@dor.ca.gov](mailto:aknguyen@dor.ca.gov)

#### WPUSD

Tracey Lillie or Debra Benedict  
790 J Street  
Lincoln, CA 95648  
916-434-5090  
[dbenedict@live.net](mailto:dbenedict@live.net) or [wa1tlillie@hotmail.com](mailto:wa1tlillie@hotmail.com)

### IV. Linkages to Other Community Agencies

The WPUSD TPP maintains linkages and collaborative relationships with numerous community agencies to increase opportunities for TPP student/clients and avoid duplication of services including:

- Sierra Community College
- PRIDE Industries
- WorkAbility 1
- California Conservation Corp
- Alta Regional Center
- Roseville One-Stop-Center
- 49er ROP
- Sierra Family Services
- American River College

### V. In-Service Training

WPUSD and DOR staff will be cross-trained in the other agency's mission, services, procedures, and professional approach through quarterly meetings of all contract partners. Other agencies, as mutually identified, will participate in cross-training with contract partners.

**EXHIBIT B**  
**(Standard Agreement - Subvention)**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. INVOICING AND PAYMENT**

**A. Service Budget Payment of Expenditure**

1. This is a cost reimbursement for subvention services. For services satisfactorily completed, and upon receipt and approval of the invoices, the Department of Rehabilitation (DOR) agrees to reimburse the Contractor for actual expenditures incurred subject to the approved *Service Budget* and *Budget Narrative* as attached hereto and made a part of this Agreement.
2. The Contractor shall be compensated for expenses in the approved Service Budget and Budget Narrative, and shall not be entitled to payment for these expenses until reviewed and approved by the DOR Contract Administrator.
3. The Service Budget must set forth in detail the reimbursable items, unit rates and extended total amounts for each line item. The Contractor's Service Budget shall include items directly related to this Agreement to include a Budget Narrative that fully explains why and how the costs are necessary to the agreement.

**B. Submission of Invoice(s)**

1. Monthly invoices (DR 801B Service Invoice) with supporting documentation should be submitted no later than the 20th business day for the preceding month's expenditures. The DOR is committed to issue payments as quickly as possible following the receipt of an accurate and complete invoice of allowable costs as approved by the DOR Contract Administrator.
2. Invoice(s) (DR 801B Service Invoice) shall provide an actual line-item detail of expenditure(s) that supports the approved *Service Budget and Budget Narrative*. The DR 801B Invoice shall include the Agreement Number, Registration Number, CFDA Reference # and CFDA Title, as listed on the STD 213, and shall be submitted in duplicate not more frequently than monthly in arrears to DOR Contract Administrator or designee (listed on Exhibit A).

**C. Appropriate Expenditures**

Budgets must not contain line items that are or will be reimbursed/paid by another source of funding during the period covered by this agreement. Unexpended funds for a fiscal year shall not be carried over to another fiscal year. Agreement expenditures reimbursed by DOR must be reported as federal funds in the contractor's accounting records and on the

#### D. Invoice Claim Adjustments

1. Surplus funds from a given line item, within a fiscal year budget may be used to defray allowable costs under the approved budget line items contained **within the same fiscal year**. A claim adjustment is required on the Service Invoice (DOR 801B) with an attached brief narrative explaining each line item impacted and may not exceed up to a cumulative amount of ten percent (10%) of the total annual contract Service Budget with a maximum not to exceed \$100,000 for all budget years as long as there is neither an increase nor decrease of the total annual contract Service Budget. A formal amendment is required if it does not meet the above criteria.
2. Staff line items salary ranges and percentage of time are projects and are subject to change based on actual costs. Claim adjustments are allowable as long as the annualized total line items costs do not exceed what is allowed in Item 1 above.

#### E. Budget Contract Amendments

A contract amendment between both parties is required for any budget changes not covered in Section D above. This includes: Any major category or detailed line item description changes to the approved Service Budget and Budget Narrative.

- Adding and deleting a major category budget or detailed line item.
- Decrease/increase to the total annual budget award or the total agreement award for all budget years.
- Any word for word changes to the written budget narrative or budget cost detail.
- *(Note: ALL changes must be made in **bold**)*

#### F. Travel Reimbursements

If travel is reimbursable, the Contractor agrees that all travel expenses and per diem rates paid to its employees under this agreement shall be reimbursed at actual costs not to exceed the Department of Personnel Administration (DPA) designated rates for excluded employees. ([www.dpa.ca.gov](http://www.dpa.ca.gov)). No travel outside the State of California except for bordering California states shall be reimbursed without prior documented written authorization from DOR.

Upon request from the DOR, Contractor will provide purpose, destinations, dates of travel, proof of actual receipts and payments for travel costs, i.e., lodging/mileage, and per diem costs in support of travel expenditures.

## **2. BUDGET CONTINGENCY CLAUSE**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

## **3. BUDGET CONTINGENCY CLAUSE FOR FEDERALLY FUNDED AGREEMENTS**

- A. It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.
- B. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the current year and/or any subsequent year for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by Congress or to any statute enacted by Congress that may affect the provisions, terms, or funding of this Agreement in any manner.
- C. The parties mutually agree that if Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

## **4. PROMPT PAYMENT CLAUSE**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with section 927.

## **5. PRINCIPLES AND STANDARDS FOR DETERMINING ALLOWABLE COSTS, INCLUDING REQUIREMENTS FOR DOCUMENTING PERSONNEL ACTIVITY CHARGEABLE TO THE AGREEMENT**

Agreements awarded by the Department shall be subject to actual costs for services rendered under this agreement. Allowable costs under this agreement must meet the following general criteria:

The allowable cost must:

- Be generally recognized and necessary for the operation of the Contractor's organization

- Be reasonable for the performance of the agreement, including acceptable sound business practices
- Be subject to the terms and conditions of the agreement and approved DOR budgeted line items
- Not be used for general expenses required to carry out other responsibilities of the Contractor, and
- Be properly supported.

Documenting and supporting the distribution of personnel activity to the agreement is required. The Contractor agrees to comply with the OMB Circular applicable to its organization regarding documentation for the support of personnel activity chargeable to the agreement.

## **6. ACCOUNTING SYSTEM REQUIREMENTS**

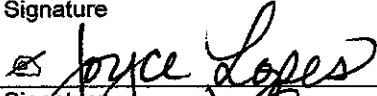



- A. Contractor must maintain an appropriate cost accounting system that accurately accumulates and segregates reasonable, allocable, and allowable costs in compliance with state and federal regulations. The Contractor's financial management system shall provide:
- Accurate, current, and complete disclosure of the financial results of each federally sponsored project.
  - Records that identify adequately the source and application of funds for federally sponsored activities.
  - Written procedures for determining the reasonableness, allocable, and allowable costs in accordance with the provisions of the applicable federal cost principles and the terms and conditions of the award.
  - Accounting records including cost accounting records that are supported by source documentation.
- B. Contractor shall submit to State such reports, accounts, and records as deemed necessary by State to discharge its obligation under State and Federal laws and regulations, including the applicable Office of Management and Budget Circulars.

**GRANT/CONTRACT SIGNATURE AUTHORIZATION**

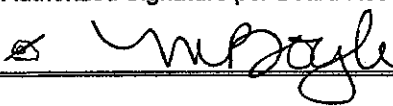
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<b>GRANTEE/CONTRACTOR:</b>  STATE OF CALIFORNIA Department of Rehabilitation 721 Capitol Mall Sacramento, California 95814	<b>SUBGRANTEE/CONTRACTEE:</b> (Legal Corporation/Public Agency Name & Address)  Western Placer Unified SD 600 Sixth St., Suite 400 Lincoln, CA 95648
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The following persons are authorized to request reimbursement of expenses incurred as a result of the agreement between the Grantee/Contractor and Subgrantee/Contractee named above:

Signature 	Name (Please Type or Print) Joyce Lopes	Title (Please Type or Print) Asst. Super. Busn.
Signature 	Name (Please Type or Print) Carrie Carlson	Title (Please Type or Print) Director of Finance
Signature 	Name (Please Type or Print)	Title (Please Type or Print)
Signature 	Name (Please Type or Print)	Title (Please Type or Print)

I hereby delegate authority to request reimbursement of expenses as shown above.

Authorized Signature per Board Resolution 	Name (Please Type or Print) Mary Boyle	Date Signed 3/28/12
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7.4.20



# WESTERN PLACER UNIFIED SCHOOL DISTRICT

## Program Budget and Match Summary

July 1, 2012 - June 30, 2015

	FY 2012/13	FY 2013/14	FY 2014/15
	<u>TOTALS</u>	<u>TOTALS</u>	<u>TOTALS</u>
DOR PROGRAM COSTS (From DOR Program Budget)	\$48,321	\$48,321	\$48,321
TOTAL PAYMENT BY DOR TO CONTRACTOR (From Service Budget)	\$71,682	\$71,682	\$71,682
<b>TOTAL FEDERAL COSTS</b>	<b>\$120,003</b>	<b>\$120,003</b>	<b>\$120,003</b>
Certified Match (If applicable)	\$3,498 25.29%	\$3,498 25.29%	\$3,498 25.29%
Total Federal Share	\$10,332 74.71%	\$10,332 74.71%	\$10,332 74.71%
Cash Match (If applicable)	\$23,360 21.3%	\$23,360 21.3%	\$23,360 21.3%
Total Federal Share	\$86,311 78.7%	\$86,311 78.7%	\$86,311 78.7%
<b>TOTAL STATE MATCH</b>	<b>\$26,858</b>	<b>\$26,858</b>	<b>\$26,858</b>

Cooperative agency certified match expenditure and cash match expenditure must be from non-federal funds and cannot be used to draw down other federal funds. The cash match expenditure must equal at least 21.3% of the designated share and the certified match expenditure must equal at least 25% of the designated share.

### This Section For DOR Use Only

	Year 1	Year 2	Year 3
Certified match minimum contribution amount at 25%	\$40,001	\$40,001	\$40,001
Cash match minimum contribution amount at 21.3%	\$25,561	\$25,561	\$25,561

# WESTERN PLACER UNIFIED SCHOOL DISTRICT

## DOR Program Budget July 1, 2012 - June 30, 2015

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FY 2012/13 TOTAL</u>	<u>FY 2013/14 TOTAL</u>	<u>FY 2014/15 TOTAL</u>
Rehabilitation Team Unit 1 FTE = \$110,377	Units	0.30 \$33,113	0.30 \$33,113	0.30 \$33,113
Case Services (Individual Consumer Expenses)		15,208	15,208	15,208
	<b>SUBTOTAL</b>	<b>\$48,321</b>	<b>\$48,321</b>	<b>\$48,321</b>
Case Service Contract(s):				
<b>TOTAL DOR PROGRAM COST</b>		<b>\$48,321</b>	<b>\$48,321</b>	<b>\$48,321</b>

STATE OF CALIFORNIA  
SERVICE BUDGET

DEPARTMENT OF REHABILITATION

☐ Original

☐ Amendment

Contractor Name and Address		Contract Number	Federal ID Number	Page X of X		
Western Placer Unified School District 600 Sixth Street Lincoln, CA 95648		reg. # eP 1040706 agreement # 27478	94-1599904			
		Budget Period	Budget Period	Budget Period		
		2012/2013	2013/2014	2014/2015		
		Effective Date (Amendments Only)	Effective Date (Amendments Only)	Effective Date (Amendments Only)		
Line No.	PERSONNEL-Position Title & Time Base	Annual Salary	Annual Percent FTE	Amount Budgeted	Annual Percent FTE	Amount Budgeted
1	TPP Prog. Coord./Trans. Specialist 57.25% of 1 FTE = 4.58hrs x 192 days (200 days in 2013 14 and 2014-15)	\$34,933.00	57%	\$19,999.14	57%	\$20,832.70
2	TPP Trans. Specialist/Job Developer 57.25% of 1 FTE = 4.58 hrs x 192 days (200 days in 2013-14 and 2014-15)	\$34,933.00	57%	\$19,999.14	57%	\$20,832.70
3	Benefits for 2 FTE	\$18,866.00	57%	\$10,800.79	57%	\$11,250.77
4	H & W for 2 FTE	\$23,192.00	57%	\$13,277.42	57%	\$13,277.42
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18	Subtotal			\$64,076.49		\$66,193.60
19	OPERATING EXPENSES					
20	Instructional Materials			\$250.00		\$250.00
21	Office Supplies			\$500.00		\$500.00
22	Travel/Mileage			\$750.00		\$446.00
23	Training			\$1,813.00		
24						
25						
26						
27	Operating Subtotal			\$3,313.00		\$1,196.00
28	Personnel and Operating Subtotal			\$67,389.49		\$67,389.60
29	Indirect Rate Percentage			6.37%		6.37%
30	Indirect Cost			\$4,292.71		\$4,292.72
	TOTAL (rounded to nearest dollar)			\$71,682		\$71,682

7.4.23

## SERVICE BUDGET NARRATIVE

### PERSONNEL

All staff benefits include sick Leave, PERS Retirement, Life Insurance, Salary Protection plan, Medical, Dental and Vision.

**TPP Program Coordinator (PC)/ TPP Transition Specialist (TS):** coordinates WPUSD TPP development and implementation. Oversees activities of TPP personnel, and serves as liaison with DOR Supervisor and Contract Administrator.

#### TPP Program Coordinator

##### Specific Job Duties:

- Supervises Cooperative Agency TPP staff
- Monitors program expenditures and payments
- Maintains ongoing contact with DOR Supervisor and Contract Administrator
- Facilitates collaboration between DOR and school district personnel to assure successful partnership
- Coordinates TPP curriculum development in Cooperative Agency school
- Coordinates TPP staff development activities to insure that special education teachers understand and support TPP activities
- Develops linkages to other school district and community-based programs and support services that may benefit TPP student/DOR consumers
- Attend all TPP contractual meetings and keep TPP student/DOR consumers records

**TPP Transition Specialist:** coordinates the movement of TPP student/DOR consumers through the services and transition from school to work.

##### Specific Job Duties:

- Assist TPP students/DOR consumers in selecting career goal
- Assist in developing self-management skills
- Assist in exploring vocational training
- Assist in applying for college and connecting with college support services
- Assist in gathering information/records for DOR counselor to determine eligibility and significant of disability

**School District Title-WorkAbility Coordinator:** Administer and implement the Workability 1 Grant Program. Communicates with state and regional officials. Liaison and/or mediator for various purposes; To keep annual budget on task; Work closely with WA1 director to operate an effective program, including WA1 budget, marketing, establishing activities to locate, secure and support some job openings for students in Special Education, student payroll and paperwork; and Help with year-end Scranton's and narratives. Duties may include, but not limit to:

- Administers all aspects of Workability 1 Program, including budget preparation and completion of required grant proposals, reports and documents.
- Initiates and maintains ongoing personnel contacts with a variety of business and industry representatives and job placement/training agencies to promote Workability programs for student placement.
- Generate introductory calls to potential employers to locate jobs for applicants.

- Conducts bi-weekly (or as needed) student evaluations after students are placed in positions.
- Attend meetings and maintains contacts with various provisional and community organizations that are involved in job placement/training activities to keep current with trends in a local job market.
- WA1 has the ascendancy to allocate select services per student needs. Services may include motivation, performance on job, appearance, interview skills, job applications, labor market information, employer expectations, job opportunities, job seeking skills, job keeping skills, mock interviews, resume preparations, attendance, work history, attitude, work related counseling, WA1 expectations, introduction to work, assessments, employment preparation career goals career/communication and supportive services.
- Monitor grades and attendance of working students receiving credits for work.
- Perform other related duties to the discretion of WA1 staff.

**TPP Transition Specialist (TS)/ Job Developer (JD):** coordinates the movement of TPP student/DOR consumers through the services and transition from school to work.

**TPP Transition Specialist**

**Specific Job Duties:**

- Gathering information/records for DOR counselor to determine eligibility and significance of disability
- Assist TPP student/DOR consumers in selecting career goal
- Assist in developing self-management skills
- Assist in exploring vocational training
- Assist in applying for college and connecting with college support services
- Coordinate and assist with intake interviews with each TPP student/DOR consumer
- Provide industry tours, college tours, job shadowing or mentoring
- Research individual profiles of interests, and matched job categories
- Research local job specific labor market information
- Research local job specific vocational training sites, if applicable.

**Job Developer (JB):** In coordination with TPP Program Coordinator, develops work-based learning experiences for in-school TPP student/DOR consumers related to their vocational interests and goals. Provides job development, placement, and follow-up services to TPP student/consumers. Job duties may include, but not limit to:

- Establishes and maintains linkages and ongoing contact with local employers
- Identifies appropriate job openings in competitive employment consistent with TPP student/DOR consumers' IPEs
- Provides guidance and support to TPP student/ DOR consumers to assist in personal and social adjustment, job search and job maintenance
- In cooperation with DOR counselor provides linkage to employment training, destination training and other needed supports to enable TPP student/ DOR consumers to participate effectively in targeted job search and job placement
- Monitors progress of TPP student/ DOR consumers on the job
- Provides short-term job coaching, follow-along, and follow-up services to facilitate TPP student/ DOR consumers success in employment placement
- Provides employer education and support

- Maintains regular contact with DOR Counselor regarding progress of TPP student/ DOR consumers
- Meets with Program Coordinator and TPP student/ DOR consumers to determine appropriate work-based experiences related to their vocational interests and goals
- Contacts local public and private employers to develop and coordinate work-based learning experiences for TPP student/ DOR consumers including career interviews, job shadows, exploratory/unpaid work experience, and targeted job training
- Maintains records and files related to contract duties
- Attend TPP contractual meetings and regular meetings with DOR counselor

**School District Title-WorkAbility Coordinator:** Administer and implement the Workability 1 Grant Program. Communicates with state and regional officials. Liaison and/or mediator for various purposes; To keep annual budget on task; Work closely with WA1 director to operate an effective program, including WA1 budget, marketing, establishing activities to locate, secure and support some job openings for students in Special Education, student payroll and paperwork; and Help with year-end Scranton's and narratives. Duties may include, but not limit to:

- Administers all aspects of Workability 1 Program, including budget preparation and completion of required grant proposals, reports and documents.
- Initiates and maintains ongoing personnel contacts with a variety of business and industry representatives and job placement/training agencies to promote Workability programs for student placement.
- Generate introductory calls to potential employers to locate jobs for applicants.
- Conducts bi-weekly (or as needed) student evaluations after students are placed in positions.
- Attend meetings and maintains contacts with various provisional and community organizations that are involved in job placement/training activities to keep current with trends in a local job market.
- WA1 has the ascendancy to allocate select services per student needs. Services may include motivation, performance on job, appearance, interview skills, job applications, labor market information, employer expectations, job opportunities, job seeking skills, job keeping skills, mock interviews, resume preparations, attendance, work history, attitude, work related counseling, WA1 expectations, introduction to work, assessments, employment preparation career goals career/communication and supportive services.
- Monitor grades and attendance of working students receiving credits for work.
- Perform other related duties to the discretion of WA1 staff.

## **OPERATING**

**Instructional Materials** – these may include TPP curriculum to practice an employable application and job testing skills.

**Office Supplies** – Consumable supplies to be used during the contract period. Supplies may include, but are not limited to: computers, pens, pencils, paper, ink cartridges, file folders, markers, notepads, and calendars.

1 HP Laptop                      Estimated cost - \$500.00

**Travel/Mileage** – Per Diem and transportation costs for WPUSD/TPP staff to travel to contact related trainings and meetings, and mileage expenses for WPUSD/TPP staff for the delivery of contract services. Reimbursement rates per Exhibit D.

**Training** – Cost of registration for WPUSD/TPP staff to attend trainings as related to the contract services. All trainings must be pre-approved by the DOR contract administrator.

**INDIRECT**

Indirect/Administrative Overhead - Indirect cost rate of the Education Agency Cooperative Program is the rate calculated and approved by the California Department of Education (CDE).



# COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET

July 1, 2012 - June 30, 2015

Contractor Name and Address		7/1/2012 - 6/30/2013			7/1/2013 - 6/30/2014			7/1/2014 - 6/30/2015		
Western Placer Unified School District 600 Sixth Street Lincoln, CA 95648		Item Expenditure		Annual Salary	Annual Percent FTE	Annual Amount Certified	Annual Salary	Annual Percent FTE	Annual Amount Certified	
		PERSONNEL - Position Title & Time Base		Annual Salary	Annual Percent FTE	Annual Amount Certified	Annual Salary	Annual Percent FTE	Annual Amount Certified	
		TPP Prog Director, 40 hrs/wk @ 10 mos		\$105,028.00	2.00%	\$2,100.56	\$105,028.00	2.00%	\$2,100.56	
		TPP Budget Manager, 40 hrs/wk @ 12 mos		\$99,022.00	1.20%	\$1,188.26	\$99,022.00	1.20%	\$1,188.26	
						</				



## CERTIFIED EXPENDITURE NARRATIVE

### PERSONNEL

All staff benefits include sick Leave, PERS Retirement, Life Insurance, Salary Protection plan, Medical, Dental and Vision.

**TPP Program Director (PD):** Oversees the operation of the program and activities of TPP personnel.

**Non-Contract Duties – Director of Special Education:** Plan, organize, and direct the functions of the WPUSD Special Education Department including: Review, monitor and direct the District's special education programs; implement and support the District goals and objectives.

**TPP Budget Manager:** Oversee the TPP budget & process and submit TPP Service Invoice and Certified Expenditure Invoice

**Non-Contract Duties – Director of Business Services:** Under the direction and supervision of the Assistant Superintendent of Business Services, establishes and revises school district accounting procedures; supervises accounting, payroll, attendance accounting, and financial record keeping activities; performs accounting and statistical analyses and prepares financial presentations; conducts audits of school district funds and accounts; assists in the preparation of the District's annual budget; manages the District's budget; and performs other duties similar in scope and function as required.

### INDIRECT

Indirect/Administrative Overhead - Indirect cost rate of the Education Agency Cooperative Program is the rate calculated and approved by the California Department of Education (CDE).

## EXHIBIT C

### GENERAL TERMS AND CONDITIONS (GTC 610)

PLEASE NOTE: This page will not be included with the final agreement, The General Terms and Conditions will be included in the agreement by reference to Internet site <http://www.ols.dgs.ca.gov/Standard+Language/default.htm>

**EXHIBIT D**  
**(Standard Agreement - Subvention)**

**SPECIAL TERMS AND CONDITIONS**

**1. NOTIFICATION**

All notices required by either party shall be in writing and sent by email, mail, or personally delivered to the appropriate address. Mailing addresses may be changed by written notice.

**2. DISPUTES**

If Contractor believes that there is a dispute or grievance between Contractor and the State arising out of or relating to this agreement, Contractor shall first discuss and attempt to resolve the issue informally with the DOR Contract Administrator. If the issue cannot be resolved at this level, Contractor shall follow the following procedures:

- A. If the issue cannot be resolved informally with the DOR Contract Administrator, Contractor shall submit, in writing, a grievance report together with any evidence to the DOR Contract Administrator's Supervisor. The grievance report must state the issues in the dispute, the legal authority, or other basis for the Contractor's position and the remedy sought. Within ten (10) working days of receipt of the written grievance report from the Contractor the DOR Supervisor shall make a determination on the problem and shall respond in writing to the Contractor indicating the decision and reasons therefore. Should the Contractor disagree with the Supervisor's decision Contractor may appeal to the next level following the procedure in "Disputes", paragraph B listed below.
- B. Contractor's letter of appeal must be submitted within ten (10) working days of the receipt of the Contract Administrator's Supervisor's written decision. Contractor must submit a letter of appeal to the Department's Contract Officer explaining the disagreement with the Contract Administrator's supervisor's decision. The letter must include, as an attachment, copies of the Contractor's original grievance report, evidence originally submitted, and response from Supervisor. The Contracting Officer shall, within twenty (20) working days of receipt of Contractor's letter of appeal, review the issues raised and shall render a written decision to the Contractor. The decision of the Director or designee shall be final.

**3. RIGHT TO TERMINATE**

- A. Either party reserves the right to terminate this agreement subject to 30 days written notice.
- B. However, the agreement can be immediately terminated for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of the agreement. In this instance, the agreement termination shall be effective as of the date indicated on the State's notification to the Contractor.

**4. TRAINING SEMINARS, WORKSHOPS OR CONFERENCES**

If said Contractor provides training seminars, workshops, or conferences, Contractor must obtain prior DOR approval for the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop, or conference

pursuant to this agreement and of any reimbursable publicity or educational materials to be made available for distribution. The Contractor shall acknowledge the support of the State whenever publicizing the work under this agreement in any media. The provision does not apply to necessary staff meetings or training sessions held for the staff of the Contractor to conduct routine business matters.

## 5. INSURANCE REQUIREMENTS

- A. Commercial General Liability – Contractor shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and liability assumed under an insured agreement. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor's limit of liability. The policy must include:

The State of California, its officers, agents, employees and servants as additional insured, but only with respect to work performed under the Agreement.

The **endorsement** must be supplied under a form acceptable to the DGS Office of Risk and Insurance Management.

- B. Workers Compensation and Employers Liability – Contractor shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Agreement. Employer's liability limits of \$1,000,000 are required.
- C. Automobile Liability – For DOR consumers being provided transportation under said agreement, the Contractor shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles to include the following additional insurance coverage below:
- For public schools and for-profit organizations: Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the agreement. For **seating capacity up to 7 people** (includes driver), the Contractor's certificate of insurance shall state a limit of liability of not less than **\$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 8 –15 people** (includes driver) the certificate of insurance shall state a limit of liability of not less than **\$1,500,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall state a limit of liability of not less than **\$5,000,000** per occurrence for bodily injury and property damage liability combined.
  - For non-profit organizations: Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the agreement. For **seating capacity of up to 15 people** (includes driver) the

certificate of insurance shall state a limit of liability of not less than **\$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall state a limit of liability of not less than **\$5,000,000** per occurrence for bodily injury and property damage liability combined.

## 6. CONFLICT OF INTEREST

- A. Contractor certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who exercises any functions or responsibilities in connection with this Agreement shall have any personal financial interest or benefit which either directly or indirectly arises from this Agreement.
- B. Contractor shall establish safeguards to prohibit its employees or its officers from using their positions for a purpose which could result in private gain or which gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

## 7. CONFIDENTIALITY

- A. Contractor agrees that any report or material created during the performance of this agreement will not be released to any source except as required by this agreement or otherwise authorized by DOR.
- B. Contractor agrees that any information obtained in the performance of this agreement is confidential and shall not be published or open to public inspection in any manner, except as authorized by DOR.
- C. Contractor agrees to maintain the confidentiality of any information concerning any consumers that the contractor may obtain in the performance of this agreement and specifically agrees to comply with the provisions applicable to such information as set forth in 34 Code of Federal Regulations, Section 361.38, title 9, California code of Regulations, Section 7140 et seq., and the Information Practices Act of 1977 (California Civil Code Section 1798 et seq.)
- D. Contractor agrees to report any security breach or information security incident involving DOR consumers' personal information to the DOR's Contract Administrator and the DOR's Information Security Officer. The DOR's Information Security Officer can be contacted via e-mail at [isoinfo@dor.ca.gov](mailto:isoinfo@dor.ca.gov).
- E. Security breaches or information security incidents that shall be reported include, but are not limited to:
  - 1. Inappropriate use or unauthorized disclosure of DOR consumers' personal information by the Contractor or the Contractor's assignees. Disclosure methods include, but are not limited to, electronic, paper, and verbal.

2. Unauthorized access to DOR consumers' personal information. Information can be held in medium that includes, but is not limited to, electronic and paper.
  3. Loss or theft of information technology (IT) equipment, electronic devices/media, paper media, or data containing DOR consumers' personal information. IT equipment and electronic devices/media include, but are not limited to, computers (e.g., laptop and desktop, netbooks, tablets), smartphones, cell phones, CDs, DVDs, USB flash drives, servers, printers, peripherals, assistive technology devices (e.g., notetakers, videophones), and copiers. Data can be held in medium that includes, but is not limited to, electronic and paper.
- F. Contractor agrees to provide annual security and privacy training for all individuals who have access to personal, confidential, or sensitive information relating to the performance of this agreement.
- G. Contractor agrees to obtain and maintain acknowledgements from all individuals to evidence their understanding of the consequences of violating California privacy laws and the contractor's information privacy and security policies.
- H. For contractors that do not have a security program that includes annual security and privacy training, a self-training manual is available on the DOR website under the "Providers" tab in the "Becoming a Service Provider" section under "Annual Security and Privacy Training for VR Service Providers." The self-training manual is named "Protecting Privacy in State Government" and can be downloaded at the following link: <http://www.dor.ca.gov/eps/privacytraining.htm>.
- I. Additional training and awareness tools are available at the California Office of Information Security (OIS) website and the California Office of Privacy Protection (COPP) website. The COPP created the self-training manual, "Protecting Privacy in State Government" that DOR revised to meet its business needs.

## **8. AUDIT AND REVIEW REQUIREMENTS**

### **A. General Audit and Review Requirements**

1. The Contractor shall submit to the State such reports, accounts, and records deemed necessary by the State to discharge its obligation under State and Federal laws and regulations, including the applicable 2 CFR Part - 220, 225, 230 (OMB Circulars).
2. Contractor agrees to comply with all laws, regulations, ordinances, and policies of any governmental unit having jurisdiction over the rehabilitation program with regards to construction, medicine, health, safety, wages, hours, working conditions, workers' compensation, licensing and all other activities requiring compliance. Contractor shall accept financial responsibilities in the event of non-compliance.
3. Contractor shall provide State's staff access to all Contractor records and evaluations of individuals referred to the program.

4. The State shall have the right to conduct inspections, reviews, and/or audits of the Contractor to determine whether the services provided and the expenditures invoiced by the Contractor were in compliance with this agreement and other applicable federal or state statutes and regulations.
  5. Contractor agrees that Department of Rehabilitation, State Controller's Office, Department of General Services, Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the agreement, including such books, records, accounts, consumer service records, and other supporting documentation that may be relevant to the audit or investigation.
  6. Contractor agrees to include a provision in its independent auditor agreement that allows DOR, when conducting an audit, access to any audit materials, information, and reports in support of the Contractor's "Independent Auditor Report".
  7. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment or until resolution of all issues which may arise as a result of any litigation, claim, negotiation, audit, or any other action involving the records prior to expiration of the three (3) year period whichever is later. Contractor agrees to allow the auditors access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.
- B. Annual Federal Audit (For Agreements that received Federal Funds \$500,000 and above):
1. In addition to the General Audit and Review Requirements above, the Contractor agrees to provide an annual audit as required by the federal "Single Audit Act" of 1994, as amended. This audit shall be made in accordance with the Office of Management and Budget (OMB) Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations).
  2. For DOR agreement expenditures designated by the independent auditor as major programs the Contractor agrees to submit one copy of the audit report and all management letters to:  

Audit Section  
Department of Rehabilitation  
721 Capitol Mall, 3<sup>rd</sup> Floor  
Sacramento, CA 95814
  3. Copies of the audit report and letters shall be submitted within 30 days after receipt of the auditor's report(s) or nine months following the end of the Contractor's fiscal year, unless a longer period is agreed to in advance by DOR. Unless restricted by law or regulation, the auditee shall make copies available for public inspection.

## **9. COMPETITIVE BIDDING AND PROCUREMENTS**

- A. Contractor shall comply with applicable laws and regulations regarding securing competitive bids and undertaking negotiations in Contractor's agreements with other entities for acquisition of goods and services with funds provided by the State or Federal under this agreement.
- B. Contractors must maintain a copy of the narrative description of the procurement systems guidelines, rules or regulations that will be used to make purchases under this agreement. The State reserves the right to request a copy of these documents and to inspect the purchasing practices of the Contractor at any time.
- C. The Contractor should seek prior approval for any purchase of \$2,500 per unit or more for commodities, supplies, and services related to this agreement. The Contractor must provide in its request for approval all particulars necessary, as specified by DOR, for evaluating the necessity or desirability of incurring such costs.
- D. For all purchases made, subject to this agreement, the Contractor must maintain copies of all paid vendor invoices, documents, bids and other information used in vendor selection, for inspection or audit.

## **10. POTENTIAL SUBCONTRACTORS**

Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor. Contractor shall not subcontract any services under this Agreement without prior approval of the State.

## **11. CONTRACT AMENDMENTS**

In the event that additional program services must be performed which was wholly unanticipated and is not specified in the written Scope of Work, but is in the opinion of both parties is necessary to the successful accomplishment of the general scope of work outlined, an amendment to the agreement is required.

## **12. SOFTWARE**

Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws



## EXHIBIT E

### (Standard Agreement - Subvention)

#### ADDITIONAL PROVISIONS – Federally Funded Agreements

##### 1. FEDERAL REQUIREMENTS

- A. The Federal Office of Management and Budget (OMB) has established unified administrative requirements and cost principles for determining allowable costs chargeable to Federal awards. The Contractor agrees to abide by the following federal rules and regulations applicable to its organization as specifically defined in the following, except where the agreement is more restrictive.
- 2 CFR Part 215/34 CFR Part 74 (OMB A-110) – Administration of Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
  - 34 CFR Part 80 (OMB A-102) – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
  - 2 CFR Part 220 (OMB A-21) - Cost Principles for Educational Institutions
  - 2 CFR Part 225 (OMB A-87) - Cost Principles for State, Local, and Indian Tribal Governments
  - 2 CFR Part 230 (OMB A-122) - Cost Principles for Non-Profit Organizations
  - OMB A-133 - Audits of States, Local Governments, and Non-Profit Organizations

A copy of the OMB Circulars listed above is available for download and review on the Internet at [www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars). A copy of Title 34 CFRs is available at <http://www.gpoaccess.gov/cfr/index.html>.

##### 2. FEDERAL FUNDING INTELLECTUAL PROPERTY

- A. In any agreement funded in whole or in part by the federal government, DOR may acquire and maintain the Intellectual Property rights, title and ownership, which results directly and indirectly from the agreement. However, the federal government shall have non-exclusive, non-transferable, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.
- B. Evaluation of Discovery or Invention: If any discovery or invention arises as a result of funded work, the Contractor must refer the discovery or invention to the DOR. The Rehabilitation Services Administration (RSA) and its representatives have the sole and exclusive power to determine whether or not and where a patent should be filed and the disposition of all rights, including title and license rights, which may result. RSA's determination of these issues shall be considered final. In addition, the DOR and RSA shall acquire at least an irrevocable, non-exclusive, and royalty-free license to utilize for

government purposes of any of these inventions. By signing this agreement, the Contractor agrees that determinations of rights to inventions made in the course of or under the agreement shall be made by RSA or its authorized representative.

C. Copyrights and Patents: The Federal awarding agency and/or the DOR reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:

1. The copyright in any work developed under a grant, subgrant, or agreement under a grant or subgrant; and
2. Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

### **3. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

By signing this agreement, Contractor certifies that neither it nor its principals is presently debarred, suspended, proposed for department, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.

### **4. THE FOLLOWING PROVISIONS ARE SUBJECT TO THIS AGREEMENT**

- A. Equal Employment Opportunity--All agreements require compliance with E.O. 11246--Equal Employment Opportunity, as amended by E.O. 1137--Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 6--Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
- B. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended--Agreements of amounts in excess of \$100,000 shall require the Contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to ED and the Regional Office of the Environmental Protection Agency (EPA).
- C. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)--By signing this agreement, the Contractor who is awarded an agreement of \$100,000 or more certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

D. All contractors shall comply with the following statutes and regulations:

Subject: Discrimination on the basis of race, color, or national origin.

Statute: Title VI of the Civil Rights Act of 1964 (45 U.S.C. 2000 through 2000d-4).

Regulation: 34 CFR part 100.

Subject: Discrimination on the basis of sex

Statute: Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683).

Regulations: 34 CFR part 106.

Subject: Discrimination on the basis of handicap.

Statute: Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794).

Regulation: 34 CFR part 104handicap.

Subject: Discrimination on the basis of age.

Statute: The Age Discrimination Act (42 U.S.C. 6101 et seq.).

Regulation: 34 CFR part 110

## **5. RETURN OF INAPPROPRIATE USE OF FUNDS**

By signing this agreement, Contractor shall certify that in the event of funds used inappropriately, funds must be returned to DOR.

**EXHIBIT F**  
**(COOP/Case Services Agreements-Subvention)**

**ADDITIONAL PROVISIONS - COOPERATIVE/CASE SERVICES**

**1. MATCH REQUIREMENTS**

For Agreements that include **CERTIFIED EXPENDITURE MATCH**:

- A. Contractor shall certify to the State on a monthly or quarterly basis, as specified in Exhibit G, the Contractor's allowable costs to provide the cooperative program services identified in the Scope of Work, in accordance with the Cooperative Agency Certified Expenditure Budget Summary and Narrative, and applicable Federal regulations and OMB circulars. All such expenditures shall be under the administrative supervision of the State and no portion of the certified expenditures shall come from Federal funds. The State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the Cooperative Agency Certified Expenditure Budget Summary.
- B. The total Cooperative Agency certified expenditure share will be matched to Federal funds at no less than 25%, as indicated on the DOR Program Budget Summary. If the value of the certified expenditures by the Contractor is below 25% of the actual total program cost, the Service Budget (DOR 801A) may be reduced after review by the DOR Contract Administrator. The State will not pay the Contractor for actual costs claimed on the Service Invoice (DOR 801B) until the certified expenditure summary for the same period has been submitted.
- C. Contractor contributions, including any excess of the amount specified in the "Cooperative Agency Certified Expenditure Budget Summary", will be used by the State to obtain Federal funds under Section 110 of the Rehabilitation Act of 1973, as amended. Federal funds obtained in excess of the "Total Program Cost" as identified on the "DOR Program Budget Summary" shall accrue to the State.

For Agreements that include **CASH MATCH**:

- A. Each fiscal year Contractor will pay to State, no less than quarterly and in advance, upon receipt of an invoice from the State, all those cash matching funds which are identified within the Program Budget Summary for that fiscal year. The State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the approved budget, it being understood that all matching funds obtained by the State from the Contractor shall be exclusive funds of the State and no portion of the cash match shall come from Federal funds.
- B. The total Cooperative Agency cash share will be matched to Federal funds at no less than 21.3% as indicated on the "DOR Program Budget Summary."

## 2. INDIRECT COSTS

- A. Indirect costs are allowable costs incurred by an organization which support the activities of a program or contract, but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with 2 CFR Part, 215, 220, 230 (OMB's). The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs/expenditures. The allocation of indirect costs cannot be based on an arbitrary fixed rate.
- B. Indirect Costs for Service Budgets: The Contractor may be reimbursed for actual indirect costs subject to this agreement not to exceed a rate of 15% indirect cost.
- C. Indirect Cost Rate for Certified Expenditure Match: The Contractors "actual" indirect costs may be used to calculate certified expenditures, and not subject to the maximum cap of 15% indirect cost rate as defined in B. above.

## 3. CONTRACT HANDBOOK

Contractor acknowledges and agrees with the policies requirements and conditions of the Department of Rehabilitation's Contract Handbook and its additional policy requirements and conditions for Case Services/Cooperative Program Agreements as applicable for the Fiscal Year(s) covered under this agreement. Match requirements are applicable to Cooperative Programs agreements only.

## 4. DOR's CONTRACT MONITORING

The DOR Contract Administrator will monitor and document the contractor's performance to ensure compliance with all agreement provisions. The DOR Contractor Administrator will:

- A. Maintain documentation on all agreement activities, including the performance of the agreement services, invoice reviews and approvals, monitoring activities, and other agreement administration activities.
- B. Monitor the agreement to ensure services were performed according to the quality, quantity, objectives, timeframes and manner specified in the agreement, and that the Contractor prepares and maintains adequate documentation to support the services provided, expenditures reimbursements, and/or any applicable match requirements.
- C. Review and approve invoices for payment to substantiate expenditures for the work performed, including verification that costs invoiced for the provision of services to DOR applicants/ consumers during the agreement period are based on actual allowable costs, and that the invoices are current, correct, and timely.
- D. Ensure that all Service Invoices, and Certified Expenditure Summaries if applicable, are received within 180 days of the end of the fiscal year. If not received, obtain written justification from the contractor for the delay and a timeline when final invoicing will be received.

- E. Verify that the contractor has fulfilled all requirements of the agreement before approving the final invoice.
- F. Ensure there are sufficient funds to pay for all services rendered as required by the agreement.
- G. Ensure, by the end of the second quarter, that the projected certified expenditure match will be sufficient to support the budgets as outlined in this agreement. If not, contact the appropriate Collaborative Services Program Specialist. (Cooperative Program Agreements only)
- H. Identify low usage levels and consider partial disencumbrance of agreement funds.
- I. Periodically review personnel activity reports for staff funded by the agreement to ensure that the Contractor is preparing and maintaining personnel activity reports in compliance with the applicable OMB circular.
- J. Verify that all agreement staff are providing services in accordance to their duties specified in the agreement, including ensuring that:
- Personnel duty statements or a copy of the Agreement Budget Narrative/Agreement Duty Statement has been provided to each staff person to communicate the specific duties to be performed under the agreement.
  - Verify that job duties, as provided by the agreement staff, match agreement duty statements and service descriptions.
  - Ensure that the contractor has submitted to DOR appropriate documentation that supports the services provided to DOR applicants/consumers, including monthly (or otherwise specified) progress reports, consumer listings, utilization/service reports, and/or other agreed-upon documentation.
  - Verify that agreement staff provide services only to authorized DOR consumers. (Case Service Agreements only)

EXHIBIT G  
ADDITIONAL PROVISIONS

**I. CONTRACT MONITORING AND REPORTING**

The TPP Contract Administrator/Program Coordinator shall monitor the contract by:

- Submitting service invoices (801B) and Certified time invoices on a monthly basis
- Ensuring Personnel Activity Reports or time reporting documents and a list of TPP student/DOR consumers served are prepared and maintained by Contract staff in accordance with the appropriate OMB circular and reflect accurate reporting
- Submitting Personnel Activity Reports or time reporting documents and a list of TPP student/DOR consumers served as requested by DOR Contract Administrator
- Including a monthly cover letter outlining contract progress and outcomes with regard to contract objectives
- Meeting with DOR Contract Administrator and program staff to discuss contract progress at least quarterly
- Utilizing the Contractor Self Assessment tool on an annual basis to ensure contract compliance
- Preparing and submitting consumer monthly progress reports to the assigned vocational rehabilitation counselor. Progress reports should include TPP student/DOR consumer's name and other necessary or required information.

**II. Transportation**

The contractor will transport the TPP students/DOR consumers as needed. The contractor will provide transportation services to up to 7 DOR clients in the same vehicle at a time.

## Summer TPP Program

3/23/2012

Meet with student/client of DOR regularly to provide employment supports as part of a liaison between student/client and DOR. Activities to include but not be limited to the following:

- Job counseling to support job retention
  - Meet directly with student/client to answer job related questions, including site visits
- Monitoring to ensure IPEs (Individualized Plan of Employment) are followed
  - Contact with DOR to ensure that whatever is specified in the plan is being provided at the job site.
- Act as a contact person for trouble shooting problems to ensure on going employment
  - Be available for student/clients as needed.
- Job club meetings, as time permits
  - Meet with student/clients in small groups to help with self assessments, distribute materials, and network

*Student contact will be 2 x weekly w/TPP Specialist for 4 weeks over the summer break.*

TPP Specialist hourly rate will be on a time card with total expenditures not to exceed the TPP budget.

7.444



# 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:

Approve Purchase of Maintenance Vehicle

### AGENDA ITEM AREA:

Action

### REQUESTED BY:

Joyce Lopes  
Assistant Superintendent of Business Services

### ENCLOSURES:

Yes

### DEPARTMENT:

Business Services

### FINANCIAL INPUT/SOURCE:

General Fund/Maintenance

### MEETING DATE:

April 3, 2012

### ROLL CALL REQUIRED:

No

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### BACKGROUND:

In August 2011, a maintenance vehicle was totaled in an accident. After applying the district's deductible, School's Insurance Group reimbursed the district \$7771 for the totaled vehicle. After reviewing multiple quotes, the Maintenance Department selected a vehicle that includes an upgraded SX package and heavy duty options. The Maintenance Department is requesting approval to purchase the new vehicle.

### RECOMMENDATION:

Administration recommends the Board approve the purchase of the maintenance vehicle from Future Ford/Future Nissan.

7.5



DEALER

860 176

VIN

1FDBF2A61CEB31625

	Suggested Retail Price	Invoice Amount
F25H 4X2 STYLESIDE PICKUP/137	29065.00	
SPECIAL DEALER ACCOUNT ADJUSTM		
2012 MODEL YEAR		
21 OXFORD WHITE		
AS STEEL VINYL		
PREFERRED EQUIPMENT PKG.600A		
.XL TRIM		
572 .AIR CONDITIONING -- CFC FREE	NC	
JAM/PM STEREO W/ CLOCK		
996 .6.2L EFI V-8 ENGINE	NC	
44P 6 SPEED AUTOMATIC TRANS	NC	
TBX .LT245/75R17E BSW ALL SEASON		
X37 3.73 RATIO REGULAR AXLE	NC	
66D PICKUP BOX DELETE	625.00	
JOB #2 ORDER		
10000# GVWR PACKAGE		
425 50 STATE EMISSIONS	NC	
SPARE TIRE AND WHEEL	295.00	
52B TRAILER BRAKE CONTROLLER	230.00	
TRAILER HITCH		
JACK		
66S UPFITTER SWITCHES	125.00	
SPCL. DLR. ACCT. ADJ. CR.		
TOTAL OPTIONS	25.00	
TOTAL VEHICLE & OPTIONS	29090.00	
DESTINATION & DELIVERY	995.00	
<b>TOTAL FOR VEHICLE</b>	<b>30085.00</b>	
<b>FUEL CHARGE</b>		
<b>FLEET P.O. NUMBER 49384</b>		
<b>SHIPPING WEIGHT 5671 LBS.</b>		
<b>TOTAL</b>	<b>30085.00</b>	

This invoice may not reflect the final cost of the vehicle in view of the possibility of future rebates, allowances, discounts and incentive awards from Ford Motor Company to the dealer.

Sold to		860176					
Harbor Truck Bodies 255 Voyager Ave. Brea		CA 92821		Order Type 59	Ramp Code RA27	Batch ID CA201	Price Level 220
Ship to (if other than above)				Date Inv. Prepared 01 20 12		Item Number 86-9056	Transit Days 12
				Ship Through			
Invoice & Unit Identification NO. 1FDBF2A61CEB31625		Final Assembly Point KENTUCKY		Finance Company and/or Bank Ford Motor Credit 000001			
Total Holdback				D Plan		X Plan	

This invoice to be used for the billing of vehicles only

Dealer's copy

7,5.2

Harbor Truck Bodies, Inc.  
255 Voyager Ave.  
Brea, CA 92821  
(800) 438-9452 (714) 996-0411  
FAX (714) 996-0625

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FUTURE FORD  
DEALER# 72L206  
650 AUTO MALL DR.  
ROSEVILLE, CA 95661

FUTURE FORD  
DEALER# 72L206  
650 AUTO MALL DR.  
ROSEVILLE, CA 95661

03/14/12

COMMON CARRIER

2/10, NET-30

TOM NETHERBY 12/31/44 WHSE1 FORD - SANF - NORTH NORTHERN CALIF

F12F2A998137	F2A/F250 REG CAB-GAS 56" CA vin # CBB80301 PLACER COUNTY SCHOOL DISTRICT	1		
HT098-1541A	TRADEMASTER 8'-VERT 2 SRS STAINLESS TOP 98LK79W CPT-15DX41H-QT/FL-43W CAS6SRW	1	4155.93	4155.93
RKT098-1541	RACK, TAPERED LEG, OVER CAB FOR HT098-1541 W/HOOKS, SWING AWAY BAR, REMOVE, MID BAR	1	782.02	782.02
Y08ANWHITE	PAINT FACTORY WHITE - 8-FT TRADEMASTER	1		
Z08/BRL79-08	MOUNT 8-FT BODY W/BRL79-08 RECESS BUMPER & LIGHTS	1		
N7PRONG	7 PRONG TRAILER CONNECTOR (POLLAK)	1	122.00	122.00

5059.95  
KIMBERLY/SALES

FREIGHT  
395.00 5454.95

23006

7,5.3

County of Placer  
**PURCHASE ORDER**

PO091841

Page 1 of 2



Department of Administrative Services  
Procurement Services Division  
2964 Richardson Drive  
Auburn, CA 95603  
Phone (530) 889-7776

Please reference the above  
number on all invoices and  
correspondence related to this  
order.

**Purchase Order**

**19 - 2012 - PO091841**

**Date Issued: 2/17/12**

<b>Vendor:</b> 2007 - 001 <b>FUTURE FORD INC</b> <b>650 AUTO MALL DR</b>  <b>ROSEVILLE, CA 95661</b>	<b>Ship To:</b>  <b>DPW - Fleet Services</b> <b>11448 F Avenue</b>  <b>Auburn, CA 95603</b>
<b>Direct all questions regarding this Purchase Order to:</b> <b>Buyer:</b> Jon Manning Phone: (530) 889-4290  <b>FOB Point:</b> Destination - Frt ppd & assumed by vndr <b>Ship Via:</b> Best way surface <b>Payment Terms:</b> ** SEE BELOW ** <b>Delivery due by:</b> 4/4/12	<b>Send Invoice To:</b>  <b>DPW - Fleet Services</b> <b>11448 F Avenue</b>  <b>Auburn, CA 95603</b>  <b>Phone: (530) 889-7536</b>

*This purchase order shall be governed by the attached terms and conditions.*

Item	Quantity	Description	Unit Price	Extension
1	1 EA	2012 Ford Super Duty F-250 (F2A) 2WD Reg Cab 137" XL	7,205.5200	27,205.52

Vehicle Specifications, Pricing, and Terms in accordance with  
Placer County Bid No. 10128, Bid Package No. 1.

Exterior Color: School Bus Yellow, DuPont #93-75306, GM  
Wheatland Yellow or equal

~~Payment Terms: \$500.00 discount if paid within 20 days~~

Unit Pricing includes:

Vehicle - \$22,853.37

Cost to Upgrade Lightbar to LFL Liberty SX Series - \$90.00

Sales Tax (7.25%) - \$1,663.40

CA Tire Fee - \$8.75

Cost to Upgrade to Maximum Extended Warranty - \$2,590.00

**CONTACTS:**

Vendor Contact: Tom Netherby, Ph. #916-677-5270, Fax

#916-677-5334, E-mail: netherby@futureford.com

County Contact: Dan Shaffer or Jim Geach, Ph. #530-745-7536

Approved by the Placer County Board of Supervisors on February  
14, 2012.

Req. No. RQ053900 - 001

**Sales Tax 0.00**

**PO Total \$27,205.52**

7,5.4

County of Placer  
**PURCHASE ORDER**

PO091841

Page 2 of 2

**Special Instructions:**

DEALER: Register this vehicle as follows:  
COUNTY OF PLACER  
2964 Richardson Drive  
Auburn, CA 95603

<Budgeted on Master Fixed Asset List FY2011-12, 120/32600, Public Works - Road Maintenance, 2wd Pickup Truck>

**For County Use Only:**

SUFFIX	ACCOUNT CODE			AMOUNT
1	192012006036 4451	N	CNOS	\$27,205.52
				<u>\$27,205.52</u>

**Brett Wood, Purchasing Manager**

By: Brett Wood

7.5.5

**Vehicle Specifications for Bid Package No. 1: Full Size, 3/4 Ton, 4x2, Long Bed Pickup Truck,  
Current Model Year**

<b>GVWR (lbs.):</b>	9,000 lbs. minimum
<b>Wheelbase</b>	133 inches minimum
<b>Engine:</b>	8 cylinder, 5.3L minimum, gasoline engine
<b>Body:</b>	Standard cab with 8-foot minimum cargo bed
<b>Transmission:</b>	Heavy duty, factory standard, automatic with external transmission fluid cooler
<b>Rear Axle:</b>	Limited slip, single rear wheel with floating axles. Highest numerical gear ratio available in California is preferred. Dual rear wheel axle is not acceptable.
<b>Suspension:</b>	Heavy duty
<b>Shock Absorbers:</b>	Heavy duty
<b>Steering:</b>	Power with tilt wheel
<b>Brakes:</b>	Power disc with ABS
<b>Battery:</b>	Heavy duty, 600 CCA minimum
<b>Alternator:</b>	Heavy duty, 135 amp minimum
<b>Cooling System:</b>	Heavy duty for trailer towing with coolant recovery
<b>Tires &amp; Wheels:</b>	Five (5) Mud & snow tires with 8-hole steel wheels, sized and rated to meet or exceed GVW of vehicle. All tires and wheels, including spare, shall be exactly the same.
<b>Air Conditioning:</b>	Included, factory installed
<b>Windshield Wipers:</b>	Intermittent
<b>Stereo:</b>	AM/FM stereo, factory installed, with factory or dealer installed Bluetooth system wired through the vehicle's sound system for "hands free" cellular phone use.
<b>Fuel Capacity:</b>	30 gallons, minimum
<b>Locking Fuel Tank Cap:</b>	Included
<b>Front Bumper:</b>	Manufacturer's standard

7.5.6

<b>Rear Bumper:</b>	Heavy-duty, two-plate step bumper to allow for a pin type or a ball mounted on the top plate; Reunel, or equal, painted black
<b>Mirrors:</b>	8" x 5", right and left
<b>Gauges:</b>	Full gauges included
<b>Glass:</b>	Tinted
<b>Exterior Color:</b>	School bus yellow, DuPont #93-75306, GM Wheatland Yellow or equal
<b>Interior Color:</b>	Tan or gray
<b>Upholstery:</b>	Cloth
<b>Seating:</b>	Bench seat design
<b>Floor Covering:</b>	Heavy-duty rubber - color coordinated with interior or black is acceptable. Carpet shall not be acceptable.
<b>Cargo Light:</b>	Manufacturers standard, plus a dual Halogen work light, rear mounted, centered under the Whelen light bar (see below)
<b>Windows:</b>	Manual, factory installed
<b>Door Locks:</b>	Manual, factory installed
<b>Factory Equipment:</b>	Must include all standard factory equipment
<b>Electric Brake:</b>	Factory installed electric trailer brake control
<b>Trailer Wiring:</b>	Factory standard 7 Pin and 4 Pin included
<b>Trailer Adapter:</b>	7 Pin Flat to 6 Pin round trailer adapter shall be included with vehicle
<b>Hitch:</b>	Frame mounted (bolted) receiver hitch, mounted under bumper. 4,000 lb. minimum dead weight capacity. Valley Industries, or equal. <b>Note:</b> Reunel 10,000 lb. capacity receiver hitch bolted to rear bumper is acceptable.
<b>Extended Warranty:</b>	Bumper to Bumper Coverage, \$0 Deductible 6 year/75,000 miles minimum

**NOTE:** The use of "Scotch-Loc" type connectors shall not be acceptable. For all accessory connections necessary for the completion of each vehicle, crimped butt connectors covered with shrink tubing shall be used.

#### Additional Equipment

The following additional equipment shall be included with each vehicle offered. All additional equipment shall be factory or dealer installed prior to delivery.

7.5.7



# 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:**

Disposal of Surplus Items

**AGENDA ITEM AREA:**

Action

**REQUESTED BY:**

Joyce Lopes  
Assistant Superintendent of Business Services

**ENCLOSURES:**

No

**DEPARTMENT:**

Business Services

**FINANCIAL INPUT/SOURCE:**

General Fund

**MEETING DATE:**

April 3, 2012

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

Board Policy 3270 provides that the Board of Trustees may authorize the disposal of surplus equipment when the equipment becomes unusable, obsolete or no longer needed.

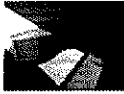













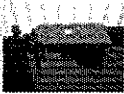





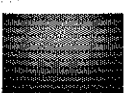






The attached list of items have been determined to be unusable, obsolete or no longer needed and the district desires to dispose of these items online through The Public Group, LLC., which is designed to ensure compliance with state regulations and policies.

**RECOMMENDATION:**

Administration recommends the Board of Trustees declare the attached list of items as surplus, authorize the disposal of the items and authorize the removal of these items from the fixed assets inventory list if applicable.

7.6

# Surplus Items




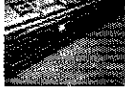

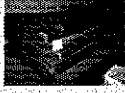










Auction #	Title	Photo	Value
633361	Corner wood office desk		\$10.00
643842	Electric Oven - WP001 		\$1.00
643843	Electric Oven - WP002 		\$1.00
643844	Electric Oven - WP003 		\$1.00
643845	Electric Oven - WP004 		\$1.00
643846	Portable Table - WP005 		\$1.00
643847	(21)-Student Desks. These units are bring sold as one Lot. - WP006 		\$1.00
643848	(47)-Student Desks. These units are being sold as one Lot. - WP007 		\$1.00
643849	(2)-Student Desks. These items are being sold as one Lot. - WP008 		\$1.00
643850	(2)-Student Desks. These items are being sold as one Lot. - WP009 		\$1.00
643851	(11)-Student Desks. These items are being sold as one Lot. - WP010 		\$1.00
643852	(2)-Student Testing Desks. These itrems are being sold as one LOT - WP011 		\$1.00
643853	(5)-Tables are being sold as one LOT. 60"L x 30"W - WP012 		\$1.00
643854	Large Metal Cabinet - WP013 		\$1.00

# Surplus Items

Auction #	Title	Photo	Value
643855	Large Metal Cabinet - WP014 		\$1.00
643856	Metal Desk - WP015 		\$1.00
643857	HON 4-Drawer Metal Filing Cabinet - WP016 		\$1.00
643858	4-Drawer Metal Filing Cabinet - WP017 		\$1.00
643859	4-Drawer Metal Filing Cabinet - WP018 		\$1.00
643860	4-Drawer Metal Filing Cabinet - WP019 		\$1.00
643861	2-Shelf Wooded Bookshelf - WP020 		\$1.00
643862	(4)-Large Metal/Wood Tables are being sold as one Lot. - WP021 		\$1.00
643863	(4)-Wood/Laminate top tables are being sold as one Lot. - WP025 		\$1.00
643864	Desktop Laminate Wood Shelf - WP030 		\$1.00
643865	Chair - WP031 		\$1.00
643866	(6)-Spare Laminated Wood shelves - WP032 		\$1.00
643867	(4)-Televisions being sold as one Lot. - WP033 		\$1.00
643868	(65)-Round and Square Clocks made by National being sold as one Lot. - WP037 		\$1.00
643869	HAUSMANN Examination Table - WP038 		\$1.00

7.6.2

# Surplus Items

Auction #	Title	Photo	Value
643870	Changing Table and Stairs. Generic Image of this unit. - WP039 		\$1.00
643871	Portable Stage - WP040 		\$1.00
643872	Artificial Turf - WP041 		\$1.00
643873	Dell Computer Parts - WP042 		\$1.00
643874	Printers/Scanners are being sold as one Lot. - WP043 		\$1.00
643875	(2)-APC Back Ups RS 1200 - WP044 		\$1.00
643876	Bell Howell Microfilm Projector - WP045 		\$1.00
643877	eMacines 15" Monitor - WP046 		

7.6.3

# 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:

Increase Transportation Fees

### AGENDA ITEM AREA:

Action

### REQUESTED BY:

Joyce Lopes  
Assistant Superintendent of Business Services

### ENCLOSURES:

Yes

### DEPARTMENT:

Business Services

### FINANCIAL INPUT/SOURCE:

General Fund

### MEETING DATE:

April 3, 2012

### ROLL CALL REQUIRED:

No

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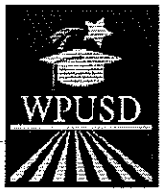
### BACKGROUND:

The Governor's January Budget Proposal for 2012-13 includes a plan to eliminate all state funding for pupil transportation; thus, the full cost of home to school transportation will be borne by the General Fund. In order to partially offset the impact to the general fund, Administration is proposing approximately a 10 percent increase to the cost of bus passes.

### RECOMMENDATION:

Administration recommends approving the increase in fees for bus passes.

7.7



# WESTERN PLACER UNIFIED SCHOOL DISTRICT

600 SIXTH STREET, SUITE 400, LINCOLN CA 95648 PH: 916-645-6350

## 2012-13 APPLICATION FOR SCHOOL BUS TRANSPORTATION

Parent/Guardian's Name \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

	Regular Price Passes		Reduced-Price Passes	
	½ Year Pass	Annual Pass	½ Year Pass	Annual Pass
1 Pass/family	\$140.00	\$250.00	\$70.00	\$125.00
2 Passes/family	\$280.00	\$500.00	\$140.00	\$250.00
3+ Passes/family	\$325.00	\$580.00	\$162.50	\$290.00
Bus card for 10 rides:	\$15.00			

Student Name	Grade	School	Pass or Tickets	Fees	Office Use Only
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total				_____	

**Only complete this section if you are applying for reduced-price transportation.**

- PLEASE LIST TOTAL NUMBER OF PEOPLE LIVING IN HOUSEHOLD \_\_\_\_\_
- The total family income, **before deductions** is \_\_\_\_\_ per \_\_\_\_\_. Total family income includes wages of **all** working members living in this household, including parents, children, grandparents, etc., child support, alimony, social security and all other income.
- Attach proof of income or proof of current eligibility for TANF/Food Stamp/CalWorks benefits or proof of foster child status.**

### Payment

Cash or check accepted. Make check payable to Western Placer Unified School District or WPUSD.

### Processing

Mail application along with attachments and payment to the address above. If completed application and payment are received prior to the first day of school, passes will be mailed to your home address, if received after the first day of school, passes will be distributed to students at their schools.

Signed: \_\_\_\_\_

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

### Office Use Only

Rec'd Date	Method: Mail / Interoffice / Walk-In	By	Reduced Y / N	Check#	Amount	Distribution: Mail / Interoffice / In person
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7.7.1

**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:**

Adoption of Revised/New  
Policies/Regulations/Exhibits

**AGENDA ITEM AREA:**

Action

**REQUESTED BY:**

Scott Leaman  
Superintendent

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Administration

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

April 3, 2012

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

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

- AR/E 0420.5 Transportation Fees
- AR/E 3310 Purchasing
- BP 5030 Student Wellness
- E 5111.11 Caregiver Authorization Affidavit
- AR 5121 Grades/Evaluation of Student Achievement

**RECOMMENDATION:**

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

## MANUAL MAINTENANCE GUIDESHEET

April 3, 2012

Page 1 of 1

Note: Descriptions below identify major revisions made in CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts should review the sample materials and modify their own policies accordingly.

### **AR/E 0420.5 – Transportation Fees**

(AR/E revised)

Western Placer Unified School District Revisions

### **AR/E 3310 - Purchasing**

(AR/E revised)

Western Placer Unified School District Revisions

### **BP 5030 - Student Wellness**

(BP revised)

**MANDATED** policy updated to reflect **NEW FEDERAL LAW** (P.L. 111-296) which moved and revised legal requirements related to student wellness policies. Law now requires (1) involvement of specified stakeholders in policy implementation and review; (2) establishment of goals for nutrition promotion as well as nutrition education; and (3) periodic assessment of the implementation of the wellness policy, including comparison of the district's policy with model wellness policies provided by the U.S. Department of Agriculture. Policy also adds optional language re: programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and joint use agreements to expand use of district and/or community facilities for recreation or sports activities. Section on "Nutritional Guidelines for Foods Available at School" adds consideration of students with special dietary needs and encourages schools' participation in after-school snack programs and summer meal programs.

### **E 5111.11 – Caregiver Authorization Affidavit**

(Exhibit revised)

Western Placer Unified School District Revisions

### **AR 5121 - Grades/Evaluation of Student Achievement**

(AR revise)

Updated policy includes new optional language re: "progress reports" for grades K-3 and reflects **NEW U.S. DEPARTMENT OF EDUCATION CORRESPONDENCE** re: report cards and transcripts for students with disabilities. Policy also includes new language re: Superintendent's authority to determine the methodology to be used in calculating grade point average. **MANDATED** regulation updated to add paragraph on high school transcripts; revise section on "Grades for Achievement" to add grading systems for grades K-3 and for extra grade weighting for specified classes; expand section on "Grades for Physical Education" to address grades for interscholastic athletic participation; and add new sections on "Grades for College Courses" and "Grade Point Average."

7.8.1



**TRANSPORTATION FEES****Fee Schedule and Collection**

Transportation fees charged by the district shall not exceed the statewide average nonsubsidized cost of providing such transportation to a student on a publicly owned or operated transit system, as determined by the Superintendent of Public Instruction. (Education Code 39807.5)

The total amount received by the district from the state and parent/guardian fees shall not exceed the actual operating cost of home-to-school transportation during the fiscal year. If excess fees are collected due to errors in estimated costs, fees shall be reduced in succeeding years. (Education Code 39809.5)

The Board of Trustees shall certify to the County Superintendent of Schools that the district has levied fees in accordance with law and that, in the event that excess fees have been charged, the fees have been reduced and excess fee revenue eliminated. (Education Code 39809.5)

Bus passes and tickets shall be sold through the mail, online or at the district office. No money shall be collected on school buses. Students purchasing round trip passes will be guaranteed space on a school bus. Students desiring to ride occasionally may purchase a ~~book of bus card~~ **for 10 one-way tickets rides. Books of tickets** **Bus cards** may be purchased through the mail ~~online~~ or at the district office at specified times throughout the school year. ~~Single ride tickets~~ **Bus cards** will allow for ridership on a space available basis only.

**Fees for Additional Services**

The district may also charge fees for:

1. Students traveling to full-time occupational classes provided by a Regional Occupational Program or Center (Education Code 39807.5)
2. Matriculated or enrolled adults traveling to and from school, or adults pursuing other educational purposes (Education Code 39801.5)
3. Community recreation as provided in Education Code 39835 (Education Code 10913)

*(cf. 3541 - Transportation Routes and Services)*

**Exemption from Fees**

All users of the transportation system shall pay fees as determined annually by the Board, except as follows:

7.8.2

**TRANSPORTATION FEES (continued)**

1. Special Education students whose individual education program calls for transportation services
2. Eligibility for reduced transportation based on indigency shall be determined by applying the Federal Policy for Child Nutrition Programs as outlined and periodically updated in the USDA eligibility manual for school meals.  
([www.fns.usda.gov/cnd/guidance/eligibility\\_guidance.pdf](http://www.fns.usda.gov/cnd/guidance/eligibility_guidance.pdf))  
(<http://www.fns.usda.gov/cnd/guidance/EliMan.pdf>)
3. Families purchasing passes for two students to ride at the regular fare receive a reduced rate for the third child. No family shall pay for passes for more than three children in any one school year.
4. Children who are required to attend a school outside of their normal attendance area and who would not have normally been eligible for transportation services.
5. Students receiving ~~free or~~ reduced-price transportation shall not be identified by the use of special bus passes, ~~tickets~~, **bus cards**, lines, seats or any other means. They shall in no way be treated differently from other students. Nor shall their names be published, posted or announced in any manner or used for any purpose other than the transportation program.

At the beginning of the school year and whenever a new student is enrolled, parents/guardians shall receive information about reduced-price transportation eligibility standards, application procedures and appeal procedures.

(cf. 5145.6 - Parental Notifications)

All applications and records related to eligibility for reduced-price transportation shall be confidential and used primarily for purposes directly connected with the reduced-price transportation program.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 5125 - Student Records)

**Ridership Eligibility Conditions**

All students will be eligible to ride upon presentation of a valid bus pass and on a space available basis, upon presentation of a ~~single-ride-ticket~~ **bus card**, except when student ridership has been suspended by the district.

All students will be required to comply with rules and regulations regarding student transportation as set forth elsewhere in the district policies and procedures. Furthermore, students who continually forget to bring their bus passes, students loaning passes or using

**TRANSPORTATION FEES (continued)**

bus passes that do not belong to them, and students who attempt to obtain transportation service without paying the proper fees may be denied transportation services.

Students transported from one school to another school as part of the district's educational program will not pay additional fees.

**Refunds, Replacements and Prorations for Bus Passes**

Refunds: Written request for refunds shall be made directly to the district office and should contain the following information: name of student, date that pass will no longer be used, reason for refund request, school of attendance, and location where refund is to be sent. The bus pass, accompanied by the request for refund shall be submitted to the district office not later than 10 days after transportation services will not be utilized or after the district has denied services for disciplinary reasons. No refunds will be made on ~~tickets or ticket books~~ **bus cards**.

Refunds shall be based on the date that the surrendered pass arrives in the district office. Refunds for passes shall be provided only for the following reasons, subject to a service charge:

1. Prorated refunds will be made for paid riders who are subsequently reassigned to Special Education classes and become legally eligible for free transportation.
2. Prorated refunds will be made for students who experience extended illness in excess of 15 consecutive school days.
3. Prorated refunds will be made for students moving out of a busing area.
4. Refunds will be made for students who are denied transportation for disciplinary reasons if services are denied for a period exceeding 15 school days.

Refunds will not be made for any other reason than the reasons stated above unless approved by the district office.

Replacement of Bus Passes: Bus passes are considered the property of the district, rented to the bearers, who are charged with custodial responsibility and are expected to safeguard them accordingly. The district assumes no responsibility for lost or stolen passes or ~~tickets~~ **bus cards**. Readable mutilated passes will be replaced upon payment of a service charge. Missing passes will be replaced upon the payment of a service charge and after prior pass purchase has been verified.

**TRANSPORTATION FEES (continued)****Emergencies**

In the event conditions beyond the control of the district prevent the district from providing the expected transportation services, the liability of the district will be limited to the refund of fees for that portion of the services not made available that exceeds \$1.00.

**Bus and Bus Stop Assignments**

Possession of a current pass entitles a student to ride to and from the designated school and bus stop only on the assigned bus. Reassignment to a different bus or a different stop can be requested by submitting a request to the Transportation Director; however, all decisions regarding bus assignments to buses and stops are at the sole discretion of the district.

Students planning to get off the bus anywhere other than their normal bus stop must bring a note from their parent/guardian. All notes of change exit must clear through the school office.

**Extracurricular Activity Trips**

Parents/guardians of students participating in extracurricular activities shall be charged fees, in accordance with Board-approved schedules, to help offset the cost of related transportation.

**Extracurricular Activity Transportation Fees**

~~Each school will be responsible for the collection of fees. Students will not be allowed to participate in scheduled events until all fees are paid.~~

~~Written requests for refunds will be accepted up until the time the activity begins.~~

All students will be required to comply with rules and regulations regarding student transportation as set forth elsewhere in the district policies and procedures.

Regulation  
approved: September 4, 2007  
revised: May 18, 2010  
revised:

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**  
Lincoln, California

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**TRANSPORTATION FEES**

Parents/guardians who desire to purchase transportation services for their children may do so by making payment to the Western Placer Unified School District according to the following schedule, and will receive bus passes for their students' use.

**Fee Amount:** Bus pass fees for the **2012-13** ~~2010-11~~ school year shall be:

	Annual Passes	Semester Passes
• One Student	<del>\$225</del> <b>250.00</b>	<del>\$125</del> <b>140.00</b>
• Two Students	<del>\$450</del> <b>500.00</b>	<del>\$250</del> <b>280.00</b>
• Three or More Students	<del>\$520</del> <b>580.00</b>	<del>\$290</del> <b>325.00</b>

**Tickets:** ~~Books of~~ **Bus card for** 10 one-way trips = \$15.00

Reduced-price passes will be available for those families who qualify and will be sold for half price.

**How to obtain passes:**

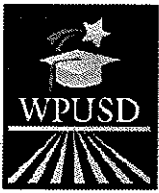
1. Mail completed application with check or money order to Western Placer Unified School District, 600 Sixth Street, Suite 400, Lincoln, CA 95648; or
2. Bring completed application with payment (check, money order, or cash) to the following location during the times specified: District Office, 600 Sixth Street, Suite 400, Lincoln, CA 95648, Monday through Friday- 8:00 a.m. – 4:30 p.m.; or
3. ~~Fill out and submit application online at [www.wpusd.k12.ca.us](http://www.wpusd.k12.ca.us):~~
3. Special Education students whose Individual Education Programs require transportation shall be issued free passes upon receipt of a completed application and verification from the special education department.

Permanent passes will be mailed within five working days.

Exhibit  
version: September 4, 2007  
revised: May 6, 2008  
revised: May 18, 2010  
revised:

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**  
Lincoln, California

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# WESTERN PLACER UNIFIED SCHOOL DISTRICT

600 SIXTH STREET, SUITE 400, LINCOLN CA 95648 PH: 916-645-6350

## 2012-13 APPLICATION FOR SCHOOL BUS TRANSPORTATION

Parent/Guardian's Name \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

	Regular Price Passes		Reduced-Price Passes	
	½ Year Pass	Annual Pass	½ Year Pass	Annual Pass
1 Pass/family	\$140.00	\$250.00	\$70.00	\$125.00
2 Passes/family	\$280.00	\$500.00	\$140.00	\$250.00
3+ Passes/family	\$325.00	\$580.00	\$162.50	\$290.00
Bus card for 10 rides:	\$15.00			

Student  
Name

Grade

School

Pass or  
Tickets

Fees

Office  
Use Only

Total

**Only complete this section if you are applying for reduced-price transportation.**

1. PLEASE LIST TOTAL NUMBER OF PEOPLE LIVING IN HOUSEHOLD \_\_\_\_\_
2. The total family income, **before deductions** is \_\_\_\_\_ per \_\_\_\_\_. Total family income includes wages of **all** working members living in this household, including parents, children, grandparents, etc., child support, alimony, social security and all other income.
3. **Attach proof of income or proof of current eligibility for TANF/Food Stamp/CalWorks benefits or proof of foster child status.**

### Payment

Cash or check accepted. Make check payable to Western Placer Unified School District or WPUSD.

### Processing

Mail application along with attachments and payment to the address above. If completed application and payment are received prior to the first day of school, passes will be mailed to your home address, if received after the first day of school, passes will be distributed to students at their schools.

Signed: \_\_\_\_\_

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

### Office Use Only

Rec'd Date	Method: Mail / Interoffice / Walk-In	By	Reduced Y / N	Check#	Amount	Distribution: Mail / Interoffice / In person
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7.8.7

**PURCHASING**

In order to provide a process that recognizes the value and importance of fiscal integrity, a purchase order, formal contract, or other Governing Board approved form must be generated prior to the purchase of all products and services. Confirmational orders are not acceptable. Only the Superintendent or designee has the authority to approve the expenditure of district funds. Without the Superintendent or designee's approval, the district is not obligated to make payment to a vendor. Consequently, the individual making the expenditure could be held personally liable for the payment of the product or service purchased without an approved purchase order or other district contractual document.

**Purchasing Process**

1. Each purchase order or other contractual document must contain the following information:
  - a. Complete vendor name and address
  - b. Name and address where the product and/or service will be delivered
  - c. A detailed itemization of the supplies and/or services
  - d. The unit and extended cost for each item. Include the applicable sales tax and delivery charges in the total order price
  - e. Indicate the budget code from where the supplies and/or services are to be charged
  - f. A dated signature, not a stamped facsimile, from the responsible administrator authorizing the order
2. Submit all copies of the purchase order or other contractual document to the Business Office for processing. Except in emergency situations, purchase order numbers will not be provided to sites via the phone.

**Exceptions**

There are expenditures that cannot be reasonably documented on a purchase order or other contractual document. Examples of those expenditures are mileage claims and personal reimbursements for expenses associated with district approved travel, conferences, and meetings. There are also certain vendors who are not set-up to accept purchase orders. Under these circumstances, expenses must be claimed on a Western Placer Unified School District Expense Account form.

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**PURCHASING (continued)****Expense Account Process and Guidelines**

1. All purchases made through the expense account process must be preapproved on the Reimbursement Approval Form (see Exhibit 3310). The original Reimbursement Approval Form, along with original receipts, must be attached to the Expense Account Form.
- ~~2. No purchase claimed on an Expense Account Form may exceed \$99.99.~~
2. Expense Account Forms for mileage claims are to be submitted to the Business Office at least monthly for reimbursement.
3. Expense Account Forms for costs associated with district approved travel, conferences, and meetings need to include original receipts for all actual and necessary expenses.
4. Each expense Account Form must contain the following information:
  - a. The budget code where the claim is to be charged
  - b. The name and address of the claimant
  - c. A detailed account of the activities to be reimbursed
  - d. Original receipts
  - e. The original Reimbursement Approval Form if applicable

Adherence to these processes will result in improved budget control and the appropriate utilization of district resources.

Regulation  
approved: September 4, 2007  
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**WESTERN PLACER UNIFIED SCHOOL DISTRICT**  
Lincoln, California

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**PURCHASING****Reimbursement Approval Form  
(Site RAF)**

**This form *must* be completed and approved *before* items are purchased.  
RAF and *original receipts* must be attached to completed Expense Account Form.**

Name: \_\_\_\_\_ Site: \_\_\_\_\_

Name of Vendor \_\_\_\_\_

Amount \_\_\_\_\_

Description of item(s) to be purchased:

\_\_\_\_\_

Area/Location/Program where item(s) will be used:

\_\_\_\_\_

Reason for making purchase rather than submitting purchase order:

\_\_\_\_\_

Funding source (include account code below): \_\_\_\_\_

F	D	R	E	S	C	Y	O	B	J	T	S	O	G	O	A	L	F	U	N	C	S	C	H	S	G

**To be completed by site office.**
Funds Available? ☐ YES ☐ NO \_\_\_\_\_  
InitialRAF Approved? ☐ YES ☐ NO \_\_\_\_\_  
Initial\_\_\_\_\_  
Site Administrator\_\_\_\_\_  
Date

Exhibit  
version: September 4, 2007  
revised:

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**  
Lincoln, California

7.8.10

**STUDENT WELLNESS**

The Board of Trustees recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall build a coordinated school health system that supports and reinforces health literacy through health education, physical education, health services, nutrition services, psychological and counseling services, health promotion for staff, a safe and healthy school environment, and parent/guardian and community involvement.

*(cf. 0000—Vision)*  
*(cf. 0200—Goals for the School District)*  
*(cf. 3513.3 - Tobacco-Free Schools)*  
*(cf. 3514 - Environmental Safety)*  
***(cf. 3555 - Nutrition Program Compliance)***  
*(cf. 5131.6 - Alcohol and Other Drugs)*  
*(cf. 5131.61 - Drug Testing)*  
*(cf. 5131.62 - Tobacco)*  
*(cf. 5131.63 - Steroids)*  
*(cf. 5141 - Health Care and Emergencies)*  
*(cf. 5141.22 - Infectious Diseases)*  
*(cf. 5141.3 - Health Examinations)*  
*(cf. 5141.31 - Immunizations)*  
*(cf. 5141.32 - Health Screening for School Entry)*  
*(cf. 5141.6 - Student Health and Social Services)*  
*(cf. 5142—Safety)*  
*(cf. 5146—Married/Pregnant/Parenting Students)*  
*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)*  
*(cf. 6164.2 - Guidance/Counseling Services)*

**School Health Council/Committee**

The Board's policy related to student wellness shall be developed with the involvement of parents/guardians, students, school food service professionals, school administrators, Board representatives, and members of the public. (42 USC **1758b** 1751-Note)

The Superintendent or designee may appoint a school health council or other committee consisting of representatives of the above groups. The council or committee may also include district administrators, health professionals, school nurses, health educators, physical education teachers, counselors, and/or others interested in school health issues.

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 9140 - Board Representatives)*

The school health council or committee shall assist with policy development and advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the council's charges may include planning and implementing activities to promote health within the school or community.

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**STUDENT WELLNESS (continued)****Nutrition Education and Physical Activity Goals**

The Board shall adopt goals for nutrition **promotion and** education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the district determines appropriate. (42 USC 1758b1-Note)

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

The district's nutrition education and physical education programs shall be based on research, consistent with the expectations established in the state's curriculum frameworks, and designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

Nutrition education shall be provided as part of the health education program ~~in grades K-12~~ and, as appropriate, shall be integrated into core academic subjects and offered through before- and after-school programs.

(cf. 5148.2 - Before/After School Program)

(cf. 6142.8 - Comprehensive Health Education)

All students ~~in grades K-12~~ shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education, recess, school athletic programs, extracurricular programs, before- and after-school programs, **programs encouraging students to walk or bicycle to or from school, in-class physical activity breaks**, and other structured and unstructured activities.

(cf. 5142.2 - Safe Routes to School Program)

(cf. 6142.7 - Physical Education)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

**The Board may enter into a joint use agreement to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.**

(cf. 1330.1 - Joint Use Agreements)

The Superintendent or designee shall encourage staff to serve as positive role models **for healthy eating and physical fitness**. He/she shall promote **work-site wellness** and may provide opportunities for regular physical activity among employees. Professional

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**STUDENT WELLNESS (continued)**

development ~~shall~~ **may** include instructional strategies that assess health knowledge and skills and promote healthy behaviors.

*(cf. 4131- Staff Development)*

*(cf. 4331- Staff Development)*

*(cf. 4231 – Staff Development)*

To encourage consistent health messages between the home and school environment, the Superintendent or designee may disseminate health information to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, the district or school web site, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

*(cf. 1100 – Communication with the public)*

*(cf. 1112 – Media Relations)*

*(cf. 1114 – District –Sponsored Social Media)*

*(cf. 1113 - District and School Web Sites)*

*(cf. 6020 - Parent Involvement)*

The Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, free give-aways, or other means.

*(cf. 1325 - Advertising and Promotion)*

**Nutrition Guidelines for Foods Available at School**

~~The Board shall adopt nutrition guidelines selected by the district for all foods available on each campus during the school day, with the objectives of promoting student health and reducing childhood obesity. (42 USC 1751 Note)~~

**For all foods available on each campus during the school day, the Board shall adopt nutritional guidelines which are consistent with 42 USC 1773 and 1779 and support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)**

The Board believes that foods and beverages available to students at district schools should support the health curriculum and promote optimal health, **taking into consideration the needs of students with special dietary needs.** Nutrition standards adopted by the district for all foods and beverages sold to students, including foods and beverages provided through the district's food service program, student stores, vending machines, fundraisers, or other venues, shall meet or exceed state and federal nutrition standards.

*(cf. 3312 - Contracts)*

*(cf. 3550 - Food Service/Child Nutrition Program)*

*(cf. 3554 - Other Food Sales)*

*(cf. 5141.27 – Food Allergies/Special*

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**STUDENT WELLNESS (continued)***(cf. 5148 - Child Care and Development)**(cf. 5148.3 - Preschool/Early Childhood Education)*~~*(cf. 6300 - Preschool/Early Childhood Education)*~~

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

*(cf. 1230 - School-Connected Organizations)*

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. ~~and by limiting foods or beverages that do not meet nutritional standards to no more than one food or beverage per party.~~ Class parties or celebrations shall be held after the lunch period when possible.

**Guidelines for Reimbursable Meals**

~~Foods and beverages provided through federally reimbursable school meal programs shall meet or exceed federal regulations and guidance issued pursuant to 42 USC 1758(f)(1), 1766(a), and 1779(a) and (b), as they apply to schools. (42 USC 1751 Note)~~

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs, to the extent possible. **When approved by the California Department of Education, the district may sponsor a summer meal program.**

*(cf. 3553 - Free and Reduced Price Meals)**(cf. 3552 - Summer Meal Program)***Program Implementation and Evaluation**

The Board shall establish a plan for measuring implementation of the policy. The Superintendent shall designate at least one person within the district and at each school who is charged with operational responsibility for ensuring that the school sites implement the district's wellness policy. (42 USC 1758b ~~1~~ Note)

*(cf. 0500 - Accountability)**(cf. 3555 - Nutrition Program Compliance)*

The Superintendent or designee shall recommend for Board approval specific quality indicators that will be used to measure the implementation of the policy districtwide and at each district school. These measures shall include, but not be limited to, an analysis of the nutritional content of meals served; student participation rates in school meal programs; any

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**STUDENT WELLNESS (continued)**

sales of non-nutritious foods and beverages in fundraisers or other venues outside the district's meal programs; and feedback from food service personnel, school administrators, the school health council, parents/guardians, students, and other appropriate persons.

The Superintendent or designee shall report to the Board at least every two years on the implementation of this policy and any other Board policies related to nutrition and physical activity.

**Posting Requirements**

Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas. (Education Code 49432)

~~Each school shall also post a summary of nutrition and physical activity laws and regulations prepared by the California Department of Education.~~

*Legal Reference:*EDUCATION CODE

**33350-33354 CDE responsibilities re: physical education**

49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49493 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

49540-49546 Child care food program

49547-49548.3 Comprehensive nutrition services

49550-49560 Meals for needy students

49565-49565.8 California Fresh Start pilot program

49570 National School Lunch Act

**51210 Course of study, grades 1-6**

**51220 Course of study, grades 7-12**

51222 Physical education

51223 Physical education, elementary schools

**51795-51796.5 School instructional gardens**

**51880-51921 Comprehensive health education**

CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

*Legal Reference: (continued on next page)*

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**STUDENT WELLNESS (continued)**UNITED STATES CODE, TITLE 42*1751-1769 National School Lunch Program, especially:**1751 Note Local wellness policy**1771-1791 Child Nutrition Act, including:**1773 School Breakfast Program**1779 Rules and regulations, Child Nutrition Act*CODE OF FEDERAL REGULATIONS, TITLE 7*210.1-210.31 National School Lunch Program**220.1-220.21 National School Breakfast Program*COURT DECISIONS*Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781**Management Resources:*CSBA POLICY BRIEFS*The New Nutrition Standards: Implications for Student Wellness Policies, November 2005*CSBA PUBLICATIONS*Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009**Safe Routes to School: Program and Policy Strategies for School Districts, Policy Brief, 2009**Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007**Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007**Physical Education and California Schools, Policy Brief, rev. October 2007**Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005**School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*Physical Education Framework for California Public Schools, Kindergarten Through Grade Twelve, 2009**Healthy Children Ready to Learn: A White Paper on Health, Nutrition, and Physical Education, January 2005**Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003**Physical Education Framework for California Public Schools, Kindergarten Through Grade 12, 1994*CALIFORNIA PROJECT LEAN PUBLICATIONS*Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006*CENTER FOR COLLABORATIVE SOLUTIONS*Changing Lives, Saving Lives: A Step-by-Step Guide to Developing Exemplary Practices in Healthy Eating, Physical Activity and Food Security in Afterschool Programs, March 2010*CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS*School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide for Elementary and Middle/High Schools, 2004-2005**Management Resources continued: (continued on next page)*

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**STUDENT WELLNESS (continued)****NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION (NASBE) PUBLICATIONS****Fit, Healthy and Ready to Learn, 2000****U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS****Dietary Guidelines for Americans, 2005****Team Nutrition, Food and Nutrition Services, Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000****Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000****WEB SITES**CSBA: <http://www.csba.org>**Action for Healthy Kids:** <http://www.actionforhealthykids.org>California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>California Department of **Public Health Services:** <http://www.dhs.ca.gov/www/cdph.ca.gov>California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>**California School Nutrition Association:** <http://www.cdc.gov>**Center for Collaborative Solutions:** <http://www.ccscenter.org>Centers for Disease Control and Prevention (CDC): <http://www.cdc.gov>Dairy Council of California: <http://www.dairycouncilofca.org>National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>National Association of State Boards of Education: <http://www.nasbe.org>National School Boards Association: <http://www.nsba.org>School Nutrition Association: <http://www.schoolnutrition.org>Society for Nutrition Education: <http://www.sne.org>U.S. Department of Agriculture, **Food Nutrition Service, wellness policy:**[http://www.fns.usda.gov/tn/Healthy/wellnesspolicy\\_steps.html](http://www.fns.usda.gov/tn/Healthy/wellnesspolicy_steps.html)

**In accordance with federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.**

**To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD). The USDA is an equal opportunity provider and employer.**

Policy  
adopted:  
revised:

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**  
Lincoln, California

7.8.17



**CAREGIVER'S AUTHORIZATION AFFIDAVIT**

Use of this affidavit is authorized by Part 1.5 (commencing with Section 6550) of Division 11 of the California Family Code.

Instructions: Completion of items 1-4 and the signing of the affidavit is sufficient to authorize enrollment of a minor in school and authorize school-related medical care. Completion of items 5-8 is additionally required to authorize any other medical care. Print clearly.

The minor named below lives in my home and I am 18 years of age or older.

1. Name of minor: \_\_\_\_\_
2. Minor's birth date: \_\_\_\_\_
3. My name (adult giving authorization): \_\_\_\_\_
4. My home address: \_\_\_\_\_
5. I am a grandparent, aunt, uncle, or other qualified relative of the minor (see next page for a definition of "qualified relative").
6. Check one or both (for example, if one parent was advised and the other cannot be located):  
  
I have advised the parent(s) or other person(s) having legal custody of the minor of my intent to authorize medical care, and have received no objection.  
  
I am unable to contact the parent(s) or other person(s) having legal custody of the minor at this time, to notify them of my intended authorization.
7. My date of birth: \_\_\_\_\_
8. My California's driver license or identification card number: \_\_\_\_\_

**Warning: Do not sign this form if any of the statements above are incorrect, or you will be committing a crime punishable by a fine, imprisonment, or both.**

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

**Notices:**

1. This declaration does not affect the rights of the minor's parents or legal guardian regarding the care, custody, and control of the minor, and does not mean that the caregiver has legal custody of the minor.
2. A person who relies on this affidavit has no obligation to make any further inquiry or investigation.
3. This affidavit is not valid for more than one year after the date on which it is executed.

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Additional information:

**TO CAREGIVERS:**

1. "Qualified relative," for purposes of item 5, means a spouse, parent, stepparent, brother, sister, stepbrother, stepsister, half-brother, half-sister, uncle, aunt, niece, nephew, first cousin, or any person denoted by the prefix "grand" or "great" or the spouse of any of the persons specified in this definition, even after the marriage has been terminated by death or dissolution.
2. The law may require you, if you are not a relative or a currently licensed foster parent, to obtain a foster home license in order to care for a minor. If you have any questions, please contact your local department of social services.
3. If the minor stops living with you, you are required to notify any school, health care provider, or health care service plan to which you have given this affidavit.
4. If you do not have the information requested in item 8 (California driver's license or I.D.), provide another form of identification such as your social security number or Medi-Cal number.

**TO SCHOOL OFFICIALS:**

1. Section 48204 of the Education Code provides that this affidavit constitutes a sufficient basis for a determination of residency of the minor, without the requirement of a guardianship or other custody order, unless the school district determines from actual facts that the minor is not living with the caregiver.
2. The school district may require additional reasonable evidence that the caregiver lives at the address provided in item 4.

**TO HEALTH CARE PROVIDERS AND HEALTH CARE SERVICE PLANS:**

1. No person who acts in good faith reliance upon a caregiver's authorization affidavit to provide medical or dental care, without actual knowledge of facts contrary to those stated on the affidavit, is subject to criminal liability or to civil liability to any person, or is subject to professional disciplinary action, for such reliance if the applicable portions of the form are completed.
2. This affidavit does not confer dependency for health care coverage purposes.

Exhibit  
version: September 4, 2007  
revised:

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**  
Lincoln, California

7.8.19

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT****Grades for Achievement**

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

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

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

*(cf. 5123 - Promotion/Acceleration/Retention)*

*(cf. 5124 - Communication with Parents/Guardians)*

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

*(cf. 5125 - Student Records)*

*(cf. 6146.1 - High School Graduation Requirements)*

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

**Grades for Physical Education**

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

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

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

*(cf. 6142.7 - Physical Education)*

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

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

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

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

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

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

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

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

**Advanced Placement/Honors Courses (High School Level)**

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT (continued)**

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

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

**Pass/Fail Grading**

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

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

**Grades for Citizenship and Effort**

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

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

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

**Honor Roll**

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

*(cf. 6141.5 - Advanced Placement)*

*(cf. 6172 - Gifted and Talented Student Program)*

*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

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## **GRADES/EVALUATION OF STUDENT ACHIEVEMENT (continued)**

### **Peer Grading**

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

*(cf. 5125 - Student Records)*

### **Progress reports**

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

### **Repeating Classes**

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

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

### **Absences from School**

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

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

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

*(cf. 5113 - Absences and Excuses)*

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

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

*(cf. 5125 - Student Records)*

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**GRADES/EVALUATION OF STUDENT ACHIEVEMENT** (continued)

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

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

*(cf. 6173.1 – Education for Foster Youth)*

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**WESTERN PLACER UNIFIED SCHOOL DISTRICT**  
Lincoln, California

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