

**Western Placer Unified School District**  
**Regular Meeting of the Board of Trustees**  
November 18, 2014, 7:00 P.M.  
Foskett Ranch Elementary School – Multi-Purpose Room  
1561 Joiner Parkway, Lincoln, CA 95648

**MINUTES**

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

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

**Board Members Present:**

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

**Others Present:**

Scott Leaman, Superintendent  
Audrey Kilpatrick, Assistant Superintendent of Business & Operations  
Ryan Davis, Assistant Superintendent of Personnel Services  
Kerry Callahan, Assistant Superintendent of Educational Services  
Kelly Castillo, Principal  
Rosemary Knutson, Secretary to the Superintendent

**6:30 P.M. START**

1. **CALL TO ORDER** – Foskett Ranch Elementary School – Multi Purpose Room

**6:35 P.M.**

2. **CLOSED SESSION** – Foskett Ranch Elementary School – Office Conference Room

- 2.1 **CONFERENCE WITH LABOR NEGOTIATOR**

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators:

~Scott Leaman, Superintendent

~Ryan Davis, Assistant Superintendent of Personnel Services

~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

~Kerry Callahan, Assistant Superintendent of Educational Services

- 2.2 **PERSONNEL**

Public Employee Employment/Discipline/Dismissal/Release

**7:00 P.M.**

3. **ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE**—Foskett Ranch Elementary School, Multi-Purpose Room  
The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

November 18, 2014

Minutes

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**3.1 CONFERENCE WITH LABOR NEGOTIATOR**

Bargaining groups: WPTA &amp; CSEA Negotiations

Agency Negotiators:

~Scott Leaman, Superintendent

~Ryan Davis, Assistant Superintendent of Personnel Services

~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

~Kerry Callahan, Assistant Superintendent of Educational Services

No action was taken

**3.2 PERSONNEL**

Public Employee Employment/Discipline/Dismissal/Release

No action was taken

**4. SPECIAL ORDER OF BUSINESS**

School Being Featured: Foskett Ranch Elementary School

Mr. Leaman introduced Kelly Castillo, Principal. Mrs. Castillo welcomed everyone. Certificates were handed out to recognize students. Mrs. Castillo introduced Carol Anderson, teacher in charge of the leadership team. She shared the overwhelming response from students wanting to serve on the Student Leadership Team. In fact she was able to create two leadership teams. Students from the Student leadership team shared their roles and experiences as student leaders, along with different events their teams are involved in. Ms. Anderson asked members of the board to participate in a skit with the students.

**5. CONSENT AGENDA**

5.1 Approval of Meeting Minutes for:

- October 7 & October 21, 2014 Regular Board of Trustee Meeting

5.2 Approval of Warrants

5.3 Classified Personnel Report

5.4 Student Discipline Stipulated Expulsion Students # 14/15 – C, D, E, &amp; F.

5.5 Overnight Field Trips

5.6 Ratification of Contract with Total Educational Systems Support (TESS) for Administrator Training.

5.7 Ratification of Contract with Amador Stage Lines – Transportation Services – High School and Middle Schools Band for March 29, 2015.

5.8 Ratification of Contract with Starstruck Showcase – Carlin C. Coppin Elementary Enrichment Program.

5.9 Ratification of Contract with Rainforth Grau Architects for Professional Services related to District Office Data Room HVAC Replacement.

5.10 Library Advisory Committee

Mr. Armitage requested to pull item 5.4 from consent agenda. Motion by Mr. Carras, seconded by Mr. Long, and passed by a 5-0 (**Ayes:** Haley, Long, Armitage, Carras, Wyatt, **No:** None) roll call vote to approve consent agenda as presented with the exception of item 5.4.

November 18, 2014

**Minutes**

Mr. Armitage requested clarification on expunging student records for student 14/15.F. After some discussion the board took action to approve each Student Discipline Stipulated Expulsion individually:

~**Student # 14/15.C** – Motion by Mr. Long, seconded by Mr. Haley, and passed by a 5-0 (**Ayes:** Long, Armitage, Carras, Haley, Wyatt, **No:** None) roll call vote to approve the stipulated expulsion as presented.

~**Student #14/15.D** – Motion by Mr. Long, seconded by Mr. Armitage, and passed by a 5-0 (**Ayes:** Armitage, Carras, Haley, Long, Wyatt, **No:** None) roll call vote to approve the stipulated expulsion as presented.

~**Student #14/15.E** – Motion by Mr. Armitage, seconded by Mr. Carras, and passed by a 5-0 (**Ayes:** Carras, Haley, Long, Armitage, Wyatt, **No:** None) roll call vote to approve the stipulated expulsion as presented.

~**Student #14/15.F** – Motion by Mr. Haley, seconded by Mr. Carras, and passed by a 3-2 (**Ayes:** Carras, Haley, Wyatt, **No:** Long, Armitage) roll call vote to approve the stipulated expulsion as presented.

## 6. COMMUNICATION FROM THE PUBLIC

Matisse Ross/Abby Warner students from the Lincoln Crossing leadership team, along student Savanna Avila with the Leadership Team from LHS. They shared that students from LHS went over to Lincoln Crossing to observe and communicate with the leadership group and shared ideas. Lincoln Crossing is currently working on “operation shoebox”, along with other programs such as anti-bullying. For pink day, \$2,312.00 was raised for the Susan G. Komen, Cancer Awareness.

## 7. REPORTS & COMMUNICATION

- 7.1 Lincoln High School Student Advisory – Jillian Loya – not present
- 7.2 Western Placer Teacher’s Association – Tara McCroskey – no report
- 7.3 Western Placer Classified Employee Association – Mike Kimbrough – not present
- 7.4 Superintendent - Scott Leaman
  - Had a shelter in place today at TBMS, and TBE for about one hour. The LPD was in pursuit of a Parolee. The district stayed in contact with the Police Dept. He was caught and arrested.
  - TBE also had a mountain lion sighting last week.
  - District Office hours for the Thanksgiving break hours 10:30 to 2:00 p.m., board packets can be picked up on Tuesday.
  - January 6<sup>th</sup> meeting will be cancelled.
  - Meet with financial advisor, in January during the 2<sup>nd</sup> meeting, there will be an opportunity to refinance to pay off COP’s
  - Kris Wyatt received the Trustee of the Year award at the trustee dinner last night.

## 8. ♦ACTION ♦DISCUSSION ♦INFORMATION

### 8.1 Action 2014-15 SINGLE PLANS FOR STUDENT ACHIEVEMENT–

**Callahan** (14-15 G & O Component I, II, III, IV, V)

- Pursuant to California Education Code (EC) Section 64001 and the federal Elementary and Secondary Education Act (ESEA) schools that receive state and federal funds through the Consolidated Application and Reporting System (CARS) and ESEA Program Improvement funds consolidate all school plans into the Single Plan for Student Achievement (SPSA).

November 18, 2014

Minutes

Kerry Callahan presented Student Achievement plans for approval. Motion by Mr. Carras, seconded by Mr. Haley, and passed by a 5-0 (Ayes: Armitage, Carras, Haley, Long, Wyatt, No: None) vote to approve the 2014-15 Single Plans for Student Achievement.

**8.2 Discussion/ Action** **CONSIDER APPROVING NEW JOB DESCRIPTION FOR MIDDLE SCHOOL AGRICULTURE AND ENVIRONMENTAL SCIENCE TEACHER AS PART OF THE CCPT GRANT– Davis (14-15 G & O Component I, II, III, IV, V)**

●As a part of the ongoing review of job descriptions and the needs of the school sites and the district by both the District and WPTA there exists a need to approve a new job description for the “Middle School Agriculture & Environmental Science Teacher” position which is necessary to meet the very specific needs of implementing the California Career Pathways Trust (CCPT) Grant. The District administration worked with WPTA and the CCPT Committee to bring forward the enclosed job description.

Ryan Davis presented a new job description for Agriculture and Environmental Science Teacher, as part of the CCPT Grant. This position will be shared between both middle schools. Motion by Mr. Haley, seconded by Mr. Long, and passed by a 5-0 (Ayes: Armitage, Carras, Haley, Long, Wyatt, No: None) vote to approve the new job description for Middle School Agriculture and Environmental Science Teacher.

**8.3 Action** **ACCEPTANCE OF BID FROM HOMETOWN CONSTRUCTION FOR THE DISTRICT OFFICE DATA ROOM HVAC PROJECT– Kilpatrick (14-15 G & O Component I, II, III, IV, V)**

●To relieve the ongoing issue of inadequate cooling within the Data (or Server) Room at the District Office on the 4<sup>th</sup> Floor of city Hall Building, we have solicited bids for the improvement work that is outlined in plans and specification by Rainforth Grau Architects.

Pulled from board agenda, will be brought back at December 2<sup>nd</sup> meeting.

**8.4 Information/ Discussion** **ELEMENTARY EDUCATIONAL SPECIFICATION UPDATE – Kilpatrick (14-15 G & O Component I, II, III, IV, V)**

●The District has committed to renewing our vastly outdated Educational Specifications for all grade levels, but beginning with Elementary. In addition to this being an intrugual part of planning out any future sites, or modernizations to current sites, it also is a requirement for submission to California Department of Education Prior to approval of any changes to school sites or construction of new school sites.

Pulled from board agenda, will be brought back at December 2<sup>nd</sup> meeting.

**8.5 Action** **UPDATE MASTER ARCHITECTURAL SERVICES AGREEMENT WITH LPA, INC. – Kilpatrick (14-15 G & O Component I, II, III, IV, V)**

●WPUSD currently has a “Master” Services Agreement with LPA, Inc., which was signed in 2008. We have continued to utilize that Agreement to add Project

November 18, 2014

Minutes

Service Agreements under it. However, with new regulations and legal requirement, an updated agreement was long overdue.

Audrey Kilpatrick presented the Master Services Agreement with LPA, Inc. to include updates with new regulations. Ann Collins with Lozano Smith was present for any clarification needed. Motion by Mr. Carras, seconded by Mr. Armitage, and passed by a 5-0 (*Ayes: Armitage, Carras, Haley, Long, Wyatt, No: None*) vote to approve the updates to the Master Architectural Services Agreement with LPA, Inc.

**8.6 Action**

**APPROVAL OF LEASE-LEASE BACK AGREEMENT WITH LANDMARK CONSTRUCTION FOR OLD DISTRICT OFFICE ADA MODIFICATIONS FOR DIVISION OF STATE ARCHITECT CLOSEOUT – Kilpatrick (14-15 G & O Component I, II, III, IV, V)**

• In the continuing process to certify previously non-closed out Division of State Architect construction projects, we are engaging in work at the Old District Office location to bring the ADA (American with Disabilities Act) features to the level in which they were called out for on the original construction plans.

Audrey Kilpatrick presented the Lease-Lease Back Agreement with Landmark Construction for approval. All change orders, if any will come before the board for approval. Motion by Mr. Carras, seconded by Mr. Haley, and passed by a 5-0 (*Ayes: Armitage, Carras, Haley, Long, Wyatt, No: None*) vote to approve the Lease-Lease Back Agreement with Landmark Construction for ADA modifications needed.

**8.7 Action**

**APPROVE RESOLUTION #14/15.10 – WPUSD RELATING TO THE SECURITIES AND EXCHANGE COMMISSION MUNICIPALITIES CONTINUING DISCLOSURE COOPERATION INITIATIVE – Kilpatrick (14-15 G & O Component I, II, III, IV, V)**

• The Resolution 14/15.10, with board approval, resolves that the District has issued certain municipal securities in order to construct and improve various school facilities in the District. In connection with the issuance of such securities, the District has entered into a continuing disclosure agreement pursuant to Rule 15c2-12 of the Securities and Exchange Commission (SEC).

Audrey Kilpatrick presented Resolution No. 14/15.10 for approval. Motion by Mr. Carras, seconded by Mr. Armitage, and passed by a 5-0 (*Ayes: Haley, Long, Armitage, Carras, Wyatt, No: None*) roll call vote to approve Resolution No. 14/15.10 relating to Securities and Exchange Commission Municipalities continuing disclosure cooperation initiative.

**8.8 Action**

**APPROVE RESOLUTION #14/15.11 – WPUSD APPROVING DISCLOSURE PROCEDURES FOR THE PUBLIC DEBT ISSUANCES AND RELATED CONTINUING DISCLOSURE OBLIGATIONS – Kilpatrick (14-15 G & O Component I, II, III, IV, V)**

• The Resolution 14/15.11, with board approval, resolves that the District to:

November 18, 2014

Minutes

- (a) ensure that Initial Disclosure Documents do not contain any material misstatements or omit to state information material to prospective investors in connection with their decision to purchase obligations of the District
- (b) ensure that Continuing Disclosure Documents filed with EMMA by the District are timely filed, are accurate and are otherwise in accordance with continuing disclosure obligations of the District
- (c) ensure that material event notices and any other filings with EMMA in connection with debt obligations of the District are accurate and comply with all applicable federal and state securities laws, and
- (d) promote best practices regarding the preparation of Initial Disclosure Documents and Continuing Disclosure Documents, the Board of Trustees hereby adopts disclosure procedures for public debt issuances in the form attached hereto as Exhibit A.

Audrey Kilpatrick presented Resolution No. 14/15.11. Motion by Mr. Haley, seconded by M. Long, and passed by a 5-0 (**Ayes:** Long, Armitage, Carras, Haley, Wyatt, **No:** None) roll call vote to approve Resolution No. 14/15.11 approving disclosure procedures for the public debt issuances and related continuing disclosure obligations.

**8.9 Action**

**ADOPTION OF REVISED/NEW POLICIES, REGULATIONS AND EXHIBITS – Leaman** (14-15 G & O Component I, II, III, IV, V)

•The District Policy Committee and Management Team has 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 3543 – Transportation Safety and Emergencies
- BP/AR 4115 – Evaluation/Supervision
- AR 4117.11/4317.11 – Preretirement Part-Time Employment
- AR 4161.11/4261.11/436.11 – Industrial Accident/Illness Leave
- AR 4161.2/4261.2/4361.2 – Personal Leaves
- BP 4315 – Evaluation/Supervision
- BP/AR 5141.6 – School Health Services
- AR 5144.2 Suspension and Expulsion/Due Process (Students with Disabilities)
- AR 6159 – Individualized Education Program
- BP 6159.1 – Procedural Safeguards and Complaints for Special Education
- BP/AR 6159.2 – Nonpublic, Nonsectarian School and Agency Services for Special Education
- BP/AR 7214 – General Obligation Bonds

Motion by Mr. Carras, seconded by Mr. Armitage, and passed by a 5-0 (**Ayes:** Armitage, Carras, Haley, Long, Wyatt, **No:** None) vote to approve policies as presented.

**8.10 Action**

**ESTABLISH ANNUAL ORGANIZATIONAL MEETING – Leaman** (14-15 G & O Component I, II, III, IV, V)

•Education Code 35143 and 5017 require the scheduling of an annual organizational meeting in December for selecting board officers. Placer County Office of Education request we take board action on the scheduling of the annual organizational meeting, and submit to PCOE.

Motion by Mr. Carras, seconded by Mr. Armitage, and passed by 5-0 (**Ayes:** Armitage, Carras, Haley, Long, Wyatt, **No:** None) vote to establish annual organizational meeting be held on Tuesday, December 16, 2014.

November 18, 2014

Minutes

- 8.11 Information/ Discussion** **MEASURE A UPDATE – Leaman** (14-15 G & O Component I, II, III, IV, V)  
• An update on Measure A will be presented to the Board.

Mr. Leaman updated the board that there are still 3,400 ballots that need to be counted, and we need 1,250 positive ballots in order for Measure A to pass. We will have more information at the December 2<sup>nd</sup> board meeting. The process for the oversight committee, requirements will need to be established, along with a selection process. This process will be done through Lozano Smith, with a timeline of 60 days after they certify the election. According to Lozano Smith, the process will be to have the board will make the committee selection.

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

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

- Twelve Bridges High School
- Lincoln Crossing Elementary South/Facilities Update
- Foreign Exchange Students Criteria
- Community Information Breakfast (*Springtime*)

**9.2 BOARD MEMBER REPORTS/COMMENTS**

**Mr. Haley** shared the dinner last night was great, good reports, so glad to see Kris receive the award.

**Paul Long** said 100% ditto on Brian's comments about Kris, and her award was very well deserved, and enjoyed sitting with Kris and her husband, and dinner was great.

**Mr. Armitage** also congratulated Kris, it was very well deserved. Also will be going to Disneyland

**Mr. Carras** shared everything that was said by the other board members, and all that was said last night was very true, and thanked Kris for all she does.

**Kris Wyatt** shared last night was very nice, and she received a nice clock. Sat in on the WASCO leadership meeting, it was an interesting process. Kiwanis gave away a bike today at FRE, to Richey Flores.

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

The President will establish the following meeting(s):

- **December 2, 2014** 7:00 P.M., Regular Meeting of the Board of Trustees – Lincoln High School - Library
- **December 16, 2014** 7:00 P.M., Regular Meeting of the Board of Trustees – Lincoln High School


**11. ADJOURNMENT**

There being no further business the meeting was adjourned at 8:17 p.m.

November 18, 2014

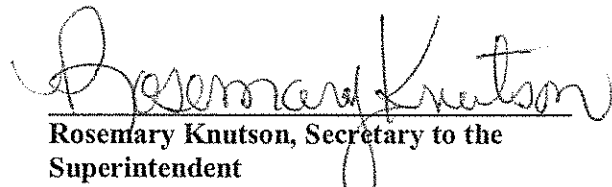
Minutes

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Kris Wyatt, President

  
Damian Armitage, Clerk

  
Scott Leaman, Superintendent

  
Rosemary Knutson, Secretary to the  
Superintendent

**Adopted:** December 2, 2014

**Ayes:** Haley, Long, Armitage, Carras, Wyatt

**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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